

Minutes BCA Officials Committee Meeting  
January 16, 2010

**Members Present:**

John Cull	Carol Cull	April Arsene	Alice Kubek
Shirley Young	Lin Hopkins	Bob Cowden	Diana Hollefreund
Sue Kydd	Laurel Wichmann	Jackie Barrington	Alwilda van Ryswyk
Kathy Terlicher			
Recorder:	Jackie Barrington		

**Approval of Agenda:** Agenda approved as distributed

**Business Arising from Minutes:** Action items under subcommittee and other reports

**Chair's Report/Correspondence:**

**Budget Updates:**

- \$1281 left to spend through to March 31, 2010 for committee meetings
- \$1400 spent on pins for recognition program
- Competition expenses – after mentorship opportunity to Saskatchewan for Lin Hopkins in March, \$2000 - \$3000 left for mentoring
- Funds will be needed for rule books which aren't available to date

**Action:** Alice will check with Sam Collier to see if books were ordered

- Deferred donation cheque not yet available from Kajaks
- \$600 donation given by Achilles, spent on Annual General Meeting (AGM) in October

**Action:** In 2010, any donation given to the committee will be acknowledged by Sue Kydd with a card and thank you note.

- Diana suggested that all donors could be acknowledged in the final bulletin of the year

**Competition Schedule:**

- New date for Victoria Track & Field Series #2, May 14, 2010
- Conflicts continue to be problematic, these will need to be resolved

**Correspondence:**

- An email received from Larry Neilsen, concerning incidents at meets in 2009 will be addressed by John Cull
- Bob Cowden addressed concerns from Kelowna Track & Field Club on conflicting meet, schedules and the availability of officials

**AGM 2010**

- Date may be October 16 or 17 or a date in October that will not conflict with Grey Cup football game

**Action:** Laurel Wichmann will look into securing another venue for the AGM as the previous venue proved to be inadequate for a large group. She will send the cost of a new venue to April Arsene.

**Subcommittee and Other Reports:**

**Web Update (April)**

- April worked with Teresa Nightingale to update the officials website

- Information and photos were posted
- Please remember to send track and field related photographs to April to update the website periodically. BCA does not require a release from adults to post photos, but we must ensure that young athletes are not in any picture posted to the webpage. Athletes under 18 years of age must have a signed release to post pictures.

#### **BCA Board Update (Diana)**

- Officials will be asked to declare if they have had a Risk Management Check (RMC) at some point, possibly In October 2010.
- RMCs must be done at a police station, they cannot be done online
- RMCs will be an ongoing process

#### **Changes to Junior Development (JD) rules**

- Changes will take place
- Changes have not been circulated to Clubs as of date
- Should be sent by April 1, 2010

**Action:** Diana will talk to Brian McCalder to find out who will send information to Clubs

- There was mention of a one year grace period for implementation of the new JD changes
- BCA Officials committee members support having such a period before changes are fully implemented
- Diana also reminded Officials to support the Thumbs Up campaign on Face book

#### **Assignment/Upgrading Sub-Committee (Carol, Kathy, Bob, April, Alice)**

Update on World Masters (Carol)

- Carol has developed lists for travellers – who is travelling by bus or car
- List for accommodation and lists for arrivals and departures of officials
- Lists for flight information
- 22 officials will be coming from Alberta, and smaller numbers from Manitoba, Ontario and Quebec; USA - 9, Mexico – 2, Puerto Rico – 1
- All assignments are made but have not been sent because the games schedule is still being adjusted

**Action:** Carol will send out a temporary assignment schedule which will be subject to change depending on the games schedule

- Bob Cowden suggested loading officials' information on the World Masters website and also on [www.masterstrack.com](http://www.masterstrack.com)
- 5 Workshops and 1 Clinic will be conducted at the games
- Most sessions will last for 90 minutes
- Workshops and clinics will be held in various disciplines
- Details on bus schedule/accommodation to follow
- Bus will make 3 stops, Ferry, Surrey and probably Abbotsford
- Bus driver will have a cell list of names of who should be on the bus
- Official's manual for meet to be completed
- Carol also reported on a request from a father of an athlete who is visually impaired who will be attending a meet in Kamloops

- Father wants to know if the Club will make accommodations for his son in jumps; he will sometimes compete as a Paralympic athlete, and sometimes not.
- Alice noted that the athlete must be tagged as F12 ,and he has to be properly classified.

