



TO: Returning VHSL Officials
 (Baseball, Basketball, Cheer, Field Hockey, Football, Gymnastics, Lacrosse, Soccer, Softball, Volleyball, and Wrestling)

FROM: Joyce Sisson, Assistant Director
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SUBJ: 2016-17 Registration Requirements and Procedures

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1. **INTRODUCTION -- Thank you for your service as a VHSL official! Without you, there would be no VHSL programs!** If you intend to register for the 2016-17 school year (and we hope you will), please read the following information so that you are familiar with the policies and procedures for registration. Questions should be directed to your commissioner or other responsible association officer.
2. **ELIGIBILITY --** To be eligible to officiate VHSL contests, an official must register with VHSL using the ArbiterSports platform, meet the annual rules clinic requirement, pass the current NFHS rules exam in their sport(s), and meet any other criteria set by the VHSL or local association. **In addition, as required by § 22.1-296.1(C) of The Code of Virginia, individuals must certify when they register and 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.** VHSL schools are responsible for ensuring that all independent contractors with whom they do business are in compliance with this section of The Code of Virginia. All of the above are annual requirements.
3. **REGISTRATION PROCEDURES –** Each individual official is responsible for her/his own registration. To register, go to <http://www.vhsl.arbitersports.com/>. This will take you directly to the VHSL Central Hub. Sign in (at the top) using your Arbiter username and password. Once you are signed in, click on the “Registration” tab. Select the sport(s) in which you wish to register and click “Next.” Follow the remaining instructions, clicking “Next” to advance through each step of the process. Registration dates are listed below. For definition purposes, a “returning” official is one who was registered in one or more VHSL sports during the 2015-16 school year. A “new” official is an individual who was NOT registered with VHSL in any sport during the past school year.

Registration Schedule

Returning officials	July 1 – July 31, 2016
<u>New Officials</u>	Aug. 1 – Sept. 30, 2016 (Fall sports)
.	Sept. 1 – Dec. 31, 2016 (Winter sports)
.	Jan. 1 – Mar. 31, 2017 (Spring sports)

Officials who miss the applicable deadline for registration will be assessed a \$25.00 late fee which must be paid prior to acceptance of her/his registration.

4. **REGISTRATION FEES -** The VHSL registration fee is \$45.00 for the first sport and \$30.00 for the second and each subsequent sport. For example, an official who registers for volleyball, wrestling and baseball would pay a total of \$105.00 for three sports. The registration fees cover administrative costs, insurance, NFOA membership for each official and other officiating program costs. You must pay by credit card (no additional cost) or by personal check (add a \$5.00 processing fee). Credit card payments are preferred and are more cost-effective. Checks should be written to VHSL, Inc., and mailed to VHSL, 1642 State Farm Blvd., Charlottesville, VA 22911. Note what the check is for on the Memo line of the check. Don't forget the \$5.00 processing fee and any appropriate late fees.

