



Committee Report to 2017 AGM

Committee Name	Officials Committee
Committee Chair	Jim Blanchard
Committee Members	Richard Guttormson, Don Riddle, Ian Sidders, Stan Woods
Report Date	July 10, 2017
Submitted By	The Officials Committee

Past Year's Work

1. Created Orienteering Official Certification Record to replace the current 4 documents as one comprehensive record for each official. The idea is that each official maintains his/her record of events officiated, attended and volunteered. The official or association submits this record to obtain recognition of each O level and to maintain the official's active status.

Promulgated this document to any person or associations for submission of missing information or qualified officials.

2. Designed and started issuing certificates to anyone obtaining O level certification. Five issued to date.

3. Continued maintaining and updating the Orienteering Canada Official Database as a Google Sheets document.

4. Work on transferring the O 100 Manual from draft to final format. Quick review of O 200 also.

5. Created a colour coded short form version of officials database just listing the official's name and association for posting on the Orienteering Canada web page for easy access.

6. Continue to edit O 200 and O 300 manuals to transfer to final formats.

7. Work on approaches to ensure new officials fulfill Orienteering Canada requirements and information on all activity officials is listed in the national database.

8. After seeing the current officials' database realized that the Alberta portion was very out of date. Divided it into a few sections. A list of confirmed Alberta Officials was generated. Also a list of officials who are known to have completed at least all or part of their certification but were not in the OC database. Data on these individuals will be pursued at the Alberta level in the upcoming year.

9. All contributed to the discussion of the process to maintain one's certification

10. All contributed to the discussion on the updating of the 0100 Officials' manual.

Future Work – Projects and Goals

1. Need to develop an improved way of updating the national official's database. The idea would be to develop a program to take the data in the new official's records and create the national and association databases as needed. The current database is an Excel document stored in Google Sheets. It needs to evolve to be integrated into the Orienteering Canada web page and event software.
2. Finish the O100 Manual with all text and map references/examples correct with the new Course Categories in mind. Have this work be finished by a "professional" and placed in Word and pdf with the pdf on the website.

Successes and Challenges

1. The committee continues to offer an improved process for certification but the information has to be updated on the Orienteering Canada web page. Still it is difficult to get full information of all new or older officials until needed for an event. All active officials need to maintain a log and submit it to Orienteering Canada. If older information does not exist, all officials in the database will be grandfathered at current levels but would be expected to record future information towards maintaining an active status.
2. Database management requires programming expertise beyond current members' ability. The need to go from a simple spreadsheet to an integrated component of Orienteering Canada's web page is suggested.
3. It appears as if each PTOA should identify an Officials Person to identify and maintain the provincial records for Officials within that PTOA. Then contact should be made with this official and the officials Committee and Ian for the updated as they become available.

Finances

1. Conferences call costs monthly.
2. May need some contracted programmer to improve database management and integrate with Orienteering Canada web page.
3. Cost for a person to finish any update of maps and any charts as deemed necessary by the Committee.
4. Identify the cost of a “professional” finisher of each manual with a time frame identified.

Additional Notes

1. Identify a person to do the polish up of each manual as the Committee finishes the manual to get ready to go to the professional “finisher”.
2. It is imperative to identify a person to do the out of draft professional work on each of the manuals and establish a cost for this process.