

PSSA Officials Roster

Complete Site Handbook

Purpose, user workflows, administrative controls, certification hierarchy, status and color logic, expiration rules, submissions, review, exports, and credential PDFs

This handbook describes the production site as implemented on September 13, 2026. It is an operational explanation of how the system behaves; it does not replace YMCA or PSSA policy.

Website

<https://pssaofficialsroster.ragulsky.net>

Puget Sound Swimming Association
Prepared as a detailed reference for officials, referees, and administrators

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Terminology: a certification is a qualification such as Stroke and Turn, Starter, Administrative Official, or Referee. A credential is the printable PSSA card summarizing an official's certifications.

1. What the site is and who it serves

The PSSA Officials Roster is the central roster and certification-management site for Puget Sound Swimming Association officials. It combines a public-facing roster, a self-service submission system, protected referee tools, and protected administrator review tools.

The site is designed around one important separation: the roster shows the accepted record, while submissions remain in a review queue until an administrator approves them. A member of the public cannot overwrite an existing official's name, team, coach/employee flag, certification dates, or uploaded certificate files directly.

Primary purposes

- Let anyone view the roster and download an individual PSSA credential PDF.
- Let an existing official propose profile changes or add/renew certifications after matching the email already stored on that record.
- Let a new official submit a complete record for administrator approval.
- Let referees temporarily reveal email addresses and use roster-wide communication and printing tools.
- Let administrators review submissions, correct certification type and expiration date, maintain records, and approve or reject changes.

What the site tracks

Record area	Stored information
Official	Full name, email, PSSA team, YMCA coach/employee flag, created and updated timestamps
Certification	Organization (currently YMCA), certification level, submitted and verified expiration dates, review status, uploaded certificate metadata, review/upload timestamps
Submission	Submitted profile, match result, status, dates, and one or more uploaded certification entries

2. Roles, access, and privacy

Role	What is visible	What the role can do
Public visitor	Roster names, divisions, teams, coach/employee indicator, certification bubbles, and credential buttons. Email addresses are hidden.	Search, filter, sort, open an official's self-service change form, add a new official for review, and download an individual credential PDF.
Official submitting changes	Same public roster plus the change form for the selected official.	Verify the stored email by entering an exact email match, propose profile changes, and submit new or renewed certification files for review.
Referee access	Email addresses become visible for one hour.	Use email actions and Print all Credentials. Referee access does not grant administrator editing or approval rights.
Administrator access	Emails are visible and administrator-only sections and edit controls appear for one hour.	Review submissions; edit profiles and certifications; add verified certifications; open files; delete certifications; delete an official; use protected roster tools.

Access duration and locking

- Referee Access and Administrator Access are separate password-protected controls in the header.
- A successful unlock lasts one hour. The page states the active access level beneath its button.
- Each access level can be locked again from the interface. Administrator access also makes emails visible; referee access alone does not expose editing tools.
- Passwords protect email visibility and editing functions. They do not restrict ordinary individual credential-card generation.

Privacy principle: the email stored on a roster record is not normally displayed publicly, but it is used as the match key for self-service changes. The submission form must supply the email already associated with the selected official.

3. Roster layout and everyday use

The page begins with three summary cards, an information panel, and the roster itself. The displayed official count updates with filters and searches.

Summary cards

Card	Meaning	Click behavior
Current YMCA certifications	Counts direct verified certifications whose dates are current or within the next 90 days.	Filters to officials who have at least one verified current or expiring-soon YMCA certification.
Expired in past year	Counts direct verified certifications expired less than one year ago.	Filters to officials who have no current/soon certification but do have a verified certification expired within the last year.
Awaiting review	Counts pending certification entries in the submission-approval queue.	Administrators jump to Submission approval; details remain protected.

Search, sort, and position filters

- Search covers official name, visible email, team, division, coach/employee terms, and valid current/soon certification names.
- Column headings sort by official, division, team, or overall status. Re-selecting the same heading reverses the direction.
- The S&T, SR, AO, and REF column headings also act as position filters. Selecting a heading limits the roster to officials for whom that position resolves to a current, expiring-soon, pending, or recently expired entry under the hierarchy rules.
- Clear filter restores all statuses and positions.
- Row checkboxes select officials. Bulk actions operate on selected officials when there is a selection; otherwise they operate on the currently shown list where applicable.

Divisions

Teams are grouped into North, Central, South, or Other by the site's fixed team-to-division map. Unaffiliated / Other is placed in Other. Division sorting uses North, Central, South, then Other.

