

Minutes BC Officials Committee Meeting  
 Sunday, September 22, 2013 - 9:00 am – 1:00 pm  
 Cull's Residence

1. Present: John Cull, Carol Cull, Alwilda Van Ryswyk, Sue Kydd, Neil Chin- Aleong, Kathy Terlicher, Bill Koch
2. Regrets: Bob Cowden, Alice Kubek
3. Review and accept Agenda – Accepted.
4. Review and accept Minutes of April 14, 2013 (emailed prior to meeting). Approved with spelling corrections.
5. Old Business
  - Harassment and Abuse (Bill) – A Spectator Code of Conduct has gone forward to the BC Athletics Board of Directors. Short discussion and suggestions. **Action:** bill to add 1 item and pass on changes to Denise C.
  - Reorganization of Webpage (John) – Has been re-organized but upgrading needs a re-write.
  - Newsletter – Bob was going to check out feasibility of Twitter for officials. No one willing to do the tweeting; Bob not at meeting. Decided to table this issue to the distant future.
  - Update of Meet Directors Manual (John) - Done. Protests and Appeals section has been completed. One section needs updating – meet registration because of new electronic registration and external services.
  - Invitation to committee meetings extended to Garrett Collier and Brian McC Calder (Bill). **Action: Bill.** Brian M. on holidays in September. Bill will contact in October to discuss mutual areas of interest with the officials committee. Bill will persist in getting Garrett to attend, perhaps at the first meeting after AGM.
  - Awards. Need to discuss awards for this year
    - Al McLeod's Wall of Honour nomination (Re-submit)
    - Alwilda brought up nominations to BC Athletics Hall of Fame (goes to heritage committee) for Bob Cowden, Judy Armstrong, and Al McLeod – **Action: Neil** will help complete these award forms with Alwilda's input.
    - October 15<sup>th</sup> deadline for officials awards nominations. **Action: John** to change date and post nomination form. Need to have awards submitted before Officials AGM – October 19<sup>th</sup> **Action: Sue** to ask Shirley if she will be involved. Later same day, Shirley agreed to handle award nominations for BCA Officials, but NOT for the NOC or Hall of Fame nominations. BCA Official award nominations to go to Shirley.
    - NOC awards – (Alice will do..., Bill will ask her) March 31<sup>st</sup> deadline. NOC nomination forms are in NOC handbook.
  - Donations Account
    - Audio system for starters was purchased from donations account ~ \$1,700. Has been used at 3 meets (Jerome, Jack Brow, Canadian Youth Championships). Mixed reviews to date. Problems with shorts in 2 different cables are being responded to by manufacturer and we should have replacement cables soon. Bill received word this week that the replacement cables have been shipped.

- Portable Screen for workshops to replace current screen. Has this been purchased? John has purchased ~ \$300. .
- Equipment inventory (Neil) – no news. Other than adding screen and starter’s sound system to list.
- Recognition Program
  - Weather writers-To distribute weather writers to officials who would need/want these and who work a significant number of meets. Recognition program. Shirley recommended a poncho for incentive item and an option of weather-writers instead of ponchos. Should impress on meet organizers that weather writers are a critical part of meet equipment. Poncho or weather writer should be offered as incentive items for this year. Shirley has now found affordable ponchos so that these will be offered. **Action: Carol** to email officials about incentive items, reminding that officials can use credits from any meet they work for the recognition items, John receives claims for weather writers. Deadline September 30<sup>th</sup>.
  - Shirley has suggested changing recognition program for 2014 to award items based on number of credits...i.e., heavy hitters in terms of meet credits get greater rewards. Much discussion with varied points of view. Different alternatives – giving recognition items for credits earned over more than 1 year, for travelling to out of town meets. Need to reward actual contributions to meets for those officials who are more actively engaged. No decision. **Action: Return** to this discussion in spring meeting.
  - Next year, we need a committee member to lead the recognition program. Volunteers (?) need to do in the spring. – **Action: Sue** volunteered. She will follow up with Shirley.
- Data base programs for organizing/sorting officials. Discussed. Kathy uses Excel, works well.
- Educational training\_- Travel expenses for levels 1, 2, and 3: should there be a pot of money for training? John indicated that we can take money out of donations account for training such as teaching personal skills workshops, teaching technical skills, dealing with harassment/abuse. Sue suggested bringing in an outside person to do this. Should we build this into level 1 or 2 workshop or provide it at the AGM, or at Legion Championships? John brought up “respect in sport” “conflict management” modules/online courses that could be developed by outside sources, or material (e.g., 20 minutes of content to fill into a level 1 or 2 workshop). **Action: NEIL** will research this project to see what is available.
- Conference call\_(Bob) ? Google Hangout. **Action: Table for now.**
- Web development\_- build a section on track facilities in BC, i.e., have diagrams and start line markings for each track facility as well as notes sections that officials can add in real time. (Bill) – Bill discussed with Brian McC Calder and got a very lukewarm response Can persist this fall if committee wishes. Committee feels this is a VERY important task that would benefit multiple users. **Action: Bill** to contact Brian McC Calder and re-initiate this project.
- Level 1 & 2 Workshops for 2013 (Sue) – John & Carol

