



# Officials Committee Annual Planning Meeting

Commence 10:00am - Adjourn 12:00pm

Video Conference

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**Purpose:**

- Complete the activities and timeframes of working groups for 2021—including estimate of financial expenditures.
- Identify special projects for 2021.

**Participants:** Brian Thomson (Chair), Anthony Thomson, Bill Koch, John Cull, Carol Cull, Dawn Driver, Debbie Foote, Marilyn Benz, Vince Sequeira, Jasmine Gill, Brian McC Calder (BCA executive).

**Regrets:** Wayne Elke, Cheryl Elke, Greg Nichol

## INTRODUCTION AND WELCOME

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**Confirm “named” positions for 2022 (Chair, Upgrading, Assignments)**

- Brian Chair - confirmed
- Bill Secretary - confirmed
- Cheryl Upgrading – confirmed
- Carol – assignments confirmed

Anthony made motion, seconded by Brian. All in favour.

Regarding finance, John will approve expense forms and prepare reports but does not wish to do treasurer work.

Equipment manager for BCA equipment. John is now doing because Ron Heron has given up that role.

As we transition to the new certification pathway over the next 2-3 years, we will need to assess roles and resources to administer the programs—either as committee members or volunteers from the officiating community.

**Review agenda**

- Agenda approved.

## WORKING GROUPS (2022)—Activities and Timeframes

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- Brian set the stage for this planning meeting by presenting the timeline of planning before the next BC Athletics board meeting in late January.
  - Working groups to incorporate feedback and update the BC Athletics Strategic Plan template with their activities—by Dec 15.
  - Working groups to prepare draft budget for 2022—by Dec 15.
  - Brian and Anthony to pull together working group’s plans and budgets into a comprehensive Officials Committee Strategic Plan and budget—by Dec 31.



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- Officials Committee to review Strategic Plan and budget for Officials Committee—by January 7
- Brian to submit plan to BC Athletics—by January 10.
  
- BC Athletics asking committee to increase the numbers of officials across areas (e.g., from track and field to cross-country, road racing, trail racing, etc.) over the next 2 years 2022-2024.
- Reviewed strengths (number of officials, experience of same, new interest in officiating and volunteering) and weaknesses of officiating (covid restrictions and aging of experienced officials).

## RECRUITMENT WORKING GROUP (2022)—Activities and Timeframes

Brian, Marnie, Jasmine, Debbie:

Marnie presented plans:

- Online registration system to be implemented this year 2022
- Implement mentoring.
- New Officials Class of 2022:
  - Commence with online modules in March 2022
  - Experience component with mentoring throughout the spring and summer.
  - target most participants becoming level 2 in late summer of 2022.
- Engage clubs in all regions. Look at new audiences (e.g., Schools, masters).
- Two upgrading windows a year for level 2 (spring and fall). Level 1 at any time in order to continue onto Level 2 ASAP.
- Simplify effort on administering pathway to level 1. Consider limits on length at level 1. Purpose of Level 1 is to assess interest in becoming an official. Either quickly move onto pathway to Level 2 or limit effort and move out of pathway.
- Clear roles and responsibilities for administering “New Officials Class of 2022” and communicating with officials in pathway.
- January/February will clean up their data base of officials who have started the pathway to level 1 and 2 and solicit interest in continuing in the New Officials Class of 2022.
- Participants will receive rule book as part of pathway to level 2. New rule books should be available in early 2022 – via Saskatchewan who will print centrally for all interested branches in Canada.



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## DEVELOPMENT WORKING GROUP (2022)—Activities and Timeframes

Presented by Anthony – Development Working Group includes Anthony Thomson, Bill Koch, Wayne Elke, Cheryl Elke.

Anthony presented:

- Develop course calendar for 2022:
  - Needs Analysis for BC (heat map). Identify critical disciplines in each region
  - Organize level 3 and level 4 workshops to support filling gaps and upgrading requirements
  - Meet specific training requirements (e.g., nationals, BC Summer Games)
  - Plan para workshops for supporting officials at Nationals as well as deepening the pool of para officials across BC. Louise Buskas, David Weicker, Jennifer Campbell, BC Athletics staff, Athletics Canada staff and BC Wheelchair Sports will be useful resources for para training.
  - Para Readiness booklet posted on BCA website – good resource. How to work with para athletes effectively. John brought this to the committee’s attention.
  - Non-stadia officiating workshops in early Fall (e.g., Sept) timeframe.
  - Infrastructure workshops to develop evaluators, mentors and clinicians.
- Solicit officials interested in entering upgrading pipeline for critical disciplines:
  - January/February – talk to potential upgrading candidates to plan desired training experiences.
- Strategically staff officials in upgrading pipeline (to levels 3-5) to gain experience:
  - 40 officials in upgrading pipeline to levels 3-5
  - 26 new level 2s in 2021. Potential upgrade candidates for level 3 in 2022.
  - At nationals, level 2 officials will be technical aids, will try to get some 2’s upgraded to 3 before nationals so can officiate there.
- Assign mentors to officials in upgrading pipeline.
- Looking for candidates to shadow ITOs at Nationals to assist the development of Technical Delegates.
- Brian brought up idea of Development and Retention groups to think about how to motivate officials to upgrade – what incentives will motivate more officials to upgrade to fill gaps now and anticipated in a few years?
- Brian also brought up thought of using the travel grant program as a tool to motivate officials to upgrade.
- Officials (central) database

