

# **Annual Report BC Athletics Officials Committee 2016**

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## **Committee Activities and highlights**

The Committee met five times since it was elected at the 2015 AGM. Unfortunately the Committee has been reduced by members absent on medical leave (including the Chair), and by one resignation. There are currently 7 members. The Committee does not have an active representative from the BCA Board of Directors.

The Committee pursued an active and successful recruitment program, backed up by a good training calendar of 23 technical workshops. Community level officiating in the three active regions of the Province was strengthened by an increase of 22 new level 1 officials, and 16 officials upgraded to Level 2. We are pleased to note that the Regional development Coordinators efforts in the Okanagan are showing results with new officials trained and active in Vernon and Kelowna.

The Committee made some administrative changes to increase its effectiveness:

- A draft business plan to provide focused targets for program development, and better integration with the BCA Strategic planning process
- Publication of “core competencies for Athletics Officials” gives a clear learning pathway for new officials to guide skills acquisition required for upgrading to Levels 1,2 and 3

The Committee supported officials’ assignments in 89 events, providing travel support and technical assistance for more than 2,000 person/days of competition. Some highlights of the competitive season included

- First ever edition of the Americas Masters Games at UBC
- Successful Provincial Championships BC Jamboree and the BC High Schools Championships showcased the strength of the officials program in Nanaimo
- Vernon officials (with help from colleagues in Kamloops) put on a first-ever event in their new stadium
- BC Officials continued a high level of support for Schools events and Club events in all Regions (39 events in each case).

## Strategic Planning

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### Review of Activities in 2016

Strategic planning in 2016 comprised two main activities—the development of the Officials Committee Business Plan and participation in the BC Athletics strategic planning activity (2017-21).

- **BC Officials Committee Business Plan (2016)**—development and implementation of a business plan to document and monitor activities by the BC Officials Committee in 2016. The plan focused on targets for recruitment, development and retention of officials as well as administrative and reporting activities.
- **BC Athletics Strategic Planning Activity (2017-21)**—providing input and feedback on the BC Athletics Strategic Plan for 2017-2021. Activities included two officials participating on the BC Athletics Strategic Plan Steering Committee and committee members participating in the final planning session at the BC Athletics Annual General Meeting.

### Plans for 2017

Expectations for strategic planning in 2017 include continuing the business planning process and integration of the plan with the BC Athletics Strategic Plan. The Officials Committee Business Plan will be developed to closely tie the plans for recruiting, developing and retaining officials with the objectives, strategies, activities and budget from the BC Athletics Strategic Plan. Monitoring and reporting of activities against plan will be undertaken to identify any adjustments required to achieve targets.

## Recruitment

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The Committee focuses its recruitment efforts on its “core audience”, those with a pre-existing connection to Athletics. Surveys performed in 2014-2015 indicate that volunteer officials are primarily drawn from the “athletics interest group”. The largest numbers are from parents of athletes, current and former athletes themselves, coaches, and people who became involved through school events.

We get good results from:

- Making contact with Member Clubs, offering training workshops for their members, and communities
- Maintaining strong linkage with Secondary School Athletics leadership, e.g. support for District and Provincial Championships.
- Reaching out to spectators at Athletics events; providing Event hosts with propaganda text for programs and advertising, and Announcers with suggested text thanking and recognizing officials.

Many new recruits are brought in through the efforts of our senior officials, who make linkages in the Athletics community. We have been successful in recruiting numbers of Masters athletes, who are happy to volunteer as officials during their “down times”. The Committee works most effectively with the relatively small number of Clubs that host competitions (and who provide the largest number of new recruits).

We exceeded our target for new Level 1 officials, with 23 upgrades vs. the planned target of 14. There is always a high level of attrition in Community level officiating, as children and their parents move or leave the sport, but a strong recruiting and training effort has provided over-all a small increase in the numbers of active officials. The Regional Development Coordinator in Region 1,2 worked with Clubs in Vernon and Kelowna to develop new officials to prepare for Provincial Games in coming years.

### **Recruitment Plans for 2017**

The Committee will most likely continue with its current basic strategy; recruitment from the athletics community.

