



COACHES HANDBOOK

Last updated: November 5, 2018

PLEASE NOTE THAT WE ARE CONVERTING TO AN ONLINE REGISTRATION SYSTEM THAT IS MANDATORY TO ALL CHAPTERS. IT WILL BECOME LIVE EARLY IN 2019. WE WILL REVISE THIS DOCUMENT ONCE WE HAVE MORE INFORMATION ON THE NEW SYSTEM.

Hello Coach,

We are delighted that you have decided to join The First Tee network of coaches. The First Tee is an incredible organization and youth development program that serves millions of young people every year.

Our non-profit organization was founded in 1988 and began offering The First Tee programming in 2009. We are dedicated to delivering a quality program to our participants. In addition to The First Tee programs, we work very hard bringing the game of golf to students with disabilities and Veterans. We are a large chapter and serve four counties: St. Lucie, Martin, Palm Beach and Broward.

We have created this Coaches' Handbook to assist you in navigating The First Tee and our organization. Of course, we expect many questions. Please reach out to us at any time for answers or assistance. We have registration forms, fliers, marketing materials, etc. all for your use to promote your program location.

Welcome to the greatest organization and national brand in youth golf development!

Carl Mistretta
Executive Director
mistrettacarl@gmail.com

Connie Capanegra
Program Director
conniecapanegra@gmail.com

HOW TO MARKET A NEW PROGRAM

Our chapter has enjoyed success in creating new program locations and recruiting new juniors and families to The First Tee. Below are marketing endeavors that are time tested and proven:

- Offer a FREE Open House. Yes, FREE, but you sign up new students at the open house and collect registration forms and payment. Advertise the Open House at least 3 weeks in advance. See attached example Open House flier that our main office can prepare for you. Our staff can assist with the open house. The children have fun by participating in different stations while the parents ask questions, register and pay!
- Ask your golf course if you can display a sign or banner at all times. We can help with preparing the sign or banner for you.
- Always display The First Tee fliers advertising your programs with your name, phone number and email address at the front counter and anywhere else around the club, such as locker rooms or bulletin boards. See attached example program flier that our main office can prepare for you.
- Ask the golf course if they can advertise your program in their e-newsletter sent out to customers, members, etc. Use the same wording and pictures from the program flier.
- Reach out to nearby neighborhoods, HOAs, etc. and ask if they will display the program flier or advertise to their residents.
- Ask the golf course if they will provide a special offer for students enrolled in The First Tee, such as: *Enrolled students play for free in the afternoon if accompanied by a paying parent or guardian.*
- Always display your pop-up banner when all programs are in session.
- In advance, send your upcoming program or summer camp schedule to the office for inclusion on our website. Parents visit the thefirsttee.org and find our chapter by zip code, then find our Coaches!
- Send pictures and a brief description of your programs in action to our office to include in our monthly chapter e-newsletter.

HOW TO BE A SUCCESSFUL THE FIRST TEE COACH FROM A TO Z

- a. Use the Class Folder provided by our office to track student information, attendance, payment, etc.
- b. Collect completed registration forms (see attached example) from all students and their program fees made payable to the Lead Coach (this is your compensation). Our office can prepare your registration form. Promptly respond to chapter requests for participant data to enter into the national database.
- c. Utilize the lesson plans for the entire 9-week session located on the chapter website and deliver The First Tee Golf and Life Skills programming utilizing and becoming proficient in the delivery of the different levels of The First Tee: PLAYer, Par, Birdie and Eagle lessons and curriculum. See attached example from the website.
- d. Commit to ongoing education in The First Tee Coach Program. The First Tee training requires Coaches to complete post-training requirements to remain an active Coach of The

First Tee. Failure to complete all post-training requirements will disqualify Coaches from continuing to coach The First Tee programs.

