

The Committee's Mandate

Mission Statement (Branch Officials Committee)

The BCA Branch Officials Committee and its members ensure that all Athletics competitions are conducted in a fair, equitable and safe manner in accordance with rules set by the IAAF, and other authorities within the Sport, e.g. Athletics Canada, Age Class Rules). The Committee takes a leading role in officials' recruitment and training, and advises the Provincial Sport Organization on policies and technical standards for competition.

Primary responsibilities of the Branch Officials Committee (BOC).

- Provide assistance to member Clubs and to the Association 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.
- Coordinate certification of officials within the Province, in cooperation with the National Officials Committee.
- Maintain a list of the Association's officials with specification of certifications.
- Provide BC Athletics staff with timely reports on program contacts, e.g. participants in workshops and mentoring.

The Committee is an advisory body in regard to BC Athletics Board and staff, but is an EXECUTIVE COMMITTEE in an operational sense. All members take on responsibilities for planning and executing tasks. The Chair will consult other senior BC officials on behalf of the Committee as needed.

The Committee's structure, and operating procedures

Committee Meetings

The Committee meets 4-6 times per year in addition to the Annual General Meeting. The Chair distributes agendas and documents 1-2 weeks prior to each meeting. Meetings are arranged as convenient, but usually are not held during outdoor track and field season (May-August). There is no quorum. Members will be compensated for travel expenses. Members may take turns recording minutes. Draft minutes will be sent to the Chair within a week of the meeting. The Chair will distribute to members who attended the meeting, correct minutes based on responses, and post on the BCA web page.

Committee Ethics and Values

Committee members are expected to support the BC Athletics Officials Ethics and Guidelines for Conduct. In regard to our own meetings and Committee responsibilities we follow the **Guiding Principles** below:

- Cooperation. We believe in shared responsibility and Committee members willingly help each other achieve objectives.

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- Trust. We trust each other to communicate in a timely and honest manner, as well as to effectively perform our roles as officials. We trust each other to deliver on committee undertakings.
- Respect. We treat athletes, parents, coaches, volunteers and each other with respect. We are all equals. We applaud and encourage each other to express opinions without fear and we listen without judgment.
- Fairness. We believe in fairness.
- Positive Participation. We participate actively in committee business and contribute to the best of our ability. We support each other's development.

Committee's Policy Framework

The Committee is governed by the BC Athletics Policy Handbook, by the BC Athletics Officials Ethics and Guidelines for Conduct, and by national policies (NOC Handbook). These policies are in addition to those listed in this document.

Composition of the Committee

The Committee usually has 9 members, give or take 2. Members are elected for 2 year terms at the Officials AGM each year, with (ideally) half of the terms expiring each year. Terms run from one AGM until the next. The Committee elects a Chair for a one-year term at its first meeting after the AGM. A BCA Board member is appointed to act as liaison with the Committee, and invited to attend all meetings. The Committee reports to BC Athletics through the BCA President/CEO.

Committee members are elected to "at large" positions, and are expected to consider the needs of all officials in the Province, rather than specific geographical areas or disciplines. However, it is considered desirable to have representation from all zones. There are no "fixed" Committee positions, other than the Chair. The Chair may appoint Vice Chair(s) as needed

The Chair

Note: some of the activities below may be delegated, or conducted with other committee members.

- Prepares meeting agendas, calls and chairs meetings. Responsibility of the Chair may rotate to another member during a meeting if he or she is the lead for that topic.
- Acts as chief spokesman for the Committee; liaison with BCA Staff, other BCA committees, and outside Sports bodies, including the National Officials Committee
- Participates in NOC Meetings as required
- Prepares an annual report for BC Athletics and NOC
- Prepares an annual budget
- Approves expense claims from officials¹
- Approves Inter-Provincial travel
- Approves upgrading applications

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Tasks are allocated to members each term. When possible, Committee responsibilities are aligned with individual interests and abilities. In recent years, members have been assigned to perform these regularly occurring tasks. Specific assignments for the current year are listed in the Committee Organization Map (see Appendix 2)

Upgrading (National Level Officials)

Determines upgrading needs (credits and evaluations) for Level 4 and 5 officials, and works with Assignments coordinator to ensure assignments support official's development needs.

- Processes upgrading applications.
- Produces Travel/Mentoring priority list for Level 4,5 Officials.
- Arranges mentoring assignments outside the Province (Liaison with NOC).

Upgrading (Provincial Level Officials)

Determines upgrading needs (credits and evaluations) for Level 1-3 officials, and works with Assignments coordinator to ensure assignments support official's development needs.

