

USA Swimming OTS- Meet Reports, Capturing Sessions and Who Worked in Specific Roles

The Meet Referee is responsible for entering the Meet Report required information into OTS, along with the list of certified officials and the sessions/roles they worked. If you need help with completing this, please contact Cory Keller at corkeller@comcast.net or Teri White at teriwhite53@gmail.com.

The Meet Report Process consists of three steps:

1. Access your OTS Meet form and enter the Referee's Report information.
2. Add your participating officials, the number of sessions and roles they filled.
3. Generate the Meet Detail Report and email to Rick Cox at nauticalrick@yahoo.com.

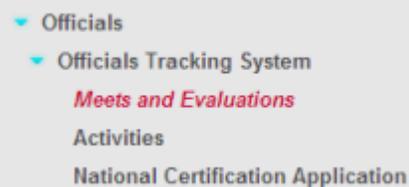
Meet Report Required Information:

Every meet report must contain the following information:

1. Ages included in each sessions (e.g. 12 & Under; or 13 & Over plus 11-12 Boys) and the session length of each session.
2. All officials who worked the meet, the number of sessions and the role they had for each session.
3. Names of all Novice S&T and Administrative Officials who are not yet members of USA Swimming so can't be entered with the other Officials. Double check - many already are! Note any **special comments** you need to share here about the Novices.
4. Anything you feel the Officials Committee needs to know about your meet, the facility in general or the host team. Most meets have no comments in this category but events like a serious accident, power outage that disrupts the meet, coaches or spectators who are ejected from the deck, etc.

To access the OTS Record for your meet:

1. Go to the USA Swimming site, SIGN IN and then go to Officials / Officials Tracking System.



2. Select Meets and Evaluations from the menu on the left.

3. Fill in the START DATE of your meet, the LSC (Pacific Northwest) and click search – nothing

OFFICIALS TRACKING SYSTEM - MEETS

* You can search by any of the fields to find the meet you are looking for.

SEARCH FOR A MEET - ENTER SEARCH PARAMETERS

Meet Name:

Meet Date: -

Meet Level: National QM LSC

Qualifying -
Meet #: (Numbers only)

City: State: -- All -- LSC Sanction #:

LSC: PACIFIC NORTHWEST SWIMMING

Referee: All Specific [Search for a Meet by Referee](#)

Evaluator: All Specific [Search for a Meet by Evaluator](#)

Official: All Specific [Search for a Meet by Official](#)

else!

4. All the meets starting on that date appear, find your location and click the 'Edit' link at the

SEARCH FOR A MEET - ENTER SEARCH PARAMETERS

Meet Name:

Meet Date: -

Meet Level: National QM LSC

Qualifying -
Meet #: (Numbers only)

City: State: -- All -- LSC Sanction #:

LSC: PACIFIC NORTHWEST SWIMMING

Referee: All Specific [Search for a Meet by Referee](#)

Evaluator: All Specific [Search for a Meet by Evaluator](#)

Official: All Specific [Search for a Meet by Official](#)

Search Results [Add Officials Tracking Meet](#)

Meet Name	Start Date	Host LSC	City, State	Meet Level	Meet Type	Cert. Level	Natl Qualifying Meet Status/#	Action
October Challenge Division 1	10/15/2011	PN	Bellingham, WA	LSC	Age Group		Not Applicable	Edit
October Challenge Division 2	10/15/2011	PN	Renton, WA	LSC	Age Group		Not Applicable	Edit
October Challenge Division 3	10/15/2011	PN	Olympia, WA	LSC	Age Group		Not Applicable	Edit
October Challenge Division 4	10/15/2011	PN	Tacoma, WA	LSC	Age Group		Not Applicable	Edit
October Challenge Division 5	10/15/2011	PN	Silverdale, WA	LSC	Age Group		Not Applicable	Edit
October Challenge Division 6	10/15/2011	PN	Mercer Island, WA	LSC	Age Group		Not Applicable	Edit
October Challenge Division 7	10/15/2011	PN	Mulkiteo, WA	LSC	Age Group		Not Applicable	Edit
October Challenge Division 8	10/15/2011	PN	Seattle, WA	LSC	Age Group		Not Applicable	Edit

end of the line:

5. The Meet Setup page appears, with your meet's data. At the bottom of this screen is a section for "Referee Report - Meet Detail Report". Your free-form information goes here:

USA SWIMMING

Contact Us | My Deck Pass | Welcome Teri White | My Account | Logoff

SEARCH

HOME ABOUT MEMBER RESOURCES TIPS & TRAINING EVENTS TIMES NEWS NATIONAL TEAM OLYMPIC TRIALS FOUNDATION

Home / Member Resources / Officials / Officials Tracking System / Meets and Evaluations

OFFICIALS TRACKING SYSTEM - MEET SETUP

[Return to Meet Search](#)

Meet Information | Evaluators/Meet Administrators | Officials | Evaluations

MEET Save Cancel

* An * next to a field label indicates the field is required and must be entered.

* Meet Name: 2013 PN Port Angeles Spooktacular

* Start/End Dates: 10/26/2013 - 10/26/2013
(mm/dd/yyyy) (mm/dd/yyyy)

* Meet Type: Age Group

* Meet Level: National Qualifying Meet LSC

Qualifying Meet Status: Not Applicable

Qualifying Meet Number: - (Numbers only)

Approved Certification Level:

* Host LSC: PACIFIC NORTHWEST SWIMMING

* Host Club Code: PASC * Club Name: Port Angeles Swim Club

Meet Director Name: Sheldon Email:

* LSC Sanction Number: 1310-SP01

Course: SCY

* Maximum # of Sessions: 1

Generic Sessions: This meet will be set up for counting sessions only (without requirement to enter positions)
Note: This option is not available for National Championship Meets or for approved or pending OQMs and should not be selected for LSC meets where LSC evaluations are anticipated.

FACILITY

Name: Wm Shore Memorial Pool

Address:

* City: Port Angeles * State: WA -

REFEREE

[Select Referee](#) [Refresh Referee Data](#) [Clear Referee](#)

Name: White, Teri

Referee's Report: [Meet Detail Report](#)

This is where your required information goes, e.g.:

Session I - 12 & U, 3:22
Session II - 13 & O, 2:20
Session III - 13 & O, 3:05
Session IV - 12 & U, 2:52

Novice S&T: Sue Jones, PASC; Sam Smith, OAC;

Great meet!

OTHER

Created By: Linda Vick - 9/22/2013 12:15:06 PM
Last Modified By: Teri White - 9/27/2013 10:03:25 AM

Save Cancel

There is plenty of room to include all the information you might need to share. Be sure to SAVE your page after entering your Meet Detail Report. Then move on to entering your Officials.

Capturing Sessions & Who Worked in Specific Roles:

1. To add your officials and their sessions, Click the **Officials Tab**,

Home / Member Resources / Officials / Officials Tracking System / **Meets and Evaluations**

OFFICIALS TRACKING SYSTEM - MEET SETUP

[Return to Meet Search](#)

Meet Information | **Evaluators/Meet Administrators** | **Officials** | **Evaluations**

MEET

▪ An * next to a field label indicates the field is required and must be entered.

then click **Add Officials**:

OFFICIALS TRACKING SYSTEM - MEET SETUP [Return to Meet Search](#)

Meet Information | **Evaluators/Meet Administrators** | **Officials** | **Evaluations**

Officials for: Penguin Express

▪ Save your changes periodically if you are going to spend more than 10 minutes editing the officials values on this page so that you don't lose your changes if your browser session times out.
 ▪ Hover your mouse pointer over the Positions abbreviation in the 'Positions and Sessions' title to see their translations. Hover over the officials name to see their current certifications.
 ▪ If the number of sessions displays in red, there are more evaluation sessions entered for the position than sessions listed here.
 ▪ The officials name is in bold if they are also an evaluator, administrator, or referee for the meet.

Add Officials [Refresh Officials Data](#) [Refresh Emails](#)

Name	LSC/ Club	Non-Athlete Reg. Expires	Email	Positions and Sessions			To Be Eval'd?	Evaluation Status	Actions
				Sessions	Apprentice	?			
White, Teri	PNUN	12/31/2011	twwhite@massmutual.com				<input type="checkbox"/>		Delete

[Print Officials and their Positions Worked](#) Include Audit Information

Show position abbreviations [Top of page](#)

2. Fill in the Search Screen – just putting in **Pacific Northwest Swimming** and clicking **Search** will get you all the officials in PNS. If the meet was an inter-squad meet and most or all your officials came from one club – put in the club code for a much shorter list!

OFFICIALS TRACKING SYSTEM - MEET SETUP [Return to Meet Search](#)

Meet Information | **Evaluators/Meet Administrators** | **Officials** | **Evaluations**

Add Officials for: Penguin Express

SEARCH PARAMETERS

▪ You can perform a wildcard search on the name fields by typing an * at the end of the name.
 ▪ You can search for multiple last names with or without wildcards separated by commas. For example: "Smith, Jones".
 ▪ The 'Certified Position' parameter only matches positions recorded in the national database.

Last Name: LSC: **PACIFIC NORTHWEST SWIMMING**
 First Name: Club Code:
 Preferred Name: Registration Year: Current Year
 Current and Prior Year
 All
 USAS ID: Gender: Male Female
 Non-Athlete Type: Officials Only All
 Certified Position: Certified Level: Ignore
 Levels N2 N3
 Evaluator Level: Ignore
 Levels N2 N3 N3f N3

Just fill in Pacific Northwest Swimming and click Search - this will give you EVERYONE in PNS. Save your selections often!

Meet Officials already added

Name	LSC	Non-Athlete Expiration	Option
White, Teri Zook	PN	12/31/2011	Delete

People you add will show up in this column...keep adding until you have everyone on your sign-in list. Helps to alphabetize them before you start searching for them!!!

3. After selecting all names from one page, click **Add Selected Officials** to have them show up in your list.
4. When all names added, click the **Officials** tab again, this will give you everyone you added and the ability to add the number of sessions in all positions.

OFFICIALS TRACKING SYSTEM - MEET SETUP

[Return to Meet Setup](#)

Officials information has been saved.

Officials for: Penguin Express

- Save your changes periodically if you are going to spend more than 10 minutes editing the officials values on this page so that you don't lose your changes if your browser session times out.
- Hover your mouse pointer over the Positions abbreviation in the 'Positions and Sessions' column for the officials name to see their current certifications.
- If the number of sessions displays in red, there are more evaluation sessions entered than the number of officials.
- The officials name is in bold if they are also an evaluator, administrator, or referee.

[Add Officials](#) [Refresh Officials Data](#) [Refresh Emails](#)

Name	LSC/ Club	Non-Athlete Reg. Expires	Email	Positions and Sessions								To Be Eval'd?	Evaluation Status	Actions
				ST	CJ	SR	DR	AR	Other ?					
Hogan, Elizabeth	PN/PASC	12/31/2011	<input type="text" value="ehogan@wccg.net"/>	2								<input type="checkbox"/>		Delete
Prosser, Sharon	PN/PASC	12/31/2011	<input type="text" value="ptanews@mindspring.com"/>	2								<input type="checkbox"/>		Delete
Sheldon, Jeremy	PN/PASC	12/31/2011	<input type="text" value="sheldonjm@msn.com"/>	1								<input type="checkbox"/>		Delete
Vetterlein, Lisa	PN/KING	12/31/2011	<input type="text" value="lisav@badbags.com"/>			2						<input type="checkbox"/>		Delete
White, Teri	PN/UN	12/31/2011	<input type="text" value="twhite@massmutual.com"/>						MR	2		<input type="checkbox"/>		Delete

[Print Officials and their Positions Worked](#) Include [Show position abbreviations](#) [Top of page](#)

Fill in the number of sessions by each role every official filled. SAVE!!! You are done.

Click the + here for definitions of the abbreviations.

Notes: You can't add anyone not in the SWIMS database so novice S&T's are usually out and go in the Meet Detail Report explained above. People who are in SWIMS as other than officials...but are still officials...you might have to uncheck the 'Officials only' button to get them to show up. Give credit to **Novice** Starters, Deck Referees, Admin Referees and Administrative Officials by using the "Xxx" notation for each of these roles in the "Other" field. The abbreviations are available in list at the bottom of the screen.

XJ	Apprentice Stroke & Turn Judge
XS	Apprentice Starter
XC	Apprentice Chief Judge
XR	Apprentice Deck Referee
XM	Apprentice Meet Referee
XA	Apprentice Admin Referee
YA	Apprentice Administrative Official
XT	Apprentice Timing Judge

Good luck!!!