

BC Athletics Officials Committee

Minutes – March 25th 2012

Present: John Cull, Carol Cull, Alice Kubek, Shirley Young, Bob Cowden, Alwilda van Ryswyk
Regrets: Laurel Wichman, April Arsen, Kathy Terlicher, BCA Board Representative

Call to Order: 9:30 am

Agenda Approved: Moved Bill, Seconded Alice

Old Business:

Review of Committee Handbook

Hope is to establish a stable committee handbook that will not require repeated revisions and will guide future committees.

- Bottom of page 1 of Handbook – change phrase concerning time by which minutes should be distributed to “as expeditiously as possible”. This accommodates the volunteer nature of the work.
- Responsibilities of different committee positions were discussed in some detail.
- With respect to Mentoring and Education Coordinator, the committee wished to add a statement to the effect that Levels 1 and 2 workshops require the committee’s approval before being offered.
- The draft handbook had reference (page 4) to a BC Athletics Officials Advisory Committee. After some discussion of the difficulties in forming a separate committee of this nature, it was agreed to replace this with the statement “Where it is deemed of value by the Officials Committee, senior officials will be consulted from time to time on compelling matters.”
- Mentor Qualifications (page 5) – After some discussion, the committee agreed that restriction of mentoring to only Level 4 and 5 officials would interfere with appropriate, timely advancement of officials and be counter-productive, i.e., it is important to ensure that level 2 officials wishing to specialize in a given discipline and receive mentoring and evaluation be given sufficient opportunity to work with a mentor who is frequently available at meets and who regularly practices the given discipline. Therefore, the wording on page 5 is to be changed from “Use Level 4 or 5 only” to “Use Level 4 or 5 if possible, but Level 3 officials are permissible when appropriate.”
- Travel Expenses – The committee agreed to change this to “Travel (and other out of pocket) Expenses” and to delete the phrase “under review.” There was much discussion of this matter. An additional statement was suggested for this section, in order to address potential actions by host organizing committees (e.g., track clubs hosting meets). **WE DO FUND – last sentence plus \$30 for each passenger change to ...each additional official**

- “Host organizing committees may present recognition items to attending officials.”
- As well, the committee suggested removing the two words “for travel” from the last paragraph on page 7.

Committee Work Plan 2012

Goals for 2012 were discussed

1. To promote officiating and recruit members
2. Develop self-sufficiency in zones by building the base of officials in various categories
3. To build capacity for higher level meets
4. To deliver Level 1 and Level 2 clinics and national workshops.
5. Transition stages Level 2 to Level 3
6. Transition stages Level 3 to Level 4
7. To develop a consistent mentorship program

Chair

John Cull

- Annual report for BC Athletics and NOC - completed
- Annual budget – completed and reviewed – most of budget has been expended except for isolated items. New equipment purchases discussed briefly. \$150 for 2 sets of new race walk paddles. Bill is to investigate updated sound system for starters (e.g., through Steveston Marina, hopefully a more water resistant system). Bob discussed need for projector for training workshops. Bob to make up general list of recommended acquisitions.
- Revise level 1 Workshop – This has been revised. John will be conducting a Level 1 WS for the VOC club on March 29; Bill may be conducting a Level 1 WS for NorWesters if he can arrange time and attendees.
- Distribute materials to Committee members – done.
- Final editing for quick reference cards – This project has not yet been completed.
- Template and procedure for workshop reports – Not yet completed at this time.
- Develop a BC Officials Advisory Council – Committee decided not to formalize this sort of consultation.
- Development of Meet Director Clinic – Not yet completed.
- Policy Review and Recommendations – Multiple activities ongoing.
- NOC Nominations – 4 positions available; only 1 nomination received for a BCA official, in this case Keith Newell. Name forwarded to NOC.
- Bob Cowden to chair April meeting.

