



**BC Athletics Board of Directors Meeting – January 21, 2023**  
**Christine Sinclair Community Centre, City of Burnaby Administration Office Boardroom**  
**Minutes**

**Attending in person:** Darren Willis, Chair; Marcus Wong, Vice Chair; Brian McC Calder, President/CEO; Newton Hoang, Director Marketing & Communications; Garrett Collier, Director Programs & Technical Development; Jasmine Gill, Director Zones 3, 4 & 5 (joined the meeting at 9:26am); Cristi Lundman, Director Zone 6; Rebecca Dutchak, Athlete Director; Sam Collier, Manager Registration and Membership Services; Megann VanderVliet, Track & Field Program Manager

**Attending by video conference:** Ota Hally, Director Finance (left the meeting at 10:22am); Greg White, Past Chair (left the meeting at 11:30am); Hailey Kjaer, Coordinator Officials/Coaches Development and Marketing & Communications (joined the meeting at 10:30am)

**Regrets:** Jordan Myers, Director Events & Promotions; Sabrina Nettey, Introductory Programs Coordinator; Jennifer Brown, Coaching Education Coordinator Richard Lee, Coach, BC Endurance Project

1. **Call to Order** – The meeting was called to order at 9:04am.
2. **Land Acknowledgement** – We would like to respectfully acknowledge that the land on which we gather is in traditional unceded Coast Salish territory of the Tsleil-Waututh, Kwikwetlem, Musqueam and Kwantlen Nations.
3. **Introductions** – Introductions of the Board of Directors and BC Athletics Staff were made.
4. **Additions to the agenda**
  - a. There were no additions to the agenda
5. **Adoption of the agenda – Motion to approve the meeting agenda as presented – G. White/C. Lundman – Passed.**
6. **Approval of the Board of Directors Meeting Minutes**
  - a. November 19, 2022 – Board of Directors Meeting Minutes – Circulated.
    - i. **Motion to approve the the Board of Directors Minutes of November 19, 2022 as presented – G. Collier/N. Hoang – Passed.**
7. **Receipt of the BC Athletics Committee meeting minutes:**
  - a. Officials Committee Planning Committee November 20, 2022
  - b. Track & Field Committee December 3, 2022
  - c. Human Resources Committee January 12, 2023

## **8. Business arising from the minutes**

- a. Program Assistant Hire: Coach/Officials Development and Marketing & Communications – Hailey Kjaer
  - i. Assisting with Coach/Officials development and adding on marketing and communications to make a full time position. Started January 3<sup>rd</sup>.
- b. Non-Stadia Program Manager (formerly – Technical Manager Road/Cross Country)
  - i. Panel made up of Jake Madderom, Megann VanderVliet and Brian McCalder.
  - ii. Eight applications received. Shortlisting three candidates and then will be scheduling interviews.
- c. Human Resources Committee – January 12, 2023 and January 19, 2023 meetings
  - i. See Human Resources under Administration & Planning
- d. Sport BC Athlete of the Year Award Nominations – Completed by BC Athletics, Clubs, School and Post-Secondary Institutions
  - i. Completed by BC Athletics clubs, school, post-secondary institutions. Eleven athletics finalists for the Athlete of the Year Award.

## **9. Correspondence:**

- a. There was no correspondence received

## **10. Reports:**

- a. Chair of the Board of Directors – Darren Willis
  - i. Items of Note
    1. Attended 2022 Athletics Canada SAGM in Ottawa.
- b. Vice Chair of the Board of Directors – Marcus Wong
  - i. See Planning and Administration – Strategic Plan update for Board Policies.
- c. Directors Reports:
  - i. Zone Directors
    1. Zones 1 & 2 – Vacant
    2. Zones 3, 4 & 5 – Jasmine Gill
    3. Zone 6 – Cristi Lundman
      - a. Next VIA meeting around mid-February.
    4. Zones 7 & 8 – Vacant
  - ii. Athlete Directors
    1. Rebecca Dutchak
      - a. Indoor track meets happening for some schools. No indoor at UBC. Training and preparing for the outdoor season.
      - b. Gender policy – Rebecca was asked if there's been any more feedback received? Not yet. Still trying to collect feedback and information. Chair and Rebecca to connect to discuss further.
- d. Finance – Ota Hally
  - i. Financial Summary for December 31, 2022
    1. No real changes from previously reported at last meeting. Very liquid. \$630,000 cash in the bank. Against that is minimal payables, 30 days. Some deferred revenue, as normal. Organization in a good shape.
    2. Income statement – Normal timing issues on the revenue side, under the year to date budget. No surprises on grants or shortfalls. Expenses tracking well against budget and about 10% under, due to timing.

