

Minutes: BCA Officials Committee, March 11, 2007

Members Present: John & Carol Cull, Kathy Terlicher, Sue Kydd, Hugh Morrison, Laurel Wichmann, Jackie Barrington and Shirley Young

Regrets: April Arsene, Alice Kubek, Alwilda van Ryswyk, and Sanda Turner.

Recorder: Jackie Barrington

Previous Minutes

Minutes of January 21, 2007 approved by e-mail and posted.

Business arising from the minutes:

- Process for feedback – minutes noted that the feedback form should be returned within 7 days.
 - John prefers to have them done on the day of the meet.
 - Feedback will be compiled by the Regional coordinator, and returned to the Chair. Finished product to go to the meet director within 7 days.
- The title of the form is now *Event Feedback Form*
- Information on zones corrected in minutes
- Registration packages this year will be a virtual package
- Regional coordinators will print a few packages for distribution as needed

Action Item: April's responsibility to put the package on the website. It would be useful to have it available for review at the next meeting, and up by the end of April.

Chair's Action Items:

Feedback Process (continued)

- Sue will help with the feedback process in the Lower Mainland
- Alwilda will coordinate the process in the Interior
- Alice will look after the process on the Island
- The process in the North is undefined
- Feedback forms will be available at the sign in area (if there is one at the meet) and at the finish line.
- Collecting the forms was problematic in the past. John generally went around and collected them. Some forms were not collected if officials left before John made it to their area. The forms, when completed, can also be left at the finish line.

Action Item: Sue will send information to the BCA Bulletin informing officials of the process of distribution/collection of event feedback forms.

- Forms may be given to the Referee, but **NOT** the Meet Director. Referees should help with this process.

- Process of Meet Director's Package – There is no longer a package that goes out to Meet Directors. All Meet Directors have to do is go online and fill out a Sanction Form.
- John suggested that he would like to see a link from the sanction form that says this is what officials would like you to know when hosting a meet.
- Carol – Since we are seeing new Meet Directors, there should be a document which suggests best practices for Meet Directors.
- Hugh – when Clubs ask for officials there should be given a “to do list”
- Alberta has a Meet Directors handbook which can be used as a model.

Action Item – Jackie will get information from Cheetahs which could be used as a reference to develop a Meet Director's handbook for B. C.

Mentor's Workshop

- 7 members attended the workshop
- New templates for National workshop were shown
- High Jump and Vertical Jump workshops have been revamped
- John noted that Evaluating and Mentoring are separate processes. The process for mentoring can be done within the Province over a period of time (several meets). The process of evaluating can be done over a weekend.
- April 14, 2007. David Weicker will conduct a mentoring workshop in Kamloops
- There will also be a National workshop for photos.

Action Item - Keith Newell needs to set a date for a mentoring workshop on the Island

- Hugh – There is a need to assign mentors formally for Level 2, 3 and 4 officials who want to upgrade.
- Kathy – Level 3 examination is done by email.
- Jackie – can there be an interactive website where officials can go to review rules online? John noted that this is something that can be considered for the future.
- *Power of Sport* tour (Sport BC) will be going through communities. John has offered to have Level 1 workshops included in this tour.

Facilities and equipment:

Deficiencies at the South Surrey Track were discussed with City staff. Long Jump take-off boards need some work. Shot put has soft sand. These items need attention since this Club is hosting the Junior Development Pentathlon Championship.

Indoor facility in Kamloops won't be ready for competition until fall 2007.

- 4 areas in B. C. are bidding to host Western Canada Summer Games. Venue for the Games has yet to be announced.

- The equipment list will be updated after new items are received (Pole Vault extenders, guns etc).
- Forms library is under development

Workshops:

Carol and John did a Level 2 workshop in Kamloops, February 25. There were 11 participants. The workshop was advertised as being geared for Level 1/Level 2 officials. Most participants were previous volunteers. The Level 2 workshop has been updated. BCA rules for different age groups have been updated. Course evaluation form needs to be simplified.

Pam Medland reports an active officiating group in Kelowna with 15 members.

Budget (distributed):

- Current budget runs to March 31, 2007.
- Actual current expenditures \$10, 166.88. More funds will be expended to cover the cost of new guns, pole vault extenders, race walk paddles. This might deplete the expenditure budget.
- The proposed budget for the coming year is \$16,000. More people have been claiming mileage which has recently increased. The cost of certification has increased. Travel costs for BC officials at the National Juniors Championships will be covered from the Committee's budget.

Assignments and upgrading Sub-Committee Action Items:

- There is an online request form for certification. Officials can use the form to send an email directly to Kathy Terlicher, kdterlicher@shaw.ca
- Event feedback form not yet on BCA website
- Record cards will be placed on BCA website
- Sanda has been working with students in the Burnaby/New Westminister school district to train students to work at school meets and the high school championship meet.
- Laurel: Will this training be done in other districts? An information package which can be presented to schools in the fall would be useful.
- Kathy: initiative for this program came from the schools. The training was fairly basic. Students were informed about the harassment policy and then they were taken around to the various areas on the track and given a brief overview of what happens at every area. The video for the Level 1 workshop was never used because Kathy felt it was outdated. **Note:** The current format for a Level 1 workshop does not include use of the video.

Action Item: Sanda will report on certificates and follow up for Burnaby/New Westminister students and draft for Level 1 for junior officials at the April meeting.

- 15 year old athletes will no longer be linked with 14 year old (Midgets). There is now a Youth category for 15 year old athletes. They can now compete with older athletes.
- This new category has created some technical issues.

- Will blocks be compulsory for 15 Youths?
- Will they be able to travel out of Province to other meets?
- Which combined events will they do?

