



OFFICIALS TRACKING SYSTEM

IASI Meet Referee Edition
modified from

LSC OFFICIALS CHAIR USERS GUIDE





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LSC Officials Chair Users Guide

The Officials Tracking System (OTS) is a database used for recording USA Swimming Officials' requirements and history. The information is tied to an official's profile and includes: local and National certifications, testing, teaching/mentoring and learning activities, background checks, athlete protection training, concussion training, meets and sessions worked, and evaluations. Non-athlete membership registration is housed in SWIMS but tied to OTS thru the official's profile.

This document will provide basic tools for an LSC Official's Chair (OC) including instructions on where to find items in OTS and reports that may be generated.

Levels of Access

The level of access and permissions are granted by USA Swimming based upon roles within each LSC. It is incumbent upon the LSC Officials Chair to update the USA Swimming OTS coordinator as LSC administrators change. Access to specific reports is shown in the table in Appendix A.

Officials Tracking System (OTS)

OTS is located under the OFFICIALS tab of USA Swimming.

Section 1

Section 1 pertains to an official's profile and history. There are four (4) modules in this section: View My History, Meets and Evaluations, Activities, and National Certification Application (Not for LSC Certification).

SECTION 1

For all Officials - you must be logged in to your account as an official to access the OTS sections below.

View My History	Meets & Evaluations	Activities	National Certification Application (not for LSC Certification)
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View My History

This module contains a summary of an official's information. Links present in the module are:

- National Certification Application
- Meets/Evaluations
- Activities
- Test History
- LSC Certification History



Each of these except the Test and LSC History have independent modules. There is also an additional link for Prior Applications, which are National Applications that were previously submitted and reviewed.

Meets and Evaluations

This module has an official's history of tracked and manually entered:

- meets worked
- number of sessions at a meet
- positions worked at a given meet
- evaluations performed/received at a meet

This is also where Meet Referees or designees may:

- search by a meet
- enter officials into a meet
- add sessions worked

Meets may be manually entered in “YOUR OTHER MEETS” by the user if the meet has not been entered in OTS. Entry might be used for tracking an official’s college or high school sessions for observed and approved meets. Manual entries do not count toward required meets or sessions for National Certifications.

The optional parameters tab under Meets/Evaluations and Activities allows the user to change the number of months reviewed for history. By default, the Meets/Evaluations is set to 66 months for National Meets, 39 months for LSC meets, and 18 months for activities. These periods correspond to review information for National Certifications applications.

Activities

Clinics, presentations, stroke briefings, mentoring, or any activity related to an official’s continuing education may be recorded under the Activities module. Manual entries are currently reviewed for National applications since many LSC’s do not regularly use the Activity module. Users may record these under “YOUR OTHER ACTIVITIES.”

Test History

The Test History records all online tests taken by the user. When an official completes a test, the LSC Officials Chair is notified thru an automated email. There is a separate location for LSC Chairs to run reports for tests taken by LSC Officials. This is discussed under Online Testing.

LSC History

The LSC History shows current LSC certifications as well as certifications associated with a previous LSC. Each certification will show an active date and expiration date. Note that not all LSC's started using OTS at the same time. An official could have been certified in a position before the date listed on OTS.



Registration history in SWIMS is a more accurate picture of when someone became an official.

National Certification Application (Not for LSC Certification)

This is the module where an official who has received an evaluation may apply for or renew National Certification(s). More information regarding the program is located under the National Certification and Evaluation web page.

Activities

Activities may be added under the activity module or if directly related to a meet within the meet. To add within a meet:

- select the meet
- add activity

Once completed, when adding participants these may be pulled in individually or chosen from those already entered in the meet. Participants will not be able to be entered until after the start date. Additional information may be found in Appendix C.

Helpful OTS Hints

OTS has a few quirks that can make generating reports challenging at times. If there is something more challenging than what is listed or these fixes do not help, contact the NOC OTS chair for the appropriate USA Swimming contact.

No Report or Blank Screen

- If the report is spinning without generating clear the computer's cache, or try a different browser Chrome, Firefox, Edge, etc.
- If the report or a test appears to have generated, but there is nothing visible on the report change the zoom level on the report or the webpage. Tests may have to have the zoom toggled between questions.

Cannot View Full Screen

- Look for scroll bars are at the end of a section as well as the bottom of a web page. There may also be scroll bars on left side of a window and web page.
- The other option is to reduce the zoom on the page until everything is visible.

