

National Official's Committee Upgrading Criteria

Provincial Mentoring – Upgrading Report Form for Levels 1, 2, and 3	
OFFICIAL'S NAME: _____	
DISCIPLINE EVALUATED _____	Current Level _____
Date of Last Upgrade ___/___/___	
Name of Meet _____	Date(s) ___/___/___
Meet Location _____	Level: Club ___ Prov. ___ N/NC ___
Mentor's Name: _____	Position at Meet _____
Mentor's Discipline and Level _____	

Event Observed: Part I. General and Technical: (comment on any checked item in the written section on the next page)	Performance Indicator*		
	SA	NI	NA/ NO
1. Understanding and interpretation of rules:			
2. Punctuality, reliability, enthusiasm			
3. Alertness, awareness, concentration			
4. Initiative, adaptability versatility			
5. Decision-making ability, confidence			
6. Attitude, emotional control			
7. Appearance, uniform			
8. Rapport with coaches and athletes			
9. Accuracy of measurements, readings, recordings			
10. Voice control			
11. Positioning for best performance of duties			

*** Performance Indicator Definitions:**

Satisfactory (SA) – fully meets the requirements of the duties, represents the standard for a fully qualified, experienced official in a fully capable manner

Needs improvement (NI) – clearly below fully satisfactory; room for improvement exists; may be due to inexperience or other factors. Need for further development is recognized and required.

Not Applicable/Not Observed (NA/NO) – as indicated

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Mentoring Report Form for Levels 1, 2, and 3	Performance Indicator*		
Event Observed:	SA	NI	NA/ NO
Part II. Directing The Event (for Level 3 only)			
1. Pre-Meet preparation (planning, timing, site review, equipment)			
2. Briefing the other officials before the event			
3. Briefing the officials before and during the event			
4. Leadership during the event			
5. Voice control (authority and reach)			
6. Positioning of team			

Part III. STRENGTHS OF THE OFFICIAL:

Part IV. OPPORTUNITIES FOR IMPROVEMENT:

OTHER COMMENTS:

OFFICIAL: I have read this report and discussed it with the mentor and I **AGREE/DISAGREE** (circle one) with the opinions expressed by the mentor.

Comments:

Signature of official: _____

Date (d/m/y) ___/___/___

MENTOR:

Have you worked with or observed this official on previous occasions? yes / no

If yes, was this performance consistent with previous performances? yes / no

In my opinion and based on my observations and the performance I have witnessed, I feel the above official IS / IS NOT (circle one) ready for the next level.

Signature of Mentor: _____

Date (d/m/y) ___/___/___

ONTARIO OFFICIAL'S COUNCIL

APPLICATION FOR UPGRADING TO LEVEL TWO

Applicant's Name: _____

Applicant's Address: _____

Phone Number: _____ (H) email _____

OTFA # _____ Discipline: _____

To move from Level One to Level Two, an official must

1. *Hold a current OTFA membership,*
2. *Have earned twelve (12) event credits, (six on the track, and six in the field) since the last upgrading*
3. *Have completed six months as a Level One official,*
4. *Have attended a comprehensive rules clinic, and*
5. *Have received a mentoring report from his/her event Chief*

Credits Earned				
Name of Event	Date(s)	Discipline	Position *	# of credits
Total Credits =				

**Position: C=Chief, AC=Asst Chief, SH=Section Head, J=Judge, U=Umpire*

Clinic delivered by: _____ Date: _____

Mentoring Report submitted by: _____ Date: _____

Applicant's Signature: _____ Date: _____

Area Representative: _____ Date: _____

For Office Use Only	Provincial Chair	Date Approved
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ONTARIO OFFICIAL'S COUNCIL

APPLICATION FOR UPGRADING TO LEVEL THREE

Applicant's Name: _____

Applicant's Address: _____

Phone Number: _____ (H) email _____

OTFA # _____ Discipline: _____

To move from Level One to Level Two, an official must

1. *Hold a current OTFA membership,*
2. *Have earned sixteen (16) event credits, (4 must be at provincial level, and 8 must be as Chief, Ass't Chief or Section Head) since the last upgrading*
3. *Have completed one year as a Level Two official,*
4. *Have written an approved national open book exam with a minimum mark of 80%*
5. *Have received two mentoring reports from his/her event Chief, Referee, or ATO, NTO*

Credits Earned				
Name of Event	Date(s)	Discipline worked	Position*	# of credits
Total				
Total Credits =				

**Position: C=Chief, AC=Asst Chief, SH=Section Head, J=Judge, U=Umpire*

Use separate "List of Credits For Upgrading" if required

Clinic delivered by: _____ Date: _____

Applicant's Signature: _____ Date: _____

Area Representative: _____ Date: _____

For Office Use Only	Provincial Chair	Date Approved
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NB Mentoring Reports Must Be Attached