



VIRGINIA HIGH SCHOOL LEAGUE

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www.vhsl.org

TO: Returning VHSL Officials

FROM: Joyce Sisson, Assistant Director
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SUBJ: 2012-13 Registration Requirements and Procedures

DATE: June 8, 2012

- 1. INTRODUCTION -- Thank you for registering as a VHSL official!** Please read the following information so that you are familiar with the policies and procedures for registration. **New procedures are highlighted.** Questions should be directed to your commissioner or other responsible association officer. You will find many of the forms and information you need on the VHSL website in the "Officials" section.
- 2. ELIGIBILITY --** To be eligible to officiate VHSL contests, an official must register with VHSL (through the local association), meet the annual rules clinic requirement, pass the current NFHS rules exam in their sport(s), and meet any other criteria set by the local association. **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.** 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 --** VHSL registers officials by association rather than individually. The registration schedule, for 2012-13, is shown below. For definition purposes, a "returning" official is one who was registered in one or more VHSL sports during the 2011-12 school year. A "new" official is an individual who was NOT registered with VHSL in any sport during the 2011-12 school year.

Registration Schedule

Returning officials	July 1 – July 31, 2012
New Officials	Aug. 1 – Aug. 20, 2012 (Fall sports)
.	Nov. 1 – Nov. 20, 2012 (Winter sports)
.	Mar. 1 – Mar. 20, 2013 (Spring sports)

Beginning with the **2013-14** school year, "returning" officials who register after July 31 will be assessed a \$25.00 late registration fee in addition to regular registration fees.

- 4. REGISTRATION FEES --** The VHSL registration fee is \$40.00 per official for the first sport, and \$25.00 for the second and each subsequent sport. For example, an official who registers for volleyball, wrestling and baseball would pay \$40.00 for volleyball and \$25.00 each for wrestling and baseball – a total of \$90.00 for three sports. The registration fees cover administrative costs, insurance, NFOA membership for each official and other officiating program costs. Officials should make checks payable to their local association – not to VHSL.
- 5. INSURANCE --** Officials are insured through the National Federation of State High School Associations (NFHS). A benefits summary is provided under the "Officials" button on the NFHS web site ([nfhs.org](http://www.nfhs.org)). For insurance information, please click the following link: <http://www.dissingerreed.com/nfhs>.
- 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.
- 7. VHSL RULES CLINICS --** All rules clinics for 2012-13, **EXCEPT WRESTLING** will be offered online. **Wrestling rules clinics will be presented face-to-face in accordance with a schedule to be posted on the VHSL website.** Recorded clinics in all other sports will be available as shown on the attached schedule. Note that officials who do not complete the clinic requirement during the first four weeks will be assessed a late fee based on an escalating scale. Officials are encouraged to view the clinic during the four week "free" period. Links to each

clinic will be provided on the **"Rules Clinics"** page of the VHSL website. Officials who wish to be eligible for varsity assignments and post-season play **MUST** meet the clinic requirement in each sport in which they are registered. Each official's "attendance" at the online clinic will be recorded by the presentation system. Officials who intend to officiate VHSL contests **MUST** meet the VHSL clinic requirement. VHSL member schools that use non-VHSL 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 2012-13 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 70 is required for assignment to regular season varsity games. A minimum score of 80 is required for post-season eligibility. All testing will be done online and will be offered as shown on the attached schedule. 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 50 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. Exam scores are received by the VHSL office from the NFHS each Monday morning. **Do NOT call the NFHS for your exam score.**
- 9. OFFICIAL'S UNIFORM** – Officials are to wear the uniform prescribed by each sport's rule book. The VHSL official's emblem must be worn on the left chest of the uniform shirt. No other association patches should be worn on the shirt. Specific uniform requirements will be posted on the VHSL website.
- 10. VHSL OFFICIAL'S CARD** - Officials who receive a passing score on the required rules exam and who meet all other registration requirements will receive a VHSL Official's Card, a VHSL emblem, and an NFOA card. The VHSL Official's Card identifies you as a VHSL contest official, but does not permit free admittance to games (as a spectator). Cards and patches will be mailed to your association commissioner.
- 11. 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.
- 12. OTHER REGISTRATION QUESTIONS** – Contact the VHSL office at 434-977-8475. Faustina Lee (flee@vhsl.org) works with basketball, cheerleading, field hockey, gymnastics, soccer, softball and volleyball. Carolyn Shifflett (cshifflett@vhsl.org) works with baseball, football, lacrosse, swimming, track, and wrestling.
- 13. CLIFF KEEN** – VHSL has signed an agreement with Cliff Keen making Cliff Keen 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 Cliff Keen gear. VHSL officials will receive discounted wholesale pricing on orders placed on the Cliff Keen website or purchases made from Cliff Keen authorized vendors. Order codes, a list of authorized vendors, web addresses and other information on this partnership will be made available shortly and will be posted on the VHSL website.

