

OFFICIALS TRACKING SYSTEM

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)

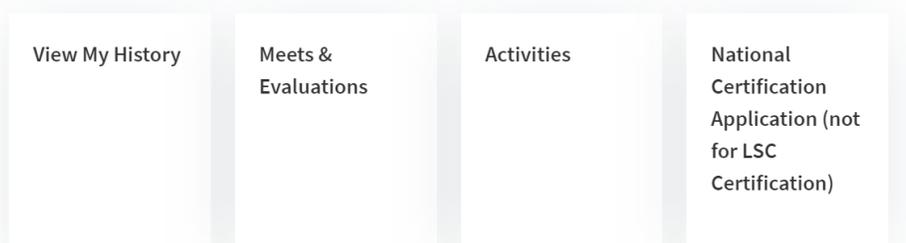
OTS is located under the OFFICIALS tab of USA Swimming.

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

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.

Section 2

Section 2 contains the tools for completion of an LSC Officials Chair's duties.

SECTION 2

For Officials Chairs and LSC Admins - you must have the additional access role(s) required to access these OTS sections.



Officials Reports

Officials reports for LSC Officials Chairs are available for review of the officials only within that particular LSC. These reports include:

- Evaluations Report
- Meet Detail
- Officials Detail
- Missing/Incomplete Evaluations
- Activities Report
- Officials Security Report

Evaluations Report

Reports of evaluations received at meets are generated from the Evaluations Report link. These reports may be selected and/or sorted:

- by date
- official
- meet
- evaluator
- position
- certification
- etc.

An LSC Officials Chair might use this report to determine:

- which officials need assignment at an OQM to complete an evaluation sequence
- create a summary of officials actively pursuing evaluations and mentoring
- identify officials that may require additional mentoring to effectively meet goals for National Certification
- provide information for evaluators at an upcoming meet, so the evaluator may review for a mentoring plan

Meet Detail

This report provides a snapshot of each meet in summary form. One or more meets may be selected for a given period. The report includes all the information entered in OTS for a meet in summary format:

- meet name
- course
- sessions
- sanction
- OQM number
- location
- referee
- officials that worked the meet
- evaluations completed, in progress, and outcomes

Use of the report might include future planning based on historical meet information, i.e., how many meets take place in a particular week, how many evaluations are typically completed at a meet and thus how many evaluators are needed, or even how many sessions do officials work over a time.

Officials Detail

This report delves into the history of each official. The report may be used for a group or individual and look at all meets and activities or very specific meets. Date ranges, certification levels, evaluators, etc. are all options to select in this report section. Contact lists may also be generated under this tab, as demonstrated in Appendix B.

The format of this report shows a summary for a given period of time of the official's:

- number of activities
- number of meets worked
- LSC certifications
- National certifications
- effective and expiration dates of the certifications
- sessions worked in each position
- meets worked in each position

The second portion of the report has a line-by-line summary of:

- each meet worked

- position
- sessions
- evaluations received at a meet

This report is heavily used by evaluators to check if an official has met the requirements to request an evaluation before a meet. This report could also be used by an LSC Officials Chair to review officials potentially ready to:

- advance to an evaluator position
- check LSC requirements for sessions
- assist an official in understanding what requirements they are missing prior to moving toward a National Certification

Changing the export of a contact report to CSV will put each official's information on an individual line in a spreadsheet instead of a more formatted view. Appendix E has more information on the report formats.

Missing / Incomplete Evaluations

If a meet is an OQM, once an evaluator has entered all of his/her evaluations, then he/she should mark the status as complete. Evaluators should be done with entering evaluations within 1-2 weeks of a meet. An LSC OC may choose to contact an evaluator to make sure they have finished the evaluations, or even forward the report to the meet referee for follow-up.

Activities Report

Activities report may be used to generate a summary of any activity hosted in the LSC including participants. Activities might include any educational presentations for officials:

- clinics
- stroke briefings
- workshops
- mentoring
- etc.