The BCA Officials Committee works most effectively with the Clubs who host events. We hope, in the future, to convince BCA leadership to adopt an “Association-wide” officials recruitment strategy. The competition program would benefit if ALL Clubs (including those who do **not** host events) made officials recruitment one of their basic responsibilities. They would play a part in supporting athletes, including their own by recruiting, training and retaining officials in their communities. The recruitment strategy could be strengthened by consideration of the following ideas:

- Develop a professionally produced package to take to Clubs to improve their officials recruitment and development, including presentation materials and handouts, outlining the value of officials, access to training, and best practices.
- Provide printable promotion brochure for Clubs to use.
- Encourage Clubs to reach out in their communities to former athletes, coaches and others with ties to Athletics.
- Seek Improved visibility for officials’ recruitment at events; booth or table with promotional materials.
- Enhance the Committee’s linkage with Clubs; “embed” an officials contact (with training and support from the Branch Committee) within **every** Club to foster recruitment and training.
- Continue to track officials who have left the sport when their children move to other activities. At key intervals, invite them back to participate when their family commitments change.

## **Statistics on membership, by level and region.**

### **Active Member Officials by Region**

Many officials are certified in more than one discipline, so each official in this table is tallied once according to his/her highest designation. There is a slight discrepancy in the figures... one Level 1 official included in the total is from an "unknown" region, and does not appear in any of the Regional figures.

#### Region 1,2 (Kootenays//Okanagan/Similkameen)

Provisional Officials	2
Level 1 Officials	24
Level 2 Officials	28
Level 3 Officials	10
Level 4 Officials	7
Level 5 Officials	11
Total Officials	82

#### Region 3,4,5 (Lower Mainland)

Provisional Officials	8
Level 1 Officials	14
Level 2 Officials	16
Level 3 Officials	13
Level 4 Officials	7
Level 5 Officials	14
Total Officials	72

#### Region 6 (Vancouver Island/Central Coast)

Provisional Officials	0
Level 1 Officials	5
Level 2 Officials	10
Level 3 Officials	7
Level 4 Officials	4
Level 5 Officials	11
Total Officials	37

#### Region 7,8 (Cariboo and the North)

Provisional Officials	0
Level 1 Officials	0
Level 2 Officials	2
Level 3 Officials	0
Level 4 Officials	0
Level 5 Officials	0
Total Officials	2

### **Total Active members by Level**

Provisional Officials	10
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Level 1 Officials	43
Level 2 Officials	56
Level 3 Officials	30
Level 4 Officials	18
Level 5 Officials	36
Total Officials	194

**Total Officials in The Province**                      194

### **Comparison with Strategic Plan Targets**

<b>Targets for number of new Officials (Level 1)</b>			
<b>Criteria</b>	<b>Plan for 2016</b>	<b>Actual for 2016</b>	<b>Plan for 2017 (draft)</b>
Regions 1-2	3	11	3
Regions 3-4-5	7	8	7
Region 6	3	4	3
Regions 7-8	1	0	1
Total	14	23	14

<b>Targets for Over-all Number of Officials</b>			
<b>Criteria</b>	<b>BCA Key Performance Indicators</b>	<b>BC Officials Committee Plan</b>	<b>Actual</b>
# of New Officials	190 active officials by end of 2016	14 new Level 1 officials	22 new Level 1 officials. 194 active officials

## Training, Mentoring and Workshops

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We have a well-developed Provincial Trainers (Course presenters) network. Trainers in each region use standardized materials, including printed handouts, PowerPoint slides and speakers notes. Committee members updated all Provincial materials in 2016 to bring them into alignment with the current IAAF Rule Book, and the BCA Event Specifications. Our partner Clubs co-hosted all Level 1 and level 2 workshops. The Committee responded to all requests for Level 1 and Level 2 workshops in 2016. The Committee provides honoraria for presenters of Level 1 and Level 2 courses.

Regrettably, the series of “quick guides” intended as basic training documents for every discipline remain in a draft form, not yet ready for publication.

The Committee offered a special “Travel Subsidy” program, to provide financial support to new officials from areas without well-developed competition programs. Support allowed them to access training and mentoring in larger centres. There were three applicants for the Travel Subsidy Program in 2016, two from Vernon, and one from Kelowna. All three travelled to Kamloops. Two participants in the program completed Level 2, and one completed level 1. Total expenditures for the Travel Subsidy Program in 2016 were \$437.02. The Program Coordinator (Greg Nicol) reports that it has been important in fostering development in Vernon and Kelowna, and recommends that it continue in 2017, with possible expansion to other Regions.