4. Certification hierarchy

The roster is position-oriented: each of the four columns asks whether the official is qualified for that position. A higher YMCA certification can satisfy a lower position. The site uses the following hierarchy.

Roster position	Accepted source certification, highest priority first	Meaning
S&T; - Stroke and Turn	Referee -> Starter -> Stroke and Turn	A current Referee or Starter certification also satisfies Stroke and Turn.
SR - Starter	Referee -> Starter	A current Referee certification also satisfies Starter.
AO - Administrative Official	Referee -> Administrative Official	AO is otherwise its own path, but Referee satisfies it.
REF - Referee	Referee only	No lower certification satisfies Referee.

How the best source is chosen

- Rejected and superseded records are excluded from roster-position resolution.
- The system first searches for a verified source certification that is current or expiring soon.
- When several sources could work, a record with an uploaded certificate is preferred; next, the source priority shown above is applied; finally, the later expiration is preferred.
- A pending certification is used only when there is no qualifying current/soon verified source, and pending is matched to the exact position level rather than inherited downward.
- If neither current/soon nor pending applies, a verified source that expired within the last 90 days can still be displayed as Expired.

A Referee certification is the complete umbrella: one current verified Referee record can satisfy S&T;, SR, AO, and REF. Starter covers SR and S&T; only. AO does not cover officiating-deck positions, and S&T; covers only S&T;.

Direct records versus inherited display

Summary counts and spreadsheet certification columns are based on direct records at each level. The colored roster bubbles and credential-card rows apply the hierarchy. Therefore, a referee may show four qualifying bubbles even though only one direct Referee record exists.

5. Status, color, and expiration logic

Bubble / label	Color	Rule
Current	Green bubble; no Current text underneath	Verified and expiration is more than 90 days away, or no effective expiration is stored.
Expiring Soon	Orange bubble plus orange label	Verified and expiration is today through 90 days from now, inclusive.
Pending	Blue bubble plus blue label	Awaiting review, used only when no current/soon verified certification satisfies that exact position.
Expired	Red bubble plus red label	No current/soon or pending result applies, and a qualifying verified certification expired within the last 90 days.
Unverified	Bubble keeps its current/soon color; orange label is added	The selected verified certification record has no uploaded certificate file. Expired suppresses Unverified because expiration is the controlling message.
Upload Cert.	Blue label below the bubble	A currently accepted direct certification lacks a certificate file and the hierarchy does not make that upload unnecessary.
No bubble	Blank cell	No qualifying current, soon, exact pending, or recently expired source exists.

Effective expiration date

The site uses the administrator-verified expiration date when present; otherwise it falls back to the submitted expiration date. Dates are interpreted through the end of the listed day.

Expiration windows

Window	Where it matters
More than 90 days before expiration	Current.
0-90 days before expiration	Expiring Soon.
0-90 days after expiration	Expired bubble can remain visible when no better status exists.
91 days to less than 12 months after expiration	The direct certification can still count in the Expired in past year summary, but it no longer produces a roster-position bubble.
12 months or more after expiration	Treated as older for roster lists and overall status; it is not a valid current qualification.

Overall official status

For summary filtering and status sorting, an official is Current if any direct verified YMCA certification is current or expiring soon. If none are current/soon but at least one direct verified certification expired within the last year, the official is in Expired in past year. Otherwise the official is treated as having no qualifying current record. Pending is a separate filter based on the presence of pending records.

6. How official submissions work

Existing officials begin by clicking their name. New officials use Add New Official. Both routes create or update a pending submission; neither route directly changes the accepted roster.

Existing official: submit a change

- Click the official's name to open Submit changes.
- Enter the email address already associated with that exact roster record. If it does not match, the site rejects the request.
- Edit the proposed full name, team affiliation, or YMCA coach/employee setting as needed.
- Optionally select Submit a new or renewed certification, choose one certification, enter its expiration date, and attach a PDF, JPG, or PNG file.
- Submit for review. The accepted roster remains unchanged until an administrator approves.
- The dialog shows current certification records and also lists submitted certification entries already awaiting approval.

New official

- Add New Official opens an embedded version of the standardized submission form.
- The user enters name, email, team, coach/employee status, and selects one or more certifications being added.
- Each selected certification requires an expiration date and an uploaded PDF, JPG, or PNG no larger than 8 MB.
- The new person stays off the roster until an administrator approves the submission.

Repeated submissions

An email address may have only one pending submission request at a time. If the same email submits again while that request is pending, the site merges the new material into the existing pending request: profile fields are refreshed and additional uploaded certification entries are appended. Everything still requires administrator review.