3. Brian noted the areas of revenue were ahead by \$9,000 on year to date membership. Do look at periodically through the week, ahead of where have been in the past. Shortfall of revenue, year to date by budget, as none of the gaming revenue has been moved into revenue. Need to use up and move in by the end of March. Not a challenge to do. Still waiting on anything from viaSport regarding the Rally Together grants. Applied for participation and volunteer recruitment, \$35,000 maximum on each. No feedback received yet on success.
  4. Asked if the tracking, on the expense side, has to do with challenge of filling positions? Brian noted it does play into it. May not be seeing an expenditure up to that point.
  5. Ota noted, the \$9,000 revenue over, is on revenue of 1 million, so it's a relatively small amount.
  6. Membership – Sam noted, never know what is going to happen the first quarter of the year. Over the past few years, have been up each year over the same period last year. Clubs have also seemed to be more active over the last two weeks. Seeing programs starting so likely to see money coming in earlier than last year.
- ii. Balance Sheet as at December 31, 2022 – Circulated
- e. Administration & Planning
    - i. Strategic Plan update – Brian McC Calder
      1. Board Policies – Marcus Wong – Addressing governance matters of the strategic plan. Based on the best practises of board governance.
        - a. Board of Directors Skills Matrix proposal – Informal way to see what gaps the Board might have with knowledge, experience and representation. Hope to help recruit new members.
        - b. Board of Directors and Committee members Code of Conduct – Standard for boards and committees as resource for clarity to the norms and behaviours (conflict of interest, approaching the media, etc.)
        - c. Board Evaluation – Normally done at the end of a calendar or fiscal year. Would be confidential. How did we do, how can we approve, etc. Darren mentioned doing some board training. The evaluation would happen after that training.
        - d. Darren noted – Would like to initiate training as soon as possible, after human resources matters are settled. Coaching and Officiating spend a lot of time on training and certification but haven't really done anything formal for support and training of Directors.
        - e. Marcus referred to the Strategic Plan – Six items specifically assigned to the Board and complete 3 of them if they were to move forward.
        - f. Greg asked if there needs to be anything to put into effect and asked if the board evaluation form was going to be implemented and used. Marcus thought it would be best to be implemented around July, before the AGM, to get a sense of how the Board is going and then what can be set up for the next board, to make improvements. Darren noted he wanted the

Board to get training and support prior to so that there was something to be evaluated and built upon.

- g. Expectation of 100% participation from the board and to roll out to all committee members as well.

**h. Motion to accept the Strategic Plan document in principal and as presented. – R. Dutchak/G. White – Passed**

- 2. Officials Development – School and School District Club Membership
  - a. Adding a complimentary BC Athletics Officials Membership (note complimentary Coach membership is currently provided to the School/School District Club Coaches).
  - b. Brian advised the strategic plan notes engagement of the school but a challenge to initiate officials training online as they need to be a member of BC Athletics. BC Athletics has a school club/district membership, where the School District, as well as all students and team members, become a member of BC Athletics for the academic year. Coaches are given a complementary membership for the membership year though few coaches take it out.
    - i. Sam noted BC Athletics pays the \$15 portion to Athletics Canada.
  - c. Brian posed, if BC Athletics wants to engage the schools, teachers and students, in officials' development, BC Athletics needs to provide an official's membership of some kind. One option was discussed with Sam, to provide the officials membership for the coach as well. For the one membership year, BC Athletics is already paying the fee and the coach fee is higher than the officials fee, so there's no extra charge. For the students, BC Athletics would provide a free membership for the students' academic year. Those who need field work for the credit, can get government credit for official's development. Signing up every student as an official and pay Athletics Canada would be too expensive. Therefore, recommending to the Board to allow the staff to move forward with the official's development as part of the school program.
  - d. It was noted Board approval is needed to approve the school club membership that includes an official membership for the academic year.
  - e. It was asked how many complementary officials would there be? Have no idea at this point as just starting. Officials are doing a good job of pushing forward but really don't know. It was also noted that the membership is based on the age the person is at December 31, so that is the membership they would take out.
  - f. Sam noted concern with the requirement for criminal records check with high school students. RCMP and police departments seem to differ on checks for as young as 14. Depends on the department, some will do them but some won't. In talking to parents of the younger officials, it's a real roadblock, though more on the island than in the lower mainland. May need to

make some sort of adjustment for high school athletes if possible. 17 year old may be able to do the check but cannot use the link that Sam provides to do it online. High school students would have to attend the police department in person. Recommend not requiring high school students to have to take the criminal records check.

- g. Some board members felt it was not fair to have someone not be able to take out an official's membership, due to not being able to get a criminal records check, when they are 16 years old.
- h. It was asked if BC Athletics would have to mitigate any exposure or risk? Sam noted it would only be athletes in high school. Best to use language that denotes under the age of 19.
- i. Recommend adjustment to criminal record check policy for high school students under the age of 19, for the Officials for the school academic year.
- j. Cristi noted, improving accessibility for the young athletes, especially in coaching and officiating is important. Cristi would also like to see a preventative module like the Safesport for those age 14 to 19, on working with young athletes. Brian noted one is in development at the National Level. Marcus noted the adult one is free and presume the youth one will be too.
  - i. Megann noted there is some discussion to tailor the Sport Coach to the members attending. Create something that is youth oriented and targeted to the audience. In discussion nothing implemented at this time.
  - ii. It was asked if BC Athletics was aware of any other conversations that other districts may be having? Sam noted there was nothing yet.
  - iii. It was asked if there was a Safesport requirement for Club Board members? Currently required by Board members for BC Athletics and Megann noted it's required for BC Team Coaches. Garrett noted there is no requirement at the university level and Rebecca advised university athletes are required to have a concussion module and Safesport as an athlete at UBC but wasn't sure about other universities. It's part of the onboarding orientation process at the beginning of the year and returning athletes get a refresher. Sam advised staff are already required to take Safesport. Marcus recommended it for all leadership positions.
  - iv. It was noted, those that run the Run Jump Throw should, if not members, also be required to take Safesport. Sam noted she would talk with Sabrina and bring back any feedback to the Board.
  - v. **It was recommended that this should be an agenda item for discussion at a future meeting.**

