

# 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 [USA Swimming website account](#). Once logged in, navigate to the [Officials Tracking System](#). To access a meet, scroll down and select **Meets and Evaluations**.

### WELCOME TO THE OFFICIALS TRACKING SYSTEM (OTS)

#### FOR ALL OFFICIALS

You can view all your officiating activity, evaluations, certifications and test history from your [DECK PASS DASHBOARD](#). You can also *print your combined membership/certification card* from your Deck Pass Dashboard.

#### OTS SECTIONS

Depending on your access | **SECTION 1**

- ◆ Search for meets and act *For all Officials - you must be logged in to your account as an official to access the OTS sections below.*

[View My History](#)

[Meets and Evaluations](#)

[Activities](#)

[National Certification Application \(not for LSC certification\)](#)

OTS Welcome Page.  
Scroll down to see link to **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](#).

### OFFICIALS TRACKING SYSTEM - MEETS

- ◆ You can search by any of the fields to find the Meet you are looking for.
- ◆ Before a Meet 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 Meet start date be the only search parameters used

#### SEARCH PARAMETERS

Date Range

7/1/2019 To 7/31/2019

LSC

POTOMAC VALLEY SWIMMING

City

College Park

Meet Type

[Advanced Search +](#)

Referee: ALL or [Select a Referee](#)

Evaluator: ALL or [Select an Evaluator](#)

Official: ALL or [Select an Official](#)

Administrator: ALL or [Select an Administrator](#)

[SEARCH](#)

Meet Level

National  LSC

Qualifying Meet #

State

Enter Search Parameters. Click [SEARCH](#) to display a list of meets meeting your parameters.

Scroll down to see the list of meets meeting your parameters.

Select Edit to Add Officials and their sessions.

MEET DESCRIPTION	DATE	HOST LSC	CITY, STATE	MEET LEVEL	MEET TYPE	CERT LEVEL	NATL QUALIFYING MEET STATUS/#	ACTION
YMCA LONG COURSE NATIONALS	07/30/2019	PV	College Park, MD	LSC	Observed / Approved Meet		Not Applicable	<a href="#">Edit</a>
YMCA LONG COURSE NATIONALS - TIME TRIALS	07/30/2019	PV	College Park, MD	LSC	Observed / Approved Meet		Not Applicable	<a href="#">Edit</a>
PVS 2019 LC 13&O CHAMPIONSHIPS	07/18/2019	PV	College Park, MD	LSC	Age Group		Not Applicable	<a href="#">Edit</a>
2019 PVS LC OPEN CHAMPS -- TIME TRIALS	07/11/2019	PV	College Park, MD	LSC	Time Trial		Not Applicable	<a href="#">Edit</a>
PVS 2019 LC SENIOR CHAMPIONSHIPS	07/11/2019	PV	College Park, MD	National Qualifying	LSC Championship	N3	Approved 190166	<a href="#">Edit</a>

[Add Meet](#)

< 1 of 1 pages >

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

### OFFICIALS TRACKING SYSTEM - MEETS

Click OFFICIALS to add officials and their sessions.

[Return to Meet Search](#)

MEET INFORMATION	EVALUATORS/ ADMINISTRATORS	OFFICIALS	EVALUATIONS
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**MEET**

◆ An \* next to a field label indicates the field is required and must be entered.

\* Meet Name

\* Start Date

\* End Date

\* Meet Type

Meet Level

Qualifying Meet Status

\* LSC

[Return to Meet Search](#)

MEET INFORMATION	EVALUATORS/ ADMINISTRATORS	OFFICIALS	EVALUATIONS
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The OFFICIALS tab displays officials added to the meet and the sessions that have been entered for them.

#### OFFICIALS FOR: PVS 2019 LC 13&O CHAMPIONSHIPS

- ◆ 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.

NAME	CLUB /LSC	NON-ATH REG. EXP.	EMAIL	ST	CJ	SR	DR	AR	OTHR 1	OTHR 2	TO BE EVALD	EVAL STATUS
ALLISON, THOMAS (TOM)	TIBU PV	12/31/2019	<a href="mailto:tom_allison@icloud.com">tom_allison@icloud.com</a>	1	3	2	DR	AR	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
ARBOGAST, TAMARA (TAMMY)	RMSC PV	12/31/2019	<a href="mailto:3tarbo@gmail.com">3tarbo@gmail.com</a>	1	CJ	SR	DR	AR	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
BAJWA, ELIZABETH (BETSY)	MACH PV	12/31/2019	<a href="mailto:cbdejbajwa@gmail.com">cbdejbajwa@gmail.com</a>	1	CJ	SR	DR	AR	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

# 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.

[Return to Meet Search](#)

Save changes regularly!

## OFFICIALS FOR: PVS 2019 LC 13&O CHAMPIONSHIPS

- ◆ 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.

Select Add Official to add an official to the meet

[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	OTHR 2	TO BE EVAL'D	EVAL STATUS
ALLISON, THOMAS (TOM)	TIBU PV	12/31/2019	<input type="text" value="tom_allison@icloud.cor"/>	<input type="text" value="1"/>	<input type="text" value="3"/>	<input type="text" value="2"/>	<input type="text" value="DR"/>	<input type="text" value="AR"/>	<input type="text" value="v"/>	<input type="text" value=""/>	<input type="text" value="v"/>	<input type="checkbox"/>
ARBOGAST, TAMARA (TAMMY)	RMSC PV	12/31/2019	<input type="text" value="3tarbo@gmail.com"/>	<input type="text" value="1"/>	<input type="text" value="CJ"/>	<input type="text" value="SR"/>	<input type="text" value="DR"/>	<input type="text" value="AR"/>	<input type="text" value="v"/>	<input type="text" value=""/>	<input type="text" value="v"/>	<input type="checkbox"/>
BAJWA, ELIZABETH (BETSY)	MACH PV	12/31/2019	<input type="text" value="cbdejbajwa@gmail.com"/>	<input type="text" value="1"/>	<input type="text" value="CJ"/>	<input type="text" value="SR"/>	<input type="text" value="DR"/>	<input type="text" value="AR"/>	<input type="text" value="v"/>	<input type="text" value=""/>	<input type="text" value="v"/>	<input type="checkbox"/>

Enter the number of sessions the official worked in each position (ST, CJ, SR, DR, AR)

Select up to 2 other positions the official worked (e.g., MR, CO, TO, AO, XJ, XS, XR)

Enter the number of sessions the official worked in the other positions

## 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.

### Add Officials

Click [Add Official](#) from the OFFICIALS tab.

List of officials already added to the meet

Search For Official

Enter search criteria

You can perform a wildcard search on the name fields by typing an \* at the end of the name  
You can search for multiple last names with or without wildcards separated by commas. For example: smit\*,jones,joh\*  
Use Last Name and, possibly, LSC as the only search parameters

Last Name

First Name

Preferred Name

USAS ID

LSC

Club Code

Certified Positions

Registration Year

Current Year

Current and Prior Year

All

Gender

Male  Female

Non-Athlete Type

Officials Only

All  Include Apprentice Officials

Only show Non-member Apprentice Officials expiring on or after

National Certified Level

Ignore

Levels  N2  N3

National Evaluator Level

Ignore

Levels  N2  N3i  N3f  N3

LSC Certified Level

Ignore

Levels  TR  LI

LSC Evaluator Level

Ignore

Levels  IN

Registration year begins September 1<sup>st</sup>. Between September 1<sup>st</sup> and December 31<sup>st</sup>, be sure to select Current and Prior year

Scroll down to see additional search options and the SEARCH button

Click to search for officials meeting your search criteria

Officials Already Added

NAME	LSC	NON-ATH REG. EXP.	OPTION
Allison, Thomas	PV	12/31/2019	Delete
Arbogast, Tamara	PV	12/31/2019	Delete
Bajwa, Elizabeth	PV	12/31/2019	Delete
Bitvutskiy, Dmitriy	PV	12/31/2019	Delete
Brandt, Kevin	PV	12/31/2019	Delete
Colket, Ellen	PV	12/31/2019	Delete
Cosman, Diane	PV	12/31/2019	Delete
Dean, Nathan	PV	12/31/2019	Delete
Edwards, Jordan	PV	12/31/2019	Delete
Evans, Lydell	PV	12/31/2019	Delete
Ewing, Darren	PV	12/31/2019	Delete
Flores, Hector	PV	12/31/2019	Delete

[Return to Meet Edit](#)

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  button.

## Search For Official

- ◆ You can perform a wildcard search on the name fields by typing an \* at the end of the name
- ◆ You can search for multiple last names with or without wildcards separated by commas. For example: smit\*, jones, joh\*
- ◆ Use Last Name and, possibly, LSC as the only search parameters

Last Name

Preferred Name

LSC

Certified Positions

Registration Year

Current Year

Current and Prior Year

All

Gender

Male  Female

Non-Athlete Type

Officials Only

All  Include Apprentice Officials

Only show Non-member Apprentice Officials expiring on or after

First Name

USAS ID

Club Code

Enter search criteria.

