



Hitting the Trail!

Outfitting Yourself for a Successful Mentoring Trek

At the Trailhead

- All your pre-meet work is done
- Your Knapsack is packed
 - Meet Announcement
 - Mentoring plan
 - Mentoring documents fresh from the website
 - Tool kit



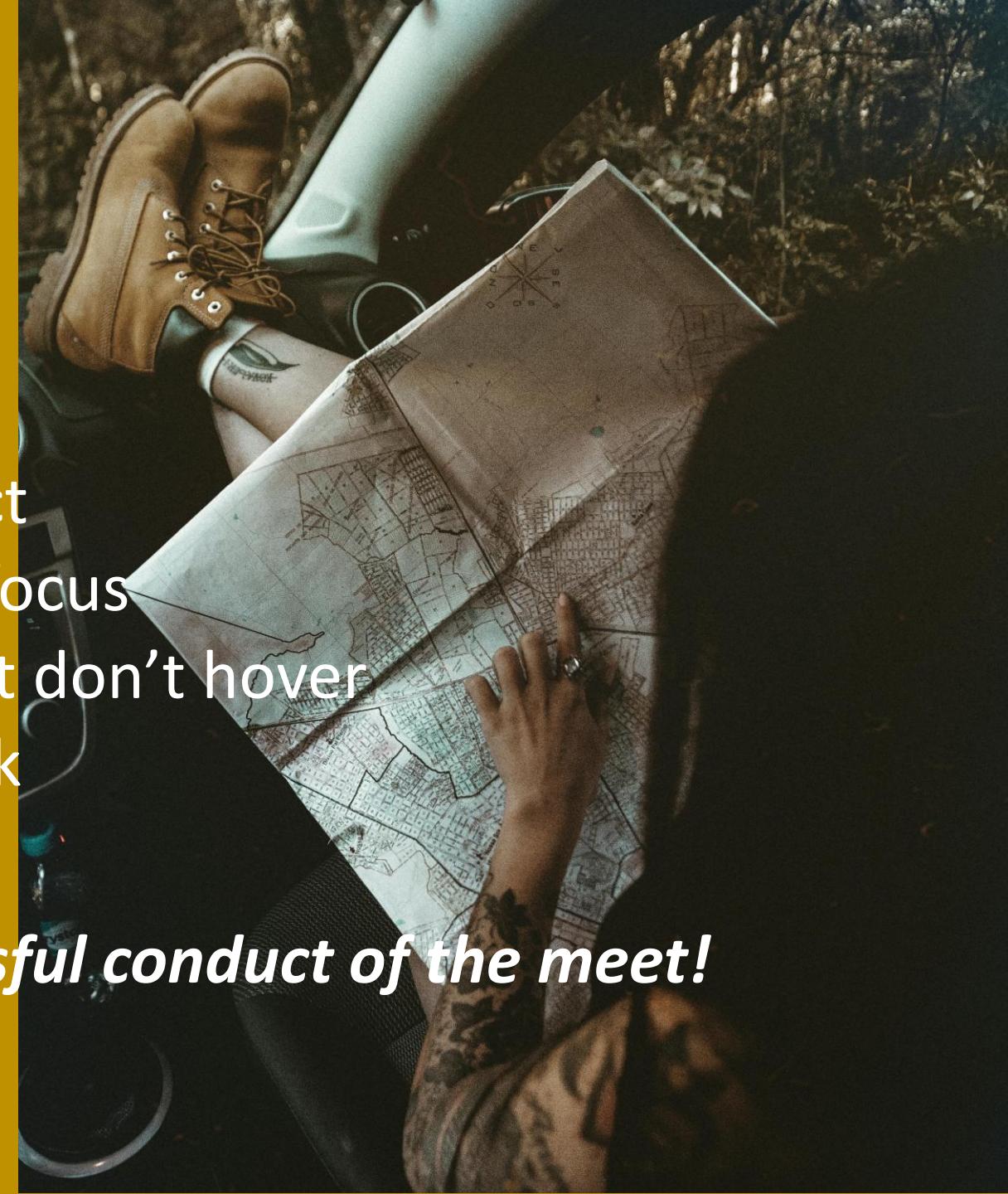
At the Trailhead

A person is sitting on a rocky outcrop, looking down at a valley with a river and mountains in the background. The person is wearing a cap and a jacket. The scene is misty and atmospheric.

- Show up early in uniform
- Connect with your mentees but don't single them out
 - Introduce yourself
 - Talk about the process (adjust as necessary)
 - Confirm sessions
 - Answer any questions
- Touch base with your fellow mentors
- Touch base with your Meet Referee

Hitting Your Pace

- Work your plan
- Balance is key
 - Be attentive but don't distract
 - Be accessible but don't lose focus
 - Provide positive guidance but don't hover
 - Assess fairly but don't nit pick
- Respect learning styles
- ***Don't interfere with the successful conduct of the meet!***



Hitting Your Pace

- Seek out opportunities to touch base with mentees throughout each session they are observed
 - Positive feedback about skill mastery
 - Constructive coaching to level up skills not yet demonstrated
- Raise the topic of goals so that you can direct your Action Plan accordingly
 - Why is the mentee being evaluated?
 - What would they like to accomplish as an official in this position?

Hitting Your Pace

- How do you get someone back on the trail?
 - Some mentees may require more attention
 - Be explicit about the skills you need to see demonstrated
 - Set up additional sessions beyond the bare minimum if the mentee needs more time to master skills
- But if they get lost in the woods...
 - Your obligation is to give each of your mentees an evaluation
 - Exceptions could be granted for emergencies or unusual circumstances but not for failed demonstration of required skills



Table Exercises...

- How could you assess an N2 ST mentee's ability to make a call if they don't make one during the meet?
- How could you assess an N2 SR mentee's ability to perform hearing impaired starts if they do not feel comfortable doing so during the meet?
- How could you assess an N2 DR mentee's ability to negotiate a swim off if they don't have any ties during prelims?



Document the Trek

- Keep notes for recall and providing specific feedback
- Seek input from others if relevant such as the Team Lead or the MR
- Always respect confidences and protect personal information

Reviewing the Hike

- Who is the audience for the written N2 evaluation?
 - The mentee
 - Future MRs
 - Future evaluators
 - Mentoring Working Group
- What are the elements of a well written review?
 - Fair
 - Succinct
 - Actionable



Reading the Maps

- Evaluation Templates mirror Professional Documents
- Be sure you have a chance to fairly assess each criterion
- Be creative if necessary to help a mentee demonstrate proficiency

OFFICIAL'S NAME / MEET / DATE

MENTOR'S NAME

N2 STROKE AND TURN JUDGE EVALUATION

Prerequisites

At least 16 sessions at sanctioned meets as a Stroke & Turn Judge recorded in OTS since LSC certification

Must work at least 4 sessions at this OQM, with at least 3 evaluation sessions in the position

Performance Requirements for Advancing to N2

Evaluation Definitions

4 (Exceeds Criteria) Performs criteria consistently without error in all areas of responsibility.
3 (Meets Criteria) Performance often meets criteria in all essential areas of responsibility. More experience will help refine skills. Feedback was well received.
2 (Partially Meets/Needs More Experience) Performance did not meet criteria in area(s) of essential responsibility. Feedback was well received but needs more opportunities for building knowledge and experience.
1 (Did Not Meet Criteria) Performance was consistently below criteria in essential areas of responsibility and reasonable response toward implementing feedback was not made.

Arrives on-time, prepared with necessary personal equipment, and properly and professionally attired

Knowledgeable of all stroke rules

Acts as a mentor for new officials, as requested

Familiar with jurisdiction for each stroke and turn position and is aware of jurisdiction for each event

Comfortable making calls as appropriate and also realizes when a call is not appropriate

Clearly articulates infraction to DR or CJ, with reference to rule book language and what was seen

Doesn't discuss disqualifications in front of others

Accepts assignments as given and conforms to the "relief" cycle for the meet

The candidate acknowledges that it is their responsibility to fulfill all Certification Requirements including necessary meet sessions and deadlines before submitting a National Certification Application through OTS.

