

## 2023-24 Utah High School Swimming Registration, Training and Testing for Swimming Officials and Administrative Officials

**To Register-** Go to [www.uhsaa.org](http://www.uhsaa.org). Top of the page in blue click Officials, the drop down will show “UHSAA OFFICIALS REGISTRATION”, click on that and a comment section comes up “*uhsaa uses Arbiter Sports to register, manage & pay officials*”. Registration link is also on the Swimming page at uhsaa.org.

Click continue to open a new tab and proceed to the Arbiter Sports registration system. Follow the prompts and fill out information. **Make sure you fill it all out** with your birthday and social security number, you will agree to a background check and finish by paying \$60.00 (\$50.00 if you completed this by July 31<sup>st</sup>). A Rules Book will be mailed out the following Monday. You will need your book for the test.

\*Make sure you set up an **Arbiter Pay account** to be paid after you work a meet, sign back into your Arbiter Account on the dashboard you will see PAYMENTS click there and you can add a bank account. This is where the host school will deposit payment after you work a meet. The only way they can do this is if you have a bank account attached, then you can transfer the money at will into this linked bank account.

\*If you are a **new official** this season you need to also choose the school you will be officiating for, you may officiate for any/all schools but you need to choose a home school. To do this in your Arbiter account click on Profile and in the left corner you will see “**custom fields**”, click on this and put in your home school. If you do not do this you will be on the roster without a school linked to you.

You need to be 18 years or older and have graduated high school to be a swimming Official.

**Administrative Official-** Go through the same registration process, set up an Arbiter Pay Account and make sure you are linked to a school in your profile. You do not need to go through any more training or testing unless you plan on being a deck official at any time. Once the background check comes back positively you may work the deck as an AO.

**Online Training** – Go to [www.uhsaa.org](http://www.uhsaa.org)

Top of the page in blue click on Sports and Activities, in the drop-down click on swimming and it will take you to the Swimming Page. Here you will find Swim Officials Training Video Presentation - YouTube Part 1, **2023-24 PowerPoint Brain Shark Part 2 (fill out the completion tab at the end)** they will discuss diving rules changes as well. Disregard these as Utah does not have diving as a high school sport. YouTube Part 3 through 8. Do each of these training videos. Note Videos 3 – 8 were put out by USA Swimming, some of the rules are different for High School. You Tube Part 1 goes over the High School rules that are different as well. Please refer to the **2023-24 Clinic Handouts** found on the Swimming page on uhsaa.org. As well as referencing your Rules Book. These handouts go over the rule’s changes for this season, and there are some major ones to be aware of.

**Testing** – Testing will open **October 1<sup>st</sup> 2022**. Test is straight forward open book. 81 questions, 84% to pass and you may take it 3 times. Take your time reading the questions and answers, do not speed through the test. Stroke judge, turn judge, starter and Referee are all together. I understand not all of you are ready to be a referee or a starter, but the information there is important for you to know.

Past officials please complete test by October 20<sup>th</sup> so your name appears for our first competition beginning in November. All officials new to swimming will be added as they finish training and testing.

To take the test log into your Arbiter account, by your name on the right side there is a dropdown click on this and choose **Central Hub**, on the Central Hub page choose **Testing** and the

swimming test is there to take beginning October 1<sup>st</sup>  
[www.https/uhsaa.arbitersports.com/front/101001/Test](http://www.https/uhsaa.arbitersports.com/front/101001/Test)

I will be putting an official's roster together; you need to complete the test to work on deck. An Officials roster will be emailed out to all officials before our first competition date. Updates will be sent out as new officials' complete registration and testing. You can also find an Official Roster on uhsaa.org Swimming page and on utswimcoach.com.

**Officials Shirt-** To purchase a swim officials' shirt to [www.outwestofficials.com](http://www.outwestofficials.com) in the **search icon** type in **"swimming"** this will bring up the Navy Polo Shirt in both Women's and men's style. Purchase from this site, the shirt will be mailed to your home address. Any Navy polo type shirt will do if you choose not to purchase this one.

**Official's uniform-** Navy polo type shirt, Khaki pant, deck friendly shoes.

**Administrative Official** – may wear regular clothing

**Payment of Officials-** When you work a meet the Referee will have you sign in on the UHS Meet Report Roster/Officials Sign In Sheet. Once the swim meet is finished the Referee will send this report to [uhsaameetassign@gmail.com](mailto:uhsaameetassign@gmail.com) within 5 days. Once received it is entered into the Arbiter system which creates a Bill To the Host school. The Financial secretary of the Host school will then pay each official into their Arbiter Pay account. The Financial secretary can only pay officials who have an Arbiter Pay account set up and a Bank Account linked to it. Some deck and administrative officials may be volunteering their time to the host school, for those individuals they may write in VOLUNTEER by their name when they sign the UHS Meet Report Roster. Their names will not be put into the Arbiter System for payment.

**\*\* A requirement for Referees** will be to report **ALL** officials who worked a meet that you are in charge of to [uhsaameetassign@gmail.com](mailto:uhsaameetassign@gmail.com), Gather the following information so that you may report on it after the meet – There is a **"Utah High School Meet Report/Official's Sign In"** on the uhsaa.org Swim page to use for this, also attached to this email.

Information to be gathered:

1. Officials full name of each official who worked
2. Position worked
3. School affiliation
4. Date of the swim meet
5. Location of the meet
6. Host team
7. Teams in attendance

There is also a **"Final Meet Results Cover Sheet"** for the Coaches and Officials to Sign to be turned in with the Results and Score by the Host Coach to [Utahtop50@yahoo.com](mailto:Utahtop50@yahoo.com). This sheet is just a help for our coaches and officials, sometimes results are not ready to sign when the meet finishes, this cover sheet allows for officials and coaches to sign and then leave if necessary. Referee needs to make sure all coaches sign the results page or this cover sheet and at least two officials, if not all and turn in with the results to the host coach.

Referees' report on each meet within **5 Days** of working it.

Keep a file of who worked the meets you were a Referee for in case we need to look back on a meet.

It is each school's Athletic Directors responsibility to enter the schools swim schedule into the Arbiter Sports system.