

BCA Officials' Committee Meeting
Saturday, January 14, 2017

9:30am
Cull Residence, Surrey, BC

Present: Brian Thomson, Sue Kydd, Wayne Elke, Cheryl Elke, Ron Heron, Jim Rollins, John Cull, Carol Cull

Regrets: Bill Koch, Kathy Terlicher

Prior Meetings

- November 12, 2016 meeting minutes approved without changes.
- **Brian** to send for posting on the website and copy to Brian McCalder.

Updates—BCA Strategic Planning Process

- **Draft strategies for Officials from the BCA 2020 Strategic Plan.**
 - NOTE: plan is not approved and strategies may change.
 - **Strategy #1**—Develop and deliver a concentrated recruitment strategy.
 - To be discussed at future meeting(s).
 - **John**—to send Committee members a copy of the current recruitment strategy for review and enhancement.
 - **Strategy #2**—Develop and publish a multi-year Officials Course Plan and Calendar
 - Committee to develop and post on the website.
 - **Brian** to ask Regional Development Coordinators to plan and schedule courses for the next 1-3 years.
 - **John** to send letter to Lower Mainland Clubs regarding plans for training in 2017. Letter will solicit partnerships with Officials Committee to deliver Level 1 and Level 2 workshops.
 - **John** to send to Regional Development Coordinates for similar use in other regions.
 - **Strategy #3**—Ensure Officials training courses are delivered in all regions.
 - To be included with Officials Course Plan and Calendar.
 - Committee to discuss approaches for Zone 7-8.
 - **Strategy #4**—Explore and develop online training and professional development resources:
 - Committee to continue identifying and posting appropriate documents to the website.
 - **Brian** and **John** to work with Athletics Canada and NOC in developing online training through the AC/NOC Training Sub-Committee.

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- **Strategy #5**—Develop and provide a multi-faceted program for officials that encourages retention and recognizes participation, upgrading and years of service.
 - Committee to continue with current programs along with adding in AC Service Pins for years of service.
 - Review our mentoring program and communicate expectations to senior officials for recruiting new officials and supervising volunteers and younger officials. Add as an agenda item for Committee meetings. We need to ensure we keep in touch with younger officials and confirm they are enjoying their activities and feeling valued.
 - **Sue** to draft notes for the Official's newsletter on expectations and tips for senior officials in leading and supervising volunteers and younger officials. Encourage officials to use contact (business) cards to stay in touch with volunteers.

Updates—Demographics of Officials

- Deferred to next meeting.

Updates—BCA Annual General Meeting (Nov 18-19)

- Strategic planning session (Sunday Nov 19) worked well.
- Road running clubs looking for dialog with Officials Committee regarding officials for road racing.
- Potential National Championships—bidding for National T&F Championships in 2019-2020 and 2021-22 along with National Cross-Country championships in 2018-19.
- Evan Dunfee to inform Officials Committee on upcoming walks competition requiring officials. Potential opportunity to develop race walk officials.

Updates—NOC/AC Meeting (Ottawa—Dec 8-10, 2016)

- **Organization**—AC building resources for working with officials. NOC formalizing its committee and assigning responsibilities to members
- **Training**—John leading the NOC Training Sub-committee working on standardizing Level 1-3 workshops across Canada and upgrading Level 4 workshops.
- **National Directory of Officials**—has resources tasked with updating and posting on website. Wayne submitted BC's updates.
- **National Upgrading Pathways**—subcommittee to discuss and make tweaks to the upgrading pathways.
- **Sign-up Genus**—being used by Manitoba for officials to sign-up for meet assignments via the web. Anthony Thomson to demonstrate the functionality and applicability to BC at our next meeting. Important that the tool reduce the scheduling effort and ideally capture attendance for upgrading and reporting out on overall activity levels.
- **Para competitions**—we should be looking to increase our knowledge and skills for para events.
 - Currently cover Para rules in Level 4 workshops. Conducted a Level 4 workshop on Throws in November with para component.

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- Schedule and carry out a workshop on wheelies for Track.
- **Brian** to solicit Iain Fischer's interest in delivering a workshop on para rules and logistics for wheelies on the track. Potentially deliver at the BC High School Championships.
- **Cheryl** to look into the availability of online training for officials working at Para events—using the materials from the Pam-Am games in Toronto (2015).

Recruitment of Officials

- **Confirm 2017 activities and targets in Business Plan.**
 - **Brian** to solicit updates from the Regional Development Coordinators.
- **Schedule of Workshops**
 - See discussion above under Updates—BCA Strategic Planning Process.
- **Status of Workshop Materials**
 - **Level 1 and Level 2**
 - Need to link Passport into the workshop materials.
 - No changes to rules until next year. Solicit insight from David Weicker from upcoming rules changes.
 - **Brian** to follow-up with Keith Newell's offer to look at Level 2 workshop (track components).
 - **Level 3 Workshops**
 - Develop and deliver this year to support upgrading interests as well as encourage officials to move into disciplines with low numbers of officials. Leverage material from Alberta. Should address the knowledge and skills outlined in the Core Competencies document and include technical rules as well as soft skills in leading and supervising a crew. Target one hour with significant hands-on component. Use Discipline-specific Guides in the workshop. Workshop would NOT be a requirement for upgrading to Level 3.
 - Potential workshops include Walks, Umpire and Vertical Jumps.
 - **Brian** to solicit Keith Newell's assistance in developing a pilot Level 3 Workshop at BC High School Championships. Focus on Starter's Assistant—Anthony Thomson and Sue Kydd to attend. Pilot will form a model for others to use in developing and delivering Level 3 workshops.
 - **Level 4 Workshops**
 - John and Carol leading the effort to update all National Level 4 workshops. Working with NOC. Horizontal jumps has been completed.
 - Schedule and post on website a list of Level 4 workshops for 2017. Defer to next meeting with Kathy in attendance. Potential workshops include Starter, Horizontal Jumps and Photo Finish.

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Development of Officials

- **Upgrade requests and status—National**
 - Sue DeSchiffart—fell through cracks in recent NOC upgrading review. Kathy to follow-up with Scott MacDonald (AC).
 - Continue discussion next meeting when Kathy in attendance. Develop schedule for delivery of Level 4 workshops at next meeting. Look to have evaluations and Level 4 workshops at the BC High School Championships (if possible).
 - **Brian** to follow-up on Rick Rathy travel to Edmonton for evaluation as Level 4 Starter—Golden Bears Open Indoor (January 20-21).
 - **Kathy** to solicit a second Level 4 evaluation for Mark Freeland at an indoor meet this winter (e.g., Saskatoon, Winnipeg).
 - **Brian** and **Kathy** to solicit Sharon Hann's interest in gaining experience for Level 4 starter at an indoor meet (e.g., Winnipeg). No evaluation. BC would cover travel and accommodation.
 - **John** and **Brian** to request NOC/AC to classify the Jamboree as an "N" level meet for purposes of mentoring opportunities and upgrading credits.

- **Upgrade requests and status—Provincial**
 - Defer to next meeting with Kathy and Cheryl.
 - **Kathy** and **Cheryl** to discuss handover of upgrading activities.

- **Discipline Specific Guidelines**
 - Deferred to next meeting

Retention of Officials

- **NOC/AC Awards**
 - Jim working on applications for NOC/AC awards:
 - Official of the Year—Jake Madderon. Has been submitted.
 - AC Hall of Fame—Judy Armstrong—Due end of January.
 - AC Wall of Honour—Judy Armstrong—Due end of January.
 - **Jim** to complete applications for AC awards by end of January. Solicit letter of recommendation for Judy from Brian McC Calder.
 - **Wayne** and **Cheryl** to work on an additional letter of recommendation for Judy.

- **NOC Directory**
 - Wayne submitted updates from BC.
 - Directory should be available on the AC website soon.

- **AC Service Pins**
 - Discuss at next meeting. Committee members to think about criteria for identifying candidates and distributing pins. Suggestions include distributing the latest pin with no retroactive distribution of pins. Hand out at Officials Annual Meeting.
 - **Sue** and **Kathy** to lead effort for distribution of AC Service Pins.

