

## **BCA Officials' Committee Meeting Saturday, March 11, 2017**

9:30am—Cull Residence, Surrey, BC

**Present:** Brian Thomson, Sue Kydd, Wayne Elke, Cheryl Elke, Jim Rollins, Carol Cull, Bill Koch, Kathy Terlicher, Greg White (BCA BoD representative)

**Regrets:** John Cull, Ron Heron

**Guests:** Anthony Thomson (Forecast Supply and Demand of Officials; Demo—Sign Up Genius)

### **Welcome**

- Guests introduced: Greg White and Anthony Thomson.
- Sue acknowledged for her recent award (President's Award) from SportBC.
- Changes to agenda:
  - Guest Presentation and Discussion (Chris Winter) deferred to future meeting.
  - Bid for Canadian National T&F Championships—2019 and 2020/21 added to agenda.
  - Strategy and Tactics for Officials from BCA Strategic Plan conducted as a separate conference call on Tuesday March 14 (7:00-8:10pm).

### **Prior Meetings**

- January 14, 2017 meeting minutes approved subject to noting the acceptance and distribution of the Protest and Appeals Procedures and Forms.
- **Brian** to update minutes and send for posting on the website with copy to Brian McC Calder.

### **Guest Presentations and Discussion**

- Chris Winter—BCA Technical Manager—deferred to future meeting.
- Greg White—Chair, BCA Board of Directors. Discussion included the following:
  - BCA is completing the Strategic Plan for 2017-2020. Have similar concerns about as the Officials Committee regarding recruitment and retention and schedule conflicts.
  - BCA has some input to decisions of AC about national level meets but also has opportunities to participate on the AC board. Greg sits as Chair of the Branch Council.
  - Some movement within AC to move national championships to earlier in the season (e.g., to end of June) that will make it easier for Cdn and BC athletes to attend Diamond League events. Understand that this will put pressure on local meets (e.g., Langley Pacific, Universal, Jack Brow Meets) and supply of officials.
  - BCA considering hiring new staff person that may supplement work for Officials Committee.
  - National Officials Committee (NOC) now functioning. They did not meet for a year prior to December 2016. Hope that NOC will meet 4 times a year. NOC comprises 3 representatives from Branches (Dave Weicker, Jane Edstrom, and Gilles Rochette).

## **BCA Officials' Committee Meeting Saturday, March 11, 2017**

Angela Whyte is the athlete representative. AC has 3 representatives including John Cull. Communication from NOC will be via a newsletter.

### **Updates**

#### **BCA Strategic Planning Process**

- Review Strategy and Tactics for Officials section of the BCA Strategic Plan 2017-2020.
  - Conducted as a separate conference call on Tuesday March 14 (7:00-8:10pm). Participated by Brian Thomson, Sue Kydd, Wayne Elke, Cheryl Elke, Carol Cull, Bill Koch, Kathy Terlicher.
  - Comments incorporated in the Strategy and Tactics document attached to these minutes. The comments were also sent to BCA for consideration in the final BCA Strategic Plan.

#### **Forecasting Supply and Demand of Officials (previously Demographics of Officials)**

- Anthony updated the Committee on progress to-date:
  - Change description to “Forecasting Supply and Demand of Officials”.
  - Continuing to develop the demand for officials side of the model (e.g., forecasting shortage of officials in a region). Combine with supply side of model to identify skills gaps in the future. Report would be useful at the Fixtures meeting to identify timeframes where officials are not available due to excessive demand.
  - Shortfalls – need not only classifications but what officials really do in different meets. Who officiated at meets and what did they do? And a central registry of same. The information could come from Meet Director’s sign-in sheets, Regional Development Coordinators and/or Carol’s newsletter.
- **Anthony** will create a list of what data he needs to continue analysis of demand for officials.

