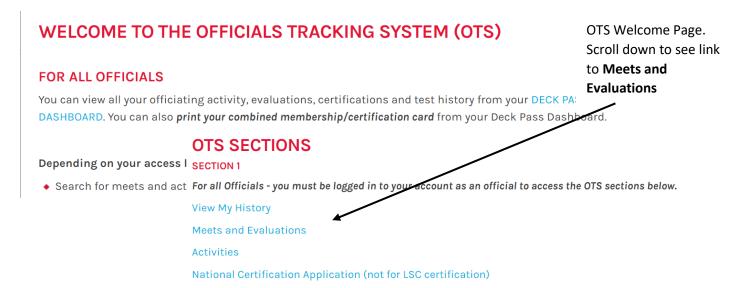
# PVS Guidelines for Officials Tracking System

USA Swimming's Officials Tracking System (OTS) is used by PVS to record the participation of officials at **all** PVS-Sanctioned meets. The Meet Referee, or his/her designee, is responsible for ensuring the accurate and timely entry of officials' sessions worked at the meet. Entries should be completed within one week of the meet's conclusion.

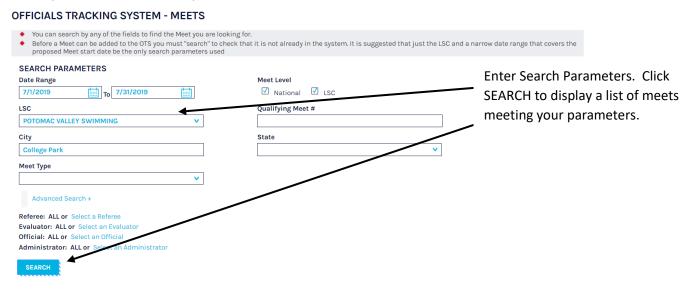
#### ACCESSING YOUR MEET IN OTS

In order to update officials' in OTS, you will need to log in to your <u>USA Swimming website account</u>. Once logged in, navigate to the <u>Officials Tracking System</u>. To access a meet, scroll down and select **Meets and Evaluations**.



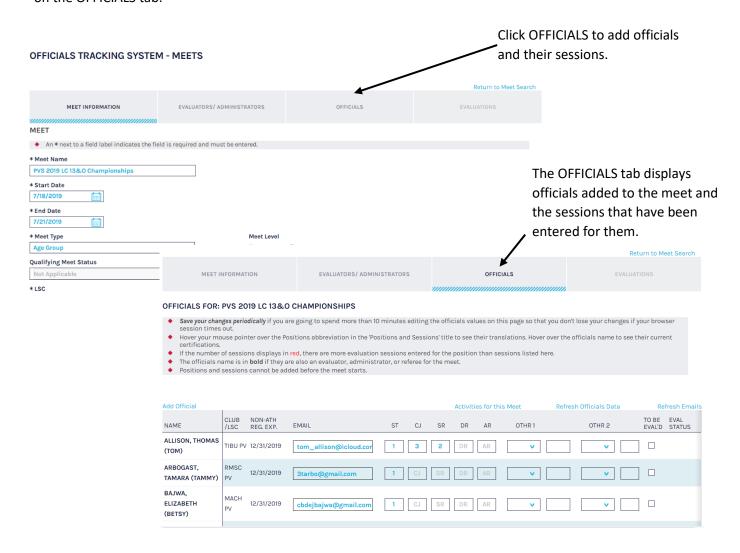
#### Find Your Meet

When you select **Meets and Evaluations**, you are directed to the OFFICIALS TRACKING SYSTEM – MEETS page. Enter information (Date Range, LSC (Potomac Valley), City are great parameters to start with) to narrow down the lists of meets to make yours easy to find. Click search to display a list of meets meeting the parameters you specified. Scroll down to see the list of meets returned. Click Edit to add officials and their sessions to OTS. NOTE: If you don't see the Edit option, contact the PVS OTS Administrator.



