

Bridge Mentor Program

ACBL Diablo Valley Unit 499

1. Program Purpose

① Match experienced players with those of less experience

So that they may play together and learn from each other.

■ Mentor

■ Mentee

② Provide value to unit members

See Benefits for both mentee and mentor.

③ Increase unit membership and participation

■ Increase retention of new players

■ Increase table count

2. Other Programs

① ACBL ([ACBL "Mentor Magic" Brochure](#), [ACBL Handbook for the Mentoring Program Chairman](#))

② South County Unit

Contact: Jan Hollowell, (925) 783-8678

* Focussed on new players to encourage them to continue playing Bridge

* Mentees must have less than 20 masterpoints

③ Palo Alto Unit

Contact: Jeannette McNeil, (650) 854-2249

④ Los Angeles ([Mentoring Program](#))

⑤ Edmonton ([Edmonton AB Mentor Program](#))

3. Mentee

① Criteria

- Desire to improve skills
- Member of ACBL Diablo Valley Unit 499
- Less than 200 masterpoints, generally

② Responsibilities

- Respect your mentor's time
- Value your mentor's advice
Follow through on information provided by your mentor. Do not be defensive to advice or constructive criticism.
- Respect your mentor's efforts
Your mentor's advice will not always work.
- Invest in the mentoring process, not the game results

③ Benefits

Opportunity to gain knowledge, confidence, and assistance to enjoy the game of bridge even more.

- Increase bridge skills
- Increase social interaction
- Ease into competitive bridge
- Get coaching and advice on setting goals
- Reduce frustration level
- Increase your success
- Increase your satisfaction

4. Mentor

① Criteria

- Possess a level of skill and experience

- Be willing to share knowledge of the game
- Member of ACBL Diablo Valley Unit 499
- Achieved rank of Life Master, generally

② Responsibilities

- Understand mentees goals and priorities
- Play with mentee twice a month for at least six months
Or as mutually agreed. Allow sufficient time to fill out / review convention card. Plan to spend some time after the session reviewing problem hands, answering questions, and even analyzing hands. Instructions/lessons during play are strongly discouraged; instructions/lessons before and/or after play are encouraged.
- Be available to answer questions
- Be patient and flexible
Make mentee feel comfortable and welcome.

③ Benefits

- Keep you sharp
- Enhance your performance through setting a good example
- Increase empathy for less experienced players
- Enhance your value to other partners
- Encourage creativity
- Help aspiring bridge players become members of local bridge organization

5. Program Administration

① Program administrator

A volunteer who administers the mentor program.

- **Dedicated e-mail address**
The program will have a dedicated e-mail address for use of the

program administrator.

■ **Dedicated telephone number**

The program will have a dedicated telephone number, if practical, that will be forwarded to the program administrator's designated telephone number.

② **Requesting a mentor**

Players will request a mentor via e-mail or telephone call to the program administrator. The program administrator will capture the following information:

- * Name
- * Telephone number(s)
- * E-mail address (if any)
- * Skill level -- beginner (0-5 masterpoints, generally), novice (5-20 masterpoints, generally), intermediate (20-200 masterpoints, generally)
- * Preferred playing location(s) -- Brentwood / Discovery Bay, Danville / Diablo, Pleasant Hill, Rossmoor
- * Preferred playing time(s) -- day, evening, weekend

③ **Volunteering to be a mentor**

Players will volunteer to be a mentor via e-mail or telephone call to the program administrator. The program administrator will capture the following information:

- * Name
- * Telephone number(s)
- * E-mail address (if any)
- * Skill level -- intermediate (up to 500 masterpoints, generally), advanced (500-2500 masterpoints, generally), expert (2500 or more masterpoints, generally)
- * Preferred playing location(s) -- Brentwood / Discovery Bay, Danville / Diablo, Pleasant Hill, Rossmoor
- * Preferred playing time(s) -- day, evening, weekend

④ **Mentor appreciation and support**

■ **Free plays**

* New mentees will be given twelve (12) table-fee coupons which are intended to cover the mentor's table fees. Mentees are responsible for own table fees.

* Each coupon may be redeemed for one free play when playing with a registered mentor.

* Each coupon will have an expiration date twelve (12) months from issue.

* To be redeemed, the coupon will be completed with the mentor's and mentee's names to facilitate program tracking.

* Directors shall submit coupons to the unit treasurer for reimbursement.

* The unit treasurer shall return coupons to the program administrator for tracking.

* Mentees may receive another twelve (12) coupons every six (6) months at the discretion of the program administrator, and within the available program funding provided by the unit board.

■ Social mixers

The unit will host a social mixer semiannually for active mentors and mentees.

Prior to Pro-Am game

Mixer to be followed by pro-am game open to all. Mentor / pro table fees to be paid by unit.

■ Mentor resources

Identification of mentor-friendly games

Provide list of mentor-friendly games. Mentor-friendly games provide hand records.

Self-study resources for mentees

Reviewed list of resources (books, computer-based materials, web-based materials) that may be suggested to mentees as appropriate to their needs. Not a lending library.

⑤ Program monitoring

■ Unit treasurer

The unit treasurer shall:

* Reimburse director's for redeemed table-fee coupons.

* Forward redeemed table-fee coupons to the mentor program administrator.

* Provide separate line item in financial reports for costs related to mentor program (program reserved funding, redeemed mentor table-fee coupons, social mixers).

■ Program administrator

In addition to conducting the program as described elsewhere, the mentor program administrator shall:

* Report the program's status (participation, costs) to the unit board of directors at each board meeting.

* Advise the unit board of directors of upcoming social mixers at each board meeting.

* Request additional program funding of the unit board of directors as required.

⑥ Initial funding \$2,000

For 30 mentor relationships, plus two social mixers.

⑦ Program advertising

- Prominent posting on unit web site (ongoing)
- Letter and flyer to all unit clubs and teachers (one time)
Is any concern from unit clubs and teachers anticipated?
- Mention in District 21 Unitscope article (annually)
- Announcement in Unit 499 newsletter (ongoing)

⑧ Unit web site

- Program announcement on home page
- Program home page
 - * Program purpose
 - * Mentee and mentor criteria, responsibilities, and benefits
 - * Administrator contact information
 - * Welcome-package materials
 - * Mentor resources

6. Implementation Plan

① Inception

- Board identify program administrator
- Board approve initial funding

② Startup

- Design and set up unit web site
- Set up e-mail address
- Set up program telephone number
- Place announcement in unit newsletter
- Letter and flyer to clubs and teachers
- Mention in District 21 Unitscope
Contact Chris Pisarra.
- Design and code form for mentee registration

- Design and code form for mentor registration
- Establish program database
 - Maintain file of all registration forms
- Design and print table-fee coupons
- Assemble welcome packages for mentors and mentees
 - Welcome letter
 - Program guidelines
 - "Mentor Magic" Brochure ([ACBL "Mentor Magic" Brochure](#))
 - "The Laws of Mentoring" ([ACBL Handbook for the Mentoring Program Chairman](#))
 - "Expert Tip Sheet" (mentee only) ([ACBL Handbook for the Mentoring Program Chairman](#))
 - Table-fee coupons (mentee only)

③ Execution

- Register mentees
- Register mentors
- Pair mentees with mentors
 - Mail welcome packages to both
- Identify additional mentors, as required
- Organize social mixers
- Verify that all partnerships comply with program guidelines
- Report regularly to unit board of directors