



## COACH INFORMATION & APPLICATION PACKET

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### Welcome to The First Tee of Greater Miami Valley!

Thank you for investing the necessary time to fulfill the requirements of becoming a Head Coach with The First Tee of Greater Miami Valley. The First Tee of Greater Miami Valley is building successful, long-term volunteer and coach relationships to benefit our participants.

Coaches are most successful when they understand and are comfortable with the responsibilities and expectations of a head coach role. We place an emphasis on training and equipping each coach with the resources that they need to be successful and, most importantly, enjoy the coach experience.

Based upon your involvement with The First Tee of Greater Miami Valley, we welcome any feedback that will enable us to improve the content and delivery in the future. We understand that your time is valuable, and we want to thank you again for investing in The First Tee of Greater Miami Valley and the future of our youth.

Best Regards,

*Wendy M. Mockabee*

Program & Outreach Director  
The First Tee of Greater Miami Valley

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## **HEAD COACH DESCRIPTION**

Using The First Tee “Coaching Philosophy” and national curriculum, The First Tee of Greater Miami Valley Head Coach presents The First Tee Life Skills Experience, which was designed around teaching young people the game of golf, as well as helping them understand, and ultimately develop, The First Tee Nine Core Values. In addition, the Head Coach will actively participate in curriculum development and delivery, administrative tasks, and other duties as assigned.

## **REPORTS TO**

The Head Coach reports to the Program Director and the Executive Director.

## **SUPERVISE**

The Head Coach supervises individually assigned classes and volunteers.

## **EMPLOYMENT STATUS**

Part time--mostly seasonal.

## **SALARY/WAGE**

Hourly rate and stipend dependent on the level in The First Tee Coach Program.

## **QUALIFICATIONS**

- Organizational Skills
  - Create, organize, and maintain class materials and coaching tools as per national and chapter requirements and guidelines.
  - Evaluate and modify lesson plan application and delivery while complying with national and chapter standards.
  
- Communication Skills
  - Enthusiastically motivate and teach participants involved in the programs.
  - Communicate on a proactive and timely basis with participants and parents/guardians before, during, and after the program session via email, phone, and in-person.
  - Keep the Program Director informed of all interactions with participants, parents, and facility staff.
  - Articulate and promote participant capabilities for national opportunities.
  
- Management Skills
  - Provide annual training and communication with all assistant coaches and volunteers (whether new or returning) in compliance with national and chapter guidelines.
  - Evaluate and recommend participants with the potential to qualify for national opportunities and drive preparation.

## **PREFERRED EXPERIENCE**

Prior experience in youth development and/or coaching. Possible candidate backgrounds could be but are not limited to: Education, Physical Education, and/or Recreation Management. Prior experience as a The First Tee coach or volunteer or an LPGA/PGA designation is a plus.

## **TIME COMMITMENT**

Varies depending on scheduled class and season. Average is 20 hours per week. Schedule is flexible including late afternoons, evenings, and weekends, as well as summers (hours are also based on location). NOTE: Majority of the time is seasonal during scheduled programs, but there are commitments such as coach meetings, pre-season preparation, and post-season wrap-up tasks that also must be completed.

## **ROLES AND RESPONSIBILITIES OVERVIEW**

- Must become and continue to be active in The First Tee Coach training program.
- Maintain a professional and cordial attitude towards co-workers, volunteers, participants, and their parents/guardians.
- Model The First Tee Nine Core Values and life skills.
- Maintain consistent and regular attendance before, during, and after the scheduled programs as per chapter guidelines.
- Commence and end scheduled sessions on time.
- Responsible for daily on-site set-up, assigning volunteers to activities and their pre-lesson instructions, as well as post-lesson tear-down, volunteer feedback, and safe storage of The First Tee equipment.
- Convey the Chapter's brand and image to the public.
- As per national and chapter requirements, maintain/create and distribute lesson plans for levels being taught (TARGET, PLAYer, Par, Birdie, and Eagle Classes, etc.).
  - Ensure lesson plans meet home office standards and follow the Coaching Philosophy.
- Conduct The First Tee certification process, communicate participant progress, maintain location records for all levels being taught as per national requirements, and report the complete results to the Program Director using the required forms.
- Monitor the quality of equipment and inform the Program Director of equipment needs.
- Maintain, organize, and ensure security of all equipment and storage areas at lesson sites.
- Assist the Program Director with the development of new procedures and programs to improve student retention including recognition and longevity awards.
- Encourage and assist qualified youth to participate in golf tournaments, Home Office opportunities and local chapter events.
- Provide Program Director with accurate and complete participant class attendance records in accordance with chapter guidelines.
- Provide and complete accurate volunteer attendance records in accordance with chapter guidelines, as well as necessary paperwork for youth volunteers who earn service hours.
- Conduct annual orientation and convey pertinent program information for participants and parents/guardians as per chapter guidelines.
- Prepare and conduct annual, pre-season coach clinic(s) for all new and returning volunteers as per national and chapter guidelines.
- Provide a safe environment in all areas and adhere to the Child Protection Policy.
- Adhere to the standards of The First Tee Code of Conduct.
- Be enthusiastic, approachable, and motivational in working with youth and their parents/guardians.
- Be available to attend academies.

