

Example of a PGA Jr. League Plan of Action

January & February:

- Register as a Captain of your team on www.pgajlg.com.
- Determine if your facility will be in a CLOSED League (Deadline 3/1) or an OPEN League (Deadline 5/10). If in a CLOSED League, contact the other facilities in your league and confirm the exact # of teams in your league. Contact Kim Shafer with your CLOSED League Information by 3/1. If in an OPEN League, inform Kim Shafer of any team requests that you might have for your league by 5/10.
- Make a list of available dates for team practices and matches for PGA Jr. League... this will make scheduling faster and easier once Leagues are assigned.

March 1st:

- Send All Jr. Golf Info (include PGA Jr. League info) out to members and customers
- Place Signage in all areas of facility and update social media, websites to include PGA Jr. League info

Mid March:

- Send emails to parents of junior golfers about signing up for PGA Jr. League

Mid March – Late April:

- Include PGA Jr. League sign-up info in weekly golf email...start promoting a sign-up deadline/team spots available

Late April:

- Hold Jr. Golf Info & Demo Day (Check Jr. Golfers height for club fitting and sign them up for all summer events)
- Look at sign-up sheet...How Many Teams Do We Need To Have?
- Check sign-up sheet and make phone calls to all parents of junior golfers not yet signed up on the list!!!

May:

- Split junior golfers up into teams ...if spots are available continue allowing sign-ups until teams are full
- As soon as Leagues are assigned, start to schedule matches (shotgun start is ideal)
- Email tentative match schedule!!!
- Maintain communication with Kim Shafer on all League decisions, matches, schedules, etc.

Once teams have been assigned:

- Weekly email sent to teams with upcoming practice reminder & match sign-up reminder...email, social media, text, phone calls are all acceptable

Matches:

- One week before...communicate with other golf professional about match...check in throughout week
- Parents are not always going to respond...it is your job find out if they are participating
- Day before the match...email roster to the other team's golf professional (away matches)
- Day of match...make sure there is a plan for course set up, scorecards, scoreboard...take pictures during match
- Day after match...input match info on PGA Jr. League website, send email to team with match results & pictures

Communicate with your fellow golf professionals!!!

Learn from each match and find small ways to improve the experience!!!