

Minutes of the BC Athletics Officials Committee held October 1, 2011

Present: Alwilda van Ryswyk, Bill Koch, Kathy Terlicher, Bob Cowden , Carol Cull, John Cull (chair), , Laurel Wichmann (recorder), Barb Lund (BCA Board substitute liaison)

Regrets: April Arsene, Alice Kubek, Shirley Young, Sue Kydd, Roberta Tetlock

Approval of Agenda

Additions: Rule Books

Approved with one addition.

Previous Minutes

May 15, 2011 approved and posted on the website.

Committee Work Plan and Timelines

Chair: John

- a. Level 2 Workshop Revisions- Completed by Carol with John's assistance and disks, masters and hard copies provided to Alwilda, Bob, Carol and John. A level 2 workshop is being planned for Zone 6 and a date is pending for Zones 3, 4 and 5. Senior officials who are interested in being trainers will be invited to attend these workshops. John also spoke with David Weicker about the possibility of other Provincial Branches using this work as a framework with a potential for some revenue for this committee.
- b. Previous action item: **John provided Hugh Morrison's contact information to Kathy.**
- c. Donations- Sprott Shaw will be approached as well as BC. High Schools, Achilles, and Valley Royals. **Action: John will send letters as time permits.**
- d. Budget- Officials expenses and equipment will be fully spent by year end. A weighing device for implements was purchased. Thirty-three hundred dollars can be used to support travel this year. Deferred donations equal \$7700 and can be used at the discretion of the committee.
- e. Annual Report- John is assembling the statistics for the report and requires Regional Coordinators to review the accuracy of the list that he circulated. John requires any changes ASAP to submit his report by October 14. **Action: Regional Development Coordinators are to review the list and provide changes to John in advance of October 14.**
- f. BCA Officials Travel Guidelines- The guidelines were reviewed with a suggestion to change "working" to "volunteering to officiate" in their own region. **Action: John will revise the wording and provide the updated document to April for the web.**

- g. VIAA meeting- John and Carol were invited to attend the VIAA Fall meeting and John provided information to attendees about the Branch committee, work, support to member officials, budget and standard upgrading requirements (see Fact Sheet attached to agenda). The presentation was well received and most clubs were represented. Follow up with VIAA is planned and should continue in 2012. Vince Sequeira was appointed as a development coordinator for Zone 6. **Motion by John to ratify the decision of the chair to appoint Vince Sequeira as a regional development coordinator for Zone 6, seconded by Bill, all in favour. Motion carried.**
- h. National Legion Youth Championships 2013-14- Langley will be hosting and plans are progressing well with a planning committee in place.
- i. BC Summer Games- **John** will be attending an upcoming meeting.
- j. Provincial Mentoring Guidelines Requirements for Officials Advancement – **Action: John will present the document at the AGM and distribute to participants. John will contact April with a suggestion as to where to post this document on the web.**
- k. Zone Contacts position- The job title does not reflect accurately the work that is done nor is the title used consistently in our references. Suggestions for a new position title were discussed. **Action: Officials Regional Development Coordinator is the new title.**
- l. The Events Schedule as of September 28 was reviewed. **Action: Any additions are to be sent to John.**

Awards, Recognition Coordinator: John on behalf of Shirley

- a. Recognition program for 2011- Claim form is on the website. Recognition items will be distributed at the AGM including tumblers for all attendees. Shirley was successful in selling some surplus items at meets during the season. The iron on patch was priced at \$8. This option will not be pursued.
- b. Recognition program- Carol drafted a proposal that the criteria to receive a recognition item be: registered as an official; any level 1-5 may participate as long as 20 credits in the current year have been achieved. The proposal was accepted. **Action: Carol will present the recognition program at the AGM. Committee members will work with Shirley to implement in 2012.** There were 6 upgrades to Level 2 approved in 2011. **Action: Kathy will provide the list to Shirley who will distribute the golf shirts at the AGM.**

Vice Chair and Upgrading Coordinator: Kathy

- a. Upgrading applications- **Kathy** followed up on the request from Valerie Allemekinders from the Island to upgrade to Level 1.

