



Officials Committee Planning Meeting Minutes

BC Athletics Officials Committee Meeting – November 16, 2019

Commence 9:15am - Adjourn 2:15pm

Meeting Room: Fourth Floor Fortius Building

Fortius Athlete Development Centre
Suite 2001 B Oslo Landing,
3713 Kensington Ave, Burnaby, BC V5B 0A7

Present: Sue Kyd, Marnie Benz, Jim Rollins, John Cull, Carol Cull, Brian Thomson, Anthony Thomson, Bill Koch

Regrets: Cheryl Elke, Wayne Elke

Guests: Dawn Driver, Debbie Foote, and Sanda Turner (for lunch and post-lunch discussion)

Purpose:

- Complete the Activity Plan for 2020—outlining targets, activities and responsibilities.
 - Define governance for Officials Committee (2020)—structure and responsibilities.
 - Approve budget for 2020.
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Call to Order: 9:30 am

Minutes

Time	Topic	Responsibility
9:15am	INTRODUCTION & WELCOME <ul style="list-style-type: none">• Decision--Chair for 2020 – Brian Thomson nominated (Sue Kydd), seconded (Marnie Benz) and accepted the nomination at least temporarily through December 31st 2019 – to be determined if he stays on. Later confirmed after targets and activities identified for the Officials Committee in 2020.• Review agenda – Brian gave an overview of strengths, accomplishments, weaknesses, and opportunities in officials' recruitment, development and retention.• Prior Meeting Minutes<ul style="list-style-type: none">• Minutes from the September 21, 2019 Officials Committee meeting are complete. Minutes were circulated, via email, on November 2, with comments requested by November 15. Minutes recirculated on November 11 with comments requested by November 15. No comments received.• Minutes from the October 19, 2019 Annual Officials Meeting are complete. Minutes were circulated, via email, on	Brian

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	<p>November 2, with comments requested by November 15. Minutes recirculated on November 11 with comments requested by November 15. No comments received. Feedback from officials on the Annual Officials Meeting were circulated with minutes.</p>	
9:30am	<p>OFFICIATING PROGRAM PRIORITIES (2020)</p> <ul style="list-style-type: none"> • Targets and critical priorities for the officiating program in BC. Brian asked members of the committee to rank order priorities and “sign-up” for participation across various current goal-oriented activities (as outlined in the BCA Strategic Plan). Anthony and Brian will review committee members’ priority ratings and report back by next meeting. • Decision—Officials Committee accepts Regional Development Coordinator’s targets for recruitment, workshops and upgrading (subject to NOC plans to implement online modules for levels 1 and 2). • Regional Development Coordinators (RDC)—Committee members discussed the priorities of Regional Development Coordinators to clarify and ensure understanding of roles in delivery of the Officiating Program: <ol style="list-style-type: none"> 1. Recruit—RDC work with clubs and schools to recruit new officials. Organize/deliver level 1 and 2 workshops. Encourage meet directors to provide opportunities for officials in region to gain experience. Arrange evaluations for officials upgrading to level 2. Assist meet directors with staffing officials for meets. The BCA sub-committee initiative (described below) could help in planning meetings and staffing of officials (along with raising awareness of the Meet Directors Manual). 2. RDC set annual targets for region—recruitment, workshops, development. 3. RDC communicate with officials in region. 	All
11:00am	<p>GOVERNANCE—Officials Committee</p> <p>Structure – Discussion of appropriate committee size, roles for committee members, use of non-committee members for specific projects.</p> <p>Decision—size of Officials Committee will remain as is until governance discussion complete (as per action items).</p>	All

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Responsibilities – Committee requested a definition of jobs for committee members....based on interests and skills/experience. Ensure committee members have responsibilities. Job titles help.

Action Item: Anthony will take on responsibility for initial draft of Activity Plan (activities and responsibilities). **Brian** to seek direction from BCA on committee governance (defining responsibilities, appointing members to responsibilities, adding/removing committee members, accountability to BCA and officials, reporting to BCA, NOC and other parties).

