



Mentoring Officials

Iowa Swimming Officials Training Class

December 10th, 2019

Agenda

- Objectives
- Evaluator Requirements
- Evaluation Requirements
- Evaluation Process
- Referemces
- Questions



Objectives

Provide a consistent and objective evaluation and mentoring process to Iowa Swimming Officials

- Review of USA Swimming evaluation and mentoring requirements
- Education of mentors
 - Requirements
 - Best Practices
- Recognizing and providing mentoring and evaluation opportunities
- Develop and maintain a resource for mentors



Requirements

“The National Officials Certification Program is administered by the USA Swimming Officials Committee. Its primary goal is to expand the education of officials through mentoring, participation and evaluation as well recognizing those officials who have demonstrated their knowledge of swim officiating at each level and position.”

Certification at any level requires a combination of several things including evaluations, local participation at meets, continuing education, and the training and mentoring of other officials.” USA Swimming Website

- National Evaluators (N2 and N3) are selected based on their experience, willingness to help other officials, desire to continue to improve
 - N2 (all positions) and N3 Stroke & Turn – LSC Officials Chair
 - N3 (all but Stroke & Turn) – USA Swimming Officials Committee



Resources

- USA Swimming Website Officials National Certification and Evaluation Website
 - Mission
 - Levels
 - Evaluator Requirements and Education
 - Standards
 - Meets
- Iowa Swimming Officials Website
 - Position Descriptions – including mentoring guidelines
 - Certification and Recertification Requirements



Evaluation Requirements

- Outlined in Evaluation and Certification Requirement documents from USA Swimming Officials Committee
 - N2 and N3 Requirements
 - LSC certification requirement
 - Experience in position
 - OQM work requirement
 - Requirements for Evaluation and Certification

N2 EVALUATION AND CERTIFICATION REQUIREMENTS

REQUIREMENTS FOR N2 EVALUATIONS

- Must be certified by LSC in the position requested
- Must have worked 16 sessions in that position once certified by LSC prior to requesting evaluation.
- Request evaluation at an Official's Qualifying Meet (OQM)
- Must work minimum of 4 sessions at that meet
- Must be evaluated over 3 sessions in that position at that meet
- Must have worked at least 8 sessions as recorded in OTS in the same position before requesting a re-evaluation. Education/Observation sessions count towards the minimum 8 sessions.

STROKE and TURN JUDGE

- See above

ADMINISTRATIVE OFFICIAL

- All 16 sessions must be at meets with some "check-in" events and at least 8 of those sessions must at preliminary/final meets with scratching from finals procedures

CHIEF JUDGE

- Must be an N2 Stroke & Turn Judge
- Must have worked a combined 16 sessions as Chief Judge or Stroke & Turn prior to requesting evaluation with at least 8 of those sessions as a Chief Judge at meets with a dedicated CJ team with pre-meet, meeting, session, and post session responsibilities.

STARTER and DECK REFEREE

- Must be an N2 Stroke & Turn Judge

ADMINISTRATIVE REFEREE

- Must be an N2 Deck Referee
- All 16 sessions must be at meets with some "check-in" events and at least 8 of those sessions must at preliminary/final meets with scratching from finals procedures

N3 EVALUATION & CERTIFICATION REQUIREMENTS

EVALUATION REQUIREMENTS

- Must be certified as N2 in the position requested
- Must be certified N3 Stroke & Turn prior to requesting N3 evaluation for CJ, SR, DR, or AR.
- Must have worked 8 sessions in that position, as recorded in OTS, at USA Swimming sanctioned meets since N2 certification in that position prior to requesting an evaluation
- Request evaluation at an Official's Qualifying Meet
- Must be evaluated over a minimum 4 sessions in that position at that meet
- N3 Stroke & Turn requires only one satisfactory evaluation to satisfy certification requirements
- All other positions require 2 satisfactory evaluations (one initial and one final) from 2 different evaluators at 2 different Official's Qualifying Meets.
 - Must have worked at least 8 sessions in the position between initial and final
 - Final evaluation must be completed within 3 years of initial evaluation.
- Must have worked at least 8 sessions in the position before requesting a re-evaluation in the same position. Education/Observation sessions count towards the minimum 8 sessions.

