GUIDELINES FOR LOGGING

- Instructors and Coaches that allow loggers will be allocated CPD points (refer to the CPD table).

- Instructors must log with qualified instructors and coaches must log with qualified coaches (for coaches, preferably a coach that is on the same level and has more than 2 full seasons of coaching experience or a higher level).

- When you allow loggers, you are mentoring future instructors /coaches.

- Loggers must only log hours with accredited and registered coaches and instructors.

- Affiliates must make available recommended names during the course. Please make sure you have consulted the instructors. (POPI Act)

- Loggers must make prior arrangements with the instructor/coach for the most suitable time prescribed by the mentor.

- Instructors/coaches must log with a minimum of two instructors/coaches to be exposed to different methods of conducting lessons.

RESPONSIBILITIES OF THE LOGGER

- Logging can commence as soon as the candidate has been on the formal SSA course (if candidates are declared not yet competent after the written exam or even after the practical assessment they can be required to   log more hours - it is the facilitators/assessor's prerogative).

- Pre-logging arrangements must be made with the mentor.

- Loggers must first come and watch to get an understanding of the culture/style of the centre.

- They must fit into what is happening at that centre and will be told by the mentor instructor/coach as to where they need to fit in.

- Logger must adhere to the rules and regulations of the mentor.

- The loggers must strive to be an asset for the mentor and not a liability.

- Have 3 copies of the log sheet. One copy remains with the mentor, one for the POE and one for the logger's records.

- Completed log sheet must be submitted to the Provincial Education & Training Coordinator to be included in your POE.

RESPONSIBILITIES OF THE MENTOR

- Mentor must guide the logger to be the best instructor/coach and their comments on the log sheet must be accurate.

- Verify what the logger is qualifying for. LTS candidates need to log with LTS instructors and coaches log with coaches.

- Fit loggers within the most convenient time to allow minimum disruption.

- Allow the logger to be part of your program for a minimum of five half-hour lessons.

- Allow loggers to have a watching session before they get into the pool.

- Make parents understand your role in terms of empowering other instructors/ coaches.

- Give level coaching 1loggers lessons that you would like them to focus on; ideally two lessons with the second one being a continuation of the first.

- Impart your knowledge, experience and expertise to the logger.

- Keep your own records of candidates you have mentored and submit your mentor sheet for CPD points.

- On annual registration ensure that you have evidence of attendance of loggers you mentored.

- Also complete the mentors log sheet (for CPD points) to be signed by the candidate.

- CPD points used on annual registration cannot be used again the following year.

- CPD points not used on annual registration can be carried over into the following year.