

IOWA ACTIVITIES DIRECTOR MENTOR LEADERSHIP PROGRAM



**MENTOR HANDBOOK
2025-2026**



IOWA ACTIVITIES DIRECTOR MENTOR LEADERSHIP PROGRAM

MENTOR LEADERSHIP PROGRAM HISTORY

IHSADA Mentor Leadership Program (2020-2024) utilized current and former Activities Directors as 1-1 Mentors for new Activities Directors.

February 2024, IHSAA Executive Director Tom Keating proposed a Mentor Leadership Program IHSADA-IGHSAU-IHSAA partnership initiative to provide a support system for new Activities Director.

March 2024, Mentor Leadership Committee Formed: Tom Keating, Erin Gerlich, Todd Tharp, Gary Ross, Harley Schieffer, Brent Buttjer, & Tom Lipovac

June 2024, Iowa Activities Director Mentor Leadership Program launched.

IOWA ACTIVITIES DIRECTOR MENTOR LEADERSHIP PROGRAM



PROVIDING SUPPORT FOR OUR IOWA ADS

OBJECTIVES

- To foster relationships assisting in the development of new ADs.
- To provide a support system for the new AD.
- To ease the transition of the new AD.
- To provide a base of knowledge and professional development materials.
- To increase longevity and effectiveness.

MISSION

The Iowa Athletic Director Mentor Leadership Program is committed to preserving, enhancing, and promoting education based athletics through the professional development of interscholastic athletic administrators.

RESPONSIBILITIES

MENTOR

Building strong relationships through consistent communication, support, and guidance.

MENTEE

Foster relationships through communication, feedback, and goal-focused discussions.



Personnel Management, Coaching Conversations, Program Review, & Staff Development



Systems Development, Implementation, & Review, Scheduling & Facilities Coordination



Game Day Operations & Logistics, Meet Operations, & Event Management



Professional & Community Relations, Professional Development



Activities Media Information, Marketing, Promotions, & Awards Recognition



Student Eligibility Clearinghouse Policies, Procedures, & Forms



Student Leadership, Engagement, Program Development & Expansion



IGHSAU & IHSAA Regulations, IHSADA Membership, Opportunities, & Toolbox



REGISTER NOW

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CONTACT US

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IHSADA AD MENTORING



IOWA ACTIVITIES DIRECTOR MENTOR LEADERSHIP PROGRAM

PROGRAM OVERVIEW & OBJECTIVES

The Iowa Activities Director Mentor Leadership Program connects experienced, retired IHSADA Activities Directors with new Activities Directors assisting with the transition, development, and growth in the role of athletic administration.

- To foster relationships assisting in the development of new Activities Directors.
- To provide a support system for the new Activities Director.
- To ease the transition of new Activities Directors offering professional experience and advice.
- To provide a base of knowledge, information, professional materials, strategies, and systems for the new Activities Director.
- To develop increased longevity and effectiveness within the activities administration profession.

PROGRAM ADMINISTRATION

- Administration of the program will include representatives from the IHSADA, the IGHSAA, and the IHSAA.
- The lead administrators will guide the group in program operations.
- A Director from the IGHSAA and a Director from the IHSAA will represent the state associations.
- The IHSADA Executive Director, a Past-President, & the Mentor Leadership Coordinators will serve as representatives of the IHSADA.
- This group will provide oversight, procedures, and information beginning with the Mentor Leadership Mentor Meeting, the New AD Workshops, IHSADA October District Meetings, the IHSADA State Convention, and Mentor Leadership Program Review.

THE PROGRAM PROCESS

Develop a group of IHSADA Activities Director retirees hired part-time for a stipend annually. Each Mentor will be assigned 5 to 10 New Athletic/Activities Directors/Mentees.