CERTIFICATION REQUIREMENTS

- For N3 Stroke & Turn, must have one satisfactory N3 evaluation.
- For CJ, SR, DR, and AR, must have a satisfactory initial and final evaluation
- Must maintain LSC certification and participate in LSC meets, verified by your LSC Official's Chair.
- Must have worked at 2 LSC Championships, Zones, Sectionals, Futures or OQMs, minimum of 4 sessions each, in the 2 years prior to application.
- Must have at least 12 months, recorded on during at least one
- For CJ, SR, DR,



N2 AND N3 RE-CERTIFICATION REQUIREMENTS

REQUIREMENTS FOR NATIONAL RE-CERTIFICATION

- Must maintain LSC Certification and participate in LSC meets, verified by LSC Official's Chair
- Re-certification evaluation may only be requested within 18 months of position certification expiration
- Must work minimum of 4 sessions at an Official's Qualifying Meet (OQM), evaluated over 2 sessions at that meet
- Must have worked at 3 LSC Championships, Zones, Sectionals, Futures or OQM, minimum of 4 sessions each (only one may be a USA Swimming National Championship meet), in the prior 3 years.
- Re-certification and certification evaluations may be used for re-certification as follows:
 - Stroke & Turn Judge
 - Re-certify for Stroke & Turn only
 - Administrative Official
 - Re-certify for Administrative Official only
 - Chief Judge
 - Re-certify for CJ and Stroke & Turn
 - Starter
 - Re-certify for Starter and Stroke & Turn
 - Deck Referee
 - Re-certify for Deck Referee, CJ, and Stroke & Turn
 - Administrative Referee
 - Re-certify for Admin Referee, Deck Referee, and Stroke & Turn
 - Meet Referees for Junior National, Pro Swim Series, National, US Open, and Trials Championships (no certification for Meet Referee)
 - Re-certify for Admin Referee, Deck Referee, CJ and Stroke & Turn
- Any Advancement evaluation may be used for re-certification for up to 3 years
- Any Re-certification evaluation may be used for re-certification for up to 3 years

Evaluation Requirements

- When provided with the list of officials to be evaluated, review the official's history against the position evaluation requirements
- Review previous evaluations (if applicable)
- Sources:
 - ISI Officials Chair or Officials Vice Chair (for ISI Officials)
 - LSC Officials Chair (if official from another LSC)
 - The official (particularly if the evaluation request is on deck)
- Timing:
 - The earlier the better to make sure the official has time to address any "open items"
- Communication:
 - Personal, secure



Evaluation Requirements

- Example – N3F Administration Official For Evaluation
 - Must be certified as N2 in the position requested
 - Must be certified N3 Stroke & Turn prior to requesting N3 evaluation for CJ, SR, DR, or AR.
 - Must have worked 8 sessions in that position, as recorded in OTS, at USA Swimming sanctioned meets since N2 certification in that position prior to requesting an evaluation
 - Request evaluation at an Official's Qualifying Meet
 - Must be evaluated over a minimum 4 sessions in that position at that meet
 - N3 Stroke & Turn requires only one satisfactory evaluation to satisfy certification requirements
 - All other positions require 2 satisfactory evaluations (one initial and one final) from 2 different evaluators at 2 different Official's Qualifying Meets.
 - Must have worked at least 8 sessions in the position between initial and final
 - Final evaluation must be completed within 3 years of initial evaluation.
 - Must have worked at least 8 sessions in the position before requesting a re-evaluation in the same position. Education/Observation sessions count towards the minimum 8 sessions.



