

## **Minutes of the BC Athletics Officials Committee**

**April 29, 2012**

**Attendance** Bob Cowden (Chair), Alwilda Van Ryswyk, Kathy Terlicher, Laurel Wichmann (Secretary), Shirley Young, April Arsene, Sanda Turner

**Regrets** John Cull, Carol Cull, Alice Kubek, Bill Koch

### **1. Approval of the Agenda**

Committee Handbook added to Old Business. **Moved to accept by Kathy, Seconded by April. Carried.**

### **2. Previous Minutes**

March 25, 2012 posted on the BCA website.

### **3. Old Business**

#### **A) Notice of Motion: Mover John Cull**

*Whereas the Officials Committee considers that the motion on members' attendance passed at the 2011 AGM presents a danger to its effectiveness. And furthermore, as an operational change to the committee it should have been presented as a Notice of Motion, and not accepted by the Chairman as a motion under new business.*

*Therefore be it resolved that the Committee will:*

- *hold this motion in abeyance until the next AGM and*
- *move to rescind the motion at the next AGM and*
- *direct a Committee member to draft a plan for improvement in Committee attendance*

In development of this Plan the Committee should consider all ideas put forward by members, including, but not limited to:

- development of a fixed annual calendar of meetings
- development of alternative formats for meetings
- use of conference calls for some, all or parts of meetings
- presentation of a record of members attendance during the AGM

#### **Motion to amend- Laurel**

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*attendance passed at the 2011 AGM presents a danger to its effectiveness. And furthermore, as an operational change to the committee it should have been presented as a Notice of Motion, and not accepted by the Chairman as a motion under new business.*

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**Discussion-** Potential ways for improving meeting effectiveness and efficiencies that may facilitate participation were discussed. Laurel will compile information for further discussion.

**The amended Motion is Carried and referred back to the original mover.**

#### B) Officials Handbook-

Bob will make the changes as discussed at the last meeting after confirming the amount is \$30 per official who is a passenger, will send the document to April for posting on the website. **Motion by Kathy to accept changes, seconded by April. Carried.**

### Duties and Reports

#### Chair's Duties

- Prepares meeting agendas, calls and chairs meetings
- Acts as chief spokesman for the Committee; liaison with BCA Staff, other BCA committees, and outside Sports bodies, including the National Officials Committee
- Participates in one NOC Meeting per year
- Prepares an annual report for BC Athletics and NOC
- Prepares an annual budget
- Approves expense claims from officials
- Approves Inter-Provincial travel
- Approves upgrading applications

#### Report received by email from John Cull

- Provincial Training Strategy - followed up with corrections to the Level 1 package. One page was left out of the handouts, and

an updated file of handouts has been sent by e-mail to all level 1 instructors in the network.

- Level 1 binders are available for Sue and for Laurel.
- No Level 1 workshops are currently planned....the last one was for VOC, which was reported on by e-mail
- I am hoping for an invitation from a Zone 6 Club, and will use this as a trainer for new instructors. Alice and Vince are aware of this offer.
- Brought the motion from the Officials AGM regarding implement weights to the attention of the BCA CEO.
- Participated in a conference call with the Board Chair and the CEO to select the Board nominee for NOC.
- Participated in meetings of Local Organizing Committees for the BC Seniors Games and National Youth Championships. Both are progressing well.
- Participated in the ceremonial torch-lighting for BC Summer Games. The schedule is finalized, and photo timing and registration have been contracted. However, there have been no meetings with the Host Club (Universal).
- Wrote a blog posting regarding abuse and harassment of officials by parents of JD athletes. This supports our project to publish a Spectator Code of Conduct. The CEO and Board will study the issues raised, and have a broader based development of a policy document including an official on the committee.

**Discussion-** Laurel will follow up on the binders for Sue and herself. A question was raised about the meet directors' clinic and whether this is the work of the Officials Committee.

**Discussion** – The meeting did not see a need for the officials committee to be involved in the development of a Meet Director's Clinic.

