SCALING
MT OTS

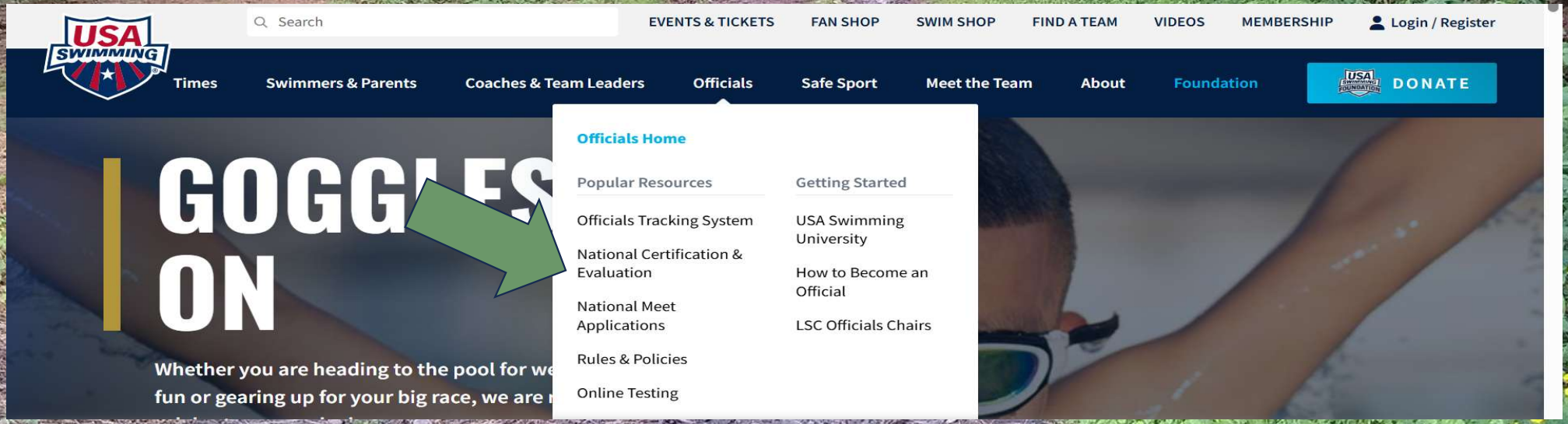
Trail Head

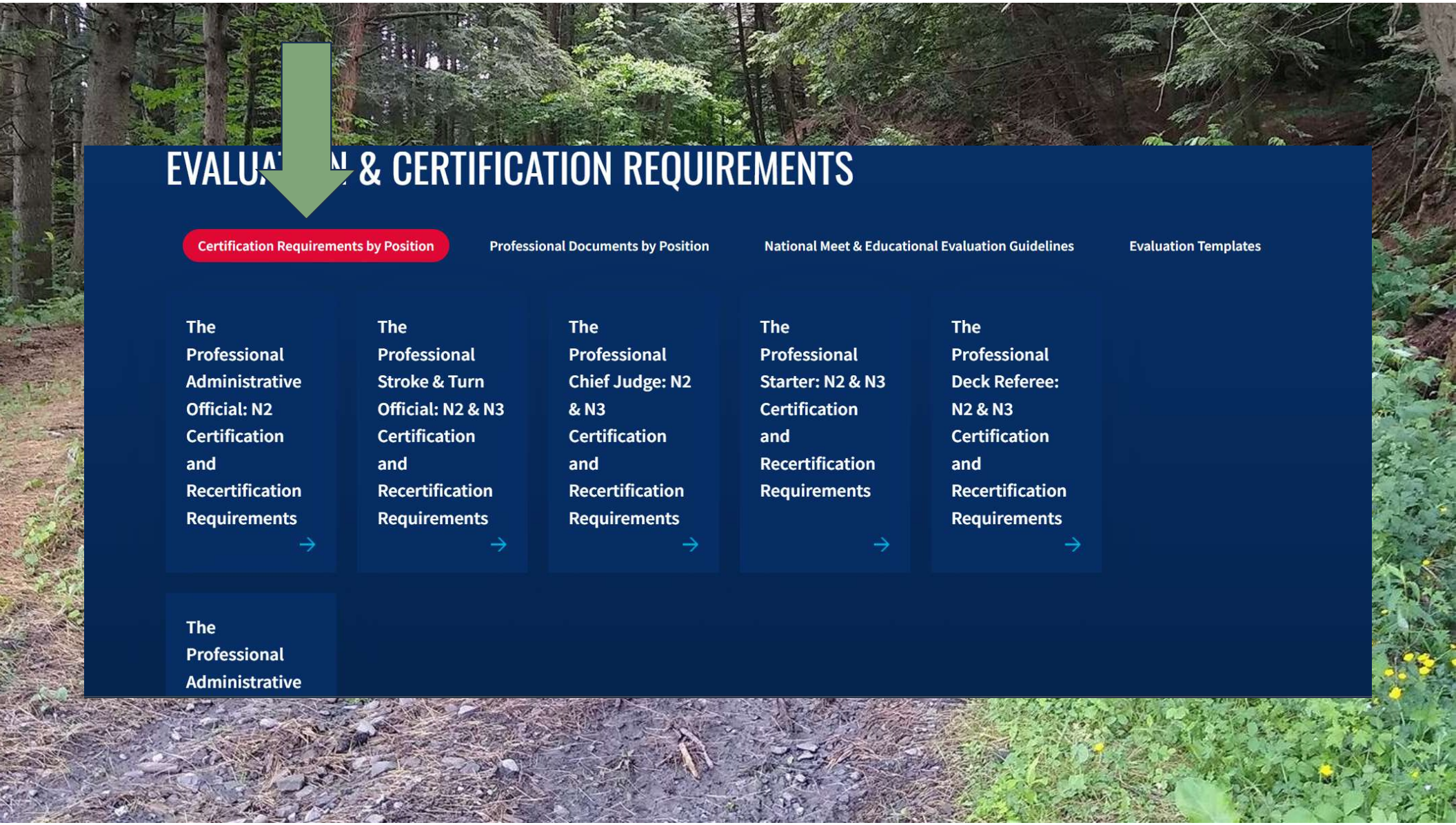
Resources

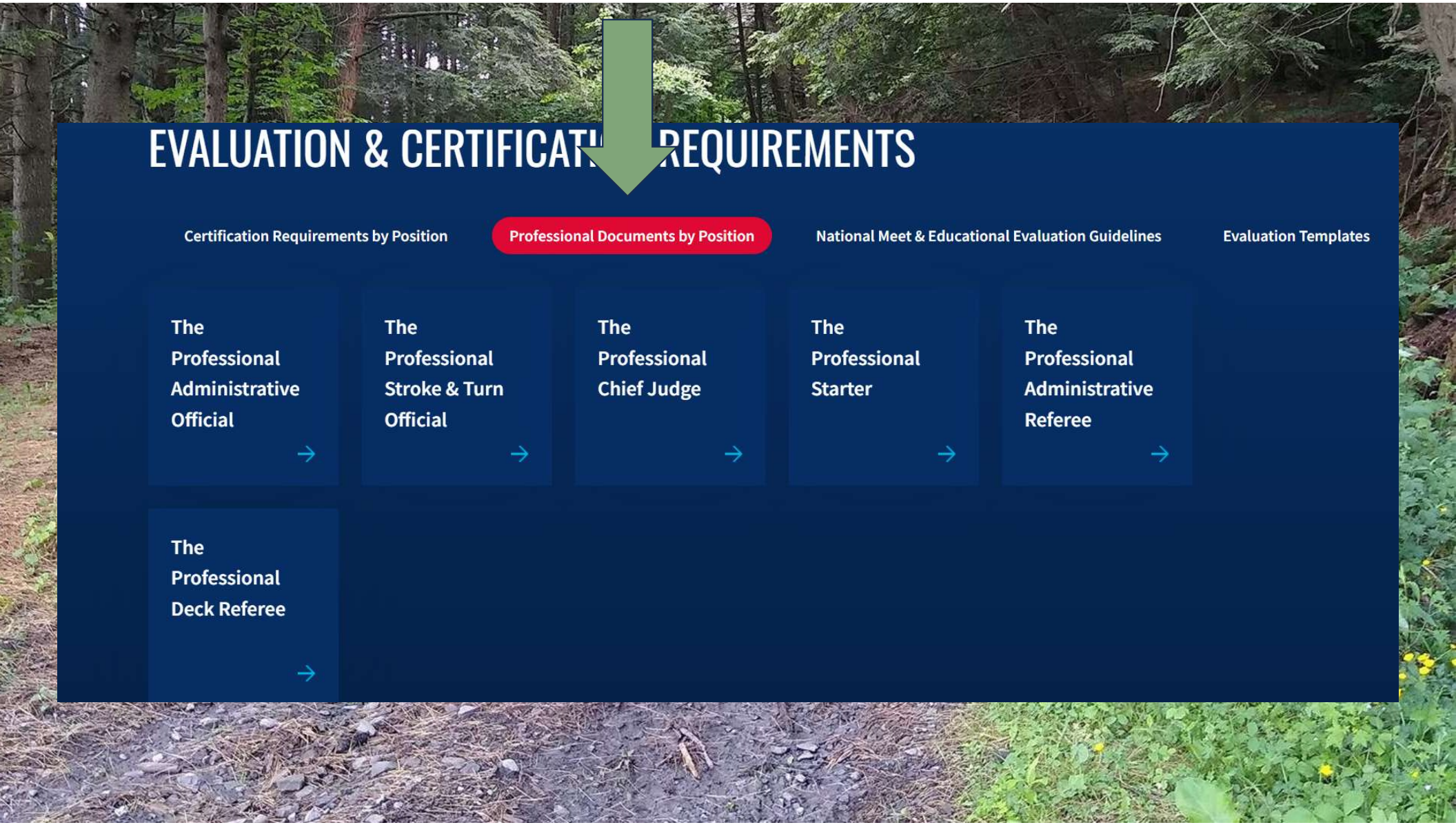
- Certification Documents
- Professional Documents
- Evaluation Templates

