



Branch Officials Committee Annual Report (2019)



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BCA Branch Officials Committee

Mission

It is the responsibility of the BCA Branch Officials Committee and its members to ensure that all Athletics competitions are conducted in a fair, equitable and safe manner in accordance with rules set by the IAAF.

Responsibilities of the Branch Officials Committee (BOC) include the following:

- a) Providing assistance to member Clubs and to the Association in recruiting, training, and retaining officials.
- b) Providing assistance to organizing committees of sanctioned events; advising on recruitment of technical officials and allocation of duties.
- c) Developing and presenting educational (training) programs for certification.
- d) Coordinating certification of officials within the Province, in cooperation with the National Officials Committee.
- e) Maintaining a list of the Association's officials with specification of certifications.

BCA Branch Officials Committee Annual Report (2019)

This report documents the Officials Committee's activities in meeting the responsibilities listed above—including our accomplishments and plans in each of the three major areas of the Committee's focus:

- Recruitment of officials.
- Development of officials.
- Retention of officials.

More information on officiating in BC can be found on the Officials page of the BC Athletics website: <http://www.bcathletics.org/Officials/>.

Governance

The Committee will meet four times between when it was elected at the 2018 Annual Officials Meeting and the 2019 counterpart.

The Committee consists of 11 members including an active representative from the BCA Board of Directors.

More information on the Committee, including members, can be found on the Official's page of the BC Athletics website: <http://www.bcathletics.org/Officials/>.

Executive Summary

Highlights of a successful 2019 officiating season include the following:

Membership	<ul style="list-style-type: none"> • 220 active officials working at least one meet.
Activity	<ul style="list-style-type: none"> • 99 meets involving 2,021 person-days of effort.
Recruitment	<ul style="list-style-type: none"> • 13 new Level 1 officials and one official progressing direct to Level 2 as part of a pilot project.
Development	<ul style="list-style-type: none"> • 16 workshops with 117 participants—fewer workshops than planned but higher participation. • Level 1 and 2 workshops delivered in all areas of BC—a first in many years. • 22 officials upgraded. Our pipeline of officials working to higher levels increased to 35 from 25.
Retention	<ul style="list-style-type: none"> • the full Officials Recognition Program, as described in Appendix VI, was carried out in 2019.

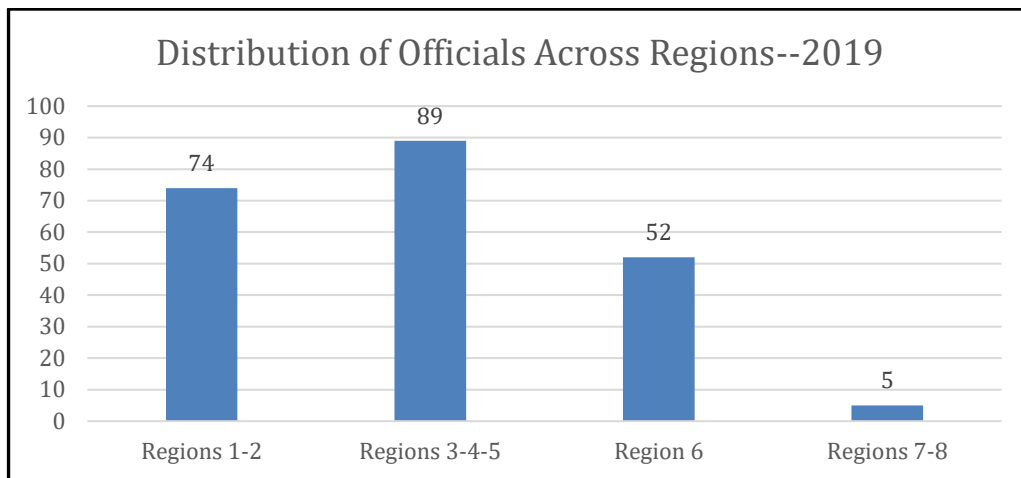
Strategic initiatives started in 2019, and envisioned to continue into 2020, include the following:

- **On-line training for levels 1 and 2**—enabling Clubs members, and other prospective officials to take officiating training at their convenience—increasing the number of officials trained and prepared to be active members of an officiating team.
- **Mentoring**—coaching and guiding our officials in their development and retention—encouraging officials to stay involved and progress deeper into the development pathway

Overview of 2019

Membership

As of writing, we had a total of 220 active officials—under our aggressive target of 235 yet an increase from 2018’s total of 216. The table below illustrates the distribution of officials—with the highest number of officials in the Lower Mainland (regions 3-4-5) followed by the Interior (regions 1-2), Vancouver Island and Sunshine Coast (Region 6) and the North (regions 7-8).



Our recruitment efforts resulted in 13 new Level 1 officials and one official who went direct to Level 2 as part of a pilot project. This was less than an aggressive target of 31 but consistent with 2018 results of 13 new officials.

Competitions

The competition target for 2019 was to maintain the number and participation levels from the 2018 season—96 meets involving 2,098 person-days of effort.

In 2019, we are reporting essentially the same level of meets and participation levels as 2018—99 meets involving 2,021 person-days of effort.

Note: The Committee does not have a standardized way of collecting statistics on meet participation and could also be a significant factor in the difference in the number of meets.

The table below lists the number of meets and participation in 2019.

Meet	# of T&F Meets	# of Participants (Person-days)
National and Provincial Championships	7	369
Club	44	1055
School	48	597
Total	99	2,021

The Officials Committee plans to look at how we track the number and participation at meets throughout all regions as we believe the numbers under-report actual involvement. The Officials Committee also plans to work with BC Athletics to address the number of meets held in the Lower Mainland (Regions 3-4-5). There are many more meets conducted compared to the number of officials available locally and is partly due to reasons beyond the control of the Officials Committee (e.g., volume of sanctioned meets scheduled, use of club meets as revenue generators).

Appendix V provides details on participation of officials by region.

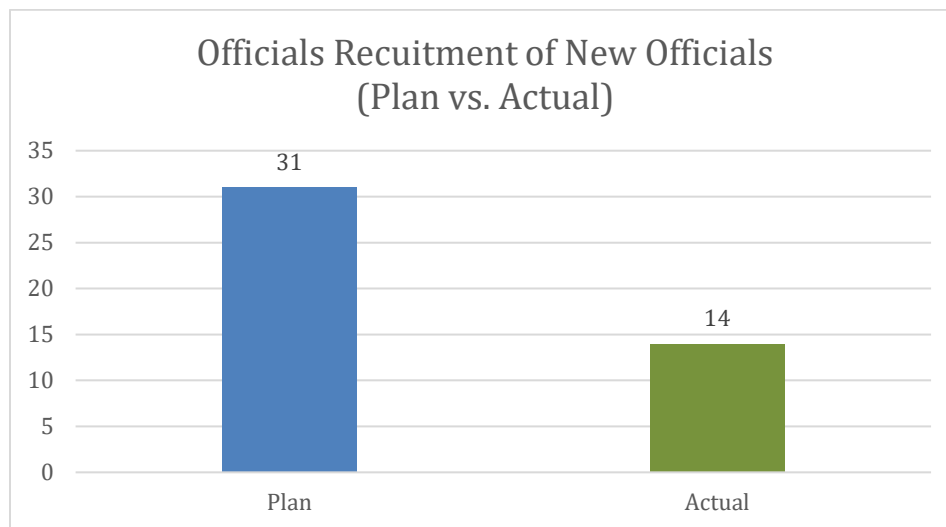
Recruitment of Officials

Recruitment Results in 2019

Our recruitment activities are drawn from the BCA Strategic Plan (2017-2020). A summary of plans and activities in 2019 can be found in Appendix I.

As shown in the chart below, the recruitment of 14 new officials was off from our aggressive target of 31 but consistent with our 13 new Level 1 officials in 2018. Note: the 14 new officials in 2019 comprises 13 Level 1 and one official who proceeded direct to Level 2 as part of a pilot project.

Note: a new Level 1 official is one who has participated in the Level 1 Workshop, completed the required number of service credits and submitted their application for Level 1 status.



Recruitment Plans for Next Year (2020)

Recruitment plans and activities for 2020 will be based on the strategies listed in the BCA Strategic Plan (See Appendix I). Highlights of activities in 2020 are envisioned to include the following:

- Increase recruitment efforts at all levels to match anticipated retirement of existing officials and the high rate of attrition between levels 1 and 2.
- Implement online training courses for new officials, when available. See the following section on Development of Officials for additional information.

Development of Officials

Development Results in 2019:

Our development activities are drawn from the BCA Strategic Plan (2017-2020). A summary of plans and activities in 2019 can be found in Appendix I.

Training and Education

We met our training and education targets with fewer workshops and higher attendance than planned. We delivered 16 workshops against a plan of 21. Participation at these workshops was 117 against our target of 99. Noteworthy is the delivery of Level 1 and Level 2 workshops in Prince George which enabled a goal of delivering workshops in all areas of BC—a first in many years.

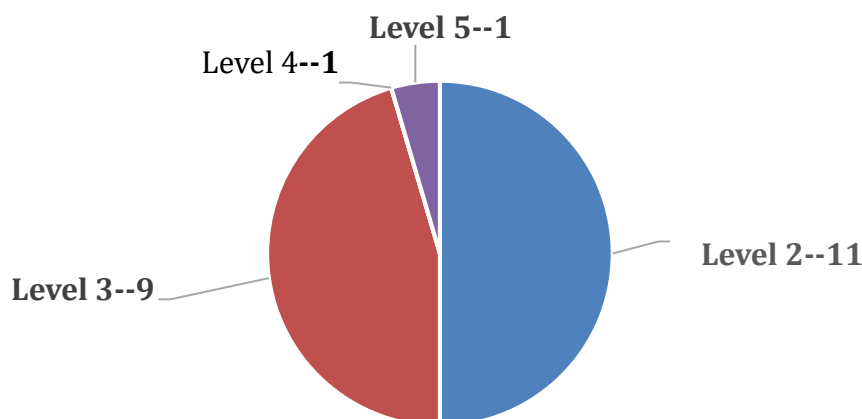
The calendar of workshops delivered in 2019 can be found in Appendix II.

Upgrading

In 2019, we targeted 37 officials for upgrading across levels 2 to 5. Actual upgrades were 22 with a healthy pipeline of 35 officials (increase from 25 in 2018) working to higher levels that typically take several years to complete (e.g., levels 3-5). Several officials have meet these upgrading requirements in 2019 and are waiting for approval from the National Officials Committee as part of their Fall, 2019 upgrades.

The chart below shows the distribution of upgrading by level. We continue to be pleased with the number of upgrades, and the work-in-progress at the higher levels as these require significant commitment and effort and provides leadership and support to our younger and less experienced officials.

Upgrading of Officials by Level--2019



A list of all officials upgraded in 2019 can be found in Appendix III. Further details on upgrading activity by region (actual vs. planned) are listed in Appendix IV.

Other Development Activities

Other development activities in 2019 included the following:

- Enhanced the Level 1 and 2 workshops to incorporate additional demonstrations and hands-on activities to increase comprehension and retention.
- Started the pilot project on streamlining the pathway to Level 2 Official. One official participated in this pilot and successfully achieved Level 2 status in one year.
- Maintained active involvement with the National Officials Committee in its strategic re-development of the pathways for developing officials. Participated in a working group to develop online training for levels 1 and 2 and a workshop on the new initiatives in mentoring, evaluating and training officials.

Development Plans for Next Year (2020)

Development plans and activities for 2020 will be based on the strategies listed in the BCA Strategic Plan (See Appendix I). Highlights of activities in 2020 are envisioned to include the following:

- Implement the online training programs for Level 1 and 2 to enable Clubs members, and other prospective officials to take officiating training at their convenience—increasing the number of officials trained and prepared to be active members of an officiating team.
- Implement a new mentoring program to encourage the development and retention of our officials—encouraging officials to stay involved and progress deeper into the development pathway.
- Continue active involvement with the National Officials Committee in reviewing its pathways for developing officials.
- Enhanced Service Recognition—enhance the data capture and communication of officials attending meets within and across regions.

