



**Athletics Ontario Officials Executive Committee
Vice-Chairs Report
November 2023**

(1) Community Services Recovery Fund

In January 2023, the AOO participated with AO in the application process for a government grant in support of Community Service Organizations. The grant was approved in July 2023 and provides for a number of large organizational projects, which includes programming for Ontario Officials.

A new part-time staff member has been hired in the role of Officials & Volunteer Coordinator (Beth Kester) who will be working closely with us and responsible for driving part of the Officials' initiatives. The AOO has 2 officials (Lisa Ferdinand and A.J. Parl) who are working with AO Staff to finalize the initiatives and provide updates to the AOOEC on the groups progress.

Part of the grant will be used to develop a recruitment and support program for new Officials and Volunteers. These funds are earmarked for officials training, a recruitment mentoring program, and an outreach program in northern Ontario. We will share more information on these initiatives in the new year.

The grant will also allow AO to invest in a refresh of the AO website. This will provide the AOOEC with the opportunity to tailor the Officials' area of the website to meet its needs. As well, it will allow the AOO to create specific pages for interested or new officials; making it easier for them to find relevant information to help them start their officiating journey.

(2) New Officials Intake Process

During Covid, AC developed an e-Learning platform for interested individuals to learn about the basics of being an (athletics) official in Canada. Initially, the e-learning platform was accessible from the AC website and the Locker. Currently it is only offered on the AC website. Individuals across Canada, completing the 101 and/or 201 online course(s), are forwarded to the respective provincial branch for follow-up.

While participant information is being provided to branches, we do not seem to have a standardized clear process to track our engagement with these individuals; i.e., confirm their interest in officiating then have a process to onboard them as novice officials. If they are not interested, we should be able to track this information to see whether the AC e-learning platform is a useful tool for recruiting new officials in ON.

In the Spring, work was begun on an intake process for how the AOO could engage individuals who had completed one or both online sessions. The limiting factor in the draft "Intake Process" is how and when we engage the individuals. As well, our follow-up and tracking will need to be addressed in the new year before we can utilize a proper "Intake Process".

(3) ON Officials Directory

The ON Officials Directory (by discipline and level) was reformatted and updated in the Spring of 2023 and reposted to the AO website. There were no updates to the document over the summer due to a very busy outdoor season and workload. The document was updated in September and posted to the website. Going forward, the Directory will be updated and posted following new upgrading information from the Director of Seminars and Upgrading.

(4) AOO Executive Committee - Terms of Reference

The AO board had reviewed all its committees and councils Terms of Reference (ToR) in 2021 and developed a ToR template. In 2022, the AOO was asked to revise its Terms of Reference into a standardized template used by all AO committees. To achieve this, the 14-page AOOEC Terms of Reference, required a detailed review and update. The previous Vice-Chair & Secretary (Lynn McFerrin and Barb Mero) were instrumental in simplifying the document last year, which was submitted to the AO Board for review and approval.

The ToR were approved, subject to amendments that reflect the AOOEC as an AO Operations Committee, rather than a Board Committee. The document was revised in late September and reposted to the AO website. Additionally, the remaining segments of the former 14-page ToR document, will be redrafted into a Policy and Procedures document in early 2024.

(5) ON Upgrading Forms – Level 1, 2, & 3

To make the process less cumbersome for new officials, as well as the person responsible for processing the upgrading requests, all of the documents were revised and streamlined.

For Level 1, the 2-3 documents (signed experience sheet, meet credit card and upgrading application form) have been combined into a 1-page document: the Level 1 Certification Request Form. Since the official is required to have sign-off on four, 1-credit sessions, there is no need to use a meet card at this stage. As well, by simplifying/combining the application form with the meet experience document, it should be straight forward for the new official and the person processing the upgrading request.

For Level 2, the 3-4 documents (signed experience sheet, meet credit card, evaluation form, and upgrading application form) required to submit for upgrading have been combined into 2 documents: the (1 page) Level 2 Certification Request Form and (1 page) Level 2 Evaluation Form.

For Level 3, the certification request form has been condensed into 1 page and simplified. As ON does not control the L3 evaluation report, it has not been altered.

The documents, Level 1, Level 2, and Level 3 Certification Request Form along with the revised Level 2 Evaluation Report Form are available on the AO website.

Submitted by Lisa Ferdinand
November 2023
