



Executive Board Meeting - Minutes

Thursday June 6, 2019 – 7 PM

Phone Conference

I. Call to Order @ 7:04

II. Roll Call

Phil Leake, Bill Bartel, Jim Hume, John Shirey, John Lilygren, John Murray, Shirley Connors, Mike Bower, Joe Van Zant, Ajay Padgaonkar

III. Approval of Minutes from March 2019 Exec Board Meeting

Moved & approved

IV. Reports

A. Chairman (Phil)

- NCAA West Regional went well; Special thanks to Shirley. Atta boys to Mike Aro (W&M; Jav); Overwhelming success. NCAA pleased.
- JOs: Finally have enough applicants; assignments being made and adjusted. Haven't figured where to report for check-in.

B. Awards (Leon) absent

C. Training Clinics (Bill/Jim)

- Bill: Not yet finalized. Bill is piecing together where & when. Will report at next meeting (Annual).
- Phil says Modesto folks have requested a Cert Clinic so they can work in the Fall. (Full officiating). Bill says others have also requested that. Would require extra clinic. Hume pointed out people must commit early because you need membership, SafeSport & background check. Record of doing those after a clinic is miserable. People also pointed out Modesto only 85 miles from Sacramento.
- Phil: Potential to train/certify CIF Coaches.
- Mike: Concern about people getting certified not to work meets but for their club team or school.
- Phil: Think about the marketing for our clinics to increase our numbers.
- Joe: 20 mentees have .edu email addresses because they are HS employees.
- Phil: Some interest. How do we enhance it? Need written plan.
- Jim: At the moment we are not charging for the clinics. Either use Kleeman money, charge for clinic or put in budget to give a rulebook (NCAA or HS) to newbies. USATF rulebooks have not been printed so they are on their own.
- Phil: People should submit recommendations to Bill.
- Clinics must be attended; no virtual/online equivalent.

D. Certification (Jim)

- See Jim's report. Membership, background check, Safe Sport bugaboos. Should have them done before attending a clinic. Discussion of making this a prerequisite. Hume has tried but people still don't listen.



- Same problem with recertification. We can't really afford to chase people away. (Phil, Hume, Shirey...)

V. Old Business

A. Update of JO Preparations

1. Support officials

B. Mentoring System (Joe Van Zant.)

- 132 Mentors: 27 mentees; only had 13 assignees out of Association or Apprentice level officials.
- Bill: Of those who reached out, they got the mentoring they sought. Can't force mentees to reach out.
- Joe: Good feedback from mentees.
- Shirey: How were mentees contacted?
- Joe: At Logan clinic; via email also.
- Bower: Suggest that once Intro. Clinics are finished, have someone call new officials to ask them to sign up for mentoring. Also, suggested we enlist Association officials as helpers for National level meets they aren't qualified to work.

VI. New Business

A. USATF Officials Evaluations (John S.)

- JOs is a meet where officials and Heads/Crew Chiefs will be evaluated by 2 of their crew. Crew Chiefs don't communicate well with crews ahead of event.
- Document will be posted to website.

B. PAUSATF Foundation, Officials Training Funds (John S.)

- Communicating with Individuals and businesses who might sponsor the Foundation. Need to find sponsors because we will run out of money.
- Currently sponsoring 9 athletes. \$500 to 1000 each.
- Trying to create a base of donors.
- Have not received funds from the Kleeman bequest.
- Website has been set up to take PayPal funds.
- Question whether Pacific Association contributes to Foundation. No Sponsorship deals: Donors will be able to advertise on our Pacific Assn. website. Rules are being set up for how this will work.

C. Elections Results

- Chair Phil Leake
- Vice Chair John Shirey
- Secretary John Lilygren
- Board of Athletics: John Murray, Joe Van Zant At-Large;
- We have 4 reps to the Board of Athletics: Jim Hume, Bob Thompson, Jim Manha, Charles Murphy.

D. Committee Appointments:

- Jim Hume agreed to continue as Cert. Chair.
- Bill Bartel as Training Chair.



- Joe Van Zant continues as Mentor Chair.
 - Awards: Leon (TBD).
 - Immediate Past Chair: Mike Bower.
 - Calendar: Will speak with Jennifer Oliver.
- E. Amending Election Operating procedures to Coincide with General PAUSATF Officer Elections. **Murray** volunteered to chair a committee to propose an update to the procedures. **Shirey & Lilygren appointed to working committee.**
- F. Annual Officials Meeting (Shirey): August 25 at UC Davis Football Stadium. Wants to make part of the Annual Meeting a fundraiser for the Foundation. One thought is to continue to have the raffle, but 1 part is for donated prizes and the other part is for tickets we buy (money will go to Foundation).
Price: \$20? (1/2 tax deductible; \$10 to Foundation)
Shirey suggests considering modifying format of Annual Meeting
- G. Potential Clinic or Workshops in Modesto area
- H. Joe Van Zant:
- Leica Laser Measurement: Train more people. (Association purchase X systems)
Sean Laughlin owns several which he loans to the Officials. Price through Clovis HS. (Hume asked Sean if he had a Leica contact and Sean said "No".
Phil said Leica Disto 7500 package costs \$951 incl. tripod.
 - Getting Paid to officiate: Joe has spoken with several officials who want to get paid like Southern California. Long term problem; won't be solved quickly.
Bower suggests that a committee is formed to discuss this proposal.
Committee: Bower, Van Zant, Leake, Murray
- I. Adjournment: 8:45

