

BC Officials Committee Business Plan—2016



Version 3 * March 5, 2016



Officials Committee

Table of Contents

Introduction	2
Executive Summary	3
Recruitment of Officials	4
Development of Officials	5
Retention of Officials	7
Involvement of Officials	8
Administration of Officials	10
Implementation (Milestones)	11

Introduction

The purpose of this business plan is to describe the 2016 plan for the major responsibilities of the BC Officials Committee. The plan is organized by the committee's leading role in recruitment, development and retention of officials as well as administration of the Committee.

This plan covers the period January 1, 2016 to December 31, 2016.

Executive Summary

This plan identifies the major activities the BC Officials Committee will undertake and monitor in 2016. The plan links to the responsibilities of the Committee as outlined in the BC Branch Officials Committee (BOC) Handbook.

The following key performance indicators are targeted for undertaking by the BC Officials Committee in 2016.

Criteria	BCA Key Performance Indicators	Plan	Actual
# of New Officials	190 active officials by end of 2016	14 new Level 1 officials	
# of Level 1 Workshops	10 (76 officials)	12 (84 officials)	
# of Level 2 Workshops	5 (34 officials)	6 (48 officials)	
# of Level 4 (National) Workshops	0	7	
# of Officials Upgraded	22	26	

Recruitment of Officials

Primary Responsibilities

The BC Branch Officials Committee (BOC) Handbook outlines the following responsibilities of the committee with regard to recruitment of officials:

- Provide assistance to BC Athletics and member clubs in recruiting, training and retaining officials.
- Provide assistance to organizing committees of sanctioned events; advising on recruitment of technical officials and allocation of duties.

Plan for 2016

BC Athletics Key Performance Indicators for 2016 are:

- Number of officials—190 active officials by March, 2017 (registered with BCA as an Official).

Number of Officials Recruited

The number of officials planned for recruitment into level 1 is shown in the table below.

Criteria	Plan
# of New Officials	Level 1
Regions 1-2	3
Regions 3-4-5	7
Region 6	3
Regions 7-8	1
Total	14

Development of Officials

Primary Responsibilities

The BC Branch Officials Committee (BOC) Handbook outlines the following responsibilities of the committee with regard to development of officials:

- Provide assistance to BC Athletics and member clubs in recruiting, training and retaining officials.
- Provide assistance to organizing committees of sanctioned events; advising on recruitment of technical officials and allocation of duties.
- Develop and present educational (training) programs for certification.
- Coordination certification of officials within the Province, in cooperation with the National Officials Committee.

Plan for 2016

BC Athletics Key Performance Indicators for 2016 are:

- Level 1 Workshop—10 workshops with 76 participants (officials).
- Level 2 Workshops—5 workshops with 34 participants (officials).
- Provincial Officials Courses—3-24.
- National Officials Courses—0.

Workshops

The number of workshops planned for each region is shown in the table below.

Criteria	Plan		
	Level 1	Level 2	Level 4 (National)
# of Workshops			
Regions 1-2	3 (21 officials)	2 (16 officials)	
Regions 3-4-5	5 (35 officials)	2 (16 officials)	
Region 6	3 (21 officials)	2 (16 officials)	
Regions 7-8	1 (7 officials)	--	
Total	12 (84 officials)	6 (48 officials)	7

Number of Officials Upgraded

The number of officials planned for upgrading to subsequent levels is shown in the table below.

BC Athletics Key Performance Indicators for 2016 are:

- Officials Upgraded—22.

Criteria	Plan			
	Level 2	Level 3	Level 4	Level 5
# of Upgraded Officials				
Regions 1-2	3	1	1	1
Regions 3-4-5	8	2	3	1
Region 6	3	1	1	-
Regions 7-8	1	-	-	-
Total	15	4	5	2

Other Development Activities

- Complete definition of Core Competencies for Officials—in conjunction with National Officials Committee (NOC) Training Working Group.
- Assist NOC’s Training Working Group with providing online training materials.
- Finalize development of Discipline-Specific Guidelines and post to website.
- Prepare and implement a passport for evaluating Level 2 officials based on the Core Competencies for Officials.
- Maintain Level 1 and Level 2 workshop materials.
- Provide reports to BC Athletics on workshop results.
- Maintain Meet Director’s Manual.
- Maintain Open Book Exam for Level 3.
- Arrange mentoring assignments for BC officials wishing to upgrade—including travel and upgrading priorities.
- Administer upgrading—certificates and letters, Open Book Exam.

Retention of Officials

Primary Responsibilities

The BC Branch Officials Committee (BOC) Handbook outlines the following responsibilities of the committee with regard to recruitment of officials:

- Provide assistance to BC Athletics and member clubs in recruiting, training and retaining officials.
- Provide assistance to organizing committees of sanctioned events; advising on recruitment of technical officials and allocation of duties.

Plan for 2016

Retention Activities

- Conduct Annual General Meeting with a report on the Committee's activities as well as recognition items and activities.
- Continue recognition programs (e.g., name badges, recognition award).
- Continue five annual official awards--Ian McNeil Award; Ralph Coates Award; Dave Coupland Award; Mary Temple Award; Nomination for National Officials Committee (NOC) Wall of Honour.
- Continue sending cards to officials with condolences and congratulations.
- Communicate regularly with officials through an email newsletter containing news, updates and upcoming events.
- Maintain officials section of the BC Athletics website.

Involvement of Officials

Primary Responsibilities

The BC Branch Officials Committee (BOC) Handbook outlines the following responsibilities of the committee with regard to recruitment, development and retention of officials:

- {to be determined...maintain information on activity by officials?}

Plan for 2016

Number of Meets (Person days)

- Number of meets in person days.

Criteria	Plan
# of Meets (person days)	
Regions 1-2	
Regions 3-4-5	
Region 6	
Regions 7-8	
Total	

Involvement of Officials

- Develop metrics to track number of officials working at meets (e.g., total official hours, official “person-days”).
- Schedule officials—work with meet directors and officials to schedule officials for meets.

Administration of Officials

Primary Responsibilities

The BC Branch Officials Committee (BOC) Handbook outlines the following responsibilities of the committee with regard to recruitment of officials:

- Maintain a list of the BC Athletics officials with specification of certification.
- Provide BC Athletics staff with timely reports on program contacts (e.g., participants in workshops and mentoring).

Plan for 2016

Administration Activities

- Maintain list of officials along with corresponding certification(s). Make list available to regions for use in development and scheduling.
- Provide annual report to BC Official's Annual General Meeting, BC Athletics and National Officials Committee (NOC).
- Prepare an annual budget and monitor activity against budget—including reimbursement for travel expenses.
- Conduct 4-6 Committee meetings throughout year.
- Manage and purchase officiating equipment.

Support Athletic Competitions

- Provide technical consultation to meet directions (e.g., review meet schedule, inspect facilities).
- Record applications—support applications for record performances at meets—including verifying officials in attendance and meet was officiated and carried out correctly.
- Investigate results—investigate and trouble shoot any issues with meet results.

Implementation (Milestones)

January 30	Travel/upgrading list due to AC
January 30	Budget Draft to BC Athletics CEO
January 30	First Quarter Update to Officials Web Page
March 31	Upgrading Applications due to AC
March 31	List of Service Pin Recipients to AC
March 31	NOC Wall of Honour Nomination to NOC
March 31	Officials' Inventories to BC Athletics (equipment, recognition items)
March 31	Previous Year Annual Report to AC
April 15	Second Quarter Update to Officials Web Page
April 15	List of New Level 3 Officials to AC (for directory)
April 15	Update and Review Officials Directory Listings
April 15	FOX 40 Award Nominations
August 30	Third Quarter Update to Officials Web Page
September 30	Upgrading Applications due to AC
September 30	Complete Annual Report
October 15	Officials' Awards Nominations to BC Athletics
November 15	Fourth Quarter Update to Officials Web Page
November 30	Sport BC Official of the Year nomination to BC Athletics
December 30	AC Official of the Year Nomination to AC