#### **Best Practices for Meet Directors**

- Committee identified the following best practices for Meet Directors in planning their meets:
  - Meet Directors to solicit feedback from the Officials Committee on designing the Meet schedule. The Committee can provide feedback on the availability of officials, conflicts in schedule that could impact athletes and/or the availability of officials, and estimated length of each event given number of athletes.
  - Meet Directors should review, assess and debrief their Meet shortly after completion to document successes and lessons learned for future meets. The schedule should be reviewed to assess any major differences between the estimated lengths of events versus the actual length—for consideration in future scheduling activities. The debriefing should also include an inventory of officials and volunteers who worked the meet—for planning, tracking and

## **BCA Officials' Committee Meeting Saturday, March 11, 2017**

- reporting purposes. Analysis would be submitted to BCA for dissemination purposes (e.g., incorporate into Meet Directors Manual and workshops).
- Design and deliver a workshop for Meet Directors covering best practices and tips for scheduling events. The Meet Directors' Manual would be a good source of content for the workshop. The workshop could be delivered annually at the start of the season and include successes and lessons learned from the Meet Director's Post-Meet Debriefings.
  - **Anthony** to draft a form to assist Meet Directors conduct a post-meet debriefing.

### **AC/NOC Education and Pathways Sub-Committee**

- John is sub-committee chair.
- Next meeting scheduled for March 16, 2017.

### **BCA Board of Directors Meeting—March 25, 2017**

- All BCA Committees making presentation—opportunity for BoD to meet with committees and share plans, discuss interactions and synergies.
- Brian to give update on behalf of Officials Committee.

### **Officials Committee Activity Plan**

- Rename “Business Plan” to “Activity Plan”.
- Incorporated feedback from Regional Development Coordinators.
- **Brian** to update Activity Plan once Tactics from BCA Strategic Plan are approved.

## **Recruitment and Development of Level 1 and 2 Officials**

- **Policy and Guidelines for Workshops**
  - All instructors to contact John or Carol to ensure they have the most accurate workshop materials.
  - All workshops to be advertised on BCA to maximize exposure of workshop as well as aid the annual reporting requirements on workshops delivered.
  - Instructors will be reimbursed for delivering Level 1, 2, 3, 4 workshops (level 4 workshops may be covered by NOC):
    - \$ 30/hr. of delivery.
    - Travel expenses.
    - Out-of pocket expenses if required for photocopies, room bookings.
  - Reimbursement to instructors of other ad-hoc courses will be determined on a case by case basis depending on the Workshop Outline (e.g., learning objectives, target audience, format, length and content covered). This must be confirmed with the Officials Committee prior to delivery of the workshop—which will help determine reimbursement to instructors as well as potential for use in other regions.
- **Schedule of Level 1 and 2 Workshops**

**BCA Officials' Committee Meeting**  
**Saturday, March 11, 2017**

- Draft schedule of workshops reviewed. Very impressive start to delivering workshops this season. Schedule included National workshops proposed for delivery at the BCHS T&F Championships in June. The Schedule will be posted on the website and updated as workshops are clarified and added.
- Greg Nicol delivering workshops in the Interior. Other regions (3-5 and 6) are preparing for workshops in the next 1-2 months.
  
- **Status of Level 1 and 2 Workshop Materials**
  - Not discussed.
  - Instructors of any workshop must ensure they have the latest version of the materials to ensure accurate and current information. Contact John or Carol Cull to confirm they have the latest version.
  
- **Upgrade Requests and Status**
  - Level 2 (Passport)—officials are expected to use the Passport to drive the completion of upgrading requirements themselves. Cheryl will be available to support and answer questions as well as monitor progress and assist officials taking a long time to complete upgrading. The use and role of the Passport will be covered in the Level 2 Workshop.
  - Level 3 upgrading—**Cheryl** identifying mentors for conducting evaluations for officials requesting upgrading to Level 3. Will work with Regional Development Coordinators to schedule mentors and meets for evaluations.
  - Regional Development Coordinators and Senior Officials are expected to encourage Level 2 officials to upgrade to Level 3.
  
- **Discipline Specific Guidelines Project**
  - Brand as “Quick Guides”.
  - **All** authors to send Bill the names of writers and other contributors for each Discipline Specific Guideline for acknowledgement purposes (e.g., “written by Wayne Elke and Dave Short, with contributions by.....”).
  - **Wayne** to address formatting issues in the Throws Quick Guide.
  - **Bill** to revise name of discipline specific guidelines to “Quick Guides” and convert documents into pdf format for posting on website. Will also include date and version number.
  - **Brian** to post Quick Guides on the website. Link from the Training and Support section of the Officials Training Program tab.
  - **Bill** to monitor the development of the remaining guidelines (e.g., umpires).
  - **Bill** to hold the master version and trigger a periodic review and update by the authors.
  - **John/Carol**—include a link to the guidelines in the Level 2 Workshop materials. Officials should be provided copies and shown how to use in the Workshop.