### Provincial and National training and workshops (Levels 3-5)

The Committee organized and presented 6 National Clinics that were required by BC officials for upgrading in specific disciplines. The National Officials Committee has not yet updated the National Clinics. The Clinicians are taking responsibility for this themselves. We have also added to our capacity for National and Provincial mentoring. The Committee organized and presented clinics to train and qualify 4 senior BC officials as National mentors (evaluators). Dave Short, Wayne Elke, Bill Koch and Aileen Lingwood are now on the NOC National Mentors list, and we are in a better position to support our officials as they seek to upgrade to Level 3,4 and 5.

The Committee organized specialized Provincial level workshops for high priority disciplines in 2015 (Walks) and Umpires (2016). Specialized workshops will be presented in 2017 if areas of need are identified, and if trainers are available. Finding qualified and willing trainers proved to be a challenge in 2016.

The Committee provided individual mentoring and evaluations to officials for upgrading to Level 2-5. The Committee does not keep statistics on mentoring sessions, although this has been asked for by the PSO. Retirements and resignations from the Committee left us short-handed, and regrettably, we may not have responded to all of the requests from our growing body of Provincial level officials in a timely way. Judging by the numbers of officials currently at Level 1 and Level 2 (and the new upgrades in 2016) the Committee may be faced with a high demand for mentoring officials toward Level 3 in 2017. This should be an important

topic for the Committee to discuss in the coming year.

Committee members published a draft version of “Core Competencies for Athletics Officials” at the request of the National Officials Committee. This document provides clear indication of a learning pathway for new officials and helps mentor/evaluators establish whether learning objectives are being met. The detailed lists of required skills knowledge and responsibilities have been used to develop a draft version of an “Officials Upgrading Passport” for new officials to carry as a record of their progress.

## **Plans for 2017**

Review the Travel subsidy program.

Review Business Plan targets for Workshops.

- Identify priority training needs for Level 3.
- Identify priority training needs for National Workshops
- Identify BC Officials available for training as National Clinicians and Mentors

The National Upgrading program does not require participation in a Level 3 workshop for upgrading. British Columbia should consider following the lead of other Provincial Branches like Alberta that have developed Level 3 workshops of their own in order to improve training at that level. Consider offering honoraria for Officials who develop and present Level 3 courses.

Update Provincial training materials to reflect new 2018-2019 IAAF rule book at the end of 2017

Complete work on the series of “quick guides” and publish on the Web.

Work with NOC to update national training workshops

Appoint a Committee member to act as Provincial mentoring coordinator

Complete work on the Core Competencies document, filling in the sections for Race Walk , Photo Finish Judge and Level 3 Referee

Print and distribute an “Officials Passport” for Level 1 and level 2 to help guide their acquisition of essential skills for upgrading.

Develop “metrics” to reflect time spent in providing mentoring and evaluations.

## Level 1 and Level 2 Workshops in 2016

Date	Level	Location	Clinician	#
February 27	1	S. Surrey	Carol Cull, John Cull	18
March 31	1	Victoria	Brian Thomson, Ken Christensen Bob Adams, Keith Newell Keith Hooley, Alice Kubek Aileen Lingwood, Dave Hopkins	6
April 2	2	Kamloops	Greg Nicol	5
April 4	1	N. Vancouver	Bill Koch	4
April 4	1	Kamloops	Greg Nicol	8
April 10	2	Kelowna	Greg Nicol, Wally Smeaton, Alwilda van Ryswyk	9
April 16	1	Vancouver	John Cull, Carol Cull, Sue Kydd	23
May 6-7	2	Victoria	Brian Thomson, Vince Sequeira, Ina Wallace, Aileen Lingwood	4
May 8	1	Victoria	Brian Thomson	2
May 9	1	Kamloops	Greg Nicol	4
May 12	1	Richmond	Carol Cull, John Cull	8
May 15	1	Abbotsford	Carol Cull, John Cull	7
May 15	2	Surrey	Carol Cull, John Cull	6
June 24	1	Courtenay	Vince Sequeira	7
July 1	1	Kelowna	Greg Nicol?	6