Mentoring:

- Carol noted that there was a revised priority list for upgrading. A number of officials have been evaluated and others need more evaluations. Officials who are interested in upgrading can visit the officials' website or contact Kathy Terlicher.
- There will be an opportunity for upgrading at BC championship meets:
 - BC Juvenile Championship Meet in Nanaimo
 - Langley Pacific Invitational and BC Masters Championships
 - BC Junior/Senior Championship Meet in Kamloops
 - The Jack Brow in Kelowna

Action Item:

John will send a revised list of officials who need to travel to NOC. After April, John will know if there is a budget for officials to travel to Western Canada Summer Games in Alberta.

Upgrading Directory:

Officials on the list should be noted as inactive if they are no longer a member of BCA.

Action Item:

Carol needs to contact Ocean Athletics and South Fraser to find out if the people who took the workshops will be officiating in the coming season.

Pacific Canada Series:

Letters have not been sent to officials as yet. Valerie and Alwilda have been asked to be members of the Jury. Mike van Tighen will be announcing. Officials who will be asked to evaluate, will be dependent on who is to be evaluated.

There will be time on Friday morning for workshop.

There seems to be a need for workshops on

- Throws
- Starter's Assistant
- Throws Referee

Action Item:

Kathy will call Irene Hanson-Monnie to see if she is still interested in upgrading

- Current draft of the Pacific Canada Series schedule was distributed.
- Meets will be held in Richmond, June 3; Victoria, June 5-6; Burnaby, June 8; Abbotsford, June 10.
- Athletics Canada will be sending a team to the Harry Jerome.

- There might also be a dual meet at the Jerome
- A dual meet with the Alberta Junior athletes will be at one of the meets in the series.
- The Canadian 10,000 metre Championships will be in Abbotsford.
- There may be a need for travel to the Lower Mainland and Victoria for meets in the series.

Action Item:

John will be putting in a budget for accommodation and travel for the Lower Mainland meets.

Canadian Juniors Championships

- Schedule is not yet finalized, but will include an afternoon/evening session on the Friday.
- Combined events will now be included.

Education/Recruitment sub-committee Action Items:

- Sue is Chairperson of this committee. She has contacted the Langley retired teachers' association and they have promised to present information to their members on recruitment of officials.
- John has written a five minute speech that can be used as a guide for presentations to Clubs or groups of retirees. John will email this speech to members of the education/recruitment committee.
- A display board that advertises the need for officials will be made for the Island.

New Action Item:

Sue will email Alice to see who will be responsible for displaying the board.

- Laurel found useful information on the Canadian volunteers' website that she will share at our next meeting on recruitment of volunteers.
- Laurel also contacted the clubs on her list. She plans to follow up with phone calls after information has been sent. She will also be making an effort to talk to her contacts personally at track meets.
- Kathy has been approached by VOC for officials training.
- Alwilda is making progress with recruitment in the Interior.
- Hugh contacted the Abbotsford retired teachers' association. Information on volunteering as an official will come out in their next newsletter.

Two action items have been deleted from the last minutes.

- Letters will be mailed by Committee members (not BCA).
- Sue will not be the contact person for all clubs. Each individual who is contacting a club will be the contact person.

Action Item:

John will contact Prince George to see what is happening up north. He will also be sending the Level 1 workshop to members of the committee.

Action Item:

Sue will be sending information to the BCA bulletin on our recruitment efforts.

- No current requests for Level 2 workshops.
- John gave information to Ron Bunting about the use of BC games for officials' development.
- Quality improvement – Laurel wanted to know if the officials have ever asked Clubs to give feedback on their performance when officiating.

Action Item:

Laurel will draft a feedback form which we can discuss at the next meeting.

Awards/Incentives Action items:

The incentive for 2007 will be a pin. Any Level 2 official who has 12 credits will be eligible to receive this incentive.

Action Items:

Shirley will check the cost and order the most efficient quantity. She will also check into the designs that are currently available.

Shirley will put a form on the BCA website so that qualifying officials can order the pin. BCA Officials Golf shirts will be kept in stock for sale to members. An order form will be provided on the BCA web site.

- Some existing stock of previous years' items is available for sale, shirts, fleece tops.
- GST and PST must be charged for these items. Payment will go to BCA and Sam will need to inform Shirley of any orders.
- There will be a postage and handling charge of \$5, unless the item is to be picked up from Shirley's home.

Action Item:

Sue will place information in the BCA bulletin regarding the sale of these items.

Action Items:

Shirley will look into getting sponsors for officials' clothing or other incentives.

John will talk to Sam about the process for posting awards nomination forms on the BCA website.

- Awards process is an open process. Any BCA member can nominate an official for an award, even parents of athletes.
- Research on online credit calculation will be taken from the agenda. Shirley contacted Ian Gordon and was told that the process to input credits electronically is very involved. Information must be given at the end of each meet and someone has to type the information.

Action Item:

John will send in the nomination form to NOC for the official of the year from BC.

Action Item:

Sue will remind officials to send in their membership fee to BCA for the coming year. **Note:** Officials Membership fee is now \$15.90

- Officials associated with clubs must register through their respective club.
- Only unattached officials can register directly with BCA.

New Business:

- In addressing Alice's email, it was decided that the current dates for meetings will stand because later dates will begin to conflict with track meets.

Rule book distribution:

- A new rule book will be available by the end of 2007.
- Last distribution of rule book as a membership benefit was difficult for many reasons.
- John would like to have an online form for members to fill out when they have registered with BCA.

There being no further business, a motion to end the meeting was moved by Hugh, seconded by Sue.

Meeting was adjourned at 2:09 PM.