



Branch Officials Committee Annual Report (2020)



Table of Contents

BCA Branch Officials Committee	2
Executive Summary	3
Overview of 2020	4
Recruitment of Officials.....	5
Development of Officials.....	6
Retention of Officials.....	8
Support Services for Officials	9
Appendices:	
Level 1 and Level 2 Workshops (2020).....	13
Officials Upgraded (2020)	14
Meet Participation (2020)	16
Recognition Program Overview	17

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 World Athletics.

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 (2020)

The 2020 edition of the Officials Committee's annual report is shortened due to the COVID-19 outbreak and resulting impact on the track and field season. At time of writing, a few cross-country and indoor track and field meets occurred while the usual outdoor season was cancelled with in-club meets starting to be scheduled for August.

This year's report documents the Officials Committee's activities in this shortened year. 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 met twice face to face until COVID-19 restrictions kicked-in. After that, conference calls were carried out by the various working groups undertaking special projects and email was used to discuss and decide on various matters.

The Committee consists of 11 members including an active representative from the BCA Board of Directors. Regional Development Coordinators (RDC) assist with implementing the officiating programs in each of the regions. Several volunteers assist the Committee through participation on working groups.

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 the 2020 officiating season include the following:

Membership	<ul style="list-style-type: none"> 184 members of BC Athletics registered as being an official.
Activity	<ul style="list-style-type: none"> 15 meets involving 487 person-days of effort.
Recruitment	<ul style="list-style-type: none"> 2 new Level 1 officials.
Development	<ul style="list-style-type: none"> 7 officials upgraded. Our pipeline of officials working to higher levels remains at 34.
Retention	<ul style="list-style-type: none"> A shortened Officials Recognition Program, as described in Appendix V, was carried out in 2020.

Strategic initiatives started in 2020, and envisioned to continue into 2021, include the following:

- Implementation of the enhanced certification pathway for officials**—streamlining the pathway to level 2 official and reducing the administrative effort of BC Athletics and the Officials Committee. This includes:
 - Online modules**—providing initial knowledge for level 1 and level 2 officials. This will be followed by structured experience sessions in four major discipline areas to build officiating skills and experience.
 - Mentoring**—coaching and guiding our officials in their development and retention—encouraging officials to stay involved and progress deeper into the development pathway
 - New workshops**—providing technical training for level 3 officials. These workshops are scheduled to be available in 2021.
 - Evaluator vs. Mentor**—separating the evaluating and mentoring activity to spend more time assisting the upgrading official prepare for the next level. Training will be provided to increase the quality and effectiveness of the program. This is scheduled to occur in late 2021 or 2022 as training materials and procedures become available.

Overview of 2020

Membership

At time of writing, there were 184 individuals registered with BC Athletics as officials. Many officials did not renew their membership when it became clear that many of the track and field meets would be canceled due to the COVID-19 virus.

Competitions

Most competition events in 2020 were canceled. Some cross-country events and indoor meets were conducted prior to the outbreak of COVID-19. At time of writing, small, regional (in-club) outdoor competitions are starting to occur.

The table below lists the number of meets and participation in 2020 (as of August 9/20).

Meet	# of T&F Meets	# of Participants (Person-days)
National and Provincial Championships	3	143
Club	8	322
School	4	22
Total	15	487

Appendix IV provides details on participation of officials by region.

Recruitment of Officials

Recruitment Results in 2020

Our recruitment efforts resulted in 2 new Level 1 officials prior to the COVID-19 outbreak. There were 5 participants of the pilot for the new online learning modules for level 1 officials. We plan to engage these participants into the pathway for Level 1 when the track and field season begins and they can obtain their experience credits to reach level 1.

Recruitment Plans for Next Year (2021)

Recruitment plans and activities for 2021 will be based on the strategies listed in the BCA Strategic Plan (See Appendix I). Highlights of activities in 2021 are envisioned to include the following:

- Implementing the enhanced Athletics Canada pathway for certifying officials—which includes the recruitment of new officials to level 1 and level 2. Level 1, traditionally our entry point for recruiting officials is now optional. Those with previous exposure to track and field (e.g., athletes, coaches, parents of club athletes with significant involvement in meets) will proceed on the pathway to Level 2. This will result in new officials progressing deeper into the pathway with more flexibility and support in their certification efforts; and less administration for BC Athletics and the Officials Committee. This also addresses one of the two highest priorities from our 2019 survey of officials—implementing new methods to recruit new officials.