- vi. Megann asked how it might be implemented and tracked. Marcus said TrackieMe could track and Sam advised the date they took part in the SafeSport could be added. Asked if follow up, to make sure it happened, would be needed? Sam advised the Club Registrar would do that. Could be a requirement and have a place to put the information and then the registrar would be required to track. Sam would need to go in and push to do. For the unattached athletes, BC Athletics is the Club Registrar.
- vii. Maybe look at later, having an athlete specific Safesport, which is currently in the works, be a module implemented at the beginning of the year.
- k. **Move that a complimentary BC Athletics Officials Membership be included for school coaches for the BC Athletics membership year, who are BC Athletics School or School District Clubs – M. Wong/N. Hoang – Passed**
- l. **Move that a complimentary BC Athletics Officials Membership be included for high school students for their academic year, who are BC Athletics School or School District Clubs – G. Collier/R. Dutchak – Passed**
- m. **Move that the Criminal Record Checks are recommended but are optional for all members under the age of 19 years – C. Lundman/G. Collier – Passed**
- n. **Move that BC Athletics implement, for the 2024 membership year, the requirement for SafeSport training for all BC Athletics Coach, Official and Associate Members – C. Lundman/M. Wong – Passed**
- o. **Move that BC Athletics implement, once finalized, SafeSport training for all athlete members, ages U16 and older – M. Wong/C. Lundman – Passed**
- ii. Human Resources – Brian McCaldler
  - 1. Canada Summer Jobs – 2023 Update – Brian McCaldler
  - 2. BC Athletics Human Resources Committee – Darren Willis
    - a. Garrett Collier, Marcus Wong, Megann VanderVliet and Sam Collier were excused for the discussion.
    - b. Currently the biggest job of the association is to find a new CEO for the organization. HR Committee presented a new salary grid to put in place, to know what was being offered to new candidates.
    - c. Work was done to compare salary grid to the industry and be within the sport sector. Brian confirmed the recommendation is in line with the sport industry in BC with minor adjustments.
    - d. Recommended BC Athletics Salary Grid as of April 1, 2023 – Discussion held in camera.
    - e. **Move to approve the BC Athletics Salary Grid as presented – G. White/O. Hally – Passed**

- f. Chair noted the organization should look at ways to increase revenue streams and also look at recommendations to the membership on membership fees. Should note as an agenda item for the next Board meeting so it can be presented to the membership at the next AGM.
  - g. CEO Recruitment – Discussion also held in camera.
    - i. Items of note
      - 1. Process of hiring the CEO – Put together a hiring committee. Participants were disclosed to the Board members in camera.
      - 2. Directors to approve that the panel has the authority to offer a contract to the successful candidate.
      - 3. Timelines – put out a posting this coming week, just finalizing the wording. 30 day application deadline, so by the end of February. Not known how many applications expected but indications leading to there being quite a few.
      - 4. **Motion that the Board approve the members of the hiring committee and give them the authority to sign a contract with the new CEO. R. Dutchak/C. Lundman – Passed**
- f. Membership Report – Sam Collier
  - i. Report
    - 1. Waiting to hear from Athletics Canada about Interpodia, the new membership database.
    - 2. Banquet is coming up, encouraged to buy tickets asap.
  - ii. Approval of Individual Memberships – Circulated
    - 1. **Motion to approve the list of individual memberships received from November 7, 2022 to January 16, 2023 as provided. – M. Wong/N. Hoang – Passed**
  - iii. Approval of Club Memberships – Circulated
    - 1. **Motion to approve the list of club renewal memberships received from November 7, 2022 to January 16, 2023, including those which are complete (meeting all requirements) and those pending completion of all requirements – O. Hally/J. Gill – Passed.**
- g. Marketing & Communications – Newton Hoang/Hailey Kjaer
  - i. Newton noted he is looking forward to meeting Hailey and working with her.
  - ii. BC Athletics Newsletter Update
    - 1. There was nothing to report.
- h. Events & Promotions – Jordan Myers
  - i. There was nothing to report.
- i. Programs & Technical Development – Garrett Collier
  - i. There was nothing to report.
- j. Staff Reports
  - i. Introductory Programs – Sabrina Nettey

