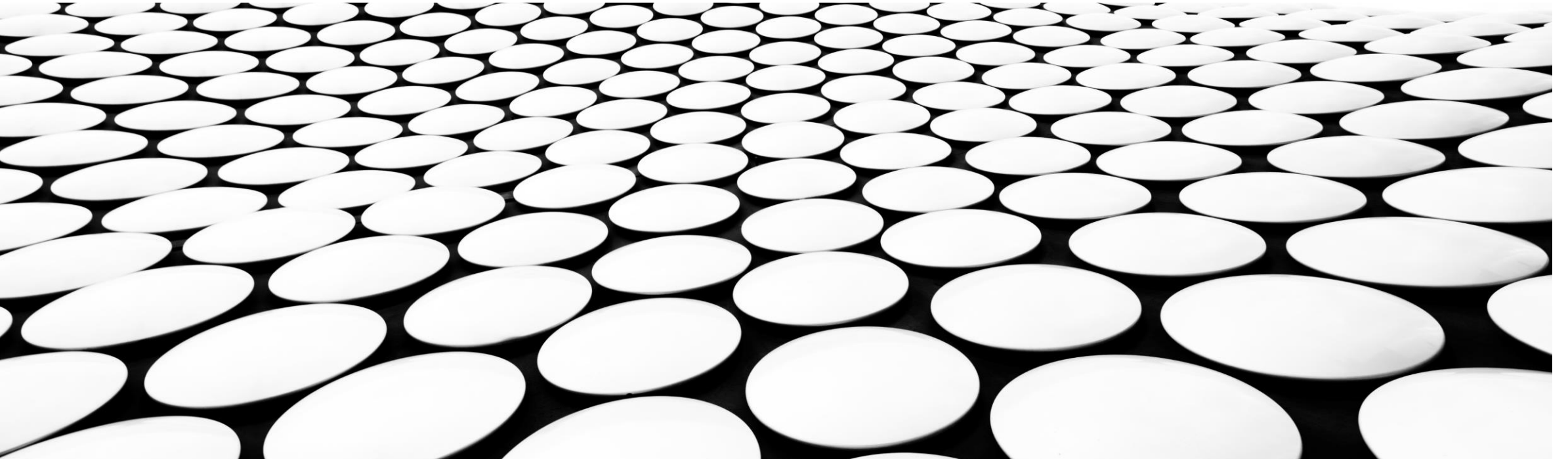

OTS & EVALUATIONS

NEXT STEPS





COLLABORATION

- Meet Referees
- LSC Officials Chairs
- Mentors

MY OTS MEETS

- Meet Refs may access through MY OTS Meets – select the OQM meet
- LSC Officials Chair use OTS Meet Search



[Members](#) [Education](#) [Club](#) [Facilities](#) [Competition](#) [Groups](#) [Reporting](#) [Officials](#) [Admin](#) [Help](#)



Marianne Walling

Official, Parent

Member ID:

My Member Cards

(Click to view card)

Official

Officials

Official Search

OTS Meet Search

HQ OTS LSC Bulk Recertification

My Official History

My OTS Meets

My OTS Evaluations

National Evaluators

OFFICIALS TRACKING

- Add officials through Officials Tracking
 - Sessions and position do not need to be added

Meet Classification: Futures

Meet Dates: 07/25/2024-07/28/2024

Meet Info

Meet Sessions

Staff

Officials Tracking
















Reporting

Evaluators

Evaluations

Meet Officials

ADD OFFICIAL

NAME	LSC / CLUB	REG. EXPIRES	APT EXPIRES	BGC EXPIRES	CPT EXPIRES	SESSIONS	ROLES	
Dana Covington	SN / AQUA	12/31/2024	11/14/2024	09/30/2024	No Expiration	0		  
Patricia Martin	NC / UN	12/31/9999	12/28/2024	11/30/2024	No Expiration	0		  
Scott Powell	CO / TOPS	12/31/2024	09/04/2024	09/30/2024	No Expiration	0		  
Marianne Walling	IN / UN	12/31/9999	10/02/2024	12/31/2024	No Expiration	0		  
Ron Walling	IN / UN	12/31/2024	11/09/2024	12/31/2024	No Expiration	1	ST	  