## National and Other Specialized Clinics in 2016

May 25	Mentors	Surrey	Peter Fejfar	3
June 2	Starter's Assistant	Nanaimo	Keith Newell, Iain Fisher	3
June 18	Provincial Umpire	Langley	Kanwal Neel. Kathy Terlicher	9
July 6	Starters	Surrey	Bill Koch	5
July 21	Mentors	Kamloops	Joan Cowden	1
Aug 26	Throws Referee	Richmond	Irene Gaudet	6
Aug 26	Throws	Richmond	Greg Bush	11
Aug 26	Horizontal Jumps	Richmond	Aileen Lingwood/John Cull	8

## Participation in Workshops by Region

Region 1,2 (Kootenays//Okanagan/Similkameen)

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Level 1 Workshops	3	Participants	18	
Level 2 Workshops	2	Participants	14	
National/Other Workshops	1	Participants	1	
Total Participants				33
Region 3,4,5 (Lower Mainland)				
Level 1 Workshops	5	Participants	60	
Level 2 Workshops	1	Participants	6	
National/Other Workshops	6	Participants	42	
Total Participants				108
Region 6 (Vancouver Island/Central Coast)				
Level 1 Workshops	3	Participants	15	
Level 2 Workshops	1	Participants	4	
National/Other Workshops	1	Participants	3	
Total Participants				22
Region 7,8 (Cariboo and the North)				
No workshops				

#### Participation in Workshops by type

Level 1	11	Participants	93
Level 2	4	Participants	24
National/Other	8	Participants	46
<b>Total</b>	<b>23 Workshops</b>	<b>Participants</b>	<b>163</b>

### Comparison with Strategic Plan Targets

#### Level 1 Workshops

# of Workshops	2016 Plan	2016 Actual	2017 Plan (draft)
Regions 1-2	3 (21 officials)	3 (18 officials)	3 (21 officials)
Regions 3-4-5	5 (35 officials)	5 (60 officials)	5 (35 officials)
Region 6	3 (21 officials)	3 (15 officials)	3 (21 officials)
Regions 7-8	1 (7 officials)	0	1 (7 officials)
Total	12 (84 officials)	11 (93 officials)	12 (84 officials)

#### Level 2 Workshops

# of Workshops	2016 Plan	2016 Actual	2017 Plan (draft)
Regions 1-2	2 (16 officials)	2 (14 officials)	2 (16 officials)
Regions 3-4-5	2 (16 officials)	1 (6 officials)	2 (16 officials)
Region 6	2 (16 officials)	1 (4 officials)	2 (16 officials)

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Regions 7-8	--	0	--
Total	6 (48 officials)	4 (24 officials)	6 (48 officials)

#### Other Workshops

Workshop	2016 Plan	2016 Actual	2017 Plan (draft)
Level 3 Development	--	2 (9 officials)	3
National	-	8 (46 officials)	?

#### All Workshops

2015 Actual	2016 Plan	2016 Actual	2017 Plan (draft)
22 (155 officials)	18 (132 officials)	23 (163 officials)	21 (156 officials)

## Recognition Program

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BC Athletics offers a well-funded recognition program for member officials. The Committee orders and distributes items 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. The Annual Meeting gives us an opportunity each year to thank our volunteers and recognize their contribution to the growth of Athletics in the Province. The Committee upgraded the event in 2016, moving to a larger venue with better facilities, and an improved menu for the hosted luncheon.

**An annual gift item** (clothing, bag etc.) for all active Level 2+ member officials.

The 2016 item was a Tilly style hat. 56 hats were ordered, and distributed to officials attending the AGM. Those unclaimed at the meeting will be sent to the officials home area by other officials. One item will be mailed, to Prince George.

**A free IAAF Rule Book** for all active Level 2+ member officials. All active Referees were also offered copies of the **IAAF Referee Manual**.

**A free Uniform golf shirt** for member officials on upgrading to Level 2. 17 shirts were distributed to upgraded officials in 2016. More Level 2 shirts have been ordered.

**A personal name tag** for member officials on upgrading to Level 1.

The Committee has reviewed this item, and decided to award it at Level 2 only, due to the high level of "churn" at Level 1, and the difficulties in distribution.

**6 congratulation cards** with a gift card enclosed were given to officials upgrading to Level 3. This is a new program approved by the committee in September 2016. Cards were presented at the AGM, and mailed to officials not in attendance. 4 more cards are waiting for the approval of Level 4 and Level 5 by Athletics Canada (NOC).

