***Gator Junior Golf Association***

***Lead Instructor Policies and Procedures***

Meeting Date:

None for summer

Contact:

 Max Meier- 561-719-8578

***I. Applying for Paid Position- by selection only***

 A. Read this document and complete the quiz on the Coach Portal under Lead Instructor Onboarding

 B. Read the “How to set up for classes” document on the Coach Portal under Lead Instructor Onboarding carefully

***II. Availability and Attendance***

 A. After reading this document and completing the quiz, Max will reach out to you about your schedule

 B. You will be emailed, within 7 days, the classes to which you have been assigned

 1. You are not guaranteed your top preferred class, but you are guaranteed at least one of your top three preferred classes. We will do the best we can to accommodate your requests.

 2. Once you are texted your class assignments, please confirm as soon as possible so we can complete our staff schedule.

 C. Attendance Policy

 1. If you are unable to attend a class, **you are responsible for finding coverage**. All staff phone numbers are available on the Coaching Schedule sent out at the beginning of the season. Only Lead Instructors can cover your classes. Make sure to send your substitute any lesson plans that are not on the syllabus or weekly lesson plan.

 2. If you absolutely cannot find coverage for a class, let Max know and provide a valid reason for missing the class. **You are allowed only three no-call-no-shows before dismissal from the program.**

 3. You are responsible for setting up for your classes. You can either set up the class yourself (using the document on the Coach Portal under Lead Instructor Onboarding) or call in one of your assistant instructors to set up. A volunteer cannot lead set up for class on his own, but can be called in to help an assistant instructor. If you have an assistant instructor set up the class for you, you MUST provide clear instructions on how to set up, and YOU are ultimately responsible for the class’s being set up. Set up will take about 90-100 minutes if you are alone, or about 60 minutes if you have someone helping you.

 4. You are ultimately responsible for cleaning up after class. Either you can clean or you can have your assistant/volunteers clean. Just note that you are ultimately responsible for complete cleanup of the class.

***III. Class Responsibilities***

 A. Your number one priority during class is **safety.** You should delegate this responsibility to volunteers to maintain, though you are their supervisor.

1. Students should be sitting down in chairs before the class begins.

 2. Students should be standing, with their clubs in **safety/cane position** whenever they are not swinging a club.

 3. During lecture, students should be listening attentively, actively engaging, and holding their clubs in safety position.

 4. During practice, if students are not actively swinging, they should be standing outside the **safety zone** (represented by orange cones).

 5. During practice, if students are actively swinging, they should be standing within their assigned station (represented by blue cones). No more than one student should be in a station at once.

 6. If students ask to use the restroom, you should ask if their parent is present. If a parent is present, bring the student to the parent and ask him/her to escort the student to the restroom. If a parent is not present, ask a volunteer to take the student to the restroom. Volunteers should not enter the restroom with the student: simply walk the student to the restroom and wait outside.

 7. If students ask to get water, ask a volunteer to escort them to the water cooler and back to their station when they are done.

 8. If a student says he is ill or appears ill, find the parent immediately and inform them. If a parent is not present, have a volunteer take the student to a shaded area and provide water and a wet rag.

 9. At the end of class, make sure students do not leave unless they have been properly checked out. An assigned instructor should be coordinating checkout, but if a student is wandering off, make sure they sit back down.

 C. Your second responsibility is connecting with parents before, during, and after class. Parents are our primary focus, as they make the final transactional decision. Find out their first names, their jobs, their hobbies, etc. Our goal is to retain them as clients in the future.

 D. Your third responsibility is to make sure students are actively engaged in class. Parents watch their children extremely closely, and as caretakers and educators we should be maintaining their interest, for both the sake of the student and of the parent.

 E. Your fourth responsibility is to keep everyone on task and focusing on the lesson plan.

 D. Your fifth responsibility is to maintain adequate supplies of balls, tees, and anything else the children or instructors need.

***IV. Lectures***

 A. Lectures should be brief (less than 5 minutes [less than 2 minutes for Pee-Wee]). Lecture should be straightforward and provide information in a concise and simple manner. Always start the class **on-time** and begin by introducing what the class is going to do and warming-up. Warm-ups include reviewing last week’s lesson, stretching, and discussing the core value. After warm-up, the lecture begins.

 B. Lectures should be interactive and engaging. Ask the students questions and make sure even the quiet students answer questions consistently. Reward the students for correct and even incorrect answers. Answers are never “incorrect”- just spin the answer in a way to make it sound correct. For example, if you ask what the “G” in “GASP” stands for and a student says “Lettuce”, say, “Close! It’s grip. Good job though, my friend.”

 C. Always review the prior week’s lecture before introducing new concepts. Don’t just jump right into new concepts with reviewing. Likewise, recap at the end of the practice session. So…review last week’s concepts, introduce new concepts, have the students practice at their stations, and then recap the new lessons introduced.

 D. During applications (games), make sure students are excited and encouraging each other. Have them high-five/shake hands after the game. Keep the game exciting and lighthearted.

 E. At the end of the class, all students should be brought together. During the wrap-up session, the lead will recap the lesson