1. Report Circulated
2. Run Jump Throw Wheel
  - a. Brian noted Sabrina is collaborating with Jen on combining RJTW and Sport Coach courses in rural communities. A lot of time being spent on finalizing the RJTW instructional videos that started last year (reshoots and editing). \$20,000 received from Sport BC is to offset those costs.
3. Junior Development
  - a. Brian also noted Sabrina is working through several grant opportunities. Pulled \$19,000 from Sport BC into Revenue. Working on the JD Competition calendar as well as some new tools for new coaches, like the manual for JD development.
  - b. Committee Update – Darren Willis
    - i. There was nothing to report.
- ii. Track & Field – Megann VanderVliet
  1. Entry fees for the relays
    - a. Two question and answer sessions were held on the World Athletics sanctioning and everyone seemed to be on board. Communicated to all attending, that the hope was that U16 and older would all be World Athletics sanctioned meets as long as someone shows up who wants to quality.
    - b. Noted the World Athletics sanctioning fee was reduced to \$50 Canadian.
    - c. Working on alerting clubs, as being advised from World Athletics, that meets need to be held on World Athletics certified facilities. 2024 requirement for permit level E and up but may eventually move all to being held at certified facilities. Providing the clubs documentation on what is needed to be a Class 2 certified facility. Noted that there were just two Class 2 certified facilities at this time. Recommendation that Coquitlam, Langley, Swanguard Stadium, and North Delta be certified. Action needs to be taken at the club level, so paper work has been sent and clubs have been encouraged to reach out to the respective municipalities. Will continue to follow up with the Clubs.
    - d. At the AGM last year, the Membership approve the Relay Championships, but there was no structure to the program. Megann has been working with the Track & Field Committee and Tara Self to build out a draft program. Universal Athletics will be hosting on Saturday, August 5<sup>th</sup> at North Delta Secondary. Will be holding JD through Masters events, though JD portion could be quite small but the Committee still wanted



to offer the opportunity. Megann circulated a list of events the Committee thought would do well. Megann noted some events could be separated out and that there is interest in hosting para wheelchair races. They would also offer para ambulatory with the able-bodied athletes. There would also be no heats in the finals so they would be timed finals.

- e. Previous entry fee was \$20/relay but it's not financially feasible for running a championship. Proposed \$40 per relay team for each event entry (therefore \$10/athlete). Assumption to also charge the \$5 officials fee on each entry. Guesstimate 250 teams based on each event having 2 heats. So, \$10,000 in projected revenue. Split of entry fees would be 75% to Universal and 25% to the BC Athletics.
- f. Question – Are teams defined as member clubs? Megan noted this was discussed and yes, for the first year, teams must be made from members of their own clubs. Exemption could be made for Mixed 4 X 400m. Could also be an open event, so they could build a team from outside their club. Megann asked about how it would impact unattached athletes? Can they create their own teams? What the best way to make it accessible?
  - i. Cristi noted that if an Athlete is interested in running and practising relays, the athlete attaches themselves to a club in order to do that.
  - ii. It was discussed and agreed; athletes must be members of the same club for the purchasing requirement. Unattached could pull together to create a team.
  - iii. Discussed and agreed; must be members of the same club for purchasing requirement. Unattached, let them pull together as a team.
- g. Question – What about the inclusion of throws? Megann advised Universal did not want to host field events so they were not adding it for the first year. It was noted that there would be a Master event the following year.
- h. Question – Open to U18+? Megann noted it could be open to U18+ though those details haven't been flushed out. May have to combine age groups to be able to create teams.
- i. Director asked if they were open to entertaining running shuttle hurdles; not as a championship event but could offer as a fun open event. Maybe an opportunity for some innovation and creativity to make a more fun event and encourage participation. Megann noted the listed events are the

championship relays but could an open shuttle relay if Universal was interested.

- j. Megann recommended the Board consider a motion to approve the fee of \$45 (\$40 fee + \$5 officials fee) plus GST plus the Trackie fee.
  - i. Directors recommended a round number for easier split between the athletes.
  - ii. Brian recommended looking at the past AGM resolution regarding the Officials fee, as it may exempt relays.
    - 1. Proposed to consider not charging for this year's first event. Estimate of \$1200.
    - 2. Sam noted, per the 2021 AGM: BE IT RESOLVED THAT THE ENTRY FEE FOR ALL BC ATHLETICS CHAMPIONSHIPS (TRACK & FIELD AND CROSS COUNTRY) AND ASSOCIATION OWNED EVENTS BE INCREASED BY \$5.00 FOR THE 1ST EVENT ENTERED; AND THAT ALL OTHER EVENTS BE THE REGULAR ENTRY FEE (NOTE: DOES NOT APPLY TO RELAY EVENTS).
  - iii. Would also need to look up the Trackie fees
  - iv. Reproposed a \$50 entry fee (which includes GST and the Trackie fee)
- k. **Motion to approve the proposal as presented, with the addition of a para relay, with the logistics to be determined with BC Wheelchair Sports and possibly include open to U18+ – M. Wong/N. Hoang. Jasmine Gill abstained. – Passed**

- 2. Committee Update – Garrett Collier
  - a. Attended the Track & Field committee meeting. Talked about AP and Team Standards.
  - b. Asked if anything has been received back from the new ranking system or the sanctioning? Garrett advised there has been nothing on that and that Megann has been an asset with handling it all.
- iii. Road Running and Cross Country
  - 1. Road Running – Jordan Myers
    - a. There was nothing to report.
  - 2. Committee Update – Newton Hoang
    - a. There was nothing to report.
- iv. Masters – Cristi Lundman
  - 1. There was nothing to report.
- v. Officials – Jasmine Gill & Hailey Kjaer
  - 1. There was nothing to report.