- Level 1 Thursday September 12 6-730 at the South Surrey Track, Information and Registration forms may be found on the Officials web page, <http://www.bcathletics.org/main/officials.htm#workshops>
- Level 2 Sunday, November 3 - 9:30-3:30 Rotary Field House, South Surrey Track Now posted on BCA website.
- Sue indicated that Vince did a workshop at Nanaimo meet May 26. VIAA official training program now falls into line with BCA procedures. 4 new officials went through that workshop.
- Also a level 2 workshop conducted in Kamloops by Alwilda.

➤ NOC Items

- Telephone conference call scheduled for 1 pm pst, Sunday, September 29<sup>th</sup>. (Bill) Any comments, questions, complaints to take forward to NOC? 1. Keith brought up the fitness qualifications for officiating, which were passed on via email to Branch Chairs. Discussed in committee, which is opposed to any fitness/health restrictions of volunteer officials. 2. Bill will bring up concerns about rigidity in the upgrading process. 3. Need to have a fillable mentoring evaluation form on the net for upgrading. **Action: Bill** to bring up these 3 concerns during the telephone conference call on September 29<sup>th</sup>.
- Train the Trainer Program – 2 day program for training “master trainers”, scheduled for Winnipeg November 2/3 2013 We were initially told we could send 3 officials (2 at our expense, 1 at NOC’s expense) and were later told we could send 2 because Keith Newell and David Weicker would already be in attendance. **Action: Bill** has forwarded material for Joan Cowden, Iain Fisher, and Peter Fejfar to Keith Newell for their consideration and will present a case for 3 attendees given that there will be no additional expense to NOC and that these are all interested and highly qualified applicants.
- Debriefing from Legion Nationals (John/Carol) – Sue moved that John & Carol be given commendations for arranging officials for this meet. Initially 78 officials agreed to come. Some did not show up. Some officials did not respond in a timely manner to get on the list for the meet. Some issues with awards organization, some officials accommodation issues. Sue volunteered to help with awards part of meet next year.

6. New Business

- Budget Update (John) Attached.
  - Meeting budget under-expensed for this year.
  - AGM will fund 1 to 2 vehicles from each of zones 1&2, plus 1 from 6 – also fund a separate vehicle from North Island. Ferry fares, tank of gas, + some kind of passenger fee.
  - Ask for donation from Achilles for help with AGM. **Action: John** will ask for donation from Achilles. (normally \$600).
  - Rule books will be ordered in November or December so will use the budget for rule books.