**Discussion** - Applications and forms should be retained in the "Forms" Selection of the BCA website. This is the central location and space is an issue on the website.

## **Vice Chair/Assistant to the Chair Bob Cowden**

### **Duties**

- Administrative Assistant

- Substitutes for the Chair as needed.
- Draft minutes will be sent to the Vice Chair within a week of the meeting. The Vice-Chair will distribute to members, correct minutes based on responses and post on the BCA web page
- Organizes BCA Officials AGM
- Develops a list of equipment purchases
- Zone 1,2 contact
- Revise travel grant program – established.
- Approve grants for 2012 – 2013 – established.
- Revise U-18 program – established.
- Promote program – done.
- Send letters to participants – done.

### **Report**

Bob attended the NOC meeting in Winnipeg. It was very informative for him. NOC is proposing to remove Field Referee General, Timekeeping, and Finish Line Judges from the NOC list of positions eligible for upgrading effective April 2012, the thought being that the positions are no longer necessary.

**Discussion-** Committee members is NOC is concerned with higher level meets because these positions are still valuable at local meets.

## **Vice Chair and Upgrading Coordinator Kathy Terlicher**

### **Duties**

- Maintains a Provincial Officials Directory.
- Processes upgrading applications.
- Distributes certificates, letters etc. relating to upgrading.
- Orders and distributes officials name badges.
- Determines upgrading needs (credits and evaluations) for officials, and works with Assignments coordinator to ensure assignments support officials' development needs.
- Produces Travel/Mentoring priority list.

### **Report**

Upgrades have been received for level 1 and 2. A reinstatement request was received and Kathy has provided the requirements and contacted a mentor/evaluator. No response from the applicant to date. Kathy emphasized that the proper paperwork is absolutely necessary for NOC acceptance. This needs to be reinforced by committee members with officials.

### **Awards, Recognition Coordinator Shirley Young**

#### **Duties**

- Develops the recognition program for the year; recommends, orders and distributes items.
- Manages annual award process; updates and posts nomination form, coordinates work of the selection sub-committee, writes awards bio sketches.

#### **Report**

- Develop the recognition program for the year – Shirley presented costs and recommendations with respect to recognitions items of tops and briefcases (water resistant). New golf shirts for Level 2 upgrades and others will be ordered.
- Nomination forms have been updated and will be sent to April for posting. Shirley suggests that these forms should be included in Club and meet director's packages
- Shirley will pursue sponsorships

**Discussion-** Shirley will discuss the recognition items budget with John and then place the orders.

### **Assignments Coordinator Carol Cull**

#### **Duties**

- Selects officials for higher level events (Championships, Games and International Level events).
- Supports officials' managers for other events, approves travel between zones, and recommends officials for out of Province assignments.

#### **Report by email**

- E-mail newsletters and Blog postings –appear to be widely read and will be included in the communication plan.
- Distribution of 2012 Rule Books to Level 2 Officials – in process, some already distributed.
- Carol is in the process of updating National Vertical Jumps Workshop for Langley meet

## **Mentor & Training Coordinator Bill Koch**

### **Duties**

- Contacts assigned BC mentors on the Travel/Upgrading list, and ensures timely completion of mentoring assignments.
- Arranges mentoring assignments outside the Province.
- Receives completed travel feedback forms, and provides information to the Committee.
- Compiles regular reports for BC Athletics office.
- Responsible for the Provincial Training Strategy.
- Coordinates and approves Level 1 and Level 2 workshops.
- Approves and supports instructors.
- Liaison with Regional Development Coordinators
- Assigns mentors for Level 2 and Level 3 upgrading and ensures timely completion of mentoring assignments
- Spectator Conduct Committee representative

### **Report**

- Contact assigned BC mentors on the Travel/Upgrading list – This has been partially completed, is a fluid process that continues as Bill receives email responses and adjusts to changes. Currently, we have probably maxed out our capacity for facilitating and tracking mentoring and upgrading assignments.
- Ensure timely completion of mentoring assignments – Similarly this is a fluid process.
- Receive completed travel feedback forms. Kathy has received and filed these. Overall, travel feedback of out of province travelling officials has been very positive.
- Compile regular reports for BC Athletics office. BCA office has spreadsheet for reporting this. Bill will contact at a later date.

