

Appendix 2: Provincial Mentoring/Upgrading: Guidelines and Reporting For Levels 1, 2 & 3

Mentors are an important key in the upgrading process. The mentoring session is designed to assess the official's knowledge and the official's ability to react correctly to various situations.

AS THE MENTOR:

- 1 Make it a co-operative, communicative, win-win process. Engage in active listening.
- 2 Accommodate the performer. Schedule the mentoring session to provide lots of time and, as much as possible, at their convenience. Prepare for the session; don't plan the mentoring session as it is happening.
- 3 Performers should know, through their measures and standards, how they are doing. Don't let there be any surprises.
- 4 Discuss performances, not niceties. Be honest and specific with the performer. Offer praise and suggestions for change. Never attack.
- 5 Help performers to exploit strengths and correct weaknesses. Less-than-expected performance should already have been addressed.
- 6 Make specific commitment to assist the performer in upcoming meets, in terms of performance opportunities and development goals.
- 7 Encourage the performer to discuss performance or development issues with you at any time.

AS THE OFFICIAL BEING ASSESSED:

- Discuss performance, results, not activities.
- Be ready to discuss your performance in relation to your position (performance expectations).
- Be prepared. Complete your portion of the appraisal form before the mentoring session.
- Be honest with yourself.
- Make a commitment to specific personal development in the upcoming year.
- Feel free to approach the mentor to discuss your performance and development.

PERFORMANCE IMPROVEMENT:

How to get people (athletes, coaches, officials, spectators) to start doing something, stop doing something, or continue doing something are all performance improvement questions.

As a Judge:

- Are you communicating with integrity to ensure no mixed messages are being sent?
- Are you listening for the needs of the athlete?
- Are you responding to those needs in a fair and flexible way?
- Have you set clear and understandable goals?

As a Chief:

- Have you agreed upon roles and procedures for the members within the team?
- Are you providing on going performance feedback to the team, relative to the targets that were set?
- Are you providing opportunities for team officials to make their own decisions?
- Are you rewarding positive behaviour by individual team members for a job well done?
- Is the job assigned to team members designed to be challenging relative to abilities?

Revised: April 2013.

MENTOR GUIDELINES:

All mentoring sessions must be discussed with the official involved (before, during and after the session) and the written copy handed to him/her for safekeeping. An assessment is to reflect the position over the period of the meet or even many meets, if possible, not just one event.

MENTORING GUIDELINES:

- 1 Observations over the entire meet, not just one session or event.
- 2 Note that Part III relates to Chiefting an event and is for Level 3 applicants only.
- 3 It is in the official's best interest to be completely honest. Do not waffle; the official can (or cannot) do the job.
- 4 If you indicate that there are areas needing improvement, you **MUST** make comments in such a way that the official can understand the problem and work toward improvement.
- 5 Make sure the form is signed, and that your opinions are discussed with the official who signs and indicates agreement or disagreement. Return the signed form to the official.

Provincial Mentoring-Upgrading Report Form for Levels 1, 2 and 3

OFFICIAL'S NAME: _____ Please print name

DISCIPLINE EVALUATED _____ CURRENT LEVEL _____

DATE OF LAST UPGRADE _____ / _____ / _____
D M Y

NAME OF MEET _____ DATE(S) _____ / _____ / _____
D M Y

MEET LOCATION: _____ LEVEL: Club ___ Prov. ___ N/NC ___
 (Please print) MENTOR'S NAME: _____

POSITION AT MEET: _____

MENTOR'S DISCIPLINE AND LEVEL _____

EVENT OBSERVED _____	PERFORMANCE INDICATOR *		
	SA	NI	NA/NO
Part I. GENERAL AND TECHNICAL: (comment on any checked item in the written section on the next page)			
1. Understanding and interpretation of rules:			
2. Punctuality, reliability, enthusiasm:			
3. Alertness, awareness, concentration:			
4. Initiative, adaptability, versatility:			
5. Decision-making ability, confidence:			
6. Attitude, emotional control:			
7. Appearance, uniform			
8. Rapport with coaches and athletes			
9. Accuracy of measurements, readings, recordings:			
10. Voice control:			
11. Positioning for best performance of duties:			

*** PERFORMANCE INDICATOR DEFINITIONS:**
Satisfactory (SA): Fully meets the requirements of the duties; represents the standard for a fully qualified, experienced official in a fully capable manner.
Needs Improvement (NI): Clearly below fully satisfactory; room for improvement exists; may be due to inexperience or to other factors. Need for further development is recognized and required.
Not Applicable/Not Observed (NA/NO): As indicated.

Mentoring Report Form for Levels 1, 2 and 3

EVENT OBSERVED: _____

PERFORMANCE INDICATOR		
SA	NI	NA/ON

Part II. DIRECTING THE EVENT (for Level 3 only):

1. Pre-Meet preparation (planning, timing, site review, equipment)
2. Briefing the other officials before the event:
3. Briefing the athletes before and during the event:
4. Leadership during the event:
5. Voice control (authority, reach):
6. Positioning of team:

Part III. STRENGTHS OF THE OFFICIAL:

Part IV. OPPORTUNITIES FOR IMPROVEMENT:

OTHER COMMENTS:

OFFICIAL:

I have read this report and have discussed it with the mentor and I **AGREE / DISAGREE** (circle one) with the opinions expressed by the mentor.

Comments: _____

Signature of Official: _____ Date (d/m/y): ____/____/____

MENTOR:

Have you worked with or observed this official on previous occasions? **yes / no**

If yes, was this performance consistent with previous performances? **yes / no**

In my opinion and based on my observations and the performance I have witnessed, I feel the above official **IS / IS NOT** (circle one) ready for the next level

Signature of Mentor: _____ Date (d/m/y): ____/____/____