Certification Requirements

- Example – N3F Administration Official
 - For N3 Stroke & Turn, must have one satisfactory N3 evaluation.
 - For CJ, SR, DR, and AR, must have a satisfactory initial and final evaluation
 - Must maintain LSC certification and participate in LSC meets, verified by your LSC Official's Chair.
 - Must have worked at 2 LSC Championships, Zones, Sectionals, Futures or OQMs, minimum of 4 sessions each, in the 2 years prior to application.
 - Must have at least one teaching/mentoring and one learning activity in the past 12 months, recorded in OTS.
 - For CJ, SR, DR, and AR, must have worked in any N3 certified position during at least one USA Swimming National Championship level meet, receiving at least one successful evaluation over the past 5 years.
 - Must apply online for National Certification approval. Application cannot be made until one year after N2 certification in the position.



Review Example (evaluation)

Officials Tracking - Officials Participation Evaluation Report

1. Check Report Dates

Date
History: 09/09/2016 - 12/09/2019

2. Check Name!

3. Check registration

4. Check N3/N2 requirement

Official	LSC / Club	Req. Exp. / Email	USASID	Learn Activ.	Teach Activ.	Meets Worked	Position	LSC Effective	LSC Expires	LSC Lvl	Eval Lvl	Natl Effective	Natl Expires	Natl Lvl	Eval Lvl	Meets Worked	Sess. Worked	Adv. Evals	Recert Evals		
Barnes, Phil	IA/JUN	REG: 12/31/99	063058GEOJBARN	37	63	100	ST	05/16/09	12/31/20	IA	ic	11/21/09	06/30/22	N3		39	118		5		
		BGC: 10/31/20		CJ	05/08/13	12/31/20	IA	ic	07/21/14	06/30/22	N3	n3i	22	60		3					
		APT: 11/22/20		SR	05/16/09	12/31/20	IA	ic	03/20/13	06/30/22	N3		17	29		1					
		CPT: Met		DR	05/16/09	12/31/20	IA	ic	07/20/13	06/30/22	N3	n3i	30	79		3					
		gjbarnes@aol.com		AR	05/16/09	12/31/20	IA	ic	04/01/19	06/30/22	N3		12	39		2					
				MR	07/18/14	12/31/20	IA	ic					8	38							
				OR	10/02/19	12/31/21	IA						3	5							
				OJ	10/02/19	12/31/21	IA														
				OF																	
				OT												1	1				
				EV												5	27				
				GO												1	2				
				TJ							12/31/20	IA	ic								

