

Diving Plongeon Canada Officials Mentorship Program February 2007

Introduction

The objective of the National Officials Program is to ensure fair and competent officiating at Canadian diving meets and to provide leadership to the sport of diving. Thus, one of the main guiding principles of this program, as laid out in the Canadian Diving Officials Policy Manual, is the focus on the development of officials.

Terms of Reference

Diving Plongeon Canada (DPC) Officials Development Program

A clear and defined path of education and experience that diving officials should obtain in order to move through the levels of National Officials Program.

Apprenticeship Program

A practical officiating experience required to showcase skills, knowledge and overall capacity to officiate a certain level of diving.

Notes:

Participation in the Apprenticeship Program is required in order to obtain the Junior (Level 3) and Senior (Level 4) designations.

Participation in the National Mentorship Program is not mandatory.

Mentorship Program Objectives

The Officials Mentorship Program of the National Officials Committee of DPC is designed to identify and support officials who demonstrate the desired skills for officiating at various levels by providing them an additional opportunity to progress through the National Officials Development Program.

Program Outcomes

The Mentorship Program will:

1. Contribute to the improvement and future growth of officiating diving in Canada.

2. Increase the opportunity for selected officials to have access to the officiating experience at the national and international level
3. Support selected officials in the pursuit of professional development opportunities
4. Contribute to the development of officials' competencies related to judging the sport of diving.

Program Structure

The Mentorship Program will be administered by the National Officials Committee under the guidance of the Sport Programs Manager.

Roles, Responsibilities and Expectations

DPC Board

1. To provide policy related to the creation and adoption of The Officials Mentorship Program
2. To allocate yearly financial assistance (as required) to support mentorship activities.

DPC Staff

1. To provide guidance in the development, promotion and delivery of The Mentorship Program

DPC Officials Committee

1. To develop and promote resources for The Mentorship Program
2. To administer the Junior and Senior level mentorship activities
3. To assist the provincial sections with the regional and provincial level mentorship activities as required
4. To engage in an evaluation process to determine the effectiveness of the program
5. To provide on-going updates to The Mentorship Program as required by program feedback

Provincial Diving Section

1. To identify a leader within its organization to oversee any mentorship activities related to provincial level mentoring activities
2. To explore options for providing mentorship opportunities (associated travel costs, seminars and workshops, etc.)
3. To work in partnership with the National Officials Committee to facilitate the identification and application process for Age Group National level judges.
4. To assist in the national evaluation of the Mentorship Program
5. To provide support functions to Mentors and officials being mentored as needed.

Program Description

The program will be aimed at targeting those officials who meet certain criteria, possess required competencies and express the desire to move to a higher designation of diving official. The program is based upon the matching of a lower level official with mentor officials, coaches and volunteers. The program will be structured to meet the needs of each official selected to the program and to enable multiple experiences that will benefit the official being mentored, the mentor coordinator and the DPC community. In most cases, a mentor coordinator will act as a facilitator (in addition to being a mentor at times) to create a program where the official being mentored has the opportunity to work with many mentors in various formal and informal settings.

Duration of the Officials Mentorship Program

2006-2007

This will be a pilot year to determine if the program is meeting the stated objectives. DPC will provide a limited amount of funding (total TBD) to support the mentorship of:

- a. 1 official striving for Senior status
- b. 2 officials striving for Junior status

It is important to note that while these officials are granted a mentorship, they may not achieve their goal status by the end of the 2007 season.

2007-2008

The objectives of the second year of the mentorship program will be determined upon the outcomes of the 2006-2007 evaluation.

Financial Assistance

Diving Plongeon Canada will provide a limited total amount of funding to support the 3 mentorships offered in the pilot year. Costs associated with travel, sustenance, registration fees, resource materials etc. for mentors and/or the official being mentored will be considered.

It is strongly recommended that each official being mentored and their mentor coordinator seek additional sources of funding either through their provincial section or other granting organization.

Eligibility and Expectations

Mentor Coordinators

Eligibility:

- Must submit written application to the DPC officials committee (see form) to be placed on the Mentor List

- Complete the current DPC Officials Profile Evaluation.
- Be an active member of DPC
- A member of the applicant's provincial section (board member, coach, senior official, etc.) must provide a letter of reference to DPC officials committee
- Must be a minimum of Senior (Level 4) to mentor officials working towards the Junior (Level 3) designation.
- Must be a minimum FINA official to mentor an official working towards a Senior (Level 4) or higher designation.

*Note: Exceptions to these requirements will be considered

Expectations:

- To offer insight, advice, guidance, encouragement and support to a developing official in a professional, respectful and constructive manner
- To assist the official being mentored in the development of long and short term career goals as an official
- Provide a point of reference for tasks to complete and opportunities for feedback
- To focus on (but not limited to) the 5 Competencies
- Agreement to participate in the evaluation of the Mentorship Program

Official Being Mentored:

Eligibility:

- Must submit a written application to the DPC officials committee
- Complete the current DPC Officials Profile Evaluation.
- Be an active member of DPC
- A member of the applicant's provincial section (board member, coach, senior official, etc.) must provide a letter of reference to DPC officials committee
- Must have met the requirements of Regional (Level 1) and be aspiring to achieve Junior (Level 3) or higher
- Exceptions to these requirements will be considered by the officials committee

*Note: Exceptions to these requirements will be considered

Expectations:

- Is someone who has a desire to listen, learn and work with others in order to improve their ability to officiate the sport in a fair and competent manner

- Is dedicated and committed to setting and striving for their officiating career goal
- Takes initiative in their own development and takes advantage of mentorship opportunities
- Conducts themselves in a manner consistent with the Officials Code of Conduct
- Agreement to participate in the evaluation of the Mentorship Program

Mentorship Process

Step 1:

The Applicant will apply in writing to the National Officials Committee c/o the National Office. This application will include:

1. A brief statement related to their philosophy of officiating and goals (level of event, dates etc.)
2. Current Judging Log Book or Judging CV
3. Written support from their provincial section (board member, coach, senior official, etc.)
4. List of desired activities and competency outcomes (see definitions below) they would like to work on (indicate a start and ending date) and the name of possible mentors they would like to work with
5. Self-assessment profile and evaluation

Step 2:

The Officials Committee will review applications twice a year: at the Annual General Meeting of DPC and one other time if necessary.

Step 3:

The applicant will be given notice of their successful or unsuccessful application and provided with the name and contact information of their Mentor Coordinator. This person will act as a liaison to DPC and the Officials Committee and support the official being mentored in the development of a personalized mentorship program.

Step 4:

It will then be the responsibility of the official being mentored to work with their mentor to submit an action plan for approval by the DPC Officials Committee Development Chairperson. This proposed plan will include:

1. Statement of overall objective(s) of this mentorship program
2. Timelines
3. Activities (suggested list below)
4. The Names of mentors and other members of the diving community that will work with the official being mentored

5. Proposed Program Budget (to include travel costs, registration fees, etc. of both the mentors, if needed, and official being mentored, in-kind donations, other grants and subsidies obtained, etc.)

Competency Outcomes

1. Knowledge and Application of Rules
 - Must know competition rules
 - Must be updated on the rules
 - Must demonstrate good judgment when applying the rules
 - Must be able to discuss the logic of rules
 - Must be able to interpret rules
 - Must be able to share knowledge with other judges
 - Must display or convey an understanding of their philosophy on the “Art of Diving”
2. Leadership
 - Must be respected by the officials membership
 - Must be able to help create a good officiating environment
 - Must demonstrate leadership skills to other officials
 - Must be able to foresee problems and issues in advance and suggest solutions to prevent or manage them
3. Communication
 - Must have good communication skills
 - Must foster respect among the other officials
 - Must be able to listen to panel members
 - Must be positive and constructive with comments before, during and after diving events
 - Must be able to resolve any conflicts with dignity and respect
4. Event Skills
 - Must be able to fulfill all event referee duties as required
 - Must be able to fulfill all meet referee duties as required
5. Ethics and Conduct
 - Must adhere to the DPC Code of Conduct
 - Must conduct themselves in a fair, consistent and competent manner at all times

Activities

There are many opportunities for mentorship activities. The following list is not comprehensive, but instead provides the Mentor and the official being mentored a basis to build upon certain competencies.

Educational opportunities:

- Lecture / workshop / seminar
- Officials course
- Post event discussions
- Exams

- Conference or symposiums related to officiating (ie. Sport Leadership Conference, Canadian Sport Officials Conference)
- Judges Analysis Program

Practical Experience

- Video practice
- On-deck practice
- “Mock’ or practice competition
- Shadowing sanctioned competition – off-panel discussion
- Sanctioned competition – on-panel judge and observation by off-panel Mentor
- Apprenticeship Program (as laid out in the Officials Development Program)

Resources and Training

Refer to the Judge Development Program for other resource materials available.

Step 5:

The official being mentored and the mentor coordinator will receive written approval from the DPC Officials Committee that their action plan has been approved. Also included will be progress reporting forms that will be required as needed.

Step 6:

Upon completion of each activity in the action plan, the mentor (official, coach or volunteer) and official being mentored will keep a written record of the competencies worked on, the outcomes of the session and suggestions for improvement of the mentorship program.

Step 7:

Upon completion of the action plan timelines, a statement of intention should be submitted to the DPC Officials Committee. The official can re-apply for continued mentorship and submit all application requirements OR continue as an official by submitting their availability at their current judging status. If more time is required to complete activities, this should be requested at this time.

Step 8:

The official being mentored and the mentor coordinator will submit final process evaluations.

Step 9:

The DPC Officials Committee will send all mentors and the official who was mentored letters of thanks for their participation in the DPC Officials Mentorship Program.

Forms

Mentor Coordinator Application

Session Evaluation

Progress Reporting

Program Evaluation

Questions and Comments

Please contact the DPC Sport Programs Manager.