Match types

Type	Definition	Review implication
Exact	Email matches an existing official and the normalized submitted name also matches.	Normal update review.
Conflict	Email matches an existing official but the submitted name differs.	Highlighted for caution; the administrator decides whether to apply profile changes.
New	No existing official has that email.	Approval creates a new roster record.

7. Administrator approval workflow

The Submission approval section appears only during administrator access. Pending rows show the submitter, team, timestamp, match type, count of certifications, and short chips summarizing what awaits review (for example New official, Name change, Team change, coach/employee status, or certification levels).

Reviewing a submission

- Open the submission and compare the current roster record with the submitted information.
- For an existing official, Apply the submitted profile information is optional. Leaving it unchecked preserves the accepted name, team, and coach/employee setting.
- For each uploaded certification, open the file, change Approve as if the official selected the wrong certification type, and correct the Approved expiration date if needed.
- Approve verifies each submitted certification immediately. It does not create a second pending step.
- When a certification is approved, any older verified record for the same official, organization, and approved level becomes Superseded.
- The roster page refreshes after approval so the updated record appears without a manual browser refresh.
- Reject marks the submission rejected and does not modify the accepted roster.

Recent review log

- Approved and rejected submissions reviewed within the last 30 days are loaded into the log.
- Clear visible log records a local cutoff in that browser; it does not erase the review history from the database.
- After clearing, only reviews newer than the cutoff appear.
- Recall full 30-day log removes the local cutoff and shows every retained entry from the 30-day window.
- The log records what was approved or rejected and when. It does not identify an individual approver because administrator access is shared.

Reject and Delete are different. A submission can be rejected from the approval queue. An existing official can be deleted only from the administrator edit page.

8. Administrator editing and deletion

The pencil button opens the administrator edit window for an accepted roster record.

Profile and certification maintenance

- Edit full name, email, team, and YMCA coach/employee status.
- For an existing certification, change its certification level, verified expiration date, or review status.
- Open the uploaded certificate file when one is attached.
- Move a certificate to the correct certification level by changing the Certification/Qualification selector.
- Add a new verified certification directly by choosing a level, expiration date, and certificate file. Administrator-added certifications bypass the public submission queue.
- Delete an individual certification without deleting the official.
- Delete the entire official only from this admin edit window. The confirmation explains that the official, all certification records, and uploaded files are permanently removed.

Status history

Database status	Operational meaning
pending	Awaiting administrator review.
verified	Accepted and eligible for date, hierarchy, roster, export, and credential logic.
rejected	Not used for roster qualification. Rejected certification records/files are automatically removed after 30 days.
superseded	An older verified certification replaced by a newly approved verified certification at the same direct level. Retained as history but excluded from current logic.

Important editing effect

When an administrator verifies a certification at a given direct level, other verified certifications for that same official, organization, and level are marked Superseded. Rejected duplicates at that level are removed as part of the verification update. This keeps one accepted current record at each direct level while preserving superseded history.

Credential-card PDF rules

Every roster row has a Card PDF button. Individual card generation is not restricted by referee or administrator access.

Credential card

- The PSSA credential remains credit-card sized: 243 by 153 PDF points, approximately 3.375 by 2.125 inches.
- It displays the official's name and one row each for Stroke & Turn, Starter, Administrative Official, and Referee.
- The card applies the same higher-certification hierarchy used by the roster.
- A verified current certification with an attached file shows Verified in green. A verified current record without an attached file shows Unverified in orange while retaining the expiration date.
- Expired shows in red. Pending shows in orange on the credential card and does not show an expiration. A missing position shows Not Certified.

Certificates included with an individual card

The individual PDF is always letter size and contains the credential plus only the minimum applicable current, verified, uploaded YMCA certificate files. Each included certificate is placed in a centered 5-inch-wide by 3-inch-high landscape area. Up to two certificate areas are stacked vertically with a half-inch gap.

Available current uploaded certificate(s)	What prints
Referee	Referee only. It is sufficient for all four positions.
No Referee; Starter and/or Stroke & Turn	Starter if present; otherwise Stroke & Turn.
Administrative Official without Referee	AO also prints because AO is an independent path.
Starter (or S&T;) plus AO	Both print; this is the maximum of two certificates.
Pending, expired, rejected, superseded, or file missing	That certificate file is not printed.

Uploaded PDFs and images

For a PDF upload, the site renders the first page into an image before placing it in the credential PDF. JPG and PNG uploads are embedded directly. Each item is scaled proportionally to fit inside its 5 by 3 inch frame, so the source is not stretched out of proportion.

