



# Instructions for using the Officials Tracking System (OTS) on the USA Swimming Website

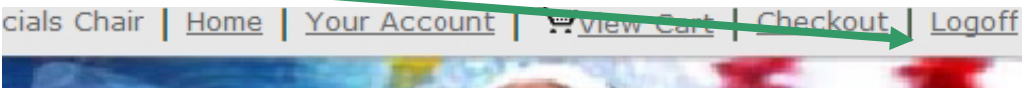
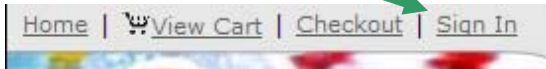
## Officials

USA Swimming has designed a web based application that will assist the documentation of individual official's participation in the officiating program and manage the qualifications achievement of officials. As an Official, you will be able to view your participation in Officials Qualifying Meets (OQMs) in the National certification program, any evaluations and, if entered by your LSC, participation in LSC meets and LSC activities. You will also be able to enter your participation in meets and activities that your LSC does not enter. You may also apply for National Advancement and re-certification if you have met all of the requirements.

There are additional guides for National Evaluators and LSC Officials Chairs and those with similar meet and activity setup authority.

### Access the Officials Tracking System - OTS

- To access any data in the **OTS** a user must be signed in with a linked account to their membership created on the USA Swimming website. This is the same account that may have been set up for the officials testing program or "My USA Swimming"
- First click on **Sign In** found in the upper right-hand corner of the home page (this same screen is found on virtually every page of the website)
- If the user has never created an account, click at **Need to create an account?** and follow the instructions.
- If the user already has an account, enter **Username** and **Password**.
- Once the sign in procedure is successfully completed, the right-hand corner will change to show **Logoff** and the user's account name will appear next to "Home".



### Account Login

Username

Password

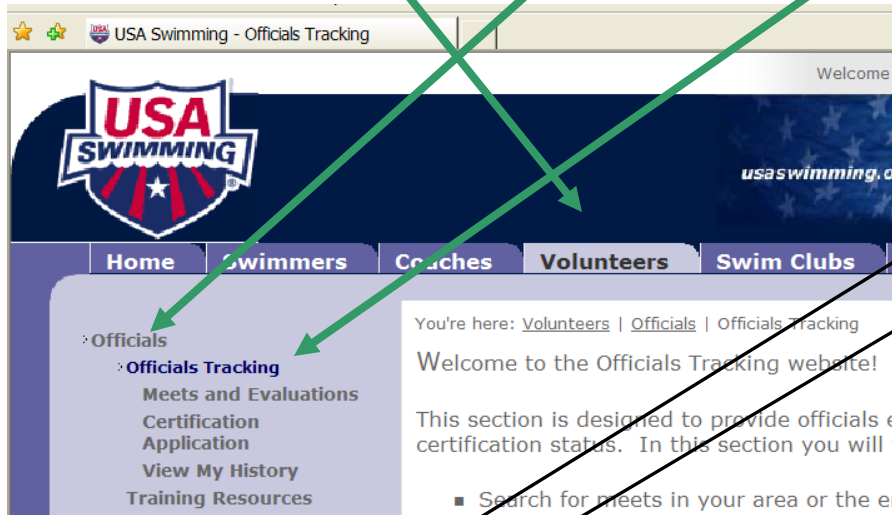
Remember Login

Need to create an account? [Click Here.](#)

Forgot your username or password? [Click Here.](#)