Decision—Representative for BCA Sub-committee. Greg White from BCA Board visited meeting to announce that BCA Board was requesting an Official’s Committee member to sit on a BCA sub-committee tasked with reviewing scheduling and format of meets as well as cooperation among host organizing committees to resolve meet conflicts and length of competitions. Bill Koch to serve, moved Anthony, Seconded Sue, passed.

Action Item: Brian to let chair of BCA know of nomination of Bill to this BCA subcommittee.

Budget

- budget for competitions/mentoring and officials certification (23% over-budget) Bill and John agreed this is unsustainable and needs to be communicated to Brian McC Calder.
- Target to have rule books printed and invoiced by March 31, 2020 to coincide with current year budget. Same for delivery of mentoring workshop(s).

Action Item: John to follow up with Brian McC Calder on coding of recognition expenses to committee meeting expenses.

Action Item: Brian to discuss budget with Brian McC Calder

2020 Meetings – set tentatively for

- Sunday, February 2nd –to be scheduled in conjunction with BCA Awards Banquet and Harry Jerome Indoor meet. Meeting focused on training and development activities prior to start of outdoor season.
- March meeting—date(s) and format(s) to be determined after results of February 2 meeting

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	<ul style="list-style-type: none"> • Sunday, September 13th to be scheduled in conjunction with BCA AGM. Focus on planning Annual Officials Meeting, award nominations and season wrap up matters. • Sunday, October 18th—Annual Officials Meeting • Saturday, November 14th—annual planning meeting—focused on targets and responsibilities for activities in 2021 along with governance to support achievement of targets and activities. 	
12:00pm	LUNCH with guests (30 minutes)	
1:00pm	<p>GETTING STARTED –Special Projects</p> <ul style="list-style-type: none"> • Special Projects. Committee and guests reviewed different special projects and rated their priority as well as individuals' interests in working on same. • Action Item: Anthony and Brian will document results of this priority setting and self-assignment and provide feedback at next meeting. 	All
1:45pm	<p>UPDATES AND ISSUES</p> <ul style="list-style-type: none"> • Confirm staffing availability to World Masters (2020). Discussed in some detail; select officials who are interested, need evaluations, and agree to be there for the full meet. Express BC's priorities for officials to nominate. Good opportunity for addressing the backlog of officials needing evaluations for levels 4-5 although will have budget implications (e.g., travel to Toronto). <p>Action Item: All Committee members to review draft circulated by Brian. Short turn around on review to get list off to meet organizers. Confirm there is no commitment for BCA to pay for travel although unlikely Toronto's budget will be enough to cover all travel.</p> <ul style="list-style-type: none"> • Zone Coordinators, discussion of zones 7/8. John has a 4 year plan for training upgrading officials to help with 2022 summer games officiating in Prince George. Year 1 plan is to develop relationship with RDC and help with training and officiating requests (level 1 and level 2 workshop and assist with officiating at following meet). • Competition calendar (draft). This was distributed via email. 	All

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- Debrief Annual Officials Meeting (2019)—date set for meeting (October 18/20). Debrief circulated with meeting minutes on November 2.
- Competition Secretary—development plan (Emily Kydd). Decision made at September 19 meeting.
Action Item: Cheryl to communicate decision to Emily.
- BCA AGM Resolutions (Sept 14/19) — Brian will notify Greg White that Bill has been nominated to work on the relevant sub-committee.
- Re-starting the solicitation of donations/contributions to increase funds for administering programs (e.g., development, retention). Included in discussion on special projects (although no volunteers to undertake this).
- Roles and responsibilities of Regional Development Coordinators. Included in discussion on targets and activities for 2020.

UPDATE AND ISSUES TABLED TO NEXT MEETING...or resolution via email in interim.

- Picture taking.
- Review of Regional Development Coordinators in all regions. Assistance to meet targets.
- Potential Candidates for Provincial Jury List.
- Considerations for use of funds in donation account.
- Expenditure approvals.
- Expectations of Level 5 officials.
- Senior officials missing in action—steps to re-engage or deactivate.

2:00pm	Adjourned
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Next meetings

- Feb 2—9:30am to 1:45pm—training and development activities prior to start of outdoor season.