- Official certification over-budget – **Action: Bill** to talk to Keith about whether NOC paid for Peter F’s travel to nationals. Nationals requested Peter to attend, so the meet or NOC should have paid instead.
- Officials seminar and exchanges budget of \$500 could be used for official travel.
- We are fully expending travel expenses for sending officials out of province.
- Equipment budget was overspent – money taken from donations account to balance – too much transferred into this account so still some to spend.
- Balance in donations account still has \$10,939.27 so needs to be spent sometime soon (e.g., education, web development, equipment).
- John presented travel expenditures reimbursed to officials for different types of meets and from different zones. (to be pasted into minutes)
- John’s travel reimbursement information should also be communicated to all officials.
- Officials committee should be put forward resolution for officials to have free annual memberships. **Action: Bill** will write a resolution and submit it to BCA for the AGM. **DONE 9/24/13**
- Review of travel funding rates (John) – see in attached budget update.
  - After substantial discussion, it was moved by Neil, seconded by John, that travel reimbursement rates and policies remain the same. Passed unanimously.
- Preview of 2014 draft schedule for meets and discussion of 2014 BC HS Track & Field Championships (John)
  - John is talking with BCHS about providing funding for 12 rooms for officials. Committee should give this the similar status for soliciting officials as with other championships. John and Carol will be coordinators for officials for this meet. Request to provide feedback to BCHS organizers with respect to more efficiently getting food and drink to officials during the meet.
  - Conflicting elementary meets – much discussion. Universal/Eagle classic conflict, NorWesters/VOC conflict – John suggested a “series” of meets like the Lower Mainland X Country meets, or the VIAA meets. Kathy suggested perhaps Universal could host the JD Championship meet rather than their club meet. **Action: Bill** to write resolution for BCA AGM about BCA taking the leadership to better match meets and officials through preventing scheduling conflicts between meets. **DONE 9/24/13** Garrett Collier should be involved in this problem solving process.
  - Special Olympics Canadian Championships early July 2014 – Could Kathy be the officials coordinator for this meet? **Action: Kathy** will inquire with them about what they need with respect to officials to work meet.
- Equipment wish list (John) –
  - Pole Vault measuring device ~ \$325. Old one broken at legion championships. Approved purchase. Funds to be taken from equipment budget. **Action: John** will deal with this.
  - Gill countdown clock – Ina would like one for Zone 6. \$1200. Ask Ina to provide list of meets at which this would be used. Wait until next year’s

equipment budget comes out next spring to purchase. **Action: John** will deal with this.

- Walkie talkie system for starters with headsets. This would be beneficial because (a) it would reduce dependence on idiosyncratic communication methods used by different clubs, (b) use of headsets would free up a hand for Starter's Assistants who have need of multiple hands. **Action: Neil** will investigate models and costs. Want to have this in place for the indoor season coming up in February 2014.
- Upgrading (Kathy) – Discussed the following:
  - Bob Cowden needs indoor meet for FRJ4 eval – update Travel List
  - John cull needs CER4 evaluation and workshop (Ian Gordon needs to help with this getting both a WS and a mentoring for John) – **Action: Bill** will email Ian about this.
  - Neil Chin-Aleong needs 2<sup>nd</sup> S5 evaluation. – update Travel List.
  - Daniel Elke needs 1<sup>st</sup> evaluation – ask Brian Beck to do the evaluation (needs to do 2 evaluations for this provincial list and PFCJ 3). **Action: Bill** to ask Brian Beck if Daniel is capable of being appointed to provincial list.
  - Alwilda will ask Wayne Elke about his status and desire to follow through on upgrading. **Action: Alwilda.**
  - Wayne Elke upgraded to Tech Manager 3 – update records.
  - Keith Hooley upgraded to S3 – update records
  - Aileen Lingwood ? VJ 3 evals..... ask Ina to do it. **Action: Bill** to email Ina and Aileen.
  - Michelle Peacock – has completed all requirements for both HJ5 (legion – JC) and VJ4 (seniors CC), but has not sent in paperwork to Kathy. **Action: Alwilda** will chase Michelle about paper work.
  - Warren Polos upgraded – change records
  - Ianna Polos upgraded change records
  - Rick Rathy upgraded change records.
  - Brian Thomson upgraded – change records
  - , Mark Freeland upgraded – change records
  - Celina Wong upgraded – change records
  - Mark Freeland needs an evaluation for Throws 3. Action: Bill contact Greg Bush about such an evaluation.
  - Evelyn Parent – needs 2<sup>nd</sup> for VJ4 – indoor meet? – update travel list.
  - Dave Hopkins TR 5 can be done at Legions with Keith Newell, but needs to have Ian Gordon approve. – Update travel list.
  - Kathy T TR5 completed, change records
  - Peter F WJ5 completed, change records
  - Daniel Elke Photo has had workshop, change records.
  - Dave Short has had 2 T5 evaluations successfully but needs to send in paper work. **Action: Kathy** will remind Dave to send in paperwork.
  - Cheryl Elke completed, change records.
  - Michelle Pecock completed, change records. Mark Freeland needs workshop in HJ, could get an oout of province evaluation for HJ4 and one at Legions. Needs to be approved by Ian Gordon. Could go to an indoor meet.