Overall Ranking (4=Exceeds, 3= Meets, 2= Improvement Needed, 1 = Unsatisfactory)

Comments (2 or below REQUIRES comment):

Recommend Advancement to N2 Stroke & Turn Judge

Action Plan (recommended Next Steps [Bullet Points], Identify next meets to aspire to):



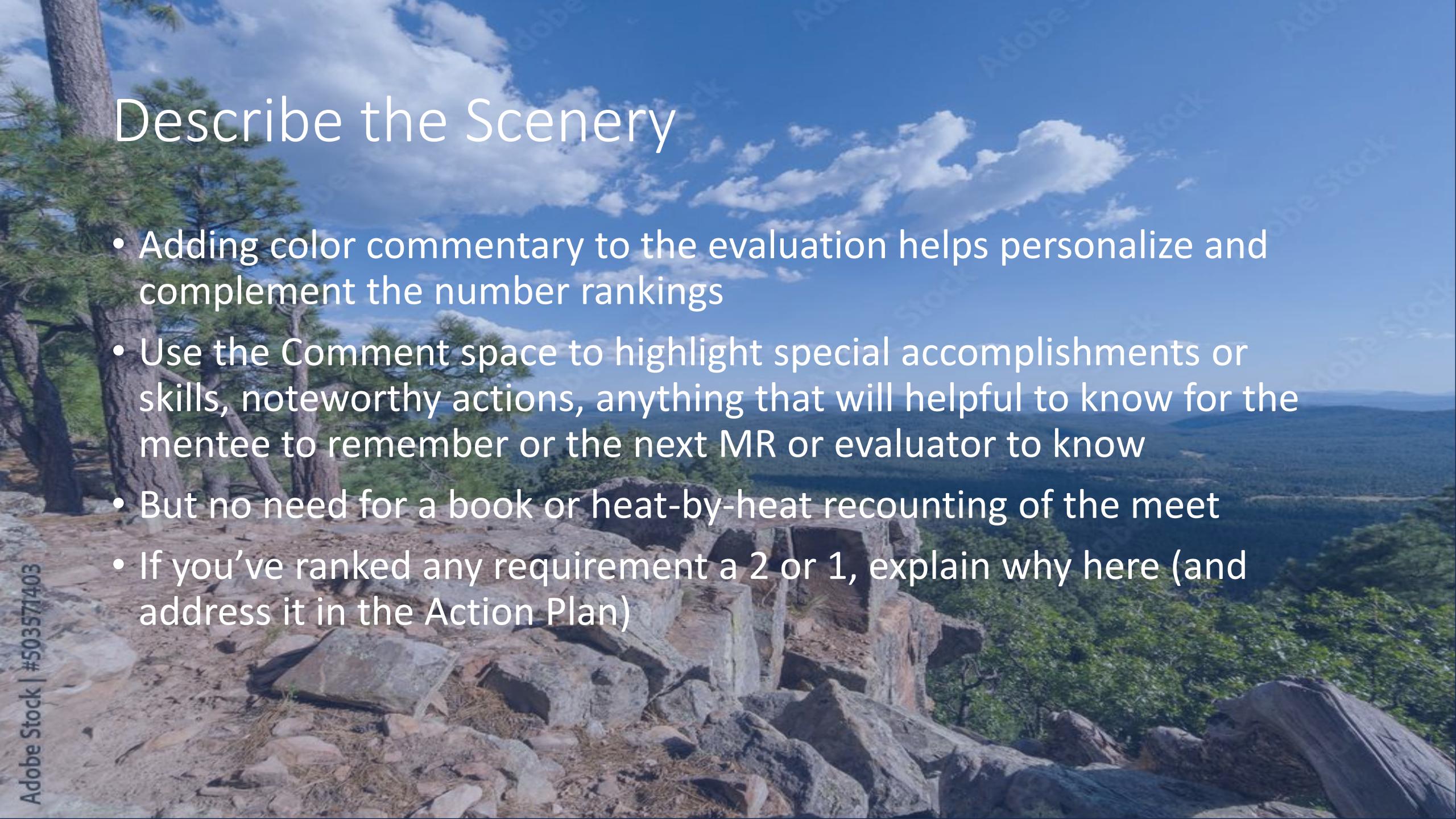
Understanding the Trail Markers

- The spirit of the rating system:
 - 4's demonstrate the required skill consistently throughout the meet without any corrective feedback
 - 3's reflect competency, proficiency, mastery even if it takes some mentoring to get there by the end of the evaluation
 - 2's suggest areas of improvement that can't be addressed during the scope of the evaluation
 - 1's identify critical areas of skill development needed
- The overall rating is not an average but a big picture rating
- However, it should be supported by individual criteria ratings

A Note about 1s and 2s

- Can you recommend advancement or recertification if a mentee has a 2 rating?
 - Maybe but beware...
- How about a 1?
 - Probably not but...



A scenic view of a rocky hillside with a blue sky and clouds in the background.

Describe the Scenery

- Adding color commentary to the evaluation helps personalize and complement the number rankings
- Use the Comment space to highlight special accomplishments or skills, noteworthy actions, anything that will helpful to know for the mentee to remember or the next MR or evaluator to know
- But no need for a book or heat-by-heat recounting of the meet
- If you've ranked any requirement a 2 or 1, explain why here (and address it in the Action Plan)

Arriving at the Summit

- Try to understand your mentee's goals so that you can provide relevant feedback and a targeted Action Plan
 - Driven to be the best official possible?
 - Help their team?
 - Desire to attend national meets?
 - Officiate at the Olympics?
- Mentors can help drill down to focus and give mentees achievable Action Plans that prepare them for the next relevant step



SMART Action Plans

- Specific: Clearly define what the goal really means (increase knowledge, demonstrate performance, expand experience, etc.)
- Measurable: Include a way to track progress (evaluations, levels of meets)
- Achievable: Make sure the steps are realistic