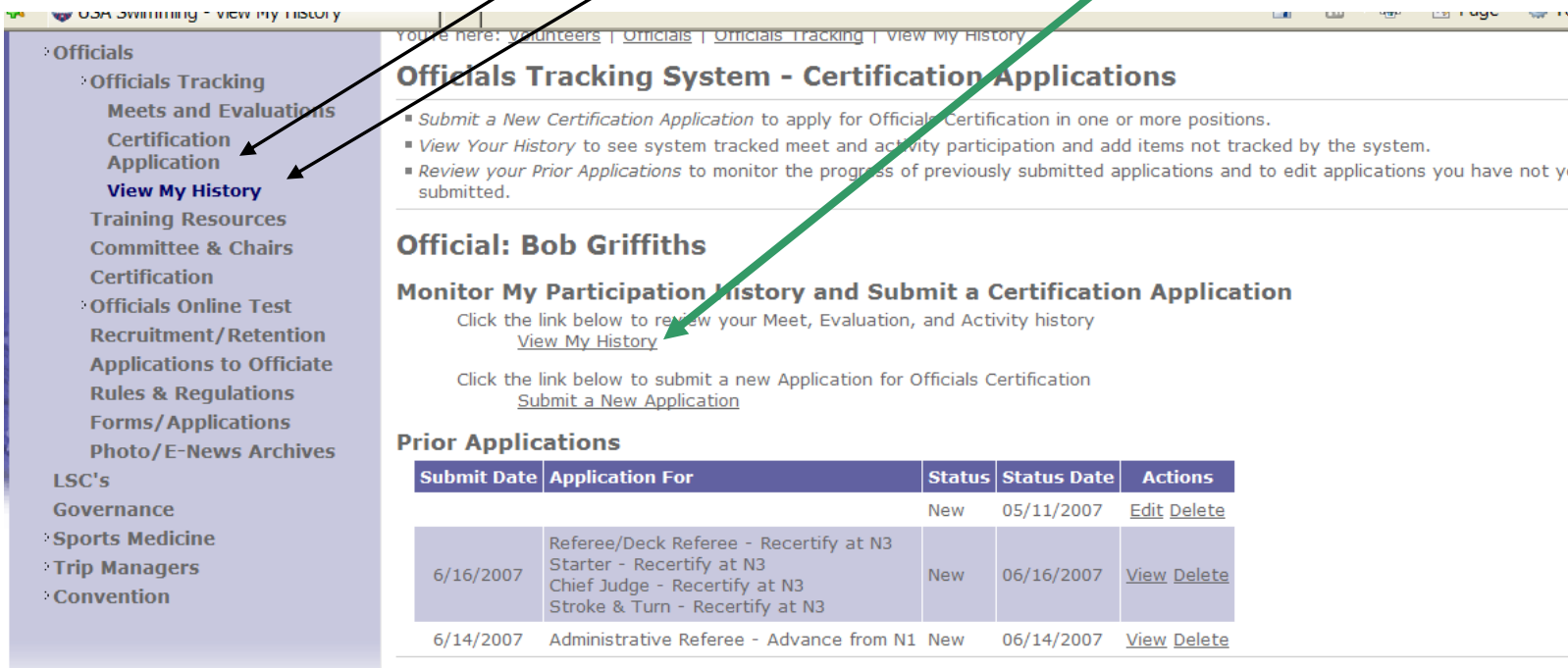
Click on the **Volunteers** tab found on the top of the navigation bar.

- On the **Volunteers** home page click on **Officials** and then **Officials Tracking** on the left-hand navigation and the following sub menu will appear.



- To view your individual meets worked and your evaluations click on **Certification Application** or **View My History** both will take you to the **Certification Application** page.

- Click on **View My History** (a bit repetitive, but that's how it is!)



- You'll arrive at the **Meets/Evaluation History** tab.

