

Wisconsin Swimming, Inc.

Officials Transfer Policy



In order to facilitate the transfer of officials joining and leaving the Wisconsin Swimming, Inc, LSC (WSI), the following procedures will be observed. The policy is only effective if the LSC from which the official is transferring is in compliance with USA Swimming minimum standards for officials.

Officials Seeking to Transfer to Wisconsin Swimming

The transferring official shall first contact the WSI Officials Chair, via letter or email, with the following information:

- Name, phone number, and e-mail address
- USA Swimming Local Swimming Committee (LSC) and club affiliation from which the official is transferring
- Letter (or e-mail) of standing from previous LSC Officials Chair stating that the official is, or would be, departing that LSC in “good standing”.

Additionally, if the LSC from which the official is transferring does not use the Officials Tracking System (OTS) for LSC level certifications, then the following information also needs to be provided:

- Current level(s) and expiration date(s) of certification within previous LSC
- Number of sessions worked (at each level, if applicable) during the current and previous calendar year

Additional Procedures: Requests for transferring certification by officials with valid N2 or N3 level national certification and who are in “good standing” with their current LSC, will be honored with no further requirements. For officials without N2 or N3 certifications, the Officials Chair may also waive certain of the following requirements based the official’s other pertinent experience.

Admin Officials: The WSI Officials Chair (or Training Coordinator) will arrange for the transferring official to have an “on-deck” meeting and observation at a swim meet agreeable to both parties. The official will maintain their current certification as documented from their LSC, if they meet WSI’s minimum sessions requirement.

Stroke and Turn Judges: The WSI Officials Chair (or Training Coordinator) will arrange for the transferring official to have an on-deck meeting and observation at a swim meet agreeable to both parties. The official will maintain their current certification as documented from their LSC, if they meet WSI’s minimum sessions requirement.

Starters or Referees: Wisconsin Swimming utilizes combined Starter/Referee certifications, and does not offer separate Starter or Referee certifications. However, transferring officials with Starter-only or Referee-only certifications may transfer to Wisconsin Swimming at those separate certification levels. The WSI Officials Chair (or Clinic Coordinator) will arrange for the transferring official to have an initial on-deck meeting and observations by WSI Starter/Referees with at least three (3) years of experience. One observation shall be done as Starter and one shall be done as Deck Referee, as applicable to their current certification.

Approval: Upon review and approval of the on-deck observations by the WSI Officials Chair, the official will be notified of their eligibility for certification through Wisconsin Swimming. Those officials not meeting the minimum requirements for certification through WSI may need to attend a clinic or have additional mentoring, as determined by the WSI Officials Chair

Final Steps to Complete Transfer of Certifications: The transferring official will need to complete changing of their USA Swimming membership to Wisconsin Swimming. Once registration through Wisconsin Swimming is completed, the WSI Officials Chair will update the official's LSC certifications in the USA Swimming Officials Tracking System, notifying the official when this has been completed. A copy of the Officials Certification Card from OTS, and the USA Swimming Non-Athlete Registration Card, will then serve as the credentials for the official now certified through WSI.

For Officials Leaving Wisconsin Swimming

Contact the Officials Chair of the LSC transferring to for instructions and requirements. The policies of the LSC to which the official is transferring will dictate the process by which the official's LSC certifications may be transferred. However, the transferring official should notify the WSI Officials Chair of their intent to transfer to another LSC by providing the following:

- Official's name, phone number and e-mail address
- USA Swimming Local Swim Committee (LSC) to which the Official Is transferring and the email address of the LSC Officials Chair to which the Letter of Standing should be sent
- Date of Departure from WSI

Upon request, the WSI Officials Chair will send a letter or email to the Officials Chair of the LSC transferring to, providing documentation on the LSC certifications held by the transferring official, and their expiration dates. WSI will provide a copy of its certification requirements, including a statement verifying WSI's compliance with USA Swimming minimum standards. In addition, the official's current N2 and N3 certification (if known) will be noted.