

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:

Give examples: Fully _____ Mentorship needs to be continued _____

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:

Give examples: Fully _____ Mentorship needs to be continued _____

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:

Give examples: Fully _____ Mentorship needs to be continued _____

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 Please circle your answer and sign your name. *agree* *disagree* with it.
_____ Date _____

COMMENTS:

Updated: May, 2010