

## Reciprocity Policy Guidelines

The National Officials Committee has adopted a policy that all local swim committees recognize the certified status of visiting and transferring officials from other LSC's. The national minimum standards agreed upon by all LSC's were implemented expressly to facilitate our ability to interact with officials from other areas in a reasonable manner.

### Individual Official Responsibilities

1. Notify the LSC of your desire to help.
2. Forward current credentials to new LSC along with name, contact phone number, and email address of the current LSC Officials Chair. If you are re-locating, obtain, complete and forward all transfer forms to the new LSC.
3. If visiting, do not expect to work in an assigned position unless previous arrangements have been made. These positions are assigned to officials proven to have the necessary skills in advance of the meet.
4. If you are relocating, expect to be evaluated in all areas pertaining to your credentials to assure that you meet the requirements of the new LSC.
5. Be willing to upgrade your skills and adapt to new methods of operation. This may require further training if the new LSC has strict standards that your former LSC did not have in place.
6. If there are no records of you having taken the on-line testing, this may be required of you.

### LSC Responsibilities

1. Continue communication with new or visiting official to establish expectations on both sides.
2. Check all credentials forwarded and communicate with the other LSC Officials Chair.
3. If this is a contact to work a specific meet, please try to honor this request to help. The official will receive tax advantages that occur from serving at the meet. If your LSC pays officials, the visiting official need not be paid; they do not wish to replace a paid local official. Any position will give them the tax advantages. Please make them welcome.
4. Evaluate a transferring official fairly explaining LSC standards and expectations clearly. Relate exactly what you expect the new official to do to meet your standards.
5. Demonstrate leadership skills by welcoming the new official with reasonable expectations. Give adequate time and opportunity for the transferring official to adjust to your procedures. Good leadership in this area will lead to an increase in your volunteer base.