- vi. Coaching – Jennifer Brown & Hailey Kjaer
  - 1. There was nothing to report.
- vii. Performance Programs – Brian McCaLder
  - 1. BC Sprints/Hurdles, Jumps Project – see Track & Field Report – Megann VanderVliet
  - 2. BC Throws Project – See Track & Field Report – Megann VanderVliet
    - a. Athlete travel grant applications out for the projects. Will need to flush out exactly how many grants that will be. Lots of applications received. Applications close January 31<sup>st</sup> for expenses incurred January 1 and April 30<sup>th</sup>. Receipts need to be submitted before the end of the fiscal year (have to be enrolled in the High performance program).
    - b. Athlete Performance Summit March 4<sup>th</sup>, 2023. Goal is to create a community connection opportunity for athletes in person and offer some non technical tools.
    - c. Working to get a pole vault summit going. Highly technical. Possibly hosting at Trinity Western University and bringing coaches from Washington to run. Targetting for April.
    - d. Working with Garrett for a JD centred Throws Summit.
  - 3. BC Endurance Project – Richard Lee
    - a. Canadian Cross Country Championships and the Houston Half marathon saw the top 10 all time performances in Canada
- k. Athletics Canada Update – Darren Willis
  - i. Athletics Canada policy on Transgender, Gender Diversity and Inclusion
    - 1. Membership approved the policy at the SAGM. Currently translating to have a french version and then will be official and circulated.
  - ii. Safe Sport
    - 1. Major issue under disciplinary side. Some financial concerns.
      - a. Financial piece related to an independent individual on retainer to assess any complaints to come in, rather than CEO and Chair determining if it needs to go to a panel or not.
      - b. Brian noted Athletics Canada moved to that model and some of the costs have been quite significant. But also had an investigator and that will escalate the costs significantly.
      - c. Volunteers have come up to sit on the panels but there are incidents where legal action has been taken against some of the volunteers, which unmotivates individuals to come forward.
      - d. Federal government creation of OSIC, dealing with national teams and national programs, does not trickle down to the branches. Athletics Canada is retaining their commissioner's office for other matters which is an option for the branches to use.

2. **Greg recommended an agenda item for a future meeting to discuss how discipline is being handled.** Then can discuss the need to have an external resource or continue to handle internally.
- iii. World Athletics and Athletics Canada Branding/Sanctioning/Ranking programs
  1. There was nothing to report.
- iv. Membership Platform Update (Interpodia)
  1. Sam noted she has not heard anything back. Provincial registrars and possible clubs to be involved as well. Interpodia planning on something. Can post on TrackieMe bulletin board on when it's to be held and recommend involvement.
  2. Brian was asked, if the agreement with interpodia, being signed next week by Athletics Canada, would require events to use interpodia event registration program only, to get validation of membership (for records, rankings and selections). Brian noted it does not include that and Sam added that it will need to be linked with TrackieReg for events. Will need to have options for event registration.
    - a. Sam noted one sport group requires meets be done through Interpodia but most do not require it, as Interpodia as it is too expensive.
- v. Other Branch council item – Branch Council, on the officiating side, to unstick the challenge of dealing with the National Committee for officiating. Brian noted this was brought up at the SAGM. The branch officials committees don't meet often, maybe once a year and not always every year. Engagement with National Officials Committee is adversarial, with little input from the Branch Committees. BC Athletics Branch would love to have that same kind of branch for Officials or restructure the National Officials Committee to have branch inclusion. In the works for Athletics Canada.
- I. Sport BC – Greg White
  - i. Annual Athlete of the Year Awards Banquet – March 9<sup>th</sup>, 2023
    1. See Business arising from the minutes

## **11. New Business**

- a. There was no new business

## **Recess – Motion to recess the meeting for lunch – R. Dutchak/N. Hoang – Passed**

The Meeting was recessed at 11:30am for lunch.

## **Meeting with the Committee Chairs**

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

**Regrets:** Eric Chene & Jared Hulme, Joint Chairs, Road Running Committee

**12. Call to Order** – The meeting was reconvened at 12:24pm

**13. Introductions** – Chair welcomed the BC Athletics Committee Chairs and introductions were made. It was noted Megann VanderVliet, Track & Field Committee Director Liaison, would speak for Tara Self, Chair of the Track & Field Committee.

