

**Name** \_\_\_\_\_ **Gala** \_\_\_\_\_

**Date** \_\_\_\_\_ **Venue** \_\_\_\_\_

| <b>Mentors Observations Checklist</b>                                                                                                                                            | ✓ |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| <b>General</b>                                                                                                                                                                   |   |
| Dressed appropriately.                                                                                                                                                           |   |
| Able to make their decisions autonomously and independently.                                                                                                                     |   |
| Undertakes their duties in accordance with FINA Rules.                                                                                                                           |   |
| Performs their duties competently and efficiently.                                                                                                                               |   |
| Creates a positive attitude and atmosphere.                                                                                                                                      |   |
| Demonstrates appropriate communication with swimmers and colleagues.                                                                                                             |   |
| Has the ability to judge their own performance, identify strengths and weaknesses, plan ahead and to address any issues.                                                         |   |
| Appears decisive in their decision making.                                                                                                                                       |   |
| Demonstrates awareness of GB Radio and Reporting protocols.                                                                                                                      |   |
| Is able to identify and report any inappropriate behaviour to the Referee.                                                                                                       |   |
| Is aware of relevant GB protocols.                                                                                                                                               |   |
| Has an awareness and knowledge of both Health & Safety and Child Protection Issues.                                                                                              |   |
| <b>Timekeeper / Inspector of Turns specific</b>                                                                                                                                  |   |
| Stands on the long whistle and starts their watch on the starting signal.                                                                                                        |   |
| Stops their watch when the swimmer touches the wall.                                                                                                                             |   |
| Records the time accurately on the report sheet provided.                                                                                                                        |   |
| Resets their watch at the appropriate signal/time.                                                                                                                               |   |
| Understands the procedures in event of a watch failure.                                                                                                                          |   |
| Accurately completes a Disqualification Report if required.                                                                                                                      |   |
| For 800/1500m events displays the number of lengths by competent use of lap counters.                                                                                            |   |
| Competently gives the warning signal in 800/1500m events to their swimmer.                                                                                                       |   |
| Competently judges a relay takeover.                                                                                                                                             |   |
| Positions themselves to view the start, finish and turn up to the completion of the first arm stroke                                                                             |   |
| Demonstrates a good understanding and observation of the FINA rules of stroke.                                                                                                   |   |
| <b>Chief Timekeeper specific</b>                                                                                                                                                 |   |
| Delivers a briefing to timekeepers, ensuring instructions are given in full, are understood and conducts a watch check.                                                          |   |
| Allocates the timekeepers to their lane, if appropriate.                                                                                                                         |   |
| Distributes the lane timer sheets/timing slips to each timekeeper.                                                                                                               |   |
| Obtains manual times promptly as required.                                                                                                                                       |   |
| Collects the time cards after each heat, places them in time order and hands them to the appropriate official (If not applicable, demonstrates an understanding of the process). |   |
| Collects the lane timer sheets at the conclusion of the session and hands them to the Control Room Supervisor.                                                                   |   |
| <b>Chief Inspector of Turns specific</b>                                                                                                                                         |   |
| Competently supervises the individual Inspectors of Turns in fulfilling their duties.                                                                                            |   |
| Competently deals with reports received with regard to infringements and their reporting.                                                                                        |   |
| Uses GB Radio and Reporting Protocols effectively, if in use at the meet.                                                                                                        |   |