

National Officials' Committee: MENTORING REPORT FORM

INTRODUCTION

The purpose of the mentoring program is to foster continuous improvement using a competency-based model for officials' development. The purpose of this mentoring-upgrading report form is to provide the consistent format for mentors to identify how well the official meets the competencies, as follows.

OFFICIALS' COMPETENCIES (essential competencies of officials at level IV and V)

- (1) Demonstrating leadership and the ability to manage team performance
- (2) Demonstrating an understanding of the rules
- (3) Demonstrating an ability to communicate effectively
- (4) Demonstrating an ability to adapt to changing conditions
- (5) Demonstrating an ability to apply event specific techniques

MENTORING-UPGRADING GUIDELINES

- Organize a preliminary discussion with the official BEFORE the meet and discuss the official's goals
- Provide an overview of the Mentoring Form and talk about how and when the official will be observed
- During the mentoring and between events have a discussion with the official on his/her progress
- Organize time to have a debriefing with the official and ensure the form is signed by yourself and the official
- Upon completion of the mentoring, give the original to the official; you should keep a copy and you must send a copy to the NOC Vice-Chair Officials Development for Mentoring.

As the Mentor:

- Your role is to assess how well the official meets the five (5) competencies.
- You should be thorough, objective, encouraging and supportive to the official.
- You should offer praise and suggestions for change (as a true mentor would) and provide effective feedback.
- You must plan sufficient time to discuss the mentoring-upgrading report form when completed.
- You should make the process co-operative, communicative and focused on becoming a better official.
- You must engage in active and respectful listening and be honest and specific with the official.
- You must help the official to build his/her strengths and correct weaknesses.
- You should, where appropriate, make a specific commitment to assist the official in future meets, in terms of individual performance opportunities and development goals.

As the official being mentored:

- Your role is to demonstrate to the mentor how well you meet the five (5) competencies.
 - You should participate and contribute to the mentoring process through active communications.
- You should ask questions, as appropriate and contribute to the overall efficiency of the events being conducted.

Please print NAME: _____

EVENTS OBSERVED: _____

Mentorship: 1st or 2nd [Circle one] Continuation of First Mentorship: 1st or 2nd [Circle one]

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.

Revised: April 2013.

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.

Revised: April 2013.

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:

Revised: April 2013.

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 _____

Official:
I have read and discussed this report form and *agree* *disagree* with it.
Please circle your answer and sign your name.

Signature: _____ Date _____

Comments:
