

Thank you for volunteering to become a swim official for the Riverside Swim Team. In order to help you to navigate the process of becoming certified, we have created the following summary document.

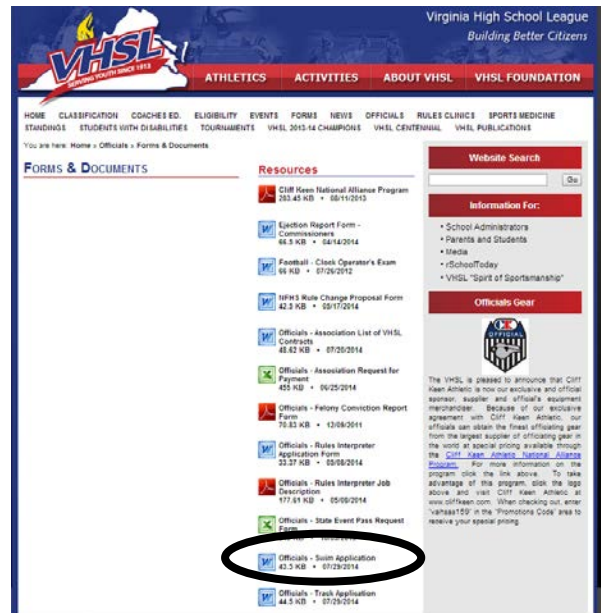
How to become a Virginia High School League (VHSL) swim official (Stroke & Turn, Starter, and Referee):

Step 1: Download the “Officials – Swim Application” document from the VHSL website – www.vhsl.org/officials.forms-1

Step 2: Complete the application form.

- Leave the ID# blank.
- List the school as Riverside High School (Loudoun County, VA).

Step 3: Mail the completed form and your \$40.00 check (payable to “VHSL”) to:
VHSL
1642 State Farm Boulevard
Charlottesville, VA 22911

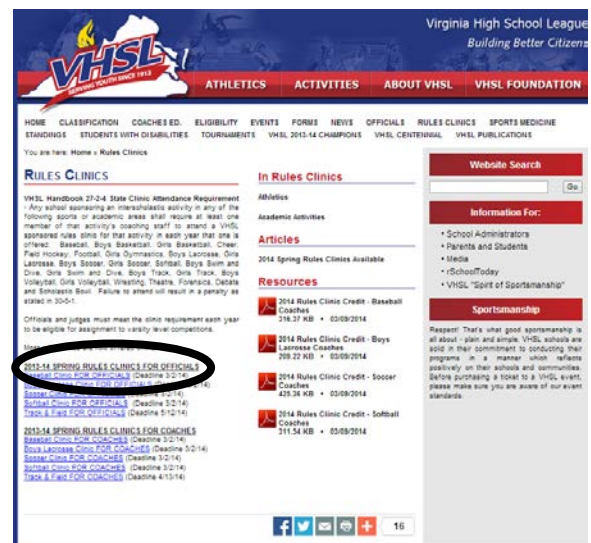


The Riverside High School Athletic Department will reimburse your VHSL fee once you have successfully completed certification.

After receiving your application and fee, the VHSL will send to you a VHSL Swim & Dive Rule Book and your VHSL Identification Number. You will need both of these to complete the certification process.

Step 4: Once you receive your VHSL Identification Number, watch the online rules clinic for officials on the VHSL website – www.vhsl.org/rulesclinics

- Be sure to access the OFFICIALS rules clinic for Swim and Dive.
- All officials MUST complete the rules clinic.



Step 5: All officials must take and pass the 2014-15 NFHS rules exam in order to be eligible to work VHSL contests. The rules exam is open book and is administered online by the NFHS. The exam system is accessible in two ways:

- Through the VHSL website – www.vhsl.org/rulesclinics.page198
- Through the NFHS website – <http://exams.nfhs.org>

You will need to register on the NFHS site in order to take the exam. Be sure to include your VHSL Identification Number when you register.

The exam includes 50 true/false and/or multiple choice questions. Please note that questions will include both swim and dive rules, therefore it is important that you use your rule book when taking the test. While we do not participate in diving events, VHSL certification requires both.

A minimum score of 70% is required in order to be eligible to work regular season meets. A minimum score of 80% is required in order to be eligible to work post-season meets.

Exam scores are reviewed by the VHSL office each Monday morning. Once the VHSL verifies that you have successfully completed the certification process, you will be mailed an officials identification card.

If you have other registration questions, please contact the VHSL:
Carolyn Shifflett – cshifflett@vhsl.org – (434) 977-8475.

Step 6: Provide Coach Getis a copy of your identification card. You may email it – joel.getis@lcps.org – or drop it off at school or at practice. He will submit the reimbursement request to the athletic department on your behalf.

Thank you for your support.