

## New Meet Manager Information

*The steps below to assist new meet managers with the steps to certification and provide awareness of the resources available.*

### Step One

Review the meet manager requirements for official's certification.

Officials Certification Steps - <http://www.swimalberta.ca/officials/clinics-and-certification>

### Step Two

Complete the meet manager clinic. It is recommended to take this clinic in person. However, if the clinic is completed online, use the self-reporting link.

Officials Clinics - <http://www.swimalberta.ca/officials/clinics>

### Step Three

The club registrar, through the Swimming Canada registration system, adds the meet manager. This will give the meet manager access to list meets, request a meet sanction and post results to Swimming Canada. A Meet Manager Help Guide is available on the update page once logged in as meet manager.

Registration Login - <https://www.swimming.ca/en/registration/>

### Step Four

Read the "Swim Alberta Competition Sanctioning Policy" on the Swim Alberta by-laws & policies page.

By-Laws & Policies - <http://www.swimalberta.ca/about/laws-and-policies>

### Step Five

Read the "Requirements for Meet Packages" document on the Meet Manager information page, it contains information referenced in the Competition Sanctioning Policy.

The meet manager information page contains additional templates and resources.

Meet Manager Information - <http://www.swimalberta.ca/officials/meet-manager-information>

### Step Six

Work with the clubs Officials Administrator to recruit trained or certified volunteers. The Officials Administrator has access to the club's officials roster.

### Step Seven

It is strongly recommended that new meet managers shadow an experienced meet manager at a meet before doing the role. This will provide the opportunity to see on-deck duties and ask questions, mentorship is a part of meet manager certification.