

**B.C.A. Branch Officials' Committee Meeting
Minutes Victoria, BC
March 4, 2006**

Members Present:

Carol Cull, John Cull, Sanda Turner, Karen Davidson, Sue Kydd, Alwilda van Ryswyk, Kathy Terlicher, Alice Kubek, Ina Wallace, Diana Hollefreund, and Jackie Barrington

Regrets: Shirley Young, April Arsene,

Recorder: Jackie Barrington

John called the meeting to order and stated that the focus of the meeting would be on recruitment and education. The April meeting would have more time for assignments, fixtures.

John circulated the Agenda and added items.

Previous Minutes

Minutes of the Meeting of January 22, 2006 were approved and posted prior to this meeting.

Chair's Report:

- feedback form was revised, following discussion with BCA staff and made more user friendly.
- Forms will be distributed by Regional Coordinators at all meets
- Some will be given to Regional Coordinators
- John would like to see an officials' check-in table at all meets
- Sue suggested that an envelope/folder be placed at the check-in table to collect the forms
- Forms will only be given to registered/certified officials
- Regional representative will collate comments for each meet, and send a summary to John (e-mail). John will discuss issues and ideas with BCA staff.

Action Item: John will ask BCA staff to include forms in the Meet Director's sanctioned package, for information. John will let meet directors know that the forms will be in this package.

- 100 rule books were ordered by BCA office, but have not yet arrived.
- BCA Board will consider whether these can be given as a membership benefit, at the March 25/06 meeting. There is some concern that officials' membership fee (\$15) will not cover the cost of distribution. \$5 goes for liability insurance, \$5 covers membership and the cost to acquire the book is \$5.80.
- Carol pointed out that the membership fee is paid yearly while the books are printed every two years.
- Alice suggested that John should ask Marion Crowley to see if her donation could go towards the cost of providing the rule books to officials.
- Alice noted that the full IAAF Handbook (blue books) is available for \$6.50

Budget Report - John

- John discussed BCA priorities with Brian McC Calder and Ron Bunting. The Youth Officiating Program and Road Race officiating are important to the Association.

Action Item: Alice will check with organizers of the Youth Program on the Island to see how that program is progressing.

- At our next meeting, there will be discussion on the progress of the Youth Program
- a field timer has been ordered; cost of \$578
- Digital scales will be bought
- One-third of the cost of a Digital projector will be paid for from the Officials' budget
- One-third of the cost of an easy up tent with BCA Logo will be paid for from the Officials' budget
- Sandwich boards for recruitment will be paid for from this budget
- Additional items which may be approved for purchase from the Officials budget
 - second field timer
 - Race walk paddles
- The cost of the March meeting will be covered by this year's budget.
- Next year's budget should be the same. Plans will be made as if the budget will remain the same.

Pacificanada Series Report – Kathy

Kathy represented the Branch Committee at a meeting of the organizing Committee for the Series. Schedules and dates for meets were discussed, and the Committee agreed to cover accommodation costs for some out of town officials for the Lower Mainland meets. The next meeting for the Series will be held on March 20, 2006. John will attend this meeting.

Schedule and Officials Coordinators:

- June 4, 06 Richmond (Kathy Terlicher)
- June 6, 06 Abbotsford (Carol Cull)
- June 8, 06 Canada Cup, Swangard (Carol Cull)
- June 11, 06 Victoria International (Anne Lansdell)

Correspondence

- John sent information to Manitoba for their incentive program
- Information was needed to verify a pole vault record. The record application was received eight months after the event, with no paper work. Ina – the official at the event was not given a record form to sign. BCA staff may remind athletes and coaches about correct procedure for record applications. It was also noted that records should be posted on heat sheets.