EVALUATIONS

- Add evaluations
- Assign evaluators

Meet Classification: Futures

Meet Dates: 07/25/2024-07/28/2024

Meet Info

Meet Evaluations

Staff

Officials Tracking

Reporting

Evaluators

Evaluations

Meet Evaluations

ADD EVALUATION

OFFICIAL NAME	POSITION WORKED	EVALUATION LEVEL	EVALUATOR NAME	COMPLETED?
No Meet Evaluations				

EVALUATIONS

- If the official has been assigned a session and position they will show in the list

Meet Info

Meet Sessions

Staff

Officials Tracking

Reporting

Evaluators

Evaluations

Add Evaluation(s)

To add an evaluation for an official's position worked, please select both an Evaluator Name and an Evaluation Level in the corresponding row. If you do not wish to add an evaluation for an official's position worked, simply leave both dropdowns in that row blank.

ADD OVERRIDE EVALUATION

**The 'Add Override Evaluation' button creates a new grid row. Please select an Official Name, a Position Worked, an Evaluation Level, and an Evaluator Name on the new grid row.

OFFICIAL NAME	POSITION WORKED	EVALUATION LEVEL	EVALUATOR NAME
Ron Walling	Stroke & Turn	--	--

SAVE

BACK

EVALUATIONS

- If the official has not been assigned use the OVERRIDE button and type the name until it shows in the dropdown

Meet Info

Meet Sessions

Staff

Officials Tracking

Reporting

Evaluators

Evaluations

Add Evaluation(s)

To add an evaluation for an official's position worked, please select both an Evaluator Name and an Evaluation Level in the corresponding row. If you do not wish to add an evaluation for an official's position worked, simply leave both dropdowns in that row blank.

ADD OVERRIDE EVALUATION

**The 'Add Override Evaluation' button creates a new grid row. Please select an Official Name, a Position Worked, an Evaluation Level, and an Evaluator Name on the new grid row.

OFFICIAL NAME	POSITION WORKED	EVALUATION LEVEL	EVALUATOR NAME
Walling	Stroke & Turn	--	--
<div>Da</div> <div>Dana Covington</div>		--	--

SAVE

BACK

EVALUATIONS

- Continue completing the screen, with position and level
 - Note: Deck Referee is Referee
- Evaluators are already entered into the meet, and will be the only ones to select

Meet Info

Meet Sessions

Staff

Officials Tracking

Reporting

Evaluators

Evaluations

Add Evaluation(s)

To add an evaluation for an official's position worked, please select both an Evaluator Name and an Evaluation Level in the corresponding row. If you do not wish to add an evaluation for an official's position worked, simply leave both dropdowns in that row blank.

ADD OVERRIDE EVALUATION

**The 'Add Override Evaluation' button adds a new grid row. Please select an Evaluator Name, a Position Worked, an Evaluation Level, and an Evaluator Name in a new grid row.

OFFICIAL NAME	POSITION WORKED	EVALUATION LEVEL	EVALUATOR NAME
Ron Walling	Stroke & Turn	N3 recertify	Branden Burns
Dana Covington	Starter	N3 final	Kim Downs

SAVE

BACK

EVALUATIONS

- If after saving the evaluation needs to be reassigned or corrected use the trash can and start again

Meet Info

Meet Sessions

Staff

Officials Tracking

Reporting

Evaluators

Evaluations

ADD EVALUATION

Meet Evaluations

OFFICIAL NAME	POSITION WORKED	EVALUATION LEVEL	EVALUATOR NAME	COMPLETED?	
Scott Powell	Administrative Referee	N3 recertify	Marianne Walling	No	<div><div></div><div></div></div>



MY OTS EVALUATIONS

- This is where all evaluations written by a mentor reside
 - Ignore educational - they have not been populated
- Also evaluations yet to be written and information to vet an official



Members Education Club Facilities Competition Groups Reporting Officials Admin Help

View/Edit OTS Meet

← Back to My OTS Meets

Meet Name: 2024 Futures Championships - Richmond

Meet Classification: Futures

Meet Dates: 07/25/2024-07/28/2024

Officials
Official Search
OTS Meet Search
HQ OTS LSC Bulk Recertification
My Official History
My OTS Meets
My OTS Evaluations

MY OTS EVALUATIONS

- May need to use the slider on the left to see older evaluations
- Pencil is where evaluation will be entered and access to evaluations for the mentee
- The Evaluation Expiration Date is not correctly worded. This is the date by which the evaluation must be entered.

