

BCA Officials' Committee Meeting Minutes Saturday, November 18, 2017

9:30am—Fortius Athlete Development Centre, Burnaby, BC

Present: BC Officials Committee Members—Brian Thomson, Wayne Elke, Cheryl Elke, Jim Rollins, John Cull, Carol Cull, Bill Koch, Sue Kydd

Regional Development Coordinators—Vince Sequeira

Guests: Anthony Thomson.

Regrets: Ron Heron, Kathy Terlicher, Jim Hinze (BCA BoD representative), Greg Nicol (Regional Development Coordinator)

Purpose

- Plan the recruitment, training & education and retention activities for 2017/18.

Introduction & Welcome

- Brian acted as Chair of meeting until Committee Roles discussion.
- Minutes from September 9, 2017 meeting approved.
 - Upon motion by Sue, and seconded by Cheryl, it was resolved that the minutes from the September 9, 2017 Officials Committee Meeting be approved as circulated in the meeting package—with a clarification on the policy for Meet Credits (Page 3). Meet credits are earned at sanctioned track & field events from **any jurisdiction**—not limited to Canada.
 - **Brian** to send September 9/17 meeting minutes for posting on the website with copy to Brian McCalder.
 - **John** to contact Sam regarding the process for Criminal Record Checks and disseminate findings through newsletter and website.
- Minutes from October 21, 2017 (Annual Officials Meeting) approved.
 - Upon motion by Cheryl, and seconded by Jim, it was resolved that the minutes from the October 21, 2017 Annual Officials Meeting be approved as circulated in the meeting package.
 - **Brian** to send October 21/17 meeting minutes for posting on the website with copy to Brian McCalder.
- Other discussion items
 - **Identifying sanctioned meets**—need a way to identify sanctioned meets. Only sanctioned meets will count towards official's upgrading credits, retention item and reimbursement of travel expenses
 - **Brian** to discuss with Chris Winter.

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Debrief Annual Officials Meeting (October 21, 2017)

- Venue was good.
- Education component was good. Increasing the educational component of the meeting is a good direction for future years. Good use of budget and great opportunity to involve a number of officials. Consider a broad range of possible guest speakers next year—wider perspective / different perspective. Not limited to someone in the Lower Mainland or BC.
- Quantity of food, refreshment of coffee an issue. Should have been enough food. Caterer may have been distracted with other meetings in the building.
 - **Sue** will look into the food and refreshment order for next year. Consider cutting cookies in half or ordering smaller cookies.
- Ran out of door prizes—target one per attendee.
 - **Sue** to increase the number of door prizes she purchases from the Committee budget (e.g., increase to 8 door prizes) and/or encourage Clubs to donate door prizes.
- Recognition item (fleece jacket) was well-received, some comments received regarding sizing and lack of pockets. In future years, aim for an item that does not require sizing.
- Recognition portion went well. Some issues with service pins as some people were passed over because their years of service did not correspond to 5 or 10 year intervals.
- Other:
 - **Sue** to send a thank you gift to Dale for his enormous effort in producing an excellent slide show (2018).
 - **Brian** and **Anthony** to prepare a “smile sheet” to collect feedback from officials at next year’s event.

- Date for 2018 – October 20th 2018 at Fortius Athlete Development Centre.

Strategic Planning

Demographics of Officials (Anthony Thomson)

- 250 officials in report, but actually only 204 officials who paid BCA membership and recorded themselves as officials...discrepancy needs to be addressed.
- Mean age 60 years, largest spike 70 years, very few officials < 45; a lot of officials will slow down in their 80's.
- Gaps in officials with specific skill sets/credentials. Need to update model as some disciplines are out of date. Not many holes for field officials but for track...Only one announcer, 2 secretariats (but these were Shirley and Hans, both deceased). Some photo finish operators do the secretariat work, and some clubs provide this service but without having a certified secretariat. The passing of Shirley Young will create a major gap in the lower mainland as well as for championship meets.
- Provided a long term estimate of areas of officials that need recruitment and credentialing, upgrading.

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Vision and Long-Term Targets

- Vision—self-sufficiency by region (zone) and community. May need to consider “day trip” travel for officials from other areas to complete the range of disciplines (e.g., track, field). Vision for North (region) to be discussed further as they are limited in the number of meets and athletes. Will continue to discuss vision and implications for regions (zones), communities (clubs, geographic area) and provincial (championships).
- Long term-targets for number of active officials—tie into defining self-sufficiency at the provincial, region, and club level.

