



Officials Committee Annual Planning Meeting

Commence 10:00am - Adjourn 12:00pm

Video Conference

Purpose:

- Complete the activities of working groups for 2021.
- Identify special projects for 2021.

Participants: Brian Thomson (Chair), Anthony Thomson, Wayne Elke, Cheryl Elke, Bill Koch, John Cull, Carol Cull, Dawn Driver, Debbie Foote, Brian McC Calder (BCA executive).

Regrets: Marilyn Benz, Jasmine Gill.

Bill to leave at 11:45; Brian T at 12.

Minutes:

INTRODUCTION AND WELCOME

Welcome New Members (Debbie, Dawn)

Also need to acknowledge retiring members Sue Kydd and Jim Rollins for their contributions in past years. See Special Projects below.

Confirm “named” positions for 2021 (Chair, Upgrading, Assignments)

Brian Chair - confirmed

Bill Secretary - confirmed

Cheryl Upgrading – confirmed

Carol – assignments confirmed

John Finance, John will approve expense forms but does not do real treasurer work – would like to turn that over to someone else.

Review agenda

Agenda approved.

Year in Review (2020)

Recruitment Working Group had a good start with pilot study of online workshops. We know the online modules work and we’ve raised awareness of the new pathway. Plus, working group enabled more Committee members, and guests, to get involved in recruitment activities. Collaboration went well with BCA, Brian McC Calder, Chris Winter, Sabrina Netley. Collaboration with AC-NOC was also very helpful in completing and supporting the on-line modules plus the organization and facilitation of the on-line webinars on discipline specific topics. Other branch chairs have been helpful as well with sharing best practices and lessons learned under the enhanced AC-NOC certification pathway. COVID related restrictions reduced/eliminated the number of meets—impacting recruitment and development plans and activities. BCA strategic plan soon to come out. Hoping outdoor T & F



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season will happen in 2021 and allow for new officials training and development of officials into levels 3-5.

Officials Committee Objectives for 2021

- Implement consistent training and development of officials—common across provinces and across each region in BC.
- Implement new tools and techniques in AC-NOC certification pathway (recruitment)
- Expand depth and breadth of higher level officials (development)
- Engage and retain current officials (retention)
- Keep programs and processes simple

Key Success Factors (2021)

- Trust working groups
 - Major decisions at Officials Committee level
 - Empower groups to achieve objectives
 - Regular updates
- Focus on customer
 - High impact actions
 - Administration when needed
- Engage Regional Development Coordinators
- Avoid “smartest guys/gals in room”
 - Avoid fear of making mistakes. Move quick, fail (quickly) and adjust
 - Collaborate and solicit from outside committee

RECRUITMENT WORKING GROUP—Activities and Timeframes

Recruitment Working Group (2021) – Brian, Marnie, Jasmine, Debbie, Abresia Foote.

Objectives of Recruitment Working Group (2021)—50 prospective officials complete Module 201 and 70% continue onto pathway to Level 2 (e.g., completed at least one experience session).

Brian reviewed the activities and timelines in the proposed Activity Plan for 2021. Plan to start Modules 201 (T & F experience) and 101 (no experience) in March, hopefully meet experience in the spring/summer moving them into level 2 official status by end of competition season, dependent on quantity and quality of meets for training purposes. Quality of experience to build knowledge and skills will be more important than the initial training. Recruitment subcommittee needs to market program in collaboration with BCA. Discuss and develop revenue model for covering expenditures and value in recruitment (and development) activities. Discussion of what revenue means in this context, charging officials for workshops, for rule books. Website needs updating this winter to reflect the new recruitment pathway. Plan to use social media to recruit officials (e.g., Twitter).



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Recruitment Class of 2021							
	Jan-Feb	March	April-June	July	Aug	Sept-Oct	Nov-Dec
Setup	Mentor Workshop						
	Advertise						
	Support						
Prospective Official (T&F Exp.)		Module 201 (Online)	Level 2 Experience and Mentoring		Level 2 Official		
Prospective Official (no T&F exp.)		Module 101 (Online)	Level 1 Exp.	Level 1 Official			
				Module 201 (Online)	Level 2 Experience and Mentoring	Level 2 Official	

DEVELOPMENT WORKING GROUP—Activities and Timeframes

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

Objectives of Development Working Group (2021)—mentors for each official in the upgrading pipeline levels 3, 4, and 5 and having upgrading officials in pipeline for each critical discipline. Wayne and Cheryl have developed a good data set to support this.

Anthony reviewed the activities and timelines planned for 2021.

Need to match officials in pipeline with potential mentors, ensure potential mentors can work as actual mentors.

Survey from RDC from last year 2019 helpful in this case.

