



**Mentor : Mentee (2024) Kick-off**

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1



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- Welcome and Introductions
- Review mentoring process for pathway to Level 3
- Questions and answers
- Wrap-up

2

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## Purpose

<b>Goal</b>	
• Catch-up on backlog of evaluations to level 3	30-40 evaluations
<b>How?</b>	
• Offer level 3 clinics	18 clinics
• Implement mentoring	35+ teams
• Focus on experience	Staff at meets
• Train and allocate evaluators	33 evaluators

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4

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## Mentoring relationship cycle

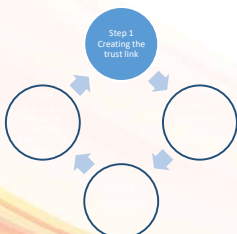
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5


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## Mentoring relationship cycle

Step 1 Creating the trust link



- Initial meeting
- Explore background and interests
- Confirm status on pathway

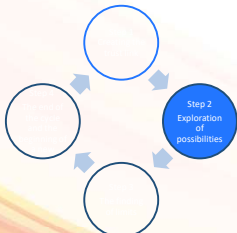
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6



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## Mentoring relationship cycle

Step 2 Exploration of possibilities



- Set expectations (plan) for year
- Explain upgrading pathway requirements and remaining activities
- Map out season for experience
- Keep notes and submit report (website)

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### Step 2: Set expectations (plan) for the year

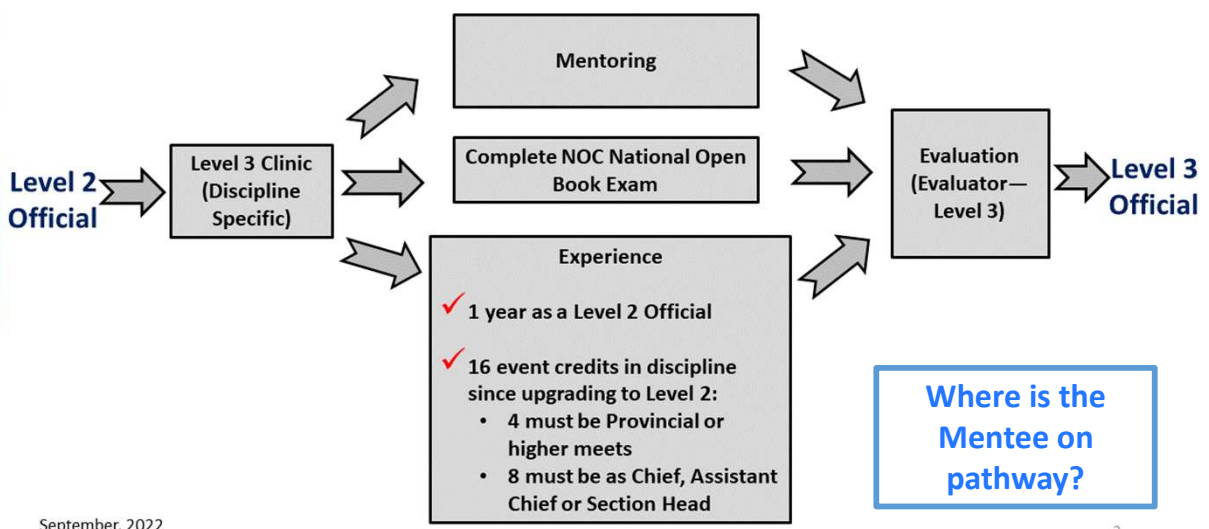
- What does the mentee wish to achieve?
  - Development—more responsibilities and decision-making?
  - Maintain—continue to officiate and contribute to the community?
- How much availability to officiate and gain experience?
  - Work, home and personal commitments
- Ability to travel for experience?
  - Within region, within Province, within Canada



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### Step 2: Explain upgrading pathway requirements



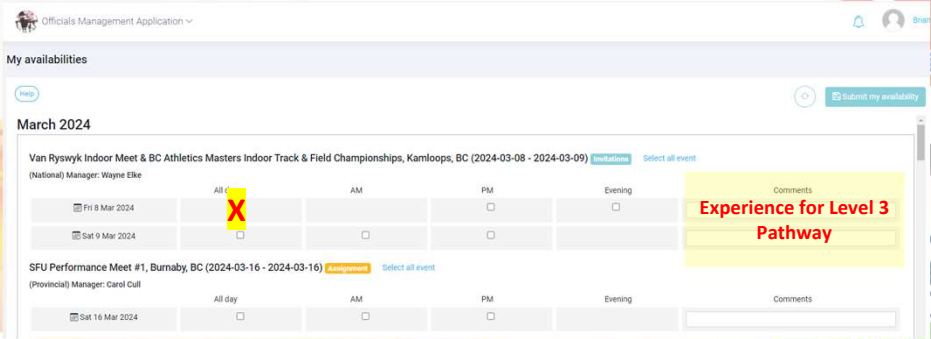
September, 2022

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### Step 2: Map out season for range of experience

