



Officials Committee Meeting

Commence 9:30am - Adjourned 2:10pm

12691 55A Avenue, Surrey BC

(604) 599-6638

Meeting Minutes

Attendees

Present: Brian Thomson, Wayne Elke, Cheryl Elke, Ron Heron, Kathy Terlicher, Sue Kydd, John Cull, Carol Cull, Bill Koch, Jim Rollins, Jim Hinze (BCA board liaison), Anthony Thomson (guest).

Purpose:

- Decision making on strategic matters and special projects.
- Status updates on progress vs. planned activity for 2018. Address variances and issues as necessary.

Topic Discussion, Decisions and Action Items:

Called to order 9:30 am

Topic

INTRODUCTION & WELCOME

Sub-Topics:

- Review agenda – reviewed and changes
- Review and Accept Prior Meeting Minutes: November 18, 2017

November 18, 2017 Meeting Minutes:

Decisions:

- November 2017 Minutes accepted.



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Discussion and Action Items:

AGM

Sue reported that food ran out early at the AGM. For 2018 AGM, we need to order more food and remind attendees of consideration of other attendees when serving themselves. Seconds will be available after everyone has had opportunity to obtain their lunch.

Brian mentioned he will not be attending the AGM on October 20, 2018 due to travel commitments.

Action:

- Sue will follow up on quantity of food for 2018 AGM.

Travel List (Umpires at Indoor Meets)

We had discussed the need a national travel list for umpires to aid in upgrading and providing experience to local officials who frequently serve as umpires. Regional development coordinators were asked for candidates from their region for 2018 indoor meets. A short list of Judy Needham, Carol Parsakish, and Susan Creighton was created. They were informed that we would pay their way to indoor meets in January but were all unavailable. The Canada West (Winnipeg) and Bison Classic (Winnipeg) meets are still available.

Action

- Kathy will solicit interest in travelling for the two remaining indoor options (Canada West; Bison Classic).

Regional Development Coordinators

Had discussed need to check with Regional Development Coordinators about their willingness to continue.

- John & Carol will do Zones 3-5 but need a third person to handle the work.
- Greg Nicol will handle Okanagan (Zone 2), but wants someone else to do Kootenays (Zone1).
- Alwilda still wants to continue as a Zone 2 coordinator.
- Vince S. is okay with continuing with Zone 6.

Action:

- Sue will contact Dan Horan about helping Greg for Zone 1.
- Brian will check on Cindy for her coordinator status for Zones 7 & 8.
- Carol will talk to Sharon Hann about helping coordinate 3-5.



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Umpire Training

We discussed need to inform referees about the learning opportunities by providing feedback to relevant officials about decisions regarding appeals and outcomes.

Action:

- **Carol** to put a note in newsletter about consulting with relevant officials about protests and providing debriefing feedback.

STRATEGIC PLANNING

Sub-Topics:

- Data Project
- Service Pins
- N" level meets for 2018
- Safety at meets (sport injury form & procedure)

Data Project

Decisions:

Anthony asked by committee to move forward with data set project to get a more detailed and accurate estimate of our officials in BC. Moved by Cheryl, seconded by Jim, passed unanimously.

Discussion and Action Items:

Anthony in charge of improving our data sets about BC officials. Lots of requests for data about officials, lots of inaccuracies and discrepancies among different data bases. Huge potential of accurate and comprehensive data to help with planning, recruiting, training and retaining officials.

Questions: People registered with BCA as officials

- Who really officiate?
- Who don't officiate?
- Have they travelled recently?
- What meets are they working?

People who actually officiate (with or without BCA membership)? Some officials don't register with BCA as members.

Need to know levels as well as meet attendance,



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Wayne has BC Directory of officials.

NOC only lists levels 3, 4, 5 officials so that their data set misses the large numbers of levels 1 and 2 officials in BC.

Action:

- **Anthony** to provide a template for collecting information on officials working meets. Carol's newsletter is a potential source.

Service Pins

Decisions:

Ask officials to confirm when they started officiating in order to confirm eligibility for service pins as well as having accurate information for planning purposes.

We will issue service pins at the AGM in October, 2018 to catch-up with all officials.

Discussion and Action Items:

Problems in getting data on start dates for officials in order to issue correct service pins. Activities to-date include:

- Anthony merged all databases together to generate list of all officials in BC.
- Regional Development Coordinates reviewed list to confirm active officials and those who should be removed from the list.

