

2021 - 2022



**SWIMMING
OFFICIALS
PACKET**

SWIMMING OFFICIALS TABLE OF CONTENTS

The Interscholastic Swim Program November 2021 **Online**

How to sign onto WVSSAC and enter in Password and E-mail address	3
How to sign onto Arbiter and take the Part I Exam	3
PART I EXAM - Tournament Nomination	4
How to Enter Self Nomination Forms	5
Swimming Rules Clinic Dates & Locations.	6
Yearly Requirements	7
Swimming Officials Bulletin	8
 Attendance at the WVSSAC sponsored rules clinic is a requirement to officiate the 2021-22 season. (see Additional Option for Clinic Attendance in your Officials' Handbook) located on our website.	
 Officials' Registration Due Date is June 15, 2021 for All Sports. All Registrations are completed on ArbiterSports.com	
Bench Clearing Rule	10

For additional information related to sports medicine issues concerning athletic participation, please click the "Sports Resources" tab on the opening page of our website.

My Officials' Packet! Where is it?

1. Go to www.wvssac.org
2. On the SSAC homepage. Locate and click on Officials
3. Once the Officials page opens look for Officials Packets and click on the sport. Example: Football Officials Packet

How Do I Login To The WVSSAC Officials' Management Page?

1. Go to www.wvssac.org
2. Click on Admin Login
3. Type in your Registration Number and password. Remember both are case sensitive.
4. Click on Login
5. This will take you to the officials management page.

How to Login to the WV Central Hub/Arbiter Site for Part 1 and Part 2 Tests:

1. Go to www.wvssac.arbitersports.com
2. Enter your email address and password
3. Click Sign in
4. Your accounts on Arbiter should show up, if not, click on Switch Views in the upper right hand corner.
5. Click on the WV-Central Hub - Account Type - Central Hub
6. Click on the Testing Tab
7. Look under Open Test
8. Find the appropriate test
9. Click on Take Test

How to Login to Register Online on the WV Central Hub/Arbiter Site:

1. Go to www.wvssac.arbitersports.com (Using Google Chrome and a desktop computer)
2. Click Login (Located in the upper right-hand corner)
3. Enter your email address and password
4. Click Sign-in
5. Your accounts on Arbiter should show up/if not, click on Switch Views in the upper right hand corner.
6. Click on WV-Central Hub - Account Type - Central Hub
7. Click on Registration
8. You will see the following choices: 21-22 Active or 21-22 Inactive. Then click on the "Register" button.
9. Update your personal information. Then click "Next"
10. Complete the payment information.

Note: The new system keeps track of background checks on file. If your previous background check has expired, you will be charged the \$10 fee. Also, late fees (\$25 per sport) will be assessed if you register after the initial deadline. Keep the email from Pro-Pay as your receipt.

DO'S and DON'TS:

DO read, follow and understand the instructions before you log in to the WVSSAC and/or WV Central Hub site on Arbiter Sports!

DO write down your password after you change it. They are case sensitive!

DON'T PROCRASTINATE!

DON'T use Auto Complete to remember passwords. All passwords are reset each year!

DON'T share your email address with other officials!

REMEMBER:

If you are having difficulty in logging into the WVSSAC site as an Official contact Alice Goodwin at 304-485-5494. If you are having difficulty in logging into the WV Central Hub site with Arbiter Sports please contact Arbiter at 1-800-311-4060.

Part I Test Window

Basketball-Wrestling-November 1, 2021 through November 15, 2021

Swim –October 1, 2021 through November 7, 2021 (Must have passing score of 75)

***Swim - All swim officials must take the Part 1 Test and attend a WV Swim Rules Clinic**

Part II Test Window

Basketball-Wrestling – November 22, 2021 through December 6, 2021

Swim – No Part II Test

Deadline For Self Nomination Forms-Online

Basketball – September 1, 2021 through December 31, 2021

Wrestling – September 1, 2021 through December 31, 2021

Swim – November 1, 2021 through January 15, 2022

Deadline For Game Reports-Online

Basketball-Wrestling – April 1, 2022

Swim – No Game Reports Due

**Note: Failure to take Part I – Loss of 5 points on classification scale
Failure to take Swim Part 1 will result in suspension for the current year.
Failure to take Part II – Suspension the following season**



West Virginia Secondary School Activities Commission

2875 Staunton Turnpike, Parkersburg, WV 26104-7219

BERNIE DOLAN, EXECUTIVE DIRECTOR

GREG REED, ASSISTANT EXECUTIVE DIRECTOR

WAYNE RYAN, ASSISTANT EXECUTIVE DIRECTOR

DR. CINDY DANIEL, ASSISTANT EXECUTIVE DIRECTOR



TELEPHONE: 304-485-5494
FAX NUMBER: 304-428-5431

E-MAIL: wvssac@wvssac.org
W. WEB SITE: www.wvssac.org

HOW TO ENTER SELF NOMINATION FORMS

1. Go to our website and click on Admin Login
2. At User Name enter your registration number **IN ALL CAPS.**
3. At Password enter your password that you have created.
4. Once you're on the Officials Management Page click on Self Nomination Forms
5. In the upper left hand corner of the screen check and see if you are on the correct sport. If you are, Click on Load Self Nomination Form.
6. Once you're on the Self Nomination Form page you enter the month, day, and year.
7. Click if it's boys or girls.
8. Click if its college, varsity, jv, middle/other.
9. Click your position.
10. Click and select the Home Team. If the team is a non-member school you need to click in the box that says Non-Member School and type in the school name.
11. Click on and select the Visitor Team. If the team is a non-member school you need to click in the box that says Non-Member School and type in the school name.
12. Click on Add Game. This Key will start a new entry below the one you just entered.
13. When you have entered in all the games you need to qualify for tournament assignment, Go to and **READ** the Section on How to Submit Application. You must check mark all the boxes. When all boxes are marked the Save Application button will appear.
14. Click on the Save Application button. This is the same as Submit Application.
15. The screen will go blank and you need to click on the back to menu button in the upper left hand corner.
16. Click on the Load Self Nomination button again and check all the games you have entered. If everything looks ok you don't need to do anything else just logout. If you need to make any changes or corrections, make your corrections and click save application again.

If you have followed the Instructions above correctly you will receive an e-mail confirmation that you're Self Nomination Form has been received.

You don't need to contact this office if you have received an e-mail.

Please remember to update you e-mail address if you have any changes.

2021-2022 Swimming Rules Clinics

Winter Clinics for 2021-22 will be on-line. Schools and Officials will be emailed the link when the clinics are available.

WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION



2875 Staunton Turnpike, Parkersburg, WV 26104-7219

TELEPHONE: 304-485-5494
FAX NUMBER: 304-428-5431

E-MAIL: wvssac@wvssac.org
WEB SITE: www.wvssac.org



BULLETIN

YEARLY REQUIREMENTS FOR REGISTERED OFFICIALS

1. **MUST BE A** CURRENTLY REGISTERED OFFICIAL AND **MUST BELONG** TO A LOCAL BOARD, IN ORDER TO OFFICIATE ANY SPORT. **(NO OFFICIAL MAY OFFICIATE UNTIL REGISTRATION IS COMPLETE.)**
2. **MUST ATTEND** THE WVSSAC SPONSORED RULES CLINIC IN THE SPORT FOR WHICH HE/SHE IS REGISTERED. FAILURE TO ATTEND THE STATE CLINIC WILL CAUSE YOU TO FORFEIT REGISTRATION FEES AND SUSPEND YOU THE CURRENT SEASON IN THAT SPORT.
3. **ATTEND A MINIMUM** OF FOUR (4) LOCAL BOARD MEETINGS. FAILURE TO ATTEND THE MIMIMUM MEETINGS WILL RESULT IN SUSPENSION FOR THE NEXT FOLLOWING SEASON IN THAT SPORT.
4. **MUST TAKE NF PART I TEST ONLINE.**
5. **MUST TAKE THE NF PART II EXAM.** (Not required for swim officials)
6. **MUST SUBMIT** GAME REPORTS BY THE SPECIFIED DATES AS LISTED ON THE BACK OF THE GAME REPORTS, IN THE OFFICIALS HANDBOOK, AND IN YOUR SPORT BULLETIN.