**14. BC Athletics Committees**

a. Track & Field Committee (U16, U18, U20, Senior) – Megann VanderVliet

- i. Met December 3<sup>rd</sup> for a full day, in person conversation.
- ii. Determined where everyone was at in their Track & Field journey. Offering two and four year terms, making this year the start of the terms. No term limits at this time. Shifted two athlete representative and moved into event specific roles. Four roles currently open: Two Athlete Representative positions, a Throws position and a Combined Events position.
- iii. High performance program (targeted athlete and AAP program) reviewed and discussion. Part of AAP (gap) just released funds for the 22/23 program and over budget. Current budget of \$45,000 for able bodied, plus \$15,000 for para. If everyone was funded at 100%, budget would need to be over \$70,000. Able to fund up to 85% so at a \$61,000 range for spending. Need to either find more money for the program or shift how the program operates. A lot of national team athletes that did not get funding from Athletics Canada and Track & Field picked up. Work for the committee to do over the next year.
- iv. Conversations over the calendar of events. Discussion continues with Zone 3, 4 5. Goal this year is to compile statistics on which events are being hosted and how often. Then will have a better idea, across province, for what is being offered, or not, and planning for submitting for World Athletics.
- v. Projects – Sprints, Throws and Endurance: Throws continues to thrive and is well established. Will continue with initiatives, including adding a spring camp. Recognize need to build up the 12/13+ age group and in the lower mainland. Sprints and jumps are a work in progress. Wanting to look at tapping into event groups. Committee agree to be more focused in initiatives, ex. Pole vault summit, to build momentum and future training camps in 2024. Committee doesn't have a lot of touch points in the Endurance project. Want to have more transparency and information about the project, where it's going, recruiting initiatives, etc. Understand it functions very differently, but wanting more open communication.
  1. Darren noted, from the Athletics Canada SAGM, the interaction with the national group in Victoria. Can push at the local level? Megann noted nothing has come up with the committee but could reach out and build a relationship there. Important to do but no communication as of yet. Can definitely improve relationship.
- vi. A lot of conversation around the relay championships. Hoping for a successful first year. For future years, will need to establish a fixed date on the calendar, so it's established and settled.

- vii. Challenges around team selection criteria as a focus and what's not working that needs to be looked at. Garrett noted the process can be cumbersome. Always looking at making the right decision. The Committee selects a team and then comes up with new criteria to make sure that the same team is still selected. AAP more important to make sure benchmarks are where they should be. Sense that the benchmarks and criteria for the different events are equal? Garrett noted more tactical events, take the endurance. Speed and power, take 100%. Good to always test the theory to get the right results. Are there easier ways to do it so can be communicated easier, possibly.
  - viii. Looking to streamline how the Team program standards are created. Working on and committee in agreement on the average of the top six performances over the last six years. Working quite well, just need to streamline to ensure competitive to the standards (aka medalling). AP age graded, so criteria may have gaps as all events are not created equal. U20 standard as the lowest standard and world championship is the highest end of the standard. There is also an Athletics Canada set standard, however, it comes out far too late and not as competitive as the world championship standard. Then also the aspect of funding and is \$2500 enough or rather a meaningful amount of money, given the travel and training costs.
  - ix. If Athletics Canada doesn't fund an athlete, implied that BC Athletics is to cover. How many athletes does this potentially affect, if covering more athletes that don't get at a national level? Six athletes that were on a national team that did not get funded. \$2500 tier three is the majority of the athletes but not sure how many athletes that is. Funded close to 60 athletes total. Affects the senior athletes that have been in the program for a long time and have maxed out their Sport Canada funding and have not gone on to the next level. They fall back into BC Athletics jurisdiction.
    - 1. Brian noted the intent of BC Athletics AAP is to move athletes forward to National AAP. Percentage is fairly low to see all 60 of those athletes to move to National AAP. May need to look at being more restrictive to raise the standard of the criteria.
- b. Masters Committee – Jake Madderom
- i. Term limits and structure of the committee: big change over in the committee over the past year. So, it's a new committee going forward and hope to be stable for the next couple years. Thanked Greg as the past Director Liaison and welcomed Cristi.
  - ii. Initiatives/plans/programs looking to undertake in 2022 through to March 2024
    - 1. Support participation of development from a strategic plan point of view.
    - 2. Recruit host clubs for Masters Championships. Outdoor championships have been a challenge. Masters Committee will be approaching a couple of clubs to encourage hosting.

3. Issue with this year's championship due to Kamloops changing the date of the 55+ Canadian Games. Tried but couldn't change so will be a conflict this year. Indoor incorporated into the Jack Brow Track Meet.
4. Road Running – Incorporating the Masters Championship the into the BC Athletics Road Running Championships.
5. Proposal by Canadian Masters Athletics to have a Canadian Road Running Championships and incorporate into the other Canadian championships. Typically, do not travel to the Road Running Championships so there's a proposal to incorporate in a virtual way to the BC championships. So, athletes would run and then accumulate the time and declare the Canadian Championships the best times. Meeting with the provincial directors for Canadian Masters Athletics and it seems the provincial championships across the country are not well organized and not all have provincial championships or are sanctioned by the provincial sport authority. So would not work very well across the country. Staying with what they have.
6. Cross Country, same as Road Running. Championship incorporated into the Senior, Junior and JD championship. BC Athletics sponsors a team to go to the Canadian Championships, offers a free trip to Nationals and an entry fee. Take up is not always the top eight provincial athletes, to go to the national championship. Not advertised enough within BC Athletics.
7. Road Race Walk event at the Senior Championships in Langley. Proposal to incorporate the Canadian Masters Championship into the event. Good agreement within Athletics Canada to proceed. Unfortunately, Canadian Masters Athletics and Athletics Canada could not come to an agreement for the documentation to make it happen. Try to make it happen again this year if possible. Cristi noted it was possible as long as there was a maximum cut off for time. Jake noted will try to pursue.
  - a. Annual championship? Have put in a 5K annual championship. Trying to make an annual event.
8. Canadian Championships - Greyhounds have bid on hosting the Canadian Masters Athletics Outdoor Championships in Langley, August 11<sup>th</sup>.
9. Support administrators
  - a. Canadian Masters Athletics does select athletes of the month and publishes the winner on the website. Provincial directors do get involved in the selection. BC Athletes wins many of those awards with some of the top athletes.
  - b. Road Committee selects the annual Masters awards for BC athletics.