- Processes upgrading applications.
- Produces Travel/Mentoring priority list for Levels 2-3 upgrading
- Compiles regular reports for BC Athletics office.
- Liaison with Regional Development Coordinators
- Approves mentors for Level 2 and Level 3 upgrading and ensures timely completion of mentoring assignments
- Assign and mark National Open Book Exam

Assignments

- Selects officials for higher level events (Championships, Games and International Level events).
- Supports officials managers for other events,
- approves travel between zones
- Recommends officials for out of Province assignments.

Education

Development of a Provincial Training Strategy. Responsible for content development, and delivery of programs.

- Compiles regular reports for BC Athletics office.
- Coordinates and approves Level 1 and Level 2 workshops.
- Coordinates and approves development and delivery of Level 3 (Provincial) workshops.
- Approves and supports instructors.
- Liaison with Regional Development Coordinators
- Maintain and update Level 1 materials; distribute to instructors.
- Maintain and update Level 2 materials, distribute to instructors
- Coordinates maintenance and updating of Level 3 materials, distribute to instructors
- Coordinates planning of clinics and instructors with host organizations.

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Equipment

- Maintain an inventory of BCA equipment placed with officials
- Evaluate equipment and arrange for repairs, purchases etc.

Membership

- Maintains a Provincial Officials Directory.
- National Directory Updates
- Notifies NOC of new level 3 officials—name, contact, discipline.

Retention (Awards, Recognition)

- Develops the recognition program for the year;
- Recommends, orders and distributes recognition items
- Cards for condolences and congratulations
- Organizes the BCA Officials AGM.
- updates and posts nomination form for Provincial Awards,
- coordinates work of the selection sub-committee for Provincial Awards,,
- Writes awards bio sketches for Provincial Awards.
- Identifies and recommends officials for National/AC awards
- Prepares applications for National/AC Awards
- Orders and distributes NOC Service Pins?
- Orders and distributes officials name badges

Other Regular (recurring) tasks

- Manage travel grant program; policy review and development; approving grants.
- Manage U-18 program; policy review and development; promotion—subject to availability of resourcing to manage.
- Maintain and update Web Page
- Maintain and update Meet Directors Manual
- Review and update NOC Open Book Exam
- Updates to Ethics Booklet
- Compile database on workshop attendance
- Membership surveys—subject to availability of resources and issues requiring a survey.
- E-mail newsletters
- Distributes certificates, letters etc. relating to upgrading.
- Blog postings
- Organize Officials AGM

Regional Development Coordinators (Zone Coordinators)

The Committee appoints one or two regional development coordinators for each Region of the Province. The Regions are based on the BC Summer Games zones.

- Zone 1, 2 (Okanagan/Kootenays)

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- Zone 3, 4, 5 (Lower Mainland)
- Zone 6 (Vancouver Island, Central Coast)
- Zone 7, 8 (Central and Northern BC)

Regional coordinators may be members of the Committee. They report to the Committee on special conditions and requirements of officials in their zones. They coordinate communications within the zones, and assignments to local events. They act as Officials managers for local events when no one else has been assigned. They consult with the Officials Committee's Assignments Coordinator regarding assignments that require travel outside the local Region, and about funds available for local travel. They are also responsible for:

- Organizing Level 1 and Level 2 workshops which have been approved by the committee
- Recruitment and support of new officials
- Evaluations for Level 2 which have been approved by the committee

Committee Timelines

January 15	Nominations for NOC/AC Awards
January 30	Travel/upgrading list due to NOC Vice-Chair
January 30	Budget Draft to BC Athletics CEO
March 31	Upgrading Applications due to NOC Vice-Chair
March 31	Officials' Inventories to BC Athletics (equipment, recognition items)
March 31	Previous Year Annual Report to NOC Chair
March 31	Solicit applications for recognition program
April 15	List of New Level 3 Officials to NOC Vice Chair (for directory)
April 15	Update and Review NOC Directory Listings
April 15	AGM arrangements and booking completed
August 31	Solicit nominations for BCA Official's Awards
September 30	Upgrading Applications due to NOC Vice-Chair
September 30	Complete Annual Report
October 15	Officials' Awards Nominations to BC Athletics
November 30	Sport BC Official of the Year nomination to BC Athletics
November 30	Identify and select candidates for NOC/AC awards

The Committees' Activities

Membership (in BC Athletics)

The Committee encourages all active officials to join BC Athletics. Membership benefits and recognition items will only be offered to members.