Barb followed up with Sue DeSchiffart about the requirements to upgrade to Level 3.

- b. Travel/mentoring- Two travel for mentoring reports were received by John and 4 by Kathy. Overall the comments were positive about the learning and the experience. There were also some comments about less than ideal circumstances such as food. The committee will consider sending people to Winnipeg again next year if possible. The information received from these reports is valuable. Carol suggested reviewing the content on the mentoring section of the website for clarity of the process and step by step directions. **Action: Review of the mentoring section of the website content for clarity of processes and information will be undertaken by Carol in consultation with April. John (or others who organize travel for mentorship) will inform Laurel of who is travelling and Laurel will send instructions to these officials.**
- c. Fall 2011 Upgrading Applications forwarded to NOC- Evelyn Parent HJ level 4; Wayne Elke Throws level 4; Aileen Lingwood HJ level 5; possibly Jason Swan Photo Finish level 4 if paper work will be accepted past the deadline. Peter will sign off Randy Stuart and Wayne Elke for Provincial Technical Manager level. Kathy noted that page 1 of the upgrading application is missing on the BCA website. **Action: Kathy to send April page 1 for inclusion on the website.**
- d. Travel list 2012- Brian Beck photo finish level 5 second evaluation; Bill Koch starter level 4 first evaluation; Bob Cowden VJ level 4 first evaluation; Wally Smeaton track referee level 4 first evaluation; Ted de St Croix photo finish level 4 second evaluation; and Sandra Herd HJ level 4 second evaluation. National Juniors, indoor meets and Golden Bear may have opportunities.
- e. Level 3- **Action: Kathy is to identify with Carol, officials at levels 2 and Level 3 who could travel for experience. Level 2 officials will not be sent out of the Province.**
- f. Officials listed on webpage- Alberta lists their officials by name, level and discipline (Officials Grading Chart). Agreed this may be worth doing, but it is not certain that it is worth the effort. **Action: The Committee will get feedback in the next survey, and undertake if there is strong support.**

Mentoring Coordinator- John on behalf of Sue

- a. Meet Directors Manual Updating – Completed.
- b. Mentoring at the BC High Schools and Langley meets for mentoring by David Weicker was completed.
- c. Mentors Report Form- Sue has revised the form working with Sam to include the information that BCA needs and will be moving the form to the beginning of the package for mentors. Mentors sometimes need reminding of the necessity to complete the form.

Research and Development Coordinator- Laurel

- a. Recruitment, recognition and retention document- The document is uploaded on the website and in May Laurel submitted add a message for inclusion in the BCA blog with a link and emailed the Clubs with the link and a brief note of importance.

- b. Workshops Attendance Database- A reminder to send Laurel the information from workshops for updating of this database.
- c. Senior Officials Recruitment Kit- **Action: Names of recipients are to be forwarded to Laurel. Members will be questioned about effectiveness of this initiative in the next survey. Laurel will email Dale Loewen, Neil Chin Aleong, Dave Short, and Diane Van Ryswyk to check if they received their kits and follow up accordingly. Zone 7- Alwilda will follow up with Judy Gaesky with a kit from Bob.**
- d. Member Survey- Laurel previously circulated the results of the survey to the committee members. Laurel presented a template for an action plan with some key content from the responses. Each item was reviewed and where appropriate, strategies identified. This work will continue at the next committee meetings. **Action: Laurel will present the findings of the survey at the AGM with the action plan and strategies to date. Laurel will send Carol her presentation after the AGM for inclusion in Carol's email to officials. Laurel will update the action plan following today's meeting and resend to committee members.**

Goals Review 2012-

- a. Goal 1- Promote officiating through effective partnerships with member Clubs and individual BCA members. Keep first two bullets and revise third bullet to evaluate the effectiveness of the recruitment kits.
- b. Goal 2- Provide leadership at ALL athletics events in the Province. Change wording to reflect the guidelines for requests for officials at events by non-affiliated organizations.
- c. Goal 3- Create basic self-sufficiency in each region- Third point to develop a level 3 starting with umpires may be tasked outside the committee for completion. Bullet 4- Remove the South Okanagan from the training plan. Add development of an effective and thorough mentoring program in all Zones.
- d. Goal 4- Continue to build our capacity to handle high level events- Add development of trained umpires and prioritizing development of upper level officials in Zone 6.
- e. Goals 5 and 6 are substantially achieved.
- f. Goal 7- New goal development of a communication plan and evaluative surveys.

