



Becoming a Mentor



Mentors are a useful support mechanism for match officials and perform a vital role. When appointed to mentor a match official, a mentor is generally a point of contact via phone, email, etc. Occasionally a mentor may be able to go and watch a match official and be able to offer advice and support before, during and after the match. Most WFA mentors are appointed to support new referees who are in the early stages of their career.

Getting Started

Before you can be appointed to mentor match officials you will need to have the following:

- ✓ **Understanding of Mentoring**
- ✓ An in-date FA Criminal Records Check (**CRC**)
- ✓ An in-date **FA Safeguarding Children Qualification**

Understanding of Mentoring

Please talk to Ollie or one of the team to discuss why you would like to become a mentor and how you think you could add value to the mentor workforce. You **do not** need to have a minimum level of experience as a match official in order to become a mentor, in fact, recently qualified match officials can sometimes offer increased support having recently been in the same position as a trainee referee!

FA CRC

Ask Ollie or one of the team for the details on how to get this started online. Worcestershire FA will cover the cost of the CRC for mentors. **Note:** during peak times this process can take 4-6 weeks so you should start it as soon as possible to avoid any delay in becoming a mentor.

FA Safeguarding Children Qualification

If you have previously attended a face-to-face FA Safeguarding workshop then you may be able to renew your Safeguarding qualification online – ask Ollie or one of the team for guidance on how to attempt the online renewal. Failing this, you will need to [book](#) onto and attend The FA Safeguarding Children Workshop. Again, Worcestershire FA will cover the cost of the workshop by way of a refund following attendance.

Once you have completed the above items, your mentoring career can begin!

To express your interest in mentoring, or if you have any questions during the process, contact:

Ollie Williams – Referee Development Manager

E: Ollie.Williams@worcestershirefa.com or referees@worcestershirefa.com

T: 07786 570602



Next Steps

Once you have completed the above pre-requisites WFA will allow you to begin mentoring.

Mentor = A more experienced person appointed to provide support

Mentee = A less experienced person requiring support from a mentor

Appointments to Mentees

As part of WFA Referee Courses for brand new referees, the county aims to appoint a mentor to all trainee match officials who wish to receive support. You will be copied in to an email sent to the trainee referee (and/or a parent/carer if under 18) and this will ask the mentee to contact you first. If this does not take place within 7 days, mentors should consider making contact to establish the next steps.

Contact between Mentors and Mentees

WFA advise contact to include:

- Confirmation of the support mechanism and any mutual expectations
- Details of matches that the mentee is appointed to so that the mentor is aware and can support
- Confirmation if a match observation can take place
- Clarification on pre/post-match contact (when and how)
- Any questions the mentee may have

Note: Mentors and mentees are reminded that if the mentee is aged under 18 a parent/carer should be copied into communication unless the parent/carer indicates otherwise in writing to WFA via a mentoring application.

Fee/Expenses

Our mentors are currently paid £10.00 expenses if they attend a match to support a mentee. This is received by completing an invoice and sending to Ollie for approval.

Mentoring Form

If attending a match to support a referee, mentors are asked to complete a brief report post-match. The current form can be found below and will be sent to all mentors by email.

The mentor report form should be completed electronically and sent by email to the mentee **as well as** copying in referees@worcestershirefa.com – ideally within 5 days of the match. Guidance can be sought from Ollie or other mentors to support your training in how to complete the form.

Mentor Expectations/Requirements

It is expected that mentors will have contact with their mentees; specifically via telephone, text, email and face to face interaction. Mentors will predominantly support referees from a distance, i.e. via phone and email. Occasionally it may be possible for a mentor to attend a match to observe the referee and offer feedback on their performance.

It is expected that the mentee leads the direction of the mentoring relationship and uses the mentor for guidance and support throughout, otherwise the support will be withdrawn.

Who can I mentor?

Generally you will be appointed to mentor trainee referees. If you are aware of a referee that would like some support then you can put forward an idea to Ollie who will consider the request.



Mentor Feedback Form

The form is to be completed by mentors if they are able to attend a match. The emphasis should be on finding 3 strengths (no matter how big/small) with 1 main development area.

Worcestershire FA Referee Mentoring Scheme This form is to be used by the mentor following attendance at a fixture.	
Name of Referee	
Date of Match	
Fixture	
Competition	
Identify 3 strengths of the performance	
1	
2	
3	
Identify 1 development area of the performance	
1	
Additional Comments	
Name of Mentor	
Date	



Mentor Role Profile

This role profile should be considered alongside the expectations and protocols

- The mentor will have the relevant training and qualifications as outlined on page 1 and commit to updating this regularly
- The mentor will be a more experienced and trusted advisor who will use their experience to provide support and development in a one to one relationship with a new/less experienced referee
- The mentor should be friendly, patient and approachable
- The mentor should be readily available to communicate either in person or through other means with their mentee
- The mentor needs to create an open environment in which support, help and advice can be provided
- The mentor should be proactive during the early stages, taking the lead with communication and support
- From the moment the mentor is assigned to the mentee, contact should be made and both parties should agree the outline of the mentor relationship including short, mid and long term objectives

Ends