- Three National Workshops scheduled in BC this season, all in Langley in June, Starters, Vertical Jumps, and Track Referee.
- Member of BCA Board Committee on Spectator Code

- **Upgrading List**

- Bell, Erin (Vertical Jumps 3) currently being mentored by Carol.
- Bowman, Crystal (Horizontal Jumps 3) - now upgraded to 3
- Greg Bush (T5) has been out of country, still needs to accumulate some credits and then will contact me about arranging another evaluation
- Butler, Michael (SA3) - assigned to Sue Kydd
- Jeff Byington (T3) - following up on
- Freeland, Mark (Horizontal Jumps 3) - has been assigned to Aileen Lingwood
- Gouin, Stephanie (horizontal jumps 3) - no responses to last 2 emails.
- Grady, Udo (T4) - no responses to emails.
- Graf, Mark (T3) - will be officiating but no desire to upgrade this year.
- Hopkins, Dave (TR5) - going to Calgary
- Hooey, Keith (2 now, possible upgrade to Starter 3) - Keith is reluctant to come over the lower mainland for mentoring/evaluations although he wants to stay involved.
- Joe, Gerald (Umpire 3) - Kathy will work with Joe
- Koch, Bill (S4) - needs 1 evaluation (planned for Langley meet by Dale) and 1 more national or international credit (planned currently for Lafarge International). No progress on SA3 yet secondary to scheduling issues.
- Kouwenhoven, Linda (U3)
- Moore, Sharon (SA3) - has declined upgrading

- Nicol, Greg (Horizontal Jumps 3) - have contacted Chuck Kuhn in Kelowna who has been asked to officiate at the Centennial meet and have put him in touch with Greg, copying Alwilda on the email. As for VJ3, Greg has agreed to attend the Langley meet for the VJ workshop.
- Peacock, Michele (Horizontal Jump 5) - confirmed for Calgary.
- Rathy, Rick (U4) - on hold until 2013.
- Sanderson, Gene (S4) - to attend Starter's Workshop in Langley and get second evaluation from Dale at same meet.
- Sequeira, Vince (U3) - hooked up with Dave Hopkins who will be mentoring and then evaluating at the Dogwood meet.
- Shearer, Kristina (T4) - need to chase by email.
- Strong, Derm (VJ4) - response to most recent email.
- Stuart, Randy (T3) - no response by email or phone, will track him down at some meet.
- Webster, Ian (PFCJ 3) - I have put him, Dave Weicker, Ted, and Brent Dolfo all in contact in order to arrange an evaluation at the Langley meet.
- Wong, Celina (T3) - She and Bert Engelman have connected and are attending meets.

## **Research and Development Coordinator**

**Laurel Wichmann**

### **Duties**

- Researches and develops policy and procedure documents for the Committee.
- Maintains a “best practices” guide for recruitment and retention of officials.
- Revises and/or creates other forms and processes.
- Development of a Provincial Communication Plan

### **Report**

- Revise “best practices” guide for recruitment and retention of officials. Laurel shared some thoughts from the Best Practices in Volunteer Management Action Planning Guide about values and organizational commitment. She will create a draft document for consideration at the next meeting.
- Compile database on workshop attendance. Ongoing.
- Membership surveys. No surveys planned at this time. Will consider in the communication plan for evaluation of effectiveness.
- Senior Officials Recruitment Kit. Laurel will email officials who received the kit to encourage use and plan to send a survey in July to evaluate the kit.
- Electronic version of Travel feedback form. No further action at this time. The form is being utilized.
- Development of a Provincial Communication Plan. Ideas shared about social media, huddles at meets, soliciting involvement and feedback from officials to enhance the current newsletter and increase connectedness, possible find an official who is not a committee member who has interest/expertise. Discussed the need for staff support for this endeavor especially the social media aspect. Laurel will prepare a proposal/plan for next meeting.