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BULLETIN

TO: SWIM OFFICIALS
FROM: Dr. Cindy Daniel, Assistant Executive Director
DATE: September - 2021
SUBJECT: 2021-22 SWIM SEASON

Officials are asked to bring all packet materials, found on the WVSSAC website, with them to the State Rules Clinic. Officials are asked to familiarize themselves with all materials prior to the clinic.

POINTS OF EMPHASIS

Season Dates

First Practice: October 25, 2021
First Meet: November 10, 2021
Regional Meet: February 5, 2022
State Meet: February 17-18, 2022

1. Registration

2. Registration is required for all starters, stroke and turn, and referees.
3. Registration is recommended for timers, scorers, etc.
4. Join a local officials' board – We now have four officials' boards – Eastern Panhandle, North Central, Ohio Valley, and Southern West Virginia.
5. New Officials – If you know individuals, who would like to become officials, please encourage them to contact Alice Goodwin immediately at 304-485-5494, so that we can register them before the Rules Clinics. Registration fee is \$40.00.
6. Officials Registration for 2022-23 (next year). The registration is due June 15, 2022. **State Rules Clinic** – required for all registered officials. Failure of the official to attend one of the clinics will result in suspension for the current season. Clinic attendance requirement will not be granted if the official is late in excess of ten (10) minutes.
7. **Part I Test** – All officials will be required to complete this test on the Arbiter web site. See the insert in your online packet. **You must make a score of 75 to pass.**
8. Only WV registered officials may officiate (starter, stroke and turn, referee) West Virginia high school regular season swim meets.
9. Dual or tri meets – minimum of two registered officials
10. Four or more teams – minimum of three registered officials
11. **Officials' Contracts** – Schools are required to contract officials. Schools should have these forms. Contracts are available from the WVSSAC office.
12. **Regional Tournament Officials** – Selected by tournament director.

13. Minimum of seven registered officials – four stroke and turn, starter, referee, back up official.
14. State Tournament Application – Due January 15, 2022
15. Selected by WVSSAC
16. Minimum of twelve registered officials – meet referee, three deck referees/starters, eight stroke and turn.
17. Officials meeting for State Tournament will be February 16th at 6:30 pm at Mylan Aquatic Center.
- 18. Officials' Handbook** – It is each official's responsibility to read and understand its contents, deadline dates, etc. The Officials' Handbook is located on our web site.
- 19. Apparel – Regular season and tournament meets.** White Apparel. The officials' shirt shall be a white golf/polo style shirt, short sleeve with collar. The shirt must have 2 to 4 buttons at the neck, and the material of the shirt must be non-see-through. Navy blue long pants; shorts, culottes or skirts are permitted during regular season, regional meets and state prelims. In State Tournament finals, all officials shall wear a white polo shirt (with the WVSSAC emblem on the left breast), navy blue pants, white socks and white shoes.

The WVSSAC subscribes to the uniform recommended by the National Federation of state High school Associations: Officials may only wear shirts adopted by the WVSSAC Officials' Advisory Committee. Said logo/sublimation must be worn on the left breast of the shirt. The official patch will be eliminated from all sports except swim and soccer by the fall of 2020. In the sports of track, swim and volleyball, the logo can be embroidery as long as it is placed on a white polo shirt and it must be done by Officials Call.
- 20. Special Report Forms** – Officials are to submit these forms to notify the school principal and the WVSSAC of any rule infractions, unsportsmanlike conduct, facility problems, etc. The Special Reports are to be filed online.
- 21. Meet Committee Procedures for Regional and State Meets** – Special emphasis is directed to this section of The Interscholastic. Meet Committee Protest Form is enclosed.
- 22. Change of Address** – If the WVSSAC is not notified of an address change before the sport packet is mailed, the official will be charged the postage for the return to this office and the mailing to the proper address.
- 23. NFOA** – Registration fee includes each official's membership in the National Federation Interscholastic Officials' Association (NFOA).
24. Officials should carefully review The Interscholastic program with particular emphasis on the following items:
 - A. Meet Committee procedures
 - B. Deck regulations
 - C. Signs
 - D. Relay Entry Procedures
 - E. Diving Regulations
 - F. Warm-up Procedure
 - G. Meet Referee Responsibilities
 - H. Scoring Errors
 - I. Scratch Regulations
 - J. Infractions and Penalties
 - K. Water Depth
 - L. Regular Season Scoring
25. Thank you for being a WV registered swim official. I know that you will enjoy this exciting profession and will assist us in promoting and improving our swim program.

