

Maryland Swimming Administrative Mentoring Plan

Two Easy Steps to Club Improvement!

Step 1: Let us give you the tools you need to become a stronger team! Do you have 2 hours for lunch and some really good conversation??

Each club in our LSC will be able to request a mentoring session with an experienced swim team administrator. Any team representative in the LSC can request a mentoring session or sessions.

There is NO FEE.

Just 1) complete this fillable form, 2) save it to your local drive and then 3) attach it to an email to: office@mdswim.org We will contact you for dates to meet.

The session format will be developed to meet your needs and may be with coaching staff, team board officers, parents or any combinations of these non-athlete positions. There will be about an hour allotted to defining your most pressing administrative needs (you talk) and then about an hour or more of suggestions or planning tips from your mentor. This is designed to be an open, honest and hopefully helpful discussion on effective ways to strengthen your team's viability and success. All discussions will be held in the strictest confidence. Topics to be discussed will be from the attached Challenge List you completed.

At the end of the session there will be a quick "lemon squeeze" for all to critique the day and offer suggestions for the future, as well as providing feedback on what was **the most important thing** you learned from the day that you will be taking back for your own personal challenge – or as a challenge for your club. Mentors will be selected and assigned by the MD Swimming Executive Board.

Step 2: Apply for an award for working to improve your club

Our LSC will pay the travel expenses (see reimbursement form for guidelines) for any approved administrator to visit with your team representatives to work with issues you have decided you want advice about addressing. Your team can earn up to \$200 per mentoring visit. Visits less than 2 hours will earn your club \$100 or if less than 1 hour, there is no award.

The Challenge Checklist with the items discussed checked off, must be provided with the reimbursement request form, and must be signed by both the visiting administrator and the mentor.

Verification will be the reimbursement form and dually signed Challenge Checklist.

Anyone found falsifying the information, both as the mentor or as the mentee, will be in violation of the Code of Conduct with any consequences resulting, and will have to repay any reimbursements they received. There is a 5 visit limit to how many mentoring sessions one team may experience.

We want to Challenge You!

Please select what you would like to improve for your team (maximum 4):

- Communicating with parents of all age groups
- Defining your team's administrative role in support of swimmers and coaches
- Creating a meaningful Vision and Mission statement
- Motivating volunteers
- Developing an effective fundraising plan
- Obtaining the next Club Level as recognized by US Swimming
- Educating parents
- Establishing manageable administrative goals
- Recruiting new swimmers
- Understanding or running the business side of the club.
- Knowing more about the USA and our LSC Swimming Rules & Policies
- Understanding the Safe Sport concepts and recognizing bullying or abuse

List At Least 3 Attendees



**Visiting Administrative Mentoring
Reimbursement Request**

Up to \$200 Mentoring Program Payment will be made to Host Club
Travel Expenses will be paid to the mentor
This form must be submitted within 14 days of visit
Payment will be made on the basis of required submissions
E-Mail or Mail Form and Receipts to: LSC Office

YOUR NAME:

YOUR CLUB AFFILIATION:

MENTOR'S NAME:

MENTOR'S CLUB AFFILIATION:

ATTACH MENTOR'S EMAIL VERIFICATION OF VISIT:

MENTORING DATES:

LOCATION:

LODGING TOTALS (if applicable)

TRAVEL TOTALS: (Mileage @ 56.5 cents per mile 200 mile Round Trip MAX)

MEALS: If applicable (\$10 MAX per person)

TOTAL REIMBURSEMENT REQUESTED (Submit only the MAX allowed for your visit)

Challenge Checklist must accompany this request. Checklist must have items marked that were covered during mentoring session and must be dually signed by Mentor and Mentee.

Mentor Notes: