

## **BCA Officials' Committee Meeting Minutes Saturday, September 9, 2017**

9:30am—Cull Residence, Surrey, BC

**Present:** Brian Thomson, Wayne Elke, Cheryl Elke, Jim Rollins (until 1:30pm), John Cull, Carol Cull, Bill Koch, Kathy Terlicher (until 12:15pm), Jim Hinze (BCA BoD representative) (until 1:00pm)

**Regrets:** Ron Heron, Sue Kydd

**Guests:** No guests for this meeting.

### **Introduction & Welcome**

- Committee welcomed Jim Hinze as the BCA BoD representative.
- No changes to agenda (version 2) distributed on Sept 8.
- Minutes from March 11, 2017 meeting approved.
  - **Brian** to send March 11/17 meeting minutes for posting on the website with copy to Brian McCalder.

### **Preparations for BC Athletics AGM (Sept 23)**

#### **Annual Official Report 2017**

- All comments received on draft report have been incorporated. Comments from the meeting (below) will be incorporated and report submitted to BCA as complete and approved.
- Additional comments at meeting:
  - New Official—defined as an official who has completed the Level 1 requirements and sent the application and corresponding documentation to Cheryl for acceptance.
  - Reporting on Number of Meets—in 2018, we will report on number of meets by “National Championships”; National (N-Level); Provincial Championships; Provincial (BCA Sanctioned); Schools (BCA Sanctioned); and Universities. Due to time constraints and a lack of information by these categories, we will report by National; Provincial Championships; Club; and Schools.
  - Reporting on Participation at Meets—based on actual person-days worked. A two day meet will count as 2 person-days. A half-day meet will count as 0.5 person-days.

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- Miscellaneous enhancements—add John Cull and Wayne Elke's upgrading to Appendix II; include the race walk clinic delivered in Parksville in Appendix I.

### **Other preparations for BCA AGM**

- Sue Kydd will represent the Official's Committee at the BCA AGM in answering questions and voting matters.
- **Brian** to register Sue as the designate from the Official's Committee.

### **Preparations for Annual Officials Meeting (Oct 21)**

#### **Governance, Committee Structure and Major Initiatives for 2018**

- **Governance and Committee Structure**
  - All Committee members with terms expiring in 2017 wish to continue their term. Will solicit additional officials interested in serving on the Committee at the Annual Officials Meeting.
  - Kathy mentioned this may be her last year on the Committee but she would consider continuing with her responsibilities for monitoring and coordinating the upgrading of Levels 4-5.
  - Discussed ways to keep the Committee "fresh" from having maximum terms to a "youth / person under 45" representative.
  - Will invite officials to volunteer as shadow positions on the Committee—shadowing a specific Committee member and/or undertaking special projects such as updating reference and support materials. Attendance at Committee meetings would be optional and no election necessary.
  - Meeting Schedule for 2018:
    - The first Officials Committee meeting of the year (November 18) will be a "Planning" session to develop the Activity Plan for the coming year. The meeting will be longer than the regular meetings with lunch provided. The Regional Development Coordinators will be invited.
    - 2-3 face to face meetings will be scheduled similar to the 2017 schedule.
    - Update meeting(s) will be carried out with one update meeting at the BC High School T&F Championships and others scheduled as necessary. The update meetings will be short (1 hour) and conducted by conference call.

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- **Major initiatives for 2018**—will be discussed at the November 18 Officials Committee meeting—once Committee members are identified for 2018.

**Policies and Indicatives to Introduce/Reinforce at Annual Officials Meeting**

- **Meet credits**—Sanctioned track & field events count for credits—can be sanctioned from BC Athletics or equivalent organizations in other jurisdictions.
  - Unsanctioned meets do not count for upgrading, recognition item or travel reimbursement (e.g., Special Olympics, some elementary school events). Sanctioning ensures a minimum standard for meet organization, competition and officiating requirements.
  - Workshops do not count as meet credits for upgrading, recognition item or travel reimbursement.
  
- **Recognition Item**—designed as a thank you for officials working track and field meets. Must be 15 meet credits as per the definition above. Credits must be earned between Sept 1 and August 31 of the corresponding year and cannot be carried forward across years. Recognition items are not for purchase.
  
- **Travel Expenses**
  - Expenses can be claimed for **approved** travel to **sanctioned** meets in BC. Travel to meets outside of BC are determined and approved (in advance of meet) on a case by case basis by the Officials Committee.
  - Must be a full time official at the meet the official is claiming expenses for. Officials cannot claim travel from the Officials budget for meets in which they also intend to coach, parent and/or compete.
  - Carpooling or sharing rides is strongly encouraged where feasible. A rationale for travelling as an individual must be provided (if other officials are travelling to same meet).
  
- Other items to reinforce at the Annual Officials Meeting:
  - Upgrading process (e.g., contacts, importance of submitting application, timeframes) and the Level 2 Passport
  - Renew BCA membership by early January.
  - Criminal record check every 5 years.