Correspondence from NOC

- John will attend the NOC meeting in Winnipeg from April 21-23, 2006
- Jennifer Campbell is a new member of NOC and Philippa Fairbairn was re-appointed. Other members remain the same

Equipment

- Template for Javelin board was turned over to Hugh Morrison, who is making 2 boards
- BCA guns have been repaired
- Carol found a place to buy Race Walk paddles and sets of paddles may be ordered. Each judge needs 3 paddles

Upgrading – Education/Recruitment

Sue, Karen and Jackie met on February 25, 2006 in Surrey

Three areas were discussed:

An advertisement sign to attract new official recruits

The need for a new brochure

A letter that can be sent to strategic locations

Signs:

- Karen researched the cost of two different types of signs. An H-shaped, like that of realtors, made from corrugated plastic cost would be \$35; made from ply wood, cost would be \$85. This is with 12 words printed
- The second type – a sandwich board with spikes to nail into the ground would cost \$125. This would be an easier board to display
- Initially this recruitment drive would focus on the Lower Mainland

Action Item – Karen will further investigate the cost of ordering two display boards. The BCA Logo can be obtained from BCA web site. Web page information will be placed on the display board.

Brochure:

- Sue, Karen and Jackie all thought that the existing brochures available from Athletics Canada look dated and uninspiring.
- They suggested that a new brochure should be designed.
- It was suggested by Carol that all areas of athletics be included on the brochure – road racing, mountain racing, cross country racing. Sanda also noted athletes with disabilities.
- In the contact area of the brochure, the BCA information should be displayed as well as space to contact someone local
- Sport BC will do the mock up of the brochure

Letter:

- A letter will be sent to Clubs (after contact has been made with Club)
- The letter will initially be sent to Clubs in the Lower Mainland
- Letters will be mailed out from BCA on their letter head
- Sue is willing to have her name as the local contact person
- Letter will be sent to other areas outside of sports – retired groups etc.
- Letter will invite 13+ (accompanied by an adult) and others to become officials

Education

- Maureen de St. Croix, who is organizing a new athletic club in South Surrey, would like a Level 1 workshop.
- John/Sue will be in contact with Maureen to organize this workshop
- John visited the new facility and noted that it is a good facility, but needs equipment
- The revised version of the Level 1 course was distributed

- New course is slightly more advanced than previous course
- Level 1 participants packages can be obtained from Ron Bunting, and will include BCA registration form and record card

Karen noted that she was supposed to keep track of workshops given, but she was not always contacted when workshops were given

John noted that sometimes workshops were given on the spur of the moment at track meets. He would prefer if all workshops were scheduled

- An effort will be made this year to have all workshops scheduled
- Level 1 workshop has been scheduled for Kelowna on April 15/06
- Level 2 workshop will be scheduled for Kamloops. 10 people who took Level 1 last year want to upgrade.
- Alwilda enquired about status of upgrading requests for Gene Sanderson (Kamloops) and Len van Ryswyk (Surrey). *update: Both people are on the list of upgrades for 2005 and are included in the directory. Alwilda received both certificates at the AGM.*
- Information on the officials' training program will be placed on the web page.
- Workshops will only be given for 10 or more persons
- Sue wanted to know who will follow up with training for new recruits. Resolved that the Instructor will follow up with workshop participants who indicate on the registration form that they wish to be called for meets. Contact information for any that respond positively will be given to the Regional coordinator to add to the call list. The workshop registration list should be returned to BCA Office, with a copy for Kathy Terlicher.
- Alice suggested that Regional Coordinators can assign mentors, and provision for those who want training in specific discipline should be considered. It was also suggested to allow new recruits to move around the various areas at track meets to learn what happens at each area.
- Kathy noted that it would be necessary to let officials know before hand that recruits will only be visiting the area.

Diane reported on the Pilot project on the Island. The goal is to get 50 new officials. There is a participant package, which includes the BCA Officials Code of Conduct etc. Packages will be sent to all Clubs in the Vancouver Island Athletic Association.

Action Item: John will send the electronic version of the Level 1 program to Diana

Assignment/Upgrading Committee

- Timex Series. Organizers of this series are concerned about quality of officiating at the events. BCA officials have participated in the first 2 events, and will continue when requested.
- Jake Madderom has expressed interest in developing officiating within Kajaks.
- Carol – some requests made for upgrading Starters' Assistants
- Ina – Gary Pighen (Port Alberni) has enquired about upgrading to Level 2. There is unlikely to be a Level 2 workshop in his area this year. He will be contacted, and arrangements discussed for attending a Level 2 workshop on the Lower Mainland.
- Also Jackie Hughes from the Island and Tatiana Little from Kelowna will be contacted regarding requests for upgrading.
- Requests for upgrading must be in to Kathy by March 31/06

Action Item – Alwilda needs to remind Darren Blois to send in his upgrading application. Kathy will email Fiona to let her know that Darren needs to be upgraded.