Mentoring

Manage the mentoring program. See Appendix 1 for overview of program including description, rules and process. The Committee assigns mentors for Level 2 and Level 3. Mentors for higher levels are nominated by the Branch Committee but must be on the National Mentors Lists, and, approved for the assignment by the NOC.

Recognition Program

The Committee delivers the recognition program. Only registered BCA Member officials will be eligible for recognition items or other benefits. The Committee will select recognition items and credit requirement each year. Some recognition and benefit items continue from year to year:

- Members receive upgrading certificates at all levels
- All Level 2+ members receive a free Rule book
- All member officials receive a name tag and uniform golf shirt when upgrading to Level 2

Reinstate Officials

If an official is requesting reinstatement after an absence of up to two years, the Officials Committee requires: 8 credits of work. If an official is requesting reinstatement after an absence of more than two years, the Officials Committee requires: 8 credits of work, and one of the evaluations that would usually be required at that level, and successful completion of the National Open Book exam.

Select officials for events

Procedures for official's selection vary according to the level of the event. In all cases the Officials Manager's objectives are the same:

- Staff the meet effectively
- Maximize opportunities to develop and mentor officials

Local Meets (without a Championship component)

Officials from the local area primarily staff events in this category. Overnight accommodation is unusual, and officials usually live within "driving distance" (1 – 1 ½ hours driving).

Who selects the officials?

Officials are contacted by the Regional Development Coordinator, or by a member of the Host Organizing Committee, with the help of the RDC. The Officials Manager will attempt to recruit as many qualified (Senior) officials as possible, in order to provide

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for leadership and training. If the Host Organizing Committee identifies a need for additional officials from outside the local region, they will contact the Regional Development Coordinator. The RDC will contact the Branch Officials Committee (Assignments Coordinator) to request officials.

Who covers the costs?

Local travel (for officials living within the Region) is reimbursed by the Branch Officials Committee. The Host Organizing Committee will cover all travel and accommodation costs for the visiting officials, and any accommodation required for local officials.

Provincial Championships (and equivalents)

Events in this category include the BC Jamboree (Track and Field Championships), The BC Cross Country Championships, The BC High School Championships, all Provincial Age Class Championships, and the BC Games events. Local officials plus a strong contingent from other Regions of the Province staff events at this level. The Committee considers it important to give developing officials (especially those moving to Level 3) the experience of working on "Provincial level" teams, and the opportunity to learn from officials from outside their Region. This experience helps to develop a consistent 'culture' of officiating in the Province.

Who selects the officials?

The Branch Officials Committee takes a leadership role in selection of officials for this level of meet. The Regional Development Coordinator will work with the BOC Assignments Coordinator, who will select officials from outside the Region, and advise on appointments to key positions. Officials from outside the Region may be selected either for their leadership abilities and experience, or because they require the experience for advancement.

Who covers the costs?

The Branch Officials Committee covers travel costs for all selected officials. The Host Organizing Committee is expected to provide accommodation for 6-12 visiting officials.

National Championships and Multi-Sport Games.

Meets at this level have a key role in advancement of officials to levels 4 and Level 5. Typically, NC meets provide accommodation for 20-30 visiting officials, including a number from outside the Province.

Who selects officials?

The Branch Officials Committee will appoint a Senior Official, usually the Branch Assignments Coordinator to act as Officials Manager. The Officials Manager works with the NOC, and selects key officials according to the process indicated in the NOC Officials Coordinators Manual. The Officials Manager prepares a budget based on information obtained from NOC and the Branch Committee. The Officials Manager determines which officials in the local Region are available for the Meet 6-9 months prior to the meet. In the next stage, he/she contacts BC officials from outside the region who are on the Branch Travel/Mentoring list. Officials are selected to fill key

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positions in consultation with the NOC Vice Chair (Assignment), after review of the lists provided by other Branch Chairs.

Who covers the costs?

The Branch Officials Committee covers travel costs for all BC Officials. NOC or their own Branch covers travel costs for officials from other Provinces. The Host Organizing Committee provides accommodation for all visiting officials.

Funding Responsibility for Events

	Host Committee	BC Committee	NOC	Other Branches
Local events	Accommodation Visiting officials travel	Local officials travel		
BC Championships	Accommodation	Officials travel		
BC Summer Games		Accommodation Officials Travel		
BC 55+ Games	Accommodation Officials Travel	Local officials travel		
NC Meets	Accommodation	BC Officials travel	Other Provinces travel	Some travel
International and Major Games	Accommodation Officials Travel			

Travel and other competition expenses

These guidelines apply to officials' volunteer work in the field of play (see also CONTRACTED SERVICES, below).