Next step is to send the current draft list of active officials with start dates to all officials and ask for confirmation of their start date and verify other information such as contact information (e.g., phone #, full address, email, legal name and name usually called as official). Target last week of January or early February. Athletics Canada is asking for information in February.

Action:

- **Brian and Anthony** to prepare email based confirmation process and data.
- **Brian** to let Carol know when list is ready for verification. Use Carol's email distribution list for sending out to officials.



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“N” level meets for 2018

Decisions:

Raise with BC Athletics as a potential issue for upgrading BC officials.

Discussion and Action Items:

Brian shared Jane Edstrom’s email concerning BC’s request for “N” meets for evaluation purposes. The committee disagreed with Jane’s analysis of evaluation meets because.

1. There was a consensus that evaluation meets should be determined based on whether they serve as good venues for evaluating officials’ performance and pose adequate challenges for officials, not on the basis of “N” status or number of provinces participating. These are separate issues that are relevant to the quality of athletes attending or high level of competition, but do not necessarily pose challenges to officials because the athletes typically are very experienced, homogenous in age/experience, and the rest of the officiating crews typically are also experienced and need little supervision.
2. Using the old “N” system of designating meets artificially constrains training/evaluation opportunities for officials and thus will limit the growth of officials. It runs counter to the BC Athletics and Athletics Canada mandates to increase the number and quality of officials. In particular, this system makes it more difficult for officials from peripheral provinces (e.g., eastern Canada, BC) to advance in their disciplines and more expensive for the provincial organizations as it will require more travel by such officials and travel-related expenses by the organizations.
3. Retroactively taking away credit for evaluation meets (e.g., credits at “N” meets) violates natural justice (i.e., officials attended these meets not only to get evaluations but also to accumulate experience credits to be used for future advancement).

Action:

- **Bill** to email these points – after editing – to Brian T.
- **Brian** to discuss with Brian McCalder for advocacy with the chair of NOC. What are the best meets for training and evaluating senior officials and how many meets do we need to meet upgrading requirements?

Safety at meets (sport injury form & procedure)

Decisions:

Prepare a Safety Package that Meet Directors would complete and provide to Referees and Chiefs at the start of each meet—outlining the safety plan and any safety considerations for the meet.



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Discussion and Action Items:

Wayne and Brian brought up the need to have BCA incident report forms more easily accessible at competitions so that such reports can be completed in a timely manner. BCA needs to pass this on to host organizing committees. The committee discussed whether this incident report form should be posted on the BCA website for ease of access, or whether it is better to make it a requirement of the host organizing committees to provide such forms to chief judges and referees at meets.

We discussed the following option: Safety warnings and guidance is a common requirement for officials. HOC should have a safety document listing:

1. location and cell # or radio for first aid
2. local safety conditions and warnings (e.g., weather)
3. Hospital location.
4. a copy of the incident report

Action:

- **Brian** to prepare a draft Safety Package for discussion with the group. Safety Package would be prepared by HOC for their meet and provided to all Referees and chiefs.
- **Brian** to put a link to the BCA Incident Report on the Officials page of the BCA website.
- **Carol** to raise awareness via newsletter once Safety Package prepared.

RECRUITMENT OF OFFICIALS in 2018

Sub-Topics:

- Review progress against targets for 2018
- Other activities for 2018
 - Club and school engagement (contact)

Decisions:

No decisions required.

Discussion and Action Items:

Bill has approached both NorWesters and VOC about an official's liaison position on their respective boards of directors. NorWesters was enthusiastically endorsed this and Bill was elected to their board. VOC and Bill are playing email tag and Bill will have to re-initiate this conversation.

Discussed recruitment of future officials at Summer Games in Duncan this summer.



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Action:

- **Bill** will pursue more clubs about board liaison position for officials. Bill to email Langley Mustangs, Maple Ridge, Thunderbirds, and VOC.
- **Brian** will mention this at the BCA board meeting (Jan 27) and the VIAA meeting of Vancouver Island clubs in Nanaimo (mid-Feb).
- **Brian** and **John** to complete a potential job description for BCA staff support with recruitment and provide to Brian McCalder.

DEVELOPMENT OF OFFICIALS in 2018

Sub-Topics:

- Upgrade requests and status—Provincial and National
- Critical resources

Upgrade Requests and Status—Provincial and National

Decisions:

No decisions required.