## RETENTION WORKING GROUP (2022)—Activities and Timeframes

Presented by Dawn Driver – subcommittee members, John Cull, Carol Cull, Dawn Driver. Purpose is to retain officials. Task list to retain officials:

- Retention Program elements
- Award Nominations

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- John brought up need for new contributions for newsletters and social media advertising – need officials to provide content and a staff member to turn such contributions into social media postings. Also need resources for providing contributions to NOC newsletter and BC Athletics newsletter.
- Brian suggested a “welcome back” email to all officials post-covid.
- Brian asked what we should do with our junior officials’ program?
- Brian suggested a project to review the retention program. Some hot items – rule book; officiating shirts and name tag for level 2; Annual Officials Meeting – but others may not be as popular, or need tweaks, like the recognition item and upgrading item.
- Discussion of hybrid live plus streamed Annual Officials Meeting. Provide live stream presentations and allow for regional, or individual participation via online and in-house questions. Several officials requested this type of meeting in the survey after the last two Annual Officials Meetings.
- Brian recommended a future meeting to focus on discussing the retention program and ensuring the elements contribute to the program objectives and valued by the officiating community.
- Dawn discussed rule book distribution. Brian to investigate plans to print a central rule book for all branches in Canada as per last two publications.

## GOVERNANCE (2022)

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### **Sustainability and Continuity**

- The Officials Committee, including Regional Development Coordinators, need to ensure the sustainability and continuity of the Committee and the officiating programs they administer. We need to develop the next generation of leaders and ensure officiating programs are sustainable over time. This is supported by feedback in surveys received after the last two annual officials’ meetings (2020, 2021).
- Officials Committee members and Regional Development Coordinators asked to think about how to develop their eventual replacements and contingency if they were no longer able to continue. We need to start now as many roles and responsibilities will take several years to develop replacements.
- Individual plans by January 7, 2022.

### **Volunteers—allocate to working groups**

- Officials Committee will review list of volunteers against the comprehensive Strategic Plan and suggest which working groups they could best assist with. Week of January 3.

### **Finance**

- Each working group to develop budget for 2022. They will be responsible for managing activities and monitoring progress against the budget.
- Anthony will help with this. April 1, 2022 – March 31, 2023. Anthony suggested breaking out expenses for specific expensive meets (e.g., Nationals, Summer Games, BCHS championships) as this will make it more transparent to all parties the ways in which money is spent.



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- Will need to get the financial reports from BC Athletics broken down into greater detail to enable working groups to monitor expenditures within their various activities. John will encourage officials claiming expenses to break down their expenses by specific meets and ensure claims are made monthly.

## Communications

- Committee was supportive of conducting town hall type sessions as a two-way communications vehicle with the officiating community. Very strong (supportive) feedback from survey conducted at the last Annual Officials Meeting.
- Consider format similar to the webinars hosted by Anthony Thomson in 2021. A host and guest(s) to make lively and interesting with opportunities for questions and feedback.
- Consider two town hall sessions in early 2022:
  - Career path to level 5 and Q&A with experienced officials on how they got there
  - Strategic plan for 2022 (working groups present their plans)

## SPECIAL PROJECTS (2022)

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**Not discussed due to time constraints.** Potential special projects carried forward from 2021 include the following (subject to resource availability):

1. Brian T. suggested that we need to communicate to HOC how to staff meets with officials. Brian T suggested a webinar on the Meet Director's Manual for clubs to focus on staffing meets with officials/volunteers. Perhaps have a set of instructions that regional development coordinators can send to HOC when they request officials for upcoming meets. Brian M. noted that annually BCA hosts a meet directors' seminar. Possible to have a seminar for T & F HOC – attention span  $\leq$  2 hours. Wayne may edit the meet directors manual as needed. John and Carol suggested a review of the document on the 'Officials' Webpage' – 'Hosting Officials; Suggestions and Guidelines for Clubs and Schools' (perhaps this document needs to be expanded?).
2. Thank you to Sue and Jim – ideas for recognition? Gave Kathy T a glass vase as a gift. Social event recognition? If/when we have a meet... How about Jim – a gift certificate, whiskey, wine...???? Ask Betsy what Jim would appreciate.

## WRAP-UP

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**Next Committee Meeting** – To be arranged for week of January 3, 2022

**Annual General Meeting (2022)**—tentative for November 5 or 6, 2022. To be confirmed in late summer.