



Volunteer Handbook

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About The First Tee of Greater Charlotte

Our Mission:

To 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.

We support our mission through three tiers:

- After-school/Summer Programming
 - There are 6 sites across the greater Charlotte area
- National School Program (NSP)
 - Teaches The First Tee Nine Core Values, The First Tee Nine Healthy Habits, and the game of golf to elementary school age students in their physical education class. NSP is currently in 203 elementary schools in the greater Charlotte area including all 109 Charlotte-Mecklenburg Schools.
- DRIVE Program
 - Brings The First Tee curriculum to other youth serving facilities. The youth leaders of these organizations are given the equipment and trained to teach the curriculum.

Our History:

The First Tee of (Greater) Charlotte was established in 2003 to teach children life skills through the game of golf. The First Tee program is based on The First Tee Nine Core Values that are taught through the character education program: responsibility, respect, honesty, judgment, courtesy, integrity, confidence, perseverance, and sportsmanship. Our Learning Center is adjacent to The Dr. Charles L. Sifford Golf Course at Revolution Park. The First Tee of Greater Charlotte through its partnership with Mecklenburg County Park and Rec, opened its Learning Center in April 2009. The facility includes newly developed practice areas including one practice putting green, two short game practice greens and a full driving range.



After-School & Summer Programming Volunteer FAQ's

What is the time commitment?

Summer Camps= 2.5 hours, After-School programming= 1-1.5 hours (this includes set-up and clean-up help)

Who leads class?

Site Directors, who are trained in The First Tee Coach Program will lead and facilitate each class.

What is the class format?

- **Warm-Up:** The Site Director will do a quick intro of the lesson and then lead an interactive warm up
 - **Volunteer Role: Engage with the kids and encourage them during the warm-up.**
- **Stations:** Typically 3 stations are set up- each one focusing on a golf skill & Life Skill/Core Value. The Site coach will break the kids up into groups and they will rotate through each station.
 - **Volunteer Role: Manage one station.**
 - **1. Introduce yourself and ask each of their names**
 - **2. Briefly go over the Core Value/Life Skill**
 - **3. Explain the golf skill/game and the goal**
 - **4. Be encouraging and enthusiastic!**
 - **5. When the whistle blows, send them to the next station and wait for your next group**
- **Wrap-up/Clean-up:** The Site Director will gather everyone at the end and complete a wrap-up.
 - **Volunteer Role: Clean up your station, returning the equipment in a neat and orderly way.**
- **Good/Better/How:** Post wrap-up, meet with the Site Director and offer him/her feedback on your experience.

NSP Field Trip Volunteer FAQ's

What is an NSP Field Trip?

It is a group of 80-120 kids from one of the local greater Charlotte area schools. We set up 9 stations- each one focusing on a golf skill and a core value. We break the students in 9 groups and they rotate through each station every 12-15 minutes. All field trips are led by TFTGC Director of Instruction.

- **Volunteer Role: you will be assigned to manage one station (with aid from other volunteers). Run the station as you would in regular after-school programming. We ask that you arrive 30 minutes prior to the field trip to help us set up the stations and to get acclimated with your game.**

What is the time commitment?

10:00 A.M. - 12:00 P.M.

What is the location?

The First Tee of Greater Charlotte Learning Center
266a Barringer Drive, Charlotte, NC 28208



Frequently Asked Questions

What is the purpose of The First Tee?

The First Tee is a 501 (c) (3) nonprofit youth development organization. Its purpose is to give young people of all backgrounds an opportunity to develop [through golf and character education] life-enhancing values such as honesty, integrity and sportsmanship.

At what age can a person participate in The First Tee?

Participants of The First Tee need to be between the ages of 5-18. Registration guidelines are based on participant's age during the programming session (spring, summer, fall, and winter)

What is The First Tee Life Skills Experience?

The First Tee Life Skills Experience is used to further enhance and instill the inherent values of the game of golf, and show participants how these values transfer into other aspects of their lives.

What happens if the weather threatens our ability to hold class?

The First Tee of Greater Charlotte will make every effort to hold programs. Classes will only be cancelled if the course is closed due to inclement weather, the weather forecast predicts weather that can put participants in danger or there is a reason to believe that the entire class will be rained out. If classes are cancelled, Site Directors will communicate to volunteers via email. Notifications will also be posted on our Facebook page.

How does a participant advance to the next level?

See page 6 for information on how participants advance to the next level.

What do participants need to bring and wear? Do they need to own golf clubs?

