

The following 2016-2017 Year-End report of the Officials Development Committee is submitted for your consideration.

SSNB - ODC Committee Membership

Chair – Chris Gauthier | Campbellton - Nathalie Bujold | Caraquet - Guy Rouse
Codiac Cyclones - Joey Cormier | Fredericton - Rob Lunn | Hampton - Charles MacNeil
St. Croix - Dave Groom | Saint John - Joe Oliver

SSC – Officials List Update - July 2017

An updated 2016-2017 Officials list was sent to SSC on July 13, 2016 which included additional Level 1 officials known at the time. No “inactive” officials, defined as being inactive for between 1 to 3 years, were removed given the lack of information available when the list was to be provided to SSC. The current list still requires additional work. Additional amendments will be completed prior to the end of June 2017 paying particular attention to deleting inactive officials and also adding the new ones.

Budget – 2016-2017

As per the July 20, 2016 email sent to all SSNB-ODC members, ODC had originally intended to seek a \$6,000 budget for the 2016 – 2017 season in order to cover expenses associated to: New Level 0, Level 1 clinic travel expenses, travel expenses for Level 3 meet requirements and Level 3 clinic. – The budget was not distributed as anticipated with an approximate \$4,340 surplus due primarily to the SSNB financial reporting situation.

A: Level 1 Officials’ Clinic - (Charlottetown PEI) – Nov 2016

By Kevin Scott (L2 Referee) : Supervised by Jeff Cross (L3A Referee)

PEI:	Kellie Andrews	NB:
Eric MacKinnon	Edith Peacock	Lu Kang (SJ)
Carey Wood	Jean Marie Trainer	Anny Kang (SJ skater)
Jeff Wood	NS:	Angela Xu (St. Croix skater)
Bill MacCannell	Sheri Eaton (Annapolis Valley)	
	Todd Landon	
	Rob Doucette	

B: Level 1 Official’s Clinic – (Saint Andrews) Jan 2017

By Andre Arseneault (L2 Referee) : Supervised by Jeff Cross (L3A Referee)

Jane Pearson	Kelly Domres	Donna Domres
Dave Fenety	Daniel Dillon	Andrea Anderson Mason
Dan MacPhee	Mike Doherty	Rick Mason

C: Last referee SSC L3B advancement requirement: Andre Arseneault Travel to Quebec

D: Level 3 Referee/Starter clinic Jan 2017, Quebec, QC (by: Michel Dumont L5 / Yves Michaud L4)
(Attended by: Chris Gauthier & Kevin Scott)

Total: \$1, 656.36 representing 30% of the original budgeted activities and approximately 50% of the previous year budget & expenses.

The 2017-2018 season budget is expected to be approximately \$4,800 yet a final amount will be determined over the course of the summer and will take into consideration rolling out the Level “0” clinic initiative at to all NB member clubs.

Official's Development Tracking:

ODC Chairperson has been working on an online Officials Development activity tracking system which is currently under development as a personal project. This system will be password protected and all data within the system will be available to each club as a way to keep track of their volunteer activities. Additional details on the system will be made available as things develop. The system will provide a forum where volunteers, meet coordinators, or others (still under development) can report season volunteer activities. Expected delivery should be September 2017. In the meanwhile, various new PDF format forms have been developed by the ODC Chairperson for officials to use in order to keep track of their competition related activities (See bellow)

Officials Development Report / Submissions to SSC

- Claudine Abcarius & Rene Losier – electronic timing on track for Level 2 upgrade seasons end 2017-2018.
- Christine Lawson & Trevor Corey –Level 2 meet recorders require that they teach a Level 1 clinic to proceed with their Level 3 SSC application. SSC applications prior to April 15, 2018
- Robert Adams, Lap Counter will be advanced to Level 2.
- Joey Cormier, Starter – On track to be advanced to Level 2 by the end of season (2017-2018).
- Three (3) SSC Level 3B Referee Official advancement submitted:

Andre Arseneault (Referee) | Chris Gauthier (Referee) | Kevin Scott (Referee)

All three Level 2 SSNB referees mentioned above surpassed the minimum L3B SSC requirements to apply for advancement. Compete applications with all support documentation where sent by the ODC Chairperson to SSC ODC on April 7th, 2017. A final decision from SSC will be issued prior to the start of the next skating season.

- **An evaluation of additional L1 officials who are believed to be prepared for L2 advancement will be done over the summer. It is believed that no less than 8 to 10 officials will be advanced to L2 prior to the 2017-2018 season.**
- ODC Chairperson will continue to coordinate with “Lead Accredited Officials” and club presidents for each discipline within our province and also seek consultations outside the province should it be required.

New online “Officials Availability: form

An online form to help meet coordinator in gathering information on officials and volunteers’ availability for any meet (including PEI and NS). The first rudimentary online version was deployed in early October 2016. The use of the system was very well received and used by most senior officials and helped with the scheduling of said officials for the 2016-2017 competition season. The use of the form was not as well known by most clubs and an extra effort in promoting this online tool will be part of 2017-2018 activities. Additional functionality will also be added over the summer 2017 as to let the user amend their original data entries.

