First Tee of Virginia Blue Ridge Coach Program

Vision: To strengthen the character of our community.

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

What is a Coach? A Coach is a paid contractor of First Tee of the Virginia Blue Ridge, unless services are donated, who leads programs at the direction of and on behalf of First Tee of the Virginia Blue Ridge. First Tee of the Virginia Blue Ridge recognizes the importance of finding mission-centered individuals who are willing to invest the time required to represent the organization successfully. First Tee of the Virginia Blue Ridge strives to build successful, long-term coach relationships to benefit all youth participants.

Primary Roles and Responsibilities:
- Coach the First Tee Life Skills Experience.
- Collaborate with First Tee of the Virginia Blue Ridge staff to coordinate lesson plans for classes.
- Provide a safe environment for participants by following policies and procedures.
- Maintain a professional and cordial attitude towards volunteers, participants, and parents/guardians.
- Begin and end the scheduled programs on time, allowing ample time for set-up and preparation.
- Track participant information and progress on an as needed basis, if so directed.
- Make the game and experience fun for participants.
- Represent and promote First Tee of the Virginia Blue Ridge within the community.

Coach Policies, Procedures and Expectations

Policies and Procedures are written to provide guidance and direction to coaches engaged in programming.

- Coaches will complete the mandatory SAFESPORT Course and the Coach Training presentation.
- Coaches are expected to attend any mandatory training sessions.
- If a coach attends a National First Tee coach training, First Tee of the Virginia Blue Ridge will cover the expense of attending the training. Following the investment in training, the coach is expected to remain an active coach with First Tee of the Virginia Blue Ridge for a minimum of a 24-month period, coaching a minimum of 2 8-week individual classes in that 24-month period. Also, trained coaches are expected to fulfill the requirements to remain an “active coach.” If a coach cannot meet the coaching
requirements following training, the coach will reimburse the cost of the training or the pro-rated investment to First Tee of the Virginia Blue Ridge.

- Coaches are expected to arrive 45 minutes prior to the start of each class to allow ample time for set up, lesson plan review, greeting participants and ensuring an exact class start time. Coaches are expected to stay for 30 minutes following a lesson for parent questions, breakdown of equipment and returning equipment to its proper place, and any other clean up that may be involved. *Coaches are expected to put all equipment back in its proper place so others can use it in the future.

- Coaches are expected to record attendance by having the parents sign in at the beginning of class using rosters provided by the Program Director. If a participant attends class without a registration, register the participant with a paper registration form and communicate with the Program Director. Coaches must collect parent contact information for the Program Director to follow up regarding the participant’s registration.

- Coaches are expected to submit their individual coaching timesheets to the Program Manager.

- A typical class session is an 8-week commitment. If you are unable to coach a class, it is the coach’s responsibility to find a replacement coach from the Coach Contact List provided by First Tee of the Virginia Blue Ridge. In case of emergency, please notify Program Manager.

- Coaches are expected to follow approved lesson plans that are designed and developed appropriately for each certification level of the Life Skills Experience. A typical design includes: set up for class, sign in and inform parents of any important class information, Warm Up, Golf and Life Skill activities, Wrap Up and “bridge to life.”

- Participant books will be distributed to each coach prior to the start of each session. Coaches should use the books each week in the Wrap Up and “bridge to life” portion of the class to ensure participants/parents/guardians understand the golf and life skills learned.

**Child Protection:** It is the priority of First Tee of the Virginia Blue Ridge to ensure the best and safest experience for all youth participants. We are committed to the safety of our participants. To ensure their safety, we ask all volunteers, coaches, and staff of The First Tee of the Virginia Blue Ridge to adhere to the Safesport guidelines when working with youth. All coaches involved must complete First Tee approved background checks and repeat once every two years through our single provider, NCSI. This includes coaches, volunteers, board members and staff of the Chapter (including full-time and part-time employees, independent contractors, and, if the Chapter operates the facility where programs occur, golf facility staff). These same adults must complete an initial 90-minute training and a shorter refresher training every year thereafter. 100% compliance with Safesport and child protection procedures is required of all coaches.
Participant Safety: It is the priority of First Tee of the Virginia Blue Ridge to ensure the best and safest experience for all youth participants. Please notify lead staff if a participant is not properly checking in/out by an authorized adult, misusing any equipment, not adhering to safety policies and procedures, running on the course or exhibiting behavior that may cause harm to other participants, or other.

First Aid: In the event of an emergency involving a student or volunteer, call 911 if the injury is or could be severe or life threatening. Inform First Tee of the Virginia Blue Ridge lead staff if the injury does not require immediate attention. Contact the parent/guardian and/or emergency contact for a participant. Once the situation is under control, complete an Incident Report from lead staff.

Parents Attending Class: “Cart Path Only” - Parents are invited to stay and observe class if they would like to do so. Parents can sometimes become over-involved with their children and can potentially disrupt class and distract others. If this situation occurs, please inform the Program Manager or Program Director.
First Tee of the Virginia Blue Ridge Coach Agreement

**A great coach will:** look for the positive; try a variety of approaches; create opportunities for self-discovery and success; recognize coachable moments; model and demonstrate for participants; match the activity to the child not the child to the activity; look for other areas of success, not just golf skills; utilize feedback and assess overall performance using The First Tee’s Good-Better-How philosophy.

First Tee of the Virginia Blue Ridge asks that you:

- Fulfill the coach program commitment outlined above, agreed upon by you and The First Tee of the Virginia Blue Ridge
- Attend pertinent chapter orientations and trainings, complete the mandatory SAFESPORT training and complete the Coach Training presentation.
- 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 to which I am assigned to the best of my ability and in a professional manner. As a coach authorized by First Tee of the Virginia Blue Ridge, I acknowledge that there may be certain risks related to coach duties. I hereby state and affirm that:

- In consideration of being allowed to take part in coaching, I agree to release or hold harmless First Tee of the Virginia Blue Ridge, its directors, its officers, employees and agents from all liability from any harm or injury that I may incur as a result of participating.
- I acknowledge that I am not a paid contractor and not an employee of the First Tee of the Virginia Blue Ridge.
- I authorize First Tee of the Virginia Blue Ridge staff to assist me by obtaining appropriate emergency medical treatment for me in the event of an accident, injury or illness.
- I hereby release and forever hold harmless First Tee of the Virginia Blue Ridge, its directors, officers, employees or agents from any claim which arise or may hereafter arise on account of any first aid, treatment or services rendered in connection with participation in coaching.
- I understand that any activity includes inherent risks, hazards and dangers that can cause or lead to injury. I understand that First Tee of the Virginia Blue Ridge cannot eliminate any of these risks.
- Unless I indicate otherwise in writing, photographs and video and audio may be taken of me during the course of coaching for use by First Tee of the Virginia Blue Ridge for publicity purposes.

Thank you for your commitment to First Tee of the Virginia Blue Ridge!

Coach First Name and Last Name ___________________________ Date ______________________

Coach Signature _____________________________________________