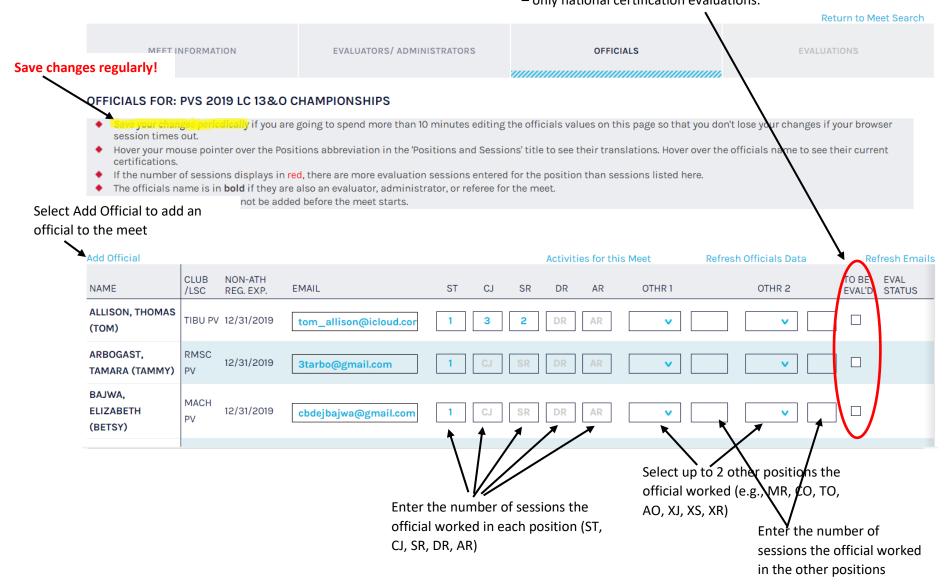


When you select Edit, the MEET INFORMATION screen will be displayed. To add officials and their sessions, click on the OFFICIALS tab.



# Overview of the OFFICIALS Tab

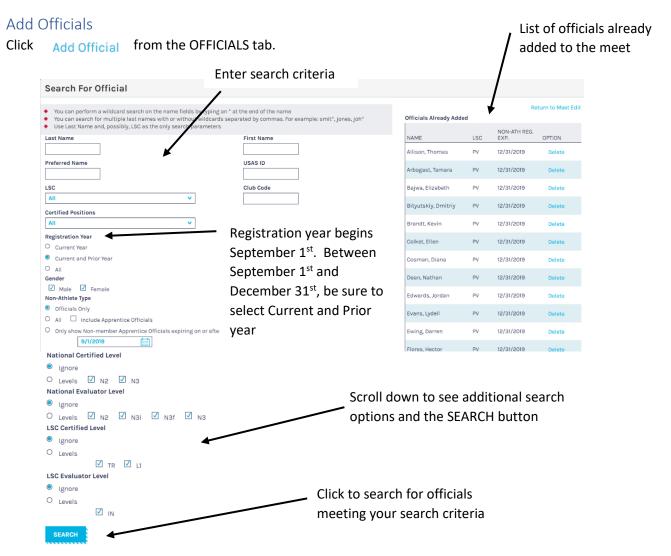
Not used for most PVS meets. This attribute is ONLY used for OQMs and national certifications. It is not used for LSC evaluations – only national certification evaluations.



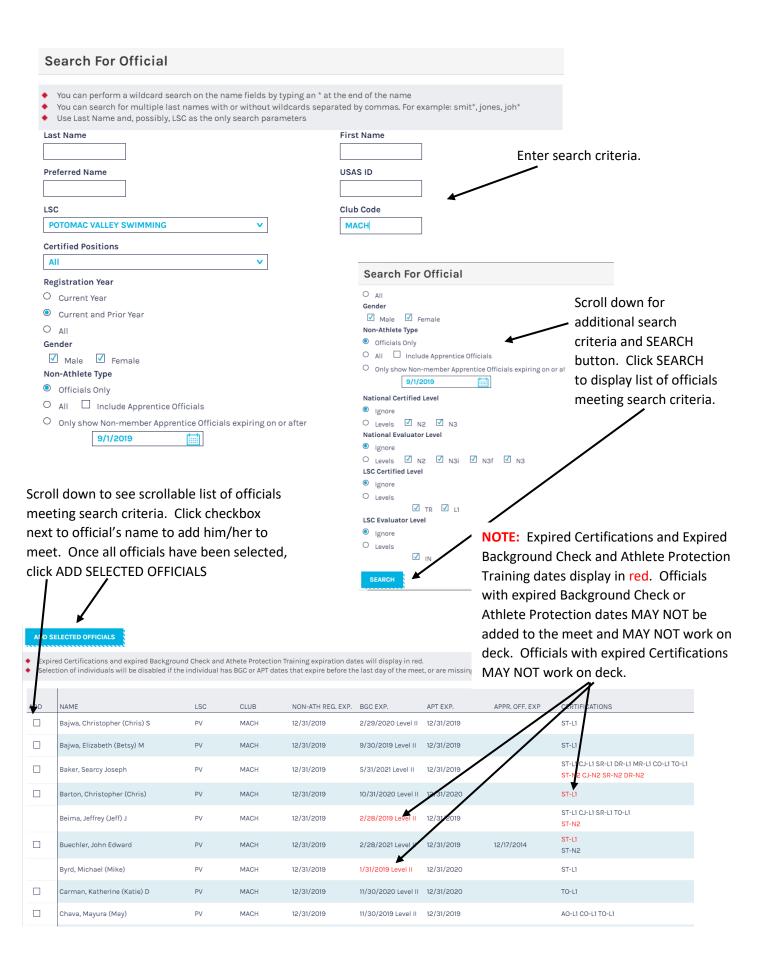
## PRE-MEET

Determine who will be the meet's OTS Administrator – the Meet Referee, Club Officials Chair, or their designee.