Vice Chair/Assistant to the Chair

Bob Cowden

- Substitutes for the Chair as needed – done. Bob will be attending NOC meeting next month.
- Prepares and distributes agendas – done.
- Revises meeting minutes and posts to BCA website
- Organizes Officials Committee Meetings
- Update of the Committee Handbook
- Organizes Committee Workplan
- Organizes BCA Officials AGM

- Develops a list of equipment purchases

Vice Chair and Upgrading Coordinator

Kathy Terlicher

- Update Provincial Officials Directory. Completed
- Process upgrading applications. In Progress
- Distribute certificates, letters etc relating to upgrading. In Progress
- Order and distribute officials name badges. To be done
- Produces Travel/Mentoring priority list. Completd
- Update Umpire Manuals (add lap scoring sheets for indoor meets). Item tabled until next meeting when Kathy can attend,
- Review and update NOC Open Book Exam – Kathy is in discussion with NOC about the revised exam. Much discussion on this matter as the update from NOC appears to miss the point of forcing detailed study and understanding of the rules. Bob will also pursue this at NOC meeting.

Awards, Recognition Coordinator

Shirley Young

- Develop the recognition program for the year – Shirley will pursue costs and make recommendations with respect to recognitions of (a) better name tags, (b) white zip fleecies, (c) briefcase (water resistant) for small track officiating gear.
- Recommend, order and distribute items. Awaits decision. Golf shirt supply is depleted; so will need to order new golf shirts for Level 2 upgrades and others.
- Manage annual award process for 2011
- update and post nomination form – Some discussion of how to elicit more nominations. Deadline for award nominations to Committee September 30th.
- establish selection sub-committee

Assignments Coordinator

Carol Cull

- Zone 3,4,5 contact – Kanwal N has been assigned to Vancouver Marathon.
- Select officials for higher-level events (Championships, WCSG). Other requests for officials are coming in.
- Approve travel between zones
- Recommend officials for out of Province assignments.
- Revise Level 2 Workshop – This has been revised and has been run in two locations; Kamloops and Nanaimo successfully. Insufficient registrants for the Langley Level 2 workshop.
- E-mail newsletters – newest newsletter sent out this past week.
- Blog postings – Blog postings appear to be widely read.
- Distribution of 2012 Rule Books to Level 2 Officials – in process, some already distributed.
- Carol is in the process of updating National Vertical Jumps Workshop
- NOC survey of officials completed by ~ 100 BCA officials. Carol reported on part of results.

Mentor & Training Coordinator

Bill Koch

- Contact assigned BC mentors on the Travel/Upgrading list – This has been partially completed, is a fluid process that continues as Bill receives email responses and adjusts to changes. Currently, we have probably maxed out our capacity for facilitating and tracking mentorikng and upgrading assignments.
- Ensure timely completion of mentoring assignments – Similarly this is a fluid process.

- Receive completed travel feedback forms. Kathy has received and filed these. Overall, travel feedback of out of province travelling officials has been very positive.
- Compile regular reports for BC Athletics office. BCA office has spreadsheet for reporting this. Bill will contact at a later date.
- Three National Workshops scheduled in BC this season, all in Langley in June, Starters, Vertical Jumps, and Track Referee.

Research and Development Coordinator

Laurel Wichmann

- Revise “best practices” guide for recruitment and retention of officials. Tabled until Laurel’s attendance.
- Compile database on workshop attendance. Tabled until Laurel’s attendance.
- Membership surveys. Tabled until Laurel’s attendance.
- Senior Officials Recruitment Kit. Tabled until Laurel’s attendance.
- Electronic version of Travel feedback form. Tabled until Laurel’s attendance.
- Development of a Provincial Communication Plan. Tabled until Laurel’s attendance.

Alice Kubek

- Zone 6 contact – Tabled, Alice had to leave early.
- Athletes Canada Official of the Year and Wall of Honour Nomination

Alwilda van Ryswyk

- Zone 1,2 contact – Tabled.

April Arsene

- Maintain and update Web Page – Tabled until April’s return.
- Organize the BCA Officials AGM – Tabled until April’s return.
- Meet Directors Manual Review – Tabled until April’s return.
- Review of Remuneration for services rendered – Tabled until April’s return.