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- Recruitment—all officials are encouraged to solicit the interest of volunteers they work with in becoming an official—obtain contact information, follow-up and encourage them to register for workshops and future meets.
- Upgrading—officials to encourage themselves, and other officials, to upgrade their levels and/or disciplines to match their interest and experiences.
- Annual awards—announce those that received awards since last AGM. Review nomination process and forms for 2017 awards.
  
- **John** to identify all sanctioned meets on the Track and Field Meet Schedule to assist officials understand which meets are sanctioned and therefore eligible for meet credits and the annual recognition award.
- **Brian** to communicate these policies at the Annual Officials Meeting, and send an extract to Carol for inclusion in the Officials Newsletter.
- **Carol** to include these policies in the Officials Newsletter (using Brian's extract from above).

### **Guest Speaker and/or Other Education**

- **Guest Speaker**—invite Chris Winter to introduce his role and responsibilities; vision for meets and athletes in BC, trends and growth in BC's T&F programs (e.g., Run Jump Throw) and how we (officials) can help.
  - **Brian** to discuss with **Sue** (arrangements for Guest Speaker).
- **Other Education**—host a workshop after the Annual Officials Meeting on officiating Para events using training materials from IPC. Officials will register for workshop via the BC Athletics website. Potential presenters include David Weicker and Louise Buskas. BC would end up with the presentation and ability to deliver future courses on our own.
  - **Brian** to contact David Weicker, then Louise Buskas (if David not available) to solicit delivery of the workshop.

### **Facilities and Logistics**

- **Brian** to discuss with **Sue** a way to review and package door prizes to ensure a minimum value.

### **Other Preparations for the Officials Meeting**

- **Brian** to check with Sue regarding work load for the Annual Officials Meeting and solicit assistance from the Officials Committee (and others).

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**Updates—Recruitment**

**Clubs to appoint board liaison to Officials Committee**

- Clubs are strongly encouraged to appoint an Official's Liaison at the Executive level. The person would be responsible for recruiting, developing, and retaining officials within the Club. Our experience—clubs that do this are stronger (e.g., staffing their meets, athletes understanding rules).
- **Bill** to contact Sam/Brian M. regarding the feasibility of implementing and enforcing this as a policy. Add to the Club sanctioning process?

**Updates—Training and Development**

**Upgrade requests and status**

- Cheryl and Kathy report good progress and no issues. Use the Annual Officials Meeting to remind officials to submit their paperwork on time.

**Other Training and Development**

- **Harry Jerome Training Week**—very successful first year. Low profile outside the Lower Mainland. In 2018, look to leverage across BC and schedule Level 1 and Level 2 workshops in conjunction with other training activities (e.g., take advance of BCA advertising and marketing).
- **BC High School T&F Championships**--consider one National Level Workshop and a Committee Meeting (update) session on the Thursday morning. In 2017, it was a good window for delivering a workshop and meeting as a Committee.
- **Meet Director's Post-Meet Debriefing Form**—Anthony drafted the form after the March 11, 2017 Officials Committee meeting. Implement should be soft—provide the form for Meet Director's use as an optional tool to record lessons learned for future meets.
  - **Brian** to send the Meet Director's Post-Meet Debriefing Form to Wayne for inclusion in the next issue of the Meet Director's Manual.

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**Retention of Officials**

**Recognition for Regional Development Coordinators**

- Officials Committee to recognize the huge effort and important role played by Regional Development Coordinators in delivery of our programs (e.g., recruitment, training). Provide a gift card and thank you at the Annual Officials Meeting. All coordinators to get the same value gift card—Greg, Alwilda, John, Carol, Vince and Cindy.
- **Sue** to coordinate for the Annual Officials Meeting.

**Annual award nominations**

- Nominations for BC Athletics awards can be made by any BC Athletics member. Nominations should be submitted by November 1.
- Nominations for Athletics Canada awards will be handled by the Officials Committee.
- **Jim** to update the nomination form and hand-out at the Annual Officials Meeting.
- **Brian** to submit the nomination form for posting on the website.
- **Carol** to include information in the Officials Newsletter.

**Finance & Administration**

**Budget Update**

- BC Athletics Budget—almost mid-way through our fiscal year, expenditures to date (August 24, 2017) total \$11,292.86—leaving \$13,407.
- Donations—for this fiscal year, as of August 24, 2017, are \$2,130.
- Some funds available to recognize the contribution by our hard working officials by sending to out-of-province meets (e.g., officials who are interested but haven't travelled to major meets in a while).

**Use of Donations Account**

- Budget \$10,000 for expenditure from this account. Allocate to four categories—Special Projects, Travel and Recognition, Equipment, Contingency.

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- Planning meeting (November, 2018) will identify specific projects for use of these funds. Initial candidate includes collecting maps of all track and field facilities in BC that hold meets.
- **John** to allocate the 2017 budget across the four categories listed above.

