

Sample Mentor Emails

Visibility Tips:

** If there is a parking spot that you can always access. People will get used to seeing your vehicle there and appreciate the time you are present.

** Walk over to the score bench often, in front of the crowd.

** During events get to multiple locations; different corners of the gym, around the field and course, ... This way all your workers also have access to you.

** Be at everything under your direction. There will be times when you will be absent, but your community needs to know it is important to you.

** Visit with critical people at home events such as booster club officers, key financial supporters, potential volunteers, concession stand workers, ticket-takers, and event workers. Stay connected and it can pay off later.

** Officials: touch base with them often before, during, and after events. Build relationships every chance you get.

QUESTION or ISSUE of the week:

Now that a few of us have hosted Friday night football and some home volleyball let's share some thoughts to benefit each other. This could relate to anything you have hosted to this point. It will help us continue to reflect and grow as administrators. Your responses will help others improve and be better prepared.

Respond with your thoughts to these 2 questions: 1) What went well? "I'm glad I did this....." 2) What would you do differently or make sure you do the next time? I look forward to seeing your responses to our 2 questions! Remember to "reply all" so we can benefit as a group.

I was glad I was able to make some site visits last week. I will continue to chat with you and find opportunities to visit your district. If there is a time you would want me to make a site visit let me know.

If you wish to include me in staff, officials, visiting districts, etc. emails you may. Some have done that and it helps me understand and appreciate your work.

If you ever have a fan who is ejected how will you handle it? The NFHS Sportsmanship required. Make the miss the next event? If it is an athlete that is the requirement, so why not the same for a fan? Meeting with you and an administrator? Have a plan in place.

We are in the final 2 weeks before break. What do you HAVE TO get done before then? What would you LIKE TO get done before then? What is on your list TO DO as soon as we return from break?

Jim Boehmer

Postseason prep: hosting? buses? workers? meet with coaches on logistics/state guidelines for postseason? Booster club help with postseason expenses/celebrations? Banquet/Awards date & planning?

Mid-season check in with coaches? Pop in on practices? What's the vibe? Are they frustrated, in rhythm? Any player issues on horizon? Do you have some notes for a season end coach eval? What's working well at this point in terms of communication, logistics, team relations? Renew contracts for Fall 2025?

Winter season: supplies/equipment ordered? Balls? Uniforms? Pre-season checklist/expectations for coaches to prepare for the season. Schedules filled? Officials lined up or the process started?

If you have an assistant - are you meeting with them regularly? Do they have any suggestions for improvement? What do they need/notice after the first month of school? Take them out to lunch or do something to appreciate them, the custodians, etc.

Lastly: MONDAY, OCTOBER 7th, 2024 9:00 AM: SE Iowa AD's @ Stone Creek Golf Course, Williamsburg. Please try to get there - network with ADs and learn from IGHS AU, and IHSAA reps. I will not be able to make it but look for Jeff Cook, retired AD.

Dale Otte

I have a couple documents that I will be sending you the next couple days. My intent is not to overwhelm. The information I'm sending comes from many years of trial and error of building my philosophy. As you build and add to your philosophy, pick and choose any small piece(s) that may fit your style.

About half way through my coaching career, I changed my approach to the start of a new season. We started the season (first practice) working from the END of season to the beginning. We started the first practice of the year playing the last two minutes of a simulated game that would qualify us for the state tourney. As we stayed with that theme during the season, little did I know how powerful that was in changing the MINDSET of the program. It changed players' attitudes towards adversity. Players and coaches started looking for positives in negative situations as adversity occurred during the season. Our program went to another level.

Early this year, I found the article that I'm sending you today. My heart sank as I read it. It's amazing how the same words have two different meanings (read article from top down and then from end to the beginning). The MIND is so powerful if used correctly.

Merle Olberding

Welcome to all of you to the world of an Activities/Athletic Director. I hope all of you were able to spend some time in Boone this week for the new AD orientation and gain some new insight to the work ahead for all of you as you begin your journey as leaders within your district as an activities/athletic director. Hopefully all of you know that this work is not completed in a silo and you have many colleagues around you to help support you in your work to give your students and coaches great experiences through the activities that they participate in.

The purpose of this email is to let you know that the Iowa High School Athletic Directors Association is in the second year of implementing a mentorship program to provide you with a specific mentor for support as you begin your first year in your new role. Each of you has been assigned a mentor who has graciously accepted the opportunity to be a support system for you on any needs and questions you may have that arise during the school year. Also attached to this email are documents that provide information related to the mentor program.

Congratulations to all of you in accepting your new positions and please know your fellow AD's are the best resources you have to support your needs in your responsibilities.

Adam Riley