Other Programs: Bob

- a. U18 Program- There is a few youth officials whether they realize they are part of a program or not. Consider how it is presented on the website as part of the content review.

Code of Conduct: Bill

- a. April asked for direction about how best to post this on the website. **Action: Laurel will contact April and ask her to remove the old document, post the new document with the link embedded to the background document.**
- b. Service Pins- Bill distributed the pins; however one Level 3 pin was damaged and requires replacement. **Action: John to obtain a new pin for Ian Webster.**
- c. Framework for review of the VIAA Training program- Decision of the committee is that this is not necessary at this time, as long as an open dialogue is maintained with the Branch Committee, and progress is made in integrating with Provincial Branch programs. The Branch Chair has encouraged the VIAA to access conventional training. The Committee's concerns about this program are:
 - Education in Level 1 basics, such as certification and upgrading procedures, overview of officials organization within the Branch
 - Lack of advancement beyond Level 2
 - Record-keeping on registration and progress

Regional Development Coordinators Reports

Zone 1, 2- Bob distributed all but 4 of the recruitment kits. JD Championships were excellent. Kamloops is bidding on the Pan Am Juniors for 2015. Trail had its track resurfaced for the BC Seniors Games which is good for the Kootenays.

Zone 3, 4, 5- Carol has been receiving requests for officials for fund raising events. The guidelines for assignment of officials for events organized by "outside" organizations were reviewed and received committee support. John has provided Maurice Wilson, BCA Technical manager, Road and Cross Country Running with the guidelines for consideration. Plans are to host a level 2 workshop this Fall.

Zone 6- Barb sent Laurel the names of the officials who received the recruitment kits. Diana has the umpire folders and they are current. The folders may go to Vince or to Anne Lansdell for use at the Victoria International Track Classic. The event schedule preparation is underway with a focus on being athlete friendly. **Action: Barb will ask Vince to contact the Cagna's regarding their continued interest in officiating. Barb to send Laurel the names, emails and addresses of the VI officials registered for training. Barb or Vince to keep Kathy informed about the location of the folders, so that updates may be made.**

Zone 7,8- Judy sent John an update and confirmed she is the Regional Development Coordinator for these zones. Judy offered a level 1 workshop to parents. Judy indicated she would not be attending the AGM due to cost constraints. **Action: John will contact Judy about the AGM and support for travel. John will ask Judy to send the necessary paperwork from the Level 1 to Laurel and then Laurel will forward to Sam.**

Annual General Meeting

Will be held at the Langley Legion Branch 21 20570 56 Avenue on November 19th. Regional Development coordinators will be funded one vehicle each to car pool and bring officials.

Agenda will include presentations by John on the annual report, Bill and John on the code of conduct, Laurel on the survey results and plan, Carol on the proposed recognition program, Dale Loewen, and Judy Armstrong will want a few minutes to speak.

New Business

- a. The committee decided to re-submit the resolution for officials to have a voting delegate at the BCA AGM. **Action: John will re-submit the resolution to BCA.**
- b. Rule books- Should be available by the end of the year and the cost is included in the budget. Books will be distributed to 2011 members and provided at level 2 workshops. Based on the poor quality of the red book, John suggested costing out copying the technical rules only in a format/size (5 ¾ x 4 1/8) similar to the red book and in a PDF. **Action: Bill will obtain a quote and inquire what the IAAF charges.**
- c. Committee membership terms expiring- Bill, Carol, Alwilda and Bob have indicated they will continue. John will continue only if a new chair is selected and will provide support to that person.