



**BC Athletics Board of Directors Meeting – January 25, 2020**  
**Fortius Sport & Health/Athlete Development Centre, Barcelona Boardroom**  
**Minutes**

**Attending in person:** Greg White, Chair; Jim Hinze, Vice Chair; Brian McC Calder, President/CEO; Barb Drake, Director Zones 1 & 2; Jasmine Gill, Director Zones 3, 4 & 5 (joined the meeting at 9:18am); Jacob Emerson, Director Zones 3, 4 & 5; Darren Willis, Director Zone 6; Cathy Johnson, Director Zone 7 & 8; Rebecca Dutchak, Female Athlete Director; Sam Collier, Manager Registration and Membership Services; Chris Winter, Technical Manager Track & Field (joined the meeting at 11:00am and left the meeting at 1:24pm); Clif Cunningham, Technical Manager Road and Cross Country Running; Sabrina Nettey, Run Jump Throw Wheel Coordinator

**Attending by teleconference:** Ota Hally, Director Finance (left the meeting at 11:59am); Jordan Myers, Director Events & Promotion

**Regrets:** Tyler Heisterman, Director Programs & Technical Development; John Gay, Male Athlete Director; Nathan Reich, Para Athlete Director; Jennifer Brown, Coaching Education Coordinator; Richard Lee, Coach, BC Endurance Project

1. Meeting was called to order at 9:06am.
2. Introductions were made.
3. The outline of the format for the meeting and session with the Committee Chairs was noted.
4. No additions to the agenda.
5. **Adoption of the agenda** – D. Willis/J. Hinze – Passed
6. **Approval of the Board of Directors Minutes of:**
  - a. November 16, 2019 – Circulated. **Motion to approve – J. Hinze/B. Drake – Passed. R. Dutchak abstained.**
7. **Receipt of the Executive and BCA Committees meeting minutes of:**
  - a. Master Committee Meeting minutes of December 4, 2019 – Circulated
  - b. Officials Committee Meeting minutes of November 16, 2019, including the 2020 Officials Committee Planning Targets – Circulated
8. **Business arising from the minutes**
  - a. November 16, 2019 Board Meeting

- i. 2020 AGM Date suggested as Saturday, August 22, 2020
  - 1. Motion to approve – J. Hinze/C. Johnson – Passed**
- ii. BC Athletics Awards Banquet Saturday, February 1, 2020
  - 1. 224 attendees currently registered, committed to 215 and have room for 300. There was 230 last year. Registration still open over the weekend.
  - 2. More engagement with social media (Facebook, Instagram and Twitter) which has been good for the U16 athletes who do not check their email, so more athletes are aware of being nominated. Winners will be announced online following the banquet.
  - 3. Chair noted the current policy is to have Board members purchase their own tickets to attend the banquet but could not find reference to the origin of the policy. Tickets are given to nominees and usually a working role for Board members attending. However other than reimbursement of travel expenses, there are no other perks for Directors. Chair noted SportBC does not charge their Board members due to it being a working role and requested thoughts on the current BC Athletics policy.
    - a. Sam noted tickets are \$72.20 and BC Athletics funds the banquet and operates the event at a loss as the cost is a minimum of \$12,000 and only about 100 tickets are sold. It was asked how many board members attend and Greg noted about 3-6, however Board members may also attend in other capacities.
    - b. It was agreed that it was important to have the directors attend though it was also noted that Zone Directors do have additional cost for travel to attend.
    - c. Motion to approve the Board of Directors be given a complimentary ticket to the BC Athletics Awards Banquet, starting with the 2021 BC Athletics Awards Banquet – J. Hinze/C. Johnson – Passed**
- b. Board Sub-Committee Updates
  - i. Track & Field Competition Format – Jasmine Gill and Jacob Emerson
    - 1. First meeting to be held February 2, 2020
    - 2. Committee members are Jacob Emerson and Jasmine Gill, Chairpersons, Bill Koch, representative from Officials Committee, Chris Winter, representative from Track & Field Committee, Maureen de St. Croix, representative of Meet Organizers.
  - ii. Recruitment Policy (Code of Conduct) – Jim Hinze
    - 1. Nigel, Brian and Jim met yesterday to discuss and agreed on a plan of action. Also looked at how this is handled in other provincial jurisdictions. Will bring forward the draft changes to the Policies and Procedures as well as the Code of Conduct to the Board for review and approval. Planning to make reference to the

issue in the Code of Conduct and then reference a separate document for more details.

## 9. Correspondence

- a. No correspondence received.

## 10. Reports:

- a. Chair of the Board of Directors – Greg White
  - i. Written Report circulated
    1. Items of Note
      - a. Welcome to the two new Athlete Directors and noted there are still two vacant Directors positions.
      - b. Noted that the next two Board meetings – April 28<sup>th</sup> at 6pm and June 16<sup>th</sup> at 6pm, will be held by conference call. Resolution deadline will be set as July 30 so Board will need to hold an additional conference call, within the month, to discuss the AGM resolutions. Date of the meeting to be determined closer to.
- b. Vice Chair of the Board of Directors – Jim Hinze
  - i. Verbal update on the events attended. It was noted that the participation for the Island Series is up.
- c. Directors Reports:
  - i. Zone Directors
    1. Zones 1 & 2 – Barb Drake
      - a. Verbal Report provided
        - i. Items of Note
          1. Zones are quiet but did hear back from Trail. Can also report Kamloops has two indoor meets coming up. Lots of indoor training going on.
    2. Zones 3, 4 & 5 – Jasmine Gill/Jacob Emerson
      - a. Written Report circulated
        - i. Items of Note
          1. First Track & Field Competition Format Subcommittee meeting will be next weekend, to get a base understanding of what want to change and if additional participants need to be added to the subcommittee.
          2. Looking at a Go Green Initiative by looking at ways to reduce paper onsite. Junior Development event posted results online so will be looking at, to see how successful given results are currently posted at events in paper form which can also be affected by weather. Also looking at implications of