Location of Documents

- DO NOT LOG INTO USA WEBSITE
- OFFICIALS
  - National Certification & Evaluation




& CERTIFICATION REQUIREMENTS
Certification Requirements by Position
Professional Documents by Position
National Meet & Educational Evaluation Guidelines
Evaluation Templates
The Professional Administrative Official: N2 Certification and Recertification Requirements
The Professional Stroke & Turn Official: N2 & N3 Certification and Recertification Requirements
The Professional Chief Judge: N2 & N3 Certification and Recertification Requirements
The Professional Starter: N2 & N3 Certification and Recertification Requirements
The Professional Deck Referee: N2 & N3 Certification and Recertification Requirements
The Professional Administrative


EVALUATION & CERTIFICATION REQUIREMENTS
Certification Requirements by Position
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The Professional Administrative Official
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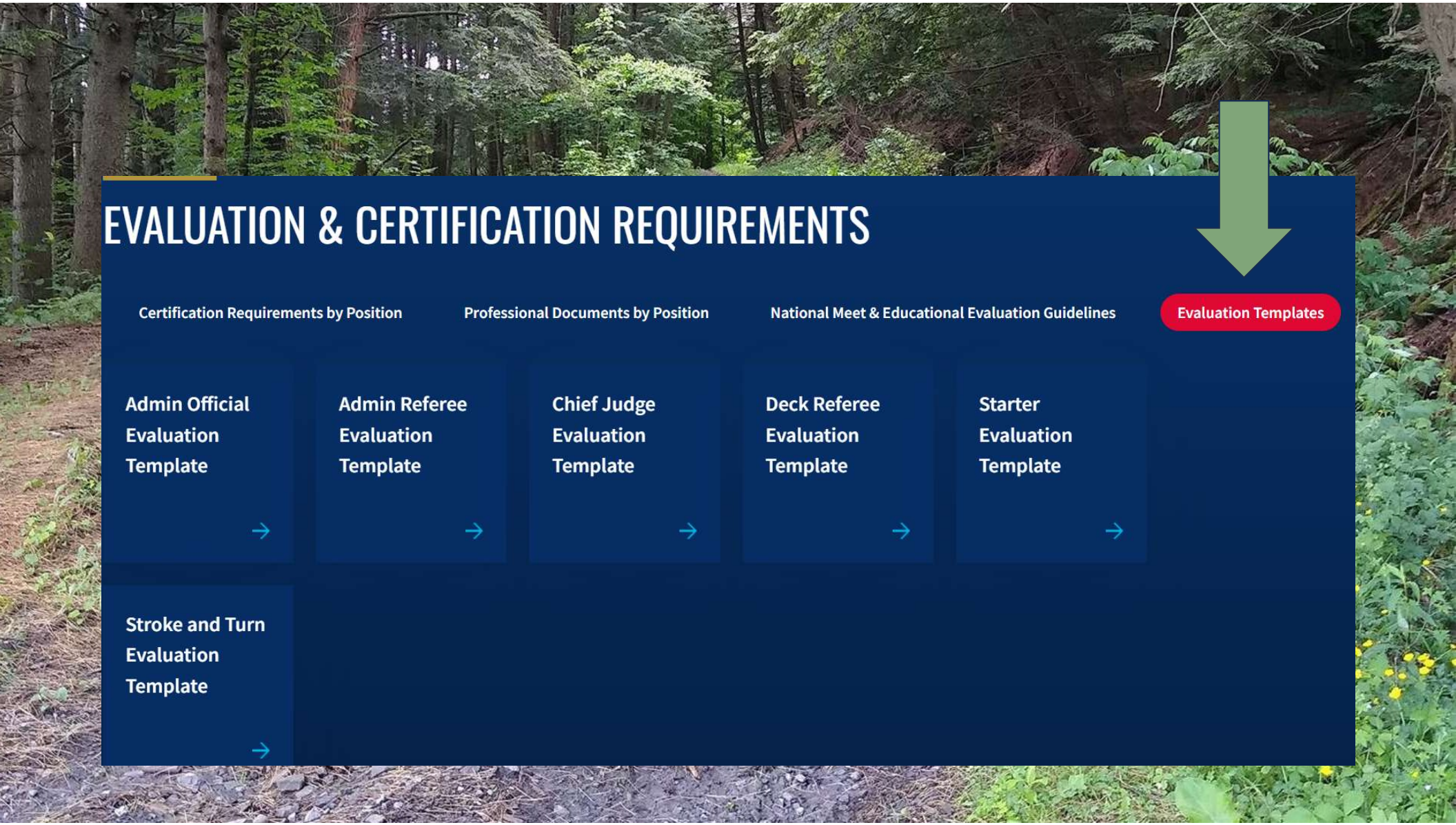
The Professional Administrative Referee
The Professional Deck Referee



EVALUATION & CERTIFICATION REQUIREMENTS

Certification Requirements by Position | Professional Documents by Position | National Meet & Educational Evaluation Guidelines | **Evaluation Templates**

- Admin Official Evaluation Template →
- Admin Referee Evaluation Template →
- Chief Judge Evaluation Template →
- Deck Referee Evaluation Template →
- Starter Evaluation Template →
- Stroke and Turn Evaluation Template →

EVALUATION & CERTIFICATION REQUIREMENTS

Certification Requirements by Position | Professional Documents by Position | National Meet & Educational Evaluation Guidelines | Evaluation Templates

National Meet & Educational Evaluation Guidelines →

National Recertification Hierarchy →

National Certifications

Recertification Hierarchy

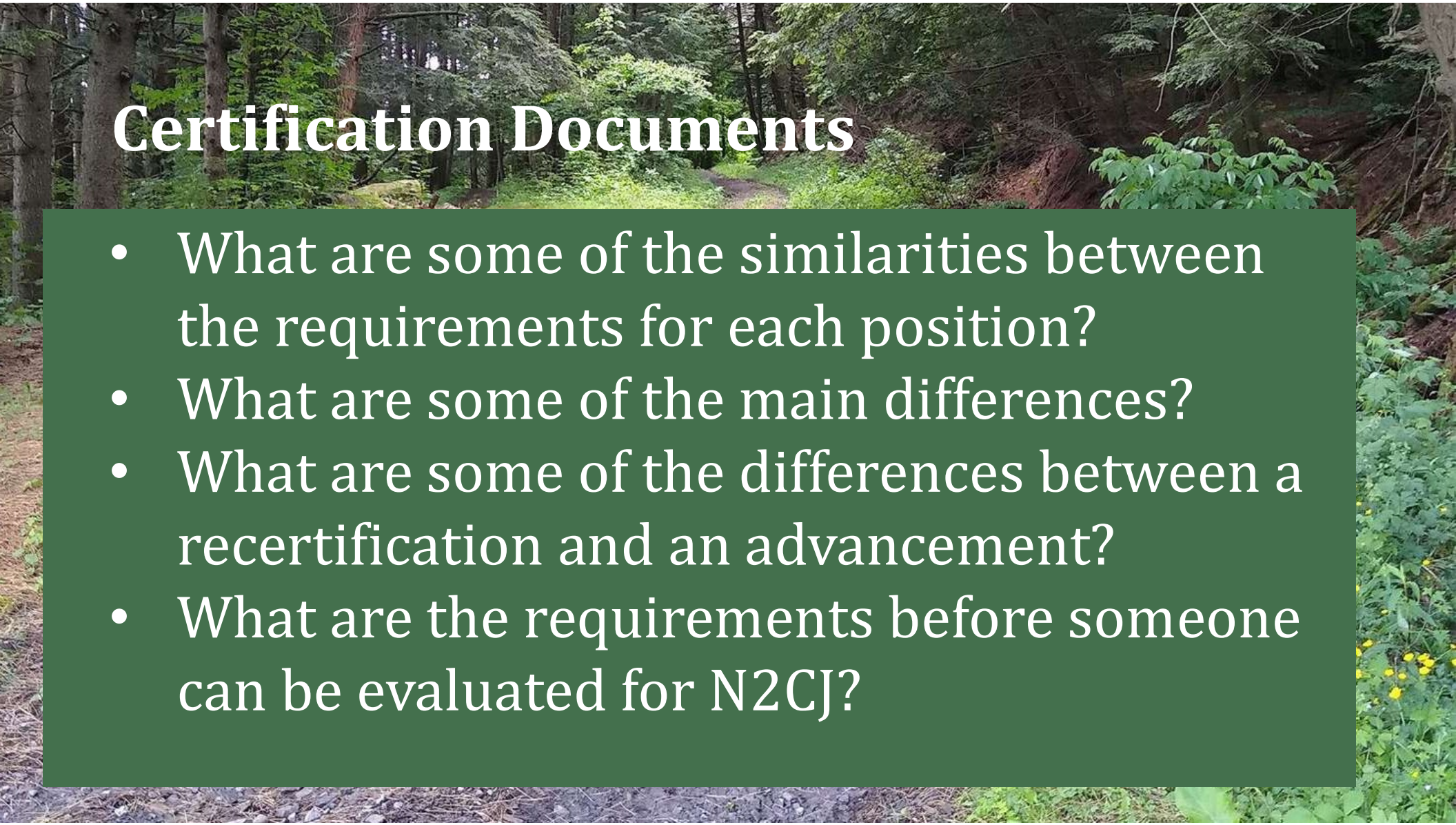
The following chart shows what evaluations recertify other positions. The hierarchy is independent of having an N2 or N3 certification/evaluation in a position. All evaluations with positive outcomes may be used for 3 years.

