

Executive Board Meeting - MINUTES

Sunday March 8th, 2020 – 12:00 Noon

Charles Murphy's Home:

379 W. Conejo Ave

Mountain House, Ca. 95391-1086

209-221-7018 Home

I. Call to Order @ 12:08

II. Roll Call

Phil, John S., John M, JR Heberle, Jim Hume, Jim M., Charles M., Leon, Mike B., John L., Ajay

III. Approval of Minutes from June 2019 Exec Board Meeting

Approved

IV. Reports

A. Chairman (Phil)

- Congratulations to those selected to Olympic Trials.
- Congratulations to John Shirey for HOF selection
- Next meeting location:
 - Mtn. House Firehouse @ \$10/hour.
 - Need insurance (Irene). 1 day event costs \$200. Looking into policy that would cover the Association for any location.
 - Murray to investigate Solano County Library for next meeting.

B. Training/Clinics (Bill/Jim)

- i. Recap of Clinics. (Refer to Bill's write ups). Hume said we had 38 newbies.
- ii. Bill thought Training went well though not a big money maker.
- iii. Chico \$180; Carlmont \$185; ARC \$221. Minimal amount collected. Starters didn't pay (should they?). Hume: Training should pay; just a meeting, maybe not

C. Certification (Jim)

Next Olympiad Re-Certification 2021

- About 38 newbies. About 70 who have not completed Safe Sport, renewed membership or completed NCSI. (Hume handout)
- Number of delinquents (83-95?). Many lack Safe Sport (83). Already off of Certified list. Have been contacted. As of March 31, no response equals "put on the shelf".
- National Cert Chairs want to keep color ID cards with cert level on the back
- Recert – Application to Upgrade
- Survey– Recertification
- 2020 ReCert Proposal

D. Awards (Leon)

- Leon requested recommendations for awards
- Phil nominated Heike Mansoor

E. Mentoring System (Joe Van Zant/Jim Manha)

Manha: Joe is doing a great job. (See handout). Moved /seconded/approved that the proposal about Officials Pay be tabled

V. Old Business

- #### **A. Officials Election Date Changes Amending Election Operating procedures to Coincide with General PAUSATF Officer Elections. (John M, John S., John L.)**

- Murray reviewed changes.
 - JR brought up conforming to Article 5 Part L of the bylaws timeline (August 31 for Committees, not General Officers)
 - Table amendment of Operating Procedures. JR recommended that we work with Brooks Esser, 2nd VP for Committees.
- B. Stanford Officials and Meets/Sonny Maynard's new role (Jim M.)
- Concern about ncovid-19 virus. Cancel meets? Safety procedures?
 - Officials Meeting at Arrillaga Family Center the night before Stanford Invitational (April 2, 7:30).
 - Ambassador Duties (handout)
- C. PAUSATF Foundation, Officials Training Funds /Foundation Grants (John S.)
- Recent activities include: paid for 12 coaches to go to Level 1 Training at Chabot College (reimbursed by National Office because they requested funds)
 - Paid \$660 for Officials clinic at Carlmont
 - Announced Athlete Grants: 5 \$1000 grants awarded to Malcolm Richards, Robin Stevens, Justina Madsen, Jerry Summers, Malina Payton. Eligible for additional grants if they do well in the Trials. 12 other eligible to get grants if they do well (top 24) in the Trials
 - Must continue to do fund raising. Have a small pool of regular donors.
- D. Officials Recruitment/Marketing (Phil/Jim M.)

VI. New Business

- A. Olympic Trials Headbands (Shirley)
- Proposed for all PA Officials who made it to the Trials
 - Motion to forward this to the Board of Athletics to pay for headbands for Officials and alternates selected for the Trials
 - What budget/line item will this be charged to?
- B. Need to move Bay area clinic to earlier date (Jim Manha)
- Item tabled due to Recert next year
- C. 2020 Masters Open Meet (Jim Manha)
- Handout (assignment of duties)
 - Thanks to those who have volunteered.
- D. Proposal – Emergency Contact information for officials
- E. Financial Strategic Plan (JR)
- Association has retained earnings of about \$20-30K/year for the entire Association. We can spend more money.
 - Largest contingents are Youth and Adult LDR
 - JR is thinking of ways to spend more money on Officials.
 - Cover \$20 for Certification fee to National
 - \$16 every 24 months for LiveScan
 - Cut clinic fees
 - Possibility PA covers facility fees for clinics
 - National Office is considering raising fee by \$20 to \$55/official. We get half back so we would have an additional \$10/official to spend.