- Howard Brandt – **Action: Bill** will ask him if he wants to upgrade this coming year – if so, will have to accommodate his travel limitations.
- Greg Nicol – needs an HJ4, needs 2 evals, has to go through Ian Gordon, also needs workshop. – update travel list.
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- Upgrading – Alwilda inquired “why does it take 2 years to get your Level 3 certification?” This is a NOC rule (Kathy, John, and Carol discussed). Actually is 18 months from first taking a Level 1 workshop to being able to progress to Level 2.
- Updating Officials Committee Handbook (Carol) – see attached document from John for discussion re: inclusion in officials’ handbook. Discussion of John’s addition to handbook on how officials are selected for meets of different levels and funding responsibilities for different types of meets. JC provided a table illustrating responsibility for allocating officials to meets (see below).
- Correspondence (Sue) – Sue reported on correspondence sent out recently on behalf of the officials committee, including thank you notes for financial donations from Cheetahs, Richard Collier, Universal Athletics (x2 both for gift card at their meet and donation to officials fund), Langley Mustangs, BC High Schools (c/o Andrew Lenton); and get well notes to Enrique Merkt, Janice Loewen, and Sam Collier. Further discussion about asking Zone Reps to report any financial donations from local clubs/organizations so that such donations can be acknowledged with a card.
- Updates to forms/documents given BCA’s new address. (someone needs to take this on) – **Action: Sue and Alwilda** to put on stickies with new address, **John** will order more business cards.
- 2013 AGM – AGM is booked at the Legion in South Surrey (White Rock area, 2643 128th Street), holds approximately 80-100 people.. Menu to include tea/coffee & muffins/cookies in the morning, and lunch of green salad, tomato and cucumber tray, pickles, scallop potatoes, carrots and corn, baked ham or chicken breast, dessert for \$15.00 per person. Contact person is Lesley Maudsley. Location is 30 minutes closer than last year for the Kamloops commuters and only 35 minutes from the ferry for the Island people.
  - Questions from Joan Cowden about AGM:
    - Would the committee like ham with the scalloped potatoes or chicken with cranberry sauce? **HAM IT IS. Action: Bill** will email Joan about the committee’s decision. **DONE 9/24/13**
    - I’ve asked if we could have the doors open by 9:15. Is that early enough?? **Action: Bill** will email Joan that 9:15 is fine. **DONE 9/24/13**
    - Lesley would like to know the exact number of people attending by the morning of Tues. October 15. As this is the day after Thanksgiving, I’m suggesting that we make Friday, October 11th the final day for officials to indicate to us their attendance. **Action: Carol** will put the AGM notification and deadline for RSVPs in the newsletter.
    - I’m assuming that an email will be sent out from the Executive regarding this. I’m in San Francisco with my daughter- in- law from October 8th until October 14th so if someone else could help me out with this part that would be greatly appreciated. **Action: Carol** will notify legion about attendance..

