



Dear Volunteer Applicant,

Thank you for your interest in becoming a volunteer with The First Tee of Contra Costa. The mission of our organization is to positively impact the lives of young people by providing learning facilities and educational programs that promote character development and life-enhancing values through the game of golf. In order to fulfill our mission, we need a strong core of dedicated volunteers to help in a variety of ways. The volunteer opportunities in our organization include the following:

- Coach The First Tee Life Skills and Golf Skills Curriculum (1.5-2 hours weekly for 10 weeks)
- Certification assistant (2 hours, 3-6+ times/ year)
- Aid in general office work and database management
- Help with special events
- Support and promote health and fitness
- Become a Mentor
- Golf Buddy (4 hours a month)

**To become a volunteer, please take the following steps:**

**Step 1** Complete, sign and return the Volunteer Application. You can bring, mail, or email the application to Lucio Diaz (lucio@tftccs.org). Program volunteers over the age of 18 will be required to complete a Live Scan finger printing. Minors may have a background check preformed.

**Step 2** Attend one in-person training session per year. By attending clinics and shadowing with a more experienced coach you will be able to experience the seamless application of life skills and golf skills and activity based learning. During training you will review policies and procedures, learn techniques for coaching and managing children, and discuss the Life Skills curriculum.

After fulfilling the above requirements and meeting the qualifications of a The First Tee of Contra Costa volunteer, you will be contacted to arrange an interview with chapter staff to be added to the schedule for the class that is both convenient for you and helpful for our organization.

Once again, thank you for your interest in investing your time at The First Tee of Contra Costa. The Life Skills that we promote make a significant impact on the character development of the children we serve. Such impact would not be possible without the support of volunteers like you, who act as coaches, mentors, and support staff.

Sincerely,

Monica Sanders, LPGA Member



Date received: _____
Date contacted: _____
Date trained: _____
Start date: _____

# THE FIRST TEE OF CONTRA COSTA VOLUNTEER & COACH APPLICATION

Name \_\_\_\_\_ Date \_\_\_\_\_

E-Mail Address \_\_\_\_\_ SSN#(volunteers optional) \_\_\_\_\_

Address \_\_\_\_\_

Street City State Zip  
Home Phone Number (\_\_\_\_) \_\_\_\_\_ Cell Number (\_\_\_\_) \_\_\_\_\_

Work Phone Number (\_\_\_\_) \_\_\_\_\_ Date Of Birth\* \_\_\_\_/\_\_\_\_/\_\_\_\_

Can you be called at work? Y or N \* if under 18, please complete the information at the end of this application

Employer/School Name \_\_\_\_\_ Occupation \_\_\_\_\_

How did you hear about us? Current Volunteer \_\_\_\_ Family/Friend \_\_\_\_ Media \_\_\_\_ Web \_\_\_\_

## EMERGENCY CONTACT INFORMATION

Emergency Contact Name \_\_\_\_\_ Relationship \_\_\_\_\_

Emergency Contact Phone Numbers (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Please circle your answer:

- |   |     |    |
|---|-----|----|
| 1. Do you use illegal drugs?  | Yes | No |
| 2. Have you been convicted of a crime other than a minor traffic offense? | Yes | No |
| 3. Has your driver's license ever been suspended or revoked in any state? | Yes | No |

If you answered yes to any of the above questions, please provide a written explanation with this application. Answering yes to any of the above questions does not necessarily preclude you from participation as a volunteer. The offense and how recently you were convicted will be evaluated in relation to the volunteer position for which you are applying.

We do not accept applicants who have been found guilty or convicted of any type of assault; crimes against children; arson; possession, or use of any drug; or sex related crimes.

## VOLUNTEER OPPORTUNITIES

Present or previous volunteer affiliations and contact names:

\_\_\_\_\_

\_\_\_\_\_

I would like to volunteer in the following areas:

- |                 |                      |                         |
|-----------------|----------------------|-------------------------|
| _____ Coaching  | _____ Special Events | _____ Public Relations  |
| _____ Mentoring | _____ Office Support | _____ Academic Tutoring |

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Can you make a commitment to The First Tee of Contra Costa for at least one year? Yes \_\_\_ No \_\_\_

If not, why? \_\_\_\_\_

When are you able to volunteer? \_\_\_\_\_ How many hours per week? \_\_\_\_\_

Day \_\_\_ Evening \_\_\_ Weekends \_\_\_ \_\_\_\_\_

If you checked coaching, please tell us your golf experience (it can be minimal or substantial):

\_\_\_\_\_  
\_\_\_\_\_

What special skills, licenses, or training do you possess that would be valuable to TFTCC?

\_\_\_\_\_  
\_\_\_\_\_

Are you a PGA or LPGA teaching professional? (circle) Yes No If yes what level \_\_\_\_\_

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REFERENCES

Please list two NON-FAMILY references:

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_

Work Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

---

PLEASE COMPLETE IF UNDER 18

Parent/Guardian \_\_\_\_\_ Relationship \_\_\_\_\_

Address (if different from above) \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

School \_\_\_\_\_ Employer Name \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

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I certify that I have provided true, accurate and complete information on this form to the best of my knowledge. I understand that any false information or omission may be grounds for rejection of my application or volunteer status. I understand that if I am offered volunteer status, I will be required to produce original documents verifying my identity and authorization to work in the United States in compliance with federal law.

Pursuant to my participation as a volunteer, I recognize that there are risks and possible injuries that one may sustain through such participation, including, but not limited to the following:

- (i) being struck by a golf club or golf ball;
- (ii) being struck by a golf cart or other vehicle;
- (iii) falling due to terrain;
- (iv) injuries arising from sports, physical exertion, or activities;
- (v) injuries arising from lightning, heat, cold, rain or other weather related factors; and
- (vi) any other injuries or damages I may sustain as a volunteer.

In return for being permitted to participate as a volunteer, I assume all risks associated with my participation and agree that I, my assignees, heirs, distributees, guardians, legal representatives, and all those claiming through me, release, waive, hold harmless, and agree not to make a claim against or sue The First Tee of Contra Costa or any of its employees, directors, agents, or volunteers, on account of injury or damages resulting from my participating as a volunteer. I have fully and carefully read this release, fully understand its contents, and sign it of my own free will.

I hereby authorize any organization affiliated with The First Tee of Contra Costa to investigate my background as necessary for the consideration of my application. I further authorize all persons, schools, companies, organizations, credit bureaus, and law enforcement agencies to supply all information concerning my background and to furnish reports thereon and I hereby release them and any organization affiliated with The First Tee of Contra Costa from any and all liability and responsibility arising from their doing so.

I certify that the answers given by me to all questions on this application and any attachments are, to the best of my knowledge and belief, true and correct and that I have not knowingly withheld any pertinent facts or circumstances. I understand that any omission or misrepresentation of fact in this application may result in refusal of or separation from volunteer service upon discovery thereof.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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



## Code of Conduct Coach Agreement

### Personal Conduct and Child Protection

#### 1. Personal Appearance:

- Appropriate golf attire is worn during programming
- Wear The First Tee Contra Costa Identification lanyard/name tag
- Coaches are encouraged to wear The First Tee hats and apparel

#### 2. Prohibited Activities:

Employees and volunteers are to refrain from any of the following activities in their contacts with participants in The First Tee of Contra Costa programs:

- Drinking or smoking in the presence of children before, during or after programming
- Swearing or foul language in the presence of children before, during or after programming
- Telling sexual jokes or stories
- “Making eyes at” or giving seductive looks
- Discussions of one’s sex life or relationships
- Sitting too close or lying next to a child
- Finding ways to be alone with a child
- Confiding in a child about personal issues
- Giving gifts
- Engaging in physical “horseplay” such as tickling or wrestling with participants

These activities inappropriate and contradict the core values of our program. Many are often precursors to child sexual abuse and violate the values of The First Tee. Failure to comply with this policy may lead to disciplinary action including termination of service with The First Tee Chapter.

#### 3. Incident Reporting:

Incident Reports are available at each site in the check in binder. Any witness to the actions or suspicions of the below listed items are to be documented in an incident report. All suspicions or allegations of child abuse involving a participant in The First Tee of Contra Costa will be reported to either child protective services or to the Vallejo, Concord, Antioch or Walnut Creek police department. Employees and staff of The First Tee of Contra Costa will report suspicions or allegations of child abuse.

- Safety breaches and injury incidents
- Signs of bullying
- Signs of harassment, sexual and emotional including and not limited to disability, gender, nationality, race or ethnicity, religion, sexual orientation, association with

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a person or group associated with one or more of these actual or perceived characteristics

Employees and staff of The First Tee of Contra Costa will report suspicions or allegations of child abuse to the Chapter Executive Director. The Executive Director will assist the employee or volunteer in filing a report with the appropriate child protection agency for investigation and follow-up. If the alleged abuser is the Chapter Executive Director, the report should be made to the Board Chair. If an allegation of abuse is made against an employee or volunteer of The First Tee of Contra Costa, the alleged abuser will be suspended from his or her responsibilities with Chapter until such time as an investigation exonerates him or her of the allegation.