## Search For Official

All

Gender

Male  Female

Non-Athlete Type

Officials Only

All  Include Apprentice Officials

Only show Non-member Apprentice Officials expiring on or after

National Certified Level

Ignore

Levels  N2  N3

National Evaluator Level

Ignore

Levels  N2  N3i  N3f  N3

LSC Certified Level

Ignore

Levels  TR  L1

LSC Evaluator Level

Ignore

Levels  IN

Scroll down for additional search criteria and SEARCH button. Click SEARCH to display list of officials meeting search criteria.

Scroll down to see scrollable list of officials meeting search criteria. Click checkbox next to official's name to add him/her to meet. Once all officials have been selected, click ADD SELECTED OFFICIALS

**NOTE:** Expired Certifications and Expired Background Check and Athlete Protection Training dates display in red. Officials with expired Background Check or Athlete Protection dates MAY NOT be added to the meet and MAY NOT work on deck. Officials with expired Certifications MAY NOT work on deck.

- ◆ Expired Certifications and expired Background Check and Athlete Protection Training expiration dates will display in red.
- ◆ Selection of individuals will be disabled if the individual has BGC or APT dates that expire before the last day of the meet, or are missing

ID	NAME	LSC	CLUB	NON-ATH REG. EXP.	BGC EXP.	APT EXP.	APPR. OFF. EXP.	CERTIFICATIONS
<input type="checkbox"/>	Bajwa, Christopher (Chris) S	PV	MACH	12/31/2019	2/29/2020 Level II	12/31/2019		ST-L1
<input type="checkbox"/>	Bajwa, Elizabeth (Betsy) M	PV	MACH	12/31/2019	9/30/2019 Level II	12/31/2019		ST-L1
<input type="checkbox"/>	Baker, Searcy Joseph	PV	MACH	12/31/2019	5/31/2021 Level II	12/31/2019		ST-L1 CJ-L1 SR-L1 DR-L1 MR-L1 CO-L1 TO-L1 ST-N2 CJ-N2 SR-N2 DR-N2
<input type="checkbox"/>	Barton, Christopher (Chris)	PV	MACH	12/31/2019	10/31/2020 Level II	12/31/2020		ST-L1
<input type="checkbox"/>	Beima, Jeffrey (Jeff) J	PV	MACH	12/31/2019	2/28/2019 Level II	12/31/2019		ST-L1 CJ-L1 SR-L1 TO-L1 ST-N2
<input type="checkbox"/>	Buechler, John Edward	PV	MACH	12/31/2019	2/28/2021 Level II	12/31/2019	12/17/2014	ST-L1 ST-N2
<input type="checkbox"/>	Byrd, Michael (Mike)	PV	MACH	12/31/2019	1/31/2019 Level II	12/31/2020		ST-L1
<input type="checkbox"/>	Carman, Katherine (Katie) D	PV	MACH	12/31/2019	11/30/2020 Level II	12/31/2020		TO-L1
<input type="checkbox"/>	Chava, Mayura (May)	PV	MACH	12/31/2019	11/30/2019 Level II	12/31/2019		AO-L1 CO-L1 TO-L1

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

\*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.

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.

## 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:

AO	Administrative Official	XT	Apprentice Timing Judge**
MR	Meet Referee#	ZJ	Apprentice Open Water Judge**
OR	Open Water Referee**	ZR	Apprentice Open Water Referee**
OJ	Open Water Judge**	GO	Generic Official**
OF	Open Water Finish Judge**	TR	Trainer**
OT	Open Water Timing Judge**	MD	Meet Director**
ON	Open Water Clerk (Nails, Numbering)**	CC	Clerk of Course**
EV	Evaluator	AN	Announcer**
RR	Replay Referee**	MA	Marshall**
XJ	Apprentice Stroke & Turn Judge	TJ	Timing Judge**
XS	Apprentice Starter	CO	Hy-Tek Operator
XC	Apprentice Chief Judge	TO	Timing System Operator
XR	Apprentice Deck Referee	TC	Chief Timer**
XM	Apprentice Meet Referee	TI	Timer**
XA	Apprentice Administrative Referee**	SC	CMEC Surveys**
YA	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.