We require all participants to wear closed toes sneakers or golf shoes. Denim is not permitted and collared shirts are encourage at all locations and **required** at our Fort Mill and Springfield locations. Participants are welcome to bring their own equipment. If participants do not have clubs, we can provide any equipment necessary to use during the duration of a class. Participants are encouraged to bring a water bottle and wear sunscreen. Participants are also required to bring their yardage book to class which they will receive on the first day of class.

What are the drop off and pick up procedures?

We ask that all parents/guardians sign in their participant prior to the start of each class instance and sign your child out at the end of each class instance. Site Directors will begin and end all classes on time as scheduled.

What is "Car Talk"?

Car talk is an email that will go out at the beginning of each week of programming that will summarize the skills and topics to be covered in class in the week to come.



The First Tee of Greater Charlotte Program Locations



The First Tee of Greater Charlotte Learning Center
Dr. Charles L. Sifford Golf course at Revolution Park
2661 Barringer Drive
Charlotte, North Carolina 28208



Charles T. Myers
Golf Club

Charles T. Myers Golf Club
7817 Harrisburg Rd, Charlotte, NC 28215



Highland Creek Golf Club
7101 Highland Creek Pkwy, Charlotte, NC 28269



Emerald Lake Golf Club
9750 Tournament Drive, Matthews, NC 28104



Springfield Golf Club
639 Hambley House Ln, Fort Mill, SC 29715



Fort Mill Golf Club
101 Country Club Dr., Fort Mill, SC 29715



Risk Management

- **Dress Code:** Appropriate golf attire (please wear a collared shirt, no denim, and men should remove hats when inside the building).
- **Code of Conduct:** Participants learn The First Tee Code of Conduct- please review it and abide by this as well. Code of Conduct can be found on page 10.
- **Awareness:** Please be aware of your surroundings. Alert your Site Director if you see anything/anyone suspicious on the course.
- **Actions & Conversations:** Participants should be in pairs or groups at all times (i.e. you should never be alone with a child; stick to “high fives” only; no photos should be taken with your personal phone). Please keep all conversations with participants appropriate (i.e. no sexual jokes, discussions, or foul words).
- **Discipline:** Use the Core Values guide for teaching good behavior. If a child is acting out, please alert your Site Director immediately. Site Directors will handle all disciplinary action with participants and parents.
- **Incident Reports:** In the event that a participant gets hurt, please alert your Site Director. All courses are equipped with First Aid Kits. Call 911 if necessary. Your Site Director may ask you to help complete the incident report and speak with the parent.



What is Certification?

The First Tee wants everyone who completes The First Tee program to have acquired basic golf skills and to be able to demonstrate certain fundamental life skill concepts – such as interpersonal communication and the importance of rules and etiquette. At the end of each level of the program – PLAYer, Par, Birdie, Eagle, and Ace – *participants will go through a Certification Process testing and evaluating participants' understanding of and ability to apply what was taught.* Upon successful completion of the certification process, participants will be promoted to the next level of the program.

THE FIRST TEE OF GREATER CHARLOTTE CERTIFICATION REQUIREMENTS

5 General Requirements	PLAYer	Par	Birdie	Eagle
	Core Lessons 1-9	Core Lessons 10-15	Core Lessons 16-21	Core Lessons 22-27
The First Tee Life Skills Application	Respect Confidence Honesty Judgment Integrity Sportsmanship Responsibility Courtesy Perseverance	GAME Meeting & Greeting 3 Tips for Having Fun 4 Rs Personal Par	Dreams & Goals Important & Positive Goal Specific & Under Your Control Different Types of Goals Goal Ladder STAR	Wellness Go-To Team Appreciating Diversity CARE Go-To Person Planning for the Future
① The First Tee Lesson Exposure	Minimum of ONE session (spring, summer, or fall)	Minimum of TWO sessions (spring or fall)	Minimum of TWO sessions (spring or fall)	Minimum of TWO sessions (spring or fall)
② Age	9 or older	9 or older	12 or older	12 or older (must be 14 to enroll in Ace)
③ Yardage Book	Completed and turned into site coach	Completed and turned into site coach	Completed and turned into site coach	Completed and turned into site coach
④ Written Applications				
The First Tee Life Skills Knowledge	>= 10/12	>= 15/18	>= 20/24	>= 25/30
The First Tee Golf Skills Knowledge	>= 8/10	>= 12/15	>= 16/20	>= 20/25
Nine Healthy Habits Application				Three PLAYer Development Plans Completed and Submitted to Coach
⑤ The First Tee Golf Skills Application				
Playing Requirement <i>(scorecards turned into site coach)</i>		One 9-hole round under 72 (1,500-1,900 yards)	5 9-hole rounds under 54 (1,900-2,500 yards)	10 18-hole rounds under 103 (5,000-6,000 yards)
Putting	9-holes Fast/Safe/Courteous	9 holes Maximum of 27	9 holes Maximum of 21	9 holes Maximum of 18
Chipping		3 holes (up & downs) Maximum of 12	6 holes (up & downs) Maximum of 21	9 holes (up & downs) Maximum of 27
Full-Swing (Greens)		2 of 6 balls land on the green	3 of 6 balls land on the green	4 of 6 balls land on the green
Yardage for 9-10 year old		35 yards	N/A	N/A
Yardage for 11-12 year old		50 yards	50 yards	65 yards
Yardage for 13+ year old		75 yards	75 yards	100 yards
Full Swing (Fairways)		2 of 6 balls land in the fairway	3 of 6 balls land in the fairway	4 of 6 balls land in the fairway
Yardage for 9-10 year old		75 X 20 yards	N/A	N/A
Yardage for 11-12 year old		100 X 25 yards	100 X 25 yards	130 X 34 yards
Yardage for 13+ year old		150 X 38 yards	150 X 38 yards	170 X 44 yards

