



Officials Committee Meeting Minutes

(September 21, 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, Wayne Elke, Cheryl Elke, Marilyn Benz, Jasmine Gill (BCA BoD Representative).

Regrets: Bill Koch

Purpose:

- Prepare for Annual Officials Meeting on October 19, 2019.
- Prepare for Annual Official Committee Planning Meeting on November 16, 2019.

Minutes:

PART 1: INTRODUCTION & WELCOME

- Prior Meeting Minutes
 - Minutes from the March 23, 2019 meeting are complete. Minutes were circulated, via email, on March 24, with comments requested by March 30. All comments received were incorporated. Minutes recirculated on September 14 with comments requested by September 20. No comments received.

PART 2: Preparation for Annual Officials Meeting on October 19, 2019

- **Decisions:**
 - Debrief 2018 Meeting:
 - Better projector
 - Avoid overlap of prizes and presentation—use break and lunch
 - Prepare agenda
 - Solicit questions
 - Guest speakers (Potential)
 - John Gay—experiences and observations of officiating at international level meets from an athletes experience
 - Bill Koch—tips and best practices for handling conflict and negative encounters
 - Meet Director—preparations for hosting the Canadian T&F Championships in 2021 (Langley). Defer until next Annual Officials Meeting.
 - Catering
 - Selected lunch option of sandwich, salad and cookie. Coffee and pastries at start (sign-in).
 - Retention



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- Recognition item handed out at meeting. Regional people to take items back to their region for people not attending the meeting.
- Recognize new officials and those officials upgrading to levels 2, 3, 4 and 5.
- Thank Regional Development Coordinators at meeting.
- Thank and recognize Dale Loewen for the great slide show
- Nominations for BCA Annual Awards will be open until the end of day on October 19.
- Nominations for Other Awards:
 - Sport BC Official of the Year—defer to 2020. Start discussion in summer 2020.
 - NOC Official of Year—Discuss at Annual Planning Meeting on November 16.
 - NOC Wall of Honour—Discuss at Annual Planning Meeting on November 16.
 - AC Hall of Fame—Discuss at Annual Planning Meeting on November 16
- Acknowledge Jason Swan as AC Co-official of the year (2018).
- Hand out NOC Service Pins
- Election of Committee Members
 - All five members with terms expiring wish to put name forward for 2020-2021.
- **Action items:**
 - Brian to develop agenda for meeting
 - Brian to develop and deliver presentation—avoiding overlap in prizes/presentation and facilitating questions (in advance of meeting)
 - Carol to send out newsletter with information for the Annual Officials Meeting (e.g., date, location, RSVP, submit questions in advance, request draw prizes)
 - Sue to check the power output of projector available from Fortius.
 - Jim to check the power output of family projector
 - Sue to finalize catering with Fortius
 - Jim to bring blank nomination forms for BCA Annual Awards
 - Marilyn to organize the distribution of NOC Service Pins. Brian to send updated list of officials who are receiving pins.
 - Jasmine to solicit interest in international level athlete presenting at meeting.

PART 3: Preparations for Annual Officials Committee Planning Meeting on November 16, 2019

- **Decisions:**
 - Goal of meeting is to complete the Activity Plan for 2019 and assign roles and responsibilities of Committee members.
- **Action Items:**
 - Brian to include room in agenda for discussion on role and responsibilities of Regional Development Coordinators.



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PART 4: Handling Conflict and Negative Encounters

- **Decisions:**
 - Present information to officials—as guest speaker at Annual Officials Meeting (October 19)
- **Action Items:**
 - Brian to ask Bill Koch to lead a 10-15 minute presentation on handling conflict and negative encounters (e.g., de-escalate if possible, keep yourself safe, seek assistance, change location).

PART 5: Proposal for Development of Officials (Zone 7-8)

- **Decisions:**
 - Report from John, Carol, Sue and Kevin approved.
 - Work with BCA and pursue next grant application window for development of officials in the North (Northern BC Coaching & Officiating Grant). Options include soliciting funds to send:
 - Officials to Prince George to deliver workshops and support at track meet.
 - Prince George officials to the Summer Games (2020) in Lower Mainland to gain experience for the Summer Games (2022) being held in Prince George.
- **Action Items:**
 - Brian to include Zone 7-8 in activities, as Chair, to engage all regions in soliciting requests for assistance from the Officials Committee.

PART 6: Implementation Plans for NOC Mentoring Program

- **Action Items:**
 - Brian to draft an information package for the next newsletter soliciting officials interested in becoming mentors.
 - Brian to review calendar to pick potential dates for delivering mentoring workshops in the regions.

PART 7: 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 (Brian)**
 - Committee members from Lower Mainland thanked Kathy Terlicher for her service to the Committee at a summer gathering (Steve Martin hosted).
- **Data Project (Anthony/Wayne)**



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- **Action Items:**
 - Wayne to solicit feedback from Trackie technical support on ability to link, or add, information related to officials into Trackie. Pass findings to Anthony for discussion at Annual Planning Meeting on November 16.
- **Training of Off-track Officials (Jim H. via Brian)**—Jim H. checking with road racing committee for potential interest. Officials Committee will offer training if interest.
- **Equipment Purchases and Allocation of Returned Equipment (John)**
 - Equipment purchases deferred to the Finance discussion at the Annual Planning Meeting on November 16.
 - Proposal for allocation of returned equipment (as prepared by John and attached to agenda) approved.
- **Development—Upgrading Applications (Cheryl)** – Cheryl handed out list of officials upgraded in 2019 and those in the upgrading pipeline for levels 4 and 5. Cheryl to work with Lorna and Anthony to submit completed applications to NOC by September 30.
- **Provincial Jury List (Cheryl)**
 - **Decisions:**
 - Increase the number of officials on Provincial Jury List
 - **Action Items:**
 - John to circulate information on jury process and protocol.
 - Brian to review the NOC directory and bring list of potential candidates for the Provincial Jury List (i.e., meeting NOC criteria) to next meeting (Nov 16/19).
- **Finance (John).**
 - **Action Items:**
 - All—consider the purpose and allocation of funds in the Donation Account. What should the funds be used for? What amounts?
 - Brian to include in agenda for November 16 Planning Meeting:
 - Development of budget for 2020.
 - Use of funds in Donation Account.
 - Discussion on re-starting the solicitation of donations/contributions to increase revenue



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- Tabled to future meeting:
 - Expectations of Level 5 officials (Brian).
 - Expenditure approvals (Brian).
 - BCA dues reminder (Brian).
 - BCA AGM Resolutions (sept 14/19)—next steps (Bill).

Next meetings

- Oct 19—10:00am to 2:00pm—Annual Officials Meeting (Fortius)
- Nov 16—10:00am to 2:00pm—Officials Committee/RDC Planning Session (Fortius)