

**Diving Plongeon Canada Officials Committee
Annual Meeting
Nov. 13 - 16, 2003, Ottawa**

Thursday Evening – 9:00p.m.

Attending: Nancy, Kathy, Helen, Heather, Bev, Mike

1. Task/Position Assignment for Committee member

First on the agenda, was the job allocations for the committee members:

Chair – Nancy Brawley

Provincial - Heather Turner

National – Gordon Petereson

Technical manager – Helen Morneau

Secretary/Treas. – Bev Boys

Director at large – Jocelyn Carrignan

2. **Clarification of job descriptions** – We were asked to look over the policy manual with these job descriptions and make changes to fit the actual position – updates of current information.

These corrections and changes were made Sunday morning, Nancy will make the changes and circulate.

3. **Discussion of provincial needs** – Nancy had sent out a questionnaire for all of us – there were several written responses, and some gave verbal responses. What was determined was that all provinces have different needs and the program needs to fulfill.

4. **Kathy Reported on FINA:**

of judges from all countries, were looked at.

A letter had come from Taunya Hayley, requesting information on how to climb the roster, and it looked to Taunya like we were behind the rest of the world with our numbers. The reality is that if we have more B and G judges, we will be required to make sure they are evaluated. We do not have a budget that can support this, as we have 7 A judges now that need to be evaluated to maintain their level. Kathy will follow up with Taunya to explain to her the real position in the International Roster as opposed to what is viewed on the written roster.

Evaluation forms are being developed at FINA and everyone will get this evaluation after all events, at the International level. Discussion could also happen between the evaluator and the judge.

Kathy will ask Fina if we can copy the manual for use with the new program, and include in the binder for the clinic's.

Minutes from Officials Meeting November 14 – Friday a.m.

Everyone will review Policy Manual – and each of us look at our portfolio's and give feed back

It was decided that Helen, Nancy and Kathy will carry the votes for the AGM.

5. List of Priorities:

Discussion was had and the priorities are:

1. Print log book, and distribute. Suggested 500 to be printed first.
2. To have all information on a CD for all provinces to have. The provinces will be responsible to print, put in a binder and use at the clinic.
3. It was identified that the new program is ready, but everyone does not know that it is ready, and are reluctant to go ahead. It has been translated in to French, except the Final Manual, Kathy said that the French translation is being handled in Europe. We need to get the word out and prepare all of the documents for distribution.
4. A binder to be prepared as a sample for every province.
5. Evelyn will put in the new logo and get all the information organized for Nancy.
6. Suggestion to have the information available on the Web, officials will have a password and available to provincial officials.

* All information will be provided to each province – and they can re-produce and deliver any way they like – what ever the budget provides within their provinces. (hopefully this information will be on a CD for re-production. Sample binder to be provided to all provinces and national level judges within the provinces. The new program is ready and translated to French.

6. Up-dates of exams for Provincial 1 and Provincial 2 clinics.

Heather has done the level 1 exam and we will review, Heather and Sarah Toth will work together on the level 2. Mike Pluschow is interested in working with Heather and Sarah on developing the level 1 and level 2.

Committee to give feed-back and guidance for what we want on the exam.

7. Clinic Material needed for completion

Nancy to check on printing the booklets for records. They will be bilingual, we will print 500 to start.

Sample agenda for the clinic will be provided by Nancy to all of us.
There will be power point or transparencies to use at clinic.

Video to be produced to include new rules and updated information, to go along with the information.

In the meantime, Bev will contact Wendy Lerew to see if she would send up some training films for us to use, as that way we will not have Canadian content and we cannot point out flaws with divers they will judge.

There was discussion of a referee's check list to be prepared, so all referee's have a consistent approach to this job, and the meet manager is clear on the responsibilities etc. More discussion needs to be had and a document prepared. Nancy will provide a draft of this document.

Coaches are working on visuals for the Technical clinics. They are behind but this material would be very useful, Mitch will update.

8. Case Studies were to be prepared so they could be incorporated into the new program.
Prioritize our budget
 1. 1, 5 and 7 from the list provided to the meeting will be the priority for budget items to start. A package with all the information must be produced for each of the Provinces for the ease of delivering the program. This will include a CD with all the documents and sample binder for course conductors.
 2. Development of referee material
 3. Create video's to include with materials for clinic. Very very important!

Special meeting will not be a priority this year, we will spend the year using the program and noting our concerns, what works and what does not. We will request special funding for next year for a 2 ½ day meeting, for planning.

Bev will look into the possibility of a card, that is given after a clinic is taken and the official is fully certified. Provincial 1 and Provincial 2. These cards are used with the LTD Instructor course

The Log book will be one of the first things produced. This book will be used by all and kept over the year. The books will be distributed to all judges that are currently in the system. The book must be signed by a national level official or meet referee.

9. Judge Evaluation

Nancy met with Mitch earlier in the year to discuss the development of an evaluation tool for our National and International judges. This tool was used on the International judges recently. This tool is to be used to rank and give credibility to the assignments.

The National evaluation tool was presented to the committee.

Suggestion that all A judges, over the next 6 months – will evaluate all national and age group judges utilizing this new evaluation tool. We will chat and look at our findings and see where

this tool works and where it doesn't work. The first competition for use, will be the Camo Invitational. It will be used at all senior and age group nationals.

10. National Judge Assignments for 2004

Helen presented the judging roster for the year. Changes were made to the list and they will be distributed after the AGM. We, once again, talked about being available for the whole competition, no one should leave early or arrive late, if fully funded. There will be no summer nationals.

We discussed how to handle shadow panels but we never really decided how this would work. We need to have extra people if we are to use shadow panels.

Nancy will prepare a Provincial Report format, so all provinces can report for the AGM, in a timely and informative manner.

We discussed our outfits and decided we will stay with White's.

The meet referee is to review the meet report from the last competition (ie:age groups), bring these issues forward and to the next competition. Possibly discuss them at the breakfast meeting.

Kathy Seaman reported to us on behalf of Fina, we discussed the date for the submission of new rules, and it was discussed that we must get organized and prepared for the next Fina meetings. Kathy will get us the deadline.

Kathy also discussed the G, B and A officials. It was explained that we have several officials at the A level, there is not room for more at this time, because we do not have the funds to send officials to all of the competitions. If you are an A or B you must be evaluated every year. This presents a problem with our budget.

Sunday A.M. 8:00 – 9:30

Looked at Policy manual and went over job descriptions – Nancy will make changes and circulate.

Nancy will contact national office to see if we have a judging analysis program that is standardized? We should have one for all nationals.

Things to look at in the future:

- inactive judges, how long inactive, before off the list.
- Helen will create a letter of resignation.
- Use of evaluation information, how do you get demoted.

colour of officials uniforms