

BC BRANCH OFFICIALS COMMITTEE (BOC) HANDBOOK

The Committee's Mandate

Mission Statement (Branch Officials Committee)

The BCA Branch Officials Committee and its members ensure that all Athletics competitions are conducted in a fair, equitable and safe manner in accordance with rules set by the IAAF, and other authorities within the Sport, e.g. Athletics Canada, Age Class Rules, etc. The Committee takes a leading role in officials' recruitment and training, and advises the Provincial Sport Organization on policies and technical standards for competition.

Primary responsibilities of the Branch Officials Committee (BOC).

- Provide assistance to member Clubs and to the Association in recruiting, training, and retaining officials
- Provide assistance to organizing committees of sanctioned events; advising on recruitment of technical officials and allocation of duties.
- Develop and present educational (training) programs for certification.
- Coordinate certification of officials within the Province, in cooperation with the National Officials Committee.
- Maintain a list of the Association's officials with specification of certifications.
- Provide BC Athletics staff with timely reports on program contacts, e.g. participants in workshops and mentoring.

The Committee is an advisory body in regard to BC Athletics Board and staff, but is an EXECUTIVE COMMITTEE in an operational sense. All members take on responsibilities for planning and executing tasks. The Chair will consult other senior BC officials on behalf of the Committee as needed.

The Committee's structure, and operating procedures

Committee Meetings

The Committee meets 4-6 times per year in addition to the Annual General Meeting. The Chair will distribute agendas and documents 1-2 weeks prior to each meeting. Meetings are arranged as convenient, but usually are not held during outdoor track and field season (May-August). There is no quorum. Members will be compensated for travel expenses. Members may take turns recording minutes. Draft minutes will be sent to the Chair within a week of the meeting. The Chair will distribute to members who attended the meeting, correct minutes based on responses, and post on the BCA web page.

Composition of the Committee

The Committee usually has 9 members, give or take 2. Members are elected for 2 year terms at the Officials AGM each year, with (ideally) half of the terms expiring each year. Terms run from one AGM until the next. The Committee elects a Chair for a one year term at its first meeting after the AGM. A BCA Board member is appointed to act as

liaison with the Committee, and attends all meetings. The Committee reports to BC Athletics through the BCA President/CEO.

Committee members are elected to “at large” positions, and are expected to consider the needs of all officials in the Province, rather than specific geographical areas or disciplines. However, it is considered desirable to have representation from all zones. There are no “fixed” Committee positions, other than the Chair.

The Chair

- 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

Tasks are allocated to members each term. In recent years, members have been designated in these positions:

Vice Chair

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

Vice Chair

Upgrading

Assignments Coordinator

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.

Upgrading Coordinator

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.

Mentoring and Education Coordinator

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

Awards, Recognition Coordinator

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.

Research and Development Coordinator

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.

Other Regular (recurring) tasks

Cards for condolences and congratulations
Manage travel grant program; policy review and development; approving grants.
Manage U-18 program; policy review and development; promotion.
Maintain and update Level 1 materials; distribute to instructors
Maintain and update Level 2 materials, distribute to instructors
Maintain and update Web Page
Maintain and update Meet Directors Manual
Organize the BCA Officials AGM.
Compile database on workshop attendance
Membership surveys
E-mail newsletters
Blog postings
Maintain (update) Umpire Manuals (add lap scoring sheets for indoor meets).
Coordinate planning of clinics and instructors with host organizations.
Review and update NOC Open Book Exam

Regional Development Coordinators (Zone Coordinators)

The Committee appoints one or two regional development coordinators for each Region of the Province. The Regions are based on the BC Summer Games zones.

Zone 1,2 (Okanagan/Kootenays)

Zone 3,4,5 (Lower Mainland)

Zone 6 (Vancouver Island, Central Coast)

Zone 7,8 (Central and Northern BC)

Regional coordinators may be members of the Committee. They report to the Committee on special conditions and requirements of officials in their zones. They coordinate communications within the zones, and assignments to local events. They act as Officials

managers for local events when no one else has been assigned. They consult with the Officials Committee's Assignments Coordinator regarding assignments that require travel outside the local Region, and about funds available for local travel. They are also responsible for:

- Organizing 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

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
September 30	Upgrading Applications due to NOC Vice-Chair
September 30	Complete Annual Report
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

The Committees' policy framework

The Committee is governed by the BC Athletics Policy Handbook, by the BC Athletics Officials Ethics and Guidelines for Conduct, and by national policies (NOC Handbook). These policies are in addition to the above.

Membership (in BC Athletics)

The Committee encourages all active officials to join BC Athletics. Membership benefits and recognition items will only be offered to members.