Retention of Officials

Retention Results in 2019

Our retention activities are drawn from the BCA Strategic Plan (2017-2020). A summary of plans and activities in 2019 can be found in Appendix I.

We achieved our targets for retention activities in 2019:

- Carrying out all activities in the Officials Recognition Program. Information on the Officials Recognition Program can be found in Appendix VI.

Retention activities in 2019 are listed in the following table:

Retention Activity	2019 Plan	2019 Actual
BC Athletics Annual Awards	4	4 (planned)
Athletics Canada Annual Awards	3	TBD
Annual Meeting	1	1 (Oct 19/19)
Uniform Golf Shirt / Personal Name Tag (Level 2 officials)	5	11
Annual Recognition Item	66	59
IAAF Rule Book (2018-2019)	20	TBD
Upgrading Recognition	10	12
Greeting Cards	24	19
Athletics Canada (NOC) Service Pins	81*	20 (estimated)
Athletics Canada (NOC) Service Award	--	6*
Service Recognition (Official's Newsletter)	12	12

- * one-time catch up with Athletics Canada (NOC) recognition items (service pins and service awards) which had not been issued in several years.

Retention Plans for Next Year (2020)

Retention plans and activities for 2020 will be based on the strategies listed in the BCA Strategic Plan (See Appendix I). Highlights of activities in 2020 are envisioned to include the following:

- Continue the retention activities offered in 2019.
- Encourage Clubs to strengthen recognition programs for their own member officials (community recognition events, Club official awards etc.).
- Debrief (interview) officials retiring or leaving the sport.

Support Services for Officials

Support Services

Our support services focus on ensuring officials have the information, equipment and financial resources to meet the competition requirements of all regions.

Information—2019

Major information vehicles utilized in 2019 included our newsletter and website.

Officials Newsletter

The bulk of our regular communication to officials is carried out through a Newsletter, which is sent out by email to all interested Officials and posted on the website. The Newsletter editor published 12 issues since the last AGM.

Officials Website

The Officials web page, part of the BC Athletics website, provides access to news as well as forms and practical and technical information for officials and other interested parties. The Officials Committee also maintains a manual for assisting meet directors host competitions—which is available on the website.

Plans to enhance the navigation and organization of the website did not proceed as quickly as envisioned this year. This work is underway and should be completed in 2020. This sub-project will also look at enhancing the utility of the website for recruiting and informing prospective officials as well as meet directors looking for technical information and information on staffing their meet with officials.

Data Project

The Committee continued their project to review and enhance the quality of data we collect and maintain on officials. Progress was less than planned due to lack of resources and complexity of the task. An enhanced data set on officials will aid in mentoring and developing officials leading to increased retention. Better data will also help in forecasting the number and type of officials we have in the future—identifying gaps to address through recruitment, mentoring, development and retention.

Equipment—2019

The following items have been purchased in 2019. Additional items are under consideration for replacing and upgrading equipment.

Equipment	Cost
Speaker (voice amplifier)	\$106.91
Operational parts	\$15.66
Total	\$122.57

Financial Resources—2019

The two main sources of revenue for the Officials Committee are a budget from BC Athletics and donations from clubs and others thanking the officials' community for their assistance. In 2019, BC Athletics provided a budget of \$25,700.00 while no donations have been received (as of July 31, 2019).

Almost mid-way through our fiscal year, expenditures to date (July 31, 2019) total \$19,137.54—including an estimated \$2,713.82 from donations due to expenditures higher than planned in upgrading our officials (travel to obtain evaluations for National level designations—levels 4 and 5). We are expecting to fully use the BC Athletics budget account as several of our major expenditures have yet to occur (e.g., annual officials meeting, recognition items and equipment replacement).

Expenditures against the BC Athletics Budget—April 1, 2019 to March 31, 2019 (as of July 31, 2019)

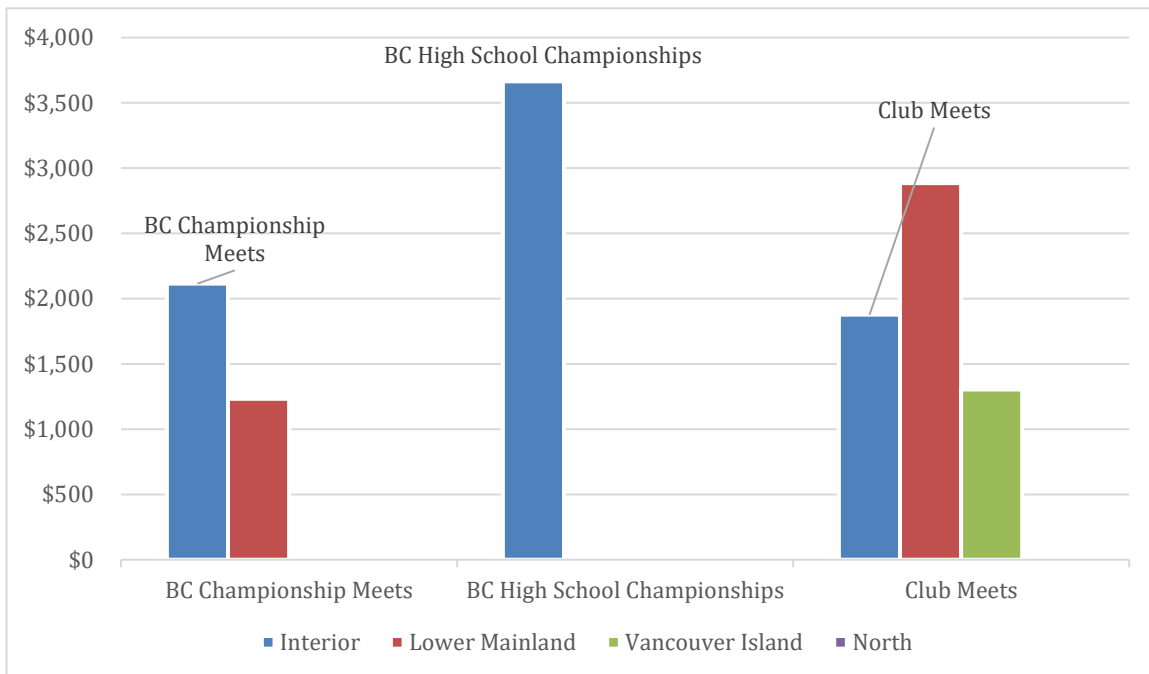
#	Account	Budgeted	Expended
61115	Officials Committee Meetings	2,000.00	0
63055	Rule Books	2,000.00	0
64085	Official Cert.-Level 1-5	3,000.00	5,713.82
64100	Competition Expense & Mentoring	13,000.00	12,814.45
64105	Officials-Seminars/Exchanges	700.00	0
64120	Officials Course Cond Training	1,000.00	414.40
66225	Officiating Equip-T&F	1,500.00	122.57
66235	Officiating Equip-Off Track	500.00	0
69702	Officials-Recognition	2,000.00	73.30
	Total Expenses	25,700.00	19,137.54
	Transferred from Donations		2,713.82

Travel Expenditures

Our largest expense item is for travel for competitions. The expenditure listed above under-reports the full amount of travel expenditures for the following reasons:

- several clubs, and the BC High School Track and Field Championships, pay some travel and accommodation expenditures for officials themselves (e.g., not through BC Athletics budget).
- a significant but un-tracked number of officials do not submit expense claims for reimbursement—treating their expenses as a donation to officiating.