3.7. *Statement of Policy.* Insofar as unsportsmanlike actions by students, school administrators, officials, coaches, faculty members, and spectators are concerned, the identical items under the Sportsmanship Rule along with the following guides will be referred to by the WVSSAC:

3.7.a. The school whose coach behaves in a manner likely to have adverse influence on the attitudes of students or spectators may be provided with the choice of taking disciplinary action against that coach or having the entire school disciplined by the WVSSAC.

3.7.b. Any student who in protest lays hands or attempts to lay hands upon an official may be declared ineligible by the principal or by the WVSSAC for up to one year. Any student who strikes an opponent, coach, or a spectator during or following an athletic event may be declared ineligible by the principal or the WVSSAC for a specified period of time up to one year, depending on the seriousness of the act.

3.7.c. Any coach, student, or bench personnel ejected by an official will be suspended for the remainder of the game, match, meet or contest. The coach, student, or bench personnel ejected by an official will also be suspended in additional contest(s): the suspension will be assessed based upon ten (10) percent of the allowed regular season contests or post season progression in a playoff tournament for each sport. Any tenth of a percentage from .1 to .4 will be a suspension equal to the whole number of the percent. Any tenth from .5 to .9 will be an additional contest added to the whole number. The suspension will include the number of indicated contests in that sport and at that level and all other sport contests in the interim at any level. A second ejection will result in the doubling of the suspension assessed for the first ejection. If an individual is ejected for a third time during the same sport season, the individual will be suspended from participating or coaching for 365 calendar days from the date of ejection. In accordance with rule 127-3-15.3, an individual ejected by an official may not appeal that ejection, or any subsequent suspension that is a consequence of the ejection by an official..

3.7.c.1. Any coach, player or bench personnel who has been ejected shall not be permitted to attend any contest(s) during said suspension. He/she shall not be affiliated with the team in any capacity. This would include but not be limited to transportation to or from the contest, meeting with the team before, during or after said contest. He/she is not permitted to be in sight or sound of said contest venue. Regular practice or team meetings not affiliated with a contest are permitted.

3.7.c.2. If suspensions are imposed to a student or bench personnel at the end of the sport season and no contest remains, the suspension is carried over to that particular sport until the next school year. In the case of a senior student, the penalty will continue to the next WVSSAC sponsored sport.

3.7.c.3. Any coach suspension that cannot be enforced during the sport season in which the ejection occurs will be enforced at the beginning of the next season of that same sport.

3.7.d. In case of spectators physically molesting an official, administrator, coach, or student, the school may be given one of two options: 1) file charges against the offender (s) or 2) accept discipline from the WVSSAC. Any person found guilty of W.Va. Code §61-2-15(a) Assault, Battery on Athletic Officials, while these individuals are working or as a result of working an athletic contest, shall be banned from all WVSSAC athletic events for a minimum of 365 days from the date of being found guilty. The school filing charges shall notify the WVSSAC of the incident and outcome of any legal action.

3.7.e. The school that does not lend complete cooperation in the host school's effort to promote the spirit of good sportsmanship may be disciplined by the WVSSAC.

