



**MIDWESTERN
SWIMMING**

In order to facilitate the transfer of Officials joining and leaving Midwestern 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 Midwestern Swimming

The official should contact the MWS Officials Chairperson, via letter or email, with the following information:

- Name, Phone Number, and E-mail Address
- USA Swimming Local Swimming Committee (LSC) from which the Official is transferring
- Letter (or e-mail) of standing from previous LSC Officials Chairperson stating that the official had departed in good standing and the number of sessions worked (at each level, if applicable) during the current and previous calendar year
- Submit a completed copy of the MWS Officials Transfer Form (located on the MWS Officials page) and all supporting documents to the MWS Officials Chairperson.

Procedures

Judges, Starters and Referees: The MWS Officials Chairperson will process the documents and notify the transferring Official of the outcome, with possible input from the MWS Officials Committee. The Official will maintain their current certification as documented from their existing LSC.

For Officials Leaving Midwestern Swimming

Contact the MWS 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 a Letter of Standing should be sent
- Date of departure from MWS

The MWS 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. MWS 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 will then determine the process by which the official will be certified.