



## ***SPEED SKATING CANADA***

### **SPEED SKATING CAMP MENTORSHIP PROGRAM GUIDE**

*Revision dated June 2010*

## **Purpose:**

The Camp mentorship program is designed to recognize the benefits that can be realized by using an expert resource as a mentor in a camp setting.

## **Program details and conditions:**

The objective of the program is to provide seed money for an applicant branch that is hosting a speed skating camp to acquire the assistance of a coach mentor in order to carry out events that will have a direct learning benefit to coaches in the Camp.

The program is designed to provide branches with a maximum of 2 bursaries per year to a maximum of \$1000 each.

The role of the mentor coach is to provide guidance, learning and feedback to coaches in order to allow them to deliver the training to camp participants. It is NOT designed to have the mentor coach deliver the program to camp participants without benefiting local coaches.

Some of the possible activities and approaches that can be used to provide mentorship are:

- Provision of general oversight of the learning activities and exercises.
- Provision of learning by delivering the to the camp skaters for a specific segment
- Conducting a coach training session in the evenings and debriefings
- Video taping coaches and providing one-on-one feedback
- Involvement in the camp planning and design of learning activities

The camp must be Branch sponsored. It can be a dry land, ice camp or other kind of camp as need be, in order to assist speed skaters to excel in their sport while clearly identifying learning outcomes for mentored coaches that are related to the training activities which speed skaters are participating in.

The mentor can be a specialist from outside the sport of speed skating yet the application of the training must be for the benefit of speed skating Canada's coaches. SSC reserves the right to name a qualified mentor based on costs related to their proximity of the event.

The program should aim to mentor a minimum of five (5) coaches.

***The mentor supported by SSC must have the appropriate NCCP certification or professional qualifications in relationship to the context (LTAD Stages) that the mentored are actively involved in.***

## **Role of the Coach mentor**

The coach mentor will be responsible to the applicant branch for providing the services agreed to and specified in the Applicant – mentor contract (see sample mentorship agreement).

The mentor is responsible:

- Meeting with the applicant well ahead of time to plan the mentorship activities

- Delivering quality services detailed in the mentor – applicant agreement in a timely fashion.
- Providing a positive role model for coaching and the sport of speed skating.
- Accompanying coaches in their development and the personalization of sessions to ensure that all coaches are able to progress in their development as a coach.
- Providing qualitative and quantitative feedback to coaches being mentored including specific elements which they can work on to improve as coaches. (See the suggestion of activities proposed in the program guidelines.

### Obligations of the applicant Branch

Provide the necessary resources and facilities for the camp mentor to carry out their role effectively.

Clearly describe the desired learning outcomes from the mentorship activity for participants.

Poll the mentored coaches as to the quality of mentorship received from the mentor (see evaluation form)

Provide a follow-up report to the Coaching Development Committee as to the outcomes of the mentorship activity as well as a copy of the mentorship Evaluation Form.

### Eligibility Criteria:

Applications can be received from any camp organizing committee but must be received from the Branch.

Clubs/Branches are required to submit a final report of the funded camp. If final reports are not received, the second half of the grant payment will not be issued and clubs/branches may be ineligible to receive the grant in the future.

### Process:

Branches will submit request for funding to Speed Skating Canada that will contain the following items of information:

1. Name and date of camp
2. Number of athletes in each stage of development of LTAD and their approximate skill level.
3. Number of coaches that will benefit from mentorship and their certification levels.
4. Suggested Name of Mentor (s) **the organizers might wish to use** and qualifications. *SSC reserves the right to refuse the Mentor proposed or name an alternate mentor based on costs related to the proximity of the event.*
5. Narrative description of how the mentors will be used and who will benefit from the camp (You should provide a draft of your coach-mentor agreement). If you are proposing a mentor as part of your application, this program should have been discussed in advance with the mentor.
6. Breakdown for the use of the funds and the total amount of support being requested.

Applicants must

- a) Complete the application form relating to the Camp Mentorship program – this will also provide the required description of your program and its intended benefits
- b) Provide a copy of the proposed mentor applicant agreement form and/or evidence of the mentor's agreement

## **Review and section process by SSC**

The criteria for reviewing applications will involve the following factors (not in any particular order):

- Distribution of assignments in an equal fashion to all the Branches (to the extent possible, multiple seasons may be considered).
- Proximity of coach mentors to participant
- Availability of coaching development opportunities
- Best use of resources (affecting most participants)
- Number of coaches who will benefit and how
- Quality of the proposal

The program will provide coaching development opportunities to as many coaches and mentors as possible within the total program budget. (It is recognized that it may be more beneficial to send the mentor to the participant site if it will benefit several club coaches and/or branches.) It is expected that participating coaches would bring all new information back to coaches within their programs.