athletes being able to contest the results if the results are posted electronically. Clif suggested speaking to the Road Running timers for their experience and process for posting results. Will potentially also look at reducing the use of plastic water bottles with water refill stations and maybe restricting the sale of plastic bottles on site. Sam asked if thought had been given to not using bibs. Jacob noted they hadn't but could consider that too.

3. Zone 6 – Darren Willis

a. Written Report circulated

i. Items of Note

1. Facilities – Oceanside Track & Field awaiting decision on the building of a proper oval for the secondary schools in the area. If approved, construction would start in the spring so it could be used in the next season, however it would affect the current training. If that's the case, shared practise times in Port Alberni were offered. New facility would encourage hosting meets.
2. Clubs are finding it difficult to attract and develop new coaches. In the smaller clubs, replacing their knowledge and skills is difficult and finding the current NCCP course offerings are not in-depth enough to fill this gap. Darren asked if there could be other options to offer to clubs to rebuild those skills more quickly. Brian said he would forward the comments and feedback to Jen Brown for consideration and review. Brian noted, that over a two-day course, it may be difficult to go more in-depth, but they may be able to look at the curriculum.
  - a. Darren also suggested looking at having Coaching Mentors attend at the Clubs where a need is identified, to help evaluate and build skills and then develop a practical way to move forward with those skills so that coaches were feeling less inadequate and ill prepared. Sabrina

noted, when there is a request for a course, but it is only for one person, it's hard to justify holding the course but will send a mentor to work one on one with that person instead.

3. Sam asked about the track and field memberships and instead of athletes getting a competitive membership, they are getting a training membership and then paying the \$3 day of event fee, although School Districts do not pay the day of event fee. Darren noted this was discussed at the Junior Development level as they've heard parents are looking at the more efficient option. Sam asked if it appeared to be happening more often and Darren thought it was more on an individual parent basis and hasn't heard anything about it being on a larger scale.
  4. It was noted that the Junior Development competitive membership is \$60 whereas the training membership is \$15.75. School Districts pay a flat fee of \$210 for all the students and would not have to pay the day of event fee during the school year (until the end of June). Cathy asked if there had been consideration to raising the School District fee. Sam noted there had not been as Clubs commonly pay for their School District(s). Brian noted it was a benefit for the Clubs as more students would attend and participate in a sanctioned event and further noted if a athlete took a training membership, it would not be a sufficient membership to complete and they could not represent the Club but could be unattached or represent the school. Sam noted that didn't seem to be an issue.
4. Zones 7 & 8 – Cathy Johnson
    - a. Written Report circulated
      - i. Items of Note
        1. Preparing for the 2022 Summer Games in Prince George is a concern as they have submitted a bid to host the Provincials or the

Jamboree as a rest event, but if they don't get either, how will they prepare for the games. Both events are a two-year commitment but asking for consideration to be just for one. Still waiting to hear back from the Track & Field Committee. Cathy noted she believes they would prefer to host the Provincials as they expect there would be more engagement. JD Committee discussed the bid and were concerned with the travel impacting participation. Cathy agreed that was also a concern with the Zone but want to encourage inclusion of the northern region as Athletics is throughout the province. Would understand if the matter was with insufficient facilities or officials, as those would be a valid reason, but not travel.

- a. Brian noted the Club is not without capability and the bid should be considered by the Committee responsible for awarding the championship.
- b. Cathy asked, if they were not successful, how best to encourage another test event. It was suggested to maybe consider bidding for a high school level event. Cathy was asked if there was regional qualifying for provincials and Cathy confirmed they currently do, and it is well attended. Clif suggested looking at BC School Sports for the mandate on rotation as he believes it is normally the lower mainland, island, lower mainland, and then other.

ii. Athlete Directors

1. Rebecca Dutchak
  - a. No Report provided
2. John Gay
  - a. No Report provided
3. Nathan Riech
  - a. No Report provided

d. Finance Report – Ota Hally & Staff

- i. Financial Summary for November 30, 2019 – Circulated
- ii. Balance Sheet to November 30, 2019
  - 1. Items of note
    - a. Cash at \$185,000 with payables at \$80,000. Good liquidity and ability to pay suppliers and bills. Looking healthy.
    - b. Profit & Loss year to date, to end of November 2019, revenue of \$876,000 with expenses of \$974,000 so a year to date deficit of almost \$100,000. Ota noted this is not unusual due to the timing of revenue not always lining up with the timing of the expenses. Similar deficit same time last year. Goal is not to end the year with a deficit and a small surplus may be possible. Ota further noted the fiscal year end was in March.
      - i. Chair asked about how the BMO Mastercard was an asset, was he \$4800 in a prepaid position? Sam advised it was money coming in as it's reported through the BMO statement for the credit card payments as the terminal accepts American Express, Visa and Mastercard for memberships paid. Brian noted currently, in the month of January, that amount is closed to \$16,0000.
    - c. Brian also noted the transition from Simply accounting to Quickbooks has not fully been made. In Draft Operating Budget column YTD, the bookkeeper will report the average over the last 2-3 years when the money has come in and when the money was spent, for a more accurate comparison. Currently the balance to date take the total for 12 months divided by the number of months to date which is an inaccurate financial representation for the current time of year.
    - d. It was also noted that Grants and Gaming Revenue was still to be recorded as income as well as some other items of revenue. December and January will show a more accurate picture for revenue. On the marketing side, will be speaking to the bookkeeper about recording the Vancouver Sun related revenue as it is currently recorded under Marketing. Will be a change from prior practise which is why the estimate of marketing revenue is much higher. In kind revenue yet to be recorded as well.
    - e. Expenses are also well overestimates right now due to upgrading the competition uniforms, but a good portion will be carried over into inventory.
    - f. Will be addressing computer system as it's due to be replaced and upgraded. Brian noted they've had

