

# HOW TO BECOME A NEW OFFICIAL

Following is a step-by-step process in becoming a certified official for high schools in Utah. The UHSAA is the acronym for Utah High School Activities Association.

1. The first step in becoming a high school official in Utah is to register with the UHSAA. The registration form is found on the UHSAA website at: [www.uhsaa.org](http://www.uhsaa.org). Click the “officials” link at the top of the page. After downloading the form, simply print a copy, complete the information and send it to the UHSAA with the proper registration fee(s). The *Officials’ Guidebook* is also located on the website and contains specific rules and policies associated with officiating high school sports in Utah.
2. After the application is accepted, officials are entered in the database system and a packet will be sent prior to the start of the sports season. Packets will include the sport specific rulebooks, a 100-question rules test (Part 1 Test) and UHSAA rules clinic information. The Part 1 Test is open book and needs to be returned to the UHSAA by the due date listed on the information sheet that accompanies the application form. Officials must obtain a minimum score of 80% to pass the Part 1 Test. If a failing grade occurs, a retake is allowed. A new answer sheet will be sent to the official.
3. Rules Clinics: A UHSAA staff member or their designee will conduct one new rules clinic before the season for the sports of football, volleyball, soccer, basketball, wrestling, baseball and softball. The dates will be listed on the website and a meeting schedule will accompany the packet. An Internet Clinic will be available for officials and coaches until the first day of the Part 2 Test. The rules clinic consists of new rules, NFHS points of emphasis and their interpretation for the specific sport.
4. The next step a new official must do is to contact the local officials association. The names of the local association leadership are listed in the *Officials’ Guidebook*. Joining a local association is key, as assignments to work games will be issued for sub-varsity games from the association arbiter. The local associations will conduct meetings, which are geared to provide additional rules training, game evaluations and information regarding association policies and procedures.
5. A Part 2 Test will be offered at a scheduled association meeting. This test is mandatory for post-season varsity officials; however, the test is available and encouraged for all officials. The test is open book and requires an 85% accuracy to pass. No retakes are allowed for the Part 2 Test. The test can be taken anytime up to two weeks after the initial test day. Dates for the test are listed in the information sent with the packet.

It is the hope of the UHSAA that this information will be helpful to potential new officials as you consider joining us in this most important and rewarding avocation. If further questions arise, contact the UHSAA at (801) 566-0681 or email to: [petty@uhsaa.org](mailto:petty@uhsaa.org).