- c. Records – Review all of the records as applied for and discovered. Submit yearly for approval at the AGM.
- d. 55+ games in Victoria this year, couple of multi events, looked at results (the point totals for the various athletes). World Masters Athletics have revised the age grading tables, effective Jan 2023. Age grading is much harder for the older athletes. Points come out differently, so that meant that all of the BC Athletics records, for the multi events masters, had to be recalculated for new point totals.

10. Failures within the Masters Committee

- a. Don't communicate well enough. Website area meant for the Masters, and some articles are submitted to add to that section, but would be better if had regular input to that section and a Masters newsletter that can be sent on a regular basis. Masters Committee needs to look for someone that can look at that.
- b. Work with the Canadian Masters Association and with Athletics Canada to coordinate the various events so that there are not conflicts.

11. Various Masters committee members still feel strongly about having a residency requirement for Masters. Will be submitting another resolution at the AGM with respect to that. Feel it is a good thing, a good resolution but understand it is not consistent with the policy for the junior and senior athletes.

12. Grown and enhance organizational excellence with succession planning.

13. Asked if BC Athletics has seen a rise in Masters memberships? Sam noted there are a few more each year. Jake said that a lot of trail runners that are over 35 years old, are not full Masters members. Sam noted she gets a lot of phone calls for Masters members and signs many of them up as unattached. Jake felt the membership stays about the same.

c. Junior Development Committee – Doug Evans

- i. Committee in good shape. Mostly a full slate of committee members with only two vacancies. One member at large and one in zone seven. May be another member at large.
- ii. Small change in governance – Instead of the Junior Development AGM, had a Junior Development open forum. Welcomed people to bring their input from the Junior Development world.
- iii. Increase percentage of the Junior Development athletes competing at multiple meets. Few of the kids who register, actually compete at track meets, other than the one being hosted. If 80 kids registered, maybe 20 will complete at other events promoted. If there's ever a conflict, the team sport takes precedence. Goal is to get more of those kids into the competition cycle. Look to



promote the crest program, co-ordination of track schedule, education of parents to the competition cycle (including more in person opportunities for parents to understand schedule and registration).

- iv. Increase participation and promotion of the Junior Development Pentathlon Championships. Not on radar of coaches and clubs to promote the event. Need to be a highlight. Also, to promote the Relay Championships.
- v. Coordinated track schedule with a view to progression or series at the Junior Development level in all zones. Gets back to promoting a season of competition. Could promote as a multi event season. With coordination, encourage clubs with a full slate of events, a 2 day meet is not the ideal. Junior Development focused event and could do the 2 day event, with the high school portion on the other day.
- vi. Increase parent participation in Coaching and officiating. Needs to be pushed. Looking to direct information from BC Athletics to parents to promote events and participation.
- vii. Increase access to technical coaching expertise (university athletes, clinics). Challenging. Getting some parent volunteer coaches but with a limited extent of their expertise. Need to look into tapping into opportunities for technical expertise. Need to find people to take the competitive Junior Development athletes and make them better. Maybe look at running some clinics that multiple clubs can go to.
- viii. Overall, to continue to promote and push the Junior Development world.
- ix. Brian asked about the referenced parent participation increase through coaching and officiating. Doug noted there needs to be a way for BC Athletics to tap into the parents directly in case the club is not doing so. Somewhere for the parents to go to access the information themselves. Targeted specific information for what's available in sport, available to parents, maybe when membership is activated, the information is sent to them directly.
  - 1. It was noted, when registered on Trackie, there is a button to Opt-Out and if not opting out, they will receive the newsletter. Sam noted you can set it up, that the minute someone signs on, it will go out. Club registrars have the option to do something similar. Club could look at drafting something that could be sent out.
  - 2. Doug asked what if it's not happening at the club level. Sam advised it can happen at multiple levels and any level. Doug said it would be better to be pushed and not pulled.
  - 3. What about a one-time package, information you should be aware of, specific areas of interest. So not a newsletter where it's continuous.
  - 4. Brian noted, Doug is saying, if it doesn't come from the club, it's not getting to the parent. So, the question is if BC Athletics puts together a package, asks if parents are interested in being an official or a coach, and includes links. Could ask clubs to put it into their sign up

information to the parents. Doug agreed and said they need to look into that work through it.