discussions with Gravity and are looking at the server back up and other components. Estimating about \$14,500 amortized over 3-5 years with an additional monthly operating fee for cloud-based email to free up space and increase efficiency. Looking to prepare the association for 3-5 years from now when a physical server may not be necessary. Cloud based/virtual servers are not being recommended yet due to glitches and the information flowing through systems. Recommended to stay with the physical servers for now. Also looking at the budget for replacing laptops as it becomes necessary.

- iii. Financial Summary for December 31, 2019 – The December Financial Statement and Balance Sheet were not provided to the Board as they have not been received from the bookkeeper yet.
- e. Administration & Planning – Brian McCaldar
  - i. No Report provided
  - ii. BC Athletics Board of Directors
    - 1. Vacant positions
      - a. Director Marketing & Communications
      - b. Director Administration & Planning
  - iii. 2020 BC Athletics AGM
    - 1. Action Items
      - a. Director positions whose term (2 yr) will end at the 2020 AGM: Chair, Vice Chair, Director of Finance & Director Programs & Technical Development
        - i. It was noted that there were past concerns with the Chair, Vice Chair and Director of Finance positions all coming to term at the same time. It was also noted that the current by-law states *Each elected Director, shall be elected for a term of two (2) years staggered as follows: roughly one half of the Director positions will be elected in a particular year and the remaining positions elected in alternate years.* There is no specific by-law that sets out what Director positions shall be elected in a particular year. Adjustments to the length of term for positions up for election at the 2020 BC Athletics AGM can be amended from what is currently scheduled and would require a vote by the Board to approve an amended schedule.
        - ii. It was proposed that the Chair and Vice Chair should not come to term at the same time and to stagger them, it would be better to change the term of one of the positions to a one-year term versus a

three-year term. It was agreed that this would be best for continuity and there was no preference for which positions should be changed.

- iii. **Motion to amend the Vice Chair position for election at the 2020 AGM to a one-year term and will revert back to a two year term at the following AGMs – D. Willis/J. Emerson – Passed. G. White and J. Hinze abstained.**

- b. Establish a Nomination Committee

- i. It was noted that in years where the Vice Chair's position is not up for election, the Vice Chair has chaired the nominating committee, however this year that is not the case. Currently asking for individuals who are interested to come forward. It was further noted that the Chair of the nominating Committee could be from the Board or outside the Board.

- 1. Darren volunteered to Chair the Committee.  
**Motion to approve Darren Willis as the Chair of the Nominating Committee for the 2020 AGM. J. Hinze/C. Johnson – Passed.**

- a. It was noted that it would be left with Darren to recruit participants if necessary and that those persons must be BC Athletics members but it was not necessary to be a Board member. Greg and Jim noted they would touch base with Darren to review what was involved and expected of the role.

- iv. Strategic Plan – No update at this time however the plan will need to be acted on this year in order to be ready for 2021. The Chair noted he would take the lead, would meet with Brian and will report back to the Board.

- v. Human Resources

- 1. Canada Summer Jobs Program – Awaiting 2020 application process announcement and will be looking to secure two positions.
- 2. Intern – German foreign student, Anna Scherz for 24 weeks February 3, 2020 to July 17, 2020

- f. Membership Report – Sam Collier

- i. Written Report circulated
  - 1. Items of Note

- a. Criminal Records Checks (CRC) – Having to be more strict. Registrars are either not having them completed or are not entering the information in Trackie. Sam will be asking Adam at Trackie to adjust the fields on the applicable memberships so that you can't enter a membership unless they have the CRC. Want to give people two months from time of sign up to get the CRC and then entered on Trackie. If not, the membership will auto suspend until completed. Sam is planning to ask Adam to switch up the applicable area in Trackie to accommodate this. Sam will then let all the registrars know a month before the change.
  - i. Unattached Board Members – Sam will advise when your membership is expiring. Sam also noted she will ask Adam for automatic notifications for a set number of months before the expiry.
  - ii. 5 Year CRC – Sam asked the Board's consideration for the CRC to fall in line and be valid for five years, versus the current 4 years. Sam further noted that the Club Registrar is responsible to ensure it is renewed before the expiry. **Motion to approve that the Criminal Record Check now be required every 5 years – J. Hinze/D. Willis – Passed**
  - iii. Brian noted, the Code of Conduct is nation wide and as a Public Sport Organization, need to adopt the code of conduct, one of the requirements being the CRC. Clubs need to address this and have a thorough process underway to ensure those that require the CRC have complete it.
  - iv. Sam also noted, that teachers are an issue as they will have a CRC in place if they are employed, however educational institutions are not sharing them with BC Athletics. Looking to have a field where the person will state they are an active teacher, noting the School District and can indicate they have a CRC in place. Then will only have to verify they are an active teacher.
  - v. Darren asked what happens if a CRC comes back with flags. Sam noted there is a discussion between the staff and the Board would be involved to make a determination. Sam further noted that it's only happened once.

- ii. Approval of Individual Memberships – Circulated



members – officials, coach, club. Will feature coaching education, recruitment and education, governance, at certain time of years, the AGM, rule changes, and showcase advertising opportunities from sponsors. Will promote programs and services and services or offerings from BC Athletics. Hope to communicate with MLAs in the legislative assembly as well.

2. BC Amateur Sport Fund – Two of the templates completed so now taxable donations available through the amateur sport fund. Will bring on others as completed.

h. Programs & Technical Development

i. Director, Programs & Technical Development – Tyler Heisterman

1. No Report provided

ii. Introductory Programs – Sabrina Nettey

1. Run Jump Throw Wheel & Junior Development

a. Written Report circulated

i. Items of Note

1. A number of workshops are set up for the spring, mostly with school districts and ISPARC.
2. Working with Pacific Sport Fraser Valley to help support their ExploreSportz and Beyond Bells programs to integrate T&F programming. The Okanagan is also going to be doing more Track & Field programming. Still working with BC Wheelchair Basketball to include wheelchair skills as part of Introductory Programs.

2. Junior Development Committee – Darren Willis, Director Liaison

a. Items of Note

- i. Dawn was elected as Chair at the January meeting, as was Birgit as the Vice Chair. Will be in the positions until December and planning to look at the succession plan for the positions.

iii. Track & Field – U16 to Masters

1. Track & Field – Chris Winter

a. Written Report provided

i. Items of Note

1. 2019 BC Throws Summit was held in November and the BC Throws Project Development Camp in September. Wrapped up the Track & Field year in December. Busy putting forward nominations for BC Athletics awards and Sport BC.

2. This year, BC Athlete Assistance Program supported 41 different athletes, allocating \$40,000. Cheques being sent in the coming weeks.
3. Several camps and seminars going on, including one today. Camps planned in Las Vegas and one in Tucson, AZ for Sprints.
4. Information rolled out the athletes and coaches this week about the camps for BC Throws Project and the BC Sprint/Hurdles Project.
5. Previously held camps were well attended and positive feedback was received.
6. Lots of competitions this summer and Olympic games on the horizon. Team selection criteria to be voted on in February and posted to website shortly after.
7. Few new members on the Track & Field Committee and almost at full contingent.

b. Proposed Rule Changes

- i. BC Athlete Assistance Program Eligibility Criteria, Recommended by the Track & Field Committee – To be eligible for BC Athletics funding and/or selection to any team and program, an athlete must meet certain criteria and an athlete that meets that criteria may still not be eligible to compete for Canada on an Athletics Canada National Team. Therefore, Be It Resolved That in order to be eligible for BC Athletic Assistance Program funding an athlete “Must be fully eligible to compete for Canada on all National Teams”.
  1. It was noted that the targeted implementation date is the 2020/2021 AAP Funding Cycle. The Track & Field Committee also recommends that this rule be implemented for funding only and not on BC Teams.
  2. Chris provided the example of an athlete that lives and trains in BC, is a citizen of another country and a landed immigrant of Canada. The athlete is a competitive member of BC Athletics but competes for another country. The athlete meets the criteria for the BC Athlete Assistance

Program. Looking to close the loop hole and fund an athlete who is eligible for the provincial and national championships. To compete for a national team, must be a citizen, but would this therefore eliminate landed immigrants? Brian clarified Athletics Canada has rules around eligibility for national teams. Therefore want athletes to be eligible to represent Canada on national teams.

**3. Motion approve the rule change as presented – J. Hinze/D. Willis. – Passed**

- ii. BC Team Program, Recommended by BC Athletics Staff – To be eligible for BC Athletics funding and/or selection to any team and program, an athlete that meets that criteria may still not be eligible to win a medal at an Athletics Canada National Championships. Therefore, Be It Resolved That in order to be eligible for a BC Athletics Team an athlete “Must be fully eligible to compete for Canada on all National Teams”.
  1. It was noted that the targeted implementation date is the 2020 BC Team Program.
  2. Conversation was around funding, not necessarily the BC Team, and competing at the national championships, however medals are just for the top three Canadian citizens. Looked at BC Team and it was noted that landed immigrants are not eligible for medals. So BC Athletics is funding an athlete to go to the championship, who would be a team member, but could not win the championship. Funding currently provided from the high performance program.
    - a. Question was asked as to how this matches up with other provinces and Chris commented that many other provinces do not appear to fund their provincial teams. Another Board members wondered if we fear losing athletes that might be working through citizenship requirements, to

other provinces, if their funding is cut off. Brian noted most of the immigration has been seen in Ontario and staff is not aware of any issue BC Athletics has had to address over a policy not being as open or lenient as another province.

- b. Chair asked about naming an athlete to a team and if there was concern if a person is a landed immigrant, not a citizen, and therefore could they still be named to the team? Chair said he had no concern with the funding, but was concerned about athletes not being able to be named to a provincial team if they were not a Canadian citizen. Chris noted that the goal of the program is to put athletes on the team with an aim to put those athletes on the podium. Discussion was around sending an athlete who takes a place on the team and who can compete, but who is not eligible to receive medals. May also take a place on the team from an individual who is eligible to receive medals.