**Officials Tracking System - Certification Application** [Return to Prior Applications](#)

**Application for Certification** **Meets/Evaluation History** **Activity History**

**System Tracked Meets for: Bob Griffiths**

Meet Name	LSC	Meet Date	Meet Type	Level	Positions/ Sessions	# of Evaluations	Actions
2007 Speedo Junior National Championships	US	08/06/2007	National Championship	National Qualifying	DR-9	1	<a href="#">View Evaluations</a>
10K OW Indianapolis Grand Prix	IN	08/05/2007	Open Water	LSC	SR-1	0	
Florida Senior Circuit Championships-LC	FL	03/16/2007	LSC Championship	National Qualifying	EV-12	0	
2006 N2 Evaluations - Old rules for N2	VA	02/26/2006	Open Meet	National Qualifying		0	
2006 US Open	US	11/30/2006	National Championship	National Qualifying	SR-6	1	<a href="#">View Evaluations</a>
Florida Swimming Short Course Senior Championships	FL	03/23/2006	LSC Championship	National Qualifying		0	
Southern Zone, Southern Sectional	FL	03/09/2006	Sectional	National Qualifying	EV-12	0	

**Other Meets for: Bob Griffiths** [Add Other Meet](#)

Meet Name	LSC	Meet Date	Meet Type	LSC Meet Sanction #	Positions/ Sessions	Actions
2007 Tampa Bay Swim Classic	FL	06/01/2007	Invitational		SR-2 DR-3	<a href="#">Edit</a> <a href="#">Delete</a>
2007 Boys & Girls Club National Championships	FL	04/05/2007	Invitational		MR-7	<a href="#">Edit</a> <a href="#">Delete</a>
CFM Triathlon Meet	FL	04/05/2007	Open Meet		MR-3	<a href="#">Edit</a> <a href="#">Delete</a>

This page will list all of the OTS meets that are in the system that you have attended in the last 2 years. If your LSC uses the system to track all meets, then they will be in the “**System Tracked Meets for:**” section. If you attended an Officials Qualifying Meet (OQM) it will also be shown here tagged as “**National Qualifying**” in the “**Level**” column.

Note: for many of the **OQMs** prior to October, 2007, generally only those officials who were evaluated are in the system. All future **OQMs** will have all participating officials listed and sessions worked tracked whether they are evaluated or not.

From this page you can also view any evaluations that were done for you at a meet by clicking on **View Evaluations**. The full evaluation will be shown.

If your LSC does not use the OTS to track meets and sessions worked, or you attended early OQMs and weren't recorded as working the meets, you can enter them as “**Other Meets for:**” by clicking on **Add Other Meet**. This will take you to the following page.

Here you can add details for the meet. The fields marked with an \* are required. The others are optional. The total of sessions worked in various positions should not exceed the total # of Sessions that you actually worked at the meet. If you worked in two or more positions during a sessions either choose one position to show the activity or distribute the sessions amongst the positions to approximate your time in each. At this time, only full sessions can be recorded. You can also add some comments about the meet.

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Officials Tracking System - Certification Application [Return to Prior Applications](#)

Application for Certification Meets/Evaluation History Activity History

Add Other Meet for: Bob Griffiths

\* by entering this information you certify that you have participated in the meet in the positions and number of sessions listed.

\*Meet Name: CFM Triathlon Meet

\*Meet Date: 4/5/2007

\*Meet Type: Open Meet

\*Host LSC: FLORIDA SWIMMING

LSC Meet Sanction Number:

\*Positions Worked:

Position	# of Sessions
Stroke & Turn	
Chief Judge	
Starter	
Referee/Deck Referee	
Administrative Referee	
Meet Referee	3

Comments:

Save Cancel

When you are done, click on **Save** and the data will be saved in your personal file in the **OTS**. The data will remain in the database unless you delete it, although it will only be seen if the meet date is less than about two years ago. If the meet, and your participation, is entered later as a "tracked" meet, you should **delete** it from your "**other meet**" list. When you are done, click on any of the "**tabs**" or **Return to Prior Application**.

If you return to **Meets/Evaluation History**, the new **Other Meet** will show up on your list. From here you can **Add** more **Other Meets** or review your **Activity History** by clicking on the **Activity History** tab.

