



## **Executive Board Meeting - Minutes**

Sunday, March 3, 2019 – 1PM

Bill Bartel's House

1219 Evergreen Way, Woodland, CA

### **I. Call to Order @ 1:14**

### **II. Roll Call**

Phil Leake, Bill, John Shirey, Shirley Connors, John Murray, Leon, Jim Hume, John Lilygren, Joe Van Zant?

### **III. Approval of Minutes from October 2018 Exec Board Meeting**

Approved

### **IV. Reports**

#### **A. Chairman (Phil)**

1. Jr. Olympics coming in July
2. Phil updated Officials' Calendar to include full range of HS meets in Pacific Assn. (over 700 total)
3. Suggestion to separate into 1) College, Masters, Youth; 2) HS- Invitationals & Championships
  - a. Separate HS further by Section?
4. D1 Regionals: Selections made; in progress of arranging for hotels

#### **B. Awards (Leon)**

1. Leon is requesting inputs / recommendations for awards

#### **C. Training Clinics (Bill/Jim)**

1. ARC clinic doubled income from 2017
2. Chico ran well
3. Logan: disappointing turnout. Location? Due to no Serra?
4. Hume: See handouts
5. Good attendance at ARC. Why did Logan fail? Develop survey through Survey Monkey

#### **D. Certification (Jim)**

1. Rulebooks (Ajay/Jim): Orders went well but online orders did not get choice of spiral binding
  - a. Follow up with the National Office determined that spiral binding was only done for books handed out at Nationals. Too expensive to make generally available.

### **V. Old Business**

#### **A. Update of NCAA D1 Regional Meeting Preparations (Phil)**

1. Support Officials: Selection of Officials and assignment were compiled by the NCAA who had the final decision on all selections. Recommendations from the Regional Officials Coordinators were taken into consideration as well as

evaluations from last year's D1 West Regional meet for all affected officials who have applied. Very few received negative reviews. Notices of selection and assignment have gone out and we are waiting on officials' acceptance of selection. We are limited to 70 assigned officials but are in need of many support officials in order to make the meet work well. All officials will have accommodations available as well as meals and possibly meet shirts (TBD). Phil will be putting forth a call for support officials in his next newsletter. Our greatest need in support officials is at each event as well as officials to man the FieldLynx stations and Eagle Eye.

B. Update of JO Preparations (Phil)

1. Support officials: Approximately 65 officials applied. We need over 140 to make the meet work effectively. Appeals have gone out from the NOC Chair's newsletter as well as from the PA Officials Chair's newsletter, and personal appeals through various officials. Hopefully this will motivate more officials to apply. Our biggest problem is that the JOs are 1 week after the USATF National U-20 meet and the same week as the USATF National Open meet.

C. Mentoring System (Joe Van Zant)

1. See handouts
2. 26 potential Mentors but only 10 Mentees (out of ~130 Association & Apprentice Officials)

## VI. New Business

A. USATF Officials Evaluations (John S.)

1. The 2 instruments for evaluation have been rewritten. Added rubrics for each factor in the evaluations.
2. 2 people per crew will be designated to evaluate the Crew Chief.
3. Dependent on Mark Heckel to run the process. Dick Boyd is now his backup.
4. Reworded the instructions to evaluators.
5. Revamped the Appeals Process.
6. On the NOC website, rewrote overview of the evaluations process and linked to the 2 blank forms.
7. Implemented PIN system for people writing or reviewing evaluations online.
8. Head Officials evaluations will partly depend on their promptness of completing crew evaluations.

B. PAUSATF Foundation, George Kleeman donation/legacy, Officials Training Funds (John S.)

1. New name: **USATF Pacific Foundation**
2. Soliciting athletes to apply for grants. Received 12 – 15 applications.
  - a. Kim Conley and Stephanie Brown-Trafton are now on the Board and are helping in the award process.
  - b. Awards to be made in March.
3. Awaiting word on George's bequest to the Foundation.
4. Website has been redesigned.
5. Do not have regular donors.

