# Table of Contents

LSC Officials Chair Users Guide ........................................................................................... 1  
Levels of Access .................................................................................................................. 1  
Officials Tracking System (OTS) ....................................................................................... 1  
  
## Section 1
  
  View My History.............................................................................................................. 1  
  Meets and Evaluations .................................................................................................. 2  
  Activities ....................................................................................................................... 2  
  Test History .................................................................................................................. 2  
  LSC History .................................................................................................................. 2  
  National Certification Application (Not for LSC Certification) ....................................... 3  
  
## Section 2
  
  Officials Reports .......................................................................................................... 3  
    Evaluations Report....................................................................................................... 3  
    Meet Detail................................................................................................................... 4  
    Officials Detail .......................................................................................................... 4  
    Missing / Incomplete Evaluations............................................................................... 5  
    Activities Report ...................................................................................................... 5  
    Officials Security Report .......................................................................................... 5  
  
## LSC Certifications
  
  LSC Admin Certification – Level................................................................................... 6  
  LSC Admin Certification Set-up.................................................................................... 7  

## Online Testing
  
  Test Reporting............................................................................................................... 7  
    Average Score Report............................................................................................... 7  
    Test List – who has taken and results................................................................. 7  
    Test Review - to look at an individual test......................................................... 7  

## Adding Meets and Activities
  
  Meets............................................................................................................................. 7  
  Sanctioned, Observed and Approved Meets.............................................................. 8  
  Official Qualifying Meet (OQM)................................................................................. 8
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).

SECTON 1

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

<table>
<thead>
<tr>
<th>View My History</th>
<th>Meets &amp; Evaluations</th>
<th>Activities</th>
<th>National Certification Application (not for LSC Certification)</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Role names</th>
<th>Officials Zone Chair</th>
<th>Officials LSC Chair</th>
<th>Officials LSC Chair assistant</th>
<th>OTS Meet Admin</th>
<th>Meet Referee³ (all meets)</th>
<th>Meet Administrator³ (all meets)</th>
<th>National Evaluator⁴ (OQMs only)</th>
<th>LSC Evaluator³ (OQM meets)</th>
<th>Activity Administrator³</th>
<th>Official¹²</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSC Module - manage LSC certifications.</td>
<td>✓</td>
<td>✓</td>
<td>view only</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Search for and View Meet Summaries</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Set Up LSC Meets; assign Meet Referee (and Evaluators, if an OQM)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add “Meet Administrators” into LSC’s meets</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enter Officials and participation into Meets</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enter National Evaluations into OQMs</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print National Evaluations at OQMs</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Set Up LSC Activities; assign Activity Administrators</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enter participants into Activities</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View and Print OTS Reports</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receive and review Test Results and access Testing Reports</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View “My History” - Meets and Activities</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enter “Other Meets” and “Other Activities”</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apply for National Certification, Re-certification and Resinstatement</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View and Print National Certification Card</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View and Print LSC Certification Card⁷</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: These access levels are reset when a new LSC OC takes office.

Evaluation Detail only for officials in the Zone.
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
- Officials Contact Information

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

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**

<table>
<thead>
<tr>
<th>Activity Description</th>
<th>Position</th>
<th>Participant:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All</td>
<td>ALL</td>
</tr>
<tr>
<td>Date Range</td>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Select a Participant</td>
</tr>
<tr>
<td>To</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity Type</td>
<td></td>
<td>Participant Role</td>
</tr>
<tr>
<td></td>
<td>All</td>
<td>ALL</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Select an Administrator</td>
</tr>
</tbody>
</table>

**SEARCH**
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
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". 
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.

<table>
<thead>
<tr>
<th>primary_usas_id</th>
<th>email</th>
<th>city</th>
<th>usa_state_code</th>
<th>home_phone</th>
<th>work_phone</th>
<th>fax_phone</th>
<th>mobile_phone</th>
<th>last_submitted_email</th>
<th>current_cert_list</th>
<th>current_lsc_cert_list</th>
<th>lsc_zone_name</th>
<th>concussion_protocol_training_yn</th>
</tr>
</thead>
<tbody>
<tr>
<td>person_id</td>
<td>last_name</td>
<td>first_name</td>
<td>preferred_name</td>
<td>middle_name</td>
<td>official_name</td>
<td>gender</td>
<td>lsc_id</td>
<td>club_code</td>
<td>lsc_card_text1</td>
<td>lsc_card_text2</td>
<td>registration_expire_date</td>
<td>bgc_expire_date</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Official</th>
<th>LSC Club / Zone</th>
<th>City / USAS ID</th>
<th>Requirement Expires</th>
<th>SWIMS / Last Linked Account Email</th>
<th>Home Phone / Fax Phone / Cell Phone</th>
<th>Certifications</th>
</tr>
</thead>
</table>

Html, excel, and rtf formats retain the same report format as the pdf. The excel and rtf are editable in Excel and Word.