## Programming Policies/ Procedures

1. Check-in Procedure- It is essential that our chapter keep accurate track of attendance rates, who is attending what class and how often.
  - a. Check-in lists will be provided at each site by class level (Target, PLAYer, Par, Birdie)
    - i. If a name is not listed on check in list be sure to get a participant form signed by the parent before start of class, regardless if the parent says it has already been done or not. This participant form will need to be given to the chapter office by the end of the week.
  - b. Coach/ volunteer will check participants in with a notation of day of the week they participate
2. Lesson Plans and Delivery
  - a. All Classes will be delivered in 3 parts: Warm up/ Icebreaker, Core Lessons & Wrap up/ Bridge to Life
  - b. All Classes will have clearly defined learning objectives. Include at least the first 2 listed below and more if possible (By the end of the class, the student will understand\_\_\_\_)
    - i. Golf Skill Learning Objective
    - ii. Life Skill Learning Objective
    - iii. Core Value
    - iv. Rule of the week
    - v. Etiquette of the week
  - c. Coaches are encouraged to use The First Tee lesson plan templates provided by lead coaches to assistant coaches
  - d. If template is unavailable, please provide staff and volunteers a list, outline or agenda with proposed activities and learning objectives

- e. Lessons must be delivered with high level of energy, be Fun & Seamless and Activity Based.
  - f. Coaches will meet with assistant coaches for a 5 minute briefing prior to start of class
  - g. Good / Better / How must be conducted after each class
3. Assessments and Certification (Lead Coaches Only):
- a. Master Scorecards will be provided by Chapter Office for each class at each site
    - i. This list will be generated from check in lists and participant forms. If there is a student not on the Master Scorecard, notify Chapter office immediately.
    - ii. At the conclusion of week 9 the Master Scorecards will be collected by Chapter Office
  - b. Coaches will include lists of participants who will be advancing
    - i. Certification Requirements – see certification manual, and/or Participant Advancement from one level to the next level – see PLAYer for Life Age Guide.
    - ii. Participants must meet & complete all requirements prior to advancing to next level including Playing Requirement.
    - iii. Participants must be nationally recommended age prior to advancement
    - iv. Participants strongly recommended by a coach to advance prior to this age requirement must submit in **writing reason** for recommendation to the Program Director. Advancing juniors prior to age requirement must be approved by PD.
  - c. Last day is “Participant Recognition Day”. In order to issue the certificates during the 10<sup>th</sup> and final week of programming, the information needs to be completed by promptly and by the deadlines specified.

## Coaches National Training:

### 1. National Training and Coaches Commitments

- a. All coaches are encouraged to attend National Trainings. Prior to a coach attending a National Training, said coach agrees to remain actively coaching in the chapter for a minimum of 3 sessions.
- b. All costs associated with National Trainings will be covered by the chapter. A portion of the initial costs may be paid by the coach to be reimbursed at the end of the third session of active coaching. All costs incurred during the training will

be reimbursed when submitted to the chapter with detailed expense report. Prior to training a list of approved costs and costs that will not be covered by chapter will be provided.

## 2. Coaches- In- Training

a. Coach-in-training post level requirements are due within 6 months of completing the previous level of training. Email the completion document to the Program Director for review and the Program Director will email to Executive Director for signature of approval.

b. The 6-month timeline for setting goal completion dates and completion requirement dates will need to be adhered to, and then forward to the Program Director monthly upon completion of present Level of Coach Training.

c. You must complete pre-registration requirement (coach assessment) and register 45 days in advance of the training to be attended and notify Program Director

## 3. Recognized Coaches:

a. To continue as a Recognize Coach, the minimum C.E.U.'s need to be completed, during the 3-year renewal cycle to remain active in The First Tee Coach Program and must report all C.E.U.'s earned to the Program Director.

## 4. Coach Observations

a. All Life Skill Coaches will be observed by the Program Director, Executive Director or a Recognized coach at a minimum of two times per year; one during spring session and one during fall session.

## 5. Chapter Training:

a. To ensure all coaches and volunteers keep current with curriculum and chapter developments, *it is important that all volunteers and coaches attend a chapter training at least once per year.*

## Schedules

### 1. Payroll (Paid Lead Coaches Only):

a. Professional Golf Instructors need to submit hours on the approved spread sheet for Program Director approval on the 1<sup>st</sup> and 15<sup>th</sup> of each month. Past deadline invoices will be paid at a time and at the discretion of the Executive Director.

### 2. Sick, Vacation or Other:

a. It is the coaches' responsibility to find a replacement coach. If unable to find another coach, first contact site director then Program Director for assistance.



*Failure for any of the above will result in a written 1<sup>st</sup> warning, then a 2<sup>nd</sup> written warning of which a face to face interview will occur with the ED and/or PD, then a 3<sup>rd</sup> warning of which disciplinary action will occur (suspension), and then the 4<sup>th</sup> warning will result in further suspensions and/or dismissal as an active coach with The First Tee of Contra Costa.*

I agree to abide by all coach requirements, responsibilities and standards set forth in this agreement.

Name (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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