New 2017 Officials XLS format tracking format

Given the lack of any data gathering structure for officials within SSNB, a new excel format tracking form was designed by the ODC Chairperson as to help each official track their season activities. The form is available on the <http://pvss.ca/odc/> website.

New 2017 Advancement Evaluation Report Forms

Having the responsibility to provide evaluation forms to be used for advancement at SSC level, the ODC Chairperson designed a revised SSC evaluation form. The new form takes into account the number of competitions and years that the evaluator has spent with the candidate. This was a joint effort between the ODC Chairperson and lead accredited officials both within SSNB and SSC. Since then, Ontario has adopted the new SSNB interactive PDF evaluation forms to evaluate their own officials and a copy is currently under review by SSC. A copy of the form is available online at: <http://pvss.ca/odc/>

New 2017 Self-Evaluation Report Form (Post Competition / End of Season) – Under Development

ODC Chairperson designed a self-evaluation interactive PDF form to provide a feedback platform form used by L0 and L1 officials after each competition or end of season. A copy of the form will eventually be available online at: <http://pvss.ca/odc/> - A draft copy is included in this report and currently under review by SSC - ODC

OFFICIAL'S PERFORMANCE EVALUATION REPORT - SSNB

Report Date:	(dd/mmm/yyyy)	Evaluation As:	
Candidate:		Candidate Level:	
Phone:		Email:	
Assessor:		Assessor Level:	
Phone:		Email:	
Number of meets the assessor has spent with the Candidate being evaluated within the past ____ years:		One (1) Over 4	Two (2) Over 10
		Three (3) Over 15	Four (4) Over 20
NOTE: Assessor, please only answer the questions that you believe are directly related to your overall evaluation of the candidate. Use the term (NA) for items that are non-applicable			
1. Knowledge of Rules: Knowledge/understanding of current rules and procedures. Consistency and uniformity in the application of rules and procedures.		Knowledge: Rating:	
2. Communication: Ability to communicate in a clear and precise manner with Skaters, Coaches, Officials, Meet Management, Spectators and Guests		Knowledge: Rating:	
3. Meet Management: Implementation of Meet Chief Referee and/or other assistant referee directives. Ability to anticipate problems and take corrective advance action. Willing to work where needed. Familiarity with meet information package.		Knowledge: Rating:	
a). General Meet Preparation as <u>Assistant</u> Referee if observed.		Knowledge: Rating:	
b). General Meet Preparation as <u>Chief</u> Referee if observed.		Knowledge: Rating:	
4. Attentiveness and Positioning: Aware of meet progress and skaters. Focused on the ice, other Officials and Skaters while on duty, including proper positioning.		Knowledge: Rating:	
5. Attitude: Supportive of skaters: works well with others: maintains a friendly, calm and non-combative attitude in stressful situations. Positive attitude. Shows leadership and team player qualities. Positive interaction with other meet Officials.		Knowledge: Rating:	
6. Reliability: Can be counted on. Shows up when expected. Keeps meet management informed and the team running smoothly. On time to Officials briefing.		Knowledge: Rating:	
7. Pre-Competition Preparation as Chief Referee: Is assertive in working with the meet coordinator and meet recorder to provide feedback on division list and flood schedule.		Knowledge: Rating:	
8. Overall Performance: Taking into account all other factors, what is your overall assessment of the Referee's performance.		Knowledge: Rating:	

Please return this 2 page evaluation report signed and dated to:

ODC Director, SSNB

email: chris@csidefender.com / Tel: 506-871-2989



Additional Comments and/or Observations:		
Comments:		
Recommendation to:		YES NO
Comments: (If NO, please explain)		
Evaluation discussed with the assessed official:		
Comments:		
Assessor Signature:		Date:

(dd/mmm/yyyy)

OFFICIALS DEVELOPMENT PROGRAM (ODC) - SSNB
To be used when filling out assessment forms

LEVELS OF KNOWLEDGE

- Acquaintance:** The lowest level of learning. Implies peripheral knowledge and broad awareness of a subject.
- Familiarity:** Implies comprehension to the extent that specific principles, concepts and generalisations can be recalled.
- Understanding:** Implies the ability to articulate the principles, concepts and theories presented. Generally, this is the level required of a competent practitioner.
- Mastery:** The highest level of learning. Implies the ability to use, analyse, synthesize and evaluate the material presented. This level would be required of a clinic conductor, with respect to the material taught at the applicable clinic.

RATING PERFORMANCE

- Level 0:** Performance not observed.
- Level 1:** Cannot perform the task on his/her own. Requires verbal and physical assistance to prevent critical mistakes. Needs additional training.
- Level 2:** Adequate, meets minimum standards for position. Requires frequent verbal assistance to prevent critical mistakes. Needs additional experience.
- Level 3:** Consistently performs the task to an acceptable level, on his/her own, without making critical mistakes. Practice will improve performance. May require occasional verbal assistance to analyse specific problems or situations, but remains able to deal with these same situations without making unacceptable mistakes. Level 3 is the minimum level required of any chief official.
- Level 4:** Performs the task confidently and effectively at all times. Can maintain this level of performance indefinitely without requiring outside verbal or other assistance. Quality of performance continues to improve with practice and experience. This is the terminal level required in all tasks.
- Level 5:** Flawless performance. The ideal official under the circumstances. The incidence of Level 5 performance should increase as one progresses in grade, but it is unreasonable to expect this level of performance continuously and in all tasks from any official.

