



Officials Committee Meeting Minutes (March 23, 2019)

Commence 9:30am - Adjourn 1:45pm

Cull's Residence, Surrey BC

Call to Order: 9:30 am

Present:

In Person: John Cull, Carol Cull, Brian Thomson, Sue Kydd, Anthony Thomson, Jim Rollins, Jim Hinze (BCA BoD Representative).

By Conference Call (10:00am – 11:30am): Marilyn Benz, Bill Koch, Cheryl Elke,

Regrets: Wayne Elke

Purpose:

- Complete the Activity Plan (2019).
- Define Committee operations and responsibilities for 2019.

Minutes:

PART 1: INTRODUCTION & WELCOME

- Review agenda
 - Added: Assignments for Major Meets
 - Changed to accommodate Committee members on the phone:
 - Committee Activities and Responsibilities for 2019
 - Updates – Workshops
 - Passport to Level 2 – experience via job Shadowing
 - Certifying Competition Secretary
- Prior Meeting Minutes
 - Minutes from the January 19, 2019 meeting are complete. Minutes were circulated, via email, on January 23, with comments requested by February 2. No comments received. Minutes recirculated on March 22.



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PART 2: COMMITTEE ACTIVITIES and RESPONSIBILITIES FOR 2019

- Completed review of committee activities for 2019 and assigned responsibilities.
- Added Activities:
 - Strategic Initiatives to Develop Under-resourced Disciplines – John to participate
 - Off-Track officiating – John and Jim Hinze participating
 - Engage the North – John and Carol participating.
 - **Action items:**
 - Jim Hinze to enquire about a B.C. Athletics logo for officials.
 - Brian to update the Committee Activities and Responsibilities document with results of discussion.
 - Regional Newsletters to be shared with all members of the Officials Committee (to be assigned).

PART 3: DEVELOPING OFFICIALS FOR UMPIRE AND TRACK REFEREES

John identified disciplines that need strategies to bolster their numbers:

- Umpires.
- Track Referee – Being a level 4 Umpire is a prerequisite for a Track Referee.
- Field Referee – Need to identify candidates in the Lower Mainland and Vancouver Island.
- Walks – John putting on a National Workshop – June 21st Demonstrations at Jessie Bent to demonstrate the new rules about Penalty Zones.
- **Action Items:**
 - Need to engage the Regional Development Coordinators and Provincial Upgrading Coordinator (Cheryl) in these discussions.

Support Materials

- Bill editing revised quick guides for photo finish.
- Emily writing a quick guide for competition secretary.
- Other quick guides need to be updated as do Workshop materials to reflect upcoming IAAF rule changes.



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PART 4: IMPLEMENTATION of NOC MENTORING PROGRAM

- To be rolled out in 2019.
- Brian Thomson going to NOC Master Mentor Training in Winnipeg on May 3-5th.
- Implementation will include workshops in Interior, Lower Mainland, Vancouver Island. Target workshop at BCHS in Kelowna to cover Interior.
- Committee conference call scheduled on May 9th at 7pm to discuss Implementation of Mentoring Plan:
 - Need to select and train mentors, and assign mentees to mentors.
 - Will be administration in tracking and reporting on mentoring activities and findings.
 - Ongoing communications to all officials as well as those in the mentoring program.

PART 5: UPDATES AND ISSUES (as time permits)

The Committee prioritized items in the Updates and Issues list and addressed items until time ran out. Items not covered are moved to the next Committee meeting.

- **Thank you—Kathy and Ron (Brian)**
 - Organize a social with Committee members to thank Kathy Terlicher for her service to the Committee. Target the Langley Pacific meet.
- **Debrief Planning Meeting (Brian)** – Will conduct the planning session on November 16, 2019. Brian has booked the meeting room at Fortius. Brian will solicit input from the Regional Development Coordinators prior to the meeting to have all the information in order to complete the plan and assign Committee responsibilities at the one meeting.
- **Expenditure Approvals (Brian)**—Finance team to develop policy and bring to Committee for approval.
- **Proposal for Victoria High School Meets—Pilot (Anthony)**
 - Anthony explained the development of new officials through the 5 league meets and 2 island championship meets plus the Dogwood meet.
 - Brian explained the program for experienced officials—substituting the items Clubs typically reward officials with (BCA dues, swag, thank you events, gift cards, mileage and parking) with flat payment for officiating a meet.
 - Pilot approved for 1 year.
- **BCA Dues Reminder (Brian)** – Carol included a reminder in the last Newsletter. Finance team to monitor the payment of BCA dues by officials.
- **Regional Updates (RDC)**
 - North— John and Carol to go to Prince George on April 22nd and 23rd to put on Level 1 clinic, details still being finalized. John and Carol to propose budget similar to other



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regions (e.g., local club provides accommodation and meals; BCA Officials Committee budget covers transportation to location).

