

Hosting Officials; Suggestions and Guidelines

For Clubs and Schools

Host Organizing Committees should work closely with the BCA officials' committee regional development coordinator (RDC) throughout the planning phase, and provide a meet schedule as early as possible. Ensure that the RDC is kept up to date with logistics, accommodation, technical information, and any changes in the schedule. The RDC has up-to-date contact information for officials in your zone, and will advise on suitable assignments.

Keep in mind that officials are unpaid volunteers, and are "invited" to meets, rather than assigned. Their positive and negative experiences at meets determine whether they will return the following year. An effective meet schedule, effective equipment management, well-coordinated volunteers and friendly reception are key factors in attracting their future contributions.

Ensure that your Committee is prepared to meet the basic standards for hosting officials (and other volunteers), e.g.

- Complementary meals every 4 hours
- Hot beverages or cold beverages (according to the season)
- Registration table, with Information for officials, including relevant parts of the Technical information package, schedule, etc,

The following suggestions have been shown to be effective for recruiting and retaining volunteers and officials for your event.

- P.A. announcements during the event thanking BC Athletics Officials and volunteers for their work.
- Personal contact. Some Hosts have a Committee member visit officials and volunteers at each site during the event and welcome or thank them. If the Host is providing t-shirts or other gift items to volunteers, then this is a good time to ensure that officials also receive them. Gift items are nice, but the contact is the more important part.
- Raffle gift items for officials and other volunteers