

# Process for Evaluation Entry into OTS

- **Sanctioning Chair** sets up meet in OTS, including assigning the Meet Referee to the meet through staffing.
- **LSC OC**
  - More than 1 month out
  - Works with Meet Referee to identify appropriate mentors
  - Works with mentors to make sure meet is covered appropriately in numbers and levels and understanding of an OQM
  - Applies for an OQM no later than 30 days from start of meet
- **OQM Working Group**
  - Reviews and if approved the OQM approval is sent to Meet Ref, LSC Officials Chair, and Mentors
  - Enters approved mentors into OTS as the final step of approval
- **LSC Officials Chairs**
  - May assist Meet Referee through MY OTS MEET SEARCH
- **Meet Referees**
  - 2-3 weeks out minimum
  - Locate the OQM under MY OTS MEETS
  - Add officials via OFFICIALS TRACKING in the meet who will be evaluated
  - Discuss with mentors who will be completing which evaluations and N2/N3 levels
    - Must include whether evaluation is for advancement, recertification, N3i or N3f
  - Add mentee, position, evaluation level, and mentor assignments under EVALUATIONS
  - Reassign as necessary
  - Post-meet follow-up with any missing evaluations not marked YES under Completed column
- **Mentors**
  - Work with the Meet Referee to divide up evaluations
  - Start vetting under MY OTS EVALUATIONS
  - Identify the assigned official(s)
  - VIEW HISTORY shows the entire meet history of the official
  - Click on the pencil and scroll to bottom of the evaluation form to view the full EVALUATION HISTORY
  - Navigate to OTS MY EVALUATIONS
  - Click the pencil and paper link next to the name to open the form
  - Complete the form
    - All fields must have a response. Comment field if no 2 or below may use NA.
  - Save
    - Edit may be completed for 21 days post-meet by clicking on the mentees name, making edits and resaving.