Discussion and Action Items:

Cheryl – Provincial Upgrading Report

- Brian Beck and Daniel Elke are now upgraded to provincial level competition secretaries.
- Several level 2s want to upgrade to level 3
 - Reg Harris (S)
 - Dave Sabata (T)
 - Brian Thomson (Umpire)

Action:

- **Cheryl** will email her list to Bill after the meeting.

Kathy – National Upgrading Report:

1. Norma Love – Pankonin (S5)
2. Jeff Byington (T4)
3. John Cull (CE5)
4. Mark Freeland (HJ4)



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5. Lorna Lundeen(T4)
6. Rod Mudie (PF4)
7. Sharon Hann (S4)
8. Bill Koch (SA4)
9. Celina Wong (T4)
10. Anthony Thomson (Sa4)
11. Sanda Turner (T4)
12. Bob Cowden (VJ5)

Action:

- No action items.

Critical resources – From Jim Hinze, BCA liaison.

Decisions:

No decisions required.

Discussion and Action Items:

1. Competition secretary.... Making progress on replacing Shirley. 21 people signed up for the February 4 Results workshop.
2. Combined events referee – have only 1 CER in BC, need more.
3. Photo-judges – invite Ted and Jason to upgrade to level 5 and get on national mentors list. Brian Beck is a Level 5 and clinician but has not been on mentor's list.
4. Off-track official designation... Jim Hinze (BCA board liaison) discussed perceived need for off-track (i.e., road race) officials. Currently such duties occur when necessary by Iain Fisher, Brenda Lightfoot (not an official), but any official can serve as an off-track official as long as they are Level one and above. Discussed offering Level One workshop to interested parties.
5. Vertical jumps officials – we are also short here.
6. Track referees – Wally Smeaton in zone 2, Dave Hopkins in Zone 6, Kathy Terlicher and Steve Martin in lower mainland.
7. Field referees—short supply. Only 2 on Vancouver Island (Vertical Jumps).
8. Umpires—continue to be in short supply.
9. Announcers – Langley will provide a trainee for announcing now that Dave Ellenwood is stepping down.
10. Starters and Starter's Assistants—continue to be in short supply.

Action:

- **Kathy** will send note to NOC to list Brian Beck as mentor, not just a clinician.
- **ALL**—use our network and interactions with officials to encourage younger officials to upgrade.



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TRAINING AND EDUCATION OF OFFICIALS in 2018

Sub-Topics:

- Review progress against targets for 2018
- Other activities for 2018
 - Course Calendar

Progress Against Targets--2018

Decisions:

No decisions required.

Discussion and Action Items:

Course Calendar

- Requirement in BCA Strategic Plan
- Brian will draft the calendar and post on the website.

Courses to deliver

- Results/secretariat training
 - Feb. 4 - 21 registrants to date.
 - Will be trained on Meet Pro instead of HyTek.
 - Unclear who will serve as secretariat for many meets now that Shirley has passed away.
 - **Sue** to write thank you to Achilles for sponsoring the training.
- Level 1 workshops
 - at Jerome Indoor
 - at JD Championships
 - Norwesters
 - VOC
 - Jack Brow
 - Kamloops (Dylan Armstrong)
 - Victoria
 - Mid or North Island.
 - John recommended that all such workshops be conducted on the day of a meet to ensure that workshop attendees (a) are interested in officiating and (b) get practical experience in combination with their workshop.



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- Level 2 workshops
 - As needed.
 - Tentative workshops scheduled for North Vancouver Island and Victoria (conjunction with Dogwood meet).
- National Workshops
 - **Starters Assistance**--Thursday morning of the BCHS. Bill and Anthony require workshop. Sue would participate and consider upgrading at a future date.
 - **Throws**—potential for Thursday morning of the BCHS or another location.

Confirm Regional Development Coordinators

- Discussed above.

Travel Grant Program

- Tabled to next meeting.

Ethics Booklet (updates)

- Bill has updated the booklet to bring up to 2018—including incorporating the Decorum document and safety expectations of officials.
- Print 100 copies for handing out at level 2 workshop.

Action:

- **All**—review and email comments to Bill.
- **Bill** will further edit and produce a final draft.
- **Brian** will post on the web.
- **Carol** will put excerpts into the newsletter.
- **TBD** will arrange printing of the Booklet.

Level 1 Workshop (redevelopment)

- John has been editing, and deleting information to reduce size of Level 1 training package and make it less overwhelming to trainees. Workshop updated to IAAF rules for 2018. Updating the instructor's notes.

Action:

- **John** will continue this process. Talking points, rule #s, and safety tips. Instructor's notes only thing to do.