Certification is conducted in Week 9/10 of PLAYer, Par, Birdie, & Eagle Classes. For questions regarding the Certification Process, contact Brittney Cross at bcross@thefirstteegreatercharlotte.org



The First Tee Nine Core Values

The First Tee has established Nine Core Values that represent some of the many inherently positive values connected with the game of golf. By participating in The First Tee, young people are introduced to these core values which are incorporated throughout the program. Parents are encouraged to reinforce these behaviors by talking about them, what they mean and what these behaviors can look like at home.

Honesty- the quality or state of being truthful; not deceptive

“Golf is unique from other sports in that players regularly call penalties on themselves and report their own score.”

Integrity- strict adherence to a standard of value or conduct; personal honesty and independence
Golf is a game of etiquette and composure. Players are responsible for their actions and personal conduct on the golf course even at times when others may not be looking.

Sportsmanship- observing the rules of play and winning or losing with grace

Players must know and abide by the rules of golf and be able to conduct themselves in a kind and respectful manner towards others even in a competitive game.

Respect- to feel or show deferential regard for; esteem

In golf it is important to show respect for oneself, playing partners, fellow competitors, the golf course, and for the honor and traditions of the game.

Confidence- reliance or trust. A feeling of self-assurance

Confidence plays a key role in the level of play that one achieves. Players can increase confidence in their abilities by being positive and focusing on something they are doing well regardless of the outcome.

Responsibility- accounting for one’s actions; dependable

Players are responsible for their actions on the golf course. It is up to them to keep score, repair divots, rake bunkers, repair ball marks on the green, and keep up with the pace of play.

Perseverance- to persist in an idea, purpose or task despite obstacles

To succeed in golf, players must continue through bad breaks and their own mistakes, while learning from past experiences.

Courtesy- considerate behavior toward others; a polite remark or gesture

A round of golf should begin and end with a handshake between fellow competitors. Players also should be still and quiet while others are preparing and performing a shot.

Judgment- the ability to make a decision or form an opinion; a decision reached after consideration

Using good judgment is very important in golf. It comes into play when deciding on strategy, club selection, when to play safe and when to take a chance, the type of shot players consider executing, as well as making healthy choices on and off the golf course.



The First Tee Nine Healthy Habits

The First Tee Nine Healthy Habits were created through a collaboration among The First Tee, ANNIKA Foundation and Florida Hospital for Children to promote healthy, active lifestyles for young people.

Physical:

Energy

It is important to understand and make healthy choices about when to eat, how much to eat, and the types of food and drinks to provide the body with the most useful energy.

Play

A variety of energizing play can help the body stay strong, lean and fit, and be fun in the process. Sleep and other forms of “re-charging” allow one to engage in play on a daily basis.

Safety

Physical safety includes playing in a safe environment and by the rules, protecting the body with proper equipment, warm-up and cool-down and wearing sun protection.

Emotional:

Vision

In order to make the most of one’s unique gifts – talents, characteristics and abilities – an individual needs to learn from the past, value the present, create their vision and future to ultimately “leave a footprint.”

Mind

The mind is a powerful tool for health. One’s mind influences his/her emotions and behaviors and can be utilized for self-improvement, building confidence and maintaining perspective.

Family

When family members participate in activities together – share meals, communicate and establish roles and responsibilities – they are more likely to be successful in achieving their health-related goals.

