



ROLES AND RESPONSIBILITIES

SPORT ADMINISTRATOR

There are six key stages to a mentorship relationship that occur before, during, and at the end of a mentorship program. Review your responsibilities as a sport administrator as you move through the six stages.



STAGE 1: ASSESS READINESS

- Develop an understanding of the mentorship process
- Consider fit for mentorship
- Determine motives for engaging in mentorship

STAGE 2: PREPARE

- Assess personal and professional skills and needs
- Engage in mentorship training
- Connect mentors and mentees

STAGE 3: SET THE STAGE

- Define goals and outcomes
- Clarify mentor and mentee roles
- Develop a mentoring plan

STAGE 4: DEVELOP TOGETHER

- Implement the mentoring plan
- Set up regular check-ins
- Reflect and assess on an ongoing basis

STAGE 5: WRAP UP

- Assess goal achievement
- Share success with others
- Celebrate success and the mentorship experience

STAGE 6: EVALUATE AND PLAN

- Evaluate mentorship effectiveness
- Plan next steps in career advancement

BEFORE THE MENTORSHIP BEGINS...



- Develop goals, expectations, and procedures for implementing the program
- Allocate organizational resources and/or seek external resources for the program
- Assign a lead person to manage the program
- Recruit and match mentors and mentees
- Facilitate and/or recommend pre-mentorship training (e.g. NCCP Mentorship Module)

DURING THE MENTORSHIP...



- Provide ongoing training and opportunities to support mentorship goals
- Communicate regularly with mentors and mentees; assist in resolving conflict or addressing challenges
- Establish methods to recognize mentors for their contributions to the program

AFTER THE MENTORSHIP HAS ENDED...



- Evaluate the effectiveness and impact of the program
- Share success stories through organizational channels (e.g. social media)
- Promote strategies for advancing women in coaching (such as mentorship) to colleagues and other organizations

Visit the [Female Coach Mentorship Model webpage](#) for additional resources!

The Female Coach Mentorship Model was developed in partnership with Canadian Women & Sport.