



Coach Handbook

General Information

Mission Statement

To positively impact the lives of young people in the Triad by providing educational programs that build character, instill life-enhancing values, and promote healthy choices through the game of golf.

Coach Dress Code

Appearance is important, so please dress in casual clothing wearing flat, soft-soled shoes (tennis shoes). Dockers-type pants/ appropriate length shorts or skorts and a golf shirt will help us to promote the look of a golfer. Name tags should be worn and visible at all times. Clothing that advertises alcohol, tobacco, illegal substances, sex, violence and disrespect cannot be worn during class. Any inappropriate tattoos must be covered.

Student Dress Code

We would prefer children in the program to dress as golfers; golf shirt, slacks golf cap. However, as most of them are beginners it is unlikely that they will always wear golf attire. We do promote caps on forwards and shirts tucked in. In a manner of respect all caps/visors should be removed by males while indoors.

Tobacco and Alcohol Use

The use of tobacco is strictly prohibited at all classes and First Tee sponsored events. The consumption of alcohol, or use of any legal or illegal impairing substances are prohibited prior to and during any First Tee class, activity, or First Tee sponsored event. Coaches will be dismissed immediately if found in violation. It is important to promote healthy lifestyle choices to all our participants.

Cancelations/ Absences

If for any reason you are unable to attend class, we ask that you immediately notify your co-lead or assistant coach AND your area Program Director (Ellen Lapierre at 336-509-7290 or Brandon Redmond at 336-575-7174). Text messages and emails are NOT suitable means of communication if you must cancel within 5 hours of a class starting time. Please call and leave a voice message.

Lead Coach planned absences should be conveyed before the beginning of all sessions in email format to the Program Director. If an assistant coach needs to miss a class, planned or unplanned, they are to notify you in advance AND your area Program Director. They can assist you in finding a suitable replacement.

Assistant Coach Communication

It is a great practice to build a solid line of communication with your coaches BEFORE the beginning of all sessions to introduce and thank them for volunteering with you. Give them at least two ways to communicate with you (cell, email, text) and find out their preferred method of communication. You will be their point person throughout the session. Make them feel welcomed and informed; keep them abreast of any changes you would like to make, and ask for their feedback. At the end of each session, be sure to take the time to write them a personalized thank you or give them a call, thanking them for their continued commitment. Our goal is to make them feel valued and appreciated!

Nine Healthy Habits

As a commitment to promote the Nine Healthy Habits, we ask that you refrain from using candy, soda and sugary treats as prizes for the PLAYers. Try to adopt a healthy alternative plan that encourages PLAYers to make better food and drink choices.

POD Supply Requests

All PODS will be stocked with Yardage Books and Bag tags. Each PLAYER is ONLY to receive one of each. If they lose or misplace them, they are asked pay \$1.00 for a new tag or yardage book (Please give money collected for replacements to your area Program Director. Contact your Program Director for supplies as needed.

Parents Coaching the Class

Parents are welcome to join our volunteer team. We recommend that parent-coaches assist a group that does not include their child. Parents will follow the same sign-up/training requirement of non-parents.

Background Checks

By participating as a Volunteer/Coach, you are consenting to a Background/Record Check and must provide any information as needed by the research firm.

Appropriate Terminology

There are no “bad” shots in golf. Some shots go where the player intended, they are called good shots and some shots do not go where the player intended, these are called “miss-hits”. Practice this with the students and also with your own game! Attendees are there to learn the game of golf and gain valuable character traits. We ask that you always treat them and speak to them in a respectful manner in order to earn their respect.

Student Misbehavior

1. If a child misbehaves, create eye contact and make sure you have their undivided attention. Then state their name and say, “Pat, this is warning number one. What you did was _____ (twirl your club dangerously). What I wanted you to do is _____ (keep the grip in the grass and be still). If you do that again, you will disqualify yourself from practicing in the class and will have to sit –out.”
2. The next time they misbehave say, “Pat, I am sorry but you will have to sit near that tree until I come get you. I want you to think about your choices.” The key is not to give them a lot of attention. You can sit them out for as long as you deem necessary, based on the action.
3. When you think they are ready to return, ask them, “Are you ready to join the class again? Terrific! Grab your putter and join Brandon’s group over there.”
4. If the issue continues, you can talk with them, after class, or contact your area Program Director for assistance.

Participant Playing Opportunities

Area golf courses have granted us playing privileges. If a child asks you about playing opportunities have them contact their area program directors.

Coach Training Opportunities

- Some coaches may be asked by the Chapter Staff to participate in the Coach Level Training Program. This is highly recognized program run by the national First Tee office.
- For each coach to go through the entire Coach Program to become a recognized The First Tee Coach will take 2-4 years to go from Level One through recognized status.
- There are several costs associated with sending a coach through training. Some of these costs will be covered by the chapter and some will come at the individual’s expense. These costs include: registrations, books, travel, accommodations, etc... This is why we require you to make a 3 year coaching commitment to the Triad chapter. You may also be called up to train new coaches and volunteers. If you decide to leave the organization during your commitment time, you should be prepared to repay The First Tee of the Triad a portion of your training expenses.

Coach Information

6 Steps to Being a Great Coach

Being the Lead Coach for a First Tee class can be quite an intimidating task. There's the planning, preparation, execution and clean-up. With all this in mind you might be thinking "Can I do this?" Trust me; the answer is "Yes you can!!!"

Follow these simple steps and you are guaranteed to be a great coach!!!

1. **Create a Game Plan- Know what you are going to do before you arrive.**
 - Review the lesson plan for the day.
 - Plan all your activities for the day including: warm-up, rotations, and wrap-up.
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2. **Arrive on Time- Getting to the course with enough time to set-up always makes class go smoother.**
 - It takes *a lot* of time to check in with the golf staff, gather supplies, and set-up stations.
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3. **Start Class on Time- If you start class late, everything gets off track**
 - This encourages kids to be on time so they don't miss out on the fun.
 - Helps you cover all the necessary material.
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4. **Doing is better than Telling- There's nothing more boring than a teacher who talks too much.**
 - We believe in an Activity Based method- First Tee Coaches mentor and instruct participants in fun, golf-related activities that help them learn new skills used in golf that can be transferred to their daily lives.
 - i. Fun is the product of an environment that encourages participation and enhances self-worth.
 - 5 Minute Rule- a good measure to ensure you are not talking too much is 5 minutes. Anything more than this is TOO MUCH!!!
 -
5. **Be "Seamless"- Coach in a way where Life Skills and Golf Skills are delivered at the same time.**
 - Use coachable moments to show how the Life Skills are integrated into the games that are played.
Example: Golf Skill = Distance Control>>>Life Skill = Good Judgment
 - Keep your "Attention on the Intention"- Don't lose sight of what the goal is.
 - i. It's easy to get caught up in teaching the golf swing. That's NOT what we're here for.
 - ii. The goal is to help the child explore what works and what does not.
 - iii. We want to keep the focus on driving home the Life Skills.
6. **Bridge to Real Life- Show how the Life Lessons can be applied in Daily Life.**
 - Use practical examples that are age appropriate.
 - Have all the participants give personal examples, this makes them think for themselves.
 - Check for understanding of Life Skills and Golf Skills covered.

Class Schedule

3:30 PM

- Lead Coach and Assistant Coach arrive at golf course

3:30 - 4:00 PM

- Lead Coach and Assistant Coach check in with the golf shop staff.
 - Thank them in advance for letting us use their facility.
 - Tell them your facility needs for the lesson; see if they can accommodate. **(Some days, the course may have something going on, and might need you to be flexible with your lesson plan.)**
- Pick up the POD key if necessary from the golf shop staff.
- Gather supplies for all lesson activities (check-in, warm-up, rotations and wrap-up)
- Set up warm-up activity and lesson rotations
- Set up a designated “sign-in” table with your class roster

4:00 - 4:20 PM

- Participant Sign In should be completed by this time. Try to have a parent in place to run sign in while you get the lesson started.
- Lead and Assistant Coach should be in the gathering area to greet participants and parents.
 - This is a great time to develop relationships with parents/guardians and answer any questions they may have.

4:20 - 4:35 PM

- **Warm-up activity** (goals: rapport-building, mental & physical activity, safety)
 - Starting promptly encourages kids to be on time for class so they don't miss out on any activities.

4:35 - 4:40 PM

- Gather class and go over the Core Lesson and plan for the day which may include: Core Value(s), Healthy Habit(s), Life Skill(s), Golf Rule(s), etc...