Evaluation / Position	Admin Official	Stroke and Turn	Chief Judge	Starter	Deck Referee	Admin Referee
Admin Official	X					
Stroke and Turn		X				
Chief Judge		X	X			
Starter		X		X		
Deck Referee		X	X		X	
Admin Referee		X	X		X	X

Certification Documents

Let’s explore Certification documents

- Stroke and Turn
- Chief Judge



Certification Documents

- What are some of the similarities between the requirements for each position?
- What are some of the main differences?
- What are some of the differences between a recertification and an advancement?
- What are the requirements before someone can be evaluated for N2CJ?

Certification Documents

- N2 AO and N2AR Certification documents
- What are the certification requirement differences?

Out on a Ledge in the Fog

- Contract
- Wayfinding
  - Evaluations
    - Present
    - Missing Mentors
    - Past
    - Reports

Contract

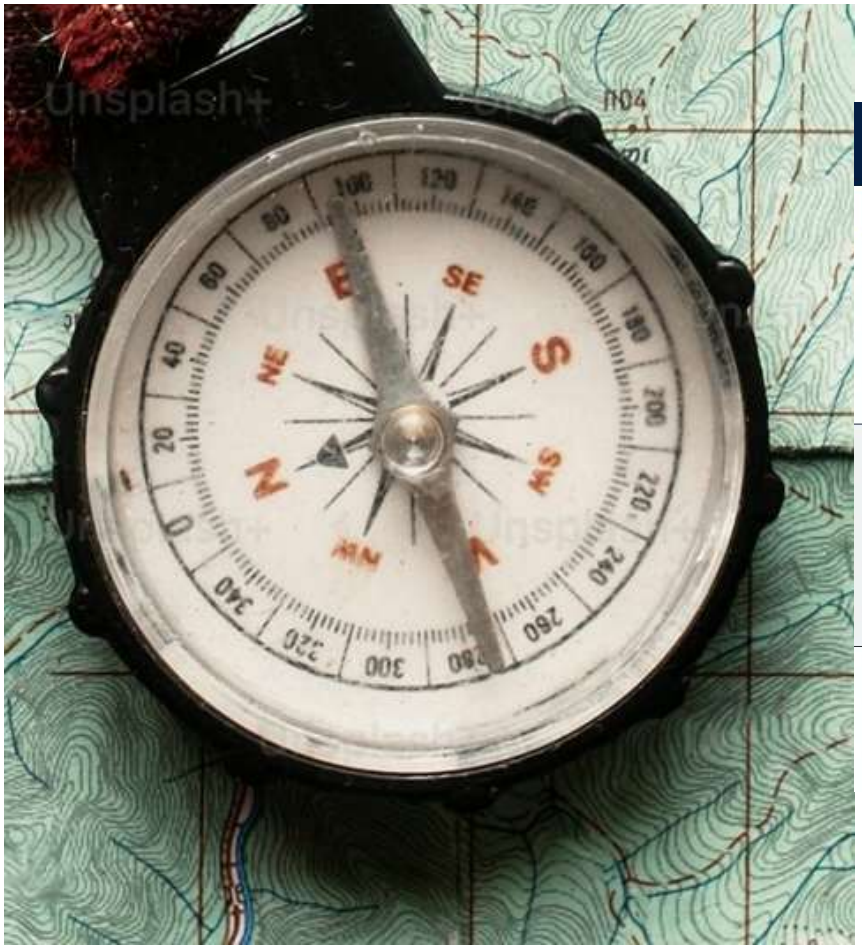
- Working as a mentor is a privilege
- Access to information is a private contract between you and the mentee

USA SWIMMING STAGING SITE

- Login to the STAGING site
  - https://hub-ui-stg.swimsmember.org/landing

- Use credentials created in STAGING

Wayfinding

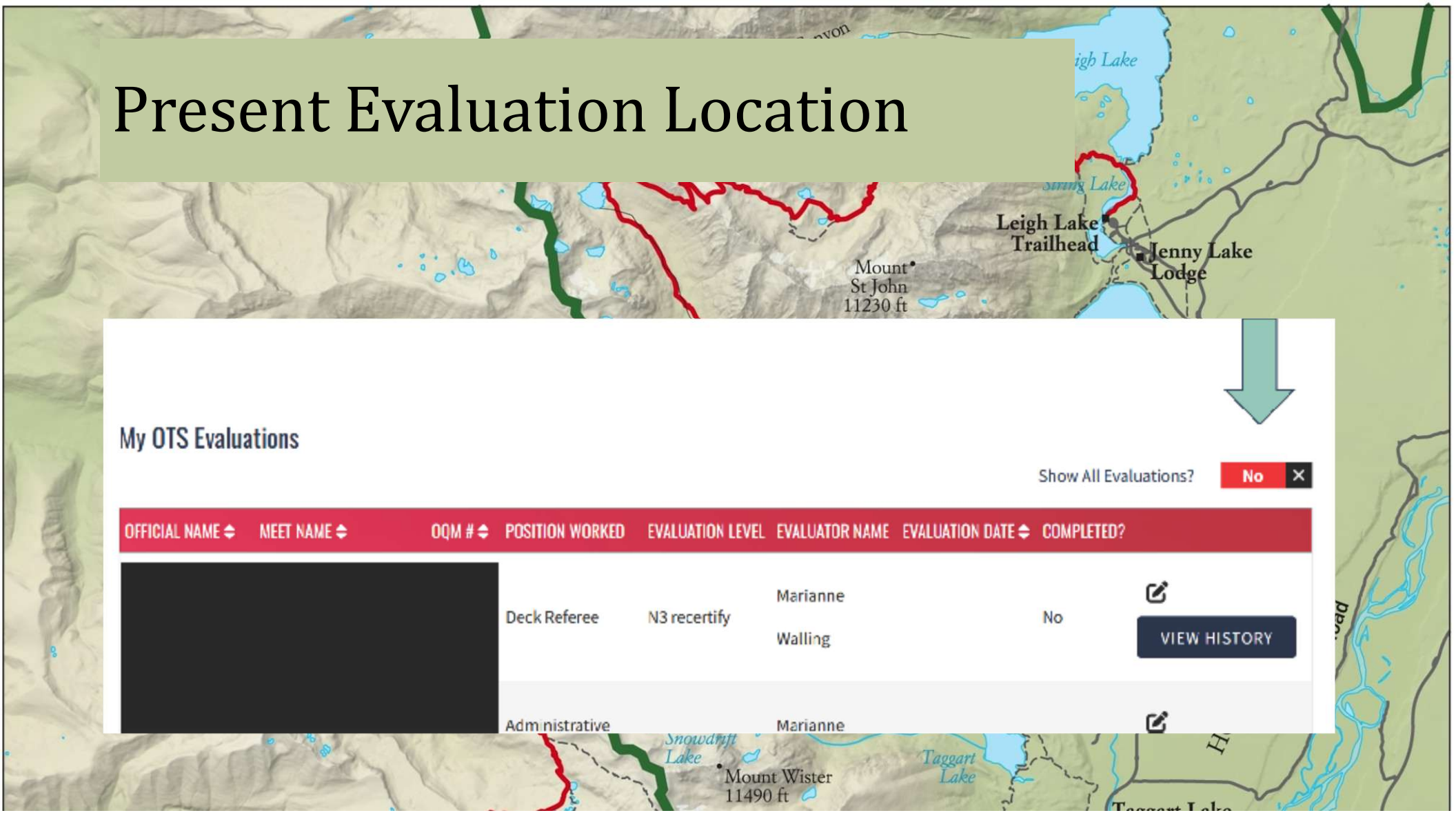


Facilities Competition Groups Reporting Officials Admin Help

Officials

- Official Search
- OTS Meet Search
- My LSC OTS Meet Search
- HQ OTS LSC Bulk Recertification
- OTS LSC Bulk Recertification
- My Official History
- My OTS Meets
- My OTS Evaluations
- National Evaluators
- National Certification Application
- National Certification Application Workflow
- OTS Reporting