Date:	Meet:	Type:	Level:	Sessions:	Eval:
12/04/2019	Toyota US Open	National Champior	National Qualifying, N3, 190022, Approved	ST-7	None
12/04/2019	Toyota US Open - Time Trials (L	Time Trial	LSC, -, -, Not Applicable	ST-1	None
11/22/2019	2019 IA L4A Turkey Races	Open Meet	LSC, -, -, Not Applicable	ST-1 SR-3	None
11/16/2019	2019 IA CAST Invitational	Observed / Approv	LSC, -, -, Not Applicable		None
11/08/2019	2019 IAGHSU State Championsl	Observed / Approv	LSC, -, -, Not Applicable		None
11/06/2019	2019 NC TYR Pro Series Time T	Time Trial	LSC, -, -, Not Applicable	CJ-3	None
11/06/2019	2020 TYR PSS - Greensboro	Pro Swim Series -	National Qualifying, N3, 190183, Approved	CJ-7	CJ-N3-7-Recertification-Curr Req Met
11/02/2019	2019 IAGHSU Regionals All Site	Observed / Approv	LSC, -, -, Not Applicable	ST-1	None
10/25/2019	2018 IA IFLY Triangular Meet	Dual	LSC, -, -, Not Applicable	CJ-1	None
10/12/2019	2019 IA DMET Fall Frolic	Open Meet	LSC, -, -, Not Applicable	ST-1 SR-1	None
10/06/2019	2020 TYR PSS - GREENSBORC	Time Trial	LSC, -, -, Not Applicable		None
10/05/2019	2019 IA Lions Fall Invitation	Open Meet	LSC, -, -, Not Applicable	ST-1 DR-1	None
08/06/2019	SPEEDO JUNIOR NATIONALS	National Champior	National Qualifying, N3, 190017, Approved	ST-10	ST-N3-10-Recertification-Curr Req Met
08/06/2019	SPEEDO JUNIOR NATIONALS	Time Trial	LSC, -, -, Not Applicable	ST-3 CJ-1	None
08/01/2019	2019 Central Zones Championsl	Zone	National Qualifying, N3, 190124, Approved	MR-12	None
07/25/2019	ISI LONG COURSE CHAMPS	OQM - Other	National Qualif	ST-2 CJ-4	None
07/25/2019	Time Trials LCC	Time Trial	LSC, -, -, Not A	AR-2	None
07/19/2019	Silver Champs	Open Meet	LSC, -, -, Not A	ST-1 CJ-2 SR-1 DR-1	None
06/21/2019	ALEX 44th Annual Lake Swim	Open Water	LSC, -, -, Not A	OR-2	None
06/21/2019	ALEX 44th Annual Lake Swim &	Age Group	LSC, -, -, Not A	DR-3	None
06/12/2019	2019 TYR PSS - CLOVIS	Pro Swim Series -	National Qualif	CJ-7	None



Review Example (certification)

History: 09/09/2016 - 12/09/2019

Official	LSC / Club	Req. Exp. / Email	USASID	Learn Activ.	Teach Activ.	Meets Worked	Position	LSC Effective	LSC Expires	LSC Lvl	Eval Lvl	Natl Effective	Natl Expires	Natl Lvl	Eval Lvl	Meets Wrked	Sess. Wrked	Adv. Evals	Recert Evals
Barnes, Phil	IA/UN	REG: 12/31/99	063058GEOJBARN	37	63	100	ST	05/16/09	12/31/20	IA	ic	11/21/09	06/30/22	N3		39	118		5
		BGC: 10/31/20		CJ	05/08/13	12/31/20	IA	ic	07/21/14	06/30/22	N3	n3i	22	60		3			
		APT: 11/22/20		SR	05/16/09	12/31/20	IA	ic	03/20/13	06/30/22	N3		17	29		1			
		CPT: Met		DR	05/16/09	12/31/20	IA	ic	07/20/13	06/30/22	N3	n3i	30	79		3			
		gjbarnes@aol.com		AR	05/16/09	12/31/20	IA	ic	04/01/19	06/30/22	N3		12	39		2			
				MR	07/18/14	12/31/20	IA	ic					8	38					
				OR	10/02/19	12/31/21	IA						3	5					
				OJ	10/02/19	12/31/21	IA												
				OF										1	3				
				OT										1	1				
				EV										5	27				
				GO										1	2				
				TJ															