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- **Travel List**
 - Identify officials we might want to send to out-of-province competitions as a thank you under our recognition and retention program. Should be Level 4 and 5 officials who are hardworking, active, haven't had a chance to travel to a higher level meet in recent years and have not been rewarded lately in other ways. Must also be available and interested in travelling to an out-of-province meet this summer.
 - **Brian** to solicit candidates from Regional Development Coordinators and bring to next meeting.

- **Level 1 Name Tags**
 - Level 1 officials will receive a general name tag at their first meet worked after completing the Level 1 workshop.
 - John has created packages of Level 1 name tags for each Regional Development Coordinator. Packages contain plastic name tag holders and a template for printing or writing tags for the holders. The packages will be distributed at the Harry Jerome Indoor T&F meet.

Finance and Administration

- **Finance**
 - John presented the budget as of January 13, 2017. We will dip into the donations account to cover any over expenditures in the line items.
 - Donations will be recorded slightly differently next year. Some clubs who have previously made a donation to us to cover costs of accommodation will be invoiced by BCA for accommodation costs (based on an agreed amount). This will not be recorded as a donation. No major impact on overall budget anticipated, as this applies to a small number of situations. However, donation amounts will be somewhat smaller to match the change in accounting procedures.

- **Communications**
 - **Brian** to send highlights of Committee meeting to Carol for inclusion in the Official's Newsletter. Also include a link to the NOC minutes posted on the website.
 - Re-design of website deferred to next meeting.

Committee Roles & Responsibilities

- **Committee Map (responsibilities)**
 - Discussion and clarification on responsibilities. No change to Committee Map.

- **Committee Handbook**
 - **John** to update Committee Handbook incorporating any feedback from Committee members.

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- **All** to review Committee Handbook and provide any suggested updates to John by next meeting.

Other

- **Jury Procedures and Responsibilities**
 - Committee accepted the Protest and Appeals Procedures and Forms. **Carol** to communicate via the Officials Newsletter. **Brian** to post on the website.

- **Starter's Sound System**
 - Ron provided an update on investigation into the Starter's Sound System.
 - **Ron** to ask lower mainland starters (e.g., Bill, Howard, Sharon) to review his report and provide feedback on the sound system requirements and obtain their commitment to use the sound system if repaired. This includes a confirmation that the system is designed for indoor or outdoor use. If supportive feedback received, Ron to get a quote to fix the system based on the requirements identified.
 - **Ron** to investigate electronic start systems and timing clock. Review of electronic start systems should leverage the experiences and research undertaken by other Provinces. Brian to help with contacts in other Provinces.
 - **Ron** to update the equipment list.

- **Officials General Meeting**
 - No change. The meeting is booked at BCA offices in Burnaby for Oct 21—subject to BCA negotiations with landlord on the room rental arrangements.

- **Committee documents**
 - **John** to setup a dropbox folder for Committee documents. For use with documents being developed by the Committee. Once finalized, they will be moved to the website for roll-out.

Next Meeting

- CHANGED from February 18 to March 11.
- Teleconference on March 14 cancelled due to meeting on March 11.
- Additional teleconference may be scheduled in mid-February to deal with matters that cannot wait until March 11 meeting. Teleconference will be short and conducted during the evening (mid-week).

Adjournment – 1:35pm

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Action Items

All

- **All** to review Committee Handbook and provide any suggested updates to John by next meeting.

Brian

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Cheryl and Wayne

- **Cheryl** to look into the availability of online training for officials working at Para events—using the materials from the Pam-Am games in Toronto (2015).
- **Kathy** and **Cheryl** to discuss handover of upgrading activities.
- **Wayne** and **Cheryl** to work on an additional letter of recommendation for Judy (AC awards).

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John and Carol

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Kathy

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- **Ron** to update the equipment list.

Sue

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- **Sue** and **Kathy** to lead effort for distribution of AC Service Pins.
- **Sue** to provide an update on the Jury Procedures and Responsibilities at our next meeting.