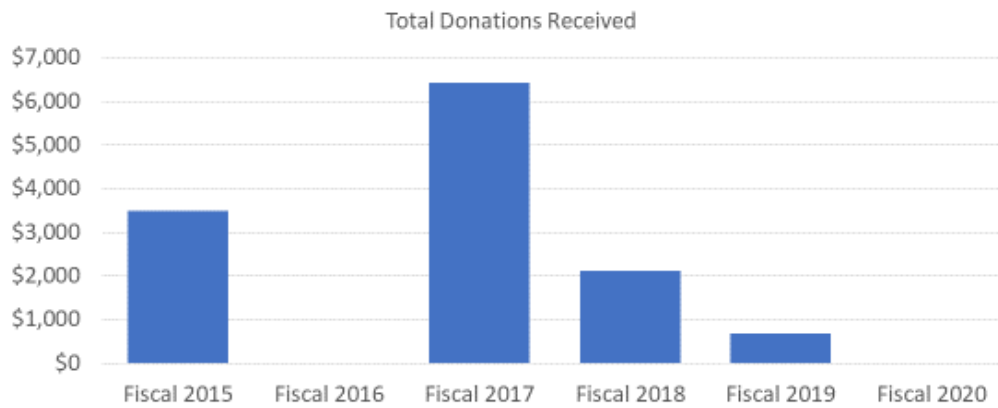
Travel Expenditures by Meet Types and Region



Donations (Deferred Revenue) Account

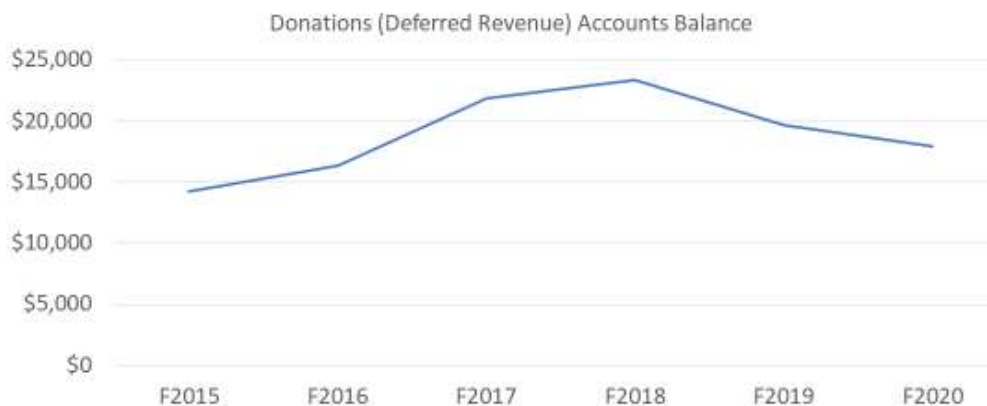
As of August 31, 2019, no donations were received in fiscal year 2019/20. This is consistent with a declining trend in donations since 2017. Enclosed is a summary of donations since fiscal year 2014/15. Donations for fiscal year 2015/16 are not available at time of writing.

Donations Received (2015-2020)



As expenditures have historically been close to the BC Athletics budget, we have not used the full donation amounts and built up a balance in the Donations (Deferred Revenue) Account. The current balance in our Donation Account is \$17,982.09. As donations decline (as shown above) while expenditures remain roughly the same, the balance in our Donation (Deferred Revenue) is steadily declining. The Officials Committee is drafting a plan for the use of the account balance to cover strategic initiatives, additional recruitment and development expenditures to replace our aging pool of officials, and contingency.

Donations Account Status (2015-2020)



Support Services Plans for Next Year (2020)

Support services activities in 2020 will include continuing to provide information, equipment and financial resources as we have in previous years.

Appendix I—Summary of Plans and Activities

The BCA Officials Committee plans and activities are based on the strategies listed in the BC Athletics Strategic Plan (2017-2020)—a summary is enclosed below:

Recruitment

- Activate the Officials' recruitment initiative to ensure appropriate growth and retention of officials. The recruitment initiative focuses on our “core audience” of those with a pre-existing connection to Athletics such as parents of athletes, current and former athletes themselves, coaches, and people who became involved through school events:
 - Jointly recruiting with Clubs through delivering workshops and coordinating the staffing of officials and volunteers at Club meets.
 - Encouraging all Clubs to have an Officials Liaison to work with the BCA Officials Committee to assist with the Club's recruiting, training, development, scheduling and tracking of officials. Clubs with this type of role on their Executive tend to be the most successful at recruiting and retaining officials to enable them to host sanctioned meets.
 - Networking—utilizing our current officials to encourage friends, family and others such as masters and retiring athletes to try officiating.
- Look at new target audiences (e.g., members, school-based athletes) to recruit through activities such as networking and increasing the training and education offerings.

