

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 mentee's name, making edits and resaving.