

BECOMING A MENTOR

Becoming a mentor in the PSA Apprentice Program is a very gratifying experience for both the apprentice and the mentor. If you have never participated as a mentor, it may simply mean that you have never had the opportunity. If you are interested in becoming a mentor, please contact Rebecca Stump at rlssk8@gmail.com or the PSA Office to give us your name and location. There are many coaches who want to apprentice and who ask for names of possible mentors. Become a mentor now!

PARTICIPATING AS A MENTOR

Thank you! Your participation as a mentor in the Apprentice Program is greatly appreciated by the PSA. Your guidance and expertise is critical in the development of coaches and in turn the many skaters who will be taught by these coaches. Excellence in coaching produces excellence in skating. Thank you for becoming a mentor!

The Apprentice Program has been designed to give the apprentice coach the opportunity to train with a Master rated coach in a specified discipline of skating. The program is open to PSA member coaches at all levels including Master and in all disciplines. Participating coaches may have any one of a variety of goals in their plan such as preparing for rating exams or brushing up on their coaching skills after a leave of absence from teaching. An apprentice could be just beginning a teaching career or they could be a rated coach who wants to study a different discipline.

There are specific guidelines for the apprentice that can be found on the PSA website: www.skatepsa.com. Master coaches are encouraged to review the *Apprentice Guidelines* before beginning to mentor a coach.

MENTOR GUIDELINES

1. REVIEW the *Apprentice Guidelines*.

Go to the PSA website at www.skatepsa.com to find the *Apprentice Program*. Click on the *Apprentice Guidelines*.

2. SET UP A MEETING:

Set up a meeting with your prospective apprentice coach to get acquainted, review goals, discuss your fees, decide on a schedule, and to fill out and sign the *Apprentice Agreement*.

INFORMATION TO REVIEW DURING YOUR FIRST MEETING:

- * Make sure the apprentice has sent in the Apprentice application and fee to the PSA office. **NOTE:** A separate application and fee is required for each discipline and level of study)
- * Level and discipline of apprenticeship
- * Goals for the apprenticeship (preparation for a rating exam? Other?)
- * Type of membership the apprentice has - (Full, Intern, Associate)
- * Liability insurance : required
- * Current ratings held by apprentice
- * Number of hours currently teaching
- * Personal skating achievement
- * Highest level student
- * Number of years coaching
- * Time investment in the apprenticeship
- * Projected schedule of lessons taken with you
- * Personal rules you may have regarding observation of lessons
- * Your professional fees
- * Starting date

3. **Letter to the Skating Director, Manager, Club Official**

It is appropriate to write a brief letter to the person who is in charge at your rink. The purpose of the letter would be to introduce the PSA Apprentice Program and to clarify the concept of having another coach stand in on your lessons. Permission may be necessary if the coach is from another rink or area out of town.

4. **Letter to Parents**

It is appropriate to write a brief letter of explanation about the PSA Apprentice Program and to explain the concept of having another coach stand in to observe your lessons. Since the parent may view this as taking time away from their child's lessons, permission may be necessary. At the very least, it is a courtesy to the parent to give an explanation of your intentions.

5. **Role of the Mentor**

* Discipline and Level

Your role as mentor is to guide your apprentice in the discipline and the level of skating that was specified for the apprenticeship. It is certainly okay to teach at higher levels and to allow your apprentice to observe, but always keep in mind that the apprentice must complete at least 30 hours at their designated level. Additional hours at a more advanced level is acceptable.

NOTE: You must be Master rated in the specific discipline in which you are mentoring.

*** Observation**

The apprentice may be allowed to observe any and all of your lessons that you approve. However, only 10 of those hours can be counted toward their final requirements.

*** Journal**

Your apprentice is expected to keep a journal of all mentor lessons. The journal should be reviewed by you occasionally to make sure that the apprentice is correctly hearing what you are teaching. This could be included in your off ice meetings throughout the apprenticeship. Sign the Journal each time you review it.

6. Conclusion of the Apprenticeship:

At the conclusion of the apprenticeship, you need to fill out the form called ***COMPLETION OF PSA APPRENTICESHIP***. The form should be given to you by your apprentice. The completed form can then be mailed to the Apprentice Program Chairman (Rebecca Stump) by either you or your apprentice. * Make sure that your apprentice includes their own written summary with the completion form. The final documents will be reviewed and the PSA office will issue a Certificate to your Apprentice coach for completing at least 30 hours of an apprenticeship with you.

Enjoy your role as mentor. If you have any questions you may email Rebecca Stump, Apprentice chair at rlssk8@gmail.com.