BCA provides the Officials' Committee with an Annual Core Budget. This amount is supplemented by voluntary donations from Member Clubs. These funds are used to cover expenses of more than 200 unpaid volunteer officials servicing 75 plus competitions per year. The Regions to which we refer are based on the BC Games Regions, e.g.

- Zone 1, 2 (Okanagan/Kootenays)
- Zone 3, 4, 5 (Lower Mainland)
- Zone 6 (Vancouver Island, Central Coast)
- Zone 7, 8 (Central and Northern BC)

WE DO FUND

- Authorized travel to sanctioned events by BCA member officials, when working in their own region. @ \$.30 per kilometer (\$.40 when carrying additional officials.), plus ferry fares and tolls where applicable
- Authorized travel to BC Summer Games and National and Provincial

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Championships In BC by BCA member officials, when not working in their own region. @ \$.20 per kilometer (\$.25 when carrying additional officials,) plus ferry fares and tolls where applicable.

- Officials may also claim reimbursement for purchase of expendable supplies such as tape, shells etc. Claims should be submitted to the event organizers if possible.
- Officials funded by BCA for travel to events outside the Province are eligible for repayment of cost of the air travel (or equivalent cost) only. The Committee Chair (or another Committee member) will make an effort to secure coverage from the host for other expenses, such as meals, ground transportation and accommodation.

Expenses for local travel require no specific authorization, but officials must work at the event for a substantial period (at least 4-6 hours) to be eligible for repayment. Expenses for "out-of-Region travel are only eligible if given prior approval by the Officials Committee.

WE DO NOT FUND

- Meals or Accommodation
- Travel to events with an International component
- Travel to sanctioned non-championship events outside the BCA member official's own region. (Unless the official is designated for training).
- Travel to Multi-Sport Games, other than BC Games

Travel Reimbursement Rates	
A) Local Region	\$.30 per kilometer
B) Local Region Car Pool	\$.40 per kilometer
C) Out of Region	\$.20 per kilometer
D) Out of Region car pool	\$.25 per kilometer

Members who agree to participate in events **not funded by BC Athletics** (see above in this section) MAY be compensated by the Local Organizing Committee. This compensation may take the form of repayment for specific expenses (e.g. gas bills) or in some other form, as decided by the LOC. The Committee recommends that compensation follow the formula outlined above.

In addition to the above, officials may receive recognition items, small gifts, from the Local Organizing Committee. Officials do not expect, or request, any form of compensation for their volunteer work in the field of play other than what is listed above.

CONTRACTED SERVICES

As noted above, the guidelines apply only to officials' volunteer work in the field of play. Host Organizing Committees may contract with Clubs or individuals for services that they are unable to provide on their own. The services may include:

- Registration of athletes and other administrative services related to results (other than the services provided by the Competition Secretary in the field of play)
- Other consulting or administrative services

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- Provision of photo-timing equipment
- Set-up and transportation of photo-timing equipment
- Provision and set-up of other technical equipment, e.g. display clocks, electronic distance measuring devices.

Member officials may be compensated in some form for their work in CONTRACTED SERVICES. The Committee has no responsibility in this area.

Administer Under-18 Officials Program

As time and resources permit, the Committee will administer the Under-18 Officials Program. Officials between the ages of 13 and 17 follow the normal pattern of up-grading and certification. Their credits and certification automatically follow them into the adult program when they turn 18. The only restriction on their responsibilities is that they should not be asked to Chief an event for athletes older than themselves.

Students in Grade 10-12 who are certified as Officials are eligible for the External Sport Credit Program for secondary school graduating credits. Letters for external sport credit must come from the PSO (BC Athletics). Students requesting letters are referred to the President/CEO of BC Athletics.

Plan, Schedule and Support Workshops and Clinics

The Committee is responsible for development and delivery of “Provincial” level workshops and clinics for officials. (Levels 1-3). Responsibility for delivery of National Clinics is shared with the National Officials Committee. Costs of all workshops delivered in the Province are covered by BC Athletics through the Officials Committee Budget.

Manage Delivery of Workshops and Clinics

BCA members who present officials workshops will receive an honorarium in recognition of the time and effort. The honorarium applies to workshops at all levels, including Level 1, Level 2, National Clinics presented in the Province, and any other training workshop requested by the Sport Organization.