Print all Credentials

This protected bulk action is different from an individual Card PDF. It prints credential cards only - no certificate attachments - with up to eight credit-card-sized credentials per letter page, sorted alphabetically by official name.

10. Printing, exports, and communication tools

Tool	Availability and scope	Output
Card PDF	Public, one official at a time.	One letter-size PDF containing the credential and applicable certificate images.
Print all Credentials	Visible with referee or administrator access.	All credential cards, eight per letter page; no certificates.
Print roster	Roster action.	Browser print view of the roster; selected rows can constrain what appears.
Export CSV	Roster action.	One row per non-rejected, non-superseded certification with name, email if visible, division, team, coach/employee flag, certification, organization, expiration, and verification status.
Export Excel	Roster action.	One row per official with direct verified expiration dates in S&T, SR, REF, and AO columns; formatted headings, filters, and frozen header rows.
Email selected/shown	Only when emails are visible.	Opens the local email program with addresses in BCC and subject PSSA Officials.

Selection behavior

If one or more row checkboxes are selected, email and export actions use those selected records. If nothing is selected, they use the currently visible filtered set. Print all Credentials intentionally uses the complete roster, not only the current filter.

Export nuance

The visual hierarchy can make a higher certification appear in several position columns on the roster. The Excel export instead writes only direct verified records into their corresponding level columns. This avoids implying that four separate certificates exist when one Referee certificate is doing the work.

11. Data lifecycle and safeguards

Safeguard	How it works
Unique roster email	The official table enforces one email per accepted official.
One open submission per email	The database enforces one pending submission request per submitted email; additional submissions merge into it.
Existing-record verification	Click-through edits require both the selected official ID and the exact stored email match.
Admin-only mutations	Approval, profile administration, direct verified additions, certificate deletion, and official deletion require active administrator access on the server.
File validation	Submission files must be PDF, JPG, or PNG and no larger than 8 MB.
Accepted record isolation	Public submissions do not update the roster until approval.
Superseding	A new accepted certification at the same direct level archives the older verified one as Superseded.
Rejected-file cleanup	Files attached to rejected submission requests and rejected certification records are purged after 30 days.
Email minimization	Email addresses are omitted from the public roster response unless referee or administrator access is active.

What is not automated

- The site does not inspect certificate contents to verify a name, learning plan, or course date automatically.
- The submitter enters the expiration date, and the administrator can correct it during review.
- The review log records the decision and time but not the identity of the person using the shared administrator account.
- USA Swimming certifications are not tracked directly in this roster. The submission page explains that USA-S officials should submit their credentials to YMCA National in Y Learning for YMCA credit.

12. Worked examples and quick reference

Example A - current Referee with certificate

The Referee certificate can resolve all four roster positions. All four bubbles are green (unless within 90 days, when they are orange with Expiring Soon). The individual PDF prints the Referee certificate only.

Example B - current Starter and AO

Starter resolves S&T; and SR; AO resolves AO; REF remains blank. If both have verified uploaded files, the individual PDF prints the Starter and AO certificates - two 5 by 3 inch landscape panels.

Example C - verified records but no files

A direct verified S&T; record without an attached file produces an S&T; bubble with Unverified and Upload Cert. below it. A verified Referee record without a file can resolve all four positions, but the credential card shows Unverified rather than Verified; the upload prompt belongs to the Referee source rather than every inherited position.

Example D - pending renewal while old certification is still current

The existing current/soon verified certification remains the operative roster result. The pending renewal stays in the approval queue and does not replace the accepted record until approved.

Example E - expired Referee

For 90 days after expiration, the hierarchy can show red Expired results for positions that Referee had satisfied, provided no current, soon, or exact pending record takes precedence. Unverified is suppressed because expiration is the more important status. From day 91 onward, the bubbles disappear, though the direct certification may still contribute to the Expired in past year summary until one year has passed.

Example F - wrong certification selected

The administrator opens the pending submission, reviews the uploaded file, changes Approve as to the correct level, corrects the approved expiration if necessary, and approves. The accepted record is created at the corrected level.

Priority order

Step	Question
1	Is there a usable verified source certification that is current or expiring soon? If yes, use the best source.
2	If not, is there a pending certification for the exact displayed position? If yes, show Pending.
3	If not, did a usable verified source expire within the last 90 days? If yes, show Expired.
4	Otherwise leave the position blank on the roster; the credential card reports Not Certified.

