



Virginia Swimming Mentoring Pilot Program



- **Mentee must fill out the mentoring program application that is posted on the VSI website, and return it to the Club Development Coordinator by email.**
- **For the application to be accepted and processed, the mentee must list at least two mentors of their choice.**
- **Mentee must suggest 3 options for visit times. When mentee agrees to attend a specific session on a specific day, s/he must attend.**
- **The Club Development Coordinator will make the initial contact with the requested mentors.**
- **Mentors are to contact the mentee directly by email or phone to coordinate the visit details.**
- **Neither a mentor nor mentee may miss/cancel more than one approved visit. Should that occur, s/he will no longer be part of the program for that year.**
- **Mentee must include specific topics of interest on the application s/he wants to discuss with the mentor.**
- **Mentee must spend a minimum of a full workout/practice with the mentoring coach to allow mentee to ask questions before, during and after the session. For the mentee to receive reimbursement s/he must stay for the entire workout/practice and return the Post Mentored Evaluation Survey within the required time.**
- **The mentee may choose a mentor from the preapproved list of coaches provided by VSI or may fill out a Suggest Mentor Request Form to have a mentor approved to be added to the list or approved for a one time exception.**
- **The Club Development Coordinator will keep track of the scheduled visits and send monthly progress reports to the Coaches Representative and VSI Office.**
- **Mentee and mentor must fill out an evaluation within 24 hours of the conclusion of their visit. Two or more bad evaluations filed about any mentor or mentee may result in being removed from the program and/or reimbursements being denied.**
- **A reimbursement request may be submitted by traveling coach for mileage and meals (alcoholic beverages are not reimbursed).**
- **The reimbursement process will mirror the VSI's travel reimbursement policies.**
- **Any mentor or mentee desiring an overnight stay may make that request to the Club Development Coordinator.**
- **A traveling coach must submit all of the following to receive reimbursement:**
 - **VSI Travel Reimbursement form showing mileage**
 - **Food receipts**
 - **Meal with mentor receipt– if applicable**
 - **Copy of appropriate Post Mentoring Evaluation Survey**
- **Approved Mentors with a Few Suggested Specific Topics:**
 - **David Henderson-Coached owned program, finance and budget, and business side**
 - **Peter Maloney-Diversity, camps, clinics, and Learn to Swim Program**
 - **Scott Baldwin-Building new facility, bidding and hosting championship meets, and building age group performance**
 - **Diana Cayce-Female mentor, 13 and Over swimmers, and coaching Olympians**
- **Mentor Coaches will receive a gift card at the end of the year. The amount will be determined based on the evaluations received.**



COACH MENTORING PROGRAM APPLICATION



Name: _____ **Club:** _____

Address: _____

City/State/Zip: _____

E-mail: _____ **Mobile #:** _____

Mentor Choices

1. _____ 2. _____

Dates of Visit

1. _____ 2. _____

3. _____ 4. _____

Areas of Interest (Must list at least one topic)

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

7. _____ 8. _____

This form can be completed on the computer. First save the form, then fill in the requested information and save it again. If using a Mac, select 'Print' and then 'Save as pdf'.

Application is to be returned to the LSC Development Coordinator at clubdevcoord@virginiawimming.org.

Office Use
Date Application Received:
Dates & Interests E-mailed to Mentor:
Mentor Accepted:
Reimbursement Request: