



## Begin an After School Golf Club

### KPGA Professional's Manual

Contact Information:

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**Objectives:** Connect KPGA professionals with their communities and schools. Grow the game of golf within their communities. Educate middle school students on the game of golf. Become mentors and provide life skills. Develop relationships and friendships that will last a lifetime. Increase revenue for KPGA professionals and their facilities.

**Benefits for the School and Community:**

- Providing a safe and fun educational opportunity for the students.
- Giving the students the ability to learn new skills, both athletic and life skills.
- Provide a physical fitness program that promotes flexibility, posture, balance and gross motor skills. Develop fitness habits that will last a lifetime.

**Benefits for the Middle School Students:**

- Learn the game of golf.
- Learn the etiquette and conduct of a golfer. Learn how to act as a professional.
- Build communication and business skills.
- Create new friendships.
- Find a positive mentor and role model in the KPGA Professional.
- Be a part of a team.

**Benefits for the KPGA Professional:**

- Become connected to the school and community.
- Be seen as a leader at your facility.
- Increase individual revenue through instruction and administrative fees.

**Benefits for the Golf Facility:**

- Increase facility revenue through sales of range balls, equipment, and meals.
- Potential for future rounds of golf and increase in cart and greens fees.
- Opportunity to recruit new members to the facility.
- Increase the positive image of the facility by showing a commitment to youth.

## Plan of Action

1. Select a nearby school that you would like as your partner for this program.
2. Identify any parents or staff that you know at the school. Collect contact information for these individuals. Ask these individuals for their guidance and input. Ask if they would like to be the Parent Coordinator or Staff Sponsor for the program.
3. Determine a schedule for the program, include dates and times. (See examples of informational flyers.) There are examples of three different programs. There is a spring one week program with four instructional days in a row. There is a fall five week program that meets twice a week and includes on-course instruction. There is a 9 month, all school year program that meets one day a week after school.
4. Determine the registration costs and develop a registration form. (See examples of registration forms.) There are three examples of registration forms based on the spring, fall and year round programs.
5. Create a budget for the program. (See examples of a budget.) There are three examples of a budget based on the spring, fall and year round programs. All sample budgets include an administrative fee for the professional that organizes the program. All sample budgets are based off 25 participating students.
6. Contact school administrator. Schedule a Meeting. Promote the idea to the school administrator. Provide the school administrator with the Information Packet which includes all registration forms, flyers and Student Manual.
7. Develop a marketing plan at the school. Distribute Flyers to the students. Promote the Golf Club on the school news or morning and afternoon announcements. Contact the parents and staff that you know at the school and ask for their help to spread the word about the program.
8. Coordinate a Parent meeting. (See examples of information flyers.)
9. Collect registration forms and fees.
10. Organize instructional staff and develop lesson plans based on the number of participants.
11. Begin the program.
12. After the program, ask for feedback from the participants and school administrators.
13. Develop a database of participants and promote future events and activities.



## Name of School Golf Club



### Spring Program – Developmental Clinic

Name of School and Name of Golf Facility are partnering to create a school golf club that will promote an active, outdoor lifestyle for middle school students. Golf is a game that provides friendships that can last a lifetime. Students will learn both athletic and life skills in a fun and safe environment.

#### **Mission Statement:**

*Provide a friendly environment for kids to learn the game of golf and the life skills that the game teaches through positive and encouraging instruction with KPGA Professionals.*

**Who Can Attend:** The Name of School Golf Club is open to all boys and girls regardless of skill level.

**Cost:** \$80 per member - includes all instruction, practices, rental golf clubs, range fees, bag tags, and prizes. Each Golf Club member will also receive a complimentary round of golf for them and a parent/guardian at Name of Golf Facility.

**Schedule:** Practices will take place from 4:45 p.m.- 7:00 p.m. on Tuesday-Friday, April 14<sup>th</sup> – 17<sup>th</sup>. Each day the clinic will provide multiple learning stations where the students will be exposed to different fundamentals of the game, rules & etiquette of the game and life skills.

**Parent Involvement:** We encourage parental involvement. Please see registration forms for details on how and when to volunteer. No golf experience necessary.

**Transportation:** Transportation to the facility will be the responsibility of each club member.

**Dress Code:** Each golf club member is asked to wear khaki shorts or pants and a collared shirt. Take weather conditions into consideration as most activities will be outdoors.

**Contact Information:** **Instruction:** Name of Local KPGA Professional – Phone Number – Email Address

**School Staff Sponsor:** Name of School Staff Sponsor – Phone Number – Email Address

**Parent Coordinator:** Name of Parent Coordinator – Phone Number – Email Address

**Location:** Name of Facility

Address of Facility

**Informational Parent Meeting:** An informational parent meeting will take place on Wednesday, April 1<sup>st</sup> at 5:30 p.m. in the library at Name of School. Checks and registration forms will be accepted that evening.



**Name of School Golf Club**

**Spring Registration Form**

Name of Student: \_\_\_\_\_

Grade: \_\_\_\_\_ Male / Female      Skill Level: Beginner      Intermediate      Advanced

Do you have your own clubs?    Yes    No      If no, then clubs will be provided for you.