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

2012-13 Online Rules Clinic and Exam Schedule

<u>SPORT</u>	<u>"FREE" PERIOD</u>	<u>\$50.00 WEEK</u>	<u>\$75.00 WEEK</u>	<u>\$100.00 WEEK</u>	<u>LAST CHANCE</u>
CHEER					
Clinic	7/16 - 8/12/12	8/13 - 8/19/12	8/20 - 8/26/12	8/27 - 9/2/12	9/2/12
Exam	7/16 - 8/12/12	8/13 - 8/19/12	8/20 - 8/26/12	8/27 - 9/2/12	9/2/12
FIELD HOCKEY					
Clinic	7/16 - 8/12/12	8/13 - 8/19/12	8/20 - 8/26/12	8/27 - 9/2/12	9/2/12
Exam	7/16 - 8/12/12	8/13 - 8/19/12	8/20 - 8/26/12	8/27 - 9/2/12	9/2/12
FOOTBALL					
Clinic	7/16 - 8/12/12	8/13 - 8/19/12	8/20 - 8/26/12	8/27 - 9/2/12	9/2/12
Exam	7/16 - 8/12/12	8/13 - 8/19/12	8/20 - 8/26/12	8/27 - 9/2/12	9/2/12
VOLLEYBALL					
Clinic	7/16 - 8/12/12	8/13 - 8/19/12	8/20 - 8/26/12	8/27 - 9/2/12	9/2/12
Exam	7/16 - 8/12/12	8/13 - 8/19/12	8/20 - 8/26/12	8/27 - 9/2/12	9/2/12
BASKETBALL					
Clinic	10/22 - 11/18/12	11/19 - 11/25/12	11/26 - 12/2/12	12/3 - 12/9/12	12/9/12
Exam	10/22 - 11/18/12	11/19 - 11/25/12	11/26 - 12/2/12	12/3 - 12/9/12	12/9/12
GYMNASTICS					
Clinic	10/22 - 11/18/12	11/19 - 11/25/12	11/26 - 12/2/12	12/3 - 12/9/12	12/9/12
Exam	10/22 - 11/18/12	11/19 - 11/25/12	11/26 - 12/2/12	12/3 - 12/9/12	12/9/12
SWIM & DIVE					
Clinic	10/22 - 2/3/13				2/3/13
Exam	10/22 - 2/3/13				2/3/13
WRESTLING					
Clinic	Schedule will be	published on VHSL	website		
Exam	10/22 - 11/18/12	11/19 - 11/25/12	11/26 - 12/2/12	12/3 - 12/9/12	12/9/12
BASEBALL					
Clinic	2/4 - 3/3/13	3/4 - 3/10/13	3/11 - 3/17/13	3/18 - 3/24/13	3/24/13
Exam	2/4 - 3/3/13	3/4 - 3/10/13	3/11 - 3/17/13	3/18 - 3/24/13	3/24/13
BOYS LACROSSE					
Clinic	2/4 - 3/3/13	3/4 - 3/10/13	3/11 - 3/17/13	3/18 - 3/24/13	3/24/13
Exam	2/4 - 3/3/13	3/4 - 3/10/13	3/11 - 3/17/13	3/18 - 3/24/13	3/24/13
GIRLS LACROSSE					
Clinic	2/4 - 3/3/13	3/4 - 3/10/13	3/11 - 3/17/13	3/18 - 3/24/13	3/24/13
Exam	2/4 - 3/3/13	3/4 - 3/10/13	3/11 - 3/17/13	3/18 - 3/24/13	3/24/13
SOCCER					
Clinic	2/4 - 3/3/13	3/4 - 3/10/13	3/11 - 3/17/13	3/18 - 3/24/13	3/24/13
Exam	2/4 - 3/3/13	3/4 - 3/10/13	3/11 - 3/17/13	3/18 - 3/24/13	3/24/13
SOFTBALL					
Clinic	2/4 - 3/3/13	3/4 - 3/10/13	3/11 - 3/17/13	3/18 - 3/24/13	3/24/13
Exam	2/4 - 3/3/13	3/4 - 3/10/13	3/11 - 3/17/13	3/18 - 3/24/13	3/24/13
TRACK & FIELD					
Clinic	2/4 - 5/12/13				5/12/13
Exam	2/4 - 5/12/13				5/12/13