**3. Motion to approve the rule change as presented – J. Hinze/D. Willis – Passed**

- iii. BC Track & Field Championship Hosting Grants, Recommended by the Track & Field Committee – Be It Resolved That the age categories be updated to reflect current classifications and that the amount of each hosting grant be updated accordingly. Total increase of \$370.00.

<b>BCA Championship</b>	<b>Championship Hosting Grants</b>
Seniors	\$800
JD Track & Field (Inclusive of 9-13 YO)	\$800
U20	\$450
U18	\$450
U16	\$450
Masters	\$300
JD Combined Events	\$300

(Inclusive of 9 – 13 YO)	
Combined Events (U16 – Masters)	\$300

1. Chris explained the Committee wanted to clean up the rule given the changes with names and changing the percentages. Wanted to adjust the JD Combined Events Championships and provide the increase to provide extra support as currently receiving \$160.
  2. **Motion to approve the rule change as presented – D. Willis/J. Emerson – Passed**
- iv. BC Athletics Track & Field Championship Jamboree Entry Fees, Recommended by the Track & Field Committee – Be It Resolved That entry fees for individual events increase to \$20.00; entry fees for Multi Events increase to \$30.00; and Late Fee to remain at an additional \$10.00 for all events. Also Be It Resolved That the Registration Deadline to be set at 11:59pm the Sunday before the first day of competition; and the Late Deadline to be set at 11:59pm the Monday night before the first day of competition.
1. Chris explained it has been a number of year since an increase. Increases entry feed by \$10, late fee remain, and clarifies and provides more information around the deadlines.
  2. **Motion to approve – J. Emerson/C. Johnson – Passed**
- v. BC Athletics Track & Field Championship – Meet Management, Recommended by BC Athletics Staff – Be It Resolved That BC Athletics take back “ownership” of the meet entry/registration process in order to ensure: A fair registration process for all competing athletes; Appropriate entry fees are charged to all participants; The recommended registration deadlines are observed.
1. It was noted that BC Athletics would retain 25% of the entry fees and return 75% of the entry fees, along with the BCA Hosting Grant, upon receipt of a completed Income Statement and Post Event Submission

Form. To be received within 30 days of the Championship. It was also noted that BC Athletics Road Running Championships are exempt from the revenue sharing agreement.

2. Chris explained currently the members of the Club handle the registration and meet management. This rule change would have BC Athletics take back the process, as well as ensure price increase and registration deadlines are abided by and reimbursed according to agreement. Allows BC Athletics to manage the championships and be more involved. Will also remove a little work from the clubs. It was noted that would not require staff to do and the host committee would still to be involved. BC Athletics currently controls the Trackie registration page so purely a change to the money flow. Relationship between BC Athletics and the host committee to work out details and changes.

iv. Road and Cross Country – Clif Cunningham

1. Written Report circulated

a. Items of Note

- i. Event Directors Conference coming up Saturday, March 7, 2020 at Fortius and is open to all Event Directors. Email sent this week and another email reminder will be coming. Topics to be covered are event sponsorship, maximizing social and traditional media, community engagement, event basics and risk management. Topics apply to all race directors so encouraging everyone to attend. It was also noted that accommodations at Fortius are available and at BC Athletics preferred rate
- ii. Road Championships – BC Athletics 8k Road Championship held and participation was up. Next provincial championship in March, followed by the Vancouver Sun Run 10K. The next championships after that will be at the end of May.

v. Masters – Track & Field/Road Running/Cross Country Running – Jim Hinze, Director Liaison

1. No Report provided

vi. Officials – Jasmine Gill, Director Liaison

1. No Report provided
- vii. Coaching – Jennifer Brown
  1. Written Report circulated
    - a. No Items of Note
  2. Coaching Education – Part 2
  3. Coaching Education Course Registration Process & Fee Schedule
    - a. Currently course participants require a coach membership to register for an NCCP course. Proposing to have course participants no longer require coach memberships but BC Athletics coach members will receive a discounted price of \$75 which promotes signing up as a Coach Member. Therefore, coach memberships would not change however the non coach members cost would increase \$75. BC Athletics Coach Members would pay \$135 plus GST for the early bird registration, \$150 plus GST for the regular and \$165 plus GST for the late registration. Whereas non-BC Athletics Coach Members would pay \$210 plus GST for the early bird registration, \$225 plus GST for the regular and \$240 plus GST for late registration.
      - i. It was noted that Sam was involved in the discussion with Jen and Brian and it was made clear that it would show members get a discount and not a higher fee.
      - ii. **Motion to approve the registration system and fee schedule as proposed – J. Hinze/D. Willis – Passed**
- viii. Performance Hubs/Programs – Chris Winter/Brian McCaldler
  1. BC Endurance Project – Richard Lee
    - a. Written Report Circulated
      - i. No Items of Note
  2. BC Sprints/Hurdles Project – Chris Winter
    - a. Update provided as part of Track & Field Report.
  3. BC Throws Project – Chris Winter
    - a. Update provided as part of Track & Field Report.
- i. Events & Promotions – Jordan Myers
  - i. Written Report circulated
    1. No Items of Note
    2. Chair asked about the status of the promotional materials. Clif noted the tents were redone last year, the banners are aging and if not replaced this year, then will be next year. Clif noted Sabrina requested tablecloths with the BC Athletics logo and noted that the association is probably due for new pull ups in the next year as well. Would need to get a quote but likely under \$1500. All will depend on the budget at the end of the year.