5. Newton recommended, on a larger prospective, if we're not having enough officials, want more officials, more coaches, could look at a marketing plan around how to boost engagement around those that have an interest in that area. How do you identify them? When registering, could ask the question, have you ever competed in the sport. Then could draw on the information to target those individuals. Also, other methods to target. Hailey and Newton to discuss further. Megann noted, with Hailey, now have the opportunity to do more marketing campaigns. Newton also noted providing information as to officials not getting paid. There may be a need, as that may not be known and misinformation may be limiting people coming forward.

d. Officials Committee – Brian Thomson

- i. Governance – Eleven elected members for a two year term. Committee members range from those that have been there for a long time, with extensive knowledge, to those that are newer.
- ii. Working groups, of three to four people, for recruitment, development and retention.
- iii. Positioned really well for the year. National Officials Committee has given tools and techniques to develop officials. BC Athletics staff have been great for productivity and ideas. BC Athletics has also purchased a license for a Canada wide system for officiating.
- iv. Canadian Track and Field Championships in Langley will be a great recruitment opportunity.
- v. Initiatives this year
  1. Recruitment to Level 2. Officials class of 2023 to batch together, through the online self-directed training and rolls into the spring track and field meets for application. Raised awareness, website set up, and need to move into the targeted recruitment. Get clubs engaged and work on the school side. Hope to have a webinar in the March timeframe.
  2. Parallel to, on the development side, to take from Level 2 to Level 5 (Level 3 Provincial to level 5 which is National). Critical to look at and encourage the existing levels to enter the pathway to fill the gaps. Suite of Level 3 and 4 clinics and new clinics for becoming a mentor, evaluator and clinician.
  3. Retention – Continuing program with award from BC Athletics and Athletics Canada. Evaluated the retention program. Dropped a couple of programs and realizing the officials want to be a part of a community. So, looking to build with newsletter and annual meetings. National Officials Committee is asking to implement a Canada wide maintenance

program for senior officials. Over 4 years have to get a number for point. Encourage to stay current. Raises awareness.

4. Support side - Continue to support Meet Directors to get officials for sanctioned meets. Track officials and certifications.

vi. Challenges and Opportunities

1. Lots of older officials and need to replace those and leverage that experience with new officials. Development team will be looking at through the Level 3 to 5.
2. Officials' workload is high overall. Need to build the recruitment base of officials to Level 1 and 2 to pull into Level 3 to 5. Growth period, don't see the lower mainland slowing down on the need for officials. Have the tools to position well.
3. Funding model – Need to travel more at the higher levels, to get more experience. More travel cost, but not sure it will be much more. Will monitor, using donations and deferred revenue account.
4. Opportunities from the major meets to recruit for officials. Nationals is also a good way to get volunteers to officiate and reengaging the current officials.

vii. Gaps

1. Mentoring program. Starts with developing the training. National Officials Committee giving a training program. Need to train to become mentors and then need to roll out. On the pathway to Level 2, they tend to drift unless you continue to engage them. Mentoring program will then change the focus to get to Level 3, 4 and 5 to get on the pathway. Probably the biggest pathway.
2. Officiating database. One initiative that would make a big difference. Developed by Quebec, available to all the jurisdictions and many, if not all, have signed on it. Maintain the credentials and skills of the officials, like Trackie does, but easier to report on and find out who has what. Lists all the meets and then allows officials to sign up. Can advise on availability and someone will vet. Will have checks and balances. Will tabulate who has attended what and where and will roll into each official's credits once finished.
3. Have the software and going to have a working group. Cristi offered to be part of the working group. Will need to load the software and have a session. Maybe start with certain areas then roll out, or maybe look at one event group to start with. Planning two pilots this year, then will roll out the following year.
4. Question was asked, if the data, put together in the report last year, will make easier for identifying in the province for expertise? Yes. Metrics of who worked, who didn't, officials at each discipline, how old, where in the age spectrum. Central database and lots of information.

5. Photo finish timing and meet secretaries, how it's looking in Zone 3, 4 and 5 in those roles. Also paid roles, transparency around fees and conversation for fee schedule on photo finish timing. Transparency important. Honorarium on the island. Looking at a differential pathway to a photo finish operator, not in the National Officiating Committee, but another operator. Having a designation and pathway for someone to be able to work and get results. Would go for records but maybe not championship. Competition secretary is the same, would like to get a pathway for that. Agree need to get some transparency on that if some are paid or not and how much. Megann noted the going rate may be \$200 a meet. Some clubs also have their own meet secretary (some charge for providing outside of the club). Brian recommended discussing and flushing out further. Megann noted that some see it as a business opportunity and there may be some leverage in that. Expectation is not clear on that. Megann also noted the Meet secretary may not be considered an official, however National Officiating Committee is not maintaining names of competition secretaries. BC Athletics can maintain the new database themselves now and could even have their own training program.
- viii. Internal/external factors – Hailey best productively benefit. Can always do more. Low hanging fruit with club and school engagement. Linking to National Officials Committee and other jurisdictions in Canada. Best practises and lessons learned on recruitment and retention. Can continue to build on dialogue happening.
- ix. Jake asked about the Athletics Canada charge for the world ranking system, accepting results from championships. Megann clarified it wasn't Athletics Canada but rather World Athletics. World Athletics results only go into their database if the meet has paid their fee.

**15. Summary** – Chair thanked the Committee Chairs for their attendance and participation.

**16. Next Meeting** – The next Board of Directors meeting will be held on Wednesday, April 5, 2023 at 7:00pm. It was noted there may be a request for an additional Board of Directors meeting before that.

- a. Greg recommended, if someone is in place as the new CEO before the end of March, may want to look at having a limited orientation/board session prior to April 5<sup>th</sup>. The Board Chair noted he would advise the Board as things move forward.

**17. Motion to Adjourn – C. Lundman/R. Dutchak – Passed.** Meeting was adjourned at 2:00pm.

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

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