



Officials Committee Meeting Minutes

(January 19, 2019)

Commence 9:30am - Adjourn 1:45pm

Cull's Residence, Surrey BC

Call to Order: 9:30 am

Present: John Cull, Carol Cull, Brian Thomson, Bill Koch, Sue Kydd, Wayne Elke, Cheryl Elke, Anthony Thomson, Marilyn Benz, Jim Hinze (BCA BoD Representative).

Regrets: Jim Rollins

Purpose:

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

Minutes:

PART 1: INTRODUCTION & WELCOME

- Review agenda
 - Additions: add "Proposal for Victoria High School Meets" if time
 - Moved to next meeting due to insufficient time.
- Prior Meeting Minutes
 - Minutes from the October 20, 2018 (annual meeting) and November 17, 2018 (planning meeting) are complete. Minutes were circulated, via email, on January 7, with comments requested by January 13. No comments received.
- Debrief Planning Meeting (Nov 17, 2018)
 - Deferred to next meeting due to insufficient time.

PART 2: ACTIVITY PLAN FOR 2019

Committee broke into two separate groups for brain-storming to identify activities and targets (2019) for items in the BCA Strategic Plan that we need to build momentum behind. Other items are either addressed or well underway.

- **Recruiting and Development to Level 2 PLUS Technical Delegate** brainstorming group reported:
 1. Investigate functionality of official's data base from Quebec
 2. Investigate functionality of TRACKIE from Sam Collier at BCA
 - **ACTION ITEM:** Anthony to talk to Sam Collier for demo of TRACKIE.
 3. Recruitment of Masters Athletes:



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- **ACTION ITEM:** Marilyn to reach out to 55+ athletes about interest in officiating and to put official training into athlete training.
- 4. Survey BCA members about interest in officiating.
- 5. Recruitment of Youth: Victoria – reach out for officiating volunteers in high schools leveraging students needing volunteer opportunities.
- 6. Technical delegate. Need to expand our supply of technical delegates. Having a local Tech delegate will reduce meet costs for major meets. Use 2021/22 Canadian championships to train technical delegates. They can shadow Dave W and Peter F
 - **ACTION ITEM:** Brian to discuss with Brian M.—increasing size of technical sub-committee with 2-3 interested, qualified people who could be technical delegate (ideally 1 per region). Possible nominees include Wayne Elke and Jake Madderom plus one from Zone 6.
- **Developing officials from levels 3 to 5 and retention** brainstorming group reported:
 1. Mentoring – ask regional development coordinators to review officials at level 1 and encourage to upgrade to Level 2 AND review officials at Level 2 and encourage upgrading to Level 3. Cheryl will identify gaps in specialties in geographic areas and look for likely upgrading candidates. The annual Planning meeting will provide input to Cheryl for this task.
 2. Approving Requests to Start Upgrading Process--formalize the policy of Committee's approving of upgrading requests prior to starting down this path. Need a policy about approving individual official's request to start an upgrading process (e.g., are they ready, is it a high priority area?).
 3. Off track officials training and development.
 - **Action Item:** Jim H. to discuss officiating requirements and associated training/development with Road Running and Cross Country committees. Look for opportunities to deliver training in off-track officiating (e.g., deliver Part 1 of Level 2 workshop at major road races and cross country meets).
 4. NOC training—to be driven by NOC. Leverage Brian's relationship as Chair of BOC to link to NOC training initiatives.
 5. Survey need for officiating in zones 7 & 8:
 - **Action Item:** Brian to connect with Regional Development Coordinator in Zone 7/8 to investigate and survey training needs.
 6. Capacity for officiating in large meets in small communities (e.g., 55+ and summer games).
 - Summer Games are okay for next occurrence. Will work with Zone 7-8 for following Games.



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- The 55+ Games—Marilyn will use her local connections to be the link to staffing 55+ games in Kelowna (2019).
- 7. Website – Daniel and Wayne Elke will be helping out on the revamp of the website.
- 8. Retention; good program working well.
- 9. Encourage clubs to recruit and retain officials
 - Propose enhancements to the Officials section of the sanctioning and reporting forms. The Post Meet report is valuable—containing information on officials who participated. Can link to our database for capturing participation of officials.
 - Committee should thank clubs for their work in support of officials. List the valuable services and items that were appreciated by officials.
- 10. 50 year recognition award; on the way already.
- 11. Staff position – still need this.

