



## Illinois Swimming Officials Committee

# Transfer Policy

In order to facilitate the transfer of officials into and out of Illinois Swimming, the following procedures will be observed. The policy is only in force if the LSC an official is transferring from follows at least the minimum USA Swimming standards for certification.

### **For Officials Joining Illinois Swimming:**

The official should email the ISI Officials Chair via the email available on the ISI website with the following information:

- Name, phone number and email address.
- USA Swimming LSC and club from which the official is transferring.
- Club to which they are transferring in Illinois, if any.
- Current certification levels and expiration dates for those certifications.

In addition, there needs to be an email from the Officials Chair you are transferring from to the Illinois Swimming Officials Chair stating you are leaving their LSC in good standing.

The incoming official will be certified in the positions they are carrying over from their prior LSC. Sometime in the following six months, the official must be observed in the below manner. The Officials Chair will work with the new official to facilitate these sessions. It is not a training session, though the training card will be used to document. No trainer is required, rather the meet referee will sign the card as an observer. The cards must be submitted to the Certification Coordinator via email. All conditions of the observation must comport to the rules of a similar training session.

Judges, Admin Officials and Starters must have an observation in those positions. A referee must have either two sessions observed by a referee with at least two years' experience or one session with an Illinois referee who has Certified Trainer status.

### **For Officials Leaving Illinois Swimming:**

Contact the Officials Chair of Illinois Swimming once you have determined what is needed by the LSC to which you are transferring.