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Overview for SNL Officials

Officials Management System:

- This is also known as the officials' database.
- The database holds all of your officials' records and the up-to-date official's clinic that can be taken on line. Your records include the clinics and deck evaluations, which you have completed. It also identifies the level of officiating that you have obtained.
- Currently, Randy Ball randellball48@gmail.com is our Provincial Officials Registrar. He manages and oversees the database, and supports club officials' chairs in its use and upkeep.
- To access the [Officials Management System](#)
- Enter your user ID, email address and your password

Club Officials Chair:

- Most large clubs have a volunteer that has been designated as the Club Officials Chair.
- In smaller clubs, this may be the responsibility of a member of your board, meet manager etc...
- The Club Officials Chair has access to the officials' database and can update your officiating records. This means updating clinics you have taken and ensuring when you work a position on deck it is recorded in the system as a deck evaluation.
- If you have any questions that your club officials chair cannot answer for you, you can direct them to any member of the Alberta Officials Committee. Contact information is available on the Alberta Officials Committee page

Officials Certification Card:

- This is your personal record of the clinics, mentoring sessions, and deck evaluations you have had. It is your responsibility to have this signed after you complete clinics, mentoring sessions and deck evaluations.
- It is also good practice to occasionally ensure that your certification card matches the information in the database.
- You have access to the database through your User ID that was provided to you.

Clinics:

- **Clinics can be taken in two ways: either on-line or in-person.** In-person clinics are offered throughout the year by various clubs. .
- It is strongly encouraged that the Judge of Stroke/Inspector of Turns Clinic as well as the Meet Manager Clinic be taken in person whenever possible.



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- It is advisable that the clinics be taken in the following order:
 - Timer and Safety Marshal
 - Judge of Stroke/Inspector of Turns – Stroke and Turn (should be done in person where possible)
 - Chief Timer
 - Clerk of Course
 - Chief Finish Judge/Chief Judge of Electronics/Recorder Scorer
 - Starter

 - Meet Manager (should be done in-person where possible; The more experience you have gained in a number of different positions on deck, particularly Clerk of Course and Recorder Scorer will assist you in being a more proficient meet manager more quickly. Where possible, you should gain this experience prior to taking the Meet Manager Clinic).
- It is your responsibility to keep your club chair of officials apprised of the clinics you have taken on line. Your club officials' chair can input the information into the database.
- If you take an in-person clinic, your clinic instructor sends this information to the provincial officials registrar for inputting into the officials' database.

Mentoring Sessions:

- After completing a clinic, you are required to mentor with an experienced official in your first session working that position. This is not included as a deck evaluation.
- You should advise the officials' chairperson of the meet, when you sign up to work the meet, that you require a mentoring session so that they can place you with an appropriately experienced official.
- At the meet, please let the Referee know that you require mentoring. They will sign off on your "official certification card". They will also confirm that you have been assigned an official who can mentor you in your new role.

Deck Evaluations

- A deck evaluation for all positions (except Referee) is your second working experience on deck.
- After one mentoring session, each session you work, is counted as one deck evaluation, with the exception of Meet Manager, which requires two meets versus sessions.
- You will not be given a formal evaluation.
- You require two deck evaluations in order to be certified in a position. Ensure that the referee has signed off on your "officials certification card" for each of the two deck evaluations.