## **HEAD COACH POLICIES, PROCEDURES, AND EXPECTATIONS**

The following policies and procedures are written to provide overall guidance and direction to Head Coaches engaged in programming, events, and management efforts. The First Tee of Greater Miami Valley reserves the exclusive right to change any of these policies at any time and expect adherence to the changed policy. Areas not specifically covered by these policies shall be determined by the Program Director and Executive Director. Please help us ensure that you receive precise communication by maintaining an accurate e-mail, mailing address, and cell number on file with us.

### **HEAD COACH TRAINING**

1. All head coaches shall complete the following in order to become a head coach and to be assigned to coaching opportunities at The First Tee of Greater Miami Valley:
  - Complete a Coach Application
  - Pass an annual background screening
  - Sign a Coach Agreement
  - Satisfactorily complete the Child Protection Course
  - Attend the necessary home office training

### **HEAD COACH ARRIVAL & EXIT**

Coaches are required to arrive and begin lesson setup a minimum of 45 minutes prior to the start of each class. This time should be spent setting up for programs, participating in the warm-up/ice breaker, and/or interacting developing relationships with volunteers, parents and participants. The Head Coach is required to stay until the last participant has been signed out. Head Coaches are required to start and end classes on time, no matter how many participants have arrived.

### **VOLUNTEERS**

Volunteers are asked to arrive 30 minutes prior to programs and check in and out with coaches. Coaches will track and record volunteer hours. Volunteers may assist with all class objectives under the direction of the head coach.

### **HEAD COACH ATTENDANCE & ABSENCES**

A typical PLAYer/Par level program session is a 4-week commitment (includes classes, potential cancellations, and certifications). Birdie and Eagle levels have different schedules. If for any reason you are unable to meet your head coach commitment, please notify the Program Director as soon as possible to find a replacement coach.

### **PARTICIPANT & VOLUNTEER ABSENCES**

Participants and volunteers are given the head coach's contact information prior to the start of class. All participants and volunteers who cannot make class are asked to contact the Head Coach. Attendance must be kept by the head coach.

### **INCLEMENT WEATHER**

In the event of inclement or possible inclement weather, the head coach will determine whether a program will be cancelled. A decision must be made a minimum of one hour before the scheduled start time. The head coach is responsible for notifying assistant coaches, volunteers, participants and families directly via email/text/phone **only** if the scheduled class is cancelled that day.

Occasionally, classes may have to be cancelled when you are already at the golf course. *This requires immediate communication with the Program Director.* **Policy:** In the event of on-site cancellation, Head Coaches must remain at the facility with participants until the participants' parents are able to pick up their child.

### **DRESS CODE / APPEARANCE / PROFESSIONALISM**

Appearance is important as you are representing The First Tee of Greater Miami Valley. You are a model for the participants. Appropriate dress is as follows:

- Golf-type pants or shorts (Khaki-type) – NO Jeans or short shorts
- Golf-type shirt – NO t-shirts, inappropriate designs or language
- Hats and visors are optional (must be worn correctly)
- Sneakers or golf shoes – NO open toed shoes, flip flops, high heels, sandals, or boots
- The use of cell phones and PDA's are to be used only for emergencies
- Please refrain from the use of inappropriate language
- The use of tobacco and alcohol is prohibited