Bob Cowden

- Zone 1,2 contact
- Revise travel grant program – established.
- approve grants for 2012 – 2013 – established.
- Revise U-18 program – established.
- Promote program – done.
- Send letters to participants – done.

Bill Koch

- Review and update BCA Officials Code of Conduct – This was completed last year and is now being distributed regularly.

New Business

Notice of Motion: Mover John Cull

Whereas

The Officials Committee considers that the motion on members’ attendance passed at the 2011 AGM presents a danger to its effectiveness.

And furthermore, as an operational change to the committee it should have been presented as a Notice of Motion, and not accepted by the Chairman as a motion under new business.

Therefore be it resolved that the Committee will:

- *hold this motion in abeyance until the next AGM and*
- *move to rescind the motion at the next AGM and*
- *direct a Committee member to draft a plan for improvement in Committee attendance*

In development of this Plan the Committee should consider all ideas put forward by members, including, but not limited to:

- *development of a fixed annual calendar of meetings*
- *development of alternative formats for meetings*
- *use of conference calls for some , all or parts of meetings*
- *presentation of a record of members attendance during the AGM*

This was discussed briefly. Bill is to inquire with other committee members and send out ideas for how to (a) improve attendance and (b) facilitate committee members' contributions.

Future meetings

- Committee Meeting – January 28, March 25 (John, Carol, Bill cannot attend), April 29, August 26, November 4
- AGM Confirmed Oct 13th Saturday Langley Legion (Sue Kydd)

Parent's (Spectator's) Code of Conduct

- Some discussion of this idea given officials' frequent experience of inappropriate conduct arising from parents/spectators at meets. This is more of a problem at school – rather than club – meets, and was mentioned by a significant number of responding officials in the NOC officials survey. Bob has access to an electronic spectator's conduct agreement that is in use with his secondary school. He will email the URL for this to Bill so that Bill can adapt it for presentation at a future meeting.

On-going (uncompleted) Projects

- Final editing for quick reference cards – still awaits completion.
- Prepare and distribute new rule book to all Level 2 through 5 Officials – in process, many already distributed.
- Review, study and make a recommendation regarding Officials Committee Attendance Motion – in process.
- Review, study and make a recommendation regarding Role of Officials in relation to remuneration for services rendered – tabled for April's return.
- Review, study and make a recommendation for Travel Expenses for Officials – discussed, some suggestions made.

Parking Lot (where good ideas wait for owners to drive them away)

- Collect video footage and or still images for training in critical decisions in throws officiating and starts. Some discussion. Some felt that this would be a good project for the Kamloops throws officials who have a good base of expertise and Al McLeod, who has significant pictures of throwers.
- Develop a Meet Director's Course – not discussed.

Committee Timelines

January 30

Travel/upgrading list due to NOC Vice-Chair

January 30	Budget Draft to BC Athletics CEO
January 30	First Quarter Update to Officials Web Page
March 31	Upgrading Applications due to NOC Vice-Chair
March 31	List of Service Pin Recipients to NOC Vice-Chair
March 31	NOC Official of the Year Nomination to NOC Vice-Chair
March 31	NOC Wall of Honour Nomination to NOC Vice-Chair
March 31	Officials' Inventories to BC Athletics (equipment, recognition items)
March 31	Previous Year Annual Report to NOC Chair
April 15	Second Quarter Update to Officials Web Page
April 15	List of New Level 3 Officials to NOC Vice Chair (for directory)
April 15	Update and Review NOC Directory Listings
April 15	FOX 40 Award Nominations
August 30	Third Quarter Update to Officials Web Page
August/September	Review of Yearly Goals
September 30	Upgrading Applications due to NOC Vice-Chair
September 30	Complete Annual Report
September 30	Nominations for officials awards to committee.
October 15	Officials' Awards Nominations to BC Athletics
November 15	Fourth Quarter Update to Officials Web Page
November 30	Sport BC Official of the Year nomination to BC Athletics

Adjourned: 3:30 pm