- Mentors are retired ADs, IHSADA Hall of Fame inductees/eligible, and no longer full-time K-12 employed.
- Mentor selection by the IHSADA, IGHSAA, & IHSAA Mentor Leadership Committee.
- Assignments/cohorts will be based on IHSADA Districts (NW, Central, NE, SW, SE)
- Each Mentor will be assigned a cohort of new ADs to work with during the school year.
- The cohort will change annually while the Mentor will remain a resource for new Activities Directors as they grow in the profession.
- Mentors will be assigned to new ADs who lead a minimum of 5 school sponsored sports.
- Mentors are not assigned to new Assistant ADs working with an experienced AD in a school district.
- School districts who wish to provide their own Mentor may opt out of the Mentor Leadership Program.
- The Mentors will meet prior to the August New AD Workshop.
- Mentors will connect with their cohort in July for an initial meeting.
- Mentor-Mentee Meetings will be held in association with the New AD Workshops, the IHSADA Fall District Meetings, and the IHSADA Spring State Convention.
- Monthly virtual meetings will be held thirty minutes in length with Q&A to follow.
- Phone conversations/in-person visits will happen on a regular basis with each Mentee.

- In addition to in-person meetings and monthly virtual meetings, the Mentor is encouraged to make one on-site "Game Day" visit with the Mentee.
- Mentors will connect with the Mentee school administration.
- Mentor Meetings at the New AD Workshop II and the IHSADA State Convention will provide for continuous growth and development of the program.
- Surveys will be used for program review.

ACTIVITIES DIRECTOR: Seven Core Responsibilities

(Adapted from the National Standards for Sport Coaches.)

- Set Vision, Goals, Standards, & Systems for the Activities Program
- Engage In & Support Ethical Practices
- Build Relationships
- Develop a Safe Activities Environment
- Create a Positive & Inclusive Activities Environment
- Supervise, Manage, & Develop Staff Personnel
- Strive for Continuous Improvement

ACTIVITIES DIRECTOR: Essential Duties

Provide the new Activities Directors with documents including Staff/Student Department Handbooks, Seasonal/Event Checklists, and additional professional materials/assistance.

- Personnel Management, Coaching Conversations, Program Review, & Staff Development
- Systems Development, Implementation, & Review
- Game Day Operations & Logistics, Meet Operations, & Event Management
- Scheduling & Facilities Coordination
- Sports/Activities Media Information, Marketing, Special Promotions, & Awards Recognition
- Student Eligibility Clearinghouse Policies, Procedures, & Forms
- Student Leadership & Engagement
- Financial Management & Funding Sources
- Program Development & Enhancement
- Professional & Community Relations
- Professional Development
- IGHS AU & IHSAA Regulations
- IHSADA Membership, Opportunities, & "AD Toolbox"

MENTOR RESPONSIBILITIES

- Relationship Building
- Availability & Maintaining Consistent Contact
- Providing Guidance, Encouragement, & Feedback
- Share Support, Suggestions, Strategies, & Systems
- Listening & Offering Requested Assistance

NEW AD RESPONSIBILITIES

- Relationship Building
- Frequent Communication & Contact
- Welcome the Mentor's Interest & Feedback
- Discuss Successes, Challenges, & Strategies
- Search for Ways to Achieve Program & Professional Objectives

"Engage, educate, equip, encourage, empower, energize, and elevate. Those are the methods for maximizing the potential of any individual, team, organization, or institution for ultimate success and significance. Those are the methods of a mentor leader. Remember that mentor leadership is all about serving." Tony Dungy



IOWA ACTIVITIES DIRECTOR MENTOR LEADERSHIP PROGRAM

TIMELINE

Mentor Leadership Program Committee

IHSADA

Scott Garvis: IHSADA Executive Director
Matt Weis: IHSADA Past President
Harley Schieffer: IHSADA Mentor Leadership Coordinator
Brent Buttjer: IHSADA Mentor Leadership Coordinator
Tom Lipovac: IHSADA Mentor Leadership Coordinator

IGHSAU

Erin Gerlich: IGHSAU Executive Director
Gary Ross: IGHSAU Assistant Director
Tonya Moe: IGHSAU Assistant Director

IHSAA

Tom Keating: IHSAA Executive Director
Andy Umthun: IHSAA Assistant Director

Process & Timeline

- **May, 2025: Iowa Activities Directors Mentor Leadership Program**
 - Structure of Program
 - Program Review
 - Number of Mentors: Mentor/Mentee Ratio
 - Compensation Structure
- **June 17, 2025: Invitation to Mentors**
 - Notification: IHSADA Mentor Coordinator
- **July 8, 2025: Meeting of Mentors @ IHSAA Office**
 - 9:30 AM to Noon
 - Program Overview
 - Process/Structure
 - Expectations & Connections
 - Program Review
 - Best Practices
 - Mentor-Mentee Assignments
 - IHSAA Mentor Compensation Agreement
- **July 19-23, 2025: Meeting of Mentors & Mentees (Personal Connection)**
 - Mentor Leadership Program Overview
 - A.D. Onboarding Tasks
 - IHSADA AD Toolbox: Month-Month Checklist & Documents
 - Student Eligibility Clearinghouse: Policies & Forms
 - Preseason Activities Department Staff Meeting
 - Staff Licensure, Rules Meeting, Concussion Awareness, Contact Rule