- JR asked for ideas to spend more money, priority list.
- Phil will list this as an agenda item for next meeting.

F. National Chair Award to Phil Leake from Mike Armstrong

G. Next Meeting May 3 @ 1 PM. Location TBD

H. Adjourned at 2:58

2020 ARC Clinic Report

The 2020 training clinic at ARC was held on January 11, 2020. The clinic was very organized this year thanks, in part, to Rick Anderson and Alex Knudsen, ARC's throws coach. We were advised of which rooms we would be in ahead of time, and our contact person was on campus as scheduled. The rooms reserved for us were Davies Hall 114, 115, 116, 225, 226, 227, 228, K & A 200E, and all four Community Rooms all of which were open and available.

Registration was set up in Community Rooms 3 & 4. Donuts and coffee were available. At 9:00 a.m. the Introduction to Track & Field folks were ushered off to their room in Davies Hall 225. Back in Community Rooms 3 & 4 business and announcements were taken care of before Bob Podkaminer presented the Rules Review. After the Rules Review the morning classes broke out to their respective rooms. The morning classes were a Starter Workshop lead by Mike Brown and John Busto, In-Depth Pole Vault taught by John Shirey in K & A 200E, and In-Depth Horizontals taught by Ann Gerhardt in Davies 114.

The afternoon classes commenced around 1:00 p.m. with Dave Soeth teaching In-Depth Throws in Community Rooms 3 & 4, What You Gain Through Experience moderated by Bill Bartel, Rory Osborne, and Dave Shrock in K & A 200E, and an Officials' Coordinator class taught by Phil Leake in Community Room 1.

A total of 56 people attended the clinic, down from 102 in 2019. This number includes instructors, most of whom did not take classes, the Intro to T & F folks and the Starters all of whom attended for free. A total of 28 people took 38 paid sessions, down considerably from the 74 paid sessions in 2019. A fee of \$10.00 was charged for each session taken. Instructors were allowed to take a class for free. Four instructors took advantage of this. Doing the math, at \$10.00 per session times 38, we took in \$380.00. We also sold three 2019 NCAA Rule Books at \$10.00 each.

Gross:	\$410.00 (\$380.00 from classes & \$30 from books)
Printing & Food Expenses	\$182.00
Net for deposit:	\$228.00 (\$679.00 in 2019)

Thoughts

If at ARC use Parking Lot A

Try to get classrooms closer together.

Indicate on campus map where things will be located.

Try to figure out why attendance was so low this year.

Hartnell Clinic Report

An introduction to Track & Field clinic was held at Hatnell College in Salinas on January 27, 2020. Fourteen (15) people were in the class, though it is unknown at this point how many have followed through with all the requirements of becoming certified. Attending as instructors were Jim Hume, Mike Bower, Joe Nemeth, Bill Bartel, Larry Manzano, and Ajay Padgaonkar. The Introduction to T & F clinic is offered free of charge, so there was no income associated with this clinic. No one reported expenses for which they needed reimbursement.

Chico Clinic Report

A training clinic was held at Pleasant Valley High School in Chico on February 8, 2020. Including instructors, a total of 24 people attended. The classes offered at the clinic were *What You Learn from Experience*, *In-Depth Throws*, and a *Starter meeting*. We were pleased to have Bob Podkaminer at the clinic. Bob did the *Rules Review* and assisted with teaching the *What You Learn from Experience* class with Bill Bartel, Bruce Makinson, and Dan Tinnel. The *In-Depth Throws* class was taught by Kevin Dempsey and Bruce Makinson. A *Starter meeting* was hosted by Chuck Sheley and Jamie Starmer. A total of \$280.00 was taken in, and no one reported expenses for which they needed reimbursement.

