

## Swimming Registration Packet

Thank you for your swimming registration. We look forward to having you officiate in our program this season. In this packet, you will find the following information:

2019-2020 Swimming Meet Verification Sheet  
2019-20 Stroke & Turn Exam Instruction  
2019-20 NCHSAA Referee Exam Instructions  
2019-2020 Diving Exam Instructions  
NFHS Concussion Course Instructions  
Swimming Referee Requirements

### **Exams and Registration Deadlines:**

The deadline for registration is November 15, 2019. The Stroke and Turn Exam and the NCHSAA Referee exam must be taken online between October 28<sup>th</sup> - December 6<sup>th</sup>, 2019.

No late exams will be allowed.

*Please Note:* The Stroke and Turn Exam is to be taken by ALL officials (including referees). Additionally, the Referee Exam is required for officials working towards the two (2) year criteria to become a referee, as well as current referees. If a USA Swimming Official, who is a referee already registers as a NCHSAA Official, we will grant them referee status for the NCHSAA without having to meet the two-year criteria. USA Swimming Referees must still take the stroke and turn exam in addition to the referee exam. If you are a USA Certified Swimming Referee, email Melissa Knight @ [melissa@nchsaa.org](mailto:melissa@nchsaa.org)

### **Verification Forms:**

The verification forms must be signed at each meet you work. This form must be returned to the NCHSAA Office by March 1, 2020.

### **Officials' Qualification Data:**

All swimming information, grades, and referee status can be found on [www.nchsaa.org](http://www.nchsaa.org), click on the Swimming and Diving Sports page. All information will be updated as we receive it.

### **\*Clinic Information will be posted & updated regularly on our NCHSAA.org website:**

NCHSAA website: <https://www.nchsaa.org>

Once you have gotten into our NCHSAA website hover over 'Officials' (in the blue banner at the top), and then drag/scroll down to '**Clinics**' - and then choose which Local &/or State Clinics (choose your Sport) - and it will show you the dates, venues, times and contact person.

If you know anyone interested in officiating, please let them know that the deadline for registration is November 15<sup>th</sup>.

Thank you again for your contribution to High School Swimming. The student-athletes benefit greatly from your contributions, dedication, and involvement. If you have any questions, please feel free to contact me at 919-240-7374.

*Thank You!*

Melissa Knight  
Assistant to the Supervisor of Officials

## Swimming Exam Information

- Each official needs to take the stroke and turn exam. To become a referee, as well as maintain referee status, you will need to take the Stroke and Turn Exam, AS WELL AS the Referee Exam.
- If you are a Diving Judge, we ask that you take the Diving Exam as well.
- To access exams, please go to [nchsaa.arbitersports.com](http://nchsaa.arbitersports.com).
  - Click the “Testing” tab.
  - Under “Open Tests” select the appropriate swimming exam.
  - You may stop and start the exam as needed, but you can only submit the test ONCE. - NO RETAKES.-

**The testing window will be October 28<sup>th</sup> - December 6<sup>th</sup>, 2019.**

All officials are required to take the NFHS Concussion Course prior to working their first swim meet. Instructions on how to take this course are located on the following page.

## 2019-20 Swim Meet Verification Form

Print Full Name: \_\_\_\_\_

DATE	# OF TEAMS PARTICIPATING	SERVED AS REFEREE (Y/N)	SERVED AS STROKE AND TURN JUDGE (Y/N)	SERVED AS STARTER (Y/N)	DIRECTOR'S SIGNATURE	SCHOOL NAME (PRINT)

Please send back by March 1, 2020

Send via mail, email, or fax to:

Melissa Knight  
PO Box 3216  
Chapel Hill, NC 27515  
Or email to [melissa@nchsaa.org](mailto:melissa@nchsaa.org) - Or fax to 919.240.7399

### **Instructions for NFHS 'CONCUSSION IN SPORTS' online course:**

Thank You for your Officiating Registration! We appreciate your service to our young student-athletes!

One of the requirements for NCHSAA Eligibility is completion of the **NFHS 'Concussion in Sports' course.**

All Officials must take the NFHS 'Concussion in Sports' course for the 2019-2020 season, regardless of the last time the course was taken.

After May 5, 2019 you will need to complete this Officials 'Concussion in Sports' course online for Eligibility. The course is Free and takes approximately 25 minutes to complete.

#### **To take the NFHS 'Concussion in Sports' course, - Please follow these Instructions:**

- Go to **nfhslearn.com.**
- Click on Register/or Sign-In if you have an existing account:
  - **\*NOTE: The email you enter for Registration with the NFHS must match your Arbiter email.**
  - Confirm your email
  - Create a Password
  - Confirm your Password
  - Click NEXT
- Enter personal information as requested:
  - Click NEXT
- Enter Profile information:
  - Click FINISH
- Click on COURSES:
  - Scroll down and select 'CONCUSSION In SPORTS' course
  - Click on VIEW COURSE
  - Click on ORDER COURSE
  - Click on "Course Completed By" – click MYSELF
  - Click on CONTINUE
- Shopping Cart:
  - Select North Carolina (State)
  - Checkout (*No cost to you!*)
  - Click on "I Agree"
  - Click on CONTINUE
  - You will view your Order Receipt
    - In Blue, click on the 'TO ACCESS YOUR COURSE' button
    - This takes you to 'MY COURSES'
    - Begin taking the course...