C. Shirley: Dr. Glover & his father will be admitted to Pacific Association Hall of Fame.

D. Elections

1. Vice Chair (John S.) to run the election
2. Up for election: Chair, Vice Chair, Secretary, 2 to Board of Athletics, 2 At-Large

E. Annual Meeting: August 25. Location UC Davis

F. Next Meeting: TBD

G. Adjourned at 3:57



# 2019 ARC Clinic Report

The 2019 training clinic at ARC was held on January 12, 2019. The clinic again was a little disorganized due to a lack of information coming in from ARC. Although it was confirmed that in October that rooms were reserved for us, I received no other information from ARC as to what room numbers we actually had. I called ARC in the afternoon of January 11 and was put in contact with the folks who made reservations and was given the room numbers at that time. I arrived at approximately 7:30 a.m. and parked in the parking structure off of College Oak Drive. I met, by chance, Rick Anderson and was shown which rooms were ours.

Registration was set up in the hallway of the gymnasium building across from room 200E. That worked well as the building was heated and there was plenty of room to move about. Two rooms (HEED 715 & 716) were unable to be unlocked, so we were given HEED 710 and 713 instead. 713 is a computer lab and would not work well for classes greater in size than about 6 people. LDR/RW used this classroom. Intro to T & F was held in 710. Community Rooms 1 & 2 were used for Rules Review and then divided for Marshal/Umpire (Rm. 1) and High Jump (Rm. 2). FieldLynx was held in room 200E, Pole Vault was held in Davies Hall Rm. 103, Horizontals in Davies Hall Rm. 104, and Throws in Davies Hall Rm. 105. Afternoon sessions had Implement Inspect in Community Rm. 1, Referee in Community Rm. 2, Combined Events Coordinator in 200E and SafeSport in HEED 710.

A total of 97 people attended the Clinic. This number includes instructors, most of whom did not take classes, the Intro to T & F folks who attended for free, and 12 walk-ins. The number of people who attended paid classroom sessions was 74, many of whom took 2 classes. There were a total of 102 attendees at the classroom sessions (not including Intro to T & F). A fee of \$10.00 was charged for each session taken. Instructors were allowed to take a class for free if they so chose. 6 instructors took advantage of this. Doing the math, we had 102 – 6, or 96, attendees at the classroom sessions times \$10.00 per session totaling \$960.00.

Gross:	\$960.00 (\$700.00 cash + \$260 in checks)
Expenses (food & printing):	\$281.00
Net for deposit:	\$679.00 (\$360.00 in 2018)

## Thoughts for future clinics

Coffee and donuts/bagels

Longer lunch break

Look into another facility

If at ARC use parking lot A or the Parking Structure and hold registration in the same area where the Rules Review will take place. (Is there a place in the gym to hold Rules Review?)

Have class rosters printed

Determine need for evaluations

Try to get classrooms closer together

Indicate on campus map where things will be located

## 2019 Chico Clinic Report

The 2019 training clinic at Pleasant Valley High School in Chico was held on February 2, 2019. The clinic again was well organized due to the effort put in by Dennis Boyle and Chuck Sheley. Pleasant Valley High School representative Randy Gilzean was already on site prior to my arrival at 8:00 a.m., had the doors open to the library (our classroom), and was standing in the rain directing folks to the correct location due to several other events happening on campus.

Registration was set up in the library, which in turn, would also serve as our classroom for the day. Dan Tinnel arrived with coffee and donuts for those who were so inclined. At approximately 9:00 a.m. Dennis Boyle started the morning with introductions followed by short presentations from CSUC Women's Head T & F Coach, Robert Nooney, Mike Baker who was championing the need for officials in Southern Oregon, and Bill Bartel who spoke on the need for continued cohesive training and mentoring.

Dennis Boyle then discussed the more pertinent rule changes in High School, NCAA, and USATF Track & Field.

Dan Tinnel then gave a class on In-Depth Horizontals. 11 people attended this class.

The afternoon session was a Practicum on Field Events, Track Events, and Starting. This class involved case studies/scenarios and "You Make the Call" discussions and was led by Dennis Boyle and Jamie Starmer. 8 people attended this clinic.

A total of 18 people attended the Clinic. This number includes those who took classes as well as Dennis Boyle, Chuck Sheley, Jamie Starmer, Bruce Makinson, and Bill Bartel.

Income from Classes	\$180.00 (\$120.00 cash + \$60 in checks)	
Donation from Robert Nooney	\$50.00 (Check)	
Total	\$230.00	
Expenses (food & printing: paid from cash):	\$50.00	
Net for deposit:	\$180.00	For Comparison 132.41 in 2018



# 2019 James Logan H.S. Clinic Report

The 2019 training clinic at ARC was held on February 9, 2019. I arrived at approximately 7:45 a.m. and met with my contact, Lee Webb, who was already on site. He assigned a facilities person to me who unlocked the doors to the classrooms that I had requested. With the exception of a room on the first floor for Implement Inspection, 7 other rooms were available for use on the second floor.