Present Evaluation Location



My OTS Evaluations

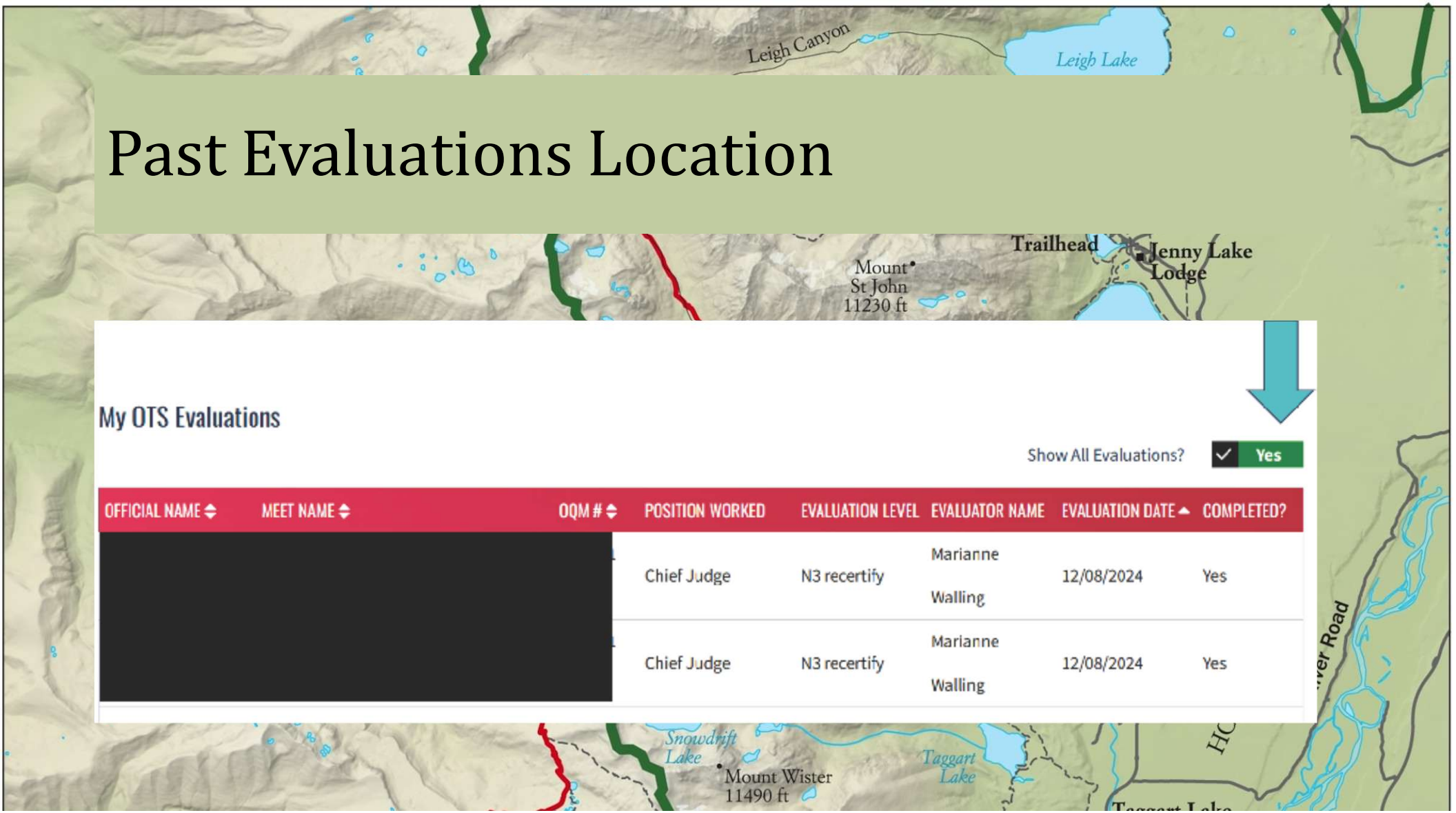
Show All Evaluations? No

OFFICIAL NAME	MEET NAME	OQM #	POSITION WORKED	EVALUATION LEVEL	EVALUATOR NAME	EVALUATION DATE	COMPLETED?	
[redacted]			Deck Referee	N3 recertify	Marianne Walling		No	VIEW HISTORY
			Administrative		Marianne			

