



# Officials Committee Meeting

September 22, 2018 \* Commence 9:30am - Adjourn 2:00pm

12691 55A Avenue, Surrey BC

(604) 599-6638

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## Call to Order: 9:30

**Present:** Brian Thomson (Chair), John Cull, Carol Cull, Bill Koch, Cheryl Elke, Wayne Elke, Kathy Terlicher, Sue Kydd, Jim Rollins, Greg White (from BCA Board sitting in for Jim Hines).

**Regrets:** Ron Heron

## Accept Prior Meeting Minutes:

- March 17, 2018. Stand approved as distributed. Brian to send for posting on the BCA website.

Future meeting minutes—can be posted as “draft” on the website until Committee accepts. Minutes should be prepared and circulated within 2 weeks of meeting.

Greg White inquired about # of meetings per year – Brian noted that we have 4 formal committee meetings: September to plan for Officials AGM in October/November and wrap up the competitive year; November to plan the next year; January and March to prepare for competition season as per the plan; with possible shorter/partial meetings as needed during the competitive season for monitoring progress against plan and resolving any issues.

## FINANCE & ADMINISTRATION

- Finance (John):
  - Finance report.
    - Greg suggested there be added a line item reflecting BCA contribution (e.g., \$24,700) to revenue as part of the financial statement. This will more accurately reflect our financial status by showing both contributions (revenue) and expenditures.
    - Charge honoraria to officials seminars/exchanges line item 64105.
  - Travel expense payment issues. Had been some difficulty reconciling expense claims and cheques. Was a problem in JC's internet provider. Now reconciled.
- Expenditure Policy (Brian). Defer to next meeting.
- Equipment (Ron): deferred to next meeting.
  - Equipment report.
  - Equipment requests. Currently looking for inexpensive (< \$1000) digital clocks.



# Officials Committee Meeting

## OFFICIALS ANNUAL MEETING—OCTOBER 20, 2018

- Confirm date. October 20<sup>th</sup> 2018, currently booked for BCA Fortius forum room with same format as last year. Bill will take over powerpoint and business part of meeting. Sue will handle recognition items and draw prizes. Dale Loewen has a 20 minute show for the meeting. Sue has ordered a recognition gift for Dale.
- Changes/notes from 2017. – need to order more food and coffee while asking for smaller cookies, or cut in half, so more can enjoy.
- Approve agenda as listed in the in Supporting Materials section of Agenda Package.
- Identify preparation activities and assign responsibilities.
  - Coffee 9:30, meeting at 10 am, then lunch
  - Agenda – no workshop, welcome from Greg White (BCA Board liaison),
  - Bill will do annual report – with data from the 2018 Annual Report and 2017 power point from Brian – Bill will remind Brian. Financial report to be done based on John’s data as of September 20, 2018 – John will email to Bill.-
  - Sue will deal with gifts for door prize draw as well as including materials from Shirley’s collection of various items. Recognition item = thermos.... Sue will get list of “Shirley People”, with 50 credits or more and forward to Bill for inclusion in the powerpoint for recognition at the meeting. Also recognize Level 1 and 2 upgraded officials in meeting. Recognition items should be spread throughout the meeting so it is not a long list. Also recognize the regional development coordinators – John, Carol, Vince, Alwilda, Greg Nicol with \$25 gift cards for their important efforts in recruiting, developing and training officials at the regional level.
  - Recognition—distribution of AC service pins.
  - Upgrades—acknowledge officials upgraded during the year.
  - Discuss key policy changes (e.g., Travel Grant Program).
  - Remind people to get their expenses submitted within 30 days of expense.
  - Technical booklet to be handed out.
  - Demonstrate Cognito form to officials.

## PREPARATIONS FOR 2019

- Nominations and elections of Officials Committee members
  - Expired committee members include: Jim, Sue, Cheryl, Kathy, Ron. Will have election at AGM, will call for nominations from the floor. Kathy will not stand for re-election. Post-meeting, Brian inquired with Ron, who will also not be standing for re-election. Anthony Thomson is interested in running for committee. Carol will announce election and current members running again in newsletter.
    - Therefore, 3 current members of the committee, Sue Kydd, Cheryl Elke, and Jim Rollins will be running for re-election for 2 year terms. Anthony Thomson may put his name forward to run for a 2 year term.