### **CHILD SAFETY & ABUSE PREVENTION**

The First Tee of Greater Miami Valley does not allow coaches or volunteers to be alone with participants at any time. There must be an additional volunteer, staff member, or parent present at all times when being around a single participant. For the protection of the student and volunteer the following actions are prohibited at all times:

- Finding ways to be alone with a participant
- Accompanying a participant into the bathroom or secluded areas alone
- Telling sexual jokes or stories
- "Making eyes at" or giving seductive looks
- Discussing one's sex life, relationships, and/or personal issues
- Giving gifts without parental consent
- Corporal punishment, inappropriate touching, or invading personal space
- Engaging in physical "horseplay" such as tickling or wrestling with participants
- Contacting participants for any reason outside of scheduled class times without including the parent/guardian and if appropriate the Program Director
- Using equipment to harm or with the intent to harm other individuals
- Permitting enrolled participants to drive golf carts or any motorized means of transportation during their session (this does not apply to licensed teen volunteers or licensed participants volunteering for a session)

Failure to comply with child safety policies or jeopardizing the safety of a child will result in termination from The First Tee of Greater Miami Valley. At the discretion of the organization, appropriate steps will be taken involving law enforcement. If you witness any form of child abuse, immediately notify a law enforcement officer. If you have any concerns or suspicions about the safety of any participant, coach or volunteer contact The First Tee of Greater Miami Valley staff immediately.

## **PARTICIPANT BEHAVIOR & SAFETY**

To ensure participant safety, the following behavior will not be tolerated:

- Participants not properly checked in/out by an authorized adult
- Swinging clubs without permission from instructors
- Running on the course, practice areas, or pro shop at any time unless permission is given by the head coach
- Bouncing or throwing golf balls unless permission is given by the head coach
- Lack of attention or adherence to safety zones
- Horseplay and behavior that may cause harm to participants, coaches, or volunteers
- Driving golf carts or any motorized transportation
- Sitting in golf carts without permission

## **PARTICIPANT BEHAVIOR PROCEDURE**

If a student is misbehaving, please use the proper steps to resolve the issue:

1. Speak with the participant and review expectations
2. If behavior continues have the participant sit out of activities for a time equal to their age
3. If behavior does not improve, speak with the participant's parents
  - If parent involvement is needed, report the incident to the Program Director

## **FIRST AID**

In the event of an injury or emergency involving a participant or volunteer:

- Immediately call 9-1-1 if the injury is or could be severe or life threatening
- Inform the head coach and/or other volunteers if the injury doesn't require immediate attention
- Locate and contact the individual on the "Emergency Contact List"
- Render first aid until someone of higher medical training arrives

## **PARENTS ATTENDING THE CLASS**

- Parents are encouraged to stay and watch the programs, but from a distance so that they cannot have direct contact with any participants.
- Parents sometimes become over enthusiastic and become involved with their own children during the course of the class and this can occasionally disrupt class, make the children feel uncomfortable, and distract others. If this situation occurs:
  - Inform the program coach who will then speak with the parent

## HEAD COACH COMPENSATION AND TRAINING OPPORTUNITIES

A Head Coach is a paid contractor of The First Tee of Greater Miami Valley, unless services are donated, who leads programs at the direction of and on behalf of The First Tee of Greater Miami Valley. A Head Coach must complete screening and training procedures prior to leading programs.

### HEAD COACH COMPENSATION STRUCTURE

	Per Program Hour Rate	Stipend Per Program Session
The First Tee Recognized Coach	\$35.00	\$400
Level III Coach	\$30.00	\$350
Level II Coach	\$25.00	\$300
Level I Coach	\$20.00	\$250
ACT Coach	\$15.00	\$150

#### Per Program Hour Rate:

The hourly rate covers each scheduled program hour.

#### Stipend Per Program Session:

The stipend covers set-up, tear down, travel time, and mileage. The stipend also covers the certification rounds that are held outside of scheduled program hours

**For example, if a Level II Trained Coach led a PLAYer Session at Shaker Run they would submit the following:**

1 session x 27 scheduled program hours x \$25 per program hour rate = **\$675**

1 session x \$300 stipend per program session = **\$300**

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**TOTAL COACH EARNS FOR THIS SESSION: \$975**

#### Expectations:

- Coach follows expectations set forth in accompanying Head Coach Description and Program Responsibilities Outline
- Coach must host certification opportunities outside of regularly scheduled program hours (on-course certification does not count toward program hours)

#### Please Note:

Coaches are only compensated for the session(s) they are assigned to lead unless otherwise approved by the Program Director. If a coach decides to assist with another session, it is done so on a voluntary basis.