The Committee maintains strong social bonds with member officials around the Province by sending **sympathy and condolence cards** to support them in times

of illness or the deaths of family members. 21 cards were sent to officials and other members of the track and field community

Officials are recognized in every issue of the BCA 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. BC Athletics Officials 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 text for their programs, and text for the Announcer recognizing and thanking officials.

### **Plans for 2017**

The Committee must continue its work to build strong bonds and a sense of community for officials (at all levels) – of being part of the team.

Some directions that will help us to retain officials in coming years:

- More persistence in providing information to event hosts regarding officials' recognition (see above), and hosting standards.
- 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.

Administrative changes to the recognition program

- Develop additional “layers” for the program;
  - provide token gifts to celebrate “milestones” in officials careers
- Provide Level 1 course presenters with “generic” Officials identity tags for distribution to participants
- Consider mailing personal nametags to new Level 2 officials.

## **Upgrading**

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Almost 50% of the BC Officials population is in Level 2 and Level 3. Absence of National and National Championship meets in the Province for the next 2 or more years provides a substantial barrier to advancement, if these officials intend to upgrade. We have benefited from the decision to grant “N” status to the BC High School Championships and the BC Jamboree (both are well-attended and fairly formal meets), and can rely on them to an extent for opportunities to accumulate “N” level credits, and obtain evaluations. The Committee will have to work with Officials Committees in neighboring provinces to obtain assignments at “N” level

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Indoor meets, and berths at Canada Games and National Youth Championships in Manitoba.

Level 1

Chris Eliopoulos	April	Pat Gedak	June
Harneke Toor	May	Nancy Palson	June
Mike Bassett	May	Heather Wiebe	June
Chris Coell	May	Jerry Reitman	June
Tyler Coell	May	Niki Sauer	June
Jacob Emerson	May	Karen McLean	June
Laurence Willett	May	Miriam Dziadyk	June
Dave McDonald	May	Tatjana Mece	June
Holly Borden	June	Ronald Edwards	July
Patti Swoboda	June	Nima Parsakish	August
Dianne Weddell	June	Tammea Arthur	August
Mieleen King	June		

Level 2

Leslie McGee	April	Mike Stoll	June
Dave Shibata	April	Onna Stoll	June
Anthony Thomson	May	Jerry Reitman	June
Dewi Griffiths	May	Marilyn Benz	June
Kathy Brand	June	Chris Eliopoulos	July
Miriam Cavani	June	Ron Heron	July
Duncan MacRae	June	Mike Bassett	August
Diane Matus	June	Virginia Hoover	August

Level 3

	Discipline	Upgrade date
Rose Hare	Throws	May
Greg Bush	Field Referee Throws	July
Judy Needham	Horizontal Jumps	July
Sharon Hann	Starter	July
Steve Martin	Track Referee	August
Carol Parsakish	Umpire	August

Level 4

	Discipline	Upgrade date
Victor Rodriguez	Vertical Jumps	March
Brian Thomson	Starters Assistant	September

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Level 5

	Discipline	Upgrade date
Cheryl Elke	Throws	September
Howard Brandt	Starter	September

<b>Strategic Targets for Upgrading Officials in 2016</b>			
<b>Criteria</b>	<b>BCA Key Performance Indicators</b>	<b>BC Officials Committee Plan</b>	<b>Actual</b>
# of Officials Upgraded	22	26	49

### **Officials Upgrading by Region**

Region 1,2 (Kootenays//Okanagan/Similkameen)

Level 1      11  
Level 2      9  
Level 3      0  
Level 4      0  
Level 5      1

Region 3,4,5 (Lower Mainland)

Level 1      8  
Level 2      2  
Level 3      5  
Level 4      1  
Level 5      1

Region 6 (Vancouver Island/Central Coast)

Level 1      4  
Level 2      4  
Level 3      1  
Level 4      1  
Level 5      0

Region 7,8 (Cariboo and the North)

Level 2      1

### **Officials Upgrading by Level**

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Level 1	23	
Level 2	16	
Level 3	6	
Level 4	2	(pending)
Level 5	2	(pending)
<b>Total</b>	49	Upgrades