### **Zone Reports Regional Coordinators**

#### **Duties**

- Report to the Committee on special conditions and requirements of officials in their zones.
- Coordinate communications within the zones, and assignments to local events.
- Act as Officials managers for local events when no one else has been assigned.
- Consult with the Officials Committee’s Assignments Coordinator regarding assignments that require travel outside the local Region, and about funds available for local travel.
- Organize Level 1 and Level 2 workshops which have been approved by the committee
- Recruitment and support of new officials
- Evaluations for Level 2 which have been approved by the committee

**Alice Kubek**

- Zone 6 contact – Alice and Vince have been meeting with officials and explaining a “no pressure” approach to volunteering and seeking/encouraging involvement. To date the approach is successful. They are issuing record cards and tracking officials for 5 meets.

### **Alwilda van Ryswyk**

- Zone 1, 2 contact – Battle of the Border was a huge success. Ianna has provided wonderful mentoring and coordination for the umpires. Revelstoke will host the Okanagan Meet since teachers’ volunteer activities have been restricted. A day with Gary Reed is planned for June 23. On May 25, Kamloops will be meeting in Ottawa to bid for the Pan Am Games. Edmonton is the other bidder.

### **Web Page Maintenance/ Other Duties April Arsene**

#### **Duties**

- Web page
- Meet Directors Manual Review
- Review of Remuneration for services rendered

#### **Report**

- Maintain and update Web Page – Ongoing.
- Organize the BCA Officials AGM – Plans will be confirmed with Sue.
- Meet Directors Manual Review – April is willing to review the manual for updates.
- Review of Remuneration for services rendered – April spoke with officials around the province. There are concerns re: transparency, fairness, lack of invoicing processes including fees and forms, a variation of fees ranging from zero dollars to \$875 and discrepancies regarding receipt of the fee by the individual or club.

#### **Recommendations/discussion**

- policy from BCAO to Clubs and Officials
- establish fee schedule (including key stakeholders around province)
- draft invoice form
- timely response to the issue from BCA CEO and documentation of the decision to determine a fair and transparent process

- the committee was in agreement that as Chair of the BCA Officials Committee, John Cull should consult with Brian McCalder of BC Athletics regarding this issue

### **On-going (uncompleted) Projects**

- Final editing for quick reference cards – still awaits completion.

### **Parking Lot (where good ideas wait for owners to drive them away)**

- Collect video footage and or still images for training in critical decisions in throws officiating and starts.
- Develop a Meet Director’s Course (Discussed as an item that should be removed from the Officials Committee agenda)

### **Committee Timelines**

January 30	Travel/upgrading list due to NOC Vice-Chair
January 30	Budget Draft to BC Athletics CEO
January 30	First Quarter Update to Officials Web Page
March 31	Upgrading Applications due to NOC Vice-Chair
March 31	List of Service Pin Recipients to NOC Vice-Chair
March 31	NOC Official of the Year Nomination to NOC Vice-Chair
March 31	NOC Wall of Honour Nomination to NOC Vice-Chair
March 31	Officials’ Inventories to BC Athletics (equipment, recognition items)
March 31	Previous Year Annual Report to NOC Chair
April 15	Second Quarter Update to Officials Web Page
April 15	List of New Level 3 Officials to NOC Vice Chair (for directory)
April 15	Update and Review NOC Directory Listings
April 15	FOX 40 Award Nominations
August 30	Third Quarter Update to Officials Web Page
August/September	Review of Yearly Goals
September 30	Upgrading Applications due to NOC Vice-Chair
September 30	Complete Annual Report
September 30	Nominations for officials awards to committee.
October 15	Officials’ Awards Nominations to BC Athletics
November 15	Fourth Quarter Update to Officials Web Page
November 30	Sport BC Official of the Year nomination to BC Athletics

### **Future meetings**

- Committee Meeting - August 26, November 4
- AGM Confirmed Oct 13<sup>th</sup> Saturday Langley Legion (Sue Kydd)

**Adjournment-** Meeting adjourned at 12:45.