Please return this 2 page evaluation report signed and dated to:

ODC Director, SSNB
email: chris@csiddefender.com / Tel: 506-871-2989

OFFICIALS' SELF EVALUATION – Version 1.4

ODC (SSNB) – SPEED SKATING COMPETITION / END OF SEASON

As an official involved in speed skating at any level, you will usually be your own most severe critic which is good and the cornerstone to helping yourself evolve as an official. After every speed skating competition (or season), you are encouraged to analyze your performance in aspects of what you have learned and where you believe extra experience is required. You should also reflect on the general aspects of the competition. You are encouraged to focus on what you enjoyed the most and analyze some of the situations that you might have found challenging.

In order to assist you in an honest and constructive self evaluation, we propose that you use the following “Performance Scale” and “Rating Scale” to then answer the following performance related questions

SELF EVALUATION PERFORMANCE SCALE

Level 0: Performance not observed / not relevant to my assigned duties.

Level 1: I don't feel comfortable in performing the task on my own. Required verbal and/or physical assistance to prevent critical mistakes. I need additional training.

Level 2: I felt adequate for the job. I seemed to meet the minimum standards for this position. I do require frequent verbal assistance to prevent critical mistakes. I also require additional experience but I'm getting better.

Level 3: I consistently perform the task to an acceptable level on my own and without making critical mistakes. I understand that practice will improve my performance over time. I may require occasional verbal assistance to analyze specific problems or situations yet I remain able to deal with these same situations without making unacceptable mistakes.

Level 4: I performed the task confidently and effectively at all times and without hesitation. I maintained this level of performance and concentration during the whole competition. I understand that the quality of my performance will always continue to improve with practice and experience. I also understand that higher level competition meets will provide me with opportunities to gain additional experience.

Level 5: I performed the task flawlessly at all times and without hesitation. I understand that the quality of my performance will always continue to improve with practice and experience. I also understand that it is unreasonable to expect this level of performance continuously and in all tasks from any official.

SELF EVALUATION RATING SCALE

A: Yes / Very / Happy / Excellent
B: Somewhat / OK /
C: Rarely / Not Really / Needed More
D: Not at all / Terrible / I was lost
E: Not Applicable (N/A)

Your Name: _____
Competition Name: _____
Competition Date: _____

Email: _____
Sanction: _____
Official As: _____ Level: _____

Pre-Competition Preparation:

- 1- How familiar were you with your role as an official prior to the start day of competition? (**A<B<C<D<E**)
- 2- How did you feel about pre-competition communications in preparation to the meet? (**A<B<C<D<E**)
- 3- How did you feel was your preparation for the competition? (**A<B<C<D<E**)

Facility Arrival:

- 1- How prepared did you feel when entering the arena? (**A<B<C<D<E**)
- 2- Did you feel calm & confident when entering the arena? (**A<B<C<D<E**)
- 3- Did you attend the officials & coaches meeting? (YES / NO)

During the Races:

- 1- Did you feel comfortable with the responsibilities assigned to you? (**A<B<C<D<E**)
- 2- Did you remain calm and composed while performing your tasks? (**A<B<C<D<E**)
- 3- Did you learn anything from your experiences? (**A<B<C<D<E**)
- 4- Did you have a sense of teamwork while performing your tasks? (**A<B<C<D<E**)
- 5- Overall, how did you feel about your performance (**A<B<C<D<E**)

Overall Attributes: (Level 1 to 5)

- 1- How would you rate yourself in aspects of following instructions from other senior officials? (**DROP DOWN MENU**)
- 2- How would you rate yourself in aspects of leadership qualities? (**DROP DOWN MENU**)
- 3- How would you rate yourself in aspects of staying focused on your responsibilities? (**DROP DOWN MENU**)
- 4- When presented with challenges, did you offer solutions or originality to resolve the issue? (**DROP DOWN MENU**)
- 5- How mature do you believe you were during the meet? (**DROP DOWN MENU**)
- 6- How would you rate your communication skills with the other officials who worked with you? (**DROP DOWN MENU**)
- 7- How would you rate your teamwork ability with the other officials who worked with you? (**DROP DOWN MENU**)
- 8- Did you develop beneficial habits during the meet that will help you in the future? (**DROP DOWN MENU**)
- 9- Did your level of self confidence (As an official) at the start of the competition change compared to when it was over? (**DROP DOWN MENU**)

Personal Assessment:

Please provide any further information to help better understand what you experienced during the competition and elaborate on items that you feel could help you evolve as an official:

NOTE: Please send your self assessment forms to the your senior accredited official or your provincial ODC Director within 7 days of having completed your competition. You can send in your report via:

- 1- Upload your report by accessing: <http://pvss.ca/odc/evaluations> (Username & Password required)
- 2- You can use the online version of this form: <http://pvss.ca/odc/evaluations/self>

Signature: _____

Date: _____

