National Officials’ Committee: MENTORING REPORT FORM

MENTORING-UPGRADING GUIDELINES

This Mentoring form is:
An important part of the upgrading process.
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.
Mentee must meet all 5 criteria fully.

| Please print NAME: | ____________________________________________________________ |
| EVENTS OBSERVED: | ____________________________________________________________ |
| First Mentorship | Continuation of First Mentorship |
| Second Mentorship | Continuation of Second Mentorship |
| 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: ____________________________________________________

Please print neatly

Level 4, the official can chief any National caliber meets and is ready for upgrading.

Yes  No
(Circle your response)

Note: An official progressing to level 4 or 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. ___________________________ Date __________

COMMENTS:

Updated: May, 2010