Saving Data

- When saving officials and sessions, make sure that once save is selected the wording "information has been saved" appears. Otherwise, data may not have been saved.



Searches

- To search for and add multiple officials in OTS for a meet, use a comma separating names, i.e., Smith, Garcia, Johnson. All the names will be searched at once and may be selected for entry into a meet.
- Some names are harder to locate in OTS, especially if hyphenated. A wildcard, *, may be entered instead, i.e., Jones -Hernandez might be searched as Jones*.
- Searches may also be combined, for example Smith, Hern*, Jo*. This may return a rather long list of officials, but if all are in the same LSC, selecting the LSC will reduce the list.
- If an official is also a coach, the coaching credential takes priority over the official credentialing. Instead of searching just officials, try a search using coaches or all.



Appendix A

OTS Access Authority

	Zone Officials Chair	LSC Officials Chair ¹	LSC Officials Chair assistant ²	LSC OTS assistant ²	LSC Official ⁷					
	Evaluation Detail only for officials in the Zone.	Note: These access levels are reset when a new LSC OC takes office.								
Role names	Officials Zone Chair	Officials LSC	Officials LSC Chair Assistant	OTS Meet Admin	Meet Referee ³ (all meets)	Meet Administrator ³ (all meets)	National Evaluator ⁴ (OQMs only)	LSC Evaluator ⁵ (OQM meets)	Activity Administrator ⁵	Official ⁶
LSC Module - manage LSC certifications.		✓	view only							
Search for and View Meet Summaries	✓	✓	✓	✓	✓	✓	✓			✓
Set Up LSC Meets; assign Meet Referee (and Evaluators, if an OQM)		✓		✓						
Add "Meet Administrators" into LSC's meets		✓	✓	✓	✓					
Enter Officials and participation into Meets		✓	✓	✓	✓	✓	✓	✓		
Enter National Evaluations into OQMs							✓	✓		
Print National Evaluations at OQMs							✓	✓		
Set Up LSC Activities; assign Activity Adminsitrators		✓	✓	✓						
Enter participants into Activities		✓	✓	✓	✓	✓			✓	
View and Print OTS Reports	✓	✓	✓							
Receive and review Test Results and access Testing Reports		✓								
View "My History" - Meets and Activites										✓
Enter "Other Meets" and "Other Activites"										✓
Apply for National Certification, Re- certification and Resinstatement										✓
View and Print National Certification Card										✓
View and Print LSC Certification Card ⁷										✓



Notes:

1. LSC Officials Chairs may nominate a limited number of additional officials within their LSC to have "LSC Officials Chair" authority.
2. LSC Officials Chair may nominate several official members (or other non-athlete members for OTS Assistant) to have these authority levels.
3. Officials are given this authority when the Meet is set up.
4. Officials are given this authority when an OQM is set up and approved.
5. Officials are given this authority when the Meet is set up.
6. "LSC Officials Chair" and "LSC OTS assistant" (if an official) also have "Official" authority.
7. LSC Certification details will only be available to Officials IF their LSC uses the OTS LSC Module to track the LSC certifications.

LSC Certification Cards will only be viewable and printable if the LSC uses the LSC OTS Module AND does not disable this feature.

General: Officials with expired or missing Registration, Level II Background Checks, or Athlete Protection Training cannot access the OTS until they are current.

Also: Officials with Registration, Level II Background Checks, or Athlete Protection Training expiring on or before the last day of a meet cannot be entered into that meet.

Appendix B



To add an Activity **inside of a meet**, such as a Stroke Briefing or Mentoring Session

- open Meet module
- search for the meet
- edit Meet
- Move to Officials tab
- locate “Add Activity” at top right of the Official entered in meet chart (see screen shot below)
- next screen add Activity for this meet
- complete descriptions as shown on the screen
- add participants
 - when adding participants there is a box above the Search that permit adding officials from the given meet
 - participants cannot be added until after the start date of the activity

OFFICIALS TRACKING SYSTEM - MEETS

[Return to Meet Search](#)

Meet Information	Evaluators/Administrators	Officials	Evaluations
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OFFICIALS FOR: 2021 SPEEDO SUMMER CHAMPIONSHIPS - IRVINE

- **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.
- Positions and sessions cannot be added before the meet starts.

[Add Official](#)

[Activities for this Meet](#)

[Refresh Officials Data](#)

[Refresh Emails](#)

NAME	CLUB/LSC	NON-ATH REG. EXP.	EMAIL	ST	CJ	SR	DR	AR	OTHR 1
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