3. Learning/ Teaching Req's

1. LSC Certifications

2. Types of meets

4. Check previous relevant evals

Date:	Meet:	Type:	Level:	Sessions:	Eval:
12/04/2019	Toyota US Open	National Champion	National Qualifying, N3, 190022, Approved	ST-7	None
12/04/2019	Toyota US Open - Time Trials (L	Time Trial	LSC, -, -, Not Applicable	ST-1	None
11/22/2019	2019 IA L4A Turkey Races	Open Meet	LSC, -, -, Not Applicable	ST-1 SR-3	None
11/16/2019	2019 IA CAST Invitational	Observed / Approv	LSC, -, -, Not Applicable		None
11/08/2019	2019 IAGHSU State Championsl	Observed / Approv	LSC, -, -, Not Applicable		None
11/06/2019	2019 NC TYR Pro Series Time T	Time Trial	LSC, -, -, Not Applicable	CJ-3	None
11/06/2019	2020 TYR PSS - Greensboro	Pro Swim Series -	National Qualifying, N3, 190183, Approved	CJ-7	CJ-N3-7-Recertification-Curr Req Met
11/02/2019	2019 IAGHSU Regionals All Site	Observed / Approv	LSC, -, -, Not Applicable	ST-1	None
10/25/2019	2018 IA IFLY Triangular Meet	Dual	LSC, -, -, Not Applicable	CJ-1	None
10/12/2019	2019 IA DMET Fall Frolic	Open Meet	LSC, -, -, Not Applicable	ST-1 SR-1	None
10/06/2019	2020 TYR PSS - GREENSBORC	Time Trial	LSC, -, -, Not Applicable		None
10/05/2019	2019 IA Lions Fall Invitation	Open Meet	LSC, -, -, Not Applicable	ST-1 DR-1	None
08/06/2019	SPEEDO JUNIOR NATIONALS	National Champion	National Qualifying, N3, 190017, Approved	ST-10	ST-N3-10-Recertification-Curr Req Met
08/06/2019	SPEEDO JUNIOR NATIONALS	Time Trial	LSC, -, -, Not Applicable	ST-3 CJ-1	None
08/01/2019	2019 Central Zones Championsl	Zone	National Qualifying, N3, 190124, Approved	MR-12	None
07/25/2019	ISI LONG COURSE CHAMPS	OQM - Other	National Qualif	ST-2 CJ-4 AR-4	None
07/25/2019	Time Trials LCC	Time Trial	LSC, -, -, Not A	AR-2	None
07/19/2019	Silver Champs	Open Meet	LSC, -, -, Not A	ST-1 CJ-2 SR-1 DR-1	None
06/21/2019	ALEX 44th Annual Lake Swim	Open Water	LSC, -, -, Not A	OR-2	None
06/21/2019	ALEX 44th Annual Lake Swim &	Age Group	LSC, -, -, Not A	DR-3	None
06/12/2019	2019 TYR PSS - CLOVIS	Pro Swim Series -	National Qualif	CJ-7	None



Review Example (N2 SR)

History: 06/02/2014 - 07/05/2016

Official	LSC / Club	Req. Exp. / Email	USASID	Learn Activ.	Teach Activ.	Meets Worked	Position	LSC Effective	LSC Expires	LSC Lvl	Eval Lvl	Natl Effective	Natl Expires	Natl Lvl	Eval Lvl	Meets Wrkd	Sess. Wrkd	Adv. Evals	Recor. Evals
		REG: 12/31/16		7	0	29	ST	07/14/13	12/31/16	1T		04/13/15	06/30/16	N3	-	23	49	1	
		BGC: 05/31/17					CJ	07/28/15	12/31/16	1T						8	11		
		APT: 12/31/17					SR	05/24/15	12/31/16	2S						6	11		
							XS									5	8		
							XC									1	1		

