

**Minutes of the BCA Officials Committee Meeting  
January 22, 2006, Richmond**

Chair        John Cull  
Recorder    Shirley Young

Present: John Cull, Carol Cull, April Arsene, Alwilda van Ryswyk, Sue Kydd, Karen Davidson, Dianna Hollefreund, Alice Kubek, Ina Wallace, Sanda Turner, Shirley Young  
Guests:     Anne Lansdell  
Regrets:    Jackie Barrington, Kathy Terlicher

John welcomed everyone to the meeting

Agenda – approved as circulated

**Organizational**

Review of “Committee rules, roles and responsibilities”, (previously distributed). The document was approved, with minor modifications. The new meeting schedule is as follows, with recorder noted in each case. Minutes will be circulated by e-mail for approval, and posted on the BCA Web page

- March 5                             Alice
- April 9                                Kathy
- May 6                                 Jackie
- September 23                     April
- October 14                         Karen
- November 19 (AGM)             Sue

The March meeting will be on Vancouver Island, hosted by either Alice or Ina. The Regional Representative for Prince George will be Corinne Masich. April Arsene is responsible for the BC Officials Directory documents (see Assignments/Upgrading Committee).

**Action item: John** to contact Corinne Masich to confirm, and then update the document

**Previous Minutes**

- Committee meeting, October 16, 2005- approved  
These minutes will not be posted on the Web page
- AGM, November 20, 2005– approved

**Business arising from the Minutes**

Diana reported on the Action item regarding scissor hurdles. Essentially...pegs may face forward or back, depending on the design. Hurdles must be placed with the “long” part of the foot facing the start line. Information will be circulated on the BCA Web page. John noted an item in the October minutes recommending that “if officials are given the opportunity to travel and refuse that they are moved down the list”. The Assignments/Upgrading Committee will consider all factors in these cases.

## Chair's Report

John reported on activities and correspondence since the 2005 AGM. He met with BCA staff (Brian McC Calder and Ron Bunting) on January 11. Correspondence has been primarily by e-mail.

- Appointment of Officials Committee delegates to meet organizing committees. ....PacificCanada Series (John). Royal Cdn Legion (John)...Victoria International (Anne)....Pacific Cup (Carol)....Abbotsford International (Carol)...Richmond Kajaks (Kathy). None of the delegates has attended a meeting yet.
- Drafted a 2006 Fixtures list (see New Business)
- Updated and printed Record Card
- Officials Committee Budget update. Have not requested an increase for 2006-2007.

Current balance shows \$5662 expended, leaving \$7838 to go.  
identified expenditures to come:

- Travel (Sask) \$600
  - Equipment \$850 (gun repair, field timer, miscellaneous)
  - Meetings \$600
  - Rule books \$600
  - Certification 1-3 \$700 (generous estimate: promotion, advertising, honorarium for Level 2 instructors)  
Remaining balance \$ 4488 (includes other possible travel to indoor meets, equipment)
  - The Incentive program cost \$3,000 in the current budget. It can continue at this level in the next year, if sponsorship continues. Sponsor recognition will be important. 10 Weather writers have been purchased for the Incentive program. Additional orders may be placed (information and contacts through Valley Royals). Officials may also purchase them through BCA office for \$35 (plus GST).
- Action Items.**
- **Shirley** to provide year end inventory of remaining items.
  - **Shirley** to provide John with a logo for Spratt-Shaw for the BCA Web-site
  - **John** to request an invitation for Spratt-Shaw to attend the NEXT BCA Awards Banquet.
  - Marion Crowley has made a donation to the official's fund In memory of Jack Fisher,
  - Continued to manage BCA Officials equipment
    - Agreement for Hugh Morrison to build 2 JAV boards for cost.
    - Identified other shopping list items, portable PA system, certification kits, digital scales, 2<sup>nd</sup> Field Timer, new RW paddles. No reasonable alternatives for hand-loaded shells have been found yet.
    - Established that R/W and Umpires kits for the Island have evaporated.  
**Action Item: Alice** to retrieve R/W and Umpires kits from Connie, and restore.
  - Web page development.....Officials honor roll, recruitment FAQ, Committee directory, minutes

- Updated the Policy Manual (grading of meets, minimum standards etc)
- Assisted with Awards for 2005...help with writing and re-writing annual awards texts for banquet, and Sport BC nomination.
- Review of Course material (Level 1 and Level 2).

## **New Business**

John Introduced 3 motions to clarify policies regarding Officials travel expenses

Motion:

“The chair may approve transportation expenses for officials to attend the officials agm; provided they are reasonable, and attempts have been made to car-pool. Expenses **MUST BE APPROVED BY THE CHAIR IN ADVANCE**". Committee members are expected to attempt to car-pool for all meetings, but do not need prior approval”.