My OTS Evaluations

Show All Evaluations? No ✕

OFFICIAL NAME	MEET NAME	POSITION WORKED	EVALUATION LEVEL	EVALUATOR NAME	EVALUATION EXPIRATION DATE	COMPLETED?	
Brian Newcomb	2024 OH SC Junior Championships	Stroke & Turn	N2 Advance	Marianne Walling	03/31/2024	Yes	<div>VIEW HISTORY</div>
Sanjeeth Pai	2024 OH SC Junior Championships	Chief Judge	N2 Advance	Marianne Walling	03/31/2024	Yes	<div>VIEW HISTORY</div>
Scott Powell	2024 Futures Championships - Richmond	Administrative Referee	N3 recertify	Marianne Walling	08/18/2024	No	<div><div></div><div>VIEW HISTORY</div></div>

MY OTS EVALUATIONS

- Clicking on the pencil brings up the evaluation template

Evaluation Form

Official Name: Scott Powell

Meet Name: 2024 Futures Championships - Richmond

Meet Dates: 07/25/2024 - 07/28/2024

OQM Number: 24-0010 N3

Position Worked: Administrative Referee

Evaluation Level: N3 recertify

Evaluator Name: Marianne Walling

Evaluation Expiration Date: 08/18/2024

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

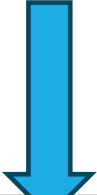
MY OTS EVALUATIONS

- Scroll down on the template to see a report for past evaluations

Recommend Recertification of N3



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



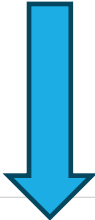
SAVE

RUN OFFICIAL EVALUATION HISTORY REPORT

BACK

MY OTS EVALUATIONS

- Once completed and saved the report can be printed
- To edit click on the name which is linked and revise and save again. Edits will be closed after 21 days.



SAVE RUN MEET EVALUATION REPORT RUN OFFICIAL EVALUATION HISTORY REPORT BACK



MENTOR-MENTEE CONTRACT

- The official's history and evaluation material are for vetting in advance of the evaluation and honoring any action plans.
- This is an unwritten contract between the mentor and the mentee who is permitting viewing of their information.
- The information is not for a mentor to share or distribute.
- Mentors have 21 days post meet to complete and submit an evaluation.
- 21 days after the meet all links except the evaluation shut down. Access is removed to view meet the official history, evaluation history and editing and evaluation.

MY OFFICIALS HISTORY

- The official will see the completed evaluation under MY OFFICIAL HISTORY/Evaluations

My Official History

Official Name: Marianne Walling
Member ID: [REDACTED]

Email Address: 87nocando@gmail.com
Role: Official

LSC Certifications

Natl Cert History

Meet History

Evaluations

Online Tests

Official Reports

Evaluations

Show All Evaluations? ☒ Yes

MEET NAME ⬇	MEET DATES ▲	POSITION WORKED ⬇	EVALUATION LEVEL ⬇	EVALUATOR NAME ⬇	COMPLETED? ⬇
2023 Speedo Winter Junior Championships - East	12/06/2023 - 12/09/2023	Referee	N3 recertify	Traci Johnson	No
2023 Speedo Junior National Championships	07/31/2023 - 08/04/2023	Referee	N3 recertify	Anne Lawley	Yes
2023 Phillipa CC National Championships	06/27/2023 - 07/01/2023	Stroke & Turn	N3 recertify	Kathleen Fish	No



OTHER IMPORTANT ITEMS

- The templates on the National Certification and Evaluation web page do not match the form in evaluations exactly in order or wording. The templates are being updated and will be posted in the next few months.

OTHER IMPORTANT ITEMS

- Collaboration is key.
 - Meet Refs and LSC OCs need to enter and assign mentees to allow mentors to enter past evaluations. Communicate to the mentors when that has been completed.
 - Moving forward Meet Refs and LSC OCs need to assign evaluations to mentors well in advance of meets to allow the mentors to vet the applicant. Two to three weeks is preferable.