4:40 - 5:05 PM (does not include transfer time)

- **Activity (Rotation #1)**

5:05 - 5:30 PM (does not include transfer time)

- **Activity (Rotation #2)**

5:30 - 5:50 PM (does not include transfer time)

- **Activity (Rotation #3)**

*****If you are only using 2 stations, then each rotation will be 30 minutes long*****

5:50 - 6:00 PM

- **Wrap-up and Dismissal** (Goals: Ask open-ended questions, check for understanding, bridge to golf and life)

6:00 - 6:30 PM

- Ask volunteers to break down and clean up supplies used during the lesson.
- Lead and Assistant Coaches should be greeting parents as they arrive.
 - Use this time to:
 - Build relationships with your participants
 - Update parents/guardians on their child's progress
 - Answer any questions the parents/guardians may have
 - Communicate upcoming dates and events
- Lead Coach is responsible for all materials being cleaned up and stored
 - Remember to leave the facility in "as good" or "better" shape than when you arrived.
- Return the POD key to the golf shop staff.
- Let the golf shop staff know if you have any special plans for the next week's lesson. This will eliminate any surprises and make things run smoother for both parties.
- **Thank the golf shop staff again for their continued hospitality and support!!!**

If you run into any conflict with a parent or child please contact your Program Director directly. It is important that a person from The First Tee of the Triad knows what is happening so they can respond if there are any questions and concerns from parents.

First Tee Terms and Definitions

Code of conduct

- Respect for Myself
- Respect for Others
- Respect for My Surroundings

9 Core Values

1. Honesty – the quality or stat of being truthful; not deceptive
2. Integrity – strict adherence to a standard of value or conduct; personal honesty and independence
3. Sportsmanship – observing the rules of play; winning or losing
4. Respect – to feel or show deferential regard for esteem
5. Confidence – reliance or trust in one’s abilities; a feeling of self-assurance
6. Responsibility – accounting for one’s action ; dependable
7. Perseverance – to persist with an idea, purpose or task despite obstacles
8. Courtesy – considerate behavior toward others; a polite remark or gesture
9. Judgment – the ability to make a decision or form an opinion; a decision reached after consideration

9 Healthy Habits

1. Energy - Physical: Making good choices with food and sleep help to increase energy levels.
2. Play - Physical: A variety of energizing play helps the body stay strong and healthy.
3. Safety - Physical: Following the rules and using proper equipment helps you stay safe.

4. Vision - Emotional: the ability to value the past, learn in the present, and look to the future.
5. Mind - Emotional: using your mind as a powerful tool to increase confidence and maintain perspective.
6. Family - Emotional: When a family communicates well and shares quality time they are more likely to reach their health related goals.

7. Friends - Social: surround yourself with supportive friends will help you better handle life’s challenges.
8. School - Social: increased learning leads to success in all the other areas of life.
9. Community - Social: learning how to give back and contribute to the health of your community.

9 GOLF FUNDAMENTALS

1. Distance Response
2. Target Awareness
3. Get Ready to Swing
4. Body Balance
5. Clubface and Ball Contact
6. Swing Rhythm
7. Pre-shot and Post-shot Routine
8. Ball Flight
9. On-course strategies.

Bridge to Life/Golf

- Give participants practical examples, of how the Life Skills learned, can be transferred to situations outside The First Tee classroom.

Levels of The First Tee

- Target – Minimum age 5 and older
- Player – Minimum age 7 and older
- Par – Minimum age 9 and older
- Birdie – Minimum age 11 and older
- Eagle – Minimum age 13 and older
- Ace – Minimum 15 and older

Target- (outreach)

- T- Take Aim
- A- Anyone can play
- R- Respect
- G- Golf is a game
- E- Enjoy Yourself
- T- Try it

PLAYer

Play

- P- Play
- L- Learn
- A- Appreciate
- Y- Your Game

PAR

GAME

- G - Go Play
- A - And explore
- M- My interest
- E - Enjoy what's fun for me

ALR

- A- Ask the other person some questions
- L- Listen to what the other person says
- R- Respond to what the other person has to say

3 tips for having fun

- Be Patient
- Be Positive
- Ask for help

4 R's (to control yourself and stay cool)

- R- Replay
- R- Relax
- R- Ready
- R- Redo

Personal Par – Your personal standard

Birdie

Goals-

- The goal is Positive
- The goal is Important to You
- The goal is Specific
- The goal is Under Your Control

Goal Ladder – list steps (smaller goals) needed to achieve goal

STAR – use to work through challenges

- S- Stop
- T- Think
- A- Anticipate
- R- Respond

Eagle

- Healthy Body
- Healthy Mind
- Healthy Heart (emotions)
- Having a go to team
- Being a go to person
- Appreciating Diversity

CARE – Conflict Resolution

- C- Communicate
- A- Actively listen
- R- Review options
- E- End with a win-win solution

ACE

Projects (similar to eagle scouts)

- Enjoy golf for life
- Investigate career opportunities- interviewing, resumes etc.
- Give back - community
- Explore educational opportunities

Policies and Procedures

Emergency Procedures

Emergency Situations

Emergency situations include but are not limited to:

- One or more participants start or join a physical altercation/fight
- Parent/Guardian becomes aggressive or threatening towards Participants, Coaches or other Parents/Guardians

Should an emergency situation take place, follow these steps:

1. Neutralize the conflict by separating both parties.
2. Immediately contact **CEO, Mike Barber (336) 580-4241** for further instructions. *(Do not wait until after class or the next day to notify office personnel)*
3. If the situation involves a child, inform the parent/guardian of what took place when they arrive. If they have any questions, they can call CEO, Mike Barber.