Development

- Develop and publish a multi-year Officials course plan and calendar to increase exposure of training and education activities.
- Plan and deliver a training program comprising the workshops required by the Regions for recruitment and upgrading purposes as well as developing skills for future meets and the anticipated retirement of existing officials.
- Provide training and development opportunities for Technical Delegates.

Retention Plans

- maintain and enhance a multi-faceted program for officials that encourages retention and recognizes participation, upgrading and years of service

Appendix II—Workshop Activity in 2019

Level 1 and Level 2 Workshops (2019)

Date	Level	Location	Clinician	# Participants
Regions 1-2				
March 13	1	Kamloops	Greg Nicol	3
April 15,18	2	Kamloops	Greg Nicol	10
June 28	1	Kelowna	Marnie Benz	1
Regions 3-4-5				
Feb. 2	1	Richmond	John Cull	6
April 7	1	Surrey	John Cull/Carol Cull	20
April 13	1	Abbotsford	John Cull/Carol Cull	9
May 11	1	Maple Ridge	John Cull	4
June 15	1	Langley	Brian Thomson	4
June 22	1	Burnaby	John Cull	3
August 17	2	Burnaby	John Cull/Carol Cull	6
Region 6				
May 10	1	Victoria	Vince Sequeira/Ina Wallace	6
May 10	2	Victoria	Vince Sequeira/Ina Wallace	6
Regions 7-8				
April 26	2	Prince George	Sue Kydd/Kevin Kydd, John Cull/Carol Cull	6
April 27	1	Prince George	Sue Kydd/Kevin Kydd, John Cull/Carol Cull	15

Appendix II—Workshop Activity in 2019

National and Other Specialized Clinics (2019)

Date	Workshop	Location	Clinician	# Participants
March 9	Provincial Walks Workshop (Level 3)	Vancouver	Peter Fejfar	11
May 19	Provincial Starters Workshop (Level 3)	Nanaimo	Bill Koch	7

Appendix III—Officials Upgraded in 2019

Officials Upgraded (2019)

Level 1

Official	Date of Upgrade	Region
Marnie Marshall	May	3-4-5
Marina Khrisanova	May	3-4-5
Glenda Coulson	May	1-2
Lucas Heer	May	1-2
Nic Gillespie	May	1-2
Lisa Anderson	May	1-2
Bernita Carrigan	May	1-2
Vincent Gabel	April	3-4-5
Roy Jiang	July	3-4-5
Deborah Carter	July	3-4-5
Darren Willis	July	6
Charles Antscherl	July	3-4-5
Lesley Landals	August	1-2

Level 2

Official	Date of Upgrade	Region
Kathleen Henderson	November 2018	3-4-5
Harnek Toor	May	3-4-5
Ken Dhaliwal	May	1-2
Carol Riddell	May	1-2
Abresia Foote	July	3-4-5
Cristi Lundman	July	6
Dona Lawson	July	3-4-5
Susie Nute	July	6
Mary Hinze	July	3-4-5
Jim Hinze	July	3-4-5
Marina Khrisanova	August	3-4-5

Appendix III—Officials Upgraded in 2019

Officials Upgraded (2019)--Continued

Level 3

Official	Discipline	Date of Upgrade	Region
Patti Swoboda	Throws	January	1-2
Miriam Dziadyk	Starter	May	1-2
Zacharie Durand	Horizontal Jumps	July	3-4-5
Holly Borden	Starters Assistant	July	1-2
Kathy Brand	Throws	July	1-2
Sandra Dever	Vertical Jumps	July	1-2
Karen Hatch	Competition Secretary	July	1-2
Tom McWilliam	Photo Finish	July	1-2
Kevin Kydd	Competition Secretary	July	3-4-5

Level 4

Official	Discipline	Date of Upgrade	Region
Daniel Elke	Photo Finish	April	1-2

Level 5

Official	Discipline	Upgrade date	Region
Vecente Sequeira	Umpire	April	6

Officials In-Progress

The table below lists the number of officials who are in the process of upgrading their certifications to levels that typically take more than one year to achieve.