An example of use might be a Chief Judge clinic that was held and is a requirement before working as a CJ on a state championship deck. A participant list could then be generated of those who have met the requirement.

The best practice would be that each meet should have at least one activity entered since all officials would participate in a stroke briefing for that meet.

Officials Security Report

The Officials Security Report shows who in the LSC has access to OTS for the following levels of access either by user or role. It is recommended that this report be run at least annually, and USA Swimming updated as transitions occur.

- LSC Officials Chair

- LSC Assistant Officials Chair
- Zone Officials Chair
- OTS Meet Admin

LSC Certifications

This is a multi-purpose tool. Any official within USA Swimming may be looked up under the LSC Certification tab. LSC OC can view the person's:

- registration
- background
- athlete protection training (APT)
- LSC certification
- National certifications
- email address

This module is also where LSC certifications are updated and renewed for each individual within the LSC. This may be done in bulk by position certified or individual.

For *bulk* renewal select:

- all of the checkboxes that apply
- extend the registration date
- an email may also be generated stating renewal has taken place

For *individual* renewal:

- select edit LSC Certification in the far-right column
- view options for changing certifications including upgrades
- change expiration global expiration date
- or select edit in the far-right column if additional certification changes are needed
- change any certification or LSC evaluator levels, effective and/or expiration dates
- add comments if needed
- SAVE

Once the edits are completed an email may be generated.

When a change is made **there is not a simple way to revert** to a previous date or certification. It would be advisable to make notes before starting if there are any questions.

LSC Admin Certification – Level

This module allows the set-up of the levels of certification for each LSC. The abbreviations appear next to the position on an official's deck pass. For instance, a stroke and turn official may have AP next to the position indicating apprentice or CE indicating certified. Or if an official is an evaluator, then EV next to the position they are permitted to mentor.

There are no set standards for abbreviations. However, the simpler the abbreviation is to discern, the easier it is for evaluators and meet referees from outside LSC's when trying to determine how to mentor or assign an individual.

LSC Admin Certification Set-up

Under this module:

- a global expiration date may set for all LSC certifications
- additional custom fields may be created and printed on officials' cards
- the LSC logo for cards use may be loaded

Online Testing

Online Testing is located under the OFFICIALS tab of USA Swimming.

Test Reporting

When an official takes a test, the results are automatically sent to the LSC OC. Images are available in Appendix D. To access a report for the LSC for testing:

- use the ADMIN:PREVIOUS button at the bottom of the testing page
- click on the link for Online Testing Reports - LSC Officials Chairs
- select report; Average Score Report, Test List or Test Review

Average Score Report

This generates the average score report for the LSC by tested position within a timeframe.

Test List – who has taken and results

The report shows who has taken a test by position, within a timeframe, how many times the test was taken or left as incomplete, and who passed given the LSC passing percentage.

Test Review - to look at an individual test

This will allow and LSC OC to look at each individual who took a test and research which questions were missed or even sort by questions passed and failed the test.

Adding Meets and Activities

Meets

To add a meet to OTS, under Section 1:

- go to the Meets Module
- search on the LSC
- under the search button and at the top of the results table is the ADD MEET link
- follow the link and complete the required information.

Sanctioned, Observed and Approved Meets

Meets added by an LSC should remain as LSC meets, and not use any of the National meet designations. High School meets that are observed may be entered using observed/approved. College dual meets and invites meets are generally approved meets not sanctioned. If the LSC permits entering High School and College meets in OTS, a made-up sanction number with date and school initials may be used for a sanction number.

Official Qualifying Meet (OQM)

Official Qualifying Meet (OQM) information will be added by the National Officials Committee (NOC) OTS chair. Once the meet is set as a National level meet, changes to the meet and evaluator will need to be requested through the NOC OTS chair.

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

Contact Report Example

To generate an LSC Contact report:

- open Officials Detail report
- make sure the LSCs are selected for the report
- scroll to the OUTPUT OPTIONS
- select OFFICIALS CONTACT INFORMATION
- REPORT

Once the report is generated, the format may be changed before downloading.