Mentoring

The table below shows rules for assignment of mentors/evaluators (based on the NOC Handbook). The Branch Committee assigns mentors for Level 2 and Level 3. Mentors for higher levels are nominated by the Branch Committee, but must be on the National Mentors list, and approved for the assignment by the NOC. Meets are designated as “N” or “NC” level by NOC each year at their Spring Committee Meeting. The term “session” refers to a 4 hour period within a meet.

Level requested	Mentor qualifications	Level of Meet	Notes
2	Level 3 in any discipline	Any sanctioned meet	Mentoring should cover a track discipline and a field discipline
3	Use Level 4 or 5 if possible	Any sanctioned meet, but Provincial Championship, or National Meet preferred	2 mentoring assessments as chief or assistant chief. Participation in at least 3 sessions for each assessment.
4	Level 4 or 5 in the discipline	1 mentoring assessment at a “N” meet or above. 1 assessment at any other sanctioned meet	All events in the discipline to be covered between the 2 assessments. Chief for at least 1 event in each mentoring assessment
5	Level 5 in the discipline	Both mentoring assessments at “N” meets or above.	Official must be mentored as Chief for each event in the discipline Must be the Chief for all 3 sessions in each mentoring assessment.

Frequently Asked Questions Regarding Mentoring

- For moving to Level 4, is the official required to be acting as Chief while being mentored?
Answer . Yes. *The official must be Chief for at least 1 event or task during each mentoring assessment, and must be Chief for each event or task within the discipline over the course of the 2 mentoring assessments.*
- For moving to Level 5, how many events in the discipline is the official required to Chief?
Answer Must Chief All
- For both Level 4 and Level 5, the official must be mentored as Chief in all events within the discipline. Does this apply in the case of each mentoring assessment separately, or as an aggregate of the 2- e.g., can the official be mentored doing High Jump during one mentoring assessment, and pole Vault on another occasion?
Answer *The official may be mentored in some of the events in the discipline during one mentoring assessment, and some of the events in another mentoring assessments, as long as ALL events are covered over the 2 assessments.*
- For Levels 3,4, and 5, how many hours must an official work during a mentoring assessment?
Answer *Each mentoring assessment should take place over at least 3 sessions- e.g., more than an 8 hour day.*

5. For Levels 4 and 5, do the 2 mentoring assessments have to take place at different meets?

Answer Yes

Recognition and benefits

Only registered BCA Member officials will be eligible for recognition items or other benefits. ***Recognition items for Levels 2 through 5 will be selected by the Committee each year.*** Some recognition and benefit items continue from year to year:

- members receive upgrading certificates at all levels
- Level 1 officials will be given a pin with their upgrading certificate
- All Level 2+ members receive a free Rule book
- All member officials receive a uniform golf shirt when upgrading to Level 2

Reinstatements

If an official is requesting reinstatement after an absence of up to two years, the Officials Committee requires: 8 credits of work. If an official is requesting reinstatement after an absence of more than two years, the Officials Committee requires: 8 credits of work, and one of the evaluations that would usually be required at that level, and successful completion of the National Open Book exam.

Travel and other competition expenses

BCA provides the Officials Committee with an Annual Core Budget'. This amount is supplemented by voluntary donations from Member Clubs. The budget available for competition is approximately one third of the total budget. These funds are used to cover expenses of more than 200 unpaid volunteer officials servicing 75 plus competitions. It is important to work from clear rules. The Regions to which we refer are based on the BC Games Regions, e.g.

Zone 1,2 (Okanagan/Kootenays)

Zone 3,4,5 (Lower Mainland)

Zone 6 (Vancouver Island, Central Coast)

Zone 7,8 (Central and Northern BC)

WE DO FUND

- authorized travel to sanctioned events by BCA member officials, when working in their own region. @ \$.30 per kilometre (\$.43 when carrying additional officials.)
- authorized travel to National And Provincial Championships In BC by BCA member officials, when not working in their own region. The Committee will reimburse costs for the driver (e.g. gas bill, ferry fares, tolls), plus \$20 for each additional official.
- Officials may also claim reimbursement for purchase of expendable supplies such as tape, shells etc. Claims should be submitted to the event organizers if possible.

WE DO NOT FUND

- Meals or Accommodation
- Travel to events with an International component
- Travel to sanctioned non-championship events outside the BCA member

official's own region. (Unless the official is designated for training).

□ Travel to BC GAMES events

Members who agree to participate in events **not funded by BC Athletics** (see above in this section) MAY be compensated by the Local Organizing Committee. This compensation may take the form of repayment for specific expenses (e.g. gas bills) or in some other form, as decided by the LOC. The Committee recommends that compensation follow the formula outlined above.

In addition to the above, officials may receive recognition items, small gifts, from the Local Organizing Committee.