N2 SR

Date:	Meet:	Type:	Level:	Sessions:	Eval:
05/17/2016	SCAT Sizzlin Summer Invite	Invitational	LSC, -, -, Not Applicable	CJ-1 SR-2	None
05/04/2016	2016 NC SwimMAC Road to Rio	Open Meet	LSC, -, -, Not Applicable	ST-2	None
03/15/2016	Dolphin Junior National Champion	Age Group	LSC, -, -, Not Applicable	SR-3	None
03/10/2016	ESSZ Age Group Championships	Sectional	LSC, -, -, Not Applicable	ST-1 SR-1	None
02/26/2016	SMRT Lowcountry Grand Challenge	Age Group	LSC, -, -, Not Applicable	ST-1	None
02/12/2016	2016 South Carolina SC State C	LSC Championship	National Qualifying, N3, 160016, Approved	ST-4	None
01/15/2016	ASL Winter Invitational	Invitational	LSC, -, -, Not Applicable	CJ-2 SR-2	None
12/04/2015	2015 NC STAR Triad Troopics Me	Invitational	LSC, -, -, Not Applicable	CJ-1 SR-2	None
11/20/2015	2015 PALM Thanksgiving Turkey	Age Group	LSC, -, -, Not Applicable	ST-2 CJ-1	None
11/07/2015	2015 Grand Prix Meet #2	Age Group	LSC, -, -, Not Applicable	SR-1	None
10/17/2015	The Bolles School Sharks TYR C	Age Group	LSC, -, -, Not Applicable	ST-2	None
07/23/2015	2015 LC State Chamos Meet	LSC Championship	National Qualifying, N3, 150131, Approved	ST-2 XC-1	None
07/10/2015	2015 PALM Last Chance Qualifi	Age Group	LSC, -, -, Not Applicable	ST-1 CJ-1	None
06/19/2015	Cutlino Memorial Long Course Ir	Open Meet	LSC, -, -, Not Applicable	CJ-1	None
05/22/2015	2015 Mav Breakout Long Course	Age Group	LSC, -, -, Not Applicable	ST-1 XS-2	None
05/08/2015	2015 NC NSS Long Course Invt	Invitational	LSC, -, -, Not Applicable	ST-1 XS-2	None
04/11/2015	April 2015 SMRT Early Bird Invt	Age Group	LSC, -, -, Not Applicable	ST-1 XS-1	None
03/12/2015	ESSZ Age Group Sectionals	OQM - Other	National Qualifying, N3, 150056, Approved	ST-3	None
02/28/2015	2015 Grand Prix Chamos	Age Group	LSC, -, -, Not Applicable	ST-2 XS-2	None
02/13/2015	2015 SC Short Course State Ch	LSC Championship	National Qualifying, N3, 150022, Approved	ST-4	None
01/31/2015	2015 SMRT Last Chance Meet	Age Group	LSC, -, -, Not Applicable	ST-1	None
01/24/2015	2015 MPSC Last Chance Meet	Age Group	LSC, -, -, Not Applicable	ST-1 XS-1	None
01/16/2015	2015 NC TAC Titans Polar Plun	Age Group	LSC, -, -, Not Applicable	ST-2	None
12/12/2014	2014 NC STAR Triad Troop Invt	Invitational	LSC, -, -, Not Applicable	ST-1 CJ-2	None
11/07/2014	2014 NC TAC Titans Bio Southe	Invitational	LSC, -, -, Not Applicable	ST-3	None
10/24/2014	2014 Sookv Meet	Age Group	LSC, -, -, Not Applicable	ST-1 CJ-2	None
10/17/2014	2014 Autumn Solash Meet	Age Group	LSC, -, -, Not Applicable	ST-5	None
10/04/2014	GA14-105A SCISA State Cham	Observed / Approv	LSC, -, -, Not Applicable	ST-1	None
07/24/2014	2014 SC LSC LC State Chamos	LSC Championship	National Qualifying, N3, 140123, Approved	ST-5	ST-N3-4-Advancement-Eval Res Meet

11 SR
Need 16

Activities

Date: 07/25/2015	LSC: SC	Type: Briefing	Position: ST	Role: Student	Desc: Stroke Briefing for LC Meet
Date: 06/20/2015	LSC: GA	Type: Briefing	Position: ST, CJ, SF	Role: Student	Desc: Officials Briefing
Date: 04/18/2015	LSC: SC	Type: Clinic	Position: CJ	Role: Student	Desc: All State CJ Clinic
Date: 02/13/2015	LSC: SC	Type: Briefing	Position:	Role: Student	Desc: Stroke Briefing at SC Short Course State Meet
Date: 01/23/2015	LSC: SC	Type: Clinic	Position: SR	Role: Student	Desc: 2015 Bennett Starter Clinic
Date: 10/04/2014	LSC: GA	Type: Briefing	Position: ST, CJ, SF	Role: St	stroke Briefing

No teaching



Evaluation Process: Prior to the Meet

- Meet with the Meet referee
 - List of officials to be evaluated
 - Agreement on how to handle mentoring
 - Communicate the proposed evaluation schedule
 - Confirm dress code
 - Bring registration card
- Draft an evaluation plan
 - Work with any other evaluator – manage workload
 - Don't accept more evaluations than can reasonably be handled at the meet
 - Draft a communications plan
 - Get early approval from the OQM team for any additional evaluators
- Prepare paperwork
 - Review requirements
 - Review previous evaluations and detail reports
 - Print and review checklists
 - Print evaluation worksheets
- Contact the officials
 - For each official
 - Verify the positions to be worked
 - Verify which sessions to be worked
 - Verify certification level(s)
 - Forward the relevant "Professional" position document(s) and manual(s)
 - Remind them the information is the standard for the evaluations and mentoring
 - Let each know you are looking forward to meeting and partnering with them
 - Answer any questions they may have



Evaluation Process: Mentor Skills

- Patience
 - Don't rush to judgment
 - Provide time to get it right
 - Don't do it for them
 - Reassure
 - Find extra time to coach
- Encouragement
 - Any anxiety is misplaced
 - Guide talent in a new direction
- Listening
 - Understand desires and concerns
 - Find an area for discussion free distractions and interruption
 - Be focused
 - Don't interrupt
 - Repeat points in your own words for clarification and ask questions
- Questioning
 - Focus on what has gone well and then what can be improved
 - Ask empowering questions
- Feedback
 - Blend compassion with tact and diplomacy
 - Honesty
 - Positive verbal reinforcement
 - Acknowledge (and celebrate) achievements
 - Positive non-verbal feedback



Evaluation Process: Situations

- **What are a couple different techniques that can be used when teaching new skills?**
 - Describe the position in a different way than usually used
 - Model the skill off-deck if necessary
- **How much time should be spent with an official when teaching N2 skills and why?**
 - About 80% of the mentoring time should be spent with the official learning the basic protocols, jurisdictions, and position information so the official is learning the needed skills and it will be much easier for them as they progress to the N3 level.
- **When and where is it best to discuss an official's performance?**
 - Near the end of the meet or the end of the official's last session
 - Preferably in private.
- **What are the three types of information that should be included in an evaluation report?**
 - point out the positive attributes of performance at the beginning of the evaluation draft.
 - Identify areas for suggested improvement.
 - Conclude with recommendation.
- **How should you handle a situation when an official recognizes they're not performing to the defined advancement standard?**
 - an Education Observation evaluation may be appropriate for officials who haven't been able to make necessary skills a habit, BUT this is something a mentor needs to recognize and discuss with the official early in the mentoring process.
 - If the official shows that s/he understands what is needed to improve and displays that improvement during the balance of the meet that official should be rewarded with a positive evaluation



At The Meet

- Arrive Early so you are prepared
- Motivate, encourage, constructive feedback – create a positive environment
- If protocols being used are “different” to your preference, discuss alternative approaches – but don’t refer to them as ‘better”
- Observe – provide feedback – provide opportunity for questions – observe
- Keep separate notes for each applicant
- Discuss the evaluation before the end of the meet
 - Don’t discuss other evaluations with the applicant
- Provide the applicant an opportunity to respond to your evaluation – encourage them to complete the evaluation survey



References

- [Evaluator Requirements](#)
 - [Example OQM Approval](#)
 - [USA Swimming Evaluator Guidelines](#)
 - [USA Swimming Evaluation Worksheet](#)
 - USA Swimming Webinar [Part 1](#), [Part 2](#)
 - [Mentor Quality and Skills](#)
 - [Tips and Tricks](#)
-
- Remember to review the latest versions of documents on the web sites.