Missing Mentor

- Meet Referee
- OTS Meet Assistant
- LSC Chair
- OQM Working Group

Past Evaluations Location

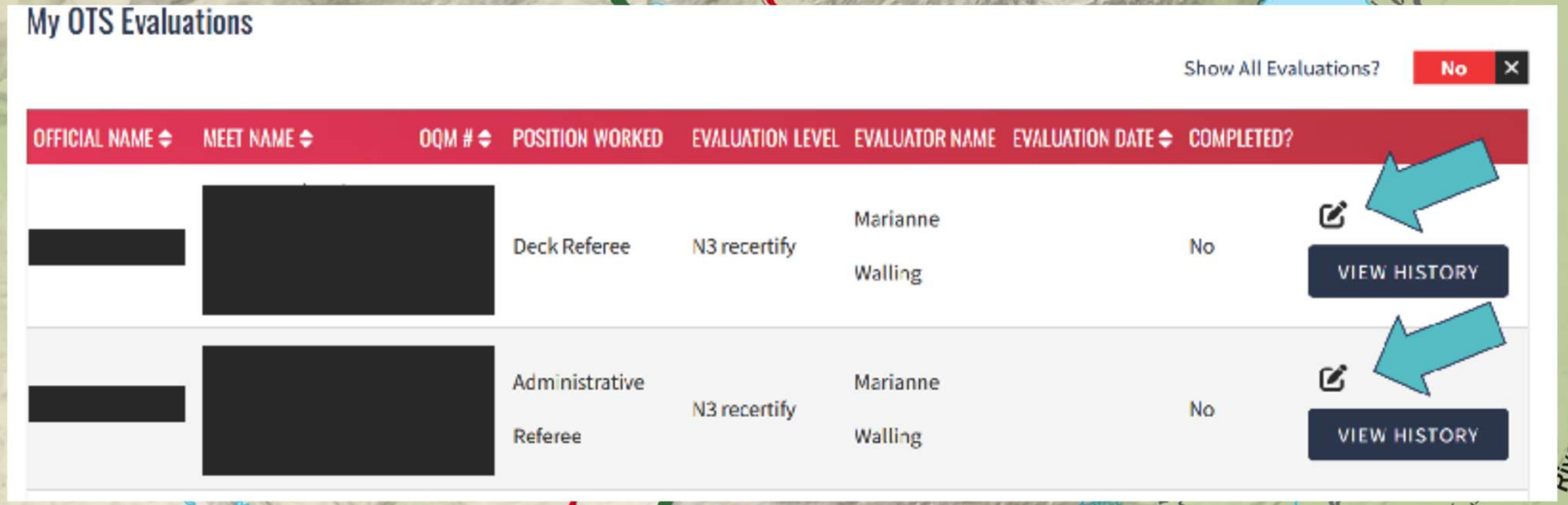


My OTS Evaluations

Show All Evaluations? Yes

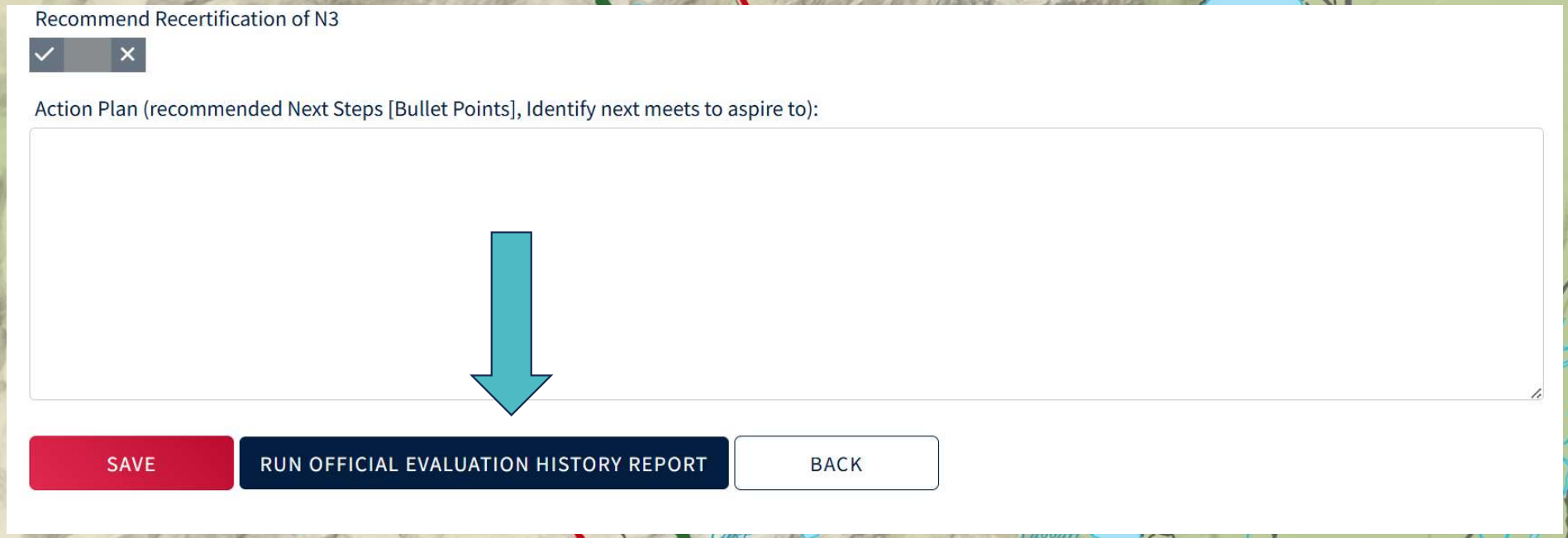
OFFICIAL NAME	MEET NAME	OQM #	POSITION WORKED	EVALUATION LEVEL	EVALUATOR NAME	EVALUATION DATE	COMPLETED?
[redacted]			Chief Judge	N3 recertify	Marianne Walling	12/08/2024	Yes
			Chief Judge	N3 recertify	Marianne Walling	12/08/2024	Yes

Past Evaluations Report

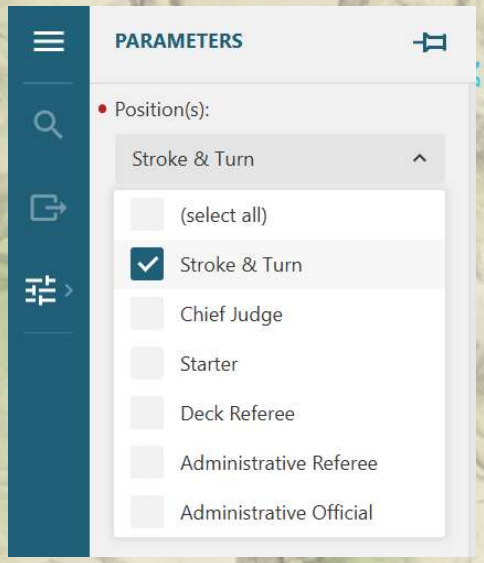


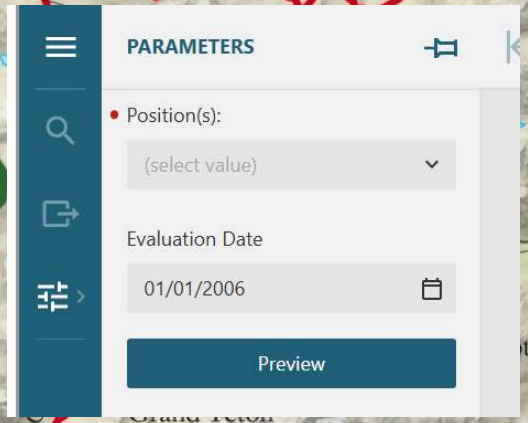
Evaluation Reports

- Past Reports are at the bottom of the page



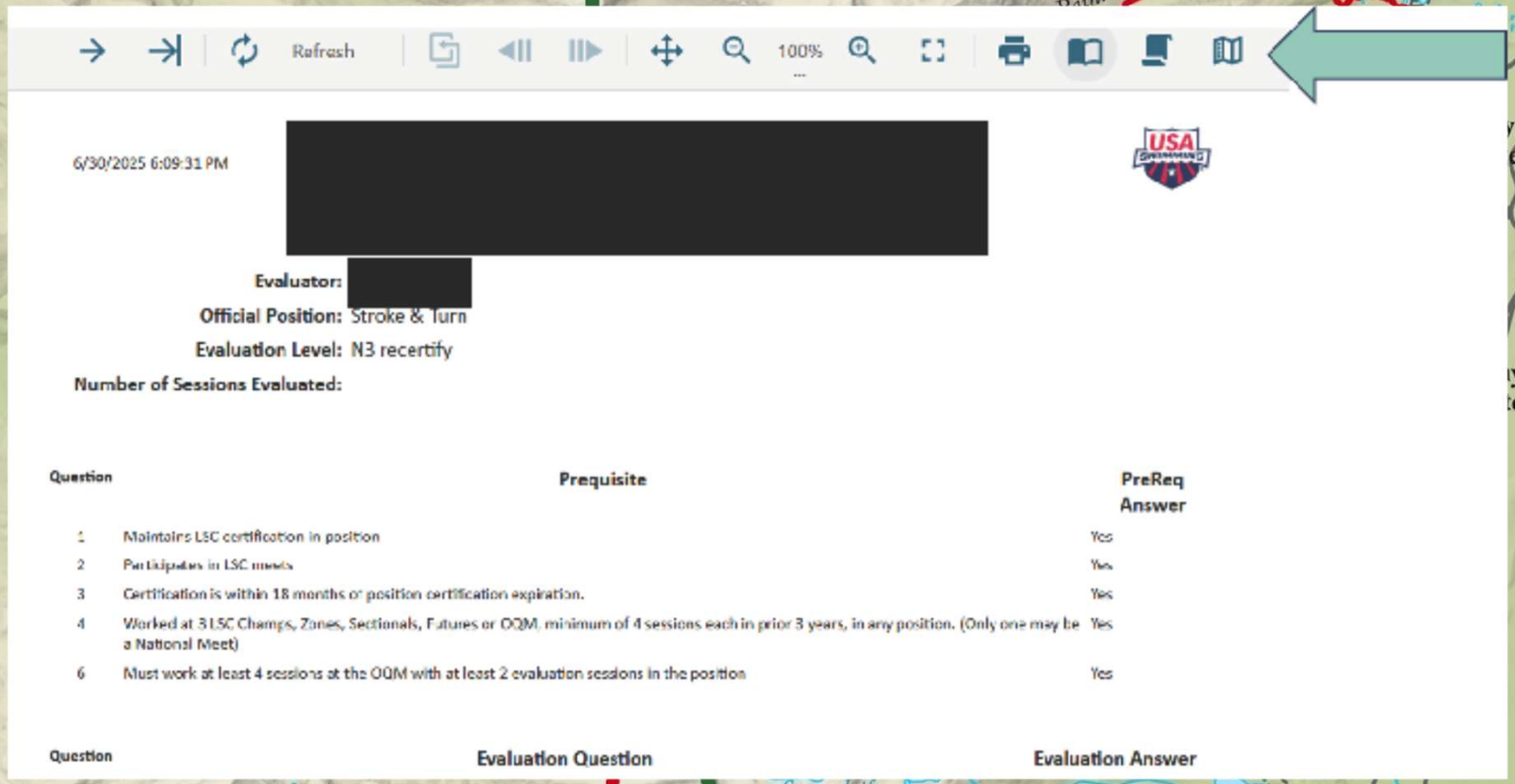
Evaluation Reports





- Click on Filter
- Select Position
- May leave the date as is

Evaluation Reports Example



Refresh 100%

6/30/2025 6:09:31 PM [redacted]

Evaluator: [redacted]
Official Position: Stroke & Turn
Evaluation Level: N3 recertify
Number of Sessions Evaluated:

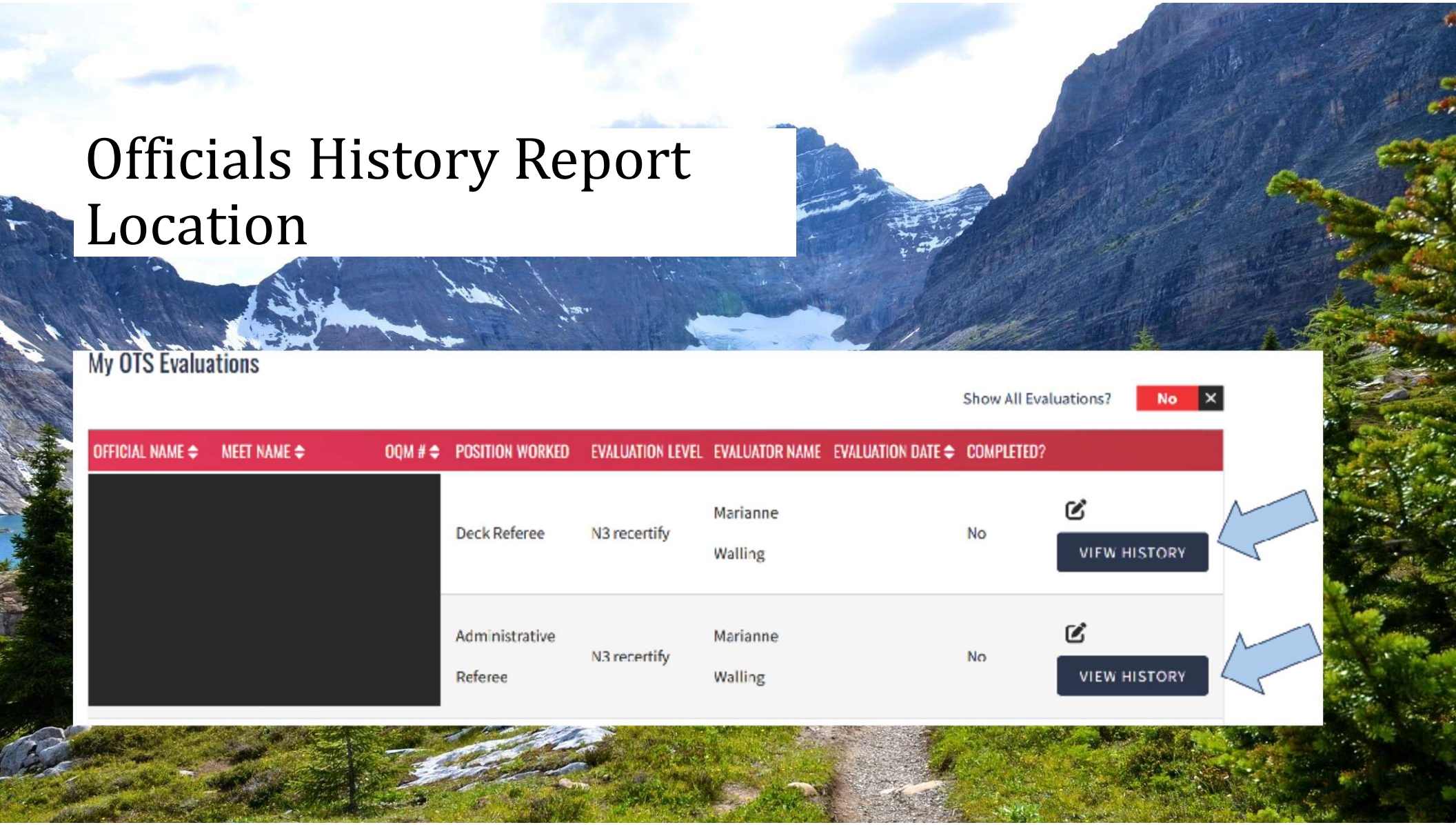
Question	Prequisite	PreReq Answer
1	Maintains LSC certification in position	Yes
2	Participates in LSC meets	Yes
3	Certification is within 18 months of position certification expiration.	Yes
4	Worked at 3 LSC Champs, Zones, Sectionals, Futures or OQM, minimum of 4 sessions each in prior 3 years, in any position. (Only one may be a National Meet)	Yes
6	Must work at least 4 sessions at the OQM with at least 2 evaluation sessions in the position	Yes

Question	Evaluation Question	Evaluation Answer

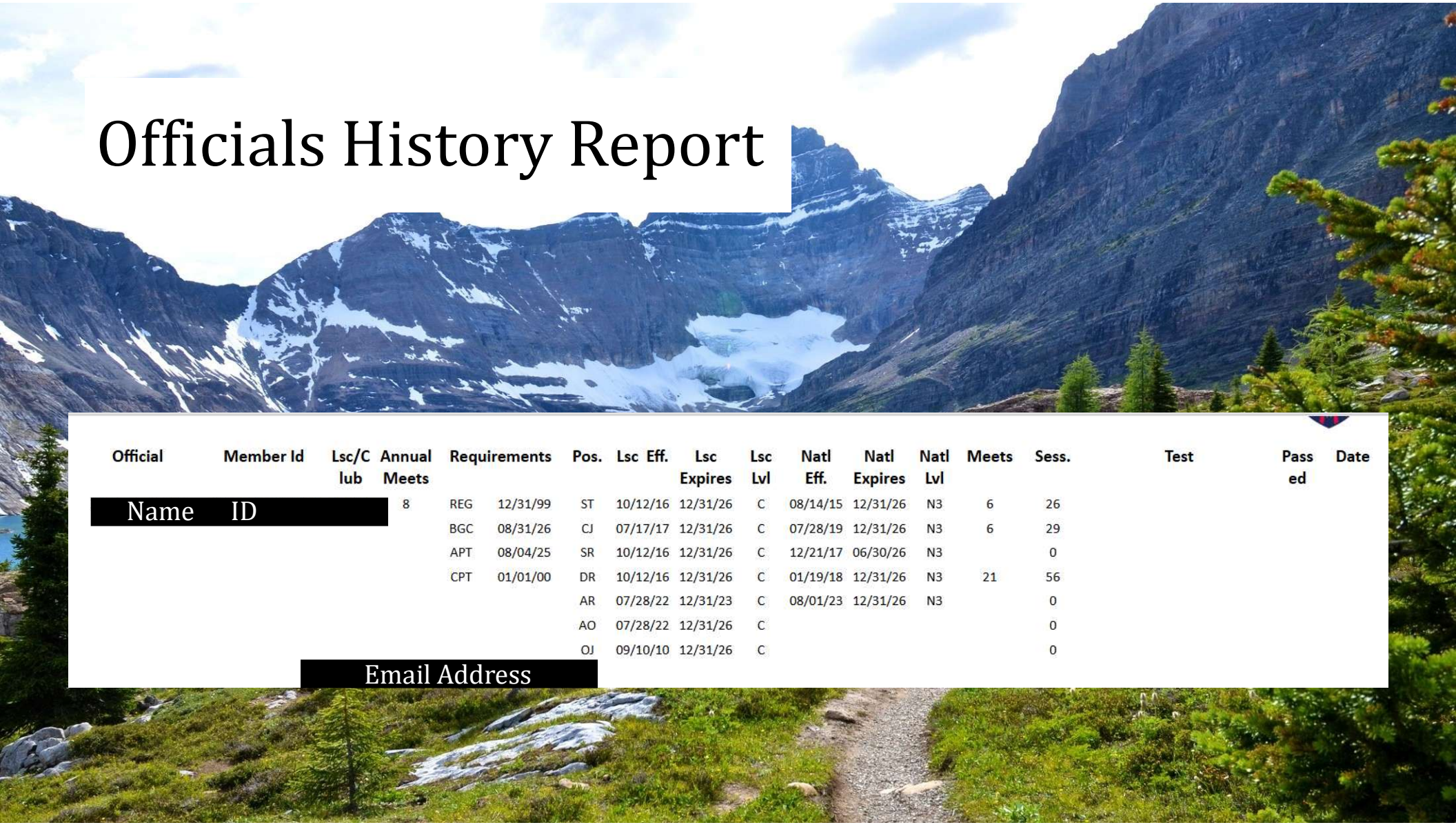
Gaining Altitude

- Officials History Reports
  - Location
  - Vetting
    - Meet Types
    - Sessions