Still need to have level 4 clinics as they exist until new clinics available. Plan is for face to face clinics, but Covid restrictions may require video link classes. NOC anticipates using the quiet winter without indoor meets to deliver Level 4 clinics via video link. BC to provide list of desired level 4 clinics to NOC (ASAP).

When Level 3 clinics are available from NOC – probably in 2021 – will need to survey need, participants, and clinicians.

Data project – Wayne working on Trackie to improve quality of data about officials, progress good. Emphasis on officials having BCA membership and registering on Trackie. Need to track workshop attendance. Not yet up to tracking meet credits for officials (in Kamloops they have been having officials register for each meet through Trackie which creates a record).

Upgrading – Cheryl will maintain current upgrading program records.



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Technical Delegates – utilize Canadian Championships (2022) to develop officials using current technical delegates (David Weicker).

Mentor training – Brian T to look at this.

Mentor for every official in the pipeline	Officials in every critical discipline/region	Set up for new NOC clinics (Levels 3, new level 4)
Identify Officials in Pipeline	Identify Critical disciplines /regions	Plan for offering existing level 4 clinics
Identify Potential Mentors	Review highlighted gaps	Identify potential level 3 clinicians
Assign potential mentors to officials	Discuss potential candidates with officials/RDCs	Identify required level 3 clinics (based on officials in pipeline)

RETENTION WORKING GROUP—Activities and Timeframes

Retention Working Group—John Cull, Carol Cull, Dawn Driver. Purpose is to retain officials.

Objectives of Retention Working Group (2021)

- Review Elements of the existing Retention Program, and evaluate them (with Committee)
- Identify Elements to be retained, and enhanced
- Identify new Elements to be developed (if any)
- Develop task lists to support current and future Elements of Retention Program

Dawn Driver presented the group’s task list to retain officials.

Continue current elements of Retention Program:

- Membership Benefits
- Recognition Program
- Support to Officials

New activities:

- Enhance interaction with and responsiveness to needs of Officials (e.g., surveys, questionnaires)
- Provide information on return to competition post-Covid
- Tracking of participation through Trackie (on-line record keeping—tracking of credits)



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Carol noted a large number of officials have still been active in limited small meets throughout the interior, lower mainland, and the island. John noted that many officials will re-engage when Covid recedes and typical T & F meets resume in 2021 or 2022. Perhaps a new survey is needed.

Recognition through newsletter feedback on recent officiating also important.

Continue work on re-working criteria for officials' BCA awards. Carol to check with Sue and Jim about whether they have finished this revision. Officials Committee to review and approve any changes before forwarding to BCA for Board approval. Need to do the awards process, need a volunteer(s) and/or processes to identify nominees and recommend to BCA (recipient for each award).

SPECIAL PROJECTS

1. **Review of Regional Development Coordinators**—solicit any potential retirement plans from current Regional Development Coordinators and consider possible mentorships for future Regional Development Coordinators. Consider role of Regional Development Coordinators in light of the enhanced AC-NOC certification pathway (e.g., online training for levels 1 and 2; mentors for officials). This should be delayed until summer at earliest after a season with the new pathways.
2. **Webinar for Meet Directors on staffing meets with officials/volunteers.** In addition, perhaps have a set of instructions that Regional Development Coordinators can send to HOC when they request officials for upcoming meets. Brian Mc noted that annually BCA hosts a meet directors' seminar. Possible to have a seminar for T & F HOC – attention span ≤ 2 hours. Wayne may edit this manual as needed.
3. **Sustainability of committee**—Committee Members to consider the impact and sustainability of Officials Committee if a member with a portfolio is disabled, retires or unable to continue.
4. **Thank you to Sue and Jim** – ideas for recognition? Gave Kathy T a glass vase as a gift at a social event in lower mainland. Repeat for Sue? If/when we have a meet... How about Jim – a gift certificate, whiskey, wine...???? Ask Betsy what Jim would appreciate.

WRAP-UP

Decisions

No objections or concerns with activities proposed by working groups. They (groups) will continue with activities presented. Onus on working groups to keep the Committee informed of progress and items requiring Committee approval. Onus on Committee members to raise flags if any concerns or questions on specific working group activities.

Reporting

It was agreed that the working groups will report (initially) monthly to the Officials Committee.

ACTION ITEM: Anthony volunteered to send reminder 1 week prior to the end of each month to remind the working groups to submit such reports.



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Next Committee Meeting – February 6, 10 am – noon, probably virtual

Tentative Annual Officials Meeting (2021)—October 17, 2021, 10 am – 2 pm

Tentative Annual Officials Committee Planning Meeting (2021)—November 13, 2021, 10 am – 2pm

Other meetings—will be scheduled in 2021 as needed—for example, meeting in September to plan and prepare for the Annual Officials Meeting.

DRAFT