

Shintani Wado Kai Karate Federation



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March 2016

SWKKF Mentorship Program

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DOCUMENT VERSION HISTORY

Date	Version	Explanation
March 2016	1.0	Creation of document

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MENTORSHIP PROGRAM INFORMATION MANUAL

PURPOSE OF DOCUMENT

- Committee Discription
- Mandate
- Mentorship responsibility
- Mentee Questionnaire
- Club Mentorship format suggestion
- Optional Mentoring programs
- Optional Mentee Evaluation Form

MENTORSHIP PROGRAM INTRODUCTION

It has become a priority with in the SWKKF to encourage mentorship throughout the organization. This is to ensure that the natural progression of mentoring continues and Mr. Shintani's teachings are carried on to generations ahead.

Becoming a mentor cannot be achieved by taking a course or completing a test with a pass/ fail. It is a natural progression that takes years of dedication and guidance from someone who has been dedicated, is experienced and ability to guide. Mr. Shintani mentored some of his most experienced students to become leaders in his organization. They were not all mentored in the same why or for the same reasons. He seen a purpose for each one that best suited the individual.

Today that mentoring process continues to be filtered down throughout the ranking black belts who have gone the extra mile and dedicated many hours to be guided by those individuals mentored by Mr. Shintani. This information manual is to assist in helping the mentorship process become more visible and help give direction on how an instructor can be mentored as well create mentorship.

We need to ensure that the teachings of Sensei Shintani do not get lost or forgotten. By continuing to share the basic principles and fundamentals that Sensei taught, we will be able to stay a unique organization. His legacy and all he represented can be preserved through the mentorship process with experience and guidance passed on from direct involvement.

For the future of the SWKKF and the further development of each member it is encouraged to take part in every opportunity available in sharing this invaluable information so to be passed on!

STRUCTURE

MENTORSHIP COMMITTEE: The SWKKF Mentoring Program Format Committee is a sub-committee to assist in developing with ongoing support, a steering document to be submitted to the Chief Instructors Committee. This document is to provide mentoring training structure, purpose, consultation and mentoring guidance.

MENTORSHIP MANDATE: The goal of the SWKKF Mentoring Program is to help create a mentoring culture within the SWKKF which develops confident individuals who will be positive role models within the federation.

MENTOR: An experienced and trusted advisor. (Oxford Dictionary)

MENTORSHIP: Is a personal developmental relationship in which a more experienced or more knowledgeable person helps to guide a less experienced or less knowledgeable person. However, true mentoring is more than just answering occasional questions or providing ad hoc help. It is about an ongoing relationship of learning, dialog, and challenge.

MENTOR RESPONSIBILITIES

- Must be knowledgeable of what is happening in the SWKKF.
- Must be actively training/teaching.
- Must be open to others knowledge and concepts.
- Give the mentees the expectations/guide lines that the mentors want
- Take the lead in supporting a mentee through an ongoing, one-to-one relationship.
- Serve as a positive role model.
- Build the relationship by planning and participating in activities together.
- Strive for mutual respect.
- Build self-esteem and motivation.
- Help set goals and work toward accomplishing them.
- Have fun together.

TIME COMMITMENTS

- Be willing and able to make a long term commitment to mentoring.
- Be willing and able to meet with your mentee throughout each month.
- Communicate with your mentee in between face to face visits.

QUESTIONS TO ASK WHEN CHOOSING INDIVIDUALS TO BE MENTORED

1. Does the individual have the best interest of the SWKKF?
2. Does the individual have the best interest of their region?
3. Does the individual have the best interest of their club?
4. Does the individual have the time and dedication?
5. Does the individual have the ability to instruct?

LEVELS – MENTOR

Criteria to be a Mentor (Level 1):

1. Godan and Up.
2. Direct involvement with Sensei Shintani.
3. Run their own club (or at one point run their own club).
4. Involved (or at one point involved) in a committee, provincial representative or Senate level within the SWKKF.