Registration was set up in the faculty lounge, which was located in a courtyard adjacent to the classrooms. The same room was used for our rules review as well as Bob Podkaminer's Referee class

The track was open and all field event sites were set up and available for use due to an Olympian Clinic going on at the same time. We were also kindly offered a free lunch courtesy of the Olympian Clinic.

A total of 36 people attended the Clinic. This number includes instructors (11), the Intro to T & F folks who attended for free (7), clinic attendees (16) who took a total of 24 classes, and administrative folks (2). A fee of \$10.00 was charged for each session taken. One class was free for an Instructor. A total of \$230.00 was collected.

Gross:	\$230.00 (\$180.00 cash + \$50.00 in checks)
Expenses (food & printing):	\$43.22.
Net for deposit:	<b>\$186.78</b> (\$390.00 in 2018)

## Thoughts for future clinics

The big question is, why was this clinic so sparsely attended? Was it the fact that it was in the East Bay and not at Serra? All things considered this venue worked out perfectly for us. We had plenty of space, good communication, available track and field facilities, and a provided lunch. Do we need to reconsider the overall structure of our training program? Are two full clinics necessary? Are we offering the same classes too often? Perhaps one super clinic rotating between Sacramento and the Bay Area with two or three satellite clinics similar to what we do in Chico. Much to think and talk about over the course of the year, but I think something needs to change.

Sunday, March 3, 2019

To: PA Official's ExCom

From: Jim Hume, CertChair

Subject: CertChair Report

Category	Total	T&F	Total	Only	Total	Only	Expired	Expired	2019 Newbies	
			RW	RW	LDR	LDR	NCSI	USATF #	Certified	Delinquent
Master	56	54	4	0	19	2	3	1		
National	52	45	1	1	16	6	6			
Association	64	54	4	3	15	7	9	4		
Apprentice	70	63	5	3	12	5	15	8	7	10
Totals...	242	216	14	7	62	20	33	13		

Some overlap here

2019 Newbies = 17 All Track with 7 who are certified and 10 more who attended class but still lack SafeSport or NCSI Background Check.

M + N T&F Officials 99; What are we offering them for clinics?

A + AP T&F Officials 117 is probably the # of officials are trying to reach with clinics.

As CertChair, my concerns are that:

- ✓ We offer prospective athletes their Intro classes, and
- ✓ We offer training classes beyond the Intro classes, so officials are ready for their UpGrade.



# An Overview of PA/USATF Officials' Training Clinics - 2020-2024

A work in progress...

There will be three (multiple) clinics...sites unknown and a clinic each at ARC and ?? (Peninsula)  
 Attendance at a ReCert clinic is mandatory barring an exceptional circumstance.  
 Completion of the nationally mandated ReCert Rules Review is mandatory.

## ReCertification Clinics

	Hours	Frequency	2020	2021 (ReCert)	2022	2023	2024	Where
ReCertification of <b>Apprentice Level T&amp;F Officials</b>	?? Hours	Annual		✓				Reno, Chico (Pleasant Valley High), Sacramento (ARC), Peninsula (??), Salinas (Overfelt)
<i>Apprentice and Association Level Officials will be combined into one clinic.</i>								
ReCertification of <b>Association Level T&amp;F Officials</b>	?? Hours	Annual		✓				Reno, Chico (Pleasant Valley High), Sacramento (ARC), Peninsula (??), Salinas (Overfelt)
<i>Divided into classes of 25 +/- and possibly divided between officials with a TRACK or a FIELD interest.</i>								
ReCertification of <b>National Level T&amp;F Officials</b>	?? Hours	Annual		✓				Reno, Chico (Pleasant Valley High), Sacramento (ARC), Peninsula (??), Salinas (Overfelt)
<i>Divided into classes of 25 +/- and possibly divided between officials with a TRACK or a FIELD interest.</i>								
ReCertification of <b>Master Level T&amp;F Officials</b>	4 hours	Annual		✓				Reno, Chico (Pleasant Valley High), Sacramento (ARC), Peninsula (??), Salinas (Overfelt)
<i>Divided into classes of 25 +/- and possibly divided between officials with a TRACK or a FIELD interest.</i>								
ReCertification of <b>Referees</b>		Annual		✓				Sacramento (ARC), Peninsula (?)
<i>Probably one class with officials interested in both TRACK and FIELD events. May include LDR referees.</i>								
ReCertification of <b>Race Walk Officials</b>	?? Hours	Annual		✓				To be determined by the Race Walk committee
ReCertification of <b>LDR Officials</b>	?? Hours	Annual		✓				To be determined by the LDR committee



# An Overview of PA/USATF Officials' Training Clinics - 2020-2024

A work in progress...