Do you have any allergies/special needs? \_\_\_\_\_

Any medication that needs to be taken while on the course? \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Phone #: \_\_\_\_\_      E-mail: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Relationship: \_\_\_\_\_      Phone #: \_\_\_\_\_

Are you available to volunteer? Please circle the dates you are available to spend time with the kids on the range. Golf skills are not necessary. All clinics will be from 4:45 p.m. – 7:00 p.m. on these dates.

April 14<sup>th</sup>                  April 15<sup>th</sup>                  April 16<sup>th</sup>                  April 17<sup>th</sup>

\*Top performers from the Spring Clinic will receive an invitation to participate in a PGA Junior League Middle School Program with other local programs in the area. The program will practice on Thursdays and compete on Saturday afternoons for several weeks beginning in mid-April. The team will be determined by invite only and invitations will be based on skill and sportsmanship. Please check below if your child would be interested in participating in the PGA Junior League if invited. Additional fees would apply for the PGA Junior League.

\_\_\_\_\_ Yes, my child will participate if he/she qualifies.      \_\_\_\_\_ No, my child will not participate.

**Students must sign up with Staff Sponsor Name and parents are asked to return the registration form and payment at the information meeting scheduled for April 1<sup>st</sup> at 5:30 p.m. in the Name of School library.**

**Administrative Use Only**

Club Member: \_\_\_\_\_

Cash \_\_\_\_\_ Check # \_\_\_\_\_ Payment Amount \$ \_\_\_\_\_ Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_



## Name of School Golf Club

### Fall Program – Instruction & Play Days

Name of School and Name of Golf Facility are partnering to create a school golf club that will promote an active, outdoor lifestyle for middle school students. Golf is a game that provides friendships that can last a lifetime. Students will learn both athletic and life skills in a fun and safe environment.

#### **Mission Statement:**

*Provide a friendly environment for kids to learn the game of golf and the life skills that the game teaches through positive and encouraging instruction with KPGA Professionals.*

**Who Can Attend:** The Name of School Golf Club is open to all boys and girls regardless of skill level.

**Cost:** \$200 per member - includes all instruction, practices, rental golf clubs, range fees, greens fees, bag tags, prizes and an end of the season dinner at Name of Golf Facility. Each Golf Club member will also receive a complimentary round of golf for them and a parent/guardian at Name of Golf Facility.

**Schedule:** Practices will take place on Tuesdays and Thursdays from 4:45 -6:00 p.m. from September 15<sup>th</sup> – October 15<sup>th</sup> (5 weeks). One instructional practice and one playing practice day per week. Team members will be divided into groups according to ability and will play a few holes on play days using a variety of formats.

**Parent Involvement:** We encourage parental involvement and parents will be needed on play days. Please see registration forms for details on how and when to volunteer. No golf experience necessary.

**Transportation:** Transportation to the facility will be the responsibility of each club member.

**Dress Code:** Each golf club member is asked to wear khaki shorts or pants and a collared shirt. Take weather conditions into consideration as most activities will be outdoors.

**Contact Information:** **Instruction:** Name of Local KPGA Professional – Phone Number – Email Address

**School Staff Sponsor:** Name of School Staff Sponsor – Phone Number – Email Address

**Parent Coordinator:** Name of Parent Coordinator – Phone Number – Email Address

**Location:** Name of Facility

Address of Facility

**Informational Parent Meeting:** An informational parent meeting will take place on Thursday, September 10<sup>th</sup> at 5:30 p.m. in the library at Name of School. Checks and registration forms will be accepted that evening.



Name of School Golf Club

**Fall Registration Form**

Name of Student: \_\_\_\_\_

Grade: \_\_\_\_\_ Male / Female      Skill Level: Beginner      Intermediate      Advanced

Do you have your own clubs?    Yes    No      If no, then clubs will be provided for you.

Do you have any allergies/special needs? \_\_\_\_\_

Any medication that needs to be taken while on the course? \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Phone #: \_\_\_\_\_      E-mail: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Relationship: \_\_\_\_\_      Phone #: \_\_\_\_\_

Are you available to volunteer? Please circle the dates you are available to spend time with the kids on the range or course. Golf skills are not necessary. All clinics will be from 4:45 p.m. – 6:00 p.m. on these dates.

Tuesday, September 15<sup>th</sup> (Range)      Thursday, September 17<sup>th</sup> (Course)

Tuesday, September 22<sup>nd</sup> (Range)      Thursday, September 24<sup>th</sup> (Course)

Tuesday, September 29<sup>th</sup> (Range)      Thursday, October 1<sup>st</sup> (Course)

Tuesday, October 6<sup>th</sup> (Range)      Thursday, October 8<sup>th</sup> (Course)

Tuesday, October 13<sup>th</sup> (Range)      Thursday, October 15<sup>th</sup> (Course)

**Students must sign up with Staff Sponsor Name and parents are asked to return the registration form and payment at the information meeting scheduled for September 10th at 5:30 p.m. in the Name of School library.**

**Administrative Use Only**

Club Member: \_\_\_\_\_

Cash \_\_\_\_\_ Check # \_\_\_\_\_ Payment Amount \$ \_\_\_\_\_ Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_



## Name of School Golf Club



### Year Round Program – Instruction, Play Days, Fitness Training & Golf History

Name of School and Name of Golf Facility are partnering to create a school golf club that will promote an active, outdoor lifestyle for middle school students. Golf is a game that provides friendships that can last a lifetime. Students will learn both athletic and life skills in a fun and safe environment.

