

July 7, 2007

Q: I'm a meet manager and I heard I am supposed to send in a copy of the official's sign up sheet from our meet. How do I do that and who does it go to?

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A: The following link will provide you with a document with a table where you can type in the officials that work your meet. If you use a wall sign up form, ask everyone to write legibly at your session briefings so you will be able to transpose their name to ensure they are identified as having completed their deck evaluations. Please fill out the [Swim Alberta – Invitational Competition Roster](#) which can be found in Section 7 of the ASSA Handbook. This is an active document so you can type right into the boxes. You can cut and paste and adjust tables as you sit fit for your situation or leave the document as it is. You can make a copy for each session that you have and save them accordingly. E-mail a copy of each to Lockie Lister at liester@telusplanet.net so that the information can be recorded on the Alberta Officials Database. Print a copy of each roster and send them into the ASSA office with your Official Results and other swim meet paperwork.