- e. Model The First Tee Nine Core Values by being charismatic, personable, and motivational in working with students.
- f. Always maintain a professional and cordial attitude towards other Coaches, volunteers, participants, parents and chapter staff. Coaches must not use their cell phone for personal matters during class or events.
- g. It is ok to use it for taking some pictures or videos of your students only.
- h. Use SNAG (Starting New at Golf) equipment for beginner players.
- i. Maintain consistent and regular attendance through the completion of the session, including arriving early at each session to set up equipment.
- j. Commence and end scheduled lessons on time.
- k. Send out upcoming lesson plans to Assistant Coaches and volunteers in advance of every lesson.
- l. Conduct The First Tee Certification.
- m. Display the chapter pop-up banner at all programs (The First Tee, children with special needs, Veterans).
- n. Monitor the quality of all equipment. Maintain and organize all equipment storage areas after each class.
- o. Collaborate with the Program Director, as requested, with the development of new procedures and programs to improve participant experiences.
- p. Encourage and assist qualified youth to participate in golf tournaments, home office opportunities and local chapter events.
- q. Make the game fun for youth participants by using creative set ups with lots of colors.
- r. Provide a safe environment in all program areas.
- s. Demonstrate exceptional communication towards other Coaches, volunteers, participants, parents and the chapter staff.
- t. Provide for a brief parent orientation at the beginning of each 9-week session.
- u. Our most successful Coaches send advance emails to the parents describing the content of each weekly session.
- v. Adhere to the standards of The First Tee Code of Conduct.
- w. Maintain a maximum 6:1 Coach/volunteer to participant ratio.
- x. Ensure that all volunteers involved directly with chapter programming complete the chapter's volunteer screening and training process.
- y. If applicable, submit bi-monthly or monthly invoices, to document all outreach sessions coached. Each invoice shall include the date, program name, program code (as provided by the chapter) and the program rate. Invoices received by the 15th of each month shall be paid on or about the 30th of each month. Invoices received by the 30th of each month shall be paid on or about the 15th of the following month.
- z. Attend Coaches Meetings.
- aa. Read the monthly chapter e-newsletters and quarterly Coaches e-newsletters.

SCHOLARSHIP APPLICATION

1. Any parents requesting financial aid should contact Gennifer (Treasure Coast), Jack Bloomfield (Broward) or Connie (Palm Beaches). The parents will complete a Confidential Scholarship Form (see attached) for partial financial aid. All sections must be completed.
2. Scholarship forms must be completed by the parent and approved by the Executive Director.

3. Incomplete forms will be rejected.
4. If approved, submit the scholarship amount on your invoice to the chapter at the beginning of the 9-week session.

SESSION CONCLUDING TOURNAMENTS

We have found great success and retention when after the 9th week of programming participants are invited to play in a chapter organized golf tournament. It is part of The First Tee curriculum that participants apply what they learn during the session at the golf course. Arrange for the tournament to fit the experience of your students. More advanced students can play 9 or 18 holes. Only playing 3 or 6 holes or scramble format for younger or beginner students is perfectly acceptable. It is acceptable to conduct the tournament at a different golf course if your location is not available to host. Par 3 or executive golf courses work well for the tournament. Typically, parents pay an additional fee to play in the tournament.

Tournament Instructions:

- Confirm the names of the students that are playing the tournament by a deadline of the 8th week of each 9-week session.
- Put the better players off first in the tee times.
- Parents can pay the Coach and the Coach pays the golf course or parents can pay the course directly the day of the tournament.
- Time: afternoon tee times typically— Parents should receive pairings & tee time the week prior to the event.
- Parents must stay with participants under 13 years old.
- All participants must arrive at 40 minutes prior to their tee time.
- What parents should bring? Golf clubs, golf balls, tees, ball marker, hat, a bottle or thermos to hold water.
- The number of holes to play and yardage of each hole will be according to age and skill levels.
- Have FUN!

The tournament is for participants only. At Dyer Park, it is part of the curriculum to play the tournament in the 10th week after every 9-week session. To participate in and pass certification at Dyer Park, the participant must play the tournament as a part of the certification requirements.

HATS AND BOOKS

1. As your program grows and you have different participants and age levels, participants are assigned a specific hat color with the chapter logo. Include this cost in your session fee. Participants must bring their colored hat and life skills experience book for every class.
2. Use a signature sheet (see below) when you provide the hat to the participant. If the participant loses the hat, there will be a fee of \$10 to provide a new hat.