PART 3: COMMITTEE OPERATIONS FOR 2019

Committee Organization

Committee discussed how to organize and operate to complete the activities in the 2019 Activity Plan. Important to recognize the depth and breadth of experience on the Officials Committee (10 members) and the Regional Development Coordinators (5 members). Also need to realize that not all members are interested in every activity or agenda item. How to maximize the contribution of every member while ensuring the Committee is held accountable for decisions and outcomes. One option is to create working groups to focus activity in key areas of recruitment, development and retention.

- **Action Item:** Brian and Anthony to update the 2019 Activity Plan with today's discussions. Add in the Committee Map listing Committee Member duties. Analyze result to determine natural (logical) working groups. Send findings to Committee.

Committee Meetings

The Committee discussed scheduling face to face meetings to minimize travel time, cost and safety (during winter months). Aim to schedule meetings in conjunction with other events in Lower Mainland (e.g., BCA Awards Banquet in February; BCA AGM in September; T&F championships with Committee members in attendance). Leverage working groups, email and small group conference calls to minimize number of face to face meetings.

- **NO** February meeting. In future, look to conduct in January or February in conjunction with BCA Awards Banquet.
- **March 23rd** meeting Cull residence
- **May 30** Optional meeting at BCHS noon of the Thursday, plus need some national workshop then. Meeting room will be required (e.g., hotel lobby).



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- **September 21** meeting Cull residence. Meeting to focus on Annual Officials Meeting and preparations for November 16 planning meeting. In future, look to conduct in conjunction with fixtures meeting of BCA.
- **October 19** annual officials meeting. Room booked at Fortius.
- **November 16 planning** meeting at Fortius. Room booked at Fortius. Invite regional development coordinators. Meeting to focus on completion of the 2020 Activity Plan and Committee operations.

Other

- **Action Item:** Carol to work with Cheryl to determine officials who could use the BCHS T&F Championships for development purposes (upgrading to levels 3-5). Carol to book extra rooms in Kelowna in case of need for officials with development requirements who are from out-of-town. Book such that the rooms can be cancelled once demand is determined

PART 4: 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)
 - **Action Item:** Sue and Carol to organize thank you for Kathy (delivery at BCA Awards Banquet) and Ron.
 - **Action Item:** Brian to ask Ron for the equipment data base
- Throws (Sanda Turner) – throwing cage at Coquitlam. Being dealt with by Paul Self who is speaking with City of Coquitlam to fix the safety issue with the discuss/hammer cage. BC Athletics are aware of the situation. Issue is complete and closed from the Officials Committee perspective.
- Cross Country and Road Races (Sanda Turner)—issue on hold until formal request from BCA or Road Running and/or Cross Country committees for training, etc.
 - **Action Item:** Jim H. to discuss with Road Running and Cross Country committees for possible training of officials at road race and cross-country events.
 - **Action Item:** Brian to thank Sanda for her comments and the results of the Committee discussion.
- Sanctioning Forms / Post Meet Report Forms (John/Carol)—will be covered under 2019 Activity Plan.
- Minimum standards of Officials for meets (John/Carol) –will be covered under the 2019 Activity Plan.



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- NC Meets—AC expectations (Brian) – Athletics Canada is considering setting minimum staffing levels for NC meets (level 3 or higher). Committee will use as a trigger to encourage officials to upgrade to Level 3 in time for the 2021/22 Canadian T&F Championships in BC.
- Equipment acquisition list (John)
 - 1 singled sided Gill countdown timer (\$1,549) for Victoria (Keith Newell) Victoria will pay half, the other half from the committee's equipment budget or donations account.
 - Double sided countdown timer for Lower Mainland (for pole vault). \$2,100. From the equipment budget or donations account
 - Voice amplifier (\$83) for Starters Assistants. Wears on body. From equipment budget or donations account.
 - 100m fibreglass measuring tape \$80-\$100....from equipment budget
 - Spike gauges (6-8) \$80 from equipment budget
 1. **Decision:** approve the equipment acquisition list presented by John. Moved by Brian, seconded by Marilyn to spend money from equipment and donations accounts on the above.
 2. **Action Item:** John to send note to Brian M. to pre-approve purchase of two countdown timers. Include rationale (e.g., justification for double sided clock is the upcoming National Championships in 2021-22. Also, Victoria will share cost 50:50 of one-sided clock)
- Workshops in 2019 (John) – all regions have planned their workshops for 2019. Need to identify Level 4 workshop for BCHS T&F Championships. Zones 3-5 have scheduled Level 1-2 workshops and posted on website. Other regions have scheduled but not posted on website.
- Finance report (John) – presented. Several line items overspent and to be covered by the Donations account.
- Support for Toronto meets (John) – Committee submitted two officials (Anthony & Brian) in response to Toronto's request for officials at the NCCWMA 2019 in Toronto (July 18-21). Request was for a limited number of specific positions. No other candidates identified in request to Regional Development Coordinators. Even larger requirement for officiating at the 2020 World Maters Championships July 20-Aug 1, 2020. Toronto has accepted BC's submission.
 - **Decision:** Cheryl moved the Officials Committee pay the flight expenses for Anthony and Brian to officiate at the NCCWMA 2019 in Toronto. Seconded by Sue, passed unanimously. Anthony and Brian abstained.
- Upgrading report (Cheryl)—Cheryl presented an encouraging list of officials in the upgrading stream.
 - **Decision:** Policy: at least 1 level 3 evaluation must be outside the official's home stadium. Sue moved, seconded by Bill, passed unanimously.