- Put in calendar and Officials Management System



- Pass onto Regional Development Coordinators

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### Step 2: Keep notes and submit report

- Maintain log or notes of key points discussed
- Submit Kick-off [report](#) to mentor coordinator (website)
  - Confirm Mentee and Mentor have met and have a plan for year

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11

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## Mentoring relationship cycle



### Step 3 The finding of limits

- Check in during season (2-3 times)
- Debrief experiences and progress against plan
- Address questions and issues
- [Request evaluation \(when ready\)--website](#)
- Encourage continue on pathway
- Encourage participation in officiating community

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12

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## Step 3—check in during season

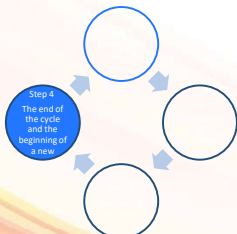
- Personal preferences
  - Coffee
  - Phone call / email
  - Work together at meets
- Coaching?
  - Mentor can act as coach and help develop skill
  - Mentor can suggest other sources to develop skills (e.g., diversity of experience and skills development)

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13

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## Mentoring relationship cycle



Step 4 The end of the cycle and the beginning of a new

- Debrief season vs. plan
- Discuss interests for next year
  - Upgrading
  - Other—clinician, mentor, evaluator
- Submit annual report (website)

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14

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## Resources

- [NOC Evaluation Criteria](#)
- NOC Level 3 Clinic Handout
- Other
  - Technical material (website)
  - Soft skills in mentoring and giving feedback (internet)

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## NOC Evaluation Criteria

Leadership

Manage Team Performance


Administration Skills

Observation Skills

Know & Apply Technical Matters

Communication Skills

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16

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## Mentor Reporting

- Kick-off report—by April 15, 2024 (Mentor)
  - Confirm meeting
  - Identify plans for upgrading
  - Opportunity to request assistance
- Request evaluation (Mentor)
  - Confirm mentee ready for evaluation
- Annual report (short) to Mentoring Coordinator—Sept. 15
  - Results of year
  - Other feedback—strengths and next steps

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17



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## Difference between mentor and coach

- Mentor
  - Listen and provide feedback
  - Lobby for mentee
    - Experience
    - Training
  - Encourage range of experiences and officials
- Coach
  - Training and development in a skill





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18

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## Key Success Factors

- Be honest with yourself
- Be honest with mentee
- Contact if questions, comments, information
- Keep it simple!

Mentee	Mentor	# of Mentees per Mentor
To Level 2	Level 3	8
To Level 3	Level 4 or 5	5
To Level 4	Level 5	3
To Level 5	Level 5	3

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19

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## Summary—Mentoring Relationship Cycle

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    graph TD
      S1((Step 1)) --> S2((Step 2))
      S2 --> S3((Step 3))
      S3 --> S4((Step 4))
      S4 --> S1
  
```

- Step 1 Initial meeting
- Step 2 Plan year / season
- Step 3 Check in during season
- Step 4
  - Debrief season vs. plan
  - Discuss interests for next year

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20

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## Summary--Mentoring to Levels 3-5

- Mentoring to Levels 3-5—prepare officials for upgrading evaluation
  - Explain expectations to upgrade (e.g., travel, leadership, decisions)
  - Explain requirements for upgrading (NOC upgrading criteria)
  - Ensure range of experiences to meet upgrading expectations
  - Ensure ready for evaluation
    - Credits
    - Clinic
- Recommendation for evaluation
  - To Upgrading Coordinator (website)

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21

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Key dates

Initial contact	April 1
Submit Kick-off Report	April 15
End of year report	September 15

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*The End*

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23



# Mentoring Program



## OUR FIRST MEETING

MENTEE NAME:

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PHONE:

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EMAIL:

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DATE:

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CURRENT LEVEL  
(CERTIFICATIONS)

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HOW YOU HAVE HEARD ABOUT US:

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EXPERIENCE IN A SPORT, IF YES WHICH ONE:

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EXPERIENCE WITH OUR SPORT:

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INTEREST TO PROGRESS:

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---

OTHER RELEVANT COMMENTS:

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# Mentoring Program



## EXPECTATIONS FOR THE YEAR

MENTEE NAME:

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PHONE:

---

EMAIL:

---

DATE:

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WHAT DO YOU WISH TO ACHIEVE THIS YEAR (e.g., experience, upgrading)?

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WHAT IS YOUR AVAILBILITY TO OFFICIATE AND GAIN EXPERIENCE (e.g., work, personal commitments)?

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WHAT IS YOUR AVAILBILITY TO TRAVEL TO GAIN EXPERIENCE (e.g., within region, province, country)?

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WHAT SUPPORT and/or RESOURCES DO YOU NEED TO ACHIEVE YOUR GOALS FOR THE YEAR (e.g., clinics, experience)?

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HAVE YOU UPDATED THE OFFICIALS MANAGEMENT SYSTEM (OMS) WITH MEETS OF INTEREST TO GAIN EXPERIENCE?

Yes

Not at this time

OTHER RELEVANT COMMENTS:

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