Illness or Physical Injury

Should an Illness or Physical Injury take place, follow these steps:

1. Remove the participant from class activities so they can be treated. **Do not hesitate to call 911 if you believe emergency assistance is required.**
2. For a sick participant- take them indoors, to a cool place where they can rest.
 - a. Do not give any medication unless written permission has been granted previously.
 - b. Never give a participant medication from your own personal supply.
3. For an injury- treat them with the proper First-Aid.
 - a. Wash the cut/scrape
 - b. Disinfect the cut/scrape
 - c. Bandage the cut/scrape
4. When the parent/guardian arrives to pick up their child, tell them what happened and what actions you took to make things better.
5. Immediately following class, notify **a staff member**. Inform office personnel of what happened and what actions were taken.

Major Illness or Physical Injury

A Major Physical Injury is classified as anything more serious than a scrape or small cut.

These include but are not limited to:

- Vomiting
- Serious cuts and wounds
- Broken bones
- Dislocation of joints
- Loss of Consciousness

Should a Major Illness or Physical Injury take place, follow these steps:

1. Use your best judgment to determine if immediate medical attention is required. **If it is, immediately dial 9-1-1.**

2. Immediately contact the participant's parent or guardian (whether medical attention is necessary or not). They can provide you with further instructions on what measures need to be taken.
3. Immediately contact **CEO, Mike Barber (336) 580-4241**. (Do not wait until after class or the next day to notify office personnel)
4. Stay with the child until an Ambulance or their parent/guardian arrives.

Allergic Reactions

Should a participant have an allergic reaction, follow these steps:

1. Remove the participant from the activity, and take them inside.
2. If they require immediate medical attention (example: they are going into shock), immediately dial 9-1-1.
3. Call their parent/guardian to find out if they have any known allergies. They can provide you with further instructions for care.
4. Immediately notify **CEO, Mike Barber (336) 580-4241**

Disclosure of Abuse

In the circumstance that a participant discloses to you any information leading you to believe they are personally experiencing physical abuse or inappropriate behavior in the home, follow these steps:

1. Contact **CEO, Mike Barber (336) 580-4241**.

Remember: As a First Tee coach, you are legally required to report this type of situation to the proper authority. Even if that participant tells you this in confidence.

General Inquiries

If you have any questions regarding normal class procedures, please contact a director near you:

1. **Ellen Lapierre (336) 509-7290**
2. **Brandon Redmond (336) 575-7174**
3. **Kellie Rhoney (828) 320-0698**

SAMPLE MINOR INCIDENT/INJURY REPORT FORM

Date of incident: _____ Time: _____ AM/PM

Name of participant: _____

Location Incident Occurred: _____

Phone Number(s): _____

Date of birth: _____ Male _____ Female _____

Who was injured person? (circle one) Participant Coach/Volunteer

Type of injury: _____

Details of incident: _____

Injury requires physician/hospital visit? Yes ____ No _____

Name of physician/hospital: _____

Address: _____

Physician/hospital phone number: _____

Signature of injured party _____

Date

*No medical attention was desired and/or required.

Signature of injured party _____

Date

Email this form to office@thefirstteetriad.org and immediately inform a staff member of its occurrence.

Sample Major Incident/Injury Report Form

Use in the event of Alleged Abuse, Injury, Accident or Property Damage

Injured Party/Damaged Property Owner		Report Writer	
Name		Chapter	
Street Address		Name	
Participant in The First Tee? Yes No	Age (If under 18)	Address	
City/State/Zip		Position	
Parents Name		Work Telephone	Home Telephone
Parents Contacted? Yes No	Date/Time of Parent Contact		
Home telephone	Work telephone	Cellular Telephone	Email address
Is incident abuse related? Yes No		If yes, has it been reported to Child Protective Services or a law enforcement agency? Yes No	
Name of suspected/alleged abuser			
Date and Time Allegation of Abuse Received		Name of Agency	
Date and Time Allegation of Abuse Reported to Authorities		Name of Official Receiving Report	
Description of Alleged Incident/Property Damage:		Where Alleged Incident Occurred	
		When Alleged Incident Occurred (dd/mm/yyyy)	
		How The Report Writer Learned Of The Incident	
		For other than an abuse allegation, were police or other emergency services agency contacted? Yes No	
		Name of agency	
Were there injuries? Yes No		If there were injuries was first aid given? Yes No	
Describe the injuries		If First Aid was rendered, who gave it?	
Was follow up medical care required? Yes No		If medical care was required, where was it given? Name of hospital, physician or other medical facility or personnel	
Was transportation provided to the medical facility? Yes No			