The honorarium is calculated on an hourly basis, as follows:

- Level 1 1.5 hours
- Level 2 6 hours
- Provincial Clinic 1 hour
- National Clinic 2 hours

The honorarium is given in addition to the instructor’s normal expense reimbursement for supplies, printing, authorized travel expenses, and meals. Instructors may claim for meals at the current “per diem” rate. The Provincial Education coordinator will authorize the honorarium amount on an expense claim form.

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Appendix I—BCA Officials Mentoring Program

BCA Officials Mentoring Program

The table below shows rules for assignment of mentors/evaluators (based on the NOC Handbook). The Branch Committee assigns mentors for Level 2 and Level 3. Mentors for higher levels are nominated by the Branch Committee, but must be on the National Mentors list, and approved for the assignment by the NOC. Meets are designated as “N” or “NC” level by NOC each year at their Spring Committee Meeting. The term “session” refers to a 4 hour period within a meet.

Level requested	Mentor qualifications	Level of Meet	Notes
2	Level 3 in any discipline	Any sanctioned meet	Mentoring should cover a track discipline and a field discipline
3	Use Level 4 or 5 if possible	Any sanctioned meet, but Provincial Championship, or National Meet preferred	2 mentoring assessments as chief or assistant chief. Participation in at least 3 sessions for each assessment.
4	Level 4 or 5 in the discipline	1 mentoring assessment at an “N” meet or above. 1 assessment at any other sanctioned meet	All events in the discipline to be covered between the 2 assessments. Chief for at least 1 event in each mentoring assessment
5	Level 5 in the discipline	Both mentoring assessments at “N” meets or above.	Official must be mentored as Chief for each event in the discipline Must be the Chief for all 3 sessions in each mentoring assessment.

Frequently Asked Questions Regarding Mentoring

1. For moving to Level 4, is the official required to be acting as Chief while being mentored?

Answer. Yes. *The official must be Chief for at least 1 event or task during each mentoring assessment, and must be Chief for each event or task within the discipline over the course of the 2 mentoring assessments.*

2. For moving to Level 5, how many events in the discipline is the official required to Chief?

Answer *Must Chief All*

3. For both Level 4 and Level 5, the official must be mentored as Chief in all events within the discipline. Does this apply in the case of each mentoring assessment separately, or as an aggregate of the 2- e.g., can the official be mentored doing High Jump during one mentoring assessment, and pole Vault on another occasion?

Answer *The official may be mentored in some of the events in the discipline during one mentoring assessment, and some of the events in another mentoring assessments, as long as ALL events are covered over the 2 assessments.*

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4. For Levels 3, 4, and 5, how many hours must an official work during a mentoring assessment?

Answer *Each mentoring assessment should take place over at least 3 sessions-e.g., more than an 8 hour day.*

5. For Levels 4 and 5, do the 2 mentoring assessments have to take place at different meets?

Answer Yes

Requirements for Officials Advancement, Level 1-3

This document is based on the [NOC Upgrading Criteria](#), and [Core Competencies for Athletics Officials](#). It describes expectations of knowledge and skills at each of the levels. Mentors (evaluators) should ensure that candidates meet these expectations before recommending advancement to the indicated level.

It is the personal decision of each official when (and if) to apply for upgrading. If an official wants to remain at a lower level, his or her contribution will be respected and valued. However, each official must participate and earn 8 credits each calendar year to maintain certification.

Level 1

An official at this level is a “generalist”, and should volunteer in a range of disciplines in order to gain broad experience as described in Level 1 competencies. No evaluation is required. The official at this level should be familiar with the layout of the stadium and its venues. He or she should recognize the roles of the major officials and general procedures for the events as well as safety considerations in and around the event(s). He or she should be familiar with the *BC Athletics Officials Ethics and Guidelines for Conduct* as presented in the Level 1 Workshop, and be able to work within it.

Requirements for upgrading to Level 1

- Participation in an Introductory workshop
- Completion of 6 credits including at least 1 track and one field credit
- Current membership in BCA

Level 2

An official at this level is a “generalist”, and is assigned to a range of disciplines in order to gain broad experience as described in Level 2 competencies. The official should be able to perform some judging tasks, after an orientation, and with supervision by the event’s Chief. Core disciplines for Level 2 are: Umpire, Starters Assistant, Starter, Vertical Jumps Judge, Horizontal Jumps Judge, and Throws Judge. Other track disciplines, such as Walks or Photos may be substituted for SA or Starter, if the candidate has experience in them. Umpiring is fundamental.