- Interior—Greg reports no items for Committee attention at this point.
- Lower Mainland—John provided update on activities in Region.
- Vancouver Island—Vince reports no items for Committee attention at this point.
- **Updates—Workshops (John/Carol)**—included in regional updates above.
- **Updates—Development (Cheryl)**—reviewed progress to-date:
 - 2 BC officials completed their requirements for Upgrading:
 - Daniel Elke – to Level 4 Photo Finish.
 - Vince Sequiera – to Level 5 Umpire.
 - Cheryl to submit paperwork to NOC by March 31.
 - Jim Rollins to be included on all Upgrading documentation.
 - **Action Item**—Cheryl and Carol to discuss assignments of officials at key meets (e.g., Jamboree, BCHS) to incorporate evaluation and upgrading requirements. Also to identify the Level 4 (National) Workshop(s) required to support upgrading.
- **Assignments for Major Meets:**
 - **Action Item**—Cheryl and Carol to discuss assignments of officials at key meets (e.g., Jamboree, BCHS) to incorporate evaluation and upgrading requirements.
- **Finance Report (John)** – circulated in advance of meeting. No issues raised.
 - A budget for the 2019 Officials Retention Program (2019) was discussed via email after the meeting. A budget of \$3,450 was approved, via email, on April 8. Budget includes expenditures for the Annual Officials Meeting (Oct 19, 2019), the annual recognition item and thank you cards for Regional Development Coordinators, upgrading officials and Dale’s video production. This is a slight increase over last year’s budget due to corresponding increases in catering costs at Fortius. Funds may be needed from the Deferred Revenue account to cover some of this budget.
- **Passport to Level 2**—experience via job shadowing (John)
 - **Decision:** For upgrading to Level 2 Official, job shadowing is acceptable for competencies in Competition Secretary and Photo Finish.
 - **Action Item:**
 - Brian to update the Passport to Level 2 Official with decision and circulate to Committee for final review before printing.
 - Bill to suggest wording for the Starter Task List to address the job shadowing vs. demonstrated performance in the tasks expected of a Level 2 official who is assisting with starting.



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- **Certifying Competition Secretary (John).**
 - **Decision:**

Committee agreed that in order for a Competition Secretary to be added to the Provincial list, via a letter of recommendation from the BC Branch Chair, an applicant must:

 - 1.) Be a BC Athletics certified level 2 official
 - 2.) Have 8 Credits at Level 2 (as Chief or Assistant Chief)
 - 3.) Have 8 other credits
 - 4.) Complete the National Open Book Exam
 - 5.) 2 Written Evaluations from either:
 - a. Another Provincial List Competition Secretary, or
 - b. A Level 4 or 5 Photo Finish Chief Judge, or
 - c. Referees and the Meet Director

There are 7 candidates in BC:

- Kevin Kydd—already met these criteria
- Ted de St Croix—already met these criteria
- Jason Swan—already met these criteria
- James Mitchell
- Dawn Driver
- Karen Hatch
- Emily Kydd

The requirements will be sent to these candidates and asked if they have met the criteria, and if so, would they like to be certified as provincial list competition secretaries (Regional Development Coordinators to complete for candidates in their region).

- **NOC Updates (Brian).**
 - Not discussed at meeting due to time constraints. Update circulated via email on March 31, 2019 covering the following:
 - NOC Mentoring Program.
 - NOC On-line Training Development.
 - NOC/AC 50 year service pins.
 - NOC Official of the Year.
 - Draft “N” level meets for BC.
- Tabled to next meeting:
 - Data Project (Anthony/Wayne).
 - Expectations of Level 5 Officials (Brian).



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Next meetings

- May 9—7:00-8:00pm—Conference Call to discuss Implementation of NOC Mentoring Program.

- May 30—12:00-1:00pm—OPTIONAL--Updates and Issues (BCHS Championships)

- Sept 21—9:30am – 1:45pm—Cull Residence
 - Preparations for annual officials meeting (Oct. 19)
 - Preparations for Planning Session (Nov. 16)
 - Updates and Issues Carried Forward from Mar 23/19:
 - Data Project (Anthony/Wayne).
 - Expectations of Level 5 Officials (Brian).
 - Training of Off-track officials (Jim H.).

- Oct 19—10:00am to 2:00pm—Annual Officials Meeting (Fortius)

- Nov 16—10:00am to 2:00pm—Officials Committee/RDC Planning Session (Fortius)



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Decisions Made:

- For upgrading to Level 2 Official, job shadowing is acceptable for competencies in Competition Secretary and Photo Finish.
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 - Be a BC Athletics certified level 2 official
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Action Items:

- Jim Hinze to enquire about a B.C. Athletics logo for officials.
- Brian to document the Committee Activities and Responsibilities document with results of discussion.
- Regional Newsletters to be shared with all members of the Officials Committee (to be assigned).
- Cheryl and Carol to discuss assignments of officials at key meets (e.g., Jamboree, BCHS) to incorporate evaluation and upgrading requirements. Also to identify the Level 4 (National) Workshop(s) required to support upgrading.
- Brian to update the Passport to Level 2 Official with decision and circulate to Committee for final review before printing.
- Bill to suggest wording for the Starter Task List [Passport] to address the job shadowing vs. demonstrated performance in the tasks expected of a Level 2 official who is assisting as a starter.