OUTPUT OPTIONS

Report Type

Officials Participation and Evaluation Report

Show

National

LSC

Certification Detail

Show

Officials

Others

Coaches

Note: Also set 'Certifications Expiring' to 'Ignore' if you wish to return 'Others' or 'Coaches' non-athlete members

Include System Tracked Meet/Evaluation Detail

Officials Contact Information

Show

Officials

Others

Coaches

Note: Also set 'Certifications Expiring' to 'Ignore' if you wish to return 'Others' or 'Coaches' non-athlete members

Include National Certification Summary

Include LSC Certification Summary

Appendix C

Activities Addition Examples

To add an Activity **outside of a meets**, such as a Clinic or Swimposium

- open Activity module
- search under LSC
- locate “Add Activity” under Search button (see screen shot below)
- complete descriptions as shown on the screen
- add participants

OFFICIALS TRACKING SYSTEM - ACTIVITIES

- You can search by any of the fields to find the activity you are looking for.
- Before an activity can be added to the OTS you must "search" to check that it is not already in the system. It is suggested that just the LSC and a narrow date range that covers the proposed activity start date be the only search parameters used

SEARCH PARAMETERS

Activity Description <input type="text"/>	Position <input type="text" value="All"/>	Participant: ALL or Select a Participant
Date Range <input type="text"/> <input type="text"/>	LSC <input type="text" value="USA SWIMMING"/>	Participant Role <input type="text" value="All"/>
To <input type="text"/> <input type="text"/>	City <input type="text"/>	Administrator: ALL or Select an Administrator
Activity Type <input type="text" value="All"/>	State <input type="text"/>	

[Add Activity](#)

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

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](#)

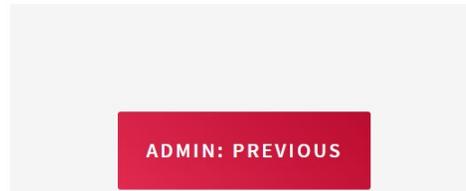
NAME	CLUB/LSC	NON-ATH REG. EXP.	EMAIL	ST	CJ	SR	DR	AR	OTHR 1
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Appendix D

Online Test Reports

- go to OFFICIALS ONLINE TESTING webpage
- scroll to bottom of page
- select ADMIN:PREVIOUS(see image below)
- on the following screen select Online Testing Reports (see image below)
- select the report and complete the parameters

"Next". Proceed to answer all the questions and then "End Test/Submit for Grading".



ADMIN FOR ONLINE TESTS
Online Testing Reports - LSC Officials Chairs

Appendix E

Report Format Examples

Most OTS reports may be generated in multiple formats: pdf, html, excel, csv, rtf. The following shows two examples of presentations of the same information for the Contact Report run under the Officials Detail.

A Contact Report may be changed and downloaded to csv format. The report will be **one line** per official and have the following headers. This format is beneficial when creating an email list for a meet or newsletter.

primary_usas_id	email	city	usa_state_code	home_phone	work_phone	fax_phone	mobile_phone	last_submitted_email	current_cert_list	current_lsc_cert_list	lsc_zone_name	concussion_protocol_training_yn		
person_id	last_name	first_name	preferred_name	middle_name	official_name	gender	lsc_id	club_code	lsc_card_text1	lsc_card_text2	registration_expire_date	bgc_expire_date	apt_expire_date	apr_expire_date

A pdf format Contact Report will contain the same information as the csv report in a condensed format. Each official's information will be on multiple lines. For instance, under Requirement Expires, there will be a separate line for Registration, APT, Background, and Concussion expiration dates. Emails and phone numbers, if multiple, will be on separate lines. LSC and National Certifications will also be generated on separate lines. This formatted view is much more polished than a csv view.

Official	LSC Club / Zone	City / USAS ID	Requirement Expires	SWIMS / Last Linked Account Email	Home Phone / Work Phone	Fax Phone / Cell Phone	Certifications
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Html, excel, and rtf formats retain the same report format as the pdf. The excel and rtf are editable in Excel and Word