## 7. Future Meetings

- Other meeting – In person meeting at Culls residence - Saturday, November 16, 2013
- Officials AGM Saturday October 19, 2013 coffee at 10, meeting at 10:30, lunch at noon.
  - Agenda items for AGM
    - Chair's Report – **Action: Bill** will write. Hi lites for year of meets, upcoming hi-lites of meets.....include Financial Report
    - Upgrading Report – **Action: Kathy** will email this to Bill
    - Facilities Report – **Action: Bill** will email Peter to ask if he wants to do anything or has updates for Bill to share. Maps/diagrams of all facilities....??
    - Dale's picture show. Evidently Dale has received many pictures. **Action: Bill** will email Dale about how much time he needs for this presentation and thank him for same.
    - Draw prizes, **Action: Carol** will put a call for donations into newsletter, **Sue** will get tickets. **Sue** agreed to purchase \$10 Tim Horton's cards to add to the prizes.

8. Elections to Committee – Bill, Carol, Alwilda will all stand for election for new terms. Possibly John. Bob is standing down. New nominations welcomed.

## **Selection of officials for events**

(for the Committee Handbook)

Procedures for officials selection vary according to the level of the event. In all cases the Officials Manager's objectives are the same:

- Staff the meet effectively
- Maximize opportunities to develop and mentor officials

### **Local Meets (without a Championship component)**

Officials from the local area primarily staff events in this category. Overnight accommodation is unusual, and officials usually live within "driving distance" (1 – 1 ½ hours driving).

Who selects the officials?

Officials are contacted by the Regional Development Coordinator, or by a member of the Host Organizing Committee, with the help of the RDC. The Officials Manager will attempt to recruit as many qualified (Senior) officials as possible, in order to provide for leadership and training. If the Host Organizing Committee identifies a need for additional officials from outside the local region, They will contact the Regional Development Coordinator. The RDC will contact the Branch Officials Committee (Assignments Coordinator) to request officials.

Who covers the costs?

Local travel (for officials living within the Region) is reimbursed by the Branch Officials Committee. The Host Organizing Committee will cover all travel and accommodation costs for the visiting officials, and any accommodation required for local officials.

### **Provincial Championships (and equivalents)**

Events in this category include the BC Jamboree (Track and Field Championships), The BC Cross Country Championships, The BC High School Championships, all Provincial Age Class Championships, and the BC Games events. Local officials, plus a strong contingent from other Regions of the Province, staff events at this level. The Committee considers it important to give developing officials (especially those moving to Level 3) the experience of working on "Provincial level " teams, and the opportunity to learn from officials from outside their Region. This experience helps to develop a consistent 'culture' of officiating in the Province.

Who selects the officials?

The Branch Officials Committee takes a leadership role in selection of officials for this level of meet. The Regional Development Coordinator will work with the BOC Assignments Coordinator, who will select officials from outside the Region, and advise on appointments to key positions. Officials from outside the Region may be selected either for their leadership abilities and experience, or because they require the experience for advancement.

Who covers the costs?

The Branch Officials Committee covers travel costs for all selected officials. The Host Organizing Committee is expected to provide accommodation for 6-12 visiting officials.



## National Championships and Multi-Sport Games.

Meets at this level have a key role in advancement of officials to levels 4 and Level 5. Typically, NC meets provide accommodation for 20-30 visiting officials, including a number from outside the Province.

Who selects officials?

The Branch Officials Committee will appoint a Senior Official, usually the Branch Assignments Coordinator to act as Officials Manager. The Officials Manager works with the National Officials Committee, and selects key officials according to the process indicated in the NOC Officials Coordinators Manual. The Officials Manager prepares a budget based on information obtained from NOC and the Branch Committee. The Officials Manager determines which officials in the local Region are available for the Meet 6-9 months prior to the meet. In the next stage, he/she contacts BC officials from outside the region who are on the Branch Travel/Mentoring list. Officials are selected to fill key positions in consultation with the NOC Vice Chair (Assignment), after review of the lists provided by other Branch Chairs.

Who covers the costs?

