



# SCALING MT OTS



# Trail Head

## Resources

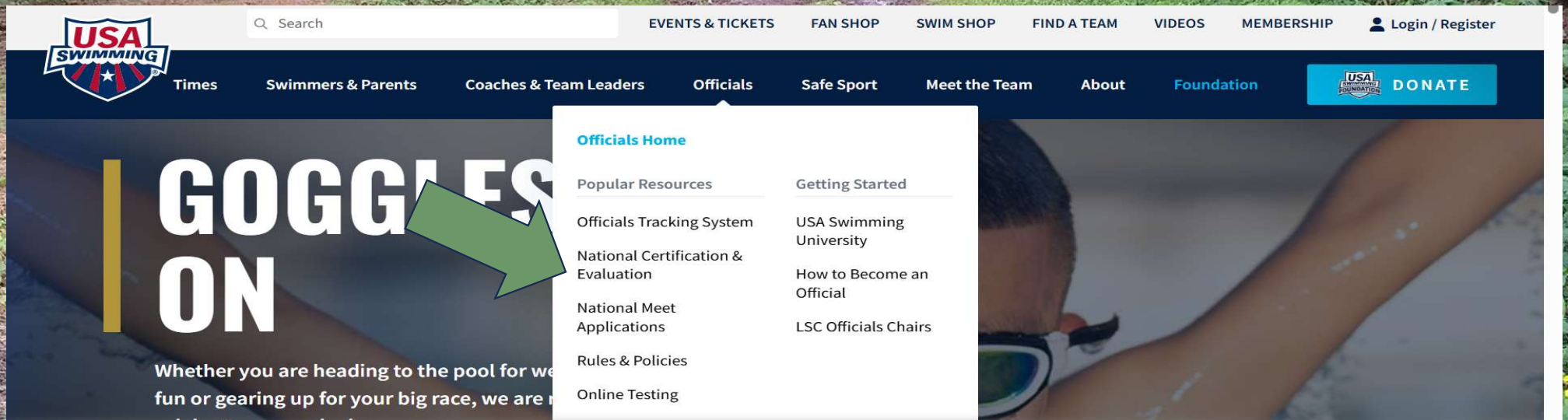
- Certification Documents
- Professional Documents
- Evaluation Templates





# Location of Documents

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



The screenshot shows the USA Swimming website interface. At the top is a navigation bar with the USA Swimming logo, a search bar, and links for EVENTS & TICKETS, FAN SHOP, SWIM SHOP, FIND A TEAM, VIDEOS, MEMBERSHIP, and a Login/Register button. Below this is a secondary navigation bar with links for Times, Swimmers & Parents, Coaches & Team Leaders, Officials, Safe Sport, Meet the Team, About, Foundation, and a DONATE button. The 'Officials' link is highlighted, and a dropdown menu is open. This menu contains two columns of links. The left column, under 'Popular Resources', includes 'Officials Tracking System', 'National Certification & Evaluation', 'National Meet Applications', 'Rules & Policies', and 'Online Testing'. The right column, under 'Getting Started', includes 'USA Swimming University', 'How to Become an Official', and 'LSC Officials Chairs'. A large green arrow points from the 'GOGGLES ON' banner on the left towards the 'National Certification & Evaluation' link in the dropdown menu.

**USA SWIMMING**

Search

EVENTS & TICKETS FAN SHOP SWIM SHOP FIND A TEAM VIDEOS MEMBERSHIP Login / Register

Times Swimmers & Parents Coaches & Team Leaders **Officials** Safe Sport Meet the Team About Foundation **DONATE**

**GOGGLES ON**

Whether you are heading to the pool for work or fun or gearing up for your big race, we are here to help.

**Officials Home**

**Popular Resources**

- Officials Tracking System
- National Certification & Evaluation
- National Meet Applications
- Rules & Policies
- Online Testing

**Getting Started**

- USA Swimming University
- How to Become an Official
- LSC Officials Chairs





# 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

Professional Documents by Position

National Meet & Educational Evaluation Guidelines

Evaluation Templates

The  
Professional  
Administrative  
Official



The  
Professional  
Stroke & Turn  
Official



The  
Professional  
Chief Judge



The  
Professional  
Starter



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	<b>X</b>					
Stroke and Turn		<b>X</b>				
Chief Judge		<b>X</b>	<b>X</b>			
Starter		<b>X</b>		<b>X</b>		
Deck Referee		<b>X</b>	<b>X</b>		<b>X</b>	
Admin Referee		<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>



A photograph of a dirt path winding through a lush green forest. The path is covered in fallen leaves and small stones. To the right of the path, there is a dense patch of green plants with small yellow flowers. The background is filled with tall trees and more greenery. A semi-transparent green rectangular box is overlaid on the left side of the image, containing white text.

# 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?



A photograph of a dirt path winding through a lush green forest. The path is covered in fallen leaves and small stones. The surrounding trees are tall and dense, with vibrant green foliage. A semi-transparent green rectangular box is overlaid on the lower half of the image, containing white text.

# Certification Documents

- N2 A0 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

<a href="#">Official Search</a>
<a href="#">OTS Meet Search</a>
<a href="#">My LSC OTS Meet Search</a>
<a href="#">HQ OTS LSC Bulk Recertification</a>
<a href="#">OTS LSC Bulk Recertification</a>
<a href="#">My Official History</a>
<a href="#">My OTS Meets</a>
<a href="#">My OTS Evaluations</a> ★
<a href="#">National Evaluators</a>
<a href="#">National Certification Application</a>
<a href="#">National Certification Application Workflow</a>
<a href="#">OTS Reporting</a>



# Present Evaluation Location

## My OTS Evaluations

Show All Evaluations?

No



OFFICIAL NAME	MEET NAME	OQM #	POSITION WORKED	EVALUATION LEVEL	EVALUATOR NAME	EVALUATION DATE	COMPLETED?
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Deck Referee

N3 recertify

Marianne

Walling

No



VIEW HISTORY

Administrative

Marianne





The background of the slide is a photograph of climbing equipment. It features several red and yellow braided ropes, a blue metal carabiner, and a silver metal rope protector. The equipment is set against a light-colored, textured background, possibly a rock face or a climbing wall.

# Missing Mentor

- Meet Referee
- LSC Chair
- OTS Meet Assistant
- 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?
			Chief Judge	N3 recertify	Marianne Walling	12/08/2024	Yes
			Chief Judge	N3 recertify	Marianne Walling	12/08/2024	Yes



# Past Evaluations Report

## My OTS Evaluations

Show All Evaluations?

No



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

VIEW HISTORY

VIEW HISTORY



# Evaluation Reports

- Past Reports are at the bottom of the page

Recommend Recertification of N3



Action Plan (recommended Next Steps [Bullet Points], Identify next meets to aspire to):

A large, empty white rectangular box for entering an action plan. A large blue arrow points downwards from the center of the box towards the 'RUN OFFICIAL EVALUATION HISTORY REPORT' button.


SAVE

RUN OFFICIAL EVALUATION HISTORY REPORT

BACK



# Evaluation Reports



PARAMETERS

Position(s):

Stroke & Turn

(select all)

☒ Stroke & Turn


☐ Chief Judge

☐ Starter

☐ Deck Referee

☐ Administrative Referee

☐ Administrative Official



PARAMETERS

Position(s):

(select value)