Child Safety Policies and Practices

- 1. 2 Adult Rule:** Whenever possible, a minimum of two coaches shall be present during any activity. We will strive to never have a coach working alone with any participant.
- 2. Open-door-policy:** If a class is being taught indoors where there is no viewing window, the door must be left open at all times. A coach or volunteer shall never be in a closed-door situation with any participant.
- 3. Visible Presence:** Whenever possible, there will be a coach placed in a centrally located position. This person will act as a visible presence in support of other coaches, as well as a deterrent of any potentially harmful situations for participants.
- 4. Restroom Policies:** In most situations, if a participant needs to use the restroom, make sure they are accompanied by at least one other participant. If a participant is viewed as mature enough, they can go to the restroom by themselves. If a coach must accompany a younger participant to the restroom, the coach will stand outside the restroom and only assist the participant if needed. If the coach needs to enter the restroom to assist the participant in the event of an emergency, the door must be left open. The coach shall never be in a closed-door situation with a participant. If a participant soils themselves during class or camp, every attempt will be made to locate that child's parent. If a parent is unable to be located, two adult volunteers must be present while cleaning up the participant.
- 5. Discipline:** Corporal punishment (striking a participant), of any kind, is never appropriate. Coaches and volunteers are asked to follow the First Tee Disciplinary guidelines located in the Coach Handbook when issues arise.
- 6. Age Rule for Coaches:** For purposes of supervising participants, a Coach or Volunteer is defined as anyone who is at least 23 years old. Anyone under the age of will only be used in a "participant-aid" type position.
- 7. Transportation:** No coach is to transport any participant alone, without written or verbal permission from the youth's parents. If possible, there will always be more than one participant in the vehicle. In the event there is one participant in the vehicle the minor must be seating in the rear seat of the vehicle. The two-adult rule does not apply in the parent-participant relationship.
- 8. Participants driving golf carts:** In order to drive a golf cart, a child MUST have a valid driver's license (PERMITS DO NOT COUNT).
- 9. Participants riding in golf carts:** Please be sure that no more than 3 people are ever in a golf cart. Riding on the back is strictly prohibited for safety reasons.

Rain Policy

Weather in this region is hard to predict. We will make every effort to guess correctly, but please know we will always error on the side of caution to protect our children.

If we must cancel class, we will let you know 2 hours prior to the class if at all possible.

We will notify you by text and email.

You can also call:

- **Check The First Tee of the Triad's website at www.thefirstteetriad.org**
- **Call the Golf Course where you are teaching.**
- **Call Brandon Redmond, Program Director and "Weather Man" 336-575-7174**

Please note that whenever possible, we will meet indoors in the pro shop or grill, especially if a storm comes up without notice. You are welcomed to return and pick up your child earlier in that case.

Reasons for Canceling class include but are not limited to:

- 1-Rain or storms
- 2-Excessive heat or cold
- 3-Excessive rain the night before closed the course or range

Golf is an outdoor sport, so please pack a rain jacket or warmer clothing in the event the temperatures change. Remember a water bottle and towel when hot. Responsibility and wellness start with taking care of yourself, so use this as a good opportunity to teach your child.

Lead Coach Paperwork (Required)

Coach Contract

I _____, have read and understand the policies and procedures necessary to conduct myself as a Lead Coach for The First Tee of the Triad. I understand that I serve as an ambassador to our program throughout the community and pledge to promote the program, its staff and Board of Directors as an organization of excellence.

- I understand that I will be asked to participate in activities as a Lead Coach and such activities may cause accidental injury. I agree to hold harmless The First Tee of the Triad, its staff, Board of Directors and The First Tee / World Golf Foundation as well as the host facility for injuries incurred.
- I understand that I am subject to random evaluations using the standard Coach Observation Form created by The First Tee Network as a way to Good-Better-How my role as a Lead Coach. I agree to complete the same evaluations on Assistant Coaches as needed and will communicate any concerns I have regarding class-time concerns or situations as soon as possible with the CEO, Mike Barber.
- I agree to all the terms and conditions listed within this document, and my signature below indicates my understanding and commitment to follow the policies and procedures listed to the best of my ability.

Coach Name (please print)

Coach Signature

Date