



## OTS Guidelines

In an effort to facilitate the accurate and timely input of data into the OTS, the MWS Officials Committee will periodically review the process and recommend a procedural change. This list of guidelines will be available for all Officials to view on the MWS Officials page. All subsequent changes to these guidelines will be dated.

### *Guideline #1*

**It is the responsibility of the designated Meet Referee and Meet Director to submit a copy of the Meet Officials Sign-In sheet within seven (7) calendar days from the completion of your meet to the Executive Secretary along with all other meet documents.**

### *Guideline #2*

In order to expedite data entry into the OTS, the following procedure is effective:

**Meet Referees shall access and add all Officials working their meet, preferably prior to the meet, in order to insure that all working officials are currently registered and that all certifications are current.**

**All sanctioned and approved meets will be listed and ready for entries once they achieve that status from Midwestern Swimming**

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