Coach: _____

Class: _____

[illegible]

PAYMENTS

Determine your method of payment. Parents typically pay by check to the Coach or their business name by check or cash. Some credit card options are:

- Create an account with squareup.com
- Create an account with paypal.com

PARTICIPANT DATABASE

Provide the Participant Database form (see attached) or the folder with registration forms to the Program Director at the end of each 9-week session.

CERTIFICATION

The requirements for all levels are included on the chapter website.

EQUIPMENT

*It is extremely important that the golf clubs fit the participants.
Remember, we are teaching children, not mini adults!*

Contact Coach Earl Puckett at the Palm Beach chapter if you have any questions or need a set of clubs.

CHECKLIST FOR DELIVERING A FANTASTIC LESSON

1. PRE - FIRST LESSON

- ☐ Parents orientation for 5 minutes. Explain expectations and provide materials.
- ☐ Prepare and distribute yardage books and color hats (if available).
- ☐ Prepare and distribute name tags.
- ☐ Provide pre-assessment to participants to take home, collect them the next lesson.
- ☐ Collect payments from each participant.
- ☐ Collect completed Registrations Forms from each participant.
- ☐ Prepare 9 lesson plans – Develop a plan for the complete 9 weeks session.
- ☐ Contact Gennifer (TC), Jack Bloomfield (BD) or Liz Alter at ealter39@gmail.com (PB Volunteer Coordinator).
- ☐ Ratio 1:6 participants - Recruit enough Assistant Coaches or Volunteers for the session.

2. PRE - LESSON

- ☐ Arrive at location 30 minutes early to set up.
- ☐ 2 days prior to each class, email lessons plans and responsibilities with Assistant Coaches and Volunteers.
- ☐ Have a 10-minute meeting with all Coaches and Volunteers prior to class to confirm responsibilities for the day.
- ☐ Start lesson on time regardless of number of participants.
- ☐ Coach or Volunteer must welcome parents and participants when they arrive.
- ☐ Have water coolers ready.

3. DURING LESSON

- ☐ Take attendance.
- ☐ Provide name tags.
- ☐ Students must bring colored hat and yardage books every class – Teach responsibility.
- ☐ Have enough water breaks.
- ☐ Warm up no longer than 5 minutes.
- ☐ Wrap up with participants – 5 minutes (GOOD-BETTER-HOW) – Ask open questions (Why - What-How)
- ☐ Lesson must end on time.

4. POST LESSON

- ☐ Communicate with parents the student progression.
- ☐ Document progress for each participant – Progress Report.
- ☐ Lesson GOOD-BETTER-HOW with Coaches and Volunteers.
- ☐ Clean up the equipment you have use for the class.

5. POST LESSON FOR THE LAST SESSION OF THE 9 WEEKS

- ☐ Session GOOD-BETTER-HOW with Coaches and Volunteers.
- ☐ Provide Progress Report to parents and Program Director.
- ☐ Certification for each level. See certification requirements.

- ☐ Confirm The First Tee Level Progression with the Program Director.

Example Open House Flier




The First Tee has arrived in the Treasure Coast and is open for new PLAYers at ***The PGA Center for Golf Learning and Performance***



Parents and children are invited for free and fun afternoon activities to learn more about The First Tee.

Saturday, March 30th 12:00pm – 1:30pm

Please joins us to learn about:

- The First Tee Life Skills Experience
- The First Tee Nine Core Values
- The First Tee Nine Healthy Habits and how they are each learned with Golf Skills knowledge in fun and engaging activities on the practice areas and the course.



Sessions will begin on Saturday, April 6th for Boys and Girls ages 7-17 and will take place over nine consecutive Saturdays ending on June 1st. The instruction will be for 90 minutes and the groups will be arranged by age and golf experience. The cost of the 9 week session will be \$125.00.

www.thefirstteetreasurecoast.org

Please contact Ryan Angarola at The PGA Center for Learning and Performance to register or for more information at 772-468-7686.

8565 Commerce Center Drive Port St. Lucie, FL 34986

Example Program Flier



**at The Michael B. Finnegan
Learning Center, Dyer Park**

Junior Golf for Boys and Girls
Saturdays 10:30 am – 12:00 pm

Please join us to learn about:

- The First Tee Life Skills Experience
- The First Tee Nine Core Values
- The First Tee Nine Healthy Habits

We teach golf skill knowledge through fun and engaging activities on our practice areas and nine-hole par-3 course.



Our program is a 9-week class, once a week for 90 minutes every Saturday.

Participants are grouped by age and experience. (Boy and girls, ages 7-18 years old)

Cost: \$125 for a 9-week Program

For more information please contact our Program Director,
Connie Capanegra, LPGA at conniecapanegra@gmail.com or 561-842-0066

www.thefirstteepalmbeaches.org

Dyer Park

7301 North Haverhill Road

Riviera Beach, FL 33407

Example Summer Camp Flier



Weekly Junior Golf Summer Camps!

Join us for summer camps at Dyer Park and The Palm Beach Par 3.

- Ages:** Boys and Girls - 6 years old and up. Ratio 1 Coach every 5 students. Children grouped by age and experience.
- Event:** Summer FUN Golf Camp!
- Registration:** Participant Registration Forms available online.
- Golf Equipment:** Golf Clubs will be available if you need them.
- Cost:** \$150 per week (Monday through Friday)
- Golf Training Camp Completion Certificate will be provided to all participants
 - Drinks, snacks and prizes
 - Friday "Water Day" at Dyer Park

Dyer Park	Palm Beach Par 3
8:30am – 11:30am	10am – 1pm *Lunch included
<ul style="list-style-type: none"> • June 18th Science/golf camp • July 9th • July 23rd 	<ul style="list-style-type: none"> • June 11th • June 25th • July 16th • July 30th
Location: 7301 N Haverhill Rd WPB, FL 33410	Location: 2345 S Ocean Blvd Palm Beach, FL 33480



For more information please contact our Program Director, Connie Capanegra, LPGA at 561.385.0183 or by email at conniecapanegra@gmail.com

www.thefirstteepalmbeaches.org



PLAYer Level 1 Nine Week Lesson Plan Grid

PLAYer 9 Week Lesson Plan	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9
Core Value	Welcome and Showing Respect	Courtesy Toward Others	Responsibility for the Course	Honesty of players	Modeling Sportsmanship	Developing Confidence	Using Good Judgment	Playing with Perseverance	Living with Integrity
Life Skill	The First Tee Code of Conduct	Shaking hands when greeting others	Keeping up with Pace of Play	Reporting a correct score	Treating others kindly whether winning or losing	Notice something you are doing well no matter the result	Making decisions about which clubs to use with each shot	Trying your best no matter how you are playing	Staying calm when you think no one is watching
PLAYer Book Page	#4-5	#8-9	#12-13	#16-17	#20	#24-25	#28	#32-33	#36-37
Golf Fundamental	Distance Response	Target Awareness	Get Ready to Swing	Distance Response	Target Awareness	Get Ready to Swing	Distance Response	Target Awareness	Get Ready to Swing
Factor of Influence	Size or Length of Motion	Target Selection/See the Target	Hold, Set-up, Aim & Alignment	Size or Length of Motion	Target Selection/See the Target	Hold, Set-up, Aim & Alignment	Size or Length of Motion	Target Selection/See the Target	Hold, Set-up, Aim & Alignment
Healthy Habit	Safety- Following Instructions	Play- Being still and quiet	Energy- 8-10 hours of sleep	Safety- Playing at your turn	Play- Etiquette	Safety- Being aware of surroundings	Energy- Choice of food/water	Play- How many steps do you take in one day?	Energy- Stay active
Warm-Up Activities	Strength	Flexibility and Mobility	Agility and Coordination	Balance	Object Control	Circuit Examples	Strength	Flexibility and Mobility	Agility and Coordination
Activities/Games	Putting: 21 Rectangle	Putting: Tic-Tac-Toe	No Putting This Week	Putting: Healthy Habit Game	Putting: Simon Says	No Putting This Week	Putting: Around the World	Putting: Fish Bowl Putting	No Putting This Week
	Chipping: Tic-Tac-Toe	No Chipping This Week	Chipping: 21 Triangle	Chipping: Leap Frog	No Chipping This Week	Chipping: Depth Charge	Chipping: Simon Says	No Chipping This Week	Chipping: Chips & Putts
	No Full Swing This Week	Full Swing: Football Golf	Full Swing: Noodle Bowling	No Full Swing This Week	Full Swing: Hit the Noodle Fairway	Full Swing: Posture	No Full Swing This Week	Full Swing: Aim & Alignment	Full Swing: Dirty Right Toe
Rules of Golf	LESSON PLAN HERE	LESSON PLAN HERE	LESSON PLAN HERE	LESSON PLAN HERE	LESSON PLAN HERE	LESSON PLAN HERE	LESSON PLAN HERE	LESSON PLAN HERE	LESSON PLAN HERE
	Pace of Play / USGA and R & A / The Game	Consideration for Other Players / The Teeing Ground	Consideration for Other Players / The Flagstick	The Spirit of the Game / The Putting Green	Care of the Course / Ball Marker	On The Putting Green / Player's Responsibility	Pace of Play / Be Ready to Play/One Practice Swing	Preventing Unnecessary Damage / Flagstick	Relief Situations



Confidential Scholarship Request Form

PLEASE NOTE THAT WE DO NOT AWARD FULL SCHOLARSHIPS. HOWEVER, WE DO OFFER PARTIAL FINANCIAL AID TO PARENTS AND STUDENTS WHO MEET CERTAIN FINANCIAL CRITERIA.

(PLEASE PRINT NEATLY ALL INFORMATION)

TODAY'S DATE:

COACH NAME: _____ PROGRAM LOCATION: _____ PROGRAM FEE: \$ _____

STUDENT NAME:: _____
Last First Middle

GENDER: Female Male AGE:

STUDENT NAME:: _____
Last First Middle

GENDER: Female Male AGE:

COMBINED PARENTS MONTHLY NET INCOME: \$ (Monthly Take Home Pay After Taxes/Insurance, Etc.)

***THIS IS A REQUIRED FIELD, OR APPLICATION WILL BE DENIED.**

PARENT EMAIL ADDRESS: _____@_____

PARENT CELL PHONE: _____

PLEASE LET US KNOW OF ANY SPECIAL CIRCUMSTANCES OR SPECIFIC SITUATIONS THAT YOU FEEL WARRANT CONSIDERATION FOR FINANCIAL AID:

I certify that the above information is true and accurate and represents our current financial position.

PARENT SIGNATURE _____

PARENT SIGNATURE

Thank you for submitting this scholarship application. We will quickly be back in touch with you after reviewing your application. We ask that if you receive financial aid to please remember that the generosity of our donors have made this financial assistance possible for your child. We may ask you to send a thank you letter to one of our donors. We also ask that you make every possible effort to ensure that your child attends all program sessions. Attendance is the best demonstration to our supporters that you are grateful for their donation.

FOR OFFICE USE ONLY

APPROVED BY: _____ APPROVED SCHOLARSHIP AMOUNT TO BE PAID BY PARENT: _____

Chapter: (Circle One) PB TC BD

For Ethnicity: C = Caucasian, AA = African American, AS = Asian, NA = Native American, O = Other

Coach Name: _____

Place an X for students who are A/B Honor Roll Eligible

Class Location and Group Name if applicable: _____

[illegible]

INVOICE

Invoice Date: _____

Invoice # _____

TO: Childrens Golf Foundation, INC
7301 N Haverhill Rd
Riviera Beach, FL 33410

FROM: _____

[illegible]



Confidential Coach Training Grant Request Form

The First Tee Coach Program is an educational training program that prepares coaches at chapters of The First Tee to deliver The First Tee Life Skills Experience.

Coach Name: _____ Chapter: _____

Current Level of Training:	Attending Level of Training:
Training Location:	Training Dates:
Tuition Fee: \$	Hotel Needed? Y / N \$
Food: \$	Airfare Needed? Y / N \$
Estimated Total for Training Grant: \$	Rental Car Needed? Y / N \$

Please let us know of any special circumstances or specific situations that you feel warrant consideration for financial aid:

I certify that the above information is true and accurate and represents our current financial position.

Coach Signature _____

Director of Operations Signature _____

FOR OFFICE USE ONLY

COACH

CHAPTER

Amount responsible:		
Items Covered:		
Notes:		

Program Director Signature _____

Executive Director Signature _____