### HEAD COACH TRAINING LEVEL I, II & III - REIMBURSEMENT

The First Tee Coach Program™ is an educational training program that prepares staff and volunteers at chapters of The First Tee to deliver The First Tee Life Skills Experience. Through a progressive series of activities and educational experiences, coaches learn to empower youth to explore options and make their own decisions, two elements that are critical to the development of a child's value system. Research shows The First Tee Coaches play a key role in creating positive relationships that inspire young people to look into their future, set goals and discover their individual potential. The First Tee Coach Program levels include The First Tee Assistant Coach, The First Tee Coach-in-Training (Level I, II, III), The First Tee Coach and The First Tee Master Coach.



## **REIMBURSEMENT POLICY FOR ALL LEVELS:**

- TFTGMV will reimburse 100% for all training Levels (I, II & III) in the amounts listed if you:
  - Remain an active Coach with TFTGMV for 12 months following completion of training
  - Fulfill the post training requirements of the level you attended to become certified
  
- TFTGMV will pay reimbursements for travel expenses following the below guidelines:
  - 100% of air and/or ground transportation with approval
  - Hotel room (you may be asked to share a room with other TFTGMV Coaches of the same gender)
  - Maximum \$35 per day stipend for food and beverage (no alcohol--must turn in receipts)
  
- **Level I - (Training Cost: \$375)**
- **Level II - (Training Cost: \$250)**
- **Level III - (Training Cost: \$300)**

## **NON-COMPLETION POLICY**

- 100% of training costs, air/ground transportation expenses, and food and beverage stipends must be repaid to The First Tee of Greater Miami Valley if you do not:
  - Remain an active Coach with the chapter for 12 months from completion of training
  - Fulfill the post training requirements of the level you attended to become certified

## **ANNUAL HEAD COACH MEMBERSHIP FEE**

The Coach Membership Fee covers the numerous membership benefits our coaches receive through our exclusive partners, database and the coach website management, and ongoing subsidizing of coach trainings. A \$50 annual fee is required to remain active in the Coach Program.

- TFTGMV will pay the annual Coach Membership Fee for each year the Coach remains active with TFTGMV and fulfills the requirements to remain an Active Coach with TFT Home Office

## **CHILD PROTECTION TRAINING**

The Child Protection e-learning course offers coaches a first look at key issues in the area of youth safety and protection. This e-learning course takes less than an hour and includes a completion assessment. A certificate is generated only with a 100% correct assessment.

- The Child Protection e-learning course is a Head Coach requirement, due prior to the start of any on-course coaching.



<p><b>For The First Tee of Greater Miami Valley Admin. Use Only</b></p> <p><input type="checkbox"/> Background Check Approved – Admin Initials/date _____</p> <p><input type="checkbox"/> Database Entry – Admin initials/date _____</p> <p><input type="checkbox"/> Prospective coach notified – Admin initials/date _____</p> <p><input type="checkbox"/> Online Child Safety Course – Admin initials/date _____</p> <p><input type="checkbox"/> Coach Training – Admin initials/date _____</p> <p><input type="checkbox"/> Coach shirt &amp; name tag – Admin initials/date _____</p>
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## HEAD COACH APPLICATION

LEGAL LAST NAME \_\_\_\_\_ LEGAL FIRST NAME \_\_\_\_\_

LEGAL MIDDLE NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMPLOYER \_\_\_\_\_

PHONE: CELL: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ WORK: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ HOME: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

EMAIL \_\_\_\_\_

D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_ GENDER \_\_\_\_\_ ETHNICITY \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

\* Each coach must pass a background screening through Protect Youth Sports. The First Tee of Greater Miami Valley reserves the right to reject this coach's application if it is not satisfied, in this sole discretion, with the results of this background screening.