Social:

Friends

Maintaining healthy relationships includes surrounding one’s self with friends and supportive people, while effectively handling challenging situations, including bullying and navigating the digital age with social media.

School

Success in school - learning, building relationships and contributing to the school environment - leads to success in other areas of life.

Community

Like the health of one’s body, it is important to also explore the health of one’s community and discover how one can give back and care for its environment and safety.



The First Tee Code of Conduct

Respect for Myself

- I will dress neatly and wear golf or athletic shoes.
- I will always try my best when I play or practice.
- I will keep a positive attitude and catch myself doing something right regardless of the outcome.
- I will be physically active, eat well, get enough sleep, and be safe so I can stay healthy.
- I will be honest with myself, including when I keep score and if I break a rule.
- I will use proper etiquette and maintain my composure even when others may not be watching.

Respect for Others

- I will follow all instructions and safety rules.
- I will keep up with the pace of play on the golf course.
- I will be friendly, courteous and helpful.
- I will remain still and quiet while others are playing and have fun without being loud and rowdy.
- I will be a good sport toward others whether I win or lose.
- I will encourage others to be safe and physically active.

Respect for my Surroundings

- I will keep the golf course and practice areas clean and in as good or better shape than I found them.
- I will clean and take care of my and others' golf equipment.
- I will be careful not to damage anything that belongs to others.



Get Involved!

Your involvement can directly affect not only the success of our programs, but the success of our young people. Get involved today and make a difference. Volunteers act as assistant coaches teaching life skills, core values, and golf skills. Golf knowledge is not required to work with beginning levels! Complete a volunteer application today at www.thefirstteegreatercharlotte.org, click on "Volunteer."

Participate!

Youth ages 5-18 may register online for after-school programs and summer camps. We believe that the game of golf provides a platform to encourage core values and healthy choices. The First Tee Life Skills Experience is one of the unique features that differentiates The First Tee from other youth enrichment and junior golf programs. It helps young people develop character by focusing on Nine Core Values. Register online at www.thefirstteegreatercharlotte.org, click on "Register."

Donate!

Your gift is an investment in young people who represent 100% of the future. The First Tee of Greater Charlotte Annual Fund helps bridge the gap between the cost to deliver programs and to attend Life Skills Experience classes. Scholarship assistance is available to families who qualify.

- Consider making an individual gift
- Double your gift through your company's matching gift program
- Donate new or used golf equipment

Go online to www.thefirstteegreatercharlotte.org, click on "Donate."



Volunteer Notes

ARRIVAL TIME: 4:15pm

CLASS LEVEL: PLAYer

GOLF SKILL: Distance response, Target Awareness

LIFE SKILL: Self-Management

CORE VALUE: Respect & Courtesy

HEALTHY HABIT: Safety- Emphasize the importance of staying well hydrated. Make sure water is available. Use sunscreen. Wear appropriate clothing according to weather conditions. Good footwear, hats.

STATION ONE: Talk about order of play and where to stand to be safe. Have the kids roll the ball first with their hands to get the idea of farthest away going first after everyone tees off. The lowest score goes first on the next hole. Once they get the idea of the order of play, have them use the putter. Ask them what happened when they rolled the ball using an arm swing that was really long and fast. Now we have a putter which can exert a great deal more power into the ball. How big of a swing do you need now?

PAGE 10 in YARDAGE BOOK.

STATION TWO: Bulls-eye chipping. Set up two Snag bulls-eye targets approximately 15 feet from the tee box. Break up into two teams. Each team will have its own set of snag balls.

Demonstrate the Y-chip-Y chipping technique. Allow each participant to make practice shot before beginning the game. Every time a snag ball strikes the bulls-eye target, the student receives a tee. At the end of the game, the team that has accumulated the most tees wins.

STATION THREE: Full swing on the range: Introduce the correct grip to each student, making sure that they understand how the placement of the hands on the club can affect the direction of the shot.

Emphasize an athletic posture with the feet about shoulder-width apart, with good knee flex. Bend far enough from the waist so that the arms hang down freely from the shoulders. Show how the golf club is swung in a wide arc by turning the shoulders 90 degrees on the back swing and finishing with the belt buckle pointing at the intended target. Stress the importance of good balance.



How Do I Become a Volunteer?

All volunteers (new and existing) should visit the new Volunteer page on our website to:

1. Complete the online Volunteer Application (2 parts)
2. Complete the Secure Background Check
3. Sign up for Volunteer Training (if applicable - encouraged for all new volunteers)
4. Sign up for Volunteer Opportunities