Requirements for upgrading to Level 2

- Participation in a Level 2 workshop
- Current membership in BCA

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- 12 credits since upgrading to Level 1, including a minimum of 4 credits in Track and 4 credits in Field).
- Completion of a Level 2 passport, indicating that listed tasks in both track and field disciplines have been done.
- Acknowledgement by a senior official indicating that the candidate has shown his readiness for advancement-by demonstrating key abilities in a Track discipline and also in a Field discipline. Key abilities at this level include:
 - Complete assigned paperwork correctly (recording sheet, umpire report etc.)
 - Communicate effectively and respectfully with other participants
 - A supportive and cooperative team member
 - Perform assigned judging tasks correctly after instruction and supervision by a senior official
 - Familiar with the rules related to the assigned judging asks
 - Familiar with basic safety precautions for the event

NB. The official may begin recording in the Level 2 passport at any point. It will be provided to participants in Introductory workshops, and is available on-line.

NB: New volunteer officials who have extensive experience in Athletics, as competitors, coaches, or administrators will be given special consideration in regard to advancement. The official can challenge Level 2, after participating in a Level 2 workshop, without meeting requirements for credits, or completion of the Passport. Advancement will be based on past experience, quiz by a senior official or other means to demonstrate competency.

Level 3

The official at this level possesses all the knowledge and skills described in Level 3 competencies for his area of specialty. In addition, he or she is able to act as the Chief Judge at a Provincial Championship or equivalent event with similar length, range of events, registration numbers and implications of performance results. He or she should be able to instruct and supervise a small team of officials, train volunteers, and instruct athletes. The official should have complete familiarity with the technical rules in the area of specialty.

Requirements for upgrading to Level 3

- Completion of 16 credits since upgrading to Level 2
 - 4 of which must be at Provincial Championship or above meets
 - 8 of which must be as Chief, Assistant Chief or Section Head
- Current membership in BCA
- 1 year of service as a Level 2
- Successful completion (80% mark) of the NOC Open Book Exam
- Two evaluations in the chosen discipline by senior officials indicating that he or she is ready to progress to Level 3, by demonstrating key abilities:
 - Can perform all related judging tasks independently
 - Can perform responsibilities of the Chief or Section head under supervision

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Appendix I—BCA Officials Mentoring Program

of a senior official, e.g.

- Place and instruct a small team of judges and volunteers
 - Provide instructions to athletes
 - Perform a safety inspection
 - Supervise set-up and tear-down of the venue
- The two evaluations must take place at different stadiums, showing versatility and flexibility. The BCA Officials Committee has funds available to support officials travel for upgrading purposes.

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Appendix 2—Committee Organization Map (2017)

Committee Chair (Brian Thomson)
 Agendas/Meeting Organization
 Reporting to BCA/AC
 Strategic Planning/Business Plan
 Education/Online Projects
 Web page

Assignments	To be Assigned	Assignments
Kathy Terlicher	NOC Service Pin updates	Cheryl Elke
National Upgrading (4/5) Review/processing National Evaluations Assignment/review Travel list		Prov. upgrading (1-3) Review/Processing National Open Book Administration/marketing Prov. Evaluations (2/3) Create Travel list Track requests Assignment/review
	To be discussed And then assigned BC Service awards (new) U-18 Program Recording Secretary Travel Grant Program	Wayne Elke
		Membership tracking BC Directory Meet Directors' Manual National Directory updates Upgrading certificates
Jim Rollins		Sue Kydd
National/Other Awards Officials Name Tags		BCA Annual Awards Recognition Program Annual gift item L2 shirts/name tags BC upgrading gifts BC Upgrading awards Officials AGM Social correspondence

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Appendix 2—Committee Organization Map (2017)

Assignments	To be Assigned	Assignments
Bill Koch		Ron Heron
Quick Guides Ethics Booklet updates		Equipment inventory Equipment evaluations Starters PA False Start Detection Lap timer
John Cull		Carol Cull
Treasurer Education Coordinate/support Workshops Edit L1 workshop Update National Workshops Contacts database		Assignments Coordinator Newsletters Edit Level 2 workshop National Open Book Updates

Regional Development Coordinators

Region 1,2	Greg Nicol (Wayne and Cheryl Elke to speak with Greg re: the need for an additional person in this region)
Region 3,4,5	Carol Cull John Cull Steve Martin (Evaluations)?
Region 6	Vince Sequeira (Brian Thomson to speak with Officials on the Island re: taking on this role)
Region 7,8	Cindy King