Targets	Current (2017)	By 2021 (Summer)
Regions 1-2	88	97
Regions 3-4-5	80	92
Region 6	46	52
Regions 7-8	9	9
Total	223	250

- Targets for 2021 (Canadian T&F Championships in Langley) – 250 officials (10% growth) seems an achievable goal given our retention rates. A challenging target that will require continuous improvement of our processes.
- BC Athletics and Officials Committee are discussing the possibility of a staff position to assist with recruitment of officials. Funding and job duties to be defined.
- Consider targets for number of officials per club based on the number of athletes in that club.

Recruitment of Officials in 2018

Targets for 2018

- 17 new level 1 officials in 2018.

Recruitment Activities for 2018

- Increase support for clubs who recruit and maintain officials. This includes offering workshops, “priority” support, recruiting masters athletes within club to try officiating. Look at bringing club volunteers into the official’s pathway (e.g., recruit to level 1 or 2 depending on experience).
- Work with BC Athletics on clubs and universities that do not recruit or maintain officials. This includes lower priority support for staffing officials at meets, asking clubs for more volunteers for specific jobs (e.g., assistance for umpires, starters, field officials). It also involves encouraging an Officials Liaison position on their Board to work with the Officials Committee on recruitment and development of officials—towards the vision of self-sufficiency in officiating their meets.

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- Capture and contact level 1 workshop attendees to encourage progressing further (e.g., continue to Level 2).
- Use school meets to identify potential officials by offering training and encouragement to teachers, parents and athletes to become officials.
- Network—utilize our current officials to encourage friends, family and others such as masters and retiring athletes to try officiating
- **Carol** to send the Official's newsletter to Club presidents and meet directors (if not already receiving the newsletter).

Training and Education of Officials in 2018

Targets for 2018

- Conduct 14 level 1 and 2 workshops in 2018—targeting 142 participants

Training and Education Activities for 2018

- **Update Level 1 Workshop**—start with stations and cover major rules and safety considerations. Move to administration and governance topics after stations. Move ethics topic to Level 2 workshop. Limited handouts.
- **Update Level 2 Workshop**—increase retention and practicality through incorporating additional interaction and hands-on activities—simulations in the classroom and/or at each station on the track and field. Organize by station. Update with new IAAF rules.
- **John and Carol** to update Level 1 and Level 2 workshops (subject to any changes in NOC's upgrading pathways).
- **Competition Secretary**— Deepen skills in regions for Competition Secretary. Develop training on the software package selected. Training to cover downloading entries and setting up heats; entering changes on the field of play and producing results. Offer training to clubs and interested officials in all regions.
 - **Regional development coordinators**—to solicit participants from their region.

Other Discussion Items

- Encourage officials to upgrade into skill gaps anticipated over the next 5-10 years (e.g., Field Referee, Track Referee, Walks Judge, Photo Finish).
- Maintain an average of 10 officials in the upgrading pipeline to levels 4 or 5
- Need to develop a travel list for Indoor meets (winter 2018) for rewarding and developing hard working officials. John suggested three candidates from the Lower Mainland—Judy Needham, Carol Parsakish and Susan Creighton.
 - **Regional Development Coordinators**—to provide potential candidates to John Cull by the end of November.
 - Budget approved for two officials to travel to indoor meets this coming winter indoor season (January-March, 2018).
- **Umpire training and staffing**—ensure less experienced umpires understand the importance and purpose of the forms. Rotate umpires frequently throughout meets to maintain interest.

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Retention of Officials in 2018

Targets for 2018

- As per 2017.

Retention Activities for 2018

- keep current retention program through 2018.

Other Discussion Items

- Next meeting—discuss service pins and name tags.

Finance & Administration in 2018

- Deferred to next meeting.

Special Projects in 2018

- Deferred to next meeting.