## Competitions

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The Committee supported officials' assignments in 89 events, providing travel support and technical assistance for more than 2,000 person/days of competition. The Assignments Coordinator and Regional Development Coordinators supplied officials for all sanctioned meets where requests were received. Conflicting meets in the Lower Mainland added a high level of complexity to scheduling. Providing service to "outside" groups such as Special Olympics and School District meets remains a challenge. The Committee does not currently have a standardized way of collecting statistics on meet participation. Some highlights of the competitive season:

- Americas Masters Games at UBC was a hugely successful inaugural event with more than 700 athletes and 65 officials participating. Perhaps it will be repeated.
- BC Jamboree and the BC High Schools Championships showcased the strength of the officials program in Nanaimo; both events now are recognized as "National" level events by NOC, and allow BC officials to accumulate credits and evaluations required for advancement in their home Province
- Vernon officials (with help from colleagues in Kamloops) put on a first-ever event in their new stadium... and show they are ready to host the BC 55+ Games in 2017

BC Officials continued a high level of support for Schools events and Club events in all Regions (39 events in each case). Total participation in Club events had a higher figure with 469 officials assignments.

The Committee was asked by member officials to address some complaints arising from incidents at meets. The Guide to Decorum was produced to provide new officials with guidance regarding formal and informal behavior during events. A complaint about process for a Jury decision at the Jamboree indicates a wider issue regarding standards for appointing Juries at various levels of meets and correct procedures for resolving protests and appeals.

The Committee manages a stock of portable competition equipment, providing items such as wind gauges, starting devices and digital clocks to events that do not have their own. Members investigated equipment, which could be acquired to improve capacity for hosting Championship level meets in the Province. Preliminary assessment of an electronic start system indicates that it is not suitable for local meets.

## Plans for 2017

Continue to assess higher-level equipment

- Review of a false start detection system; required now for world records, and highly desirable for Canadian Championships
- Assessment of the Starters PA System to determine if repair is feasible
- Selection of a portable digital clock for Track use (lap timing)

Review issue regarding funding approval for officials travel, and a proposal to streamline expense payments.

Publish guidelines and procedures for Juries in the Meet Directors Manual

Work with Regional Development Coordinators to improve collection of statistics on meet participation.

Statistics for the year

### Meet Participation by Region

NB. The "Participants" figure represents the number of officials who participated in meets. The Total working Days

Region 1,2 (Kootenays/Okanagan/Similkameen)

Prov. Championships and N/NC Meets	1	Participants	45
Club Meets	3	Participants	89
School Meets	11	Participants	235
Regional Total	All Meets	15	Participants 369

Total Working days (person/days) 530

Region 3,4,5 (Lower Mainland)

Prov. Championships and N/NC Meets	7	Participants	150
Club Meets	26	Participants	282
School Meets	9	Participants	69
Regional Total	All Meets	42	Participants 501

Total Working days (person/days) 1008

Region 6 (Vancouver Island/Central Coast)

Prov. Championships and N/NC Meets	3	Participants	137
Club Meets	8	Participants	100
School Meets	19	Participants	53
Regional Total	All Meets	30	Participants 290

Total Working days (person/days) 601

Region 7,8 (Cariboo and the North)

Club Meets	2	Participants	6
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Total Working days (person/days) 9

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### **Total Provincial Meet Participation by type**

Prov. Championships and N/NC Meets	11	Participants	332
Club Meets	39	Participants	477
School Meets	39	Participants	351
Total Meets	89	Participants	1,160
Total Working days (person/days)	2,148		

### **Comparison with 2015 (Total Meets)**

Region	2016	2015	Difference
1,2	14	13	+1
3,4,5	42	39	+3
6	30	13	+17
7,8	2	2	-
Total	89	67	+21

## **Communications**

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### Newsletter

While much of our communication with Officials throughout the Province is done on an individual or small group basis we also communicate through a Newsletter, which is sent out by email to all interested Officials. The Newsletter editor published 13 issues since the last AGM. The most current Newsletter is also reprinted on the BC Athletics website on the Officials' page under Latest News. Back issues of the Newsletter can also be found under the title 'Officials Newsletter'. All new officials who participate in Level 1 workshops are sent an introductory e-mail inviting them to subscribe.