3. Darren mentioned they have a tent on the island and wondering if it would be possible to add the BC Athletics logo. Clif advised a new 10 x 10 tent is about \$2,000 but asked, if there was a budget for it, would zones use and look after tents, if they were given them to use. Darren noted that they currently rent tents on the island at a cost of \$700 for the weekend but are unbranded. It was decided the idea would be left with staff to discuss the possibility and the Chair asked the Zone Reps to provide their feedback to the staff. It was also noted that the Island Series has funds that might be able to help fund a tent for the island.
- j. Athletics Canada Update – Greg White & Staff
    - i. Athletics Canada
    - ii. Sport BC
      1. Sport BC Athlete of the Year Banquet: March 2020
        - a. Awards:
          - i. Presidents' Award – Athletics
            1. Peter Fejfar - Official
        - b. BC Athletics Nominations (finalists to be announced by SportBC January 13, 2020)
          - i. Athlete with a Disability – Nathan Reich, Unattached, Victoria
          - ii. Female Coach of the Year – Lynn Kanuka, Ocean Athletics, Surrey
          - iii. Female High School Athlete of the Year – Jasneet Nijjar, Universal Athletics, Surrey
          - iv. Female Junior Athlete of the Year – Camryn Rogers, Kajaks TBC, Richmond
          - v. Master Athlete of the Year – Myrtle Acton, Peninsula TFC, Sooke
          - vi. Female Senior Athlete of the Year – Rachel Cliff, Mile2Marathon, Vancouver
          - vii. Male Senior Athlete of the Year – Evan Dunfee, Race Walk West, Richmond

## **11. New Business**

- a. None

**Recess** – Meeting was recessed at 12:07pm

## **LUNCH**

## **Meeting and Session with Committee Chairs and Representatives**

**Attending in person:** Dawn Copping, Chair, Junior Development Committee; Brian Thomson, Chair, Officials Committee; Jake Madderom, Chair, Masters Committee

12. Meeting was reconvened at 1:05pm.

13. Chair welcomed the BC Athletics Committee Chairs and Representatives and introductions were made. It was noted Jordan Myers would speak for the Road Running Committee; Chris Winter for the Track & Field Committee (U16, U18, U20, Senior) and Clif Cunningham for the Cross Country Committee.

**14. BC Athletics Committees**

a. Track & Field Committee (U16, U18, U20, Senior) – Chris Winter

i. Written Report circulated

1. Items of Note

a. Initiatives and Plans for 2020

i. Couple of warm weather camps for Sprints and Hurdles Project, BC Throws Project development camp and coaching summit, targeted athletes camps/summits, Pacific Distance Carnival and Canadian 10000m Championships, BC Jamboree, BC Team Program selection and BC High Performance Program updates.

b. Challenges and Opportunities

i. Ongoing challenge finding hosts for camps and summits and finding clubs to host Jamboree and Masters Championships.

ii. Providing funding for athlete and coach support, programs and services.

iii. Event calendar – balancing competitions, especially this year being an Olympic year.

c. Gaps that need to be addressed in 2020 and beyond

i. Athlete retention, especially after University

ii. Competition access, especially high performance in province competitions.

d. External and Internal factors

i. High performance funding

ii. Finding and retaining committee members

e. Big Idea Initiative

i. Increase athlete assistance programs

ii. Hosting high performance competitions in the province annually.

f. Q & A

i. Asked if, for the training camps, the goal is to have the event be cost neutral with fees and expense or is BC Athletics providing funding as well. Chris noted that events like the one in Las Vegas, not all the costs can be covered, so it's about providing a small amount of support but more importantly providing a framework for athletes to take

advantage of the opportunity. Whereas today's Performance Summit for the Athletes, Coaches and Parents was only costing each person about \$25. Always trying to find a balance for both the athletes and the association.

- b. Junior Development Committee – Dawn Copping
  - i. Written Report circulated
    - 1. Items of Note
      - a. Initiatives and Plans for 2020
        - i. Providing a written yearly plan for the JD Committee.
      - b. Challenges and Opportunities
        - i. Increasing membership, especially for those who want to compete.
        - ii. Emphasis on personal bests (not medals)
      - c. Gaps that need to be addressed in 2020 and beyond
        - i. NCCP courses not addressing the needs of new coaches, particularly volunteer coaches. Seems to be about how to do an event, rather than how to teach an event.
        - ii. Important to have a mentor for every coach, from within the Club or even outside of the Club.
        - iii. More training needed for JD Coaches, including development of the current JD Coaches.
        - iv. Volunteering needs encouragement. Challenges at JD Championships as small clubs and unattached athletes do not want to volunteer. Left to the larger community Clubs. Also need more members on the Committee, especially for the succession planning with regard to the Chair and Vice Chair.
      - d. External and Internal factors
        - i. Decisions made by the Board. Felt that the Board and the Committee need to work more closely together. Apparent at the BCA AGM that the Board supports, intimidating for members to vote differently. Suggest looking at the Board noting their votes individually, versus the Board as a group.
        - ii. JD Budget is very small. Would like to put together a better budget with more detail available and have the JD Committee be more hands on with the budget.
        - iii. Membership of the Committee needs more experience and training.