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- AC/NOC awards (Brian)
 - Nomination for NOC official of year – Jason Swan.
 - **Action Item:** Brian will submit nomination of Jason Swan for NOC Official of the Year.
 - Hall of Fame nominations, builder category – committee to nominate Alwilda.
 - **Action Item:** Sue will check deadline for the NOC Hall of Fame (Builder) nomination and submit Alwilda.
 - 50+ recognition item (catch-up year): 6 from BC – Ken Porter, Bob Adams, Iain Fisher, Keith Newell, Alice Kubek, Rafe Melendez-Duke
 - **Action Item:** Brian working with NOC on the 50 year recognition item—nominations and recommended gifts.
- BCA dues reminder (Brian) – policy on encouraging BCA dues and implications not discussed. Tabled to next meeting.
 - **Action Item:** Carol to include reminder in next newsletter for officials to pay BCA dues.
- University of Washington meets and workshops (Brian)—BC officials invited to Washington State for their Level 2 workshop (equivalent). We are welcome to submit officials interested in indoor meets at UW but no accommodation provided. Meets are January 25/26, Feb 8/9, Feb 15/16, Feb 22/23.
 - **Decision:** Officials Committee will not cover officials wishing to participate at UW meets this year. Will revisit next year. Decision is more attractive if BC receives formal invitation to indoor meets.
 - **Action Item:** Brian to communicate decision on UW meets to our counterparts in Washington State.
- Presentation to BCA BoD on Jan 26 (Brian)
 - Brian noted that the document circulated on January 15 (via email) will be presented to the BCA BoD meeting on January 26.

Next meeting - March 23rd meeting Cull residence.

Items carried forward to March 23 meeting include the following:

- Updates and Issues:
 - Debrief Planning Meeting (Nov 17, 2018).
 - Expectations of Level 5 officials (Brian).
 - Expenditure approvals (Brian).
 - Proposal for Victoria High School Meets (Brian).
 - BCA dues reminder (Brian).



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Decisions Made:

- Policy: at least 1 level 3 evaluation must be outside the official's home stadium.
- Approve the equipment acquisition list presented by John.
- Officials Committee pay the flight expenses for Anthony and Brian to officiate at the NCCWMA 2019 in Toronto.
- Officials Committee will not cover officials wishing to participate at UW meets this year. Will revisit next year.

Action Items:

- Anthony to talk to Sam Collier for demo of TRACKIE.
- Marilyn to reach out to 55+ athletes about interest in officiating and to put official training into athlete training.
- Brian to discuss with Brian M.—increasing size of technical sub-committee with 2-3 interested, qualified people who could be technical delegate (ideally 1 per region). Possible nominees include Wayne Elke and Jake Madderom plus one from Zone 6.
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- Sue and Carol to organize thank you for Kathy (delivery at BCA Awards Banquet) and Ron.
- Brian to ask Ron for the equipment data base
- Jim H. to discuss with Road Running and Cross Country committees for possible training of officials at road race and cross-country events.
- Brian to thank Sanda for her comments and the results of the Committee discussion on discuss/hammer cage and officiating at off-track events.
- John to send note to Brian M. to pre-approve purchase of two countdown timers. Include rationale (e.g., justification for double sided clock is the upcoming National Championships in 2021-22. Also, Victoria will share cost 50:50 of one-sided clock)
- Brian will submit nomination of Jason Swan for NOC Official of the Year.
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- Brian working with NOC on the 50 year recognition item—nominations and recommended gifts.



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- Carol to include reminder in next newsletter for officials to pay BCA dues.
- Brian to communicate decision on UW meets to our counterparts in Washington State.

DRAFT