Officials Committee in 2018

- Brian will continue as Chair.
- John will continue in his role—Treasurer, Education Coordinator/Support, Workshops and Contacts database.
- Carol to continue with assignment coordination, newsletters, Level 2 workshop and Level 3 Open Book Exam updates.
- Jim will deal with awards (BC and National) and name tags.
- Wayne will continue with Meet Directors Manual, BC Directory, membership tracking, updates to National Directory and upgrading certificates.
- Cheryl to handle levels 1 – 3 upgrades, evaluations and administration of Level 3 Open Book exam.
- Bill to do updates of quick guides, follow up on Ethics Booklet--potentially enhancing through a web-based training manual for ethics. Fulfill a new task in “club liaison” and Committee Secretariat.
- Ron to do equipment evaluations and inventory.
- Sue to coordinate with Jim on shirts and name tags. Sue to deal with annual recognition item, Level 2 shirts, upgrading gifts, social correspondence and Annual Officials Meeting.
- Kathy—to continue with upgrading of Level 4-5.

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- Special Roles—Anthony Thomson to assist with data management and analytics. Enhancing the quality and quantity of data captured and providing analysis for Official Committee decisions. For example, deepening our understanding of officials' activities (e.g., meets worked)

Updates

- Deferred to next meeting.
- **Cheryl** to confirm Alwilda and Greg role and involvement as Regional Development Coordinator in Zone 1 & 2.
- **Brian** to confirm Vince and Cindy role and involvement as Regional Development Coordinators in Zones 6, and 7-8.
- **John and Carol** to confirm their role and involvement as Regional Development Coordinators in Zone 3-5.

Wrap-up

Assess Planning Meeting

- Valuable session. Continue again next Fall (Nov 17/18) as a planning oriented meeting with Officials Committee and Regional Development Coordinators. Provide advance notice so Regional Development Coordinators can participate.

Meetings for 2017/18

- Saturday, January 20 – Surrey – 9:30am to 2:00pm
- Saturday, March 17 – Surrey – 9:30am to 2:00pm
- Thursday, May 31 – Langley (BCHS Championships) – Optional update meeting – 12:00pm to 1:00pm
- Saturday, September 22 – Surrey – 9:30am to 2:00pm
- Saturday, October 20 – 2017 BC Branch Officials AGM. BC Athletics Office, Burnaby – 9:30am to 2:00pm
- Saturday, November 17 – Planning Session – BC Athletics Office, Burnaby – 9:30am to 3:30pm

- Note: Jim Hinze travelling from Jan 25 to Mar 7

Items for Consideration at Next Meeting (January 20, 2018):

- Special projects for 2018
- Review of BCA Strategic Plan—activities for 2018
- Service Pins

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- Name Tags
- Finance & Administration—use of donations account
- Mentor / Contact program for recruiting and development
- Encouraging Level 1 Workshop participants to continue along pathway
- Safety at meets (Sport Injury Form)
- Critical resources in officiating
- Equipment—starter sound system
- Designation of “N” level meets
- Para events for BC
- Ethics Booklet—enhancements?

Adjournment – 2:45pm

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Action Items

Brian

- **Brian** to send September 9/17 meeting minutes for posting on the website with copy to Brian McCaLder.
- **Brian** to send October 21/17 meeting minutes for posting on the website with copy to Brian McCaLder.
- **Brian** to discuss with Chris Winter...confirming meets are sanctioned.
- **Brian** and **Anthony** to prepare a "smile sheet" to collect feedback from officials at next year's event.
- **Brian** to confirm Vince and Cindy role and involvement as Regional Development Coordinators in Zones 6, and 7-8.

Cheryl

- **Cheryl** to confirm Alwilda and Greg role and involvement as Regional Development Coordinator in Zone 1 & 2.

John and Carol

- **John** to contact Sam regarding the process for Criminal Record Checks and disseminate findings through newsletter and website.
- **Carol** to send the Official's newsletter to Club presidents and meet directors (if not already receiving the newsletter).
- **John and Carol** to update Level 1 and Level 2 workshops (subject to any changes in NOC's upgrading pathways).
- **John and Carol** to confirm their role and involvement as Regional Development Coordinators in Zone 3-5.

Sue

- **Sue** will look into the food and refreshment order for next year's Annual Officials Meeting. Consider cutting cookies in half or ordering smaller cookies.
- **Sue** to increase the number of door prizes she purchases from the Committee budget (e.g., increase to 8 door prizes) and/or encourage Clubs to donate door prizes...for Annual Officials Meeting
- **Sue** to send a thank you gift to Dale for his enormous effort in producing an excellent slide show at Annual Officials Meeting (2018).