At a glance: green = current; orange = expiring soon or unverified label; blue = pending or upload needed; red = expired. Hierarchy: REF covers all; SR covers SR + S&T; AO covers AO only unless REF exists; S&T; covers S&T; only.

End of handbook

Visual guide to the live site

These public-view screenshots show the controls and status language described in the handbook. Email addresses and administrator-only details are not shown.



PUGET SOUND SWIMMING ASSOCIATION

Roster of Officials

Referee Access

Administrator Access

 Current YMCA certifications

Stroke and Turn	61	Starter	25
Administrative	35	Referee	27

 Expired in past year

Stroke and Turn	2	Starter	0
Administrative	3	Referee	0

 Awaiting review

Stroke and Turn	1	Starter	4
Administrative	1	Referee	0

Updating Your Information:

Officials can submit changes by clicking on their name in the roster and verifying the email address already associated with their record. New officials can submit their information and certifications for administrator approval by using the 'Add New Official' button below.

Q Search name, division, team, email, or certification

Export CSV

Export Excel

Print

PSSA officials

82 of 82 officials shown

+ Add New Official

☐

Official ↑

Division ↕

Team ↕

Stroke & Turn

Starter

Administrative

Referee

Credential

Figure A. Header access buttons, summary cards, update instructions, and roster controls.

Reading the roster

Each row lists the official, division, team, certification bubbles, and the Card PDF action. The examples below show current, expiring-soon, unverified, and upload-needed states.

Q Search name, division, team, email, or certification

Export CSV

Export Excel

Print

PSSA officials

82 of 82 officials shown

+ Add New Official

☐	Official ↑	Division ↓	Team ↓	Stroke & Turn	Starter	Administrative	Referee	Credential
☐	A Bob Hoover	Other	Unaffiliated / Other	S&T		AO		Card PDF
☐	A Bob Hope	South	Tom Taylor Family YMCA	S&T Expiring Soon	SR Expiring Soon	AO Expiring Soon	REF Expiring Soon	Card PDF
☐	A James Bond	South	Gordon Family YMCA	S&T				Card PDF
☐	A Mickey Mouse	South	Haselwood Family YMCA YMCA coach/employee					Card PDF
☐	Adi Cabigting	North	YMCA of Snohomish County	S&T Unverified Upload Cert.				Card PDF
☐	Adrian Santangelo	North	Skagit Valley YMCA	S&T Unverified	SR Unverified	AO Unverified	REF Unverified Upload Cert.	Card PDF
☐	Alexa Betz	Central	Northshore YMCA	S&T Unverified Upload Cert.				Card PDF
☐	Amber Goldade	South	Pearl Street Family YMCA	S&T Unverified Upload Cert.				Card PDF

Figure B. Certification columns and their status labels in the public roster.

Submitting certifications

New officials use the standardized form. Existing officials see a shorter version after clicking their name; it uses the same profile, certification, expiration-date, and file-upload concepts.

OFFICIAL CERTIFICATION SUBMISSION

Keep your certifications current.

Submit only certifications you are adding or renewing. Existing certifications remain active unless an approved renewal replaces them.

1 Your information

Full name

First and last name

Email address

official@example.com

Team affiliation

Select your team

☐ I am a YMCA coach or employee

2 YMCA Learning Plan Certificates or LCDC Credentials

Select only certifications you are adding or renewing in this submission, then upload each Learning Plan Certificate or your LCDC generated credential. Only the highest certification(s) held needs to be uploaded. Examples: Stroke & Turn and Administrative Official, or Starter and Administrative Official, or Referee.

☐ Stroke and Turn

☐ Starter

☐ Administrative Official

☐ Referee

3 USA Swimming Officials

USA-S officials should submit their credentials to YMCA National in Y Learning for credit toward YMCA certification. PSSA no longer tracks USA-S certifications directly, but you're still welcome to officiate at any of our meets under the USA-S/YMCA National agreement. Separately, for PNS-approved meets, credit is uploaded to SWIMS based on

BEFORE YOU BEGIN

- 1 Select only certifications being added or renewed.
- 2 Have a PDF, JPG, or PNG of each new YMCA certificate ready.
- 3 Pending renewals do not replace current certifications until approved.

You may submit an updated form whenever a certification changes. Your email address identifies your roster record.

NEED ASSISTANCE?

Email timr.swims@gmail.com for help submitting your certifications.

Figure C. Public certification submission form.

Only certifications being added or renewed should be selected. Every selected certification requires an expiration date and a PDF, JPG, or PNG certificate file.