Evaluation Date

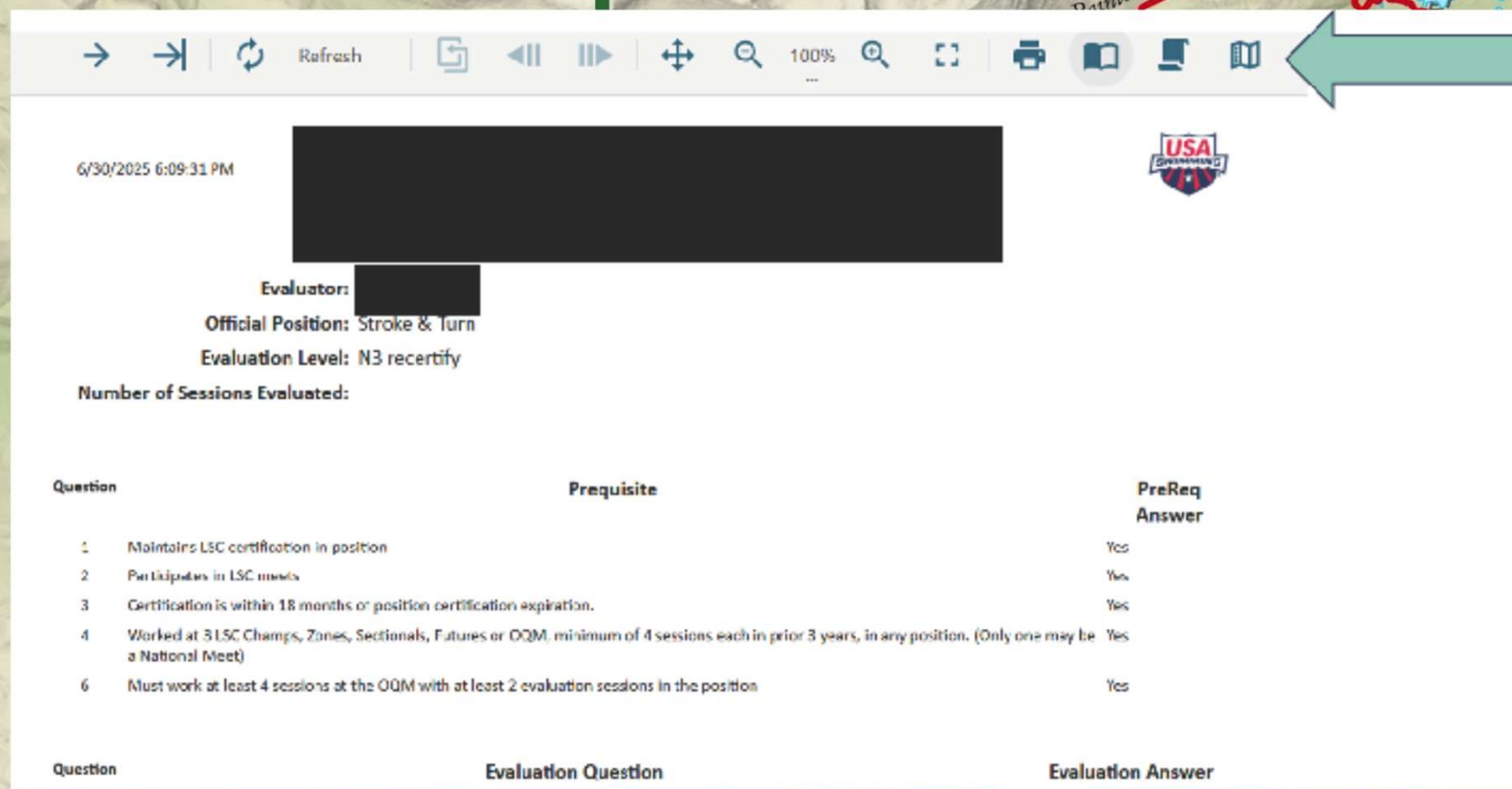
01/01/2006

Preview

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



# Evaluation Reports Example



6/30/2025 6:09:31 PM

**Evaluator:** [REDACTED]

**Official Position:** Stroke & Turn

**Evaluation Level:** N3 recertify

**Number of Sessions Evaluated:**

Question	Prerequisite	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

A scenic mountain landscape. In the foreground, a dirt trail winds up a grassy slope. The middle ground shows more greenery and small trees. In the background, majestic mountains with patches of snow rise against a sky with scattered clouds.

- Officials History Reports

- Location
- Vetting
  - Meet Types
  - Sessions



# Officials History Report Location

## My OTS Evaluations

Show All Evaluations?

No X

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



# Officials History Report

Official Name	Member Id ID	Lsc/C lub	Annual Meets	Requirements	Pos.	Lsc Eff.	Lsc Expires	Lsc Lvl	Natl Eff.	Natl Expires	Natl Lvl	Meets	Sess.	Test	Pass ed	Date
	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		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		
5/13/2025		Pro Swim Series	No	25-0005 N3		SR-5 SR-6			




# 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



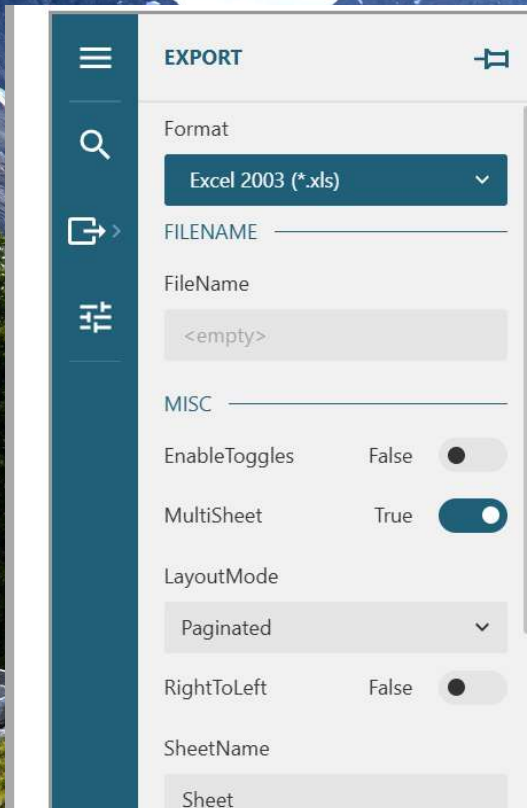


The National Certification Program aims to educate officials so they can better serve both the sport and its athletes. Additionally, it functions as a pathway for participants to officiate at USAS National Meets.