3.7.f. A coach may be considered as committing unsportsmanlike conduct if they make degrading remarks about officials during or after a game either on the field of play, from the bench, or through any public news media, argues with officials, or goes through motions indicating dislike for a decision, protests the decision and actions of officials pertaining to the game during and after the contest, or detains the official on the field of play following a game to request a ruling or explanation of some phase of the game. If a coach feels he/she has a legitimate criticism of a penalty call or a request for a rule interpretation, such criticism or request should be made in the privacy of the coach's office or the official's quarters and should be made in a courteous manner.

3.7.g. A student or team attendant shall not leave the bench area, team box area, or their designated off-field area during a game or contest other than during that time permitted by game or contest rules. A coach shall not leave the bench area, team box area, or the designated off-field area during a game or contest other than during that time permitted by game or contest rules unless a student altercation is taking place and the official requests assistance. Violation of this rule shall cause the coach, student, or team attendant to be immediately ejected from the contest, team penalized according to game or contest rules and that coach, student, or team attendant will not be eligible to participate in the next contest as outlined in §127-4-2.3.

3.8. *Procedure.* Unsportsmanship action must be reported in detail to the WVSSAC. A copy of the complaint must also be filed with the principal of the school involved. Each principal involved shall report such information or answers to the report as they deem appropriate. Upon receipt of all reports, the Executive Director and/or the Board of Directors of the WVSSAC shall investigate and adjudicate such reports in accordance with the powers afforded in §127-1-8.6 and 8.7 and §127-1-12.2 and 12.3 of the Constitution. Penalties up to and including suspension of member schools may be made in accordance with §127-4.

3.9. The following defines the different types of disciplinary action which may be assessed for violation of any WVSSAC rule by a member school, administrator, coach, athlete or contest official:

3.9.a. *Warning.* A warning may be given by the Executive Director or Assistant Executive Director. It is official notice that an inexcusable, unethical, or unsportsmanship action has occurred, is a matter of record, and that such an occurrence must not be repeated.

3.9.b. *Probation.* Probation is a much more severe type of warning and may be expressed two ways: 1) a school, coach, student, or team attendant on probation is told that further violations will lead to a fine or suspension; and/or 2) a school on probation is on conditional WVSSAC membership but may engage in its regular schedule, sanctioned events, and all WVSSAC tournament play, providing a program is filed with the Executive Director of the WVSSAC indicating measures to be taken to alleviate this problem which caused the school to be placed on probation.

3.9.c. *Suspension.* A school/coach suspended from the WVSSAC may not meet in interscholastic competition of any kind with a WVSSAC member school or a school that is a member of another state associated with the National Federation of State High School Associations.

3.9.d. *Fine.* A fine may be levied by the Executive Director.

3.9.e. Each of these sanctions (Warning, Probation, suspension and Fine) may be imposed or levied separately, or in a combination of one or more sanctions.

3.10 *Appeals.* All cases involving disciplinary action against member schools, coaches, students, team attendants, or officials may be protested in accordance with §127-6. However, disciplinary action imposed by an official, including disciplinary action that is a consequence of a decision by an official, such as a suspension for an additional game or games as a consequence of an ejection, is governed by rule 127-3-15.3 and is not subject to appeal.

3.11 *Review of Ejections.* Disciplinary action imposed by a contest official, including disciplinary action that results in a suspension for an additional game or games as a consequence of an ejection, is not subject to appeal pursuant to Rule §127-6. However, if the individual ejected believes the ejection was improper, he/she may request a review of the ejection by his/her principal. If the principal believes there is merit in the requested review, the principal shall complete and submit the WVSSAC Ejection Review Form within 24 hours or the next business day of the ejection to the Executive Director of the WVSSAC. If a review is properly requested, the WVSSAC will review the officials' special report, the WVSSAC Ejection Review Form, and such other information as the WVSSAC deems appropriate. Upon review, the WVSSAC Executive Director or the designated Assistant Director will either sustain the ejection and any consequent suspension(s), or will determine the ejection was improper and void any consequent suspension(s). A decision by the WVSSAC upon reviewing an ejection is not subject to appeal pursuant to Rule §127-6.