Officials Tracking System - Certification Application [Return to Prior Applications](#)

Application for Certification **Meets/Evaluation History** Activity History

**System Tracked Meets for: Bob Griffiths**

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10K OW Indianapolis Grand Prix	IN	08/05/2007	Open Water	LSC	SR-1	0	
Florida Senior Circuit Championships-LC	FL	03/16/2007	LSC Championship	National Qualifying	EV-12	0	
2006 N2 Evaluations - Old rules for N2	VA	02/26/2006	Open Meet	National Qualifying		0	
2006 US Open	US	11/30/2006	National Championship	National Qualifying	SR-6	1	<a href="#">View Evaluations</a>
Florida Swimming Short Course Senior Championships	FL	03/23/2006	LSC Championship	National Qualifying		0	
Southern Zone, Southern Sectional	FL	03/09/2006	Sectional	National Qualifying	EV-12	0	

**Other Meets for: Bob Griffiths** [Add Other Meet](#)

Meet Name	LSC	Meet Date	Meet Type	LSC Meet Sanction #	Positions/ Sessions	Actions
2007 Tampa Bay Swim Classic	FL	06/01/2007	Invitational		SR-2 DR-3	<a href="#">Edit</a> <a href="#">Delete</a>
2007 Boys & Girls Club National Championships	FL	04/05/2007	Invitational		MR-7	<a href="#">Edit</a> <a href="#">Delete</a>
CFM Triathlon Meet	FL	04/05/2007	Open Meet		MR-3	<a href="#">Edit</a> <a href="#">Delete</a>

Similar to meets, your LSC can track participation in various activities such as seminars, workshops, clinics, meetings, etc related to officiating. You can similarly **Add Other Activities** that either the LSC or USA Swimming did not record for you or that you did independently, eg deck mentored an official or gave or attended a mini clinic.

You can then save the activities and if you are ready and believe you have met all of the requirements, fill out and submit an application to advance or re-certify in at N2 or N3 in the Stroke and Turn Judge (ST), Chief Judge (CJ), Starter (SR), Deck Referee (DR) or Administrative Referee (AR) positions.

Home Swimmers Coaches Volunteers Swim Clubs Parents Shopping

Officials Tracking System - Certification Application [Return to Prior Applications](#)

Application for Certification **Meets/Evaluation History** Activity History

**System Tracked Activities for: Bob Griffiths**

Description	Type/ Position	Date/ LSC	Location	Role	Meet Name
2007 LSC Officials Chairs Meeting	Nat Officials Meetings	06/16/2007 US	San Antonio, TX	Presenter	

**Other Activities for: Bob Griffiths** [Add Other Activity](#)

Description	Type/ Position	Date/ LSC	Location	Role	Meet Name / Comments	Actions
S&T Judge graduation clin	Clinic Stroke & Turn	02/16/2007 FL	Tampa FL	Instructor	3 S&T Judges	<a href="#">Edit</a> <a href="#">Delete</a>
Officials Committee Plann		02/03/2007 US	Atlanta GA	Participant		<a href="#">Edit</a> <a href="#">Delete</a>

Click on **Application for Certification** on any of the pages that displays that tab.

If you arrive at this page by clicking an **Application for Certification** tab, you will start a new application and the entry in the **Certification Request Status** box will be **"New"**. If you had retrieved it as a **Started** application from the **Prior Applications** list (started earlier and **"Saved" for Submitting Later**) the status will be **New – Not Submitted**. If the application had been submitted you can check to see if it has been reviewed.

Fill out the form.

Submit for Certification | Save for Submitting Later | Cancel

Your card will be mailed to the address on file for your membership registration.

