

## Mentor/Evaluation Process

### Opening Remarks:

- i. The **mentoring process** is a *minimum* of three sessions (preferably all in the same meet); however more time/ experience may be needed to ensure the attainment of competencies for the next grade sought. The mentor is appointed from our Saskatchewan or the national mentor lists.
- ii. The **evaluation process** is one session. The evaluator is an official who is a grade 4 or 5 in the discipline being sought.
- iii. Evaluations and mentoring must be prearranged. On site requests for immediate evaluation or mentoring are not acceptable.

### A. Provincial Jurisdiction (Grade 2 to Grade 3)

1. Branch Chair and the committee designate and identify officials who want to be or should be encouraged to be mentored or evaluated. They should consult the discipline coordinators for their thoughts on those who need to be mentored or evaluated. Also officials are encouraged to notify SOC of their wishes. The following information needs to be obtained from the official seeking evaluation or mentoring:
  - Discipline in which they are seeking evaluation or mentorship
  - Level or grade sought
  - How official may be contacted: mailing address, email and phone number
  - Which meet(s) the official is planning to work in the indoor and outdoor seasons
  - Names of officials who mentored or evaluated them for their present grade.
2. The appointment of evaluator or mentor is done by SOC. Please read the procedure to follow once the mentor or evaluator has been appointed.

### B. National Jurisdiction (Grade 4 and Grade 5)

1. Branch Chair contacts the NOC (National Officials ♦ Committee) VP Mentoring with requests, and provides information on the official and possible mentors who will be working meets at the same time as the official who is seeking mentorship. As well, the branch chair indicates whether the mentor needs to be out of province.
2. NOC VP Mentoring will arrange for the mentor.
3. NOC VP Mentoring will give provincial chair name of mentor and how they may be contacted. This information is forwarded to the official by SOC.
4. Mentor/official must contact each other before the meet to discuss their expectations of each other. As well, they should meet prior to the meet and after the first session to discuss how both parties perceive the mentoring is going. The official should obtain a copy of either the evaluation form or the mentor form from the SA office.
5. Mentor to forward a copy of the completed forms to NOC VP Mentoring and SOC when the mentorship has been completed.
6. Official is to contact SOC with any concerns which may arise and these may be forwarded to NOC VP Mentoring.

**Paper work:** The official gets the original form and the mentor keeps a Xerox copy. If the official misplaces the original form they can contact the mentor for another copy. NOC VP Mentoring needs to know when the mentoring is completed

**Evaluators:** All Grade 4 and Grade 5 officials, not just those that have taken the mentoring workshop may act as evaluators. This provides a broad base from which SOC can identify who should be invited to attend a National Mentor training session.

| Up-grading Level | Mentor/ Evaluator   | Meet Classification                             | Notes   |
|------------------|---|---|---|
| 2                | Level 4/5 in Discipline being observed  | Any sanctioned meet                             | -Single Evaluation for one Session  |
| 3                | Evaluator: Level 4/5 in Discipline being observed<br>Mentor: Attended a mentorship workshop | Provincial Championship Meet Preferred          | -Single Evaluation (1 session), plus a Mentorship (3 sessions)<br>-All events in discipline must be covered during each assessment<br>-Acting Chief for each event in discipline, if possible |
| 4                | Mentor: Attended a mentorship workshop  | One mentoring session at National Meet or above | **Two Mentorships   |
| 5                | Mentor: Attended a mentorship workshop  | Both at National Meet or higher                 | **Two Mentorships   |

## Upgrading Criteria

It is important to photocopy all documentation submitted and not to submit documentation until you can submit a completed package. Items can be lost especially if you submit at different times. It is best to submit as one package ♦ completed.

### To upgrade for levels 1, 2 & 3

All documentation can be submitted at any time of year.

### Requirements for all Provincial Levels are:

- Completed Provincial application form including valid AC membership number. See Athletics Saskatchewan web site for form.
- A copy of cards for verification.

### Level 1

- at least 6 event credits (1 event credit ♦ up to 4 hours including pre and post event preparation).
- Introductory clinic.

### Level 2

- at least 12 event credits, 6 in track & 6 in field since Level 1.
- 6 months at level 1.
- a completed positive evaluation from a Level 4 or 5 official.

### Level 3

- at least 16 events credits since Level 2 upgrading, 4 at provincial level or higher, 8 as Chief, Ass♦ Chief or Section Head. 8 of the credits must be obtained *after* having attended a clinic.
- 40% of 16 credits must be outdoors.
- 1 year service at Level 2.
- attend a discipline specific clinic.
- complete and pass (80%) a National Open Book exam.
- One completed positive evaluation by a Level 4 or 5 official and 1 positive mentorship report conducted by mentors on the National List. Provincial Mentor Coordinator must be contacted to be mentored.

### To upgrade to levels 4 & 5

- National Upgrading deadlines are March 31 and September 30 every year.
- All documentation should be submitted to SOC Upgrading Chairperson by March 15 and September 15 every year.

### Requirements for all National Levels are:

- Completed National application form including valid AC membership number.
- Two completed positive mentorships conducted by mentors from the National List. *Recommendations*: one mentor from out of province, different mentors from previous level application, mentorships to be conducted at N or NC meets.

### Level 4

- at least 24 event credits since Level 3 and supply a copy of cards for verification.
- 8 must be at National (3 Provinces present) or National Championship meet (as determined by NOC).
- all 24 credits must be as Chief, Ass♦ Chief or Section Head.
- 8 obtained *after* having attending a National Clinic.
- 40 % of the 24 credits must be obtained outdoors.
- 2 years of service at Level 3.
- attend a National clinic and satisfactorily complete the assignment

### Level 5

- at least 36 event credits since Level 4.
- 4 at NC level
- 8 at National level
- all 36 credits must be as Chief, Ass♦ Chief or Section Head.
- 3 years of service at Level 4.
- 40 % of the 36 credits must be obtained outdoors.

For more information contact SOC Upgrading Chair ♦ Brenda O♦Connor 653-2938 or boconnor@sasktel.net