



ILLINOIS
SWIMMING

Officials' Transfer Policy

In order to facilitate the transfer of officials joining and leaving Illinois Swimming, 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.

For Officials Joining Illinois Swimming

The official should contact the Illinois Swimming, Inc. Officials' Chairperson, via letter or e-mail, 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
- Current level(s) and expiration date(s) of certification within previous LSC and number of sessions worked (at each level, if applicable) during the current and previous calendar year
- Letter (or e-mail) of standing from previous LSC Officials' Chairperson stating that the official had departed in good standing.

Procedures

Judges and Starters: The ISI Officials' Chairperson (or Clinic 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 ISI's minimum session requirement. Those not meeting the minimum session requirement may need to attend a clinic or have additional mentoring, as determined by the ISI Officials' Chairperson.

Referees: The ISI Officials' Chairperson (or Clinic Coordinator) will arrange for the transferring official to have an initial on-deck meeting and two (2) observations by two (2) different ISI Referees with at least three (3) years experience.

The on-deck observations will be documented with the appropriate position on-deck training card. Upon review and approval of the on-deck observations by the ISI Officials' Chairperson, the official will be entered into the ISI official's database and credentials issued from ISI.

For Officials Leaving Illinois Swimming

Contact the ISI Officials' Chairperson with the following information:

- Name, phone number and e-mail address
- USA Swimming Local Swim Committee (LSC) to which the Official Is Transferring and the address (or e-mail) of the LSC Officials' Chairperson to which the Letter of Standing should be sent
- Date of Departure from ISI

The ISI Officials' Chairperson will send a letter documenting the position(s) to which the official is certified and the expiration date of the certification to the new LSC Officials Chairperson. ISI will provide a copy of its certification requirements, including a statement that we are in compliance with USA Swimming minimum standards. In addition, the official's current N2 and N3 certification (if known) will be noted. The new LSC's policy will determine the process by which the official will be certified in the acquiring LSC.