Name: Bob Griffiths  
LSC: FL

Contact Phone: 555-555-1234  
Contact Email: mtemail@service.com

**Certification Request Status**  
Status: New  
Date Submitted: Not Submitted  
Date Reviewed: Not Reviewed

Apply for Certification:

Position	Current Level Held	Effective	Expires	Months at Level	Certify me in the position(s) selected below:
Stroke & Turn	N3	12/31/2005	12/31/2007	21	<input type="radio"/> No Change <input checked="" type="radio"/> Recertify <input type="radio"/> Advance
Chief Judge	N3	12/31/2005	12/31/2007	21	<input type="radio"/> No Change <input checked="" type="radio"/> Recertify <input type="radio"/> Advance
Starter	N3	12/31/2005	12/31/2007	21	<input type="radio"/> No Change <input checked="" type="radio"/> Recertify <input type="radio"/> Advance
Referee/Deck Referee	N3	12/31/2005	12/31/2007	21	<input type="radio"/> No Change <input checked="" type="radio"/> Recertify <input type="radio"/> Advance
Administrative Referee					<input type="radio"/> No Change <input type="radio"/> Recertify <input checked="" type="radio"/> Advance

Summary of Participation: [View Meets and Sessions](#) [View Activities](#)

Certification Requirement	Months Included	System Tracked # Achieved	Manually Entered # Achieved	Total Achieved	Required to Recertify at N2/N3	Required to Advance to N2/N3
LSC Level Sessions Worked	27	13	15	28	12 OK	12 OK
LSC Level Meets Worked	27	4	3	7	4 OK	4 OK
National Qualifying Sessions Worked	27	24	-	24	8 OK	8 OK
National Qualifying Meets Worked	27	3	-	3	2 OK	2 OK
National Champ. Sessions Worked	27	15	-	15	-	-
National Champ. Meets Worked	27	2	-	2	-	-
National Champ. Meets Worked - Long Term	60	2	-	2	***	***
Learning Activities	27	0	0	0	1 Incomplete	1 Incomplete
Teaching and Mentoring Activities	27	1	1	2	1 OK	1 OK

\*\*\* If advancing to N3 Chief Judge, Starter, Deck Referee, attendance at 1 championship meet in last 5 years is required.

Confirm:  Certify that I have read, and am familiar with, the applicable sections of the current version of the Officials Manual published in the Officials section of the USA Swimming web pages.

Submit for Certification | Save for Submitting Later | Cancel

Your name and LSC will already be filled in.

Enter a phone number where the reviewer can reach you.

You can change the email address if it is not the one you'd like to be contacted at.

You can apply for advancement or re-certification in any positions for which you are eligible and have met ALL of the requirements – Go to the Certification pages or: [National Official Advancement Summary](#) and [National Official Re-certification Requirements](#) for the requirements.

This area summarizes your activities over the 24 months prior to this application, and gives an indication whether the requirements have been met.

Clicking the **"View"** links will take you to the **"History"** pages where you review the source of the summarized data and enter additional meets and activities that are not already in the OTS, including National Championship meets.

Note: one **"learning"** **or** **"teaching"** activity is required.

You must be able to check this box before the application can be submitted.

Submit the application when everything is complete. Your LSC officials chair will be sent an email advising that you have applied and giving 10 days to comment on the application. Applications that are not supported with the appropriate satisfactory evaluations, required participation or for advancement to levels you are not eligible, will be rejected. LSC Officials Chair's comments, if received, will be considered.

You will generally receive a response to your application 14 to 21 days after it is submitted. If all requirements to advance or recertify have been satisfied, you will receive an email notice advising you of your new levels, if any, and your new expiry dates. Your LSC Officials Chair will also receive a similar notice advising of your accomplishment.

If your application is deficient or incomplete, you may receive notice sooner. The “deficient” application that you submitted can be used as the base for a second application once you have addressed the problems.

If your application and supporting materials indicate that you are not eligible or qualified to recertify or advance, you and your LSC Officials Chair will receive email notice.

**Note:**

- Applications for LSC advancement and recertification remain with your LSC. **DO NOT USE this site for LSC applications.**
- There is no fee for National certification and recertification.
- You may submit constructive comments or questions regarding the OTS and applications to this email address - [ots@usaswimming.org](mailto:ots@usaswimming.org)