The Branch Officials Committee covers travel costs for all BC Officials. Travel costs, for officials from other Provinces, are covered by NOC or their own Branch. The Host Organizing Committee provides accommodation for all visiting officials.

jc

September 9, 2013

### Funding Responsibility for Events

	Host Committee	BC Committee	NOC	Other Branches
Local events	Accommodation Visiting officials travel	Local officials travel		
BC Championships	Accommodation	Officials travel		
BC Summer Games		Accommodation Officials Travel		
BC Seniors Games	Accommodation Officials Travel			
NC Meets	Accommodation	BC Officials travel	Other Provinces travel	Some travel
International and Major Games	Accommodation Officials Travel			

## Officials Budget Report (April 1, 2013- March 31, 2014)

As of September 11, 2013

<b>Expenses:</b>		<b>Expended</b>	<b>Budgeted</b>	<b>Remaining</b>
61115	Officials Cttee Meetings	311.53	3,000.00	2,688.47
63055	Rule Books	0	1,000.00	1,000
64085	Official Cert.-Level 1-5	2,285.72	1,000.00	(1,285.72)
64100	Competition Expense & Mentoring	8,482.49	8,500.00	17.51
64105	Officials-Seminars/Exchanges	0	500.00	500.00
64120	Officials Course Cond Training	0	0	
64125	Road /XC Training Courses	0	0	
66225	Officiating Equip-T&F	1,883.90	1,000.00	(883.90) *
66235	Officiating Equip-Off Track	0	500.00	500.00
69702	Officials-Recognition	18.19	2,000.00	1,981.81
	<b>Total Expenses</b>	<b>12,983.83</b>	<b>17,500.00</b>	<b>4,516.17</b>

\* Note on line 66225 (Officiating Equipment T&amp;F)

\$1, 599.31 transferred from Donations has not been included here. The actual balance remaining in this line is \$715.41.....to be spent.

**Donations received in this budget year**

Langley Mustangs	600.00
BC HS CCTF	1,200.00
Fraser Valley HS Track	400.00
Surrey HS Track	100.00
Universal TC (or Ocean Athletics?)	50.00
<b>Total</b>	<b>2,350.00</b>

**Donations transferred to Revenue \$1,599.31**

items - Starters PA System

Remaining in donations \$10,939.27

**Major expenditures anticipated this year**

Officials Committee Meetings	\$1,000
Rule Books	800?
Competition expenses (Indoors?)	\$1,000 - \$1,500?
Officials Recognition	\$2,000
<b>Total expenditures anticipated</b>	<b>\$4,800 - \$5,300 ?</b>

### Breakdown of expenditures in 64100 (Competition expenses)

Events	Zone 2 Officials	Zone 3.4.5 officials	Zone 6 officials	Totals
National Legion	\$466.74	\$280.80	\$1,162.70	\$1,910.24
BC Championships	\$218.63	\$615.05	\$1,768.00	\$ 2,601.68
Local meets	\$566.69	\$2,145.85	\$1,395.77	\$4,108.31
Other		\$121.77		\$121.77
Totals	\$1,252.06	\$3,163.47	\$ 4,326.47	\$ 8,742.00

**NB** Travel expenses for the following events were paid by the Host Organizing Committees

- BC Seniors Games
- Jerome Indoor and Gran Forza
- All National Track League and PacifiCanada meets (Harry Jerome, Victoria International etc)

### Review of Officials Expense Reimbursement Policies

#### Current Policy and rates

Officials Travelling within their own zone                      \$.30 per k/ \$.43 per k for car-pool, plus tolls, ferry fare etc.

Officials travelling to another zone                                      gas, tolls, ferry fare plus \$20 per additional passenger

#### Data

Actual cost of petrol (calculated at \$1.40 per litre)

- For my little Toyota Prius                                      8.5 cents per kilometre
- For a gas guzzling Jeep Cherokee                      18 cents per kilometre

Alternatives (for a 798km round trip Kamloops/Surrey)

For 2 passengers

At current rates                      around \$150

At \$.43 per k                      \$343.14

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