



TO: VHSL Swim and Dive Officials  
FROM: Tom Dolan, Assistant Director  
Carolyn Shifflett, Athletic Programs Assistant  
RE: Swim Officials Requirements, Registration Procedures, Examination Requirements, Swim Rules Clinics  
DATE: September 2009

- I. **INTRODUCTION** – Thank you for registering as a VHSL swim & dive official! Please read the following information so that you are familiar with the policies and procedures for registration.
- II. **ELIGIBILITY** – To be eligible to officiate VHSL contests, an official must register with the VHSL, attend a VHSL swim and dive rules clinic and pass the current NFHS Swim and Dive Rules Exam or to be a certified USA swim official. In addition, as required by § 22.1-296.1(C) of The Code of Virginia, individuals must certify to their local association that they have never been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child. These requirements are annual requirements.
- III. **REGISTRATION PROCEDURES** – *Swim and dive officials may register at the Swim and Dive clinic. Clinicians will have the application forms and rule books will be given after registering and paying the registration fee. The registration fee is \$29.00 (\$18.00 registration, \$11.00 insurance. Registration deadline is from October 1 – February 2, 2009.* Once an individual registers and pays the appropriate fees they will receive a copy of this year's NFHS Swim and Dive Rules Book. In order to complete your registration requirements, you must take the current NFHS Swim and Dive Examination online. Those individuals who are USA certified swim officials are exempt from these registration procedures and your NFHS Swim and Dive Rule book will be handled through associates of USA Swim.
- IV. **ADDRESS CHANGES** – All officials must notify the VHSL Office of any change of address (including Zip Code). Please be sure you indicate your sport(s), association (if applicable) and VHSL Official's ID number when notifying us of any change.
- V. **MULTIPLE SPORT REGISTRATION** – Individuals who officiate more than one sport must register separately for each sport. If you have paid the insurance fee through your registration with the VHSL in another sport, indicate that sport on your registration form so that you are not charged a second time. ALL officials must be insured through the VHSL's program.
- VI. **RECIPROCITY WITH OTHER STATES** – The VHSL has fee reciprocity with North Carolina. For additional information, see the VHSL Sports Officials Handbook on the web site. ALL officials must meet the VHSL Rules clinic and examination requirements. ALL officials must pay for the VHSL-provided insurance.
- VII. **INSURANCE** – VHSL has acquired officials insurance through American Specialty Insurance Services, Inc. A benefits summary is provided under the "Officials" button on the VHSL web site. This insurance does NOT provide coverage for officials working college or professional contests. Because VHSL no longer participates in the NFHS officials' insurance program, VHSL officials are no longer automatically enrolled in the NFHS Officials' Association. Benefits of NFHSOA membership include "The Officials' Quarterly" publication as well as recognition programs, on-line searchable rule books and case books, and other educational benefits. Officials interested in NFHSOA membership may obtain information at [www.nfhs.org/nfoa.htm](http://www.nfhs.org/nfoa.htm).
- VIII. **VHSL SWIM AND DIVE RULES CLINICS** – This year's VHSL swim and dive rules clinics for Swim and Dive officials and coaches will be held at the times, dates and locations listed below. Please be on time as clinics will begin promptly as scheduled. Officials who wish to be eligible for varsity assignments MUST attend a clinic each year in that sport. Clinic attendance in another state cannot be used to meet this requirement. Officials who intend to officiate VHSL varsity contests MUST meet the annual VHSL clinic requirement. Officials at each clinic will be asked to verify their attendance by filling out an attendance card. It is important that you print legibly and turn the card in to the clinician at the end of the clinic. Late cards will not be accepted. Individuals who complete or turn cards in on behalf of others or who provide false information to the League will be subject to suspension or other disciplinary action. A clinic evaluation form has been posted on the web site. Officials are encouraged to complete the form and email it to the League office (instructions are on the form). **DO NOT USE YOUR SSN ON THESE CARDS OR ON THE EXAM SITE.**

BEFORE ATTENDING THESE CLINICS PLEASE GO TO [http://www.vhsl.org/athletics/swimming\\_and\\_diving\\_girls](http://www.vhsl.org/athletics/swimming_and_diving_girls) FOR CHANGES OR ANY ADDITIONAL CLINICS THAT MAY BE ADDED