#### **Mission Statement:**

*Provide a friendly environment for kids to learn the game of golf and the life skills that the game teaches through positive and encouraging instruction with KPGA Professionals.*

**Who Can Attend:** The Name of School Golf Club is open to all boys and girls regardless of skill level.

**Cost:** \$50 a month per member- includes all instruction, practices, rental golf clubs, range fees, greens fees, bag tags, prizes and an end of the season dinner at Name of Golf Facility. Each Golf Club member will also receive a complimentary round of golf for them and a parent/guardian at Name of Golf Facility.

**Schedule:** Practices will take place from 4:45 p.m. - 6:00 p.m. on Mondays after school. Each day the clinic will provide multiple learning stations where the students will be exposed to different fundamentals of the game, rules & etiquette of the game and life skills. Winter months will feature fitness training and golf trivia jeopardy.

**Parent Involvement:** We encourage parental involvement. Please see registration forms for details on how and when to volunteer. No golf experience necessary.

**Transportation:** Transportation to the facility will be the responsibility of each club member.

**Dress Code:** Each golf club member is asked to wear khaki shorts or pants and a collared shirt. Take weather conditions into consideration as most activities will be outdoors.

**Contact Information:** **Instruction:** Name of Local KPGA Professional – Phone Number – Email Address

**School Staff Sponsor:** Name of School Staff Sponsor – Phone Number – Email Address

**Parent Coordinator:** Name of Parent Coordinator – Phone Number – Email Address

**Location:** Name of Facility

Address of Facility

**Informational Parent Meeting:** An informational parent meeting will take place on Monday, August 10<sup>th</sup> at 5:30 p.m. in the library at Name of School. Checks and registration forms will be accepted that evening.





Name of School Golf Club

**Year Round Program Registration Form**

Name of Student: \_\_\_\_\_

Grade: \_\_\_\_\_ Male / Female      Skill Level: Beginner      Intermediate      Advanced

Do you have your own clubs?    Yes    No      If no, then clubs will be provided for you.

Do you have any allergies/special needs? \_\_\_\_\_

Any medication that needs to be taken while on the course? \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Phone #: \_\_\_\_\_      E-mail: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Relationship: \_\_\_\_\_      Phone #: \_\_\_\_\_

Are you available to volunteer? All clinics will be from 4:45 p.m.-6:00 p.m. Please let us know the dates that you will be available to volunteer. Golf skills are not necessary

\*Top performers from the Year Round Program will receive an invitation to participate in a PGA Junior League Middle School Program with other local teams. The program will practice on Thursdays and compete on Saturday afternoons for several weeks beginning in mid-April. The team will be determined by invite only and invitations will be based on skill and sportsmanship. Please check below if your child would be interested in participating in the PGA Junior League if invited. Additional fees would apply for the PGA Junior League.

\_\_\_\_\_ Yes, my child will participate if he/she qualifies.      \_\_\_\_\_ No, my child will not participate.

**Students must sign up with Staff Sponsor Name and parents are asked to return the registration form and payment at the information meeting scheduled for August 10<sup>th</sup> at 5:30 p.m. in the Name of School library.**

**Administrative Use Only**

Club Member: \_\_\_\_\_

Cash \_\_\_\_\_    Check # \_\_\_\_\_    Payment Amount \$ \_\_\_\_\_    Date: \_\_\_\_\_    Staff Initials: \_\_\_\_\_

December 15, 2014

Name of School Administrator

School Name

School Address

Dear Name of School Administrator,

Name of Golf Facility would like to partner with you and Name of School to offer a unique after-school learning opportunity for your students. Golf is a game that offers not only health and wellness benefits but also teaches life skills. The Name of School Golf Club would promote an active, outdoor lifestyle for your middle school students and provide them with the chance to learn both athletic and life skills in a fun and safe environment. It would give Name of Golf Facility the ability to grow the game of golf within our local community.

Enclosed is a copy of all the registration forms, informational flyers and instructional lesson plans for the Name of School Golf Club. All of the program's details are outlined for you in these documents. Our facility would love the opportunity to work with you, your students and your parents to make the Name of School Golf Club become a reality.

Please feel free to contact me if you need any further information or have any questions regarding this endeavor. I am excited about the opportunity to create a golf club at your school and I look forward to hearing from you soon. Thank you for your time.

Sincerely,

Local KPGA Golf Professional Name

KPGA Golf Professional Title

Facility Name

Phone Number

Email Address