We have been delighted, this year, to have several individuals send us pieces, which we have included in the Newsletter. Submissions are always gratefully received and are much appreciated by Officials throughout the Province

### Web Page

The Officials web page provides access to practical and technical information. A Committee member reviews and updates content for BCA staff:

- Frequently updated event schedule
- Information on the Officials Committee and its members
- Upgrading information and a request form
- List of upcoming Officials' Clinics.
- Links to officials forms; expense forms, award forms,
- An Honours List (past recipients of awards)

### Other publications

Committee Members are responsible for editing and updating policy and procedure manuals:

- Meet Directors manual, (updated this year)

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- Committee Handbook,
- Ethics booklet

### **Plans for 2017**

Maintaining a strong and useful flow of communication with our growing memberships will be an important objective in 2017. The Committee will:

- Encourage Committee members and “officials in the field” to contribute technical and social items to the Newsletter to build up the content
- Refresh the Officials Web Page, providing better navigation and easier content management.
- Update the Committee Handbook
- Update the Ethics booklet, and include the text of the Officials guide to Decorum.

## Attachment 1 Proposal to change the rates for BC Officials Travel

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### Background

Current rates paid by BCA to subsidize officials' travel to meets in BC are based on a fairly complicated formula. Local travel (within the Region) is based on "mileage", e.g. pennies per kilometer. Travel out of the home region is based on actual expenses, e.g. repayment of gas purchased, plus \$20 for each additional passenger.

This is proving to be a nightmare. Officials frequently make mistakes on the claim form, leading to correspondence, and delays in payment. It is also difficult for officials to identify "gas used" for a specific event accurately.

### Recommendation

Approval of a simpler scheme based entirely on "mileage". Development of a simpler form, which will only require the official to log destination, mileage and passengers. The "program manager" will select the correct rate and approve the payment.

### Proposed rate scheme

The proposed rate scheme continues the historical pattern of a lower rate for "out of region" travel, and an additional premium for a car pool. The rationale for the sliding scale is based on the following thoughts:

- Stop and go travel in the local area leads to higher fuel use and more vehicle wear.
- Travel outside the home region is primarily highway, with lower fuel use etc.
- The Committee has placed a higher priority (historically) on support for officials working at their local meets.

In all cases expenditures for ferries and tolls will be fully repaid, and this will be reflected on the form. Officials who choose modes of travel other than driving, e.g. bus, air, snowmobile, will be subsidized for the "driving distance", based on these rates. This scheme is intended to be "revenue neutral". The payout for travel out of the Region may be slightly higher than presently, but the top rate for local travel has been slightly reduced to compensate. See the section below (historical data) for comparisons between current payouts for travel outside the region and the projected payout for the scheme proposed

### The Rates (per kilometre)

Outside the Region (solo)	\$0.15
Outside the Region (car pool)	\$0.20
Local Travel (solo )	\$0.30
Local travel (car pool)	\$0.40

### Historical Data and Comparisons

The writer reviewed actual payouts for officials travelling outside their home regions in 2015 and 2016, and compared these with probable payouts under the new scheme. Costs for Ferries and tolls were excluded, in order to focus just on the road travel costs. Ferries and tolls would continue to be reimbursed. One trip was solo, but five were with passengers. The average cost claimed per km for the 6 trips listed was \$0.18. The higher claims (\$0.25 and \$0.21) were for carpools with 2 or more passengers.

Column 2. The actual distance covered in the round-trip  
 Column 3. The total bill for the trip, including gas and the \$20 premiums for extra passengers  
 Column 4. Column 3 divided by Column 2. The payout per km for the trip  
 Column 5. The payout per km under the proposed scheme

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Destination (round-trip)</b>	<b>Distance (km)</b>	<b>Bills submitted</b>	<b>Per km</b>	<b>Proposed</b>
Kamloops- Richmond	728 km	\$133.07	\$0.18	\$0.15 solo
Kamloops- Burnaby	696 km	\$82.48	\$0.12	\$0.20 carpool
Kamloops-Burnaby	688 km	\$174.15	\$0.25	\$0.20 carpool
Surrey-Kamloops	686 km	\$82.18	\$0.12	\$0.20 carpool
North Saanich-Kamloops	746	\$143.78	\$0.19	\$0.20 carpool
Campbell River-South Surrey	410	\$86.40	\$0.21	\$0.20 carpool