Original created in 2011, revised in 2019.

The Yearly Clinics	Hours	Frequency	2020	2021 (ReCert)	2022	2023	2024	Where
Introduction to T&F Officiating		annual	✓	✓	✓	✓	✓	
Annual Rule Update/Changes	3 hours	annual	✓		✓		✓	
Introduction to Race Walk Judging	To be determined by the Race Walk Committee							
Introduction to Road Racing and XC Officiating	To be determined by the LDR Committee							
Fundamentals of Track (Safety, Umpiring, Clerking, Starting, Lap Counting and Clerking (Prerequisite for advancement to Association Level.)								
Fundamentals of Field Events (Safety, Throws, Horizontal Jumps, Vertical Jumps) (Prerequisite for advancement to Association Level.)								
The Advanced Clinics								
Advanced Throws Officiating...Includes Head of Events) (Prerequisite for advancement to National Level)	4 hours	biannual						
Advanced Horizontal Jumps Officiating...Head of Events) (Prerequisite for advancement to National Level)	4 hours	biannual						
Advanced High Jump Officiating...Includes Head of Events) (Prerequisite for advancement to National Level)	4 hours	biannual						
Advance Pole Vault Officiating...Includes Head of Events) (Prerequisite for advancement to National Level)	4 hours	biannual						
Advanced Clerking								
A Class + Mentored Practice...Includes Head of Events) (Prerequisite for advancement to National Level)	4 hours	biannual						



# An Overview of PA/USATF Officials' Training Clinics - 2020-2024

A work in progress...

Playing with the Geek Squad	Hours	Frequency	2020	2021 (Re-Cert)	2022	2023	2024	Where
Introduction to Hy-Tek's Meet Manager								
Introduction to FieldLynx Operation								
Introduction to LaserLynx: Set up/use								
Introduction to FinishLynx Operation								
Instruction will be offered as Mentored Practice when students show an interest.								
Referees and Their Apprentices	Hours	Frequency	2020	2021 (Re-Cert)	2022	2023	2024	Where
Track Referee (Class + Mentored Practice)								
Field Referee (Class + Mentored Practice)								
Combined Event Referee (Mentored Practice)								
Combined Events Officiating + Mentored Practice								
Important Classes, not sure where to put them...	Hours	Frequency	2020	2021 (Re-Cert)	2022	2023	2024	Where
Introduction for Officials Attending Their First National Meet								
Wind Gauge Operator (Class + Mentored Practice)								
Introduction to Starting (Class + Mentored Practice)								
Implement Inspector (Class + Mentored Practice)								
Introduction to Umpiring (Class + Mentored Practice)								
Introduction to Meet Management (Dual to Championship)								
Training Technical Manager (Class + Mentored Practice)								
Mentoring for Officials...New and More Experienced								
Introduction/Role of Officials Coordinator								

(Prerequisite for certification is the Introduction to T&F Officiating.)

The Implement Inspector class is a PreRequisite for advancement to National Level Throws Officialdom.



# **PAUSATF MENTORING PROGRAM**

## **PURPOSE:**

To educate new officials to become proficient in officiating track and field events. This Mentoring Program will result in keeping all track and field events officiated in a professional manner. It will also help in the individual being able to move forward in officiating levels and becoming a mentor themselves.

## **DESCRIPTION OF PROGRAM**

- All Apprentice and Associate Level Officials should participate in this program. All National and Master Level Officials are encouraged to volunteer to be Mentors.
- In order to run this program properly, I will need quite a lot of cooperation from PAUSATF, Mentors, Mentees, and Officials Coordinators. I will concentrate on just NCAA & USATF events. To include High School events, at this time, would be too cumbersome.
- At the upcoming training clinics, at both American River College in Sacramento and James Logan High School in Union City, I will ask all Apprentice and Associate to fill out the Questionnaire for New Officials form. I will E-mail the Questionnaire for Mentors Forms to the Master and National Level Officials and ask them to bring them to any of the clinics they will be attending or to fill them out and E-mail them back to me. If they forget to bring them to the clinics, I will have them fill out a new form.
- I will ask both groups to send me a schedule of the events they plan to attend this year and what their preferred assignments will be. I will try to match Mentors and Mentees who will be attending the same event.
- The reason for the lists of events from Mentors and Mentees is, instead of having one Mentor and one Mentee, unless specifically requested, I believe works well in many ways. First, the Mentee will be exposed to various Mentors, thus picking up ideas from each. Second, there's no worry on either the Mentor or Mentee trying to work with each other's schedules.