**2009/10 SWIM AND DIVE RULES CLINICS**

<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>	<u>ROOM</u>	<u>Clinician</u>
Oct. 14	7:00 pm	West Potomac High School, Alexandria	Auditorium	Barbara Mahony
Oct. 20	7:00 PM	Charlottesville High School, Ch'ville	Auditorium	Ron Price
Oct. 21	7:00 PM	Spotswood High School, Penn Laird, VA	TBA	David Strider
Oct. 27	7:00 PM	John Handley High School, Winchester	Cafeteria	David Strider
Oct. 28	7:00 PM	Atlee High School, Hanover	Lecture Hall	George Homewood
Oct. 29	7:00 PM	William Byrd High School, Roanoke	TBA	David Strider
Oct. 29	7:00 PM	Kellam High School, Virginia Beach	Library/Media Ctr.	Betsy Durrant
Nov. 1	5:00 PM	Fairview Swim Pool, Charlottesville	Pool	David Strider
Nov. 2	7:00 PM	James Monroe High School, Fredericksburg	TBA	Brian Jones
Nov. 4	7:00 PM	Jamestown High School, Williamsburg	Lecture Hall	George Homewood
Nov. 4	10:00AM	Virginia High School, Bristol	Computer Lab	Molly Boyle
Nov. 5	7:00 PM	Woodside High School, Newport News	TBA	George Homewood
Nov. 9	7:00 PM	Chancellor High School, Fredericksburg	TBA	Brian Jones
Nov. 12	7:00 PM	Great Bridge High School, Chesapeake	Library/Media Ctr.	Betsy Durrant
Nov. 12	6:30 PM	New Kent High School, New Kent	Library	George Homewood
Nov. 18	6:30 PM	Heritage High School, Lynchburg	Lecture Hall	Mark Storm
Nov. 24	7:00 PM	West Potomac High School, Alexandria	Auditorium	Barbara Mahony

- IX.** RULES EXAM – All officials must take and pass the current NFHS Swim and Dive Rules Exam. All officials will take the Swim and Dive exam online. The exam will be available for testing on November 1 – January 16, after that the fees will be as follows: \$50.00 from January 17 – January 30; \$75.00 after January 30 until exam closes. Instructions for taking the online exam are on the NF testing link on the official's page of the VHSL website or you can click here <http://exams.nfhs.org/account/login.aspx?ReturnUrl=%2fsecure%2fdashboard.aspx> . You will need to know your VHSL ID in order to receive credit. A minimum score of 80 is required for post-season eligibility. A minimum score of 70 is required for assignment at the varsity level. See the VHSL website (www.vhsl.org) for more information regarding online testing. Officials who have taken this year's exam in another state must have that state association office provide verification of the score to VHSL. We will not accept verification from individual officials.
- X.** – All officials must take and pass the current NFHS Swim and Dive Rules Exam online. Make sure to use your VHSL ID when entering your information on the exam site.
- XI.** **VHSL OFFICIAL'S CARD** – Officials who receive a passing score on the NFHS Swim and Dive Rules Exam and who meet all other registration requirements will receive a VHSL official's card and VHSL emblem. The card identifies you as a VHSL contest official, but does NOT permit free admittance to games (as a spectator).
- XII.** **VHSL STATE EVENT PASS** -- Officials may purchase a VHSL State Event Pass which entitles that official to admittance into all VHSL state tournament events. Cost of the pass is \$15.00. Contact Linda Taylor at the VHSL office for details.
- XIII.** **VHSL WEB SITE (www.vhsl.org)** -- The VHSL continues to make more information available via the VHSL web site. Check "Weekly Update," "Officials," and "Swim and Dive" for pertinent information.

**OTHER** – those individual registered with USA Swimming and who have completed their three required “on deck” training sessions will not be required to attend a VHSL rules clinic or take the required test. Those individuals who have not completely fulfilled USA Swimming requirements will be required to attend a VHSL Rules Clinic and take the required test to be eligible to officiate VHSL sanctioned events.

*Thank you for your support of VHSL swim and dive. Have a great season!*