Level	# of Officials In-Progress
Level 3	13
Level 4	16
Level 5	6

Appendix IV—Upgrading Activity by Region in 2019

Upgrading Activity--Plan vs. Actuals (2019)

Level	Plan	Actual
Regions 1-2		
Level 1	18	6
Level 2	11	2
Level 3	4	7
Level 4	1	1
Level 5	0	0
Regions 3-4-5		
Level 1	7	6
Level 2	3	7
Level 3	5	2
Level 4	5	0
Level 5	0	0
Region 6		
Level 1	6	1
Level 2	2	2
Level 3	3	0
Level 4	2	0
Level 5	1	1
Regions 7-8		
Level 1	0	Statistics being gathered
Level 2	0	
Level 3	0	
Level 4	0	
Level 5	0	
Total All Regions		
Level 1	31	13
Levels 2-5	37	22
Total	68	35

Appendix V—Meet Participation in 2019

Meet Participation (2019)

T&F Meet	Number	Participation (Person-days)
Regions 1-2		
National and Provincial Championships	2	213
Club	14	280
School (including BCHS Champ.)	13	265
Regional Total	29	758
Regions 3-4-5		
National and Provincial Championships	5	156
Club	23	543
School	15	165
Regional Total	43	864
Region 6		
National and Provincial Championships	0	0
Club	5	192
School	20	167
Regional Total	25	359
Regions 7-8		
Club	2	40
Regional Total	2	40
Statistics being gathered		
Total All Regions		
TOTAL	99	2,021

Appendix VI—Officials Recognition Program

Recognition Program Overview

BC Athletics offers an attractive recognition program for member officials. The Officials Committee organizes and delivers the program to member officials each year to express the sport association's gratitude for their volunteer work, and for their efforts to learn and improve their skills. Components of the program include:

- **Annual Awards**—nominations for BC Athletics and Athletics Canada awards for officials.
- **Annual Meeting**—an opportunity each year to thank our member officials and recognize their contribution to the growth of Athletics in the Province.
- **Annual recognition item**—a gift (e.g., clothing, bag, umbrella) provided as a thank you to all active officials who are Level 2 and above and who volunteered for at least 15 credits of effort in the current year. In 2019, the recognition item is a choice between a cooling towel or a toque embroidered with the BC Athletics logo.
- **IAAF Rule Book**—provided free for all active Level 2+ member officials.
- **Uniform golf shirt / personal name tag**—provided free for member officials on upgrading to Level 2. Officials at Level 1 are provided a name badge that they complete themselves.
- **Upgrading recognition**—a gift card for those upgrading to Level 3, 4 or 5—recognizing the effort and commitment to expanding their officiating skills.
- **Greeting cards**—the Committee maintains strong social bonds with member officials around the Province by sending congratulation, sympathy and condolence cards to support our officials and maintain a sense of community.
- **Athletics Canada (NOC) Recognition**—service pins provided to officials who have reached five years of service as an active official and at five year increments after that. An award is provided to officials with 50 years of officiating service.
- **Service Recognition (Official's Newsletter)**—recognizing officials in every issue of the Officials Newsletter for their participation in the previous meets, and for other achievements.

The Committee recognizes that the quality of support and recognition that officials receive during competitions is a key element in ensuring retention of their loyalty and continued service. We provide event hosts with guidance on hosting volunteer officials, and developing support in their own Clubs. The Committee has published standards for hosting officials at meets (meals, beverages, parking etc.).

Guidelines encourage them also to thank volunteer officials personally, and to distribute token gifts (gas cards, coffee cards, etc.) at events. Event hosts are provided with appropriate text for their programs, and text for the Announcer recognizing and thanking officials.