**Action:** Carol will let the dad know that he has to get his classification from BC Blind Sports. He also has to contact Meet Directors if he is intending to enter as a Paralympic athlete.

Diana suggested that the dad should put together a list of accommodations that would be needed for meets to give to Meet Directors.

**Action Items:**

- **Starts Referee:** Discussion centered on the need for a new position that would have someone with experience as a Starter being in charge of the Start Line – Assistant Track Referee or Starts Referee
- Currently the NOC Upgrading Criteria (updated April 2009) states that for promotion to Level 3 Track Referee an Official must
  - Be at least a Level 3 Umpire and have at least one other Level 3 Provincial list in a track discipline
  - Be at least a Level 4 in any Track discipline (may be one of the above)
  - Follow the standard upgrading criteria for Level 3
- These criteria show that someone in charge of the start line might not necessarily have a working knowledge of the start line
- An email was sent to all Start officials, Level 3 – 5
- Response was poor, only 3 persons responded
- After much discussion a vote was taken and most committee members supported the idea of taking the proposal to NOC

**Action:** John will take the issue to the NOC meeting and propose that this new position be created for Canada.

**Reinstatement Requests (Kathy)**

**Action:** Kathy will recommend that Jennifer Woodcock – Level 4, and Norma Werk – Level 3; be reinstated to their current Level.

- A motion will be proposed for the next committee meeting to develop criteria for reinstatement

**Action:** ?

**Distribution of list of mentoring assignments (Kathy)**

- Lin Hopkins will travel to Saskatchewan in March
- Helen Newmarch is too busy right now to travel
- Gene Sanderson needs to travel to upgrade to Starter 4

**Action:** Alwilda will get Gene to send an email to Kathy to go for indoor training in March.

As mentorships are assigned Kathy will give information to Zone Coordinators for follow up  
Allain McCallum/Jason Swan were upgraded to Photos Provincial List

**Education/Recruitment sub committee (Sue, Jackie, Laurel, Alwilda)**

Kamloops Level 1 & 2 workshop information was given to Laurel

### **Template for travelling (Laurel)**

- Template was mailed to committee members
- Feedback was incorporated into document
- Template will be sent to officials who will be mentored out of the Province
- Person sending the template will collect filled out forms
- Alice has volunteered to collect the information and report to the committee

### **Regional Development Plans**

#### **Zone 1 - Bob will contact:-**

- Udo Grady from Cranbrook who will attend Games in Kamloops
- Tami O'Meara and Kyle O'Meara ; living in Castlegar
- Dan Horan in Trail
- Bob will work with these contacts to develop a Plan of Action for the above areas

#### **Zone 2 – Okanagan**

- One official from Kelowna attended the Level 2 workshop in Kamloops
- Kamloops officials are prepared to mentor officials from Kelowna
- Bob is willing to let Kelowna know the times of year he can be in their area to conduct workshops
- Bob will work on improving contact with officials in the area, and find a local to act in a leadership role.

#### **Zones 7-8 Northern BC**

- Jackie is getting in contact with Judy Gaiesty to see what the needs are in the North
- Information was requested and reply is needed (Judy has since responded and information will be presented at the next meeting)
- Mentorship for officials could be done at District meets

#### **Action: Kathy will send Umpires folders to Judy. Kathy will also send the changes to rules for folders to Diana**

- Laurel suggested that shortly after a workshop, presenters could send an email to stay in touch. Local contact could also follow up with a phone call or email
- Sue suggested that officials who might be travelling in other parts of the Province could be encouraged to help at any meet that is currently being held in that area
- Carol noted that information on meets are sent to Provincial contacts

#### **Zone 6 – Vancouver Island**

- Level 1 and 2 Officials are trained within the VIAA program, but require mentoring from senior officials in order to move to Level 3. A Level 2 workshop may be conducted in the Fall.
- Diana noted that officials on the Island are mostly coaches and parents who might only attend meets if their athletes are participating in the meet
- The Committee needs a Regional development plan for Zone 6 which will show how to move officials forward to Level 3. This document does not need to be more than 1 page

#### **Action: Lin will draft the Plan and report at the next meeting.**

**Action:** Jackie will continue to encourage Clubs to recruit and develop officials and post the information on their website.