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



**EXPORT**

Format  
Excel 2003 (\*.xls)

FILENAME  
FileName  
<empty>

MISC

EnableToggles False

MultiSheet True

LayoutMode  
Paginated

RightToLeft False

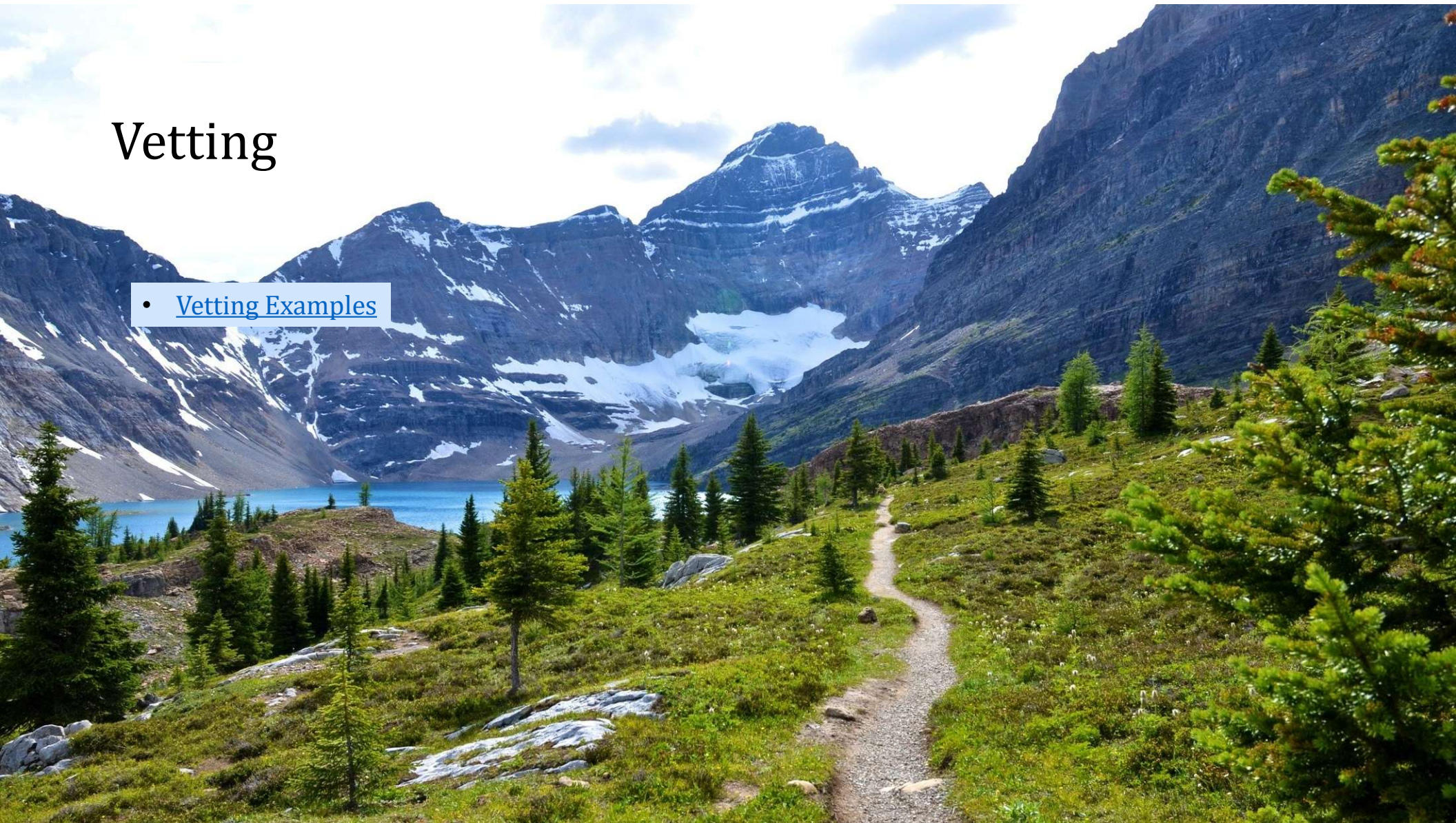
SheetName  
Sheet

- 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



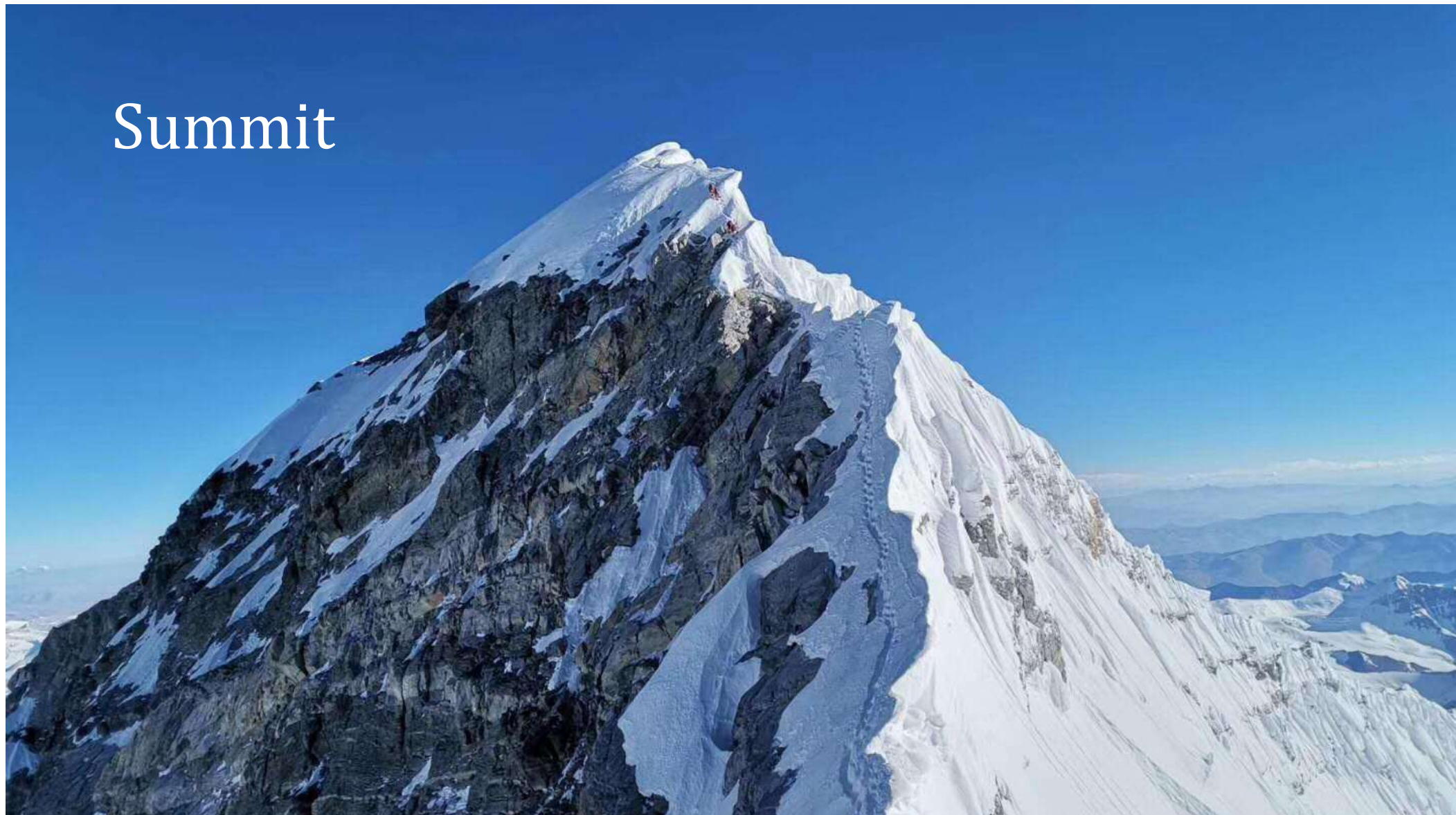
# Vetting

- [Vetting Examples](#)





Summit





# Evaluation Entry

## My OTS Evaluations

Show All Evaluations?

No



OFFICIAL NAME	MEET NAME	OQM #	POSITION WORKED	EVALUATION LEVEL	EVALUATOR NAME	EVALUATION DATE	COMPLETED?	
[REDACTED]	[REDACTED]		Deck Referee	N3 recertify	Marianne Walling		No	  <a href="#">VIEW HISTORY</a>
[REDACTED]	[REDACTED]		Administrative Referee	N3 recertify	Marianne Walling		No	  <a href="#">VIEW HISTORY</a>



# Evaluation Form

### Evaluation Form

Official Name: [REDACTED]

Meet Name: [REDACTED]

Meet Dates: [REDACTED]

OQM Number: [REDACTED]

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

Position Worked: Deck Referee

Evaluation Level: N3 recertify

Evaluator Name: [REDACTED]

Evaluation Expiration Date: 01/03/2026

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



# Recovery