- **August 12, 2025: LTI Classes**
 - LTC 501 (5:30-9:00 PM - Free New ADs)
- **August 13, 2025: New AD Workshop I**
 - IHSADA Responsibilities
 - Mentor Leadership Program Overview
 - Best Practices Panel
 - IGHSAU Responsibilities
 - Policies, Procedures, Updates
 - Eligibility
 - IHSSA
 - IHSAA Responsibilities
 - Policies, Procedures, Updates
 - Eligibility
 - IHSMA
 - BOEE Licensure (Kelly Faga)
 - Licensure Options
 - Licensure Verification
 - Mentor-Mentee Meetings
 - Successes & Challenges
 - Strategies & Systems
- **October, 2025: IHSADA District Meetings**
 - Mentor-Mentee Year 2 Connection Meeting
- **November 10, 2025: New AD Workshop II**
 - Mentor Program Review
 - Best Practices Panel
 - What went well? (Successes)
 - What did we learn? (Challenges)
 - Where do we go next? (Recommendations)
- **March, 2026: IHSADA State Convention**
 - Mentor-Mentee Connection
- **May, 2026: Mentor/Mentee Program Review**
 - What went well? (Successes)
 - What did we learn? (Challenges)
 - Where do we go next? (Recommendations & Strategies)
- **Seasonal Connection**
 - Fall Site Visits: September/October
 - Fall Review: November
 - Winter Site Visits: January/February
 - Winter Survey: February
 - Winter Review: March
 - Spring Site Visits: April
 - Spring Survey: May
 - Spring Review: June

- **Monthly Connection**

- Mentors & Mentees (Face-to-Face/Zoom) 1st Wednesday
- Successes & Challenges
- Strategies & Systems
- "Tips of the Month"
 - July: Mentor Leadership Program Overview, AD Onboarding, IHSADA AD Toolbox & Systems, Student Eligibility Clearinghouse, Pre-Season Activities Department Staff Meeting, Staff Licensure, Rules Meetings, Concussion Awareness, Contact Rule
 - August: Sportsmanship & Event Supervision, Schedules Confirmation, Event Staff Confirmation, Visibility Tips
 - **August: New AD Workshop I**
 - September: Game Day Operations, Invitational Logistics, Communications & Media Information
 - **October: IHSADA District Meeting**
 - October: Practice Observations, Post-Season Planning, State Cross Country, Fall Golf, Football, Swimming, Volleyball
 - **November: New AD Workshop II**
 - November: Challenging Conversations, Program Review & Evaluation Process, Winter Activities Transition
 - December: Program Development, Student Leadership Engagement, Team Building
 - January: Marketing, Branding, & Social Media, Special Promotions, Financial Management,
 - February: Staffing Process & Onboarding, Professional Development, State Basketball, Bowling, Swimming, Wrestling. Connect with School Administrators.
 - March: Spring Activities Transition, Fundraising Strategies, Community Connections
 - **March: IHSADA State Convention**
 - April: Spring Invitationals, Meet Operations, Event Management
 - May: Senior Awards, State Golf, Soccer, Tennis, & Track & Field, Summer Activities Transition
 - June: Mentor Leadership Program Review, School Year/Systems Review, State Baseball, Softball