CertChair Report, Tuesday, June 4th, 2019

What the database shows:

58 **Master** Level Officials, 59 if you count Robert Hooper

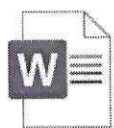
53 National Level Officials

68 Association Level Officials

78 Apprentice Level Officials; 11 from 2019

Not much CertChair action these days:

- ✓ 2 Apprentice officials UpGraded to Association;
- ✓ 1 official adding marshalling and throws at Association level to his Master Level ID badge;
- ✓ 1 Newbie ignoring my requests for his SafeSport proof certificate, he did SafeSport in January, until he asked Dennis Boyle why he hadn't gotten a card yet. He asked Dennis, Dennis asked me, I checked, his SS is not in the USATF database, Dennis explained the situation and then the Newbie got me his certificate and I told USATF.
- ✓ USATF is "rebuilding" their database. I know a number of things which have been requested but have no idea what will be included. I expect the "rebuild" to be completed before ReCert time in 2021.
- ✓ Recently, we have added five "New for '20" officials to the database. All of these officials have been given the following documents which guide them through an e-mail which tells them what the attachments are for, and a PDF guiding them to their USATF membership, their NCSI Background Check and their SafeSport Training.



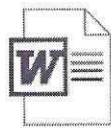
01.First E-mail to PROSPECTIVE officials



02.Four Easy Steps to Certification



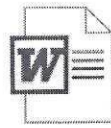
02.Four Easy Steps to Certification



03.Directions for getting your USATF number



03.Directions for getting your USATF number



04.Directions for NCSI Certification



04.Directions for NCSI Certification



05.SafeSport Instructions 04.10.19 NEW



05.SafeSport Instructions 04.10.19 NEW

- ✓ In case you missed it, SafeSport must now be taken on the computer ONLY, no longer in a class.
- ✓ During our telephone chat, I will send you an e-mail containing all of these documents so you can see what the first step FOR EVERYONE will be when it comes to ReCert. Comments will be welcomed.

Guidelines for Crew Chiefs for Conducting Evaluations

Introduction

An important part of your responsibilities as a Crew Chief is to conduct evaluations of your crew members. The purposes of an evaluation are to assist the USATF Officials Selection Committee in choosing officials for future meets and to help officials become better officials.

Instructions

Once you have been notified that you will be evaluating your crew for a meet, review the evaluation instrument before the competition. In one of your pre-meet communications with your crew members, let them know your expectations of them during the competition and that they will be evaluated by you. Explain to them the criteria by which they will be evaluated which are listed below. It would also be good to repeat this information at your first on-site meeting with your crew.

Below is a suggested opening statement that you may want to make to your crew members:

Evaluation is the key to our growth and performance as selected officials for this meet. As your crew chief, I have been tasked to evaluate your performance at this meet. Some of you have also been tasked to evaluate me. The evaluation criteria for all the officials at this meet are the same. The following 15 criteria are the ones by which you will be evaluated:

Criteria for Evaluation

- Arrived on time for meetings and events.
- Maintained a professional appearance.
- Knew and applied rules to the event consistently and fairly.
- Treated all personnel with respect and professionalism.
- Communicated effectively with athletes and other officials.
- Always stayed attentive to the competition and potential problems.
- Worked well with other officials for success of the crew.
- Willingly assisted as needed in other areas.
- Provided a venue that ensured safety of athletes, officials, volunteers and spectators.
- Prepared the venue correctly and efficiently.
- Conducted complete, accurate briefings for athletes.
- Worked effectively with volunteers.
- Completed event forms properly and neatly.
- Demonstrated good decision-making and problem-solving skills.
- Accepted and responded to feedback and attended post-event reviews.

For each criterion, you will be rated as Excellent, Good, or Fair. For any criteria that did not apply to your duties at this meet or that I may not have been able to observe,

those items will be marked as “Not applicable” or “Not observed.” In addition, where appropriate and relevant, I will add comments about how well you did on some criteria or where you can make improvements. At the end of the evaluation, I will also make overall comments about your performance at the meet. Those comments will be seen only by you.

After you receive your completed evaluation, which will be sent to you via email after I have completed it online within a week after the end of the meet, please contact me directly if you have questions or comments.

It is not required for you to write comments for each crew member for every criterion on the evaluation form, but leaving all the comment boxes blank is not living up to your responsibilities, either. Write succinct, direct comments where needed. Be fair, accurate, and consistent when writing your comments. Provide constructive criticism when needed. And don't forget to give praise and compliments to officials when warranted!

Recommendation to USATF Selection Committee

In addition to evaluating each member of your crew on the 15 criteria above, you will be asked to make a recommendation on that official's suitability for selection for future USATF national championships. Your rating and comments (required) will be made available to the USATF Selection Committee and to the official being rated. The Committee Members need you to be honest and frank in your assessment of the official.

The scale for your recommendation is as follows:

- 1 - Definitely select as an official again
- 2 - Consider selecting as an official again
- 3 - Do not select as an official again

Best Practice

A best practice for Crew Chiefs is to hold a debriefing with your crew after each event during the meet to discuss what went well and what could be improved. It is helpful and important to give and receive feedback from your crew members.

*Supporting athletes, coaches,
and officials in the sports of
USA Track & Field*

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MAKE THE TEAM!**



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September 1, 2019*

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and the Tokyo Olympics will be in the news!**