**BCA Officials' Committee Meeting**  
**Saturday, March 11, 2017**

- **Wayne**—include a link to the Quick Guide in the Meet Directors Manual—encouraging Meet Directors to make available to volunteers working their meet (e.g., photocopy and provide to volunteers a few days prior to working at the meet).

**Development of Level 3-5 Officials**

- **Schedule of Level 3 and 4 Workshops**
  - Schedule of workshops included in schedule of Level 1 and 2 workshops.
  - Key disciplines requiring workshops:
    - **Race Walk**—Spring Breakers meet cannot have race walk b/c no judges. Brian suggested a tour of race walking judging workshops from Vancouver Island to Lower Mainland to the Interior depending on interest. Potential instructors include David W., Peter F., Kanwal N. and Heather C (if living in BC). Utilize the Regional Development Coordinators and Clubs to identify venues and participants. Utilize the Parksville delivery to build tour. Schedule deliveries to coincide with major meets with race walk competitions.
      - **Brian** to pull together outline for a Race Walk Officiating Tour—listing potential locations, dates, venues and instructors.
    - **Starters, Photo Finish, Umpires, Horizontal Jumps**—workshop could encourage more officials to move into these areas and address shortages.
  - **Provincial (Level 3) Workshop (pilot)**—may not be required. May be able to use National Workshops and open attendance to any official. NOC has relaxed the rules regarding who can attend National workshops. John attended a Provincial (Level 3) workshop in Alberta to get an understanding of the format and content covered. Alberta does not have a Provincial Workshop for Starter's Assistant. We had planned to use in our pilot scheduled for BCHS T&F Championships.
  - **National (level 4) Workshops**—Use BCHS T&F Championships to schedule a series of National workshops to address gaps and officials requiring workshops. Officials of any level would be invited to workshops. Some officials may be encouraged to attend in order to build interest in specializing in specific disciplines. "Homework assignment" will be required by any official wishing to use the Workshop for their Level 4 Upgrading.
    - **Bill** to deliver the Starter's Workshop.
    - Possible workshops in Para for the Track, umpires, horizontal jumps, photo finish and race walks. A pilot for Provincial (Level 3) Workshop for Starter's Assistant is also considered.
    - Workshops to be scheduled for the Thursday morning and during the Friday mid-day break. Presenter (instructor) preference and meet duties will help determine the schedule. For example, some instructors may not get a break on Friday noon and need to deliver on Thursday morning.
    - **Brian** to work with Cheryl and Kathy to develop a schedule of workshops for the BCHS T&F Championships.

**BCA Officials' Committee Meeting**  
**Saturday, March 11, 2017**

- **Status of Provincial (Level 3) and National (Level 4) Workshop Materials**
  - **John** and **Carol** updating National workshops for Horizontal and Vertical Jumps. Track based National workshops are being coordinated by John and updated by other NOC officials.
  
- **Upgrade Requests and Status**
  - **Kathy** to ask Lorna Lundeen for her availability to attend an "N" level meet this summer and obtain a Level 4 evaluation (e.g., BCHS, Jamboree, and Pacific-Langley). Then check with Ian Gordon regarding scheduling a Level 4 evaluation at one of those meets.
  - **Brian** to investigate opportunity for Sharon Hann to officiate at the North American Indigenous Games in Toronto this July. Sharon is First Nations. Brian to let Kathy know results. Kathy will pursue with Ian Gordon the possibility of scheduling a Level 4 evaluation for Sharon at the games.

**Retention of Officials**

- **NOC/AC Awards**
  - NOC has sent their recommendations for the Official of the Year and Hall of Fame to AC Awards Committee. Many thanks to Jim for an excellent job of preparing BC's submissions.
  
- **NOC Directory**
  - NOC Directory has been updated and distributed. NOC has requested the following regarding the Directory:

The national directory has been now updated. I sent yesterday a copy of this document to all BOC'S and Athletics Canada office and Ian Gordon who's taking care of the mentoring requests.