- Relevant: Tied to improving officiating skills and performance
- Time-bound: Add a reasonable timeframe... a season, a year

Table Exercise...

Develop a 2-4 step Action Plan for your N2 SR mentee (LSC referee) who wants to start at a Sectional meet next summer

Arriving at the Summit

- Complete the Evaluation Template for the mentee
- Print or email a copy to the mentee for your debrief discussion
- Carve out 10-15 minutes to speak with the mentee
 - Private space but not isolated
 - Make sure mentees aren't distracted by duties they should be performing
- Review the completed Evaluation Template with the mentee
- Discuss the Action Plan section in depth
- Be open to tweaking the content to better reflect any new information you gain in the conversation

Arriving at the Summit

A black and white photograph showing a person's legs and boots from a low angle. They are looking down a winding path that leads through a valley towards a range of mountains. The sky is overcast with dramatic clouds.

- Step 1 of the process is essentially complete
- If you are recommending advancement, make sure the mentee understands the process to **APPLY** for Advancement.
- Instruct mentees to:
 - **CONFIRM** they meet all requirements to Apply for Advancement
 - **WAIT** to see the OQM sessions show up in their Meet History
 - **WAIT** to hear from you that their evaluation has been uploaded
 - **APPLY** for Advancement within three years of the evaluation



Arriving at the Summit

- If you are not recommending advancement, help guide the mentee on the process to be re-evaluated at a future date
- Encourage mentees to provide feedback on you and the mentoring program through the Evaluate the Evaluator form
- Thank mentees for participating in the mentoring program

Back at Camp

- Transfer ratings and commentary from the final Evaluation Template to the OTS evaluation record and submit evaluations
- **DO THIS WITHIN 2 WEEKS OF THE MEET**
- Inform mentees that this has been completed
- Follow up with any promised information or answers
- Again, thank the mentee and encourage them to provide feedback
- Reflect on your experience and note anything for your personal improvement



Questions?

Up Next:
Session Evaluation
Campfire Chats

Hitting the Trail!
11:00-12:00 Friday