### CHECK YOUR EXPERIENCE IN THE APPROPRIATE AREAS:

GOLF EXPERIENCE:  beginner  intermediate  skilled      WORK WITH CHILDREN:  none  some  extensive

DO YOU HAVE A CHILD CURRENTLY ENROLLED OR TO BE ENROLLED IN THE PROGRAM?  yes  no

WHAT AGE DO YOU PREFER TO WORK WITH?  Elementary  Middle School  High School  no preference

### CHECK YOUR AVAILABILITY IN THE APPROPRIATE AREAS:

SEASON AVAILABLE:  Spring  Summer  Fall

DAYS AVAILABLE:  weekdays  weekends  both      TIMES AVAILABLE:  8am-12pm  12pm-4pm  4pm-8pm

HOW MANY SESSIONS PER SEASON DO YOU PLAN ON COACHING?  1  2  3  4  5  6+

SHIRT SIZE: Men's:  S  M  L  XL  XXL      Women's:  XS  S  M  L  XL

PLEASE LIST ANY ADDITIONAL INFORMATION PERTINENT TO SCHEDULING:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the foregoing information is complete and accurate and agree to be bound by the terms and conditions of my participation as a volunteer.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# HEAD COACH AGREEMENT

For a better understanding of what you can expect as a head coach and what is expected of you by The First Tee of Greater Miami Valley, we ask you to read the Head Coach Packet, review the agreement below, and sign confirming you understand all expectations, policies, and procedures.

## The First Tee of Greater Miami Valley will provide for you:

- An opportunity to learn about the game of golf and its life-enhancing values
- A head coach description detailing expectations, policies, and procedures
- Program coach training and orientation
- Opportunities for professional development and networking with other coaches and volunteers
- A The First Tee of Greater Miami Valley logoed polo shirt and name tag

## The First Tee of Greater Miami Valley asks that you:

- Fulfill the head coach commitment agreed upon by both you and The First Tee
- Attend scheduled trainings and complete the Head Coach Application, Child Protection Course, and Head Coach Agreement
- Notify the organization beforehand if you will be absent
- Act in an appropriate and ethical manner at all times when involved with programs and the organization

I, \_\_\_\_\_ agree to perform the program coach duties (referred to collectively as the "Activity") to which I am assigned to the best of my ability and in a professional manner. I understand that as a head coach authorized by The First Tee of Greater Miami Valley, I acknowledge that there may be certain risks related to the Activity. I hereby state and affirm that:

1. In consideration of being allowed to take part in the Activity, I agree to release and hold harmless The First Tee of Greater Miami Valley, its directors, officers, employees and agents, from all liability from any harm or injury that I may incur as a result of participating in the Activity.
2. I authorize The First Tee of Greater Miami Valley staff to assist me by obtaining appropriate emergency medical treatment for me in the event of an accident, injury or illness.
3. I hereby release and forever hold harmless The First Tee of Greater Miami Valley, its directors, officers, employees or agents from any claims whatsoever which arise or may hereafter arise on account of any first aid, treatment or service rendered in connection with participation in the Activity.
4. I understand that any activity includes inherent risks, hazards and dangers that can cause or lead to injury. Some, but not all, of these risks include falls, slips, cuts and bruises, and tick-borne illnesses. I understand that The First Tee of Greater Miami Valley cannot eliminate any of these risks.
5. I understand that The First Tee of Greater Miami Valley files my involvement as an independent contractor and does not carry medical insurance for volunteers or coaches, and I attest to having appropriate medical insurance to protect me in the event of an accident, injury or illness.
6. Unless I indicate otherwise in writing, photographs, videotapes, or audiotapes may be taken of me during the course of the Activity for use by The First Tee of Greater Miami Valley for publicity purposes.
7. The terms of this Agreement shall be binding on my heirs, executor, administrator and all members of my family.

Head Coach's First and Last Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature (if under age of 18) \_\_\_\_\_ Date: \_\_\_\_\_

## Ending Your Head Coaching Role

You can cease your contracted role with The First Tee of Greater Miami Valley upon the completion of any program assignment, or when you are not currently engaged in an assignment.

## Dismissal of a Head Coach

Head Coaches who do not adhere to the rules and procedures of The First Tee of Greater Miami Valley or who fail to satisfactorily perform their program assignment are subject to dismissal. Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, theft of property or misuse of materials, abuse or mistreatment of participants, staff or other volunteers, failure to abide by policies and procedures, and failure to satisfactorily perform assigned duties.

Head Coach's First and Last Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature (if under age of 18) \_\_\_\_\_ Date: \_\_\_\_\_