



**COACH TO COACH**  
MENTORING PROGRAM

**Training**

# History of the Program

- During the 2015-16 season, the WBCA Professional Development Working Group piloted this program (including both one-on-one mentor pairs and small groups).
- The small-group format was recommended by participants and approved by the WBCA Board of Directors.
- The inaugural year had more than 400 participants and 90 huddles.
- In 2019, the WBCA Membership and Stewardship Working Group restructured the program with the goal of strengthening coaches and staffs with two or less years of experience in their current role.

# Creating Huddles

- Groups are:
  - Assigned based on need/interest (such as topics of interest, career goals and role).
  - Designed to be diverse (having coaches with different experiences and perspectives make the conversation more valuable).
  - Organized with time zones and conference placement taken into consideration.

# Mentor Requirements

The mentor serves as a direct resource to mentees and acts as facilitator of the group — making initial contact and scheduling/conducting calls with the group. Failure to meet any of the following requirements will lead to a one-year suspension from the program the following season. Mentors must:

- Be a WBCA member.
- Have three or more years of experience in your current role.
- Complete this training PDF.
- Be employed by a school (collegiate or scholastic).
- Set up calls and coordinate times for huddle to meet — being mindful of time zone differences.
- Attend all scheduled meetings.

# Mentor Requirements

- Mentors must send their huddle's meeting schedule to Latasha Lewis, manager of marketing communications, by Oct. 13, 2023.
- Mentors are asked to send their huddle's roll to Latasha Lewis at the end of each call if someone is absent.
- Times of all calls must be determined by huddle participants.
- Seven mandatory calls:
  - Call 1** must be completed between Oct. 1, 2023 - Oct. 31, 2023.
  - Call 2** must be completed between Nov. 1, 2023 - Nov. 30, 2023.
  - Call 3** must be completed between Dec. 1, 2023 - Dec. 31, 2023.
  - Call 4** must be completed between Jan. 1, 2024 - Jan. 31, 2024.
  - Call 5** must be completed between Feb. 1, 2024 - Feb. 28, 2024.
  - Call 6** must be completed between March 1, 2024 - March 31, 2024.
  - Call 7** must be completed between April 1, 2024 - April 30, 2024.

# Mentee Requirements

The mentee is encouraged to actively prepare for and participate in monthly mentoring sessions with the group. Mentee must:

- Be a WBCA member.
- Have two or less years of experience in your current role (exceptions applied).
- Complete this training PDF.
- Have a desire to work in the profession (employment is not required).
- Attend all scheduled meetings — no matter the time zone.
- Contribute to group discussions.

# Helpful Tips

- Make yourself available to all members of your group.
- Communication is key. Discuss with your huddle best ways to communicate with each other (such as text, Google Hangout, Telegram, Zoom).
- Attend all scheduled calls – no matter the time zone.
- Be willing to share your knowledge, experience and wisdom.
- Be willing to communicate with your huddle mates between sessions.
- Be willing to adhere to all WBCA polices.

# Helpful Tips

- Ask for good dates and times when scheduling calls.
- Add meetings to your calendar.
- Begin calls with an *open floor* to discuss recent challenges or questions.
- Encourage all participants to share.
- Encourage the group to follow each other's teams, and send messages of encouragement throughout the season.
- Seek balance and inclusion. Do not allow one problem or person to take over the call. We want everyone to feel they have a chance to participate.
- Reach out to Latasha Lewis ([llewis@wbca.org](mailto:llewis@wbca.org)) if you have any questions or concerns.



# Technology Options

While most groups choose to use Zoom as the primary way to meet, it is acceptable to use both email and text communications. Some huddles use all throughout the year.

- Finding the best technology for your huddle:
  - Start with your school's Zoom or conference call ability.
  - Ask the members of your group if they have a Zoom account or call line that can be used.
  - Look into free services like Facebook Messenger, Skype, Google Hangouts, House Party, WhatsApp and 1-800-Conference Call.

# Potential Challenges

- If you have questions or topics that are too specific or may be personal (perhaps about an issue with their coworker or head coach). Reach out to your mentor, to set up a separate call.
- Discussions about pricing and costs of goods or services are not allowed within the confines of any WBCA program.
- If there is a personality conflict or personal attack during the season, contact Latasha Lewis ([llewis@wbca.org](mailto:llewis@wbca.org)) to discuss.

# Reporting

- We encourage you to take notes, send regular feedback to the WBCA, and offer suggestions for improvement.
- The WBCA will send a monthly email to all participants reminding them to participate in their group, giving them a few topic ideas, and asking them to reach out to WBCA staff if their group is not meeting.
- Mentors or mentees who do not participate will be contacted and potentially removed. Groups who are not meeting regularly may be disbanded.
- Additionally, there will be a season-end survey to all participants.

# Focus on the Goal

The purpose of this program is to:

- Share,
- Learn, and
- Encourage.

Keep your focus on doing those things with every member of your group.



- Plan to attend the [2024 WBCA Convention](#) in Cleveland, Ohio.
- Plan to participate in Mentoring Madness.

# Thank you!

Thank you for participating in this season's program.

Please don't hesitate to contact Latasha Lewis with any questions.

- Email: [llewis@wbca.org](mailto:llewis@wbca.org)
- Phone: 770-279-6289