- e. Big Idea Initiative
  - i. Money to build more facilities, establish a club in each large town across the province, train and mentor more coaches, and pay for awards banquet dinners for all winners.
- f. Q & A
  - i. Brian and Greg clarified that the Board shows support or recommendations for rules and resolutions, but each Board member votes individually. Greg noted he could provide more clarification to the members at future AGMs.
  - ii. Comment Jake on behalf of the Masters Committees, when they put forward the recommendations, about 10% of them get approved. However typically, those that don't pass are ones that the executive of BC Athletics does not support. Recognizes that the Executive of BC Athletics has significant influence on how the rest of the members vote.
  - iii. It was noted that many of the initiatives that are put forward, are from the committee needs and perspective and the Board of Directors does need to look at the affects and implications on the Association as a whole.
- c. Officials Committee – Brian Thomson
  - i. Written Report circulated
    - 1. Items of Note
      - a. Initiatives and Plans for 2020
        - i. Implementing the new certification program from Athletics Canada. Significant changes in training, mentoring, developing and evaluating officials is very exciting.
        - ii. Continue existing programs and services as outlined n the BC Athletics Strategic Plan and assist BC Athletics Clubs and BC Athletics in the recruitment, development and retention of officials.
      - b. Challenges and Opportunities
        - i. AC Officials Certification Program
          - 1. Streamlining the upgrading pathway and reducing program administration; governance structure for administering the program in BC – roles and responsibilities.; funding model for the implementation as it

will change revenue streams and expenditures.

- a. Looking to Board for some direction on how best to handle the implementation and ideas for the roles and responsibilities.
  - b. Brian McCalder raised the question of how to monitor those that complete officials training online and also the need to create a marketing plan and strategy for the revised certification program and format.
  - c. Chair suggested having the Officials Committee to review and discuss initially and to bring forward recommendations to the Board. Brian also suggested creating a marketing subcommittee to look at, especially given the collaboration that will be required with staff.
- ii. Opportunities for major meets to recruit and develop officials.
- c. Gaps that need to be addressed in 2020 and beyond
    - i. Revise the recruitment model to address the enhancements to the certification program.
    - ii. Development model for getting younger officials into higher levels to replace retiring officials.
    - iii. Developing a fully functional and central officiating database.
    - iv. Asking what officiating will look like in 2025 and what changes need to be made to meet the requirements of 2025 and beyond.
- d. External and Internal factors
    - i. BC Athletics staff support and expertise to assist with implementation of the certification program for officials.
    - ii. Partnerships with clubs to assist in recruiting officials via the enhanced certification program for officials.
    - iii. Linkage to NOC and other jurisdictions to share recruitment, training and development materials and processes.
- e. Big Idea Initiative

- i. Officials Training Academy – matching curriculum for developing officials
  - f. Q & A
    - i. Questions were asked throughout the discussion about the facets of the Athletics Canada Officials Certification Program noted above.
- d. Masters Committee – Jake Madderom
  - i. Written Report circulated
    - 1. Items of Note
      - a. Initiatives and Plans for 2020
        - i. Find a host for the 2020 and 2021 BC Masters Track & Field Championships
        - ii. Review criteria for annual Masters Awards
        - iii. Determine how to get involved in the planning for the 55+ Games. Recommended to consider putting a person forward as a Provincial Advisor.
        - iv. Work with BC Athletics staff to determine a policy with the respect to residency requirements for Masters Records and Awards to bring forward as a resolution at the next or following AGM.
          - 1. Also brings up membership requirements and residency and any differences between BC Athletics and Athletics Canada.
        - v. Work with BC Athletics staff to determine the policy with respect to Masters Nominations to the BC Athletics Hall of Fame, specifically with hope to match the criteria for the nominations to the Canadian Masters Association Hall of Fame.
          - 1. Brian recommended the Committee bring forward their suggested revision of the policy to the Board for consideration.
        - vi. Deal with ongoing issues
      - b. Challenges and Opportunities
        - i. Challenges
          - 1. Not enough members on the Masters Committee
          - 2. Find and train coaches for masters athletes
        - ii. Opportunities
          - 1. Can/Am Challenge February 29<sup>th</sup>, 2020
            - a. Some concern as the participation levels are low.
          - 2. World Masters Track & Field Championships in Toronto, July 20 to August 1, 2020

- 3. Canadian Cross Country Championships in Abbotsford, November 28, 2020
  - c. Gaps that need to be addressed in 2020 and beyond
  - d. External and Internal factors
  - e. Big Idea Initiative
    - i. Build a significant Track & Field facility in Vancouver and find a group to form another Masters only Track & Field Club
      - 1. It was noted that a couple new facilities and facility upgrades in Vancouver have been approved and funded.
  - f. Q & A
    - i. Regarding the coaching challenge, asked if there was a need to adapt the coaching education materials for training athletes to account for changes with the body with respect to age. Jake agreed and Brian recommended looking at holding some coaching for masters athlete courses.
- e. Road Running Committee – Jordan Myers
  - i. Written Report circulated
    - 1. Items of Note
      - a. Initiatives and Plans for 2020
        - i. Engagement and support
        - ii. Training and education
        - iii. Members roles and committee composition
        - iv. Committee Schedule
      - b. Challenges and Opportunities
        - i. Challenges
          - 1. Committee composition – continues to represent the membership regionally, as well as across age, gender and performance spectrums.
          - 2. Sanctioning
        - ii. Opportunities
          - 1. Run crews presence and promotion of the sport, at races, events & across a variety of social channels. Opportunity for engagement, cross-promotion & collaboration (content for BC Athletics).
          - 2. Public Sport Organizations and Resources to members – 3<sup>rd</sup> year of the co-PSO collaboration on BC Road Summit. Potential to continue to evolve and build upon

existing or creating new workshops/ clinics/  
online resources.