Third, both the Mentor and Mentee will be free to attend any event they choose. Fourth, the Mentee can choose an event other than the one his Mentor is in charge of.

- After matching a Mentor and Mentee, I will contact the Official's Coordinator for that event, requesting he or she match the two officials together.
- Prior to the beginning of the season, I will send an E-mail to the Officials Coordinators, explaining our new program and asking for their cooperation to help make this program successful. In the event of not having a Mentor at an event, I will request that the Official's Coordinator, if possible, put an Apprentice or Associate Official with an experienced Official.



## **New Official Mentoring Program**

### **Mentor Suggestions and Applications**

**The Mentor must be a certified official who has certification as a National or Masters Official. However, an Association level official with three years' experience may also serve as a mentor.**

**Make sure the Mentee has gone through the Mentoring Program process with the Mentoring Program Coordinator.**

**The Mentor must be willing to:**

- 1) Recruit new officials and help them enroll and attend USATF clinics.
- 2) Volunteer to become the mentor for those officials they recruit.
- 3) Call the new officials after she/he completes the new official's clinic to continue the connection that has been made.
- 4) Assist the new official in the selection of meets and the events within each meet that will accommodate their ability to travel; available time; and degree of comfort that they feel for the events and meet they will work.
- 5) Keep record of the new official's schedule and make follow up calls after those scheduled meets. Do so after every meet during their first season.
- 6) Make new officials feel that they can contact you at any time. This can be accomplished by frequent calls to the official. Stress that she/he is welcome to call you whenever they feel the need to.
- 7) Take time to assist the new official at meets at which you are both working.
- 8) Encourage the new official to work many of the same meets as you.
- 9) Introduce the new official to other officials at every opportunity and attempt to make important social connections with those veteran officials.
- 10) Instruct the new official regarding the proper way to relate to athletes during competition and at other times outside of competition.
- 11) Prepare the new official regarding the manner in which they receive and receive and settle protests, disagreements, requests, and demands made by athletes and their coaches, and objectionable behaviors which may occur at an event they work.
- 12) Reinforce the mental preparation of the new official in regards to their own personal safety during meets as well as the safety of athletes, coaches, and other people who may be involved in the meet.

- 13) Stress the importance of preparing oneself from the elements of heat, sun, cold weather, and length of work schedule.
- 14) Assist in acquiring the needed rulebooks, resource books and other track and field publications
- 15) Assist with obtaining the proper equipment for events the new official will work which may include clipboard devices, writing instruments, chalk, rubber bands, tape measures, colored markers, levels, flags, announcing equipment, etc.
- 16) Assist in obtaining the proper uniform dress for the meets including shirts, badges, pants, shoes, socks, hats, outerwear, etc.
- 17) Facilitate the understanding of the rules as they apply to each event and each level of competition as the new official has questions, they can't answer. In the event that you may not have the answer, connect them with another veteran official with knowledge you may not possess. Have the veteran official call the new official and assist them and thereby increase the number of contacts for the new official.
- 18) Help determine the events the new official will eventually specialize by Encouraging the new official to observe or work as many differing events As possible during their first season.
- 19) Encourage the new official to work with other mentors. Work with Mentoring Program Coordinator to match Mentee with Mentors in other events at various venues.
- 20) Reinforce often the work they do as officials with praise and offer only constructive criticism.
- 21) Assist them in understanding the requirements that they will need to Fulfill in order to reach advanced officiating certification.
- 22) Provide contact information to the Mentoring Program Coordinator for all new officials they are mentoring.
- 23) Inform them that the service they receive by the way of the mentoring program will be evaluated at the end of the year and to be thinking of ways that the program could be improved to help new officials in the future.
- 24) Toward the end of the season, all Mentees, who are in the Coordinators records will receive a survey sheet in regards to #23 above.