5. **INSURANCE** – Officials are insured through the National Federation of State High School Associations (NFHS). To find a benefits summary and/or obtain a certificate of insurance, go to the NFHS website (www.nfhs.org), select “Officials” from the “NFHS For You” drop-down menu, and scroll to the bottom of the page.
6. **RULE BOOKS** – As soon as they are available, NFHS Rule Books, Pre-Season Guides and other publications will be sent to each association for distribution at an association meeting. Initial quantities will be based on the prior year’s registration numbers. Additional books will be available on an as-needed basis.
7. **VHSL RULES CLINICS** – At this time, it is planned that all rules clinics for 2016-17 except wrestling will be offered online. Recorded clinics will be available for all other sports as shown on the attached schedule (dates are approximate). To view the clinic, sign in to the VHSL Central Hub in Arbiter, and click on the tab labeled “Online Clinics.” Available clinics will be listed. Note that officials who do not complete the clinic requirement during the first month of availability will be assessed a late fee based on an escalating scale beginning with \$50.00 (1 week late) and ending with \$100.00 (3 or more weeks late). Officials are encouraged to view the clinic during the month-long “free” period. Each official’s “attendance” at the online clinic will be recorded by the presentation system. Officials who intend to work VHSL contests MUST meet the VHSL clinic requirement for all sports in which they register. VHSL member schools that use non-VHSL qualified officials are subject to a \$50.00 per contest fine. Officials must also, of course, meet all local association requirements.
8. **RULES EXAMS** – All officials must take and pass the 2016-17 NFHS rules exam in each sport in which they are registered in order to be eligible for assignment to VHSL contests. A minimum score of 75% is required for assignment to regular season varsity games. A minimum score of 85% is required for post-season eligibility. All testing will be done online through the Arbiter VHSL Central Hub, and will be offered as shown on the attached schedule (dates are approximate). Officials are strongly encouraged to take the exam during the “free” window of time offered. Officials who do not complete the exam during the initial “free” period will be assessed late fees based on an escalating scale as shown on the schedule. Credit for the exam will not be given until all fees have been received in the VHSL office. Officials are also encouraged to print the results page received upon submission of the exam. Each exam will be 60 true/false and/or multiple choice questions. Questions will be presented in random order – no official will see the same questions in the same order. You may take the exam a second time if you score less than 85% on your first attempt.
9. **OFFICIAL’S UNIFORM** – Officials are to wear the uniform prescribed by the VHSL (see VHSL Sports Official’s Handbook on the VHSL website). The VHSL official’s emblem must be worn or sublimated on the left chest of the uniform shirt. The American Flag must be sewn or sublimated on the left sleeve. No other association patches should be worn on the shirt unless permission has been granted in writing by the VHSL. Specific uniform requirements are listed in the VHSL Sports Official’s Handbook on the VHSL website (under “Officials”).
10. **VHSL STATE EVENT PASS** – Officials may purchase, through their local association, a VHSL State Event Pass. This pass entitles the owner to admittance into all VHSL state tournament events. Cost of the pass is \$25.00. Contact your association for details. Requests must be processed through your association. Do not call the VHSL office to request a pass.
11. **OTHER REGISTRATION QUESTIONS** – Contact the VHSL office at 434-977-8475. Faustina Lee (flee@vhsl.org) works with basketball, field hockey, gymnastics, soccer, and volleyball. Kelley Haney (khaney@vhsl.org) works with baseball, cheer, softball, swimming, and track. Carrie Little (clittle@vhsl.org) works with boys and girls lacrosse, football, and wrestling.
12. **TERRY’S OFFICIAL CALL** – VHSL has signed an **exclusive agreement with Terry’s Official Call** making **Terry’s Official Call** the official sponsor and supplier of the VHSL for official’s gear and VHSL-logoed official’s merchandise. You can support the VHSL by purchasing **your gear from TOC**. You may order by phone (1-800-587-7737) or via the TOC website (www.theofficialcall.com). TOC will also have local regional sales days where you will be able to buy onsite. Dates will be announced later.

Thank you for your support of VHSL programs. Have a great year!

	FALL SPORTS*	WINTER SPORTS*	SPRING SPORTS*
TEST AND CLINIC	Cheer, Field Hockey, Volleyball, Football	Basketball, Gymnastics, Wrestling, Swim/Dive	Baseball, Boys Lacrosse, Soccer, Softball, Track
“Free” Period	Until Aug. 31, 2016	Until Nov. 30, 2016	Until Mar. 15, 2017
\$50.00 Week	Sept. 1-7, 2016	Dec. 1-7, 2016	Mar. 16-22, 2017
\$75.00 Week	Sept. 8-14, 2016	Dec. 8-14, 2016	Mar. 23-29, 2017
\$100.00 Week	Sept. 15-21, 2016	Dec. 15-21, 2016	Mar. 30-Apr. 5, 2017

*Target release date for fall sport rules clinics is July 25, 2016

*Target release date for winter sport rules clinics is Oct. 31, 2016

*Target release date for spring rules clinics is Feb. 6, 2017

SWIM & DIVE TEST/CLINIC

Target release date for clinic is Oct. 31, 2016; clinic and exam available until Jan. 31, 2017

TRACK & FIELD TEST/CLINIC

Target release date for clinic is Feb. 6, 2017; clinic and exam available until May 15, 2017