(update: March 14: Darren requires a second evaluation before upgrading)

- John is considering applying for recognition of Langley Pacific Meet for National status (for upgrading).
- Carol is currently working on re-writing the Level 2 program in PowerPoint. She should be finished by the end of March.
- Presenters needed for Level 2 workshop. Previous presenters will be contacted.
- There appears to be a need for more National mentors in BC.

Action Item: Ina will contact Ron Parker from Pacific Athletics to offer a Level 1 workshop

Action Item: John will advise NOC about the need to recruit and train additional mentors.

Action Item: Alice will send starting dates that she has for any BC officials to Kathy. Previous evaluators for upgrades should also be recorded.

Fixtures List

Action Item: Carol will find out the start time for Abbotsford meet

- JD Pentathlon – Possible date July 8/06?
- Garriock meet will be added to the fixtures list, June 24-25
- Alice reminded the Committee that ATO, NTO and ITOs are available for permit meets. John will take this under advisement. They may be requested to work on the Jury and/or mentoring.
- Carol would like to have non-sized items as rewards for the International meets (no shoes)
- Weatherwriter will be added as an incentive this year

Directories

- No directories are going to be on the BCA website due to privacy concerns
- The NOC Directory has very limited distribution (Branch Chairs only)
- The Officials Directory produced by BCA staff is based on membership registrations, and is significantly different from the Branch Committee's directories.
- Athletics Canada is creating a data base from the Officials Directory produced by BCA staff, and this will be very different from the NOC Directory.
- There are currently two BC directories produced by the Committee – the contacts list and the status (upgrading) directory:
 - Kathy maintains the contacts list
 - April maintains the status directory

Action Item: (All Committee members). Kathy requires corrections and updates to contact information,

Action Item: John will talk to Brian about creating a private web space, one that is password protected

- BCA staff will be asked to invite a representative of Spratt-Shaw to the Annual Awards Ceremony as a presenter

JD Committee: - Alwilda

- Meeting April 2/06 at Minoru

- Only meets that have an adequate number of officials will be recognized for Top Ten awards
- Two areas are needed for Shot Put at JD meets

Action Item: - Alice to pick up Race Walk and Umpire Kits from Connie

- New South Surrey Track– Engineer survey done, meets IAAF standards
- Lines to be painted, triple jump boards need adjustment, throws not done, pole vault done, Javelin not done, Long throws not in infield
- April 29/06 – Throws Meet in Kamloops
- Jarrett McClean from Saskatchewan Huskies, new coach in Kamloops
- New track will be inspected before Summer Games
- For World Records, a steel tape of electronic measuring device is needed, but requirements for a Canadian or BC Record are not clear. Alice suggested going to Athletics Canada for clarification.

New Business:

- John sent text to Ron on hurdles and handles for Hammer. The handles that are compliant with the 2004-5 Handbook are acceptable.
- A Newsletter is being prepared, which will be printed on BCA bulletin
- Newsletter will indicate that people without email can check with someone who has
- John will create a Forms Library on BCA website

Action Item: John will give Sue any additional information she requires for the Newsletter.

- Level 2 Passports – an idea on which John is working
- Members were asked to review Policy Manual, it will be discussed at the next meeting.

Action Item: Alice will check with Willie Deakin to see if she is still making Armbands.

- When a producer is found, the Armbands will be sold to Officials at cost
- There is a concern that some Starters may be holding athletes too long in the blocks

- Legion Camp may be a good venue to hold a Starters' Forum or Clinic
- Sanda suggested holding the Forum closer to the beginning of the season
- Upgrading Committee will look into organizing this Clinic
- Finish Lynx workshop? Cost approximately \$250 daily to have a technician from the Manufacturer to present at a workshop.
- Some suggestions to cover this cost might be SFU? Legion? Pacific Canada Series?
- Clinics needed on weights and measure (Technical Managers).

Meeting adjourned at 2 p.m.

Next Meeting – Surrey, April 9, 2006