

National Officials' Committee: MENTORING REPORT FORM

MENTORING-UPGRADING GUIDELINES

This Mentoring form is:

- 1 An important part of the upgrading process.
- 2 Designed to ensure that an official has the knowledge and ability to react correctly to various situations.

Check list for Mentors:

- Have a meeting with the official **BEFORE** the meet begins
- Discuss the official's goals
- Go through the Mentoring Form
- Talk about how and when the official will be observed
- Between events or tasks have a discussion with the official
- Take time to have a debriefing session with the official at the completion of the meet
- Don't forget to sign the form and the official being mentored must sign
- Upon completion of the mentoring, **the mentored official is to receive the original**. The mentor is required to keep a copy and send a copy to the NOC vice Chair - Mentoring.

Please print NAME: _____

EVENTS OBSERVED: _____

POSITION (discipline): _____

CURRENT LEVEL: 3 4 (Circle one) DATE OF LAST UPGRADE: _____

NAME OF MEET: _____ DATE(s) _____

LOCATION: _____ CALIBRE: N N/C Other _____

PRINT NAME OF MENTOR: _____

MENTOR'S DISCIPLINE AND LEVEL: _____

POSITION AT MEET: _____

N = National level (including international meets) as designated by the NOC

N/C = National Championship meets as designated by the NOC

Other = Please indicated the meet and type

Section 1 – Demonstrating leadership; and the ability to manage team performance

- Works collaboratively with others involved in the organization and staging of the event
- Acts confidently while fostering teamwork through mentoring of all officials
- Motivates team members
- Monitors activities and develops team members to their potential
- Encourages participation and creativity of all team members

The official met these criteria:

Fully_____ Mentorship needs to be continued_____

Give examples:

Section 2 – Demonstrating an understanding of the rules

- Understands the technical rules of IAAF and other unique organizations (e.g., CIS, high school etc.)
- Understands the basis for officiating (e.g., to support athletic performances).

The official met these criteria:

Fully_____ Mentorship needs to be continued_____

Give examples:

Please use a separate page for additional comments and examples.

Section 3 – Demonstrating an ability to communicate effectively

- Expresses ideas in a timely, clear and organized manner.
- Listens respectfully to team members, other officials and athletes.

The official met these criteria:

Fully _____ Mentorship needs to be continued _____

Give examples:

Section 4 – Demonstrating an ability to adapt to changing conditions

- Anticipates and successfully responds to changes (e.g., weather, start list changes, etc.)

The official met these criteria:

Fully _____ Mentorship needs to be continued _____

Give examples:

Section 5 – Demonstrating an ability to manage “event specific” competencies (specify)

- Positioning; Briefing Athletes
- Officiating techniques (e.g., use of gun, measuring, flags, etc.)

The official met these criteria:

Fully _____ Mentorship needs to be continued _____

Give examples:

Overall Strengths of the Official:

Opportunities for Improvements:

Other Comments:

MENTOR:

NAME: _____ Circle Response

Please print neatly

Mentorship should continue before upgrading? Yes No

Level 4, the official can chief any National caliber meets and is ready for upgrading . Yes No

NOTE: An official progressing to level 5 MUST FULLY meet all competencies.

Level 5, the official can chief at any meet and is ready for upgrading Yes No

Signature of Mentor: _____ Date _____

I have read and discussed this report form and **agree** **disagree** with it.

Please circle your answer and sign your name.

Signature of Mentoree: _____ Date _____

COMMENTS:

Updated: April 28, 2008