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- Committee structure and meetings. – add line item after accepting minutes – business arising/action items arising from minutes. Hope to have shorter meetings with updates provided prior to meeting (e.g., email reports in advance of meeting). Would like to solicit feedback from regions prior to Committee meetings—on major items and issues to enhance the quality of decision making.
- **Annual planning session—2019** (See DRAFT Agenda in Supporting Materials section of Agenda Package). Sue and Cheryl cannot attend.
  - First meeting post-AGM would be November 17, 2018, off-site at Fortius with lunch, including regional development coordinators.
  - Focus is on defining the activity plan for 2019—reviewing the BCA Strategic Plan and setting targets and corresponding activities for recruiting, training and developing officials in 2019. Changes in Committee governance and responsibilities (e.g., Committee map) will be reviewed and re-affirmed. Operational matters and discussions will be deferred to the following meeting in January or February.
  - Brian needs to book a room for Fortius. Brian later confirmed the booking.

## STRATEGIC PLANNING

- Data project (Anthony/Brian).
  - Brian, Anthony, Wayne and regional development coordinators have been working to enhance the accuracy of the data we have on officiating in BC. Creating a central repository of officiating data that can be used by the Officials Committee and Regional Development Coordinators—replacing the multiple versions and formats that we have now. Brian is currently the “owner” of the database containing data on officials. All other databases and lists are unofficial and should not be used for planning, monitoring and reporting purposes. Quebec has more sophisticated data base (currently in French, to be translated soon). Anthony will investigate whether this can be applied in BC.
  - Brian to re-post a list of BC officials who are active and paid BCA dues—on BCA website. List will include the official’s name, zone, discipline(s), and level(s). Identify the date the list was last updated (e.g., list of active and registered officials as of October 1, 2018).
  - NOC requested number of BC officials by certification level – Anthony & Brian will produce a draft next week and distribute for comments before sending to NOC. Post-meeting, Brian emailed officials listings as excel files to all committee members asking for feedback.
- Level 2 Pilot Project (Brian).
  - Brian lost momentum; he will return to it this winter.
- Online Record Card (John).
  - Still in progress, working with Sam Collier via Cognito form. Enter on Cognito, comes back as an excel file that can be updated by officials. The Officials Committee can obtain information on meets worked by officials for planning, managing and reporting purposes.
  - Committee agrees a signature is not required on the Record Card but the name of the meet, meet director, or supervising official must be clearly identified.



# Officials Committee Meeting

## RECRUITMENT OF OFFICIALS IN 2019

- Review progress and targets for 2019
  - Defer to annual planning session.

## DEVELOPMENT OF OFFICIALS IN 2018

- Upgrade requests and status for 2018:
  - 4 & 5 upgrades submitted to NOC by Kathy.
    - Bob Cowden VJ5
    - Sharon Hann S4
    - Celina Wong T4
    - Norma Love-Pankonin S5
  - Levels 1-3
    - Dawn Driver (level 2 as of February 2018) to try to upgrade in throws for level 3.
    - Reg Harris (level 3 Starter, February 2018).
    - Several potential level 3 upgrades if they finish off paperwork.
    - Provincial competition secretaries need only a letter of recommendation from Branch Chair certifying that they have a minimum # of meets as well as passing a level 3 national exam. BCA Officials Committee requires 10 meets at multiple types of meets to get this designation. Eligible people would be Emily Kydd and Karen Hatch (Kelowna).
    - Cheryl will send out updated provincial upgrading list.
      - Post-meeting, Cheryl sent out the list to all committee members.

### Level 1

|                      |         |        |    |      |
|----------------------|---------|--------|----|------|
| • Emily Kydd         | General | Dec    | LM | 2017 |
| • Jennifer Underhill | General | May    | LM | 2018 |
| • Barbara Texmo      | General | May    | OK | 2018 |
| • Zacharie Durand    | General | May    | LM | 2018 |
| • Keaton Lees        | General | June   | LM | 2018 |
| • Kathleen Henderson | General | August | LM | 2018 |
| • Candace Lee        | General | August | LM | 2018 |
| • Klaas Broersna     | General | August | OK | 2018 |
| • Margaret Rhebergen | General | August | OK | 2018 |
| • Ken Dhaliwal       | General | August | OK | 2018 |
| • Abresia Foote      | General | August | LM | 2018 |
| • Jim Hinze          | General | August | LM | 2018 |
| • Mary Hinze         | General | August | LM | 2018 |