Officials History Report Location



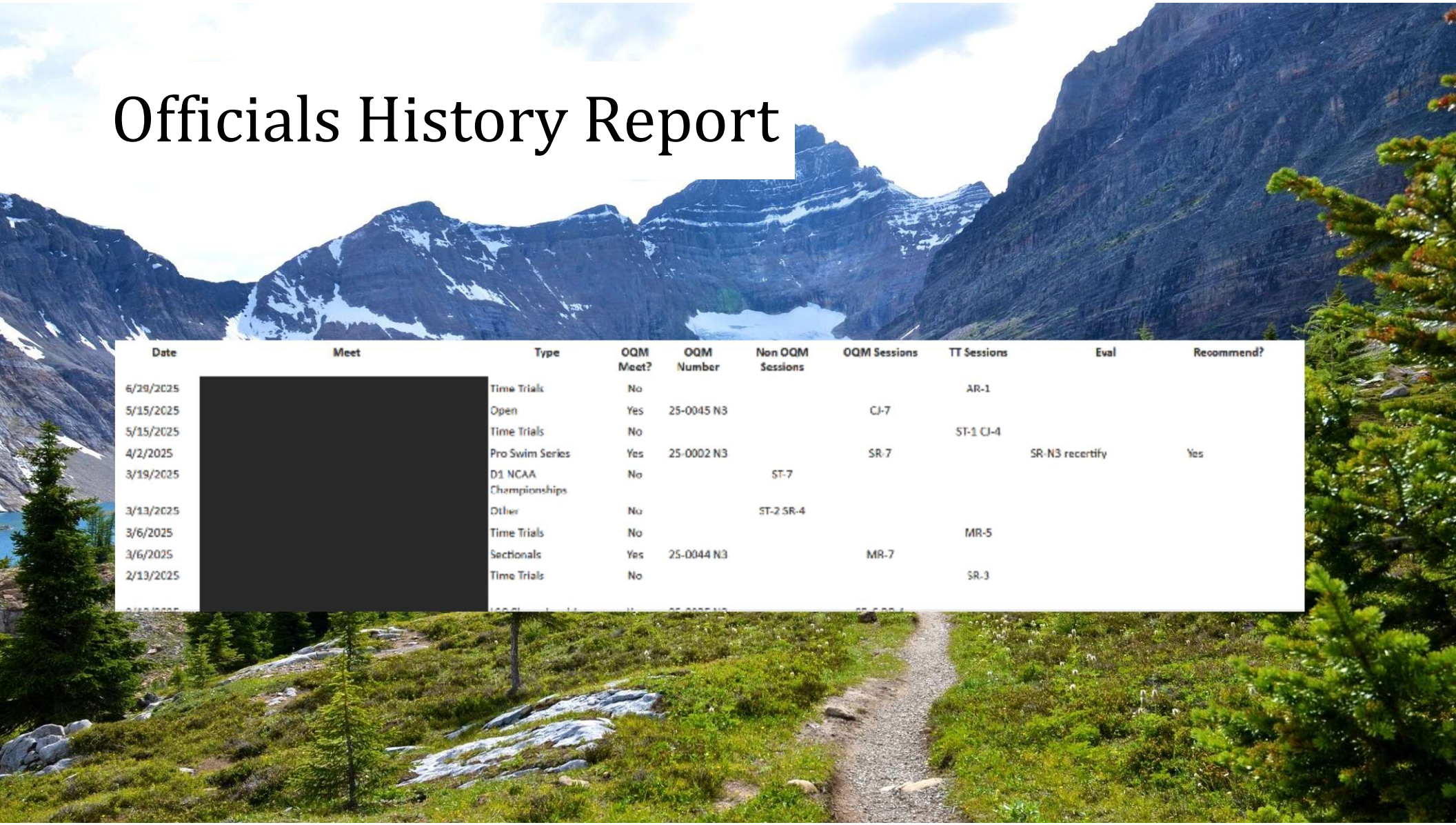
Officials History Report



Official	Member Id	Lsc/Club	Annual Meets	Requirements		Pos.	Lsc Eff.	Lsc Expires	Lsc Lvl	Natl Eff.	Natl Expires	Natl Lvl	Meets	Sess.	Test	Passed	Date
Name	ID		8	REG	12/31/99	ST	10/12/16	12/31/26	C	08/14/15	12/31/26	N3	6	26			
				BGC	08/31/26	CJ	07/17/17	12/31/26	C	07/28/19	12/31/26	N3	6	29			
				APT	08/04/25	SR	10/12/16	12/31/26	C	12/21/17	06/30/26	N3		0			
				CPT	01/01/00	DR	10/12/16	12/31/26	C	01/19/18	12/31/26	N3	21	56			
						AR	07/28/22	12/31/23	C	08/01/23	12/31/26	N3		0			
						AO	07/28/22	12/31/26	C					0			
						OJ	09/10/10	12/31/26	C					0			

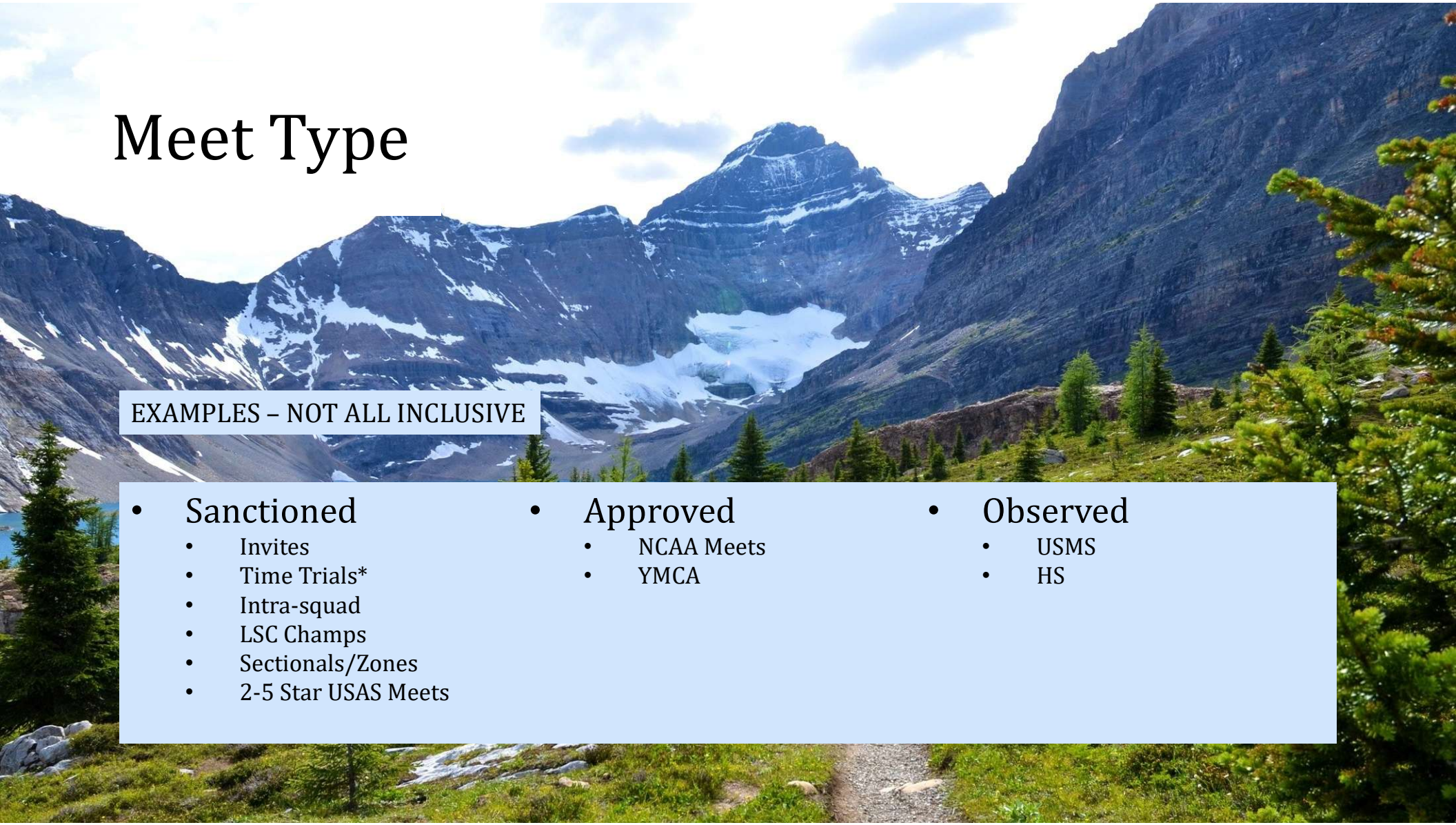
Email Address

Officials History Report



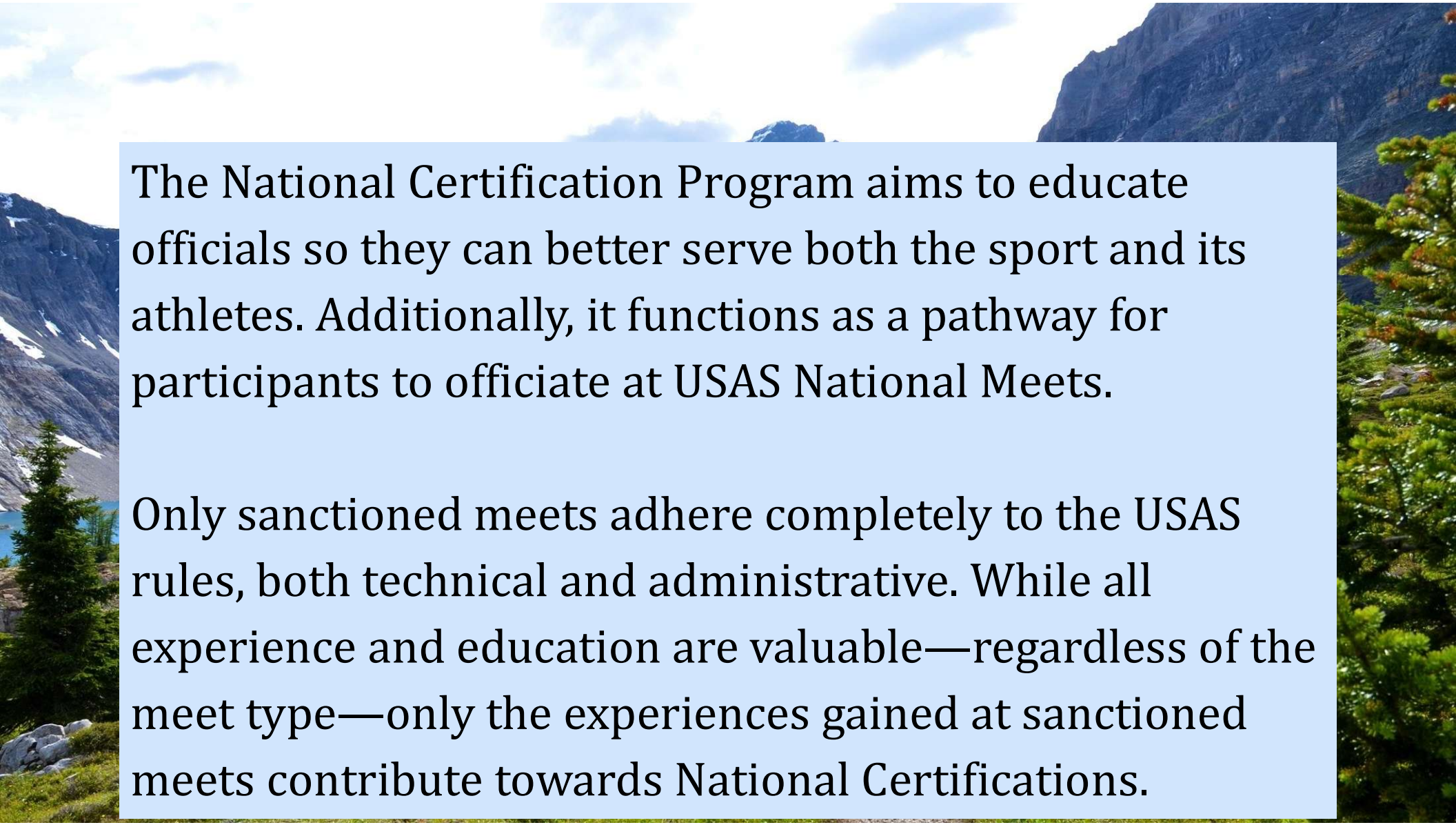
Date	Meet	Type	OQM Meet?	OQM Number	Non OQM Sessions	OQM Sessions	TT Sessions	Eval	Recommend?
6/29/2025	[redacted]	Time Trials	No				AR-1		
5/15/2025		Open	Yes	25-0045 N3		CJ-7			
5/15/2025		Time Trials	No				ST-1 CJ-4		
4/2/2025		Pro Swim Series	Yes	25-0002 N3		SR-7		SR-N3 recertify	Yes
3/19/2025		D1 NCAA Championships	No		ST-7				
3/13/2025		Other	No		ST-2 SR-4				
3/6/2025		Time Trials	No				MR-5		
3/6/2025		Sectionals	Yes	25-0044 N3		MR-7			
2/13/2025		Time Trials	No				SR-3		

