



**U S** SPEEDSKATING

Mentor/Mentee Guidelines

## Objectives:

**Mentor** – to provide expertise, feedback, advice, and guidance to your mentee(s) regarding athletic, educational, and professional development. Set clear and professional expectations for your mentor/mentee relationship. Do all you can to help your mentee(s) be successful.

**Mentee** – to learn all you can from your mentor, and accept their advice and counsel graciously. Set clear and professional expectations for your mentor/mentee relationship. Do your best to apply the

## Benefits:

**Mentor** – stay involved and help young developing athletes along the path to success in athletic, educational and/or professional development. Give back to a better future.

**Mentee** – learn from those who have paved the way and have wisdom and experience to share. Have another person in your corner cheering you on in athletic, educational, and/or professional development. Grow your network to help prepare for the future.

## Logistics:

### Mentor

- What type of Mentor will you be?
  - Traditional – formal, career-focused (athletic, education, profession), long-term, reciprocal
  - Sponsor – influential, visibility-focused, talent-focused
  - Coach – issue-focused, short-term
  - Connector – link mentees with others, create networks, focused on their field
- Be proactive
- Formal contact – scheduled meetings, or video/phone calls.
  - How often?
  - Time frame?
- Informal contact – messaging and/or emails
  - How much is too much?
- What are you bringing to the table?
- What are you looking to gain from this mentor/mentee relationship?
- How often will you provide feedback?
- Review, evaluate, and adjust mentor/mentee relationship as necessary

### Mentee

- What type of Mentor do you need/want?
  - Traditional – formal, career-focused (athletic, education, profession), long-term, reciprocal
  - Sponsor – influential, visibility-focused, talent-focused
  - Coach – issue-focused, short-term
  - Connector – link mentees with others, create networks, focused on their field
- Be proactive
- Formal contact – scheduled meetings, or video/phone calls.
  - How often?
  - Time frame?
- Informal contact – messaging and/or emails
  - How much is too much?
- What are you bringing to the table?
- What are you looking to gain from this mentor/mentee relationship?
- How often would you like feedback?
- Review, evaluate, and adjust mentor/mentee relationship as necessary

## Aligning Expectations:

- Go over the above logistics and determine what you each expect from the relationship
- Compromise where necessary and set your expectations together so that you both agree
- Develop goals, and an action plan to accomplish those goals (S.M.A.R.T.)

## Evaluation and Adjustment:

- As a Mentor/Mentee partnership, you should evaluate and adjust the logistics of your relationship as necessary to best fit both of your needs
  - Both Mentor and Mentee have other commitments in life and correspondence at times may be difficult – Do your best to make it work – be gracious and respectful in all communications
  - If successful contact is not made on both ends, within a respectable time frame, adjustments to pairings may be made
  - If you have any concerns about mentor/mentee pairings, expectations, or anything relating to this program please reach out to Sara Bowles at [sbowles@usspeedskating.org](mailto:sbowles@usspeedskating.org) or call 801-417-5375
  - Adjustments to mentor/mentee pairings may be made by USS and the AAC at any time if deemed necessary
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\*This is a living document and may be changed and updated periodically. The most updated version will be posted on the website under the Members & Clubs (tab) → Speedskating 101 (page) → USS Resources (3<sup>rd</sup> section) → Mentor Program (heading). If you have ideas for or feedback about this document please email [sbowles@usspeedskating.org](mailto:sbowles@usspeedskating.org) to have them taken into consideration.

### Resources

Cameron, Kenzie A. PhD, MPH, FACH, Heiman, Heather MD, Directors – Faculty Development and Mentoring, Division of General Internal Medicine and Geriatrics/Department of Medicine, Northwestern University Feinberg School of Medicine.  
*Mentoring Revealed: Being a Mentee and Being a Mentor*. Shared with USS by Gary Martin M.D.