



**Excellence, Integrity, Innovation, Collaboration**

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## **Officials Clinic Reporting Guide**

All Clinics hosted by any individual or club must be communicated to Swim Alberta. The form to register your clinic can be found on the Swim Alberta Website Under Officials > Clinics > In Person Clinics – [Clinic Information Form](#)

Once you have registered your clinic it will be sent to Swim Alberta and we will get back to you within 1-2 business days with your request.

When running your clinic please have all attendees sign in with the provided sign-in sheet which can also be found on the Swim Alberta Webpage Under Officials > Clinics > Clinic Instructors – [Clinic Sign-In Sheet](#).

Once the clinic has finished, please provide the sign-in sheet to your Club Officials Administrator to input the information into the database. If you have officials attending from other clubs, provide that club with a copy of the sign-in sheet so they can keep their records up to date.

You do not need to contact Swim Alberta to take down your clinic from the website if you have chosen to have it put on there. Swim Alberta will do that the day after the clinic is hosted.

If you have any questions or concerns regarding clinics, please forward them to [megan@swimalberta.ca](mailto:megan@swimalberta.ca)

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July 18, 2019