### **Zone 3-5 – Lower Mainland**

Sue will contact Clubs and other members of the community for Level 1 workshops. She will also contact the local person who is in charge of the Summer Games

- Summer Games will be an opportunity to recruit volunteers who will be brought in for the Games
- Brent Dolfo is the local contact for Track and Field
- Sue is the Officials Manager for the meet
- Carol needs to know fairly soon if officials will be needed from other areas

**Action: Sue will bring information to the next meeting on strategies for officials' development at Summer Games.**

### **Social Networking Sites for Recruitment (Shirley)**

- Technicians at Shirley's work were too busy to give information on how much time and effort is needed to maintain social networking sites for recruitment of officials

### **Encourage and Support Senior Officials as Recruiters (Laurel)**

- Laurel contacted all officials from Levels 3-5
- Response was poor, only 3 persons responded
- One response was that paying no fees might encourage more officials to continue to volunteer

**Action:** Laurel will send out a request for information again in the spring. The focus is on getting feedback from senior officials regarding their role as recruiters. The Committee is soliciting suggestions to improve its support for this role.

### **Interactive Project for IAAF Rules, purpose, audience, samples (Jackie)**

- Document was mailed to committee members
- Purpose – for officials to keep current with rules electronically
- Audience – all officials, but especially U-18 officials who are used to on-line learning
- Sample - document with Level 3 examination questions
- Jackie suggested having the current Level 3 examination and maybe another exam that could be used for practice to review rules periodically
- Sue mentioned that younger officials might find having the exam on line helpful since they are used to practice exams for their driver's license
- Laurel also noted that having a quick way to review rules other than the rule book might be useful
- Kathy would like to see the existing Level 3 examination remain in its current form, and suggested that Keith Newell could be asked to develop other questions that could be use in the interactive project

**Action: Jackie will contact Keith to see if he is willing to develop questions for the project.**

Other information needed: –

- Contact Teresa at BCA to see if the link can be placed on the BCA website
- Find out from the creator of the interactive project if he will give the software to update the project
- Find out how easy it would be to have a random selection of questions on the page

#### **Awards, Recognition and Retention (Shirley and Lin)**

- Officials lapel pins were not distributed to Level 1 officials in 2009 (no requests were received)
- Level 1 officials will be given a pin with their upgrading certificate in 2010.
- Officials attending the Games in Kamloops will receive a pin
- Level 2 officials who requested a shirt will also receive a pin

**Action: - Alwilda will give Shirley a list of Level 2 Officials who are eligible to receive a pin.**

**Shirley will take the pins to Kamloops.**

- All Level 2 upgrades from Annual Report will be contacted for their shirt size

**Action: Shirley Young**

- Shirts will be available for pick up by Zone reps at next meeting
- Member Officials who upgrade to Level 2 in 2010 will be contacted, and awarded a golf shirt

**Action: Kathy Terlicher/Shirley Young**

#### **Recognition Program for 2010**

- Level 3 and up officials will get the new item
- This might be a zippered hoodie, a knapsack or a water resistant jacket
- These incentives will depend on the budget for 2010
- Bob noted that incentives are useful because they provide a standardization of uniform which promote and represent the organization

#### **Retention Strategies**

- Best retention strategy might be to be upbeat, encouraging and respectful of our current officials
- Respect the work of officials and commend them for a well done job  
[John's Note: Do these points actually reflect a discussion that took place? My recollection:
  - The Survey of inactive officials was abandoned
  - We agreed to review the previous report/strategy on volunteer recognition and retention(Laurel's work), and ensure we are making the best use of it.

#### **Junior Development (Alwilda)**

- Nine year old athletes will now run 2K instead of 1.5K
- Nine year old athletes will be given a 30 centimetre board for long jump

- Clubs will have to make a new 30 centimetre board
- The fault board will remain for all other JD athletes in long jump
- BCA needs to send out information on implementation of changes to Clubs in a reasonable time for the new track season

There being no more business the meeting was adjourned at 1:45 p.m.