



## **Officials Terms of Reference Document**

### **Section 1 – Purpose of Officials Roles**

- 1) The Purpose of BC Athletics Officials roles are as follows:
  - a) To perform the duties of an Official while in the field of play, ensuring fair play and safety for all participants;
  - b) To promote, encourage and develop:
    - i) the participation of Officials across BC;
    - ii) the development of Officials in BC;
    - iii) the highest proficiency of Officiating in BC;
  - c) To arrange and assist in conducting instructional courses for officials;
  - d) To promote and assist in promoting officiating opportunities through the Officials Management System (OMS);
  - e) To collaborate with BC Athletics to regulate all aspects of officiating.

### **Section 2 – Definitions**

The following are a list of terms and definitions commonly used in the roles of officiating.

**Call Room** – the official(s) that oversees and accepts an athlete into the competition by ensuring they are competition ready before they start their event.

**Competition** – a sporting event where athletes compete in accordance to BC Athletics, World Athletics and World Para Athletics specifications

**Credits** – earned by officials when they perform officiating duties in increments of 3-4 consecutive hours.

**Horizontal Jumps** – event discipline covering both long jump and triple jump.

**Officials Management System (OMS)** – online software used to track and compile officials data and facilitate staffing of officials at sanctioned competitions.

**Pathway** – the process which an official moves from one level to another or gains credentials in an additional discipline.

**Photo Finish Judge**– the official that determines finish order and works with the Track Referee to certify the results from a race.

**Starter** – the official that oversees the starting and recalling of a race.

**Starter's Assistant** – the official that confirms athletes are competing in the right race, heat, lane and positioned on the start line prior to handing over to the starter for the start sequence.

**Throws** – event discipline covering shot put, javelin, discus, hammer throw and weight throw.

**Umpire** – the official that observes track events and report infractions to the Track Referee.

**Vertical Jumps** – event discipline covering high jump and pole vault.

**Walks** – the official that observes that the rules of racewalk are being followed.

**World Athletics** – the international governing body for able bodied Athletics.

**World Para Athletics** – the international governing body for para Athletics.

### **Section 3 – Structure of the Officials Roles**

1. The structure of the Officials Roles consists of the following:

**a. Officials**

- i. **Judges** – Standard officiating role within the sport of Athletics that oversee the rules are followed in events. Disciplines include, Throws, Vertical Jumps, Horizontal Jumps, Starter, Starter Assistant, Umpire, Photo Finish, Walks and Call Room.
  1. **Photo Finish Operator** – BC Athletics approved role to promote growth in the number of photo finish judges. The Operator is only certified to photo finish up to and including provincial level competitions and requires a photo finish judge as their chief to participate at higher level competitions.
  2. **Competition Secretary** – BC Athletics approved role to promote growth in the number of competition secretaries across the province.
- ii. **Chiefs** – Standard officiating role within the sport of Athletics. The Chief oversees the set up and operations of events and take on a leadership role of judges and any volunteers at an event.
- iii. **Referees** – Advanced officiating roles within the sport of Athletics that oversee that the rules are followed in event groups/disciplines and oversee any verbal protests. Referees also certify the results of a competition. Referees are a high-level leadership role at competitions, that lead multiple teams of chief and judges.

- iv. **Technical Managers** – Individuals with a high level of understanding of the facility and equipment used at Athletics competitions. Oversee the appropriate equipment is used in a competition.
  - v. **Technical Delegates** – Individuals with a high level of understanding of Athletics competitions. These individuals are responsible for ensuring that all World Athletics and World Para Athletics rules are being followed and provide leadership to resolve problems that arise during a competition. This individual's role starts from the beginning of the planning process until the results are published and the competition has finished.
  - vi. **Jury of Appeal** – a group of 3, 5, or 7 officials that meet to discuss an appeal made at a competition.
- b. **Mentee** – an official that has signed up and been assigned a Mentor.
  - c. **Mentor** – an official that has completed the mentorship clinic and is available to be assigned a mentee(s).
  - d. **Evaluators** – an official that has completed the evaluator clinic and assigned to evaluate an official that is on the Officials Pathway.
  - e. **Clinician** – an official that has completed the clinician clinic and has been assigned to host a clinic.
  - f. **Regional Coordinators** – an official that understands the official roles and capacity needed at a sanctioned competition and has been designated to assign officials to BC Athletics sanctioned competitions.
  - g. **Working Groups** – Groups of officials assigned to complete a task designated by BC Athletics for the betterment of the sport of Athletics.
    - i. **Recruitment working group** – Tasked with focusing on recruitment of volunteers at competitions and encouraging them to become officials.
    - ii. **Mentorship Working Group** – Tasked with assigning Mentees with Mentors.
  - h. **Officials Development Coordinator** – Paid staff position at BC Athletics tasked with Officials Development in BC.

#### **Section 4 – General Officials Responsibilities**

1. Working with the Officials Development Coordinator and Regional Development Coordinator, the Official shall:
  - a. Provide their availability through OMS to officiate when they are willing and able to perform officiating duties;
  - b. Officiate at the competition, team and position that has been assigned to them;
  - c. Submit approved travel expenses within 30 days of officiating at the competition that the travel expenses occurred;
  - d. Submit credits using the appropriate form within 5 days of officiating at the competition where the credits are earned;
  - e. Maintain their membership in good standing with BC Athletics and follow all BC Athletics policies related to membership and officiating.

