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
OFFICIALS TRACKING

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

- Add evaluations
- Assign evaluators
EVALUATIONS

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

<table>
<thead>
<tr>
<th>OFFICIAL NAME</th>
<th>POSITION WORKED</th>
<th>EVALUATION LEVEL</th>
<th>EVALUATOR NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ron Walling</td>
<td>Stroke &amp; Turn</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>

**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.**
EVALUATIONS

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

### 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 drop-downs in that row blank.

**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.**

<table>
<thead>
<tr>
<th>OFFICIAL NAME</th>
<th>POSITION WORKED</th>
<th>EVALUATION LEVEL</th>
<th>EVALUATOR NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walling</td>
<td>Stroke &amp; Turn</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Da</td>
<td></td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Dana Covington</td>
<td></td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>

**SAVE**

**BACK**
Continued with position and level.

Note: Deck Referee is Referee.

Evaluators are already entered into the meet, and will be the only ones to select.

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.

**The 'Add Override Evaluation' button is not a new grid row. Please select an Evaluator Name, a Position Worked, an Evaluation Level, and an Evaluator Name in a new grid row.**

<table>
<thead>
<tr>
<th>Official Name</th>
<th>Position</th>
<th>Evaluation Level</th>
<th>Evaluator Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ron Walling</td>
<td>Stroke &amp; Turn</td>
<td>N3 recertify</td>
<td>Branden Burns</td>
</tr>
<tr>
<td>Dana Covington</td>
<td>Starter</td>
<td>N3 final</td>
<td>Kim Downs</td>
</tr>
</tbody>
</table>
EVALUATIONS

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

<table>
<thead>
<tr>
<th>OFFICIAL_NAME</th>
<th>POSITION WORKED</th>
<th>EVALUATION LEVEL</th>
<th>EVALUATOR NAME</th>
<th>COMPLETED?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scott Powell</td>
<td>Administrative Referee</td>
<td>N3 recertify</td>
<td>Marianne Walling</td>
<td>No</td>
</tr>
</tbody>
</table>

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

- 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

- 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

**Position Worked:** Administrative Referee  
**Evaluation Level:** N3 recertify  
**Evaluator Name:** Marianne Walling  
**Evaluation Expiration Date:** 08/18/2024
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.
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.
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

#### Evaluations

<table>
<thead>
<tr>
<th>Meet Name</th>
<th>Meet Dates</th>
<th>Position Worked</th>
<th>Evaluation Level</th>
<th>Evaluator Name</th>
<th>Completed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>2023 Speedo Winter Junior Championships - East</td>
<td>12/06/2023 - 12/09/2023</td>
<td>Referee</td>
<td>N3 recertify</td>
<td>Traci Johnson</td>
<td>No</td>
</tr>
<tr>
<td>2023 Speedo Junior National Championships</td>
<td>07/31/2023 - 08/04/2023</td>
<td>Referee</td>
<td>N3 recertify</td>
<td>Anne Lawley</td>
<td>Yes</td>
</tr>
<tr>
<td>2023 Phillips 66 National Championships</td>
<td>06/27/2023 - 07/01/2023</td>
<td>Staff &amp; Timer</td>
<td>N3 recertify</td>
<td>Kathleen Fish</td>
<td>No</td>
</tr>
</tbody>
</table>
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.