I would like to ask your cooperation to not distribute this information for privacy issues. Only the NOC committee, the branch chairs and executive members should have access . This is for internal use only and no confidential information should circulate.
  - Wayne gave update on NOC Directory Sub-Committee:
    - Beginning 2018 - Officials will be registered in Trackie and can edit personal information. All officials from level 1 up. Huge potential in capturing information on officials (e.g., annual reporting requirements for involvement, training and upgrading of officials).

## BCA Officials' Committee Meeting Saturday, March 11, 2017

- **AC Service Pins**
  - **Sue** and **Kathy** have AC Service Pins. Will identify officials receiving pins and consider ways to distribute at the Officials Annual Meeting in October. May need to order more pins. Check on long term service awards and status (e.g., AC used to give a watch to officials with 45-50 years of service).
- **Travel List**
  - Use the list of BC officials submitted to the two major meets planned for Manitoba—Canada Games and Legions—as part of our travel list for rewarding hardworking and active officials. Officials on the list but not invited to these meets will be considered for another out-of-province meet this summer as time and budget permit.
- **Other Plans and Activities**
  - **Sue** to consider recognition items for the Regional Development Coordinators—a thank you for the tremendous effort and leadership of recruiting and developing officials in the regions. Should tie to the accomplishments in the Officials Committee Activity Plan.
  - **Sue** to investigate potential recognition item for all officials. Hats were popular. Trying to source a good poncho, perhaps something like a poncho with a light lining. Other options include bags/folding cart, golf shirts and folding camping chairs.

### Finance and Administration

- **Finance—Budget Update**
  - Brian presented the budget submitted by John as of March 5, 2017.
  - Two budget items (i.e., Officials Committee Meetings, Competition Expense & Mentoring) are over-expended and will be covered from other under-expended items.
  - New Travel Expense Policy will be implemented effective April 1. It is simplified process for claiming expenses based on distance (km) traveled to a meet. **Carol** to include information on the new Travel Expense Policy in the next newsletter. **Brian** to include information on the new Travel Expense Policy on the website.
  - Committee discussed a potential policy for funding meals during travel. In light of new travel expense policy as of April 1, 2017, decision was deferred for a year. The Committee is mixed on the idea of covering meals due to the administrative nature. There is a wide range of how meets provide meals to officials. The Officials Committee often pays a premium to book hotels that provide free breakfast. Want to ensure Officials are treated consistently and fairly while rewarding them for travelling and participating as an Official.
  - **Sue** to send thank you notes for the latest donations (Kajaks, Golden Ears).
  - Purchases approved for 4 disc gauges and replacement tripod for a digital clock. Total cost estimated at \$500. **John** and **Ron** to arrange and distribute the approved equipment purchases (4 disc gauges, replacement tripod for digital clock).

**BCA Officials' Committee Meeting**  
**Saturday, March 11, 2017**

- **Finance—Use of Donations Account**
  - Brian led a discussion on a four year plan for expending the donation account monies. Suggested 3-4 buckets for planning expenditures—special projects, official retention and recognition, equipment, contingency. Members thought this was a good plan.
  - Plan should be to spend the amount of donations raised in the year. Should also show a significant draw down of the balance in the donation account over the next 4 years—provided good uses for the funds can be found.
  - **ALL** to consider the categories of expenditures for using the Donations Account as well as the budget for each category.
- **Communications—Re-design Website**
  - Deferred to next meeting.

**Other**

- **Bid for Canadian National T&F Championships—2019 and 2020/21**
  - Bid package is looking very good. Submission due by end of March with decision expected in July timeframe. Several other cities across Canada expected to submit bids. Contact Sue if any questions.
- **Special Projects**
  - Demo—Sign up Genius—deferred. **Anthony** to develop a self-directed demo of Sign up Genius and distribute for review. Will follow-up at future meeting.
  - Record Cards—deferred to future meeting.
- **Summer “Homework”**
  - Deferred to future meeting.

**Next Meeting**

- Teleconference on March 14 – 7-8pm to review Tactics for Officials in the draft BCA Strategic Plan—2017-2020.
- September 9, 2017 (face to face).
- Interim meeting or teleconference may be scheduled to address issues and/or provide updates on progress.