Criteria to be a Mentor (Level 2):

1. Godan and Up.
2. Direct involvement with a “Level 1” Mentor.
3. Run their own club (or at one point run their own club).
4. Involved (or at one point involved) in a committee, provincial representative or Senate level within the SWKKF.
5. Approval from Senate.
6. Must have items 1, 2 and 5.

LEVELS – MENTEE

Mentee: A person who is guided by a mentor.

Criteria to be a Mentee (Level 1):

1. Godan and Up.
2. Direct involvement with Sensei Shintani.
3. Run their own club (or at one point run their own club)
4. Involved (or at one point involved) in a committee, or provincial level within the SWKKF
5. Must have 3 or more of these items.

Criteria to be a Mentee (Level 2)

1. Yodan and Up

MENTEE APPLICATION QUESTIONNAIRE

As part of the mentorship program there are a number of sanctioned clinics hosted in which mentoring instructors attend with a mentee instructor to assist. As well individual instructors regularly travel to clubs and areas to instruct open clinics. Mentee instructors are used to assist in these many clinics as well.

If you are interested in becoming involved with the mentorship program on a regular schedule, please answer the 7 questions below and any other information you wish to include.

Forward Completed Questionnaire to: Sensei Denis Labbé - ddlabbe@gmail.com

Name:

Passbook:

Rank:

Age:

Instructor/Club:

Email:

- 1) Would you be interested in teaching outside your own club to share your knowledge with other SWKKF clubs?
- 2) Would you be interested in guidance from senior instructors to help you with this endeavor?
- 3) Do you have experience in any other martial art other than Shintani Wado Kai?
- 4) If yes to Q3, please explain in detail (timelines / ranks / instructors)
- 5) Why do you want to take on a mentoring relationship and what do you have to offer?
- 6) Do you have any suggestions or thoughts that you would like to see in helping the progress of the Mentorship process?
- 7) Do you have the time to commit?

Separate page may be included if needed.

CLUB MENTORING STRUCTURE

PURPOSE

The purpose of this document is to assist in smooth operation of a club where the club head utilizes and guides the members and instructors of a club. This program is to provide mentoring training structure, job descriptions and mentoring from the top down.

The goal of a club head is to help create a mentoring culture within the club which develops confident individuals who will be positive role models within the club, region and federation.

DEFINITIONS

The first two definitions are here to illustrate the importance of building a mentor/mentee structure in the club.

MENTOR

- A wise and trusted counselor or teacher.
- An influential senior sponsor or supporter.

MENTEE

- A person who is guided by a mentor.

NOTE: SWKKF Club Definitions Roles are here to illustrate the individual roles in the club.

HEAD INSTRUCTOR

- Responsible for overseeing all students, registration to the SWKKF, instructional guidelines, grading's, delegation of assistant instruction and communications including the harmonizer and information from the regional representative.
- To be open minded and available to any club issues.
- Be available to his/her students for grading's and incorporate them into the mentoring system.
- Must be familiar to the SWKKF rules and regulations and follow the charter set in the SWKKF reference manual.
- To insure that the high standards of the Federation do not deteriorate.
- To see to it that the club's financial obligations to the Federation are met.
- To ensure that each member of the club maintains a current Federation passport book.
- To attend sanctioned Federation clinics or designate an assistant to represent the head instructor in order to pass the information to the club.
- That the Federation standards of grading are maintained or exceeded.
- Insure that the rules pertaining to club conduct are explicitly followed.
- That the Federation etiquette is upheld.

ASSISTANT INSTRUCTOR(S)

- To assist the head instructor with all club responsibilities.
- To regularly communicate with the Head Instructor and to be available to the students for guidance and instruction without bias.
- To have the ability to be mentored by the head instructor under the mentorship program.