***Completion of evaluations: Following the camp, it is required that the applicant provide the evaluation form to the coaches being mentored and forward (no later than 4 weeks after the completion of the camp) the completed evaluation to Dawn Currie. In addition, it is also required that the mentor provide a one page summary of their experience and whether they believe that the learning outcomes were achieved.***

## **Program review & reporting:**

There will be a program review on an annual basis by the SSC Coaching development committee and results will be reported at the SSC AGM.

## Coach-Mentor Agreement Sample

**Name of Camp:** Gloucester Concordes – summer ice camp

**Date of Camp:** August 15-20

Expected number of athletes:

**Expected number of athletes and proportion that fall into each stage of the LTAD model:**

LTAD stage	Number of athletes expected	Proportion of total
1 Fundamentals	45	50%
2 Learn to Train	32	35%
3 Training to Train	10	12%
4.1 Learn to compete	1	1%
4.2 Training to compete	2	2%
5.1 Learning to win		
5.2 Training to win		
<b>TOTALS</b>	<b>90</b>	

Expected number of coaches to be mentored

4 – Fundamentals

2- Learn to Train

### **Services to be provided by mentor:**

- Review of camp program plan with coaches
- Delivery of 1 on ice session for each of groups A, B and C at camp – with explanations to coaches viewing session
- Delivery of off ice session to each of groups A, B and C at camp
- Meeting with all coaches delivering training with a view to obtaining what their learning objectives are for the week and what they wish to have feedback on
- Review of 2 ice sessions at each level against a checklist personalized for each coach based on learning objectives and the Introduction to Competition and level 3 evaluation criteria.
- Provision of written debriefings
- Delivery of one session on equipment to coaches and sport psychology – training to compete.

**Responsibilities of applicant:**

- Program plan is to be sent to Coach mentor 1 month before camp takes place
- Coach mentor is provided with schedule of their time and what is expected
- Involvement of the coach mentor in planning and knowledge transfer
- List of the coaches in attendance and their learning objectives up front
- Classroom for debriefing each day and learning events
- Provision of travel and living expenses up front
- Payment of honorarium no later than 3 weeks after the event.

We agree to the following commitments:

\_\_\_\_\_

Rep from applicant province

\_\_\_\_\_

Date

\_\_\_\_\_

Coach Mentor

\_\_\_\_\_

Date

## APPLICATION FORM

<b><u>MAIN CONTACT INFORMATION:</u></b>		
Branch :		
Main Contact for application:		
Mailing address for main contact:		
Phone number:		
e-mail address:		
Camp Name:		
Camp Date:		
Expected number of athletes and proportion that fall into each stage of the LTAD model:		
<b>LTAD stage</b>	<b>Number of athletes expected</b>	<b>Proportion of total</b>
1. Fundamentals		
2. Learn to Train		
3. Training to Train		
4.1 Learn to compete		
4.2 Training to compete		
5.1 Learning to win		
5.2 Training to win		
<b>TOTALS</b>		
Expected number of coaches to be mentored and the LTAD level of athletes that they normally coach.		
<b>Name of Mentor(s) :</b>	<b>Phone number of mentors</b>	<b>e-mail of Mentors:</b>

**MENTORSHIP DATA:**

*Please provide information about the activities that will provide mentorship and as well as a description outlining how the mentor will be used, how many coaches will benefit and how.*

- b) Attached with this application, please include a Letter of support from provincial/territorial branch President or Executive Director.**

**SEND COMPLETED APPLICATIONS TO:**  
Dawn L. Currie, Sport Development Director  
Speed Skating Canada  
2781 Lancaster Rd., Suite 402  
Ottawa, ON K1B 1A7  
Email: [dcurrie@speedskating.ca](mailto:dcurrie@speedskating.ca)  
Phone: 506.855.5567

**Deadline for Applications is July 15, 2010.**

## Evaluation for Coaches being mentored

**Camp Name**

**Camp Date:**

**Name of coach-mentor**

**Rating scale**

Fully Agree            1  
 Somewhat agree      2  
 Somewhat disagree   3  
 Disagree               4 \*\*\*  
 Not applicable        NA

**\*\*\* please provide further narrative explanation (below) for items where you have allocated a score of 4 )**

<b>Training Delivery</b>	<b>Rating</b>
I learned a great deal from the coach mentor	
I was provided with relevant feedback from the coach-mentor	
I felt free to ask questions whenever necessary	
The feedback that was provided was relevant and linked to the coaching competencies in the NCCP	
I was provided with frequent guidance and dialogue throughout	
I was provided with opportunities to practice what I learned	
What are the experiences, elements or techniques did you feel were most valuable and others would benefit from?	
If you had the chance, what specific areas or changes would you make to the assignment or training which you received?	
Are there any other comments you wish to provide that would have assisted in improving the quality and effectiveness of your assignment?	