Development of Officials

Development Results in 2020:

Training and Education

The ability to deliver face to face workshops was severely limited this year due to COVID-19. Training and education continued with the following activities:

- Webinars—Athletics Canada and the National Officials Committee delivered 6 webinars on topics ranging from recent rule changes to officiating each of the disciplines (e.g., throws, starts). These webinars were targeted at officials who are at levels 3 to 5. More webinars are being scheduled for August and September.
- Online Modules—two pilots of the new online module for level 2 officials was conducted with 33 participants.
- Electronic Distance Measuring—a workshop was developed for training on how to use EDM equipment for throwing events. Small group training sessions will take place in the Lower Mainland in the late summer / early fall of 2020. Training materials are ready for distribution.
- Digital Field Event Results Recording. Small group training session on FieldLynx will take place in the Lower Mainland in the late summer/early Fall. Training materials are ready for distribution.

Upgrading

Seven officials were upgraded across levels 2 to 5 in addition to 9 officials being added to the list of potential Jury of Appeal (Provincial) members. A healthy pipeline of 34 officials are working to higher levels that typically take several years to complete (e.g., levels 3-5).

A list of officials upgraded in 2020 can be found in Appendix III.

Development Plans for Next Year (2021)

Development plans and activities for 2021 will be based on the strategies listed in the BCA Strategic Plan (See Appendix I). Highlights of activities in 2021 are envisioned to include the following:

- Implementing the enhanced Athletics Canada pathway for certifying officials at levels 3 to 5—as Athletics Canada releases the various elements. Major changes include new workshops for officials upgrading to level 3 and revisions to workshops for officials upgrading to level 4. A mentoring program, similar to the mentoring of level 1 and 2 officials, will

be available for officials at levels 3 to 5. New programs for evaluators, who confirm officials are ready for the next certification level, and clinicians, who deliver workshops, will be implemented when training materials and procedures are released.

- Addressing one of the two highest priorities from our 2019 survey of officials—developing more officials to levels 3-5 to replace the anticipated retirement of current level 3-5 officials.
- Continuing 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 2020

Retention activities have been reduced to reflect the reduction in officiating activity in 2020.

Retention activities in 2020 are listed in the following table:

Retention Activity	2020 Plan	2020 Actual
BC Athletics Annual Awards	4	TBD
Athletics Canada Annual Awards	1	TBD
Annual Meeting	1	1 (October 18, 2020)
Uniform Golf Shirt / Personal Name Tag (Level 2 officials)	5	3
Annual Recognition Item	66	0
World Athletics Rule Book (2020)		In Progress
Upgrading Recognition	10	4
Greeting Cards	24	9
Athletics Canada (NOC) Service Pins	27	0
Athletics Canada (NOC) Service Award	1	1
Service Recognition (Official's Newsletter)	12	7

Retention Plans for Next Year (2021)

Retention plans and activities for 2021 will be based on the strategies listed in the BCA Strategic Plan (See Appendix I). Highlights of activities in 2021 are envisioned to include the following:

- Increase communication activities in early 2021 to encourage officials to return to officiating in 2021—after missing 2020.
- 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—2020

Major information vehicles utilized in 2020 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 7 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 2021. 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—2020

At time of writing, no equipment had been purchased in 2020.

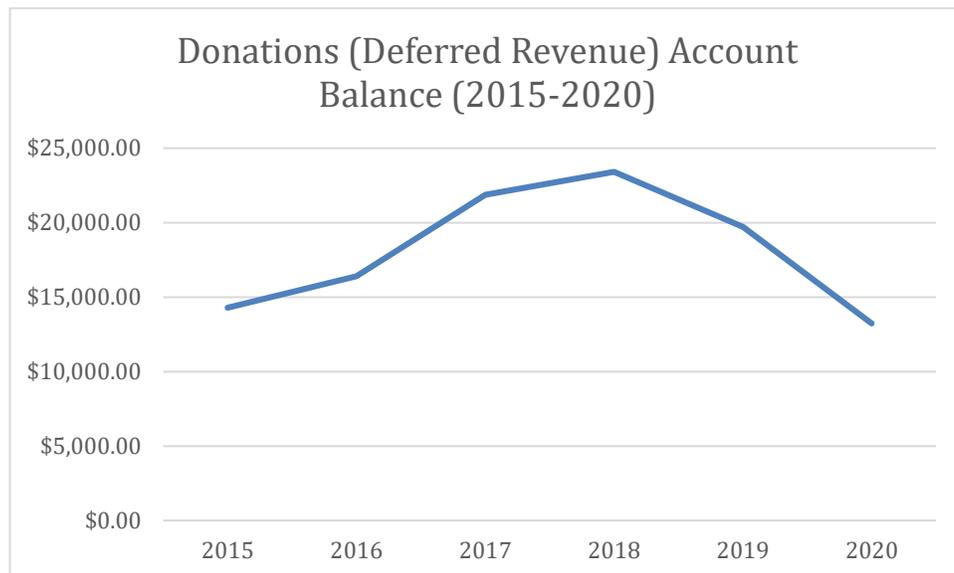
Financial Resources—2020**Expenditures against the BC Athletics Budget—April 1, 2020 to March 31, 2020**

BC Athletics		Officials' Accounts		
2019-20 Fiscal				
YTD Statement as at 31 March 2020		Actual YTD	Operating Budget	Prior Year Audit
		2019-20	2019-20	2018-19
Revenue:				
42100	IAAF Rule Books	-	200.00	180.00
42660	Officials Cert - Level 1-5	728.81	800.00	300.00
42680	Officials - Road Running Seminars	169.65	500.00	-
43670	Officials Donations - from deferred revenue	1,200.00	2,000.00	4,434.06
46200	Officials Memberships	1,815.00	2,000.00	1,694.22
48520	Officials- Recognition	-	-	-
	Total Revenue	3,913.46	5,500.00	6,608.28
Expenses:				
61115	Officials Cttee Meeting	1,214.71	2,000.00	2,461.25
63055	Rule Books	2,386.48	2,000.00	775.97
64085	Officials Cert - Level 1-5	6,905.39	3,000.00	5,017.15
64100	Offl. Competition Expense & Mentoring	15,119.60	13,000.00	14,372.59
64105	Officials - Seminars/Exchanges	-	700.00	-
64120	Officials Course Cond Training	413.40	1,000.00	-
66225	Officiating Equip - T&F	1,750.92	1,500.00	994.57
66235	Officiating Equip - Off Track	477.68	500.00	501.30
69702	Officials - Recognition	2,001.69	2,000.00	2,513.27
	Total Expenses	30,269.87	25,700.00	26,636.10
	Net Revenue/(Expense)	(26,356.41)	(20,200.00)	(20,027.82)
Deferred donations detail		Amt Rcvd		
		2019-20 FY		
2019-20 Donations				
	15-May	75.00		
	06-Nov	100.00		
	Total Donations Rcvd	175.00		
25650	Net Balance forward, prev years	19,720.91		
	Deferred Revenue Consumed in 2019	(6,664.08)		
	Deferred Donations Remaining	\$ 13,231.83		

Donations (Deferred Revenue) Account

As of time of writing, no donations were received in fiscal year 2019/20. This is consistent with a declining trend in donations since 2018.

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 \$13,231.83. As donations decline 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.



Support Services Plans for Next Year (2021)

Support services activities in 2021 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 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 with officials from within their club (e.g., reduced travel costs for officials).
 - 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 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 2020

Level 1 and Level 2 Workshops (2020)

As of August 9, 2020

Date	Level	Location	Clinician	# Participants
Regions 1-2				
No workshops in 2020				
Regions 3-4-5				
No workshops in 2020				
Region 6				
No workshops in 2020				
Regions 7-8				
No workshops in 2020				

Appendix III—Officials Upgraded in 2020

Officials Upgraded (2020)

Level 1

Official	Date of Upgrade	Region
Monica Pomietlarz	Nov./19	1-2
Urith Hayley	Nov./19	3-4-5

Level 2

Official	Date of Upgrade	Region
Brad Heinzman	March	1-2
Margaret Rhebergen	March	1-2
Denise Bonin	August	6

Level 3

Official	Discipline	Date of Upgrade	Region
Linda Schatkoske	Starter	March	1-2
Brian Thomson	Umpire	February	6

Level 4

Official	Discipline	Date of Upgrade	Region
Greg Nicol	Vertical Jumps	April	1-2
Rod Mudie	Photo Finish	April	6

Level 5

No officials upgraded to Level 5 in 2020

Appendix III—Officials Upgraded in 2020

Officials Upgraded (2020)--Continued

Other—Provincial Jury of Appeal (March 2020)

Official	Region
Bob Cowden	1-2
Cheryl Elke	1-2
Wayne Elke	1-2
Al McLeod	1-2
Wally Smeaton	1-2
Steve Martin	3-4-5
Kathy Terlicher	3-4-5
Greg Bush	6
Dave Hopkins	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	16
Level 4	12
Level 5	6

Appendix IV—Meet Participation in 2020

Meet Participation (2020)

As of August 9, 2020

T&F Meet	Number	Participation (Person-days)
Regions 1-2		
National and Provincial Championships	1	116
Club	5	285
School		
Regional Total	6	401
Regions 3-4-5		
National and Provincial Championships	1	16
Club	3	37
School	1	16
Regional Total	5	69
Region 6		
National and Provincial Championships	1	11
Club	0	0
School	3	6
Regional Total	4	17
Regions 7-8		
Statistics being gathered		
Regional Total	--	--
Total All Regions		
TOTAL	15	487

Appendix V—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.
- **World Athletics 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 additional 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.