Level 2 material (redevelopment)

- Carol working on Level 2 workshop to reorganize into station based delivery. Carol has to decide how to combine classroom and venue parts of workshop in same session. Only



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some venues will allow for this combination (e.g., Langley, Abbotsford, Nanaimo but NOT UBC, not Ocean, not Swangard). Suggestion to draft activity parts as instructions and let the Facilitator deliver the activities depending on the venue. For example, they could deliver the activity with the corresponding classroom topic. Or, they could deliver all the classroom topics and then move to the venue for all the activities.

National Open Book Exam (revisions)

- Carol has updated for 2018 rules.

Mentor Clinics in 2018

- Consider delivery this season for mentors requiring a clinic. Consider another delivery at BCHS similar to last year (Thursday morning) or at another meet.

Mentor / Contact program

- Tabled to next meeting.
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BREAK

RETENTION OF OFFICIALS in 2018

Sub-Topics:

- Review progress against targets for 2018
- Other activities for 2018

Progress Against Targets--2018

Decisions:

No decisions required.

Discussion and Action Items:

AC service pins

- Discussed above.
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Name tags

- Jim in charge of name tags.
- Distribute name tags to all new Level 2 officials in the year they become Level 2 (e.g., Annual Officials Meeting).

Action:

- **Kathy** will contact Jim with a list of new level 2 upgraded officials who need name tags along with information on ordering name tags.
- **Jim** will obtain and coordinate distribution of name tags for Level 2 officials from 2017. Hand out name tags for Level 2 officials in 2018 at AGM.

Nominations for AC/NOC awards

- Brian would like to challenge the old process of forwarding the BC official of the year to NOC as our nomination for NOC official of the year. Evaluation criteria are different.
- Jim suggested, and Committee agreed, that we have a local nomination competition for the NOC official of the year award.
- This year, we will not submit a NOC official of the year nomination.

Giveaways

- Addition to the agenda (by Sue). Ran out of time to discuss. Tabled to next meeting.

FINANCE & ADMINISTRATION in 2018

Finance

- Tabled to next meeting—Budget for 2018 and use of donations account.

Equipment—Purchase of Sound System for Starters

- **Ron** to lead the completion of the purchase.
- Committee has already decided on type and budget. Purchase the same system as Oceans Athletics purchased.
- **Ron** to talk to Ted de St. Croix about specifications and confirm cost within budget approved by Committee. Ask Brian McCaldar to order the system.
- **Ron** to coordinate a decision on the retirement of the current system and provide that information to Brian McCaldar.

SPECIAL PROJECTS in 2018

Identify potential projects to support Activity Plan

- Tabled to March Meeting



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OTHER

Sub-Topics:

- Laurel Wichmann replacement
- Race Walk—number of officials required in order for performance record

Laurel Wichmann Replacement

Decisions:

- **Betsy Rollins** to collaborate with Jim in keeping this data base.

Discussion and Action Items:

- Laurel has kept an excel data base for workshop attendance. She is no longer involved with officiating so we need a replacement. ? BC salaried 1 day per week support – but this is not imminent so need help.

Action:

- **Anthony** will be in contact with Jim and Betsy about what fields need to be tracked.

Race Walk—number of officials required in order for performance record

Decisions:

No decisions required.

Discussion and Action Items:

- Jake Madderom has asked the committee for advice about the minimum # of officials for race walk (IAAF rulebook states 4 judges + chief judge). This is relevant for certifying master's records. The committee discussed this and agreed that we have no authority to alter or adapt the rules and that there is a shortage of race walk judges in any event. We agreed to send this inquiry back to Jake suggesting the IAAF / WMA rules and reiterating that the committee has no authority to alter the rules. This should provide an impetus to the race walk community to recruit athletes/coaches who will train as officials.



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Next Meeting

March 17, 2018 (9:30am – 2:00pm)—Cull’s residence (Vancouver)

Agenda to include items not covered today:

- Training and Education:
 - Travel Grant Program—review policy and usage (Brian)
 - Travel List (all)
 - Mentor Clinic in 2018 (Brian)
 - Mentor Contact Program (John)
- Retention
 - Giveaways (Sue)
- Support
 - Finance Budget for 2018
 - Use of donation account
- Other
 - Special Projects (all)
 - Para events in BC (John)
 - BCA Staff Position (John/Brian)
 - Policy for staffing major meets (Brian)

Meeting adjourned – 2:10 pm