Adjournment – 2:00pm

**BCA Officials' Committee Meeting**  
**Saturday, March 11, 2017**

**Action Items**

**All**

- **All** authors to send Bill the names of writers and other contributors for each Discipline Specific Guideline for acknowledgement purposes (e.g., “written by Wayne Elke and Dave Short, with contributions by.....”).
- **ALL** to consider the categories of expenditures for using the Donations Account as well as the budget for each category.

**Bill**

- **Bill** to revise name of discipline specific guidelines to “Quick Guides” and convert documents into pdf format for posting on website. Will also include date and version number.
- **Bill** to monitor the development of the remaining guidelines (e.g., umpires).
- **Bill** to hold the master version and trigger a periodic review and update by the authors.
- **Bill** to deliver the Starter's Workshop at BCHS Championships.

**Brian**

- **Brian** to update minutes from January 14/17 and send for posting on the website with copy to Brian McCalder.
- **Brian** to update Activity Plan once Tactics from BCA Strategic Plan are approved.
- **Brian** to post Quick Guides on the website. Link from the Training and Support section of the Officials Training Program tab.
- **Brian** to pull together outline for a Race Walk Officiating Tour—listing potential locations, dates, venues and instructors.
- **Brian** to work with Cheryl and Kathy to develop a schedule of workshops for the BCHS T&F Championships.
- **Brian** to investigate opportunity for Sharon Hann to officiate at the North American Indigenous Games in Toronto this July. Sharon is First Nations. Brian to let Kathy know results. Kathy will pursue with Ian Gordon the possibility of scheduling a Level 4 evaluation for Sharon at the games.
- **Brian** to include information on the new Travel Expense Policy on the website.

**Cheryl and Wayne**

- **Wayne** to address formatting issues in the Throws Quick Guide.
- **Wayne**—include a link to the Quick Guides in the Meet Directors Manual—encouraging Meet Directors to make available to volunteers working their meet (e.g., photocopy and provide to volunteers a few days prior to working at the meet).

**BCA Officials' Committee Meeting**  
**Saturday, March 11, 2017**

- **Cheryl** identifying mentors for conducting evaluations for officials requesting upgrading to Level 3. Will work with Regional Development Coordinators to schedule mentors and meets for evaluations.

**John and Carol**

- **John/Carol**—include a link to the guidelines in the Level 2 workshop materials. Officials should be provided copies and shown how to use in the workshop.
- **Carol** to include information on the new Travel Expense Policy in the next newsletter.
- **John and Ron** to arrange and distribute the approved equipment purchases (4 disc gauges, replacement tripod for digital clock).

**Kathy**

- **Kathy** to ask Lorna Lundeen for her availability to attend an “N” level meet this summer and obtain a Level 4 evaluation (e.g., BCHS, Jamboree, Pacific-Langley). Then check with Ian Gordon regarding scheduling a Level 4 evaluation at one of those meets.
- **Sue and Kathy** have AC Service Pins. Will identify officials receiving pins and consider ways to distribute at the Officials Annual Meeting in October. May need to order more pins. Check on long term service awards and status (e.g., AC used to give a watch to officials with 45-50 years of service).

**Ron**

- **John and Ron** to arrange and distribute the approved equipment purchases (4 disc gauges, replacement tripod for digital clock).

**Sue**

- **Sue and Kathy** have AC Service Pins. Will identify officials receiving pins and consider ways to distribute at the Officials Annual Meeting in October. May need to order more pins. Check on long term service awards and status (e.g., AC used to give a watch to officials with 45-50 years of service).
- **Sue** to consider recognition items for the Regional Development Coordinators—a thank you for the tremendous effort and leadership of recruiting and developing officials in the regions. Should tie to the accomplishments in the Officials Committee Activity Plan.
- **Sue** to investigate potential recognition item for all officials. Hats were popular. Trying to source a good poncho, perhaps something like a poncho with a light lining. Other options include bags/folding cart, golf shirts and folding camping chairs.
- **Sue** to send thank you notes for the latest donations (Kajaks, Golden Ears).

**Anthony**

- **Anthony** will create a list of what data he needs to continue analysis of demand for officials.
- **Anthony** to draft a form to assist Meet Directors conduct a post-meet debriefing.
- **Anthony** to develop a self-directed demo of Sign up Genius and distribute for review.