CLUB REPRESENTATIVE

- Responsible for all communications coming to and out of the club under the guidance of the Head and Assistant instructors.
- To exchange information between the club members and the Regional Council (i.e. upcoming events, clinics, registration dues, and all matters pertaining to established rules of communication between the membership and the Federation.)
- To provide advice, counsel and assistance to matters pertaining to the adherence to the constitution by the clubs of their region.
- To attend sanctioned Federation clinics or designate an assistant to represent the club representative in order to pass the information to the club.

IMPORTANT CONSIDERATIONS

MENTOR ROLE

- Take the lead in supporting a mentee through an ongoing, one-to-one relationship.
- Serve as a positive role model.
- Build the relationship by planning and participating in activities together.
- Strive for mutual respect.
- Build self-esteem and motivation.
- Help set goals and work toward accomplishing them.
- Have fun together.

TIME COMMITMENTS

- Be willing and able to make a long term commitment to mentoring.
- Be willing and able to meet with your mentee throughout each month.
- Communicate with your mentee in between face to face visits.

QUESTIONS TO ASK WHEN EVALUATING INDIVIDUALS TO BE MENTEE OR MENTOR

1. Does the individual have the best interest of the SWKKF?
2. Does the individual have the best interest of their region?
3. Does the individual have the best interest of their club?
4. Does the individual have the time and dedication?

CLUB TASKS AND RESPONSIBILITIES

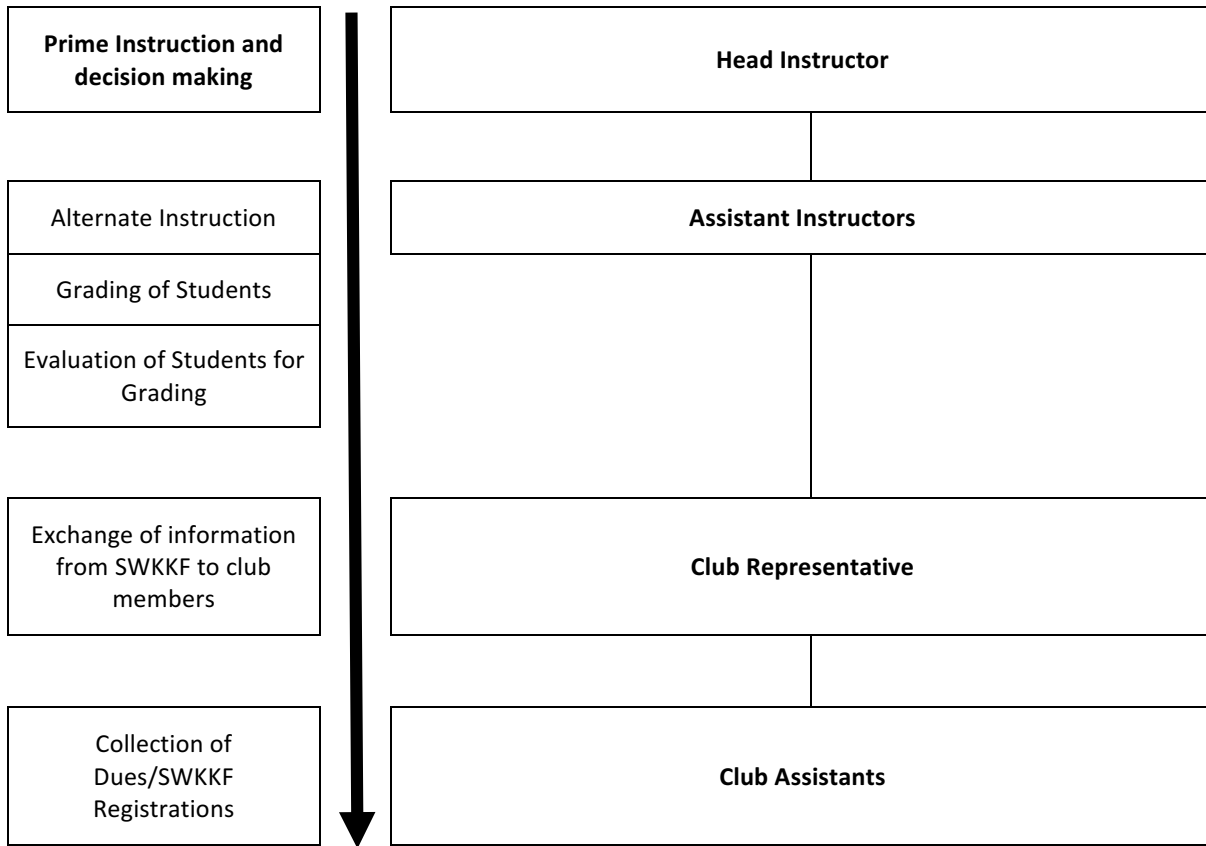
In each club there are tasks and responsibilities which could be delegated/mentored. Some of these include:

- Instruction of classes
- Preparation of lesson plans
- Financial (collecting dues/SWKKF yearly registrations)
- Communication of club interests during regional meetings/provincial meetings/etc.
- Evaluation of students for grading's
- Grading students
- Etc.

It is important to note that within a mentoring structure it is not the Head Instructors role to do all these well... it is how well he/she delegates these responsibilities, receives input and teaches future club heads!

STRUCTURE OF TASKS AND GOALS

Below is a guideline on how a Head Instructor would build a mentoring culture within a club. In this example it would be the goal of the Assistant Instructors/Students to learn from the Head Instructor in a positive environment. Tasks from the top/down (arrow moving downward) represent the hierarchy of jobs – as the jobs move down, more responsibility can be given to the various participants.



APPENDIX A

Mentor Evaluation Forms – these forms are to be used to evaluate mentees on performance during instructional settings. Completed forms are to be submitted to the President of the SWKKF. The forms are intended to be a guideline in assisting the mentoring process.



Mentorship Evaluation Form

Shintani Wado Kai Karate Federation

MENTEE NAME		MENTOR NAME	
DATE		EVENT DETAILS <i>type of clinic, date, location</i>	

SECTION A – TO BE COMPLETED BY MENTEE

QUESTIONS	FEEDBACK – Please Explain
1. Did you understand instructions provided?	
2. Did you follow instructions?	
3. How did you adjust to your audience?	
4. How did you use your assistant (s) effectively?	
5. Were you able to provide clear direction, explanation and examples to different learning styles/ages, from complex to simple?	
6. Were you able to handle questions, ability to handle group dynamics?	
7. What did you learn from your mentor's teachings?	
8. Other:	



SECTION B – TO BE COMPLETED BY MENTOR

PROCESS	FEEDBACK – Please Explain
<p>EXAMPLES</p> <ul style="list-style-type: none">• Did the mentee understand instructions• Did the mentee follow instructions• Did the mentee adjust to your audience• Did the mentee use his/her assistant (s) effectively	
PERSONALITY	FEEDBACK – Please Explain
<p>EXAMPLES</p> <ul style="list-style-type: none">• Empathy for where audience is at in learning• Approachability, caring, genuine• Ability to engage, use of humour, stories, inspiration• Body language style, (eye contact, hand gestures, wandering, tics)• Speaking style (voice, speed, pauses, fillers)• Overall comfort level, energy, passion	



SECTION B – TO BE COMPLETED BY MENTOR

PERFORMANCE	FEEDBACK – Please Explain
<p>EXAMPLES</p> <ul style="list-style-type: none">• Ability to provide feedback, doesn't embarrass• Ability to provide clear direction, explanation and examples to different learning styles/ages, from complex to simple• Ability to handle questions, ability to handle group dynamics• Ability to use the entire floor, not just the front of the class• Take into consideration the student's safety	

ADDITIONAL COMMENTS