

Oregon Swimming: N2 Local Mentor Guide

"Mentorship is the key to excellence on the deck."

Congratulations on being selected as an **N2 Local Mentor**. You have been chosen because you are among the "best of the best" officials in Oregon. Your expertise, professional conduct, and leadership are exactly what our developing officials need to succeed. Thank you for stepping into this vital role and for your commitment to elevating the standard of officiating in our LSC.

I. Pre-Meet: Setting the Foundation

Your journey with the Mentee begins long before the first whistle.

- **Confirm Eligibility:** Before reaching out, verify that the Mentee meets all USA Swimming requirements for an N2 evaluation (e.g., minimum session counts in OTS).
- **The Welcome Email (1–2 weeks prior):** Send a friendly, inviting email to establish a partnership.
 - **Attach:** The Meet Announcement, the Professional Document for their position, and the Evaluation Template.
 - **Goal:** Provide full transparency so the Mentee knows exactly what is expected.
- **The Pre-Meet Briefing:** Meet with the Mentee before the first session.
 - Ask: *"What do you specifically want to get out of this mentoring experience?"*
 - Ask: *"How do you prefer to receive feedback?"* (e.g., during breaks vs. after the session).
 - Review the Professional Document together to align on technical expectations.
- **Useful links**
 - [The Professional Mentor](#)
 - [Evaluation Templates and professional documents](#)
 - [Scaling Mt OTS PPT](#)
 - Describes how to get the evaluation template from OTS
 - How to enter the evaluation into OTS
 - Assessment if a Mentee meets the requirements for an evaluation.
Mentors may need to ask a mentee for their history report from OTS.
 - [Vetting Examples](#)

II. During the Meet: Real-Time Growth

The meet is a laboratory for learning. Your presence should be felt as a "safety net," not just a judge.

- **Frequent Touchpoints:** Meet often to provide "micro-feedback."
 - **Positive Reinforcement:** Start with what they are doing well.
 - **Small Improvements:** Offer 1–2 actionable adjustments.
- **No Surprises: Crucial Rule:** There should be absolutely nothing in the final evaluation form that was not discussed with the Mentee during the meet.
- **Encourage Questions:** Maintain an "open deck" policy where they feel safe asking for your perspective on complex calls.

Best Practice: Provide feedback during breaks. Feedback during active sessions can be distracting, and feedback only at the very end of the meet is "too little, too late" for the Mentee to make adjustments.

Useful Reference:

- [Hitting the Trail Trish Summit 25](#)
 - Day of the Meet and final evaluation

III. At the Conclusion: The Action Plan

- **Finalize the Form:** Complete the evaluation (typing is preferred for clarity).
- **The Wrap-Up Discussion:** Sit down with the Mentee to review the form.
 - *Tip:* Be open to their feedback! If they provide context you missed, feel free to update the form to ensure it is the most accurate reflection of their performance.
- **Create an Action Plan and include it in the evaluation:** Discuss their long-term goals. How do they want to progress? What is their next step toward National Certification? Provide them guidance on how to navigate most easily towards their goals.
- **The OTS Reminder:** Emphasize that all sessions and evaluations **must be visible in OTS** before they apply for national certification advancement.
- **Evaluate the Mentor/Evaluator:**
 - Have your mentee fill out to provide feedback about their mentoring experience.
<https://fs22.formsite.com/usaswimming/form70/index.html>

IV. Post-Meet: Closing the Loop

- **OTS Upload:** Upload the completed evaluation into OTS within **one week**.
- **Follow-Up:** Send a brief "Thank You" email (template below) to celebrate their hard work.

Sample Communication Templates

Before the Meet: The Invitation

Subject: Welcome to the Oregon Swimming Championships – Your N2 Mentorship

Hi [Mentee Name],

I'm reaching out to let you know how much I'm looking forward to working with you as your evaluator at the upcoming Oregon Swimming Championships in a few weeks!

My goal for our time together is to ensure this isn't just about a "check-off" for certification, but a genuinely helpful stepping stone in your journey as an official. This meet is a fantastic opportunity for us to team up, share perspectives on the deck, and help you feel even more confident in your role.

To help you feel prepared and hit the ground running, I've attached a few resources for you to look over:

- **The Meet Announcement:** For all the logistical and session details.
- **Position Expectations:** A professional guide that outlines the requirements for evaluation and what to expect during your shifts.
- **Evaluation Template:** A copy of the form I'll be using. I want you to see exactly what I'm looking for so there are no surprises!

The most important thing to remember is that I am here as a resource for you. Please feel free to ask me any questions—whether they come up while you're prepping this week or while we are on the deck during the meet.

Let's work together to make this a successful meet for the athletes and a great growth experience for you. See you soon!

Best regards,

[Mentor Name] Oregon Swimming Official

After the Meet: The Encouragement

Subject: Great work at the Oregon Swimming Championships!

Hi [Mentee Name],

It was a pleasure working with you on deck this past weekend at the Oregon Swimming Championships! Thank you for your hard work and for the professionalism you brought to the meet.

*I've attached your completed **evaluation form** for your records and have uploaded it into OTS. As we discussed, you did a great job with [mention one specific thing they did well, e.g., your consistent positioning / clear signaling / calm handling of a DQ].*

I hope you found our discussions helpful as you continue your journey toward N2 certification. This is a significant step in your development as an official, and your commitment to the sport and the athletes is truly appreciated.

What's Next? If you have any follow-up questions about the feedback or your next steps in the certification process, please don't hesitate to reach out. I'm happy to help you navigate the requirements or discuss how to prepare for your next evaluation.

Keep up the momentum—I look forward to seeing you on the deck again soon!

Best regards,

[Mentor Name] Oregon Swimming Official

Mentor Resources

- [DanaDenver Summit Mentors Welcome and CC.pdf](#)
 - Describes the why behind mentoring
 - Crucial conversations - strategies for providing feedback in difficult situations
- [Whats in your backpack Trish summit 25.pdf](#)
 - What makes a good Mentor
- [Stargazing Trish Summit 25.pdf](#)
 - Improving Mentoring skills
 - Advancing as a Mentor
- [OQM Approval Letter](#)
 - What is in it