### **Policy on Eligibility for Travel Claims**

- See policy for Travel Expenses listed above in the section on policies for introduction/reinforcement at the Annual Officials Meeting (Oct 21).

### **Equipment**

- **Call Room Supplies**—**Bill** to review supplies in the Lower Mainland, remove duplicates and submit to BC Athletics for remote storage. They will be pulled from remote storage for the 2-3 meets per year requiring the Call Room supplies.
- **New Starter Sound System** (storage/distribution)—**Bill** to discuss with Jason the potential for Jason to store and transport the sound system to meets he is doing photo finish. Then proceed with purchase. **John** to review purchase with Brian M.
- **Electronic Distance Measuring**—need officials to be trained. **John** to investigate the feasibility once officials interested in training are identified.

### **Other**

#### **AC/NOC Updates (including Education and Pathways Sub-Committee)**

- NOC and branches reviewed the proposed changes to pathways. Feedback ranged from larger provinces preferring minor tweaks to the current model to smaller provinces preferring a “try anything” approach—recognizing the smaller provinces do not have the same opportunities and resources as the larger provinces.
- Sub-committee to flush out the proposed changes and re-submit to NOC.

### **Special Projects**

- Will be identified and discussed at the November 18 Planning meeting.
- All special projects must have an identified champion and defined scope, deliverable, timeframe and budget (if any).

### **Edited 2<sup>nd</sup> version of Ethics Booklet**

- **Bill** working on the updated (2<sup>nd</sup> version) of the Ethics Booklet. Aiming to have complete by the Annual Officials Meeting.
- **Bill** to update the Ethics Booklet (2<sup>nd</sup> edition).

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**Shirley Young**

- Officials Committee to send card to Shirley c/o Cheryl Young.
- Jim and Betsey interested in taking on some Competition Secretary duties.

**Wrap-Up**

- **Next meetings**
  - October 21, 2017—Annual Officials Meeting.
  - November 18, 2017 (face to face)—Planning Session

Adjournment – 2:15pm

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**Key Policy Decisions**

- **Meet credits**—Sanctioned track and field events count for credits—can be sanctioning from BC Athletics or equivalent organizations in other jurisdictions.
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  - Must be a full time official at the meet the official is claiming expenses for. Officials cannot claim travel from the Officials budget for meets in which they also intend to coach, parent and/or compete.
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**Action Items**

**Bill**

- **Bill** to contact Sam/Brian M. regarding the feasibility of implementing and enforcing a policy for Clubs to have an Officials Liaison on the Executive. Add to the club sanctioning process?
- **Bill** to review the Call Room supplies in the Lower Mainland, remove duplicates and submit to BC Athletics for remote storage. They will be pulled from remote storage for the 2-3 meets per year requiring the Call Room supplies.
- **Bill** to discuss with Jason the potential for Jason to store and transport the starter's sound system to meets he is doing photo finish. Then proceed with purchase.
- **Bill** to update the Ethics Booklet (2<sup>nd</sup> edition) for the Annual Officials Meeting.

**Brian**

- **Brian** to send March 11/17 meeting minutes for posting on the website with copy to Brian McCalder.
- **Brian** to register Sue as the designate from the Official's Committee at the BCA AGM.
- **Brian** to communicate policies at the Officials Annual Officials Meeting, and send an extract to Carol for inclusion in the Officials Newsletter.
- **Brian** to discuss with **Sue** (arrangements for Guest Speaker at the Annual Officials Meeting).
- **Brian** to contact David Weicker, then Louise Buskas (if David not available) to solicit delivery of the Para workshop at the Annual Officials Meeting.
- **Brian** to discuss with **Sue** a way to review and package door prizes to ensure a minimum value.
- **Brian** to check with Sue regarding work load for the Annual Officials Meeting and solicit assistance from the Officials Committee (and others).
- **Brian** to send the Meet Director's Post-Meet Debriefing Form to Wayne for inclusion in the next issue of the Meet Director's Manual.
- **Brian** to submit the nomination form (BC Athletics awards) for posting on the website.

**Jim**

- **Jim** to update the nomination form for the BC Athletics awards and hand-out at the Annual Officials Meeting

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**John and Carol**

- **John** to identify all sanctioned meets on the Track and Field Meet Schedule to assist officials understand which meets are sanctioned and therefore eligible for meet credits and the annual recognition award.
- **Carol** to include policies in the Officials Newsletter (using Brian's extract from the Annual Officials Meeting).
- **Carol** to include information in the Officials Newsletter on the BC Athletics awards).
- **John** to allocate the 2017 budget for drawing down the Donations Account across the four categories Special Projects, Travel and Recognition, Equipment, Contingency.
- **John** to review purchase of starter's sound system with Brian M.
- **John** to investigate the feasibility of Electronic Distance Measuring once the official's team is identified.

**Sue**

- **Sue** to coordinate the recognition for Regional Development Coordinators for the Annual Officials Meeting.