

Minutes
 BCA Officials Committee Teleconference
 March 5, 2016 9:30 am

Called to Order: 9:30 am.

Present: Bill Koch, John, Carol, Greg, Dave Wayne, Sue, Brian Thomson

Regrets: Evelyn Parent, Kathy Terlicher,

Old Business

1. Business Plan/Milestones (Brian, see attached handout)
 - a. Discussion. Minor editing and additions. **Bill** to send edited version back to Brian T.

2. Update on activities of the Recruitment Committee (John, Brian)
 - a. See minutes from January – “Last word was an email from Brian McC Calder to revisit in April 2016. Board wanted to review pool of possible action items.”
 - i. Contact Brian McC Calder to get a hard date for action from Board on the recruitment committee. **Brian T** will take care of this and invite him to the next in person meeting.
 - ii. If no date forthcoming, committee will work to produce a plan.
 - b. Trading pins” are now out of date (old logo). Is this an idea that should be revisited? Consensus – to discontinue this program.
 - c. Reality check on the business cards... useful? Keep this idea, will order new stock before end of season.
 - d. Recruitment flyer..... update it or dump it? Consensus to Discontinue.

3. Education (All)
 - a. Status of the “Quick Guides” project? See attached handout.
 - i. Starts guidelines. Bill has belatedly sent on to Howard and Neil for their comments.
 - ii. SA guidelines for track; Sue will take charge.
 - iii. Umpires? Folder contents for umpires probably is the basis for these guidelines. However, it will need an organizational section. Around the track, at finish line... Ask Vince Sequeira to write the umpire guidelines. Or ask Keith Newell. Brian will contact Keith about his assistance as Keith has some old templates. Vince has volunteered to do this, currently out of town and will get to it in April.
 - iv. Horizontal Jumps – Dave Short has written this this set of guidelines and drafts have gone back and forth between Dave and John. Dave has sent a draft to Bill. **Bill** to fold it into the larger document for now.
 - v. **Brian Thomson** will create a “landing pad” on the BCA website for these PDF guidelines.
 - b. Status of Level 1 and Level 2 materials?
 - i. John has sent out completed Level One workshop materials to all committee members and other level 1 instructors
 - ii. Level Two has not been revised yet. Maybe next week.

- c. Roundtable on plans for Level 1 and Level 2 presentations.
 - i. Registration for workshops is now online at BCA website.
 - ii. Scheduled in lower mainland – 2 more to come, 1 recently completed in south surrey with multiple attendees. NorWesters will also have a workshop this spring. Placing information on web delayed until Reg Harris of NorWesters returns from holidays.
 - iii. Cindy King has mentioned a level 1 in the north; Brian T a level 1 on island; Roberta Tetlock one in Kelowna.
 - iv. Greg has sent in workshop proposals to BCA office (1 level 1 and 2 level 2 ws).
- d. Out of date materials needing updates..... Special Olympics Quick Guide, Para Quick Guide.
 - i. Table to later this year.
- e. Status of the “decorum” document?
 - i. **Sue** will write draft document, send to committee members, and then finalize this document to fold into the Ethics Booklet for a new revision.

New Business

1. Budget Statement (John) see attached.
 - a. Budget (see below) is nearing year end with most of it expended.
 - b. New on-line expense form. Encourage people to use this form. **Carol** will put an announcement into the newsletter.
2. Upgrading (all)
 - a. Status of new mentoring form for Level 2 and Level 3 (Brian T) See attached Passport document.
 - i. Significant discussion about benefits/costs of passport –
 1. May require more of novice officials than they are willing to pursue.
 2. Will it substitute for record card and for recognition credits?
 - ii. Agreed to table to April 23 meeting (face to face).
 - b. Status of Provincial and National Mentoring lists.....
 - i. Indoor meet evaluation(s).
 1. Howard B 1st level 5 evaluation successful
 2. Needs second level 5 evaluation – has agreed to attend Americas Masters Games in August.
 3. Thoughts on mentors?
 - a. Ask Tiffany from Texas to do it as she will be attending and is an IAAF area starter.
 - b. **Carol** to email Scott McDonald to request we be allowed to make arrangements.

- ii. Assignment of mentors.
 - 1. Table to April meeting – John/Carol/Sue will debrief Kathy in the next week.
 - 2. Selena Wong needs 1st Level 4 Throws evaluation. Dave Short is willing to do her 1st level 4 evaluation – possibly at Emily Mondor meet or a later meet with larger officiating teams.
 - 3. Rose Hare – needs a 2nd level 3 Throws evaluation.
 - 4. Brian Thomson getting the second half of his second Level 4 SA evaluation from Iain Fisher at Percy Williams indoor meet.
 - 5. Wayne – Level 3 Throws Referee – 1st evaluation completed by Peter Fejfar.
 - 6. Table until next meeting or until we can get information from Kathy.
 - c. Trainers for Zones 7 & 8?
 - i. Kamloops officials will travel to Prince George for the Spruce Capital Meet. Greg has arranged through Cindy King. Cindy King will get back to Greg about arrangements.
 - d. Reprint (update) of officials' record card?
 - i. Will still be needed for levels 3, 4, 5; go ahead with re-printing supply.
 - e. Travel Subsidy program
 - i. Has now been posted to the website...in both locations suggested (Upgrading and Certification; Benefits, Recognition and Expenses).
 - ii. **Greg** will check with Vince or Brian to see if there are Vancouver Island officials who can use this program.
 - iii. Greg has emailed both Cindy King (7/8), Roberta Tetlock (Kelowna), and Vince (6) about advertising to local officials about the program. **Brian** will talk to Vince tomorrow about this.
3. Web updates (Brian T)
- a. Travel subsidy program on web now, looks good.
4. Rule Book distribution (update)
- a. Some rule books for Kamloops officials to be brought to Battle of Borders meet.
 - b. Running short of rule books now so will have to replenish if have more applications.
5. Zone Coordinators Reports
- a. Zones 1 & 2
 - i. VERNON: The number of officials in Vernon is slowly growing. I have sent them a schedule of the meets being held in Kamloops this year and Roberta is hoping to get some support from Vernon for the four twilight meets in Kelowna, and for the Jack Brow. It is hoped that eight to ten officials will do a level 2 work shop this spring, either in Kamloops or in Kelowna.