M/S Karen, April Tabled

Committee members discussed various amendments, but agreed to table the motion. There was general agreement to approve expenses for attendance at the AGM.

Motion

“Officials will be compensated for authorized travel expenses for meets and other events at the rate of \$.15/km (solo) or \$.21/km (car pool)”. No specific authorization is required for meets within the official’s own region.

M/S Defeated

Committee members agreed that the motion was unnecessary. The policy is already stated in the Policy Manual

Motion

The Committee will allocate funds for officials’ travel outside their own region within the Province to support specific meets which meet any of the following criteria:

- Provincial or National Championships
- N or NC meets (as decided by NOC)
- Meets with a high level of participation, **and** significant numbers of carded athletes.

M/S Defeated

Committee members agreed that the motion was unnecessary. The policy is already stated in the Policy Manual

## **Committee Reports**

### ***Education and recruitment Sub-Committee***

Distributed and discussed the draft “Recruitment Suggestions.

Item 1. (liaison with Clubs) approved as a high priority

Item 2. (publicize at meets). Strong approval to go ahead and price out production of a sandwich board. Sport BC Printing can be contacted through the BCA Office.

Item 3. (printed brochure). Approved as a high priority. **John** will provide the Committee with a previous version (Produced by NOC?). Sport BC Printing can be contacted through the BCA Office

Item 4. (contact seniors groups and retired teachers organizations). Approved as a high priority. Sub-committee members will proceed with groups in their home communities

(Langley, Surrey, Victoria, Coquitlam). Interior officials (Kamloops) have already approached these groups successfully.

Item 5. (utilize local malls). Considered a lower priority for this year)

Item 6. (Use local volunteer web sites). Not discussed. To be brought back to a further meeting.

Item 7. (Continue pilot training plan on Vancouver Island). Not discussed.

Discussion points (on page 2). General strategies in this section were approved.

### **Assignments/Upgrading Sub-Committee**

- Travel priority lists for 2006 discussed and approved as distributed
- Committee has continued efforts to contact Meet organizers (and Committees) in Western Provinces to find opportunities for evaluations/mentoring at Indoor meets. This has proved to be time consuming and frustrating. We should consider higher priority for placements at Outdoors meets in 2006.
- Establishing start dates for BC officials. The Sub-committee will continue with this
- List of previous evaluators (referred to Kathy Terlicher)

### **Awards/Incentives(Shirley)**

- Draft Incentive Claim Form was distributed and discussed
  - Change sweatshirt to fleece pull over (fifth year)
  - Form should be included in the welcome package to the officials
  - New Incentive item will be the weather writer. (6<sup>th</sup> year)
- Kevin & Sue Kydd and Shirley Young were inducted into the BCA Hall of Fame

**Action Item.** Shirley will continue to work on finding sponsors for the 2006 incentive program. Recognition (logos etc) will be cleared with Brian McCalder.

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

Motions to alter some JD events were discussed at the BCA AGM. Proposed changes were referred to the JD Committee for discussion, and will not apply in 2006. Alwilda will report back to the committee after the she has met with the JD committee.

### **Technical Committee (Alice)**

David Weicker will be invited to join the Technical Sub-Committee (**Action: John**). SFU is preparing to host the Royal Canadian Legion Championships. Technical sub-committee (Peter and John) will meet with Ron Bunting and SFU representatives to discuss options for the throws. The University is considering a proposal to replace the infield with Astro-turf. The Sub-Committee will inspect the new South Surrey Track after the line [painting is completed.

### **New Business**

#### **Official's registration (April)**

April will distribute the packages to Regional Representatives at the next meeting. April will do the lower mainland, Alwilda will do the Interior and Alice will do the Island.

Packages will include; Welcome letter, BCA Registration, Record Card, 2006 Fixtures List (?), Incentive Application Form, Awards Nomination Form. Little red rule book will be distributed at the same time, if approved by BCA Board.

**Action Item. John** to contact Brian McC Calder for approval of distribution of the Little Red Rule Book.

### ***Assignments/fixtures 2006***

Draft fixtures list distributed and discussed.

**Action Item. John** to update list and circulate.

Various strategies were discussed to provide development opportunities for lower level officials (Level 2+). The Sub-committee may use its funds to support travel to larger Club meets as well as Provincial Championships. Expenses for mentors will also be allocated. The sub-committee will book some rooms at the "Bible College" in Abbotsford for officials participating in the BCJD Championships.

### ***Meet Evaluation Form***

John discussed the form and the procedure with BC Athletics staff. The process is intended to provide positive feedback for Meet Organizers. Some changes will be made in the draft form to emphasize this point. Forms will be distributed at meets, and returned to the Regional Representative for review.

Meeting Adjourned 1:35pm