- c. Gaps that need to be addressed in 2020 and beyond
  - i. Online curriculum – modules that have video content, templates, and a number of exercises (updated annually) on pillars of leadership, stewardship, communication that are general enough to be applicable to supporting members, those new to the sport, to a club, or to an event as well as relevant enough for veterans that it can be re-visited regularly to ensure their club, event, etc are reaching their greatest potential and leveraging.
  - ii. Online archives – stories and interactive pieces with VR that can be activated by location (i.e. Empire Fields–Miracle Mile) or H2H via a mobile phone or whatever wearable we'll have in 10 years.
- d. External and Internal factors
- e. Big Idea Initiative
- f. Q & A
  - i. Was there a reason behind the long term Shaughnessy 8K shutting down? Lions Gate Road Runners have organized for many years however three to four years ago the City of Vancouver mandated a traffic management plan which year over year, has had a decreasing effect on membership. With the escalating cost it did not make sense as it was not financially viable. So decided to discontinue. Club felt they could not continue with the event. Not really one specific thing, but a number of factors that contributed to. Financial factor of the traffic management plan is a big cost component and is also a concerns for other road running events.
    - 1. Clif noted the traffic management plan is a WorkSafeBC requirement and it's hard to argue with a safety issue. The cost is \$1000 a page and a page is required per intersection. For an 8k course, that's 5km, 3 pages per km and therefore a \$15,000 - \$20,000 one time cost. Course changes require changes to the traffic management plan. A certified Traffic Engineer must create the plan as it requires an engineer's stamp and most of the engineers end up

being hired to execute the plan as well as it's hard to find someone else to execute the plan.

2. For the rest of the province, a traffic management plan is only required where the course touches a BC highway. Public streets are ok, but courses that touch a provincial highways require traffic management. Expect the other municipalities will roll out the requirement eventually.

f. Cross Country Committee – Clif Cunningham

i. Written Report circulated

1. Items of Note

a. Initiatives and Plans for 2020

- i. Resolutions will be coming forward to the Board for consideration
- ii. Cross Country Series – the Interior Running Associations Cross Country Series saw healthy numbers this year, with participation up over most of the events. Series participation was up 100 runners over 2018. The schedule for 2020 has been set and posted in the BCA Calendar of events. The Lower Mainland Series numbers were down slightly from last year.
- iii. BC Cross Country Championships participation number were down due to CanWest on the same weekend. Next year not the same weekend as CanWest (will be the week after for the next three years), however will still not get the athletes. May run the B teams but numbers will still be down. It ended up that host club lost \$1000 on hosting the Championship. Would like to see a \$3 increased in the registration fees across all age groups/timelines. Will be bringing that back to the Committee to discuss and then will bring forward a recommendation to the Board. Need to look at pricing given other events and supporting clubs.
- iv. Pan Am Championships – doing a lot of outreach at the junior level. Expecting good things.
- v. BC Team selection went well. Challenge in some categories, U20 mainly, to have the best pool of athletes to select from. The athletes that were competing at CanWest and not at BC Cross

Country needed to declare interest in the BC Team. The low number of declarations limited the pool of eligible athletes. Only 20 declarations received. Declaration is the best way to go but should have a little more formality.

- b. Challenges and Opportunities
  - i. Lower Mainland Cross Country Series is not working together to promote each other, and leadership within the group, to bring them together. The series is looking for someone to score the Junior portion of the series.
  - ii. BC Championship Finisher Numbers – Provided in the report. It was also noted that participation numbers at BC Cross Country were lower this year, mainly attributed to the CanWest –USports Championship in Calgary on the same weekend. If the number of past University participants were added back in, the participation would have been close to the average participation the event has had when the event is held on the Island.
  - iii. National Championships – Course fatigue and did not feel like a championship. Want to host more championships but need to work with the local organizing committee and need to add a championship feel.
- c. Gaps that need to be addressed in 2020 and beyond
  - i. Need to build on momentum
- d. External and Internal factors
- e. Big Idea Initiative
- f. Q & A
  - i. Current gaps in high school, seeing that in Cross Country too? Would be the U20 level in Cross Country so yes, seeing that in athletes at University level and above, either distance in track or transitioned to Road. Sometimes can get some road athletes back to Cross Country in the fall.
  - ii. With the athletes not declaring, is there an issue with training? Had a discussion with athletes and coaches and expressed need to declare in order to get a position on the Pan Am Team. Same issue with ratifications of records. Clif did note that the Staff try to remind them. Social media is passive, but newsletter will be active. With regard to memberships, emailed all Race Directors to remind

them to renew their membership. Clubs hadn't renewed so the athletes renewed individually. 8k events are in January so it happens every year. Have learned that reminders are helpful. Sam noted Athletics Canada lets them know too.

- 15. Chair thanked the Committee Chairs and Representatives for their attendance and participation.
- 16. Next Board of Directors meeting will be held on Tuesday, April 28, 2019 at 6:00pm.
- 17. **Motion to Adjourn – J. Hinze/G. White.** Meeting was adjourned at 3:08pm.

Director Signature \_\_\_\_\_

Director Signature \_\_\_\_\_