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## Level 2

|                   |         |           |    |      |
|-------------------|---------|-----------|----|------|
| • Dawn Driver     | General | Oct       | LM | 2017 |
| • Tyler Coell     | General | March     | LM | 2018 |
| • Tara Alexander  | General | March     | OK | 2018 |
| • Julie Lees      | General | June      | LM | 2018 |
| • Debbie Foote    | General | August    | LM | 2018 |
| • Irene Sandri    | General | August    | VI | 2018 |
| • Zacharie Durand | General | September | LM | 2018 |

## Level 3

|                 |                      |         |    |      |
|-----------------|----------------------|---------|----|------|
| • Cheryl Elke   | Field Referee Throws | October | OK | 2017 |
| • Brian Beck    | Prov. Compt. Sec     | Dec     | OK | 2017 |
| • Daniel Elke   | Prov. Compt Sec.     | Dec     | OK | 2017 |
| • Ron Heron     | Throws               | August  | LM | 2018 |
| • Betsy Rollins | Throws               | August  | LM | 2018 |
| • Jack Ready    | Vertical Jumps       | August  | OK | 2018 |
| • Reg Harris    | Starter              | Feb     | LM | 2018 |

- Review progress against targets for 2019:
  - Defer to annual planning session.
- Critical resources:
  - Defer to annual planning session.

## **DEVELOPMENT OF OFFICIALS IN 2019**

- Defer to annual planning session.

## **TRAINING AND EDUCATION OF OFFICIALS in 2019**

- Review progress against targets for 2019.
  - Defer to annual planning session.
- Other activities for 2018:
  - Travel Grant Program (Brian).
    - Currently applies only to people upgrading to levels 1 and 2? JC suggested it could be applied to level 3. Consensus was to extend it to level 3. Announce at AGM as well put in Carol's newsletter. Cheryl will remind officials when monitoring their



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upgrading. Greg Nicol is still in charge of this program. Brian will let Greg N. know about this change and encourage use of the program. Take out reference to small communities. Should be mentioned in passport. Brian will contact Greg about continuing to administer this program. Carol will re-write the description of this program.

- Level 1 and Level 2 workshop materials (John/Carol).
  - Level 1 materials re-written in February and distributed to instructors.
  - Level 2 materials re-written. Added some equipment props (ala Seattle) like clocks and wind gauges. Distributed to instructors.
- Events and Technical Specifications Booklets (John).
  - Originally developed by Vince S., now made into booklet form, printed 300 copies. Will be distributed.

## RETENTION OF OFFICIALS

- Review progress against targets for 2019.
  - Defer to annual planning session.
- Other activities for 2018:
  - Name tags (Jim).
    - Jim has list for new level 2 name tags, continuing need for replacing lost name tags.
    - Cheryl will send out updated listing of new Level 2 officials.
  - Nominations for BCA Officials Awards (Jim).
    - Deadline October 31<sup>st</sup>. Jim and Sue will meet between Oct. 31 and Nov. 11 when she leaves town to finalize awards.
  - Nominations for AC Officials Awards (Jim).
    - Jim to monitor requests for AC awards.
  - Inventory of Level 2 shirts (Sue).
    - Current inventory S-5, m-12, L-0, XL – 10, XXL -2; needs to order large shirts. Committee requested Sue to order 10 larges, 5 smalls, 3 XXLs. Inquire about XS size – Sue will inquire.
  - AC Service Pins (Sue/Brian).
    - Reissuance of service pins. Because of hiatus of giving pins for some time, some people have missed pins. Brian and Sue will correct this by catching up with folks who missed their last 5 year pins. Officials must be active and paid their BCA dues for the year in order to receive their pin. Aim to distribute at the Annual Officials Meeting on October 20, 2018.



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- BCA Profiles of Officials (Sue).
  - Sabrina Nettey approached Sue about profiles of selected officials on the BCA website blog. Greg suggested writing up 3 or 4 official profiles. Sue will come up with names. Carol suggested Dale Loewen or Dale & Janice together. Sharon Hann also suggested. BCA office interviews the nominees and then writes the profile directly.

## OTHER

- Report on 55+ Games (John).
  - Carol noted that management needs to make arrangement for equipment, etc. well in advance of meet (e.g., hurdles, parking arrangements, identification of meet director and local organizing committee). Carol and John to talk to Brian McC Calder about how to get support for event planning, preparations and set up... critical for Seniors and for Summer Games. Need to update the memo of understanding with Seniors Games Society (e.g., number of officials required and cost sharing).
  
- NOC updates (Brian). Defer to next meeting.

## WRAP-UP

- Next meetings:
  - Annual Officials Meeting—October 20, 2018.
  - Annual planning session—November 17, 2018.

**Adjourned: 1:05 pm**