

Minutes of the BCA Officials' Meeting  
September 22, 2007

Members Present:

John Cull	Sue Kydd	Laurel Wichmann
Carol Cull	Alwilda van Ryswyk	
Sanda Turner	Kathy Terlicher	

Regrets:

Steve Martin	Shirley Young	Alice Kubek
April Arsene	Bob Cowden	

Recorder: Jackie Barrington

The Meeting was called to order at 9:10 after John finished signing many documents.

The Agenda was adopted and minutes from the last meeting, May 6, 2007, were approved and posted on the website.

**Business Arising from the Minutes:** (Laurel and John)

- Volunteer BC Document: Laurel noted that this document will be treated as a proposal to BCA.
- The cost to BCA to join Volunteer BC is \$75 yearly. This cost will allow Clubs to post paid positions and volunteer opportunities on the Volunteer BC website.
- Information has been sent to Brian McC Calder, who is currently on holiday and hopefully will be back in time to present the information to the Board before the Officials' AGM. Information will also be sent to Board members Diana Hollefreund and Steve Martin.
- Laurel has agreed to stay with the file and explain the process to Clubs. Laurel will also watch for opportunities for training and other events on the Volunteer BC website.
- If the decision is made to join Volunteer BC, the process for posting information will be decided at a later date.
- John and Laurel will present information about Volunteer BC at BCA's AGM in January if BCA makes the decision to join.

**Feedback Form:** (Laurel)

The purpose of this form is to help build a strong cooperative relationship between meet organizers and the Officials' Committee. It is a process evaluation not a people evaluation. Who gets this form, how will it be distributed, what happens after it has been distributed?

- Sue suggested that Regional contacts can let the meet organizers know they will be sending a form to fill out which will help with the process of allotting officials to meets.
- Sanda thought there is a danger that this might become another form to fill in which some people might ignore.
- John believes that we need a process which works consistently throughout the Province. He will contact BCA to see if the form can be added to the file that is used to sanction a meet. Carol noted when meet organizers call for officials, they can be directed to this form on the web page.

### **Volunteer Recognition and Retention:** (Laurel)

- Recognition and retention of volunteers is crucial to any organization.
- This policy document is divided into various sections – the roles of BCA, the Officials Committee, the Clubs, and experienced officials.
- Finding sponsorship to provide incentives to retain and recognize volunteers should be the duty of the governing bodies of athletics as other sporting bodies have been successful in doing.
- In the document senior officials will be changed to **ALL** officials.
- It was noted that at a recent track meet some volunteers complained that experienced officials treated them disrespectfully. John will emphasize the point in the document that all volunteers should be treated as potential Officials.

### **Action Items:**

Laurel will revise the Volunteer Recognition and Retention document  
John and Laurel will present the document at the Officials' AGM.  
John will inform Brian that he is sending the document to BCA Board members, Diana and Steve, so that they may be prepared for discussion.

### **Fridge Magnets:** (Carol)

- Carol made fridge magnets and business cards and gave them to Committee members. The cost of a magnet is about \$0.75, the card was cheaper.
- John will check with Staples or another company to see if ordering a larger quantity would be cheaper.

- The cards can be given to all officials to use in recruiting new volunteers
- The magnets, on the other hand, would be distributed sparingly, mainly by Regional contacts.

### **Action Item**

John will look into the cost of producing 200 magnets and he will also see how much it will cost for Sport BC (Infigo) to print 200-500 cards.

### **Recruitment through Club Websites** (Jackie)

Jackie sent an email to Clubs who held meets this year. Clubs were asked if they would be willing to put information on their site that would 1) say how many Officials their Club have, and 2) encourage other members of their Club to become an Official.

- An example was taken from Kamloops' website and sent to these Clubs. They were told also that Coquitlam Cheetahs has a Link to the Officials' web page on BCA's website.
- Jackie will follow up with a phone call to the Clubs.
- Sue noted that the local paper in Langley reported on the athletes **and Officials** who attended the JD Championship meet in Kamloops. Sue also said that information could be added to the Volunteer and Retention document to encourage Clubs to use local newspapers to recognize Officials.

### **Action Item**

Jackie will send some text to Jessica at BCA office for a BC Athletics Bulletin item on recruitment of Officials using Club websites.

### **Meet Director's Manual:** (John and Jackie)

This document will be posted as a Draft pdf file on the BCA's website, prior to the AGM. The document outlines the process of developing and organizing a track meet at the local or Provincial Level. It is not intended as a document for higher level meets. Information for higher-level Championship meets can be obtained from Athletics Canada.

- A copy has been sent to Sam and Ron to look over the section that deals with sanctioning a meet, pages 4 and 5 of the document.
- Sue said that a note should be included about the specific way a facility needs to be booked. Dates for booking a facility vary in many jurisdictions. A note should also be included on insurance requirements and fees.

