

AOO Provincial Mentoring Report Form for Levels 2 and 3

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

Expectations

A candidate for **level 2** requires only ONE Mentoring Report.

- a) If he/she receives 3s or above on more than half of the *applicable* points in Part I of the Mentoring Report, the mentor may choose to sign Option 1 on the last page (the official IS ready for the next level).
- b) If the mentor feels the candidate is NOT ready to be a Level 2, the mentor should select Option 3 (the official IS NOT ready for the next level and the mentoring should continue).

A candidate for **level 3** requires TWO Mentoring Reports.

- a) If he/she receives 3s or above on more than half of the *applicable* points in Parts I and II of the first Mentoring Report, the mentor should choose Option 2 on the last page (the official IS ready for a second mentoring for level 3). The expectation would be that the candidate would 'practise' what was suggested in the first mentoring, and request a second mentoring when he/she felt ready.
- b) For the second Mentoring Report to be considered successful, the candidate must receive 4s or 5s on all *applicable* points in Parts I and II of the Mentoring Report, and the mentor should select Option 1 (the official IS ready for the next level).
- c) For either Mentoring session, the mentor may choose Option 3 (the official IS NOT ready for the next level and mentoring should continue).

As the Mentor:

- Make it a co-operative, communicative, win-win process. Engage in dialogue and active listening.
- Prepare in advance; provide adequate time to observe the official and for him/her to ask questions.
- Engage in discussion so that the official knows how he/she is doing. Don't let there be any surprises.
- Discuss performance, and be honest and specific. Offer praise and suggestions for change.
- Help the official to use his/her strengths and correct weaknesses. Less-than-expected performance should be addressed as soon as possible in the mentoring process.

As the Official Being Mentored:

- Prepare in advance; be ready to discuss your performance in relation to your position.
- Discuss performance and results, and be honest with yourself.
- Feel free to approach the mentor to discuss your performance and development.

Performance Improvement:

As a Judge:

- Are you communicating with integrity to ensure no mixed messages are being sent?
- Are you listening to the needs of the athlete and responding in a fair and flexible way?

As a Chief:

- Have you agreed upon roles and procedures for the members within the team?
- Are you providing ongoing performance feedback to the team, relative to the targets that were set?
- Are you providing opportunities for team officials to make their own decisions?

Mentoring Guidelines:

- Mentoring should take place over the entire meet, not just one session or event.
- All mentoring sessions must be discussed with the official involved (before, during and after the session).
- The form must be signed and dated by both the mentor and the official being mentored.
- The original signed form goes to the official.
- It is in the official's best interest for you to be completely honest. Do not waffle; the official can, or cannot, do the job.

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(Please PRINT)

Official's Name _____ Date of last upgrade _____

Level/Discipline being mentored _____ Current Level _____

Name of Meet _____ Date(s) _____

Meet location _____ Level: Club____ Prov____ N/NC____

Mentor's Name & Position at meet _____

Mentor's Discipline & Level _____

Event(s) observed: _____ **Performance Indicator ***

Part I: General and Technical (written comments on next page)	1	2	3	4	5	NA/ NO
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, athletes						
9. Accuracy of measurements, readings, recordings						
10. Voice control						
11. Positioning for best performance of duties						

* Performance Indicator definitions: "1" indicates *poor performance*; "5" indicates *fully meets the standards and requirements for a fully qualified, experienced official at this level*"; NA = Not Applicable; NO = Not Observed

Candidates for Level 2 must receive 3s or above on more than half of the *applicable* points in Part I for a mentoring to be considered successful. Candidates for Level 3 must receive 3s or above on more than half of the *applicable* points in Parts I and II for a successful first mentoring report, and 4s or 5s on all *applicable* points in Parts I and II for a successful second mentoring report. See Expectations on page 1 for more details.

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Event(s) observed: _____

Part II: Directing the Event – for Level 3 ONLY	1	2	3	4	5	NA/ NO
1. Pre-meet preparation (planning, timing, site review, equipment)						
2. Briefing the other officials & volunteers 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. I AGREE / DISAGREE (circle one) with the opinions expressed by the mentor. COMMENTS: _____

Signature of Official _____ Date _____

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
 (1) IS ready for the next level, **OR** (2) IS ready for a second mentoring for level 3, **OR** (3) IS NOT ready for the next
 level and mentoring should continue. (circle one option)

Signature of Mentor _____ Date _____