



## Outline of Steps - Assignment of Officials 2007 State Qualifying Meets and Dual Meets

### **Compiling Meet and Officials Information**

- 1) The Clinic Committee will distribute the Officials Registration Form at the 9 AIA Officials Certification Clinics, and collect the forms from the Clinic Attendees.
- 2) The Committee will compile a ROSTER of 2007 AIA Certified Officials for Commissioner of Officials. The roster will contain the following information on Officials Roster:
  - Preferred meets of officials. (i.e.) dual, invites, region, state
  - Preferred job assignments
  - Contact information: (i.e.) address, e-mail, phone
- 3) The Committee will forward a copy of the 2007 Roster of Certified Officials, after the officials have attended a clinic and have completed the required steps of AIA certification paperwork.,

### **E-Mail Assignment Format (no phone calls)**

- 1) The Assignment Committee will forward (e-mail distribution) a copy of the Meet Director's Officials Request Form to the Athletic Directors, Meet Directors, and Track Coaches.
- 2) **The Committee will create an E-Mail Distribution List of the Certified Officials , who had indicated a preference to officiate state qualifying meets and/or dual meets.**
- 3) Upon receiving a copy of an Officials Request Form from Meet Directors and Athletic Directors, **a committee member will send out "All Call" e-mail note to ALL 2007 certified officials.**
- 4) **Certified Officials will return an e-mail note indicating the meet assignments they are willing to accept.**
- 5) **Members of Assignment Committee will determine the assignment of meet officials, based on the experience level of the official, and on the timing of the returned response of the official's e-mail ("1<sup>st</sup> come, 1<sup>st</sup> served).**
- 6) **A RETURN E-MAIL NOTE will be forwarded to the Meet Directors / Athletic Directors, listing the Certified Officials assigned as meet officials.**
- 7) **An e-mail note will be forwarded to the assigned officials listing the meet assignment.**