- ii. KELOWNA: Okanagan Athletics is planning to run three twilight meets (April 15, April 21 & May 26) and the Jack Brow in 2016, there seems to be some momentum and opportunity for training and upgrading officials. Roberta and I have tentatively scheduled a level 2 workshop for April 9th, I will post it as soon as the details are finalized, and as usual there will be a level 1 at the Jack Brow.
 - iii. KAMLOOPS:
 1. We had 39 local and 5 out-of-town officials for the van Ryswyk Indoor Meet, a good start to the year.
 2. At our annual Breakfast Meeting in January several officials expressed an interest in supporting the major meets in both Prince George and Kelowna this summer. I have emailed Cindy King and Roberta Tetlock with the hope that we would travel to the Spruce Capital Meet and the Jack Brow with the idea that we would be involved in mentoring/training local officials. I have also invited their officials to come to Kamloops for any of our meets if they would like some experience, mentoring or evaluations.
 3. * There will a level 2 workshop in Kamloops on April 2 and a level 1 on April 4.
- b. Zones 3, 4, & 5 (Carol)
- i. Carol has updated national level 3 rule book exam to correspond to new rule book.
 - ii. Jane Edstrom apparently updated the exam for the last rule book, but nobody has received it. None of Scott McDonald, Keith Newell, or Carol has received it. Kathy has the new exam in her position to send out to examinees.
 - iii. Carol sent welcome letter to Jordan Myers (BCA Board liaison).
 - iv. Summer Games to be considered developmental meets for officials – so rooms will be for either mentees or mentors. 12 double rooms booked.
 - v. Newsletter has called for officials for a number of meets.
 - vi. Warren Weicker has asked to be off the list so is not going to be doing photofinish timing.
 - vii. Level 1 clinic on Feb. 27th.
 - viii. Americas Masters Games – have received email from Brian McC Calder outlining dates of athletics events (August 27 – September 2). Still no information about meet director or committee to run meet. Photofinish (Jason) has been set up. Will also need someone to do meet entries (e.g., Shirley Young) but no response from Brian McC Calder. Some discussion about limitations of UBC track as a venue for a large meet. Hotel accommodations may be difficult.
- c. Zone 6
- i. Level 1 workshop on March 31st. Level 2 workshop on first weekend in May.

6. Sue's Report

- a. Update on plans for AGM. Plans are going ahead – to be held at Fortius Centre in Burnaby – BC Athletics is giving officials one of their free rooms. Sue is trying to get information from caterer about food. Legion is still booked as a fall back plan. Will depend on cost of Fortius catering; Sue was dissatisfied with food quality at Legion last year.
- b. Recognition item hats are on website.
- c. Radios are with Sue Kydd; She needs to know ahead of time if a meet will need them as they take time to charge batteries.

7. Future meeting dates

- a. April 24
- b. May 31 teleconference 7 – 9 pm
- c. Sept 17
- d. Oct 22, 2016 agm
- e. Nov 12

Meeting adjourned at 11:25 am.

**Officials Budget Report, Current Year
April 1, 2015-March 31, 2016**

		Budgeted	Expended	Remaining
61115	Officials Committee Meetings	2,000.00	1,702.25	297.75
63055	Rule Books	1,500.00	2,795.71	(1,295.71)
64085	Official Cert.-Level 1-5	3,000.00	2,530.72	469.28
64100	Competition Expense & Mentoring	13,000.00	12,159.48	840.52
64105	Officials-Seminars/Exchanges	700.00	396.27	303.73
64120	Officials Course Cond Training	1,000.00	0	1,000.00
64125	Road /XC Training Courses	0	0	0
66225	Officiating Equip-T&F	1,500.00	2,617.29	(1,117.29)
66235	Officiating Equip-Off Track	500.00	500.00	0
69702	Officials-Recognition	2,000.00	1,957.05	42.95
	Total Expenses	25,200.00	24,658.77	541.23
	Transferred from donations		797.96	

Current balance in donations account \$16,401.97

Donations received in this budget year

VOC	400.00
Langley Mustangs	800.00
Ocean Athletics	1,000.00
Golden Ears	100.00
Ocean Athletics	60.00
Okanagan Athletic Club	360.00
BC High School X-C	80.00
DEER	120.00
Total	2,920.00

Donations in process

Marion Crowley	200.00
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Note on 63055 (Rule Books)

The entire shipment of Rule Books has been charged against the officials' line. This will be adjusted at the end of the budget year, to show the only the cost of those used (distributed) as of that date.