**Section 5 – Mentee**

1. Working with the Officials Development Coordinator, Mentor and Mentorship working group, the Mentee shall:
  - a. Consider Mentorship opportunities provided by the Mentorship Working Group;
  - b. Meet the Mentor assigned to the Mentee;
  - c. Work with the Mentor to complete the “Kickoff Report”;
  - d. Communicate with Mentor about areas of opportunity and development;
  - e. Check in with Mentor regarding goal progress;
  - f. Communicate any issues to the Officials Development Coordinator in a timely manner;
  - g. Submit the “Year-End Summary Report” on mentoring activities and results for the year.

**Section 6 – Mentor**

1. Working with the Officials Development Coordinator, Mentorship Working Group, and Mentee assigned to them, the Mentor shall:
  - a. Consider Mentorship opportunities provided by the Mentorship Working Group;
  - b. Attend a short kick-off meeting with all mentors prior to the start of each outdoor season – as a refresher on process and reporting; any changes in policy from prior years and any best practices identifies from the prior year;
  - c. Meet the Mentee assigned to the Mentor;
  - d. Fill out the “Kickoff Report” after meeting the Mentee;
  - e. Provide mentorship and guidance to the Mentee as they progress towards their goal(s);
  - f. Check in with the Mentee throughout the season;
  - g. If the Mentee is working towards an evaluation, provide the Mentee with feedback on progression towards an evaluation;
  - h. When the Mentee is ready for an evaluation, fill out the Evaluation Request Form;
  - i. Communicate any issues to the Officials Development Coordinator in a timely manner;
  - j. Submit the year end summary report on mentoring activities and results for the year.

**Section 7 – Evaluator**

1. Working with the Officials Development Coordinator, the Evaluator shall:
  - a. Provide the Officials Development Coordinator with their availability to evaluate officials;
  - b. Evaluate officials assigned to the Evaluator at the appointed date and time of competition;
  - c. Provide feedback to the official evaluated either at the end of the meet or within 2 days;

- d. Communicate any issues to the Officials Development Coordinator;
- e. Submit a copy of the evaluation report to the Officials Development Coordinator within 1 week of the evaluation.

### **Section 8 – Clinician**

1. Working with the Officials Development Coordinator, the Clinician shall:
  - a. Provide the Officials Development Coordinator with their availability to host clinics;
  - b. Host clinics, according to the prescribed curriculum, assigned to the Clinician;
  - c. Complete (mark) any take-home assignments and provide feedback to the corresponding clinic participant;
  - d. Be up to date on clinic materials as received by the Officials Development Coordinator;
  - e. Ensure all relevant BC Athletics policies are reflected in the Clinic (e.g., clinics for clinicians, evaluators and mentors);
  - f. Communicate any issues to the Officials Development Coordinator;
  - g. Submit clinician report to Officials Development Coordinator within 1 week of completing “marking” of the take-home assignments.

### **Section 9 – Regional Development Coordinators**

1. Working with the Officials Development Coordinator, Officials in their region and Officials Liaisons, the Regional Development Coordinator shall:
  - a. Using the Event Management tab, define positions for a competition based on the competition schedule;
  - b. Communicate with Officials Development Coordinator determine the officials required to meet sanctioning requirements;
  - c. Recruit officials to meet competition requirements;
  - d. Work with Clubs Officials Liaisons/Meet Director to determine officials needs at the competition;
  - e. Assign Officials to competitions considering the development of official on the pathway;
    - i. Assign Officials to Teams.
      1. Assign Officials to Positions.
  - f. Communicate status regarding the number of officials signed up at sanctioned competitions and potential gaps to the Officials Development Coordinator 1 month and 15 days out from competition;
  - g. Communicate assignments to Officials two weeks prior to the event;
  - h. Move competitions from through the different phases (New to Finished) in OMS;
  - i. Communicate any issues to the Officials Development Coordinator.

Regional Development Coordinators must communicate with the Officials Development Coordinator regarding competition conflicts, information and resources.

To streamline the application and sanctioning process for all, the Officials Development Coordinator will work with Program Managers to collect all information needed and present it to the Regional Coordinators via OMS.

### **Section 10 – Working Groups**

1. Working with the Officials Development Coordinator, the Working groups will be given tasks relating to special projects to better the sport of athletics.
  - a. **Recruitment Working Group** – Tasked with recruiting new officials, the Recruitment Working Group will attend local competitions and encourage volunteers to become officials. BC Athletics will provide all promotional materials and communication templates.
  - b. **Mentorship Working Group** – Tasked with assigning a Mentor to a Mentee, the Mentorship Working Group will accept requests for Mentors, and based on experiences, assign the Mentee a Mentor.
    - i. Assign Mentors to a requesting Mentee;
    - ii. Communicate assignments to the Officials Development Coordinator;
    - iii. Provide Mentor guidance to ensure consistent Mentor/Mentee experience;
    - iv. Communicate any issues to the Officials Development Coordinator;
    - v. Assist the Officials Development Coordinator in delivery of a pre-season kick off meeting and a post season wrap-up debriefing as well as preparing the year end mentor report;
    - vi. Provide input to the Officials Development Coordinator on policies related to mentoring program.