Coffee and donuts were provided courtesy of Dan Tinnel and participants chipped in for a pizza lunch.

2020 Carlmont High School Clinic Report

The 2020 Bay Area training clinic was held at Carlmont High School in Belmont on February 9, 2020. I arrived at approximately 7:45 a.m. and met with John Lilygren. Thank you, John, for arranging the use of Carlmont. A facilities person had already unlocked the doors to the classrooms that had been assigned. The rooms assigned for our use were the Student Union (Building 11) and classrooms D-1, D-3, D-4, D-6, D-7, D-8, D-22, and D-24. As it turned out we did not use D-3, D-22, and D-24.

Registration was set up in the Student Union, which was also used for Rules Review. Bill Bartel conducted the Rules Review

The track was open, and all field event sites were set up and available for use if needed. It should be noted that the track at Carlmont is shorter than 400m which made for an interesting discussion as we walked the track for the Line Clerk portion of the Clerking class. There is also no Pole Vault set-up at Carlmont as they do not compete in that event. This could be a problem for future clinics where the Pole Vault is offered.

A total of 65 people attended the clinic. This number included Instructors, 13 in the Intro to Track & Field class, 1 in the Intro to LDR/Race Walk class, and 16 in the Starter Meeting, all of whom were not charged for their classes. 39 people attended paid classes. A fee of \$10.00 was charged for each class taken. A total of \$330.00 was collected which indicates that 6 people slipped through the cracks for whatever reason. Other clinics held were In-Depth Horizontals, In-Depth Throws, In-Depth High Jump, Clerk/Line Clerk, FieldLynx, and Implement Inspection.

Total Collected:	\$330.00
Expenses (food & printing):	\$144.65
Net:	\$185.35 (\$186.78 in 2019)

Thoughts for future clinics

While this clinic had significantly higher numbers this year, the amount of money netted was about the same as last year. One reason for this is the Starters who were not charged for their meeting. Should we continue to include the Starter Meeting and, if we do, can we charge for it? Expenses were also quite a bit higher this year. If we factor in the cost of the facility, \$594.00, paid for by training money available from the Foundation, we lost money on the deal.

All things considered this venue worked out perfectly for us. We had plenty of space, which was close together, good communication thanks to John Lilygren, and available Track and Field facilities. The Student Union was an excellent room for Registration and Rules Review. Access to the track was a bit difficult if one needed to get equipment to it, but after having been there, driving access is possible.

This proposal is NOT a final plan but beginning thoughts to invite input.

- 1) ReCertification happens at clinics hosted by the Official's Committee of the Pacific Association.
- 2) Each ReCert clinic will be scheduled to last three (3) hours.
 - a. There is no need for ReCert Clinic registration as the papers turned in during the clinic will account for an official's presence.
 - b. 8:30 a.m. → 9:30 a.m. will be a whole group Rules Update as 2020 is a "Rules" year at the USATF convention.
 - c. T&F clinics will be morning clinics: 9:00 a.m. → noon.
 - i. The certification levels will be combined/divided as:
 1. Association/Apprentice Level
 2. National Level, and anyone who wants to Upgrade to National.
 3. **Master** Level, and anyone who wants to Upgrade to **Master**.
 - ii. Each official will turn in:
 1. Their completed **Rules Review** (the rumor is 100 questions), which will be available for an official to take online or on paper.
 2. Their **resume**.
 3. A **SURVEY OF THEIR WORK HISTORY** (to be completed in class so that the most accurate information can be gathered).
 4. Apprentice, Association, and National level officials will have **worksheets** to complete which emphasize:
 - a. Vertical Jump tiebreakers
 - b. Advance eight to a horizontal jump or throws final, reverse order, and finally fill in best mark and places.
 5. **Master** Level officials will also have a separate set of questions and will spend most of their class time discussing these questions.
 - iii. ID Badge photos will be taken where appropriate
 - iv. Each official will receive a new badge holder and the new Olympiads USATF officials pin.
 - d. LDR clinics will be afternoon clinics: 12:30 p.m. → 3:30 p.m.
 - e. Race Walk clinics will be afternoon clinics: 12:30 p.m. → 3:30 p.m.