Meet Type



EXAMPLES – NOT ALL INCLUSIVE

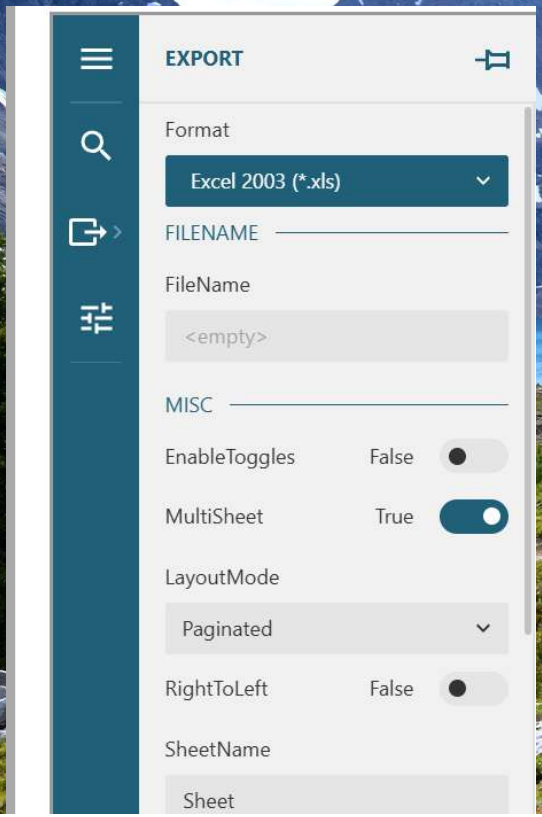
- Sanctioned
  - Invites
  - Time Trials*
  - Intra-squad
  - LSC Champs
  - Sectionals/Zones
  - 2-5 Star USAS Meets
- Approved
  - NCAA Meets
  - YMCA
- Observed
  - USMS
  - HS



The National Certification Program aims to educate officials so they can better serve both the sport and its athletes. Additionally, it functions as a pathway for participants to officiate at USAS National Meets.

Only sanctioned meets adhere completely to the USAS rules, both technical and administrative. While all experience and education are valuable—regardless of the meet type—only the experiences gained at sanctioned meets contribute towards National Certifications.

Export/Filter - Officials History Report



- Bar on right
- Pin at top
- Search
- Filter
- Export – box with arrow pointing right
  - Recommend **not using paginated** or multi-sheet (galley view)
  - Preview/print is at the bottom of left sidebar
- Or print across heading of the report

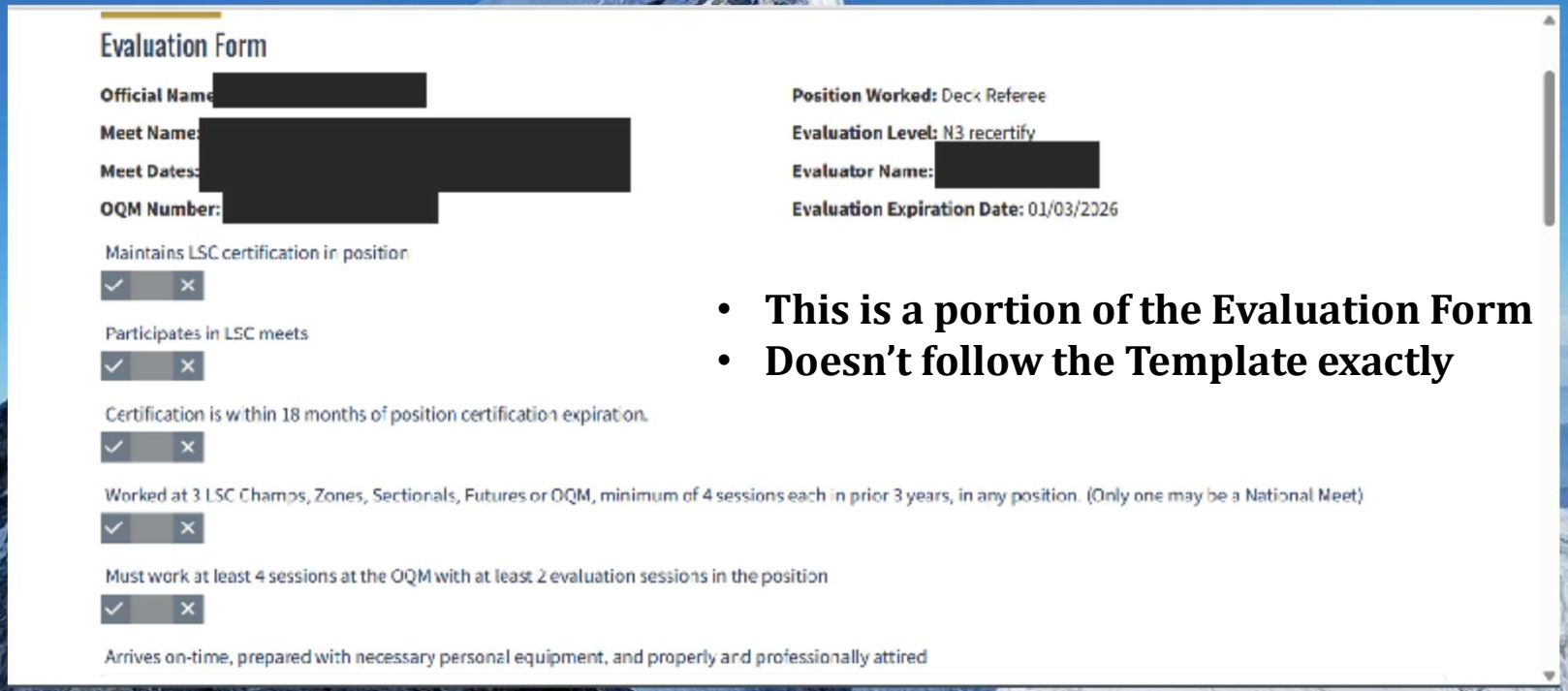
Vetting

- Vetting Examples

Summit

Evaluation Entry

Evaluation Form



Evaluation Form

Official Name: [redacted]

Meet Name: [redacted]

Meet Dates: [redacted]

OQM Number: [redacted]

Position Worked: Deck Referee

Evaluation Level: N3 recertify

Evaluator Name: [redacted]

Evaluation Expiration Date: 01/03/2026

Maintains LSC certification in position

Participates in LSC meets

Certification is within 18 months of position certification expiration.

Worked at 3 LSC Champs, Zones, Sectionals, Futures or OQM, minimum of 4 sessions each in prior 3 years, in any position. (Only one may be a National Meet)

Must work at least 4 sessions at the OQM with at least 2 evaluation sessions in the position

Arrives on-time, prepared with necessary personal equipment, and properly and professionally attired

- **This is a portion of the Evaluation Form**
- **Doesn't follow the Template exactly**

Recovery