IOWA ACTIVITIES DIRECTOR MENTOR LEADERSHIP PROGRAM

IHSADA PROGRAM RESPONSIBILITIES

1. Serve on the Mentor Leadership Committee. (Executive Director, Past President, & Mentor Leadership Coordinators)
2. Develop the Mentor Leadership Program in collaboration with the IGHS AU & IHSAA.
3. Design the Mentor Leadership Program Timeline and Calendar of Events in collaboration with the IGHS AU & IHSAA.
4. Create the New AD Spreadsheet.
5. Establish the Mentor Leadership Selection Process in collaboration with the IGHS AU & IHSAA.
6. Coordinate the assignment of Mentors.
7. Develop the Mentor Leadership Program Mentor Meeting in collaboration with the IGHS AU & IHSAA.
8. Create the New AD Workshops Mentor Leadership Program Presentations.
9. Assist with the planning of the New AD Workshops. (LTC & Best Practices Panels)
10. Provide Mentor Leadership Program organization, coordination, and oversight in collaboration with the IGHS AU & IHSAA.
11. Design Mentor Documents to guide Program Review & Evaluation.
12. Coordinate the mid-year and year-end Mentor Leadership Program Review & Evaluation.
13. Participate in the monthly NIAAA Mentor Leadership Zoom Meeting.
14. Maintenance of the IHSADA AD Toolbox Iowa Activities Director Mentor Leadership Program Folder.
15. Contribute to the operations expense of the Mentor Leadership Program.



IOWA ACTIVITIES DIRECTOR MENTOR LEADERSHIP PROGRAM

Mentor Workshop Agenda: July IHSAA Office 9:30-12:00 PM

Meeting of Mentors

1. [Mentor Leadership Program Overview](#)
2. Mentor Leadership Program Process
3. Mentor Expectations
4. [Mentor Leadership Program Timeline](#)
5. [IHSADA AD Toolbox](#)
6. [Activities Director Onboarding](#)
7. Mentor Activity: AD Scenarios (AD Toolbox)
8. [New AD Winter Survey](#)
9. [Mentor Winter Survey](#)
10. [New AD Program Review](#)
11. [Mentor Program Review](#)
12. Mentor Best Practices Share
13. [Mentor-Mentee Assignments 2025-2026](#)
14. IHSAA Compensation Agreement
15. IGHSAU-IHSAA Updates

Mentors 2025-2026

Jim Boehmer
Jeff Cook
Judge Johnston
Randy McDonald
Merle Olberding
Dave Wiebers
Roger Wright

Mentor Leadership Program Committee

IHSADA

Matt Weis: IHSADA Past President
Brent Buttjer: IHSADA Mentor Leadership Coordinator
Tom Lipovac: IHSADA Mentor Leadership Coordinator
Harley Schieffer: IHSADA Mentor Leadership Coordinator
Scott Garvis: IHSADA Executive Director

IGHSAU

Erin Gerlich: IGHSAU Executive Director
Gary Ross: IGHSAU Assistant Director
Tonya Moe: IGHSAU Assistant Director

IHSAA

Tom Keating: IHSAA Executive Director
Andy Umthun: IHSAA Assistant Director

IHSADA MENTOR LEADERSHIP PROGRAM

The IHSADA Mentor Leadership Program foundation is based on matching experienced Student Activities Directors with new Student Activities Directors.

OVERVIEW

The Mentor Leadership Program is designed to assist in the development and transition of new Activities Directors and to foster relationships impacting the professional longevity of Activities Directors by connecting a new Activities Director with an experienced mentor.

THE PROGRAM

Meet with new Activities Directors Quarterly (minimum) beginning in August.

Meet with new Activities Directors at the IHSADA Annual District Meeting and Spring Conference.

Provide the new Activities Directors with documents and professional materials/assistance.

PROGRAM OBJECTIVES

To assist in the development of new Activities Directors.
To provide a support system for new Activities Directors.
To ease the transition of new Activities Directors offering professional experience and advice.

PROGRAM OBJECTIVES

To develop increased longevity within the Activities Administrators profession.
To identify potential future IHSADA leaders from among the new Activities Directors.
To provide a base of knowledge and information for the new Activities Director.

MENTOR RESPONSIBILITIES

Relationship Building.
Availability & Maintaining Consistent Contact.
Providing Encouragement & Feedback.
Share Successes, Challenges, & Experiences.
Offering Requested Assistance.
Listening.

NEW AD RESPONSIBILITIES

Relationship Building.
Frequent Communication & Contact.
Welcome the Mentor's Interest & Feedback.
Discuss Successes & Challenges.
Search for Ways to Achieve Program/Professional Objectives
Set Realistic Expectations.

JOHN WOODEN & SUCCESS

"Success is peace of mind that is a direct result of self-satisfaction in knowing that you made the effort to become the best you are capable of becoming."

*Iowa High School Athletic Directors Association
Mentor Leadership Program*