As officials volunteer for a meet, the meet's OTS Administrator should add them to the meet. This helps ensure that officials are fully registered and certified prior to the meet.



Enter criteria to search for officials. Last Name, LSC, and Club Code are the most useful options. Using an \* at the end of a name (Last Name, First Name, Preferred Name) allows for a wildcard search. For example, typing Jo\* in Last Name, and selecting POTOMAC VALLEY as LSC will return all officials whose last name starts with Jo. You can type a list of names in the Last Name field. The \* option can be important when trying to find officials with a suffix (e.g., Jr, Sr, etc). Typing MACH in Club Code and selecting POTOMAC VALLEY as LSC will return all officials registered with Machine Aquatics. Scroll down to access the



# **POST-MEET**

After a meet concludes, an important responsibility of the meet's OTS Administrator is to accurately enter officials' participation in OTS. This should be completed within 1 week of the meet's conclusion. To enter officials' participation in OTS:

- Navigate to the OFFICIALS tab.
- Add officials that weren't added prior to the meet.
- Record officials' participation

# Recording Officials' Participation

Each official has a row associated with him/her to enter his/her sessions. The following standards should be used for PVS meets:

ST	Number of sessions at Stroke & Turn Judge

CJ Number of sessions at Chief Judge

SR Number of sessions at Starter

DR Number of sessions at Deck Referee

AR\* Number of sessions at Administrative Referee

OTHR1 Number of sessions at positions other than ST, CJ, SR, DR, AR

OTHR2 Number of sessions at positions other than ST, CJ, SR, DR, AR, and different than OTHR1

TO BE EVAL'D Not used for most PVS meets. This attribute is ONLY used for OQMs and national

certifications. It is not used for LSC evaluations – only national certification evaluations.

There may be situations where an official can choose how his/her sessions are recorded. For example, an official may be serving as a Deck Referee while performing a Starter evaluation. The meet's OTS Administrator should consult the official with respect to how the official would like his/her session recorded – as DR or EV.

<sup>\*</sup>Officials certified at AR should have sessions recorded as AR vs. AO. To see an official's certifications, hover your mouse pointer over the official's name.

#### NOTES ON OTHR1 and OTHR2

An official may only have 2 positions other than ST, CJ, SR, DR, or AR. The meet's OTS Administrator must use his/her best judgement to accurately record them. For example, if an official works sessions at CO, TO and AO during a meet, only two other positions can be entered. It is important that the total number of sessions worked is accurate. The meet's OTS Administrator should ask the official which two of the three positions they would like to have reflected in their record.

All apprentice sessions are recorded under OTHR1 and OTHR2. Guidance for recording number of sessions at other than ST, CJ, SR, DR, AR:

Α	O	Administrative Official	XT	Apprentice Timing Judge**
Ν	/IR	Meet Referee#	ZJ	Apprentice Open Water Judge**
С	)R	Open Water Referee**	ZR	Apprentice Open Water Referee**
С	)J	Open Water Judge**	GO	Generic Official**
С	)F	Open Water Finish Judge**	TR	Trainer**
С	T	Open Water Timing Judge**	MD	Meet Director**
С	N	Open Water Clerk (Nails, Numbering)**	CC	Clerk of Course**
Ε	V	Evaluator	AN	Announcer**
R	.R	Replay Referee**	MA	Marshall**
Χ	IJ	Apprentice Stroke & Turn Judge	TJ	Timing Judge**
Χ	.S	Apprentice Starter	CO	Hy-Tek Operator
Χ	C	Apprentice Chief Judge	TO	Timing System Operator
Χ	.R	Apprentice Deck Referee	TC	Chief Timer**
Χ	M	Apprentice Meet Referee	TI	Timer**
Χ	ÍΑ	Apprentice Administrative Referee**	SC	CMEC Surveys**
Υ	Ά	Apprentice Administrative Official	##	##Deck Official - Referee/nonstarter**

#### NOTES:

- # Sessions for a Meet Referee should be entered as MR, even if he/she serves in other positions during the meet.
- \*\* Sessions at these positions do not count toward PVS minimum session requirements since PVS does not certify officials in these positions.
- Codes do not exist for apprentice Hy-Tek Operator or apprentice Timing System Operator. Apprentice and observation sessions at these positions should be recorded as CO or TO, respectively.
- Observation sessions for Administrative Official should be recorded as YA.
- Only sessions at ST, CJ, SR, DR, AR, MR, EV, XJ, XS, XC, XR, XM, YA, CO, TO count towards the 10 sessions needed to qualify for PVS to pay an official's registration fee for the following year.