- 3) And now the fun begins in the afternoon (which unfortunately depends on the weather cooperating). The clinic leaders will determine the length of these classes.
 - a. Horizontal jump officials will attend a class in pit raking, and anything else deemed necessary.
 - b. Vertical jump officials will attend a class in High Jump or Pole Vault set up.
 - c. Throws officials will attend an Implement Inspection Class, not designed to certify an implement inspector but to familiarize throws officials in what goes on behind the scene with implement inspectors.
- 4) And that leaves a need for the following specialty clinics:
 - a. **Track** Referee
 - b. **Field** Referee
 - c. **Combined Events** Coordinator
- 5) Clinic locations
 - a. **American River College** (ARC)
 - b. **Carlmont** High
 - c. **Chico** (which, like all satellite ReCert Clinics poses unique challenges as the number of officials often dictates combining certification levels).
 - d. ??? (I've approached the Carl Bryant, Youth Chair, who mentioned the Modesto area, but...
- 6) What would you add?
- 7) What would you delete?

Officials Ambassador Duties

The Officials Coordinator (Jim) will email officials participating in the Ambassador program the following: time to arrive, parking pass & where to park, site map, officials' uniform requirements, where to pick-up their meet credential and polo shirt. Upon arriving at Stanford, participants will be instructed to call Jim Manha (925)596-1678. Jim will meet participating officials at the packet pick-up booth area along with the official's ambassador – Sonny Maynard. Sonny will review the information below with the new officials from 10:00 am – 12:00.

Sonny will discuss/explain, from the bleachers, along the outside of the fence surrounding the track or a safe distance from each event the following:

- Hospitality location
- Safety procedures for - Throws, Jumps, Crossing the track, Cables & wires along track, Crossing the inside rail.
- Bathroom locations – Next to Hospitality Tent/Under Grandstand
- Cell phones should be off while officiating an event
- How do I get a meal if I am officiating? Roving snack patrol
- Where do I store my stuff while officiating?
- Appropriate behavior as an Official (No cheer leading, pictures, be fair/safe) Any situations or concerns are to be brought to the attention of the Crew Chief.
- What do I do if I feel sick during the competition?
- Strive to be efficient and never be the reason the event is slowing down
- Define "Stay in your lane"
- If they have questions while officiating an event, ask anyone on the crew when appropriate and safe
- Introduce participants to the meet Referees
- Benefit of the doubt always goes to the athlete
- Answer any questions the participants may have

After lunch the participants will be walked to their event of choice and introduced and turned over to the Crew Chief for further guidance.

Attention – USATF/N.O.C.

Proposal - Emergency contact information for officials

If an official is injured or becomes ill and is unable to communicate, having a pre-designated emergency contact to provide information to medical professionals and either act on your behalf making decisions on medical treatment if authorized, or reach out to those who can is crucial. It is recommended to have at least two emergency contacts. This way if one contact is unavailable, hopefully the other contact can be available. It's best to select a person(s) who will follow through with your wishes.

The ideal emergency contact is one you have established either an advanced health directive or HIPPA authorization for, and who can talk to medical professionals on your behalf about medical history, allergies, chronic conditions and current medications. In some cases, they even make medical decisions for their loved one.

The emergency contact form should solicit two names, their contact phone numbers and email address.

We would like to propose the following:

1. During the 2021 recertification process, obtain emergency contact information from all officials. Consider printing this information on the back of each officials i.d. badge.
2. The emergency contact information of all officials working the meet would be available on site (in trust of the N.O.C) for every USATF/NCAA Championship.
3. Mandate that all future applications for officials include providing names of emergency contacts – to be on file during the competition.
4. Begin a campaign to educate officials on how to tap cell phones for emergency contact information (iPhone/android). Most cell phones can store emergency contact information without having to sign-in. Many officials may not have set up this feature or are simply not aware this option exists. The campaign could include a how to set up your emergency contact information of your phone. Instructions for this service are readily available online.

Respectfully Submitted by,

Kim Dismuke

Jim Manha