- In the manual, under Medical – it should be stated clearly that first aid facilities must be available and the location of the tent must be well signed.
- Sue also noted that the meet's Officials Coordinator should begin liaison with the Committee's Regional Contact six months prior to the date of the meet. The Regional Contact requires a final list of remaining positions to be filled 1 month prior to the event.
- Laurel made a request for shade and water at field events.
- Sue pointed out that travel expenses must be approved by the Regional Contact prior to the date of the meet. Also, volunteers should be scheduled by event and not by time.
- John noted that the bulk of volunteers for a meet must be supplied by the host Club.
- Laurel stated that it should be pointed out that Level 1 workshops can be provided prior to the meet.
- Sue wanted a Disclaimer for the Appendices which stated that the following forms are included only as guidelines and not templates.
- Comments and suggestions can be sent to [jbarring@telus.net](mailto:jbarring@telus.net). Jackie will make changes to the Drafts. All changes will use a different font or colour when typed.
- Final results will be posted on BCA's website in pdf format.

**Volunteer Pamphlets:** (Sue and Jackie)

Many pamphlets were given out at meets. We will continue to give them out next year, and reprint as necessary. No corrections or updates are required.

**Distribution of BC Officials' Directory to Regional Contacts** (Kathy)

- Kathy made a directory of Officials in BC which lists members in various colors depending on whether they are Junior officials, active or inactive officials.
- Any information that is missing, please send to Kathy.
- John will make up a "lost sheep" list of officials who have lapsed BCA memberships, and/or have not upgraded lately.

**Action Item:**

John will send a list of current BCA Officials members to Kathy, Jackie, Bob and Sue. Alwilda has a hard copy.

**Chair's Report/Correspondence:** (John)

- Budget – John prepared a budget based on information from the BCA accountant. The current budget runs from April 1, 2007 to March 31, 2008.
- John requested \$16,000 for BCA, \$12,700 was approved.
- As of date, \$7,483.58 has been spent. Funds available for competition expenses are fully expended. Funds must now be pre-approved by BCA staff for any competition expenses needed before March 31, 2008.
- Some funds are still available in the Seminar/Exchanges account(\$950). This will be used to cover officials travel to indoor meets for training.
- A cheque for \$500 was received from Achilles to defray the cost of the AGM, and this has been deposited into the Officials Committee meetings budget (now standing at \$1,800.) John has sent a thank you letter to Achilles. Valley Royals Track and Field Club has covered some of the additional expenses of the AGM in past years.
- John said that Committee members are covered for travel to the Committee meetings and the AGM. When the committee member is traveling in a vehicle carrying multiple occupants, BCA will only cover the cost for the committee member. All other occupants in the vehicle are responsible for their own travel expenses, e.g ferry fares.
- John also noted that from this year's budget, we need to be aware of cost of travel.
- Officials' coordinators should encourage officials to carpool as much as possible.
- John suggested a change in the way mileage is paid. He would like to see payment scaled according to the number of passengers.
- Kathy noted that it is not always easy to carpool since track officials and field officials often need to be at venues at different times.
- Sue suggested that we leave the formula for the time being and revisit it at a later date if it becomes a big budget item.
- Kathy suggested that John should keep a record of approved travel expenses.

**Event Feedback Process:** (John)

- The distribution and collection of feedback forms worked fairly well at the Lower Mainland meets. Forms were summarized and sent back to Clubs in Zones 3, 4, and 5. The information from the early Club meets proved useful to Clubs.
- John received feedback from Diana for the VIAA meets.

- No feedback was received for other Island meets, e.g. International level meets.
- Neither was feedback received from the Interior Meets although forms were filled in at the Kamloops meets.
- Sue suggested that since this is only the second year of the process, the forms should be given out for another year to see if the process is necessary and worth continuing.
- Laurel said that in the Meet Director's Manual, it should be made clear that the forms are to be distributed, collected and returned to the Chair of the Official's Committee.

**Action Item:**

Alwilda will get Judy to send a summary of the filled in forms to John.

**2008 Draft Schedule:** (John)

- Western Canada Games will be held in Kamloops in 2011.
- Dates for some meets have not yet been set.
- There is a conflict between the Summer Games in Kelowna and Canadian Junior Championship meet in Abbotsford; both are scheduled for July 25-27.
- BC Summer Games usually funds travel and accommodation for 11 or 12 officials.
- NOC funds flights for any official who is coming to mentor other officials or for officials who might be coming to upgrade at National Championships. Officials travel within the Province is funded by BC Athletics, through the officials' committee budget.
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- Schedule of meets will be updated and posted on the BCA's website.
- There will be a Level 1 workshop in Langley on October 27, 2007. This will be given in conjunction with a Coach's workshop
- There will be an Indoor meet in February in Kamloops. Dates have not yet been set. Funding for Officials not available at this time. Accommodation at TRU will not be available.

**Action Item:**

John will call Anne to find out about officials for the BC Cross Country Championship meet.

**Other Stuff:**

The Technical Committee has continued work with two projects:

- South Surrey track now has long jump boards.
- Design development is mostly complete for the Maple Ridge track renovation. Some work may be done this Winter.
- John has an updated list of new equipment for BCA. John will send the list to Sanda.
- Vancouver Island would like to host a Level 2 workshop in February in Nanaimo.
- Vancouver Island has made great strides in recruitment of Officials. Tom Dingle has been providing Level 1 mentoring for over 40 people at VIAA meets. 30 or 35 people are working towards upgrading.
- Alwilda would like a Level 2 workshop in Kamloops in February.

**Review of Action Items:** Upgrades (Kathy)

Kathy reported on the current list of upgrades. The Level 4 and 5 names on the list have to be approved by NOC. 10 people were upgraded to Level 1, 6 to Level 2, 3 to Level 3, 4 to Level 4 and 1 person was upgraded to Level 5.

- John noted that the Annual Report for NOC includes information on mentoring, who mentored, and in which discipline the mentoring was done.

**Assignments Report:** (Carol)

Carol noted that the requests for officials were numerous. Requests were made specifically for 24 meets. However, many officials attended meets on the Island, in Kamloops, Elementary and High school meets, All comers meets for which she had no input.

- Carol will continue to supply officials for High School meets and Elementary meets that qualify for JD awards.
- John will include any meet in the Province that was supported by BCA Officials in his report to BC Athletics and to NOC.
- Since there is only \$950 left in the budget for Seminars/exchanges, priority will be given to 2 or 3 officials qualified for upgrading from Level 3 to Level 4. Carol will contact Host Organizing Committees for Indoor meets.

**Education/Recruitment:** (Sue, Jackie, Laurel)

- We will continue to try to increase the number of Officials. The Display Boards were used on the Lower Mainland, and on Vancouver Island at the VIAA meets. The Display Board may have been in use in Kamloops at the Centennial, and school meets.

- A great deal of research was done by Laurel on recruitment and retention of officials.
- Sue needs to know where and when workshops are held so that she can keep track of this information.
- John noted that a National Mentor Clinic was held in Vancouver and Kamloops and a Clinician's session was held in Vancouver with about 6 participants.

**Awards and Incentives:** (John for Shirley)

- 200 pins were ordered for this year's incentive. Each official will receive 2 pins.
- John noted that items from previous years are available for sale.
- Jackie and Alwilda would like to see the golf shirts kept and given to officials who have met Level 2 requirements.
- It was argued that funds are not available to continue to give shirts as an incentive. Since we had agreed previously that the items in stock will be sold, it will be necessary to continue with the sale of the items.
- Sue and Laurel will help Shirley with the sale of items at the AGM.
- John would like committee members to look at the nomination forms for awards. Information on award winners needs to be collated and written up.
- Kathy and Alwilda will work with Shirley on the nominations.

**Regional Contacts:** (Carol, Alwilda, Alice)

Jackie proposed a motion that regional contacts should be given an honorarium for the work they do in providing officials for meets. After much discussion the motion was tabled for future discussion.

**New Business:**

JD Report (Alwilda)

- JD AGM will be held on October 13, 2007 and the Awards Banquet will be held on October 14, at 11:45 a.m. at the Croatian Cultural Centre, 3250 Commercial Drive, Vancouver. The cost is \$23.50
- JD Pentathlon hosted by Ocean Athletics registered 165 athletes, the largest attendance for a multi-event Championship in a long time.
- The JD Committee decided to award the 15 year old girls' Alwilda van Ryswyk Long Jump Trophy this year to both a 15 year old and a 14 year old girl. In the future it will only be awarded to a 14 year

old girl. Haleigh Lloyd from Cee-vacs was the 15 year old recipient and Renee Hall from Kamloops was the 14 year old recipient.

- Ron Bunting's last day was August 31, 2007 at BCA. Ron is now looking after JDs, 15 year old, Juvenile, Junior and Senior athletes and organizing clinics for coaches.
- It was suggested that the awards for 15 year old athletes be given at the AGM in January. There were 30 awards in this category last year. The numbers might be similar if awards are given on the same basis as before.

### **JD Handbook** (John)

The Committee discussed a number of issues regarding JD Rules. Each of these caused problems in competition this summer. These are referred to the JD Committee for resolution, and clarification of the Manual:

- No heights for steeplechase are given in JD manual for 14/15.
- Some Clubs continue to offer events that are not sanctioned by BCA. What should Officials do when Clubs offer unsanctioned events? Guidance is required from the JD Committee. John pointed out that the changes in authorized events were voted on at the last BCA AGM. Alwilda noted that this might not have been the best venue to vote on events for JD athletes.
- There are no starting heights in JD manual for Pentathlon.
- One metre or one and a half metre board must be taped in for 9 and 10 year old athletes at venues that have only a two metre board.

### **AGM Planning:** (John)

- The notice for the AGM has been sent out and posted on the BCA website. Not many Officials have indicated that they will attend the AGM.
- John has booked the audiovisual equipment.
- April would like to receive as many photos as possible to make a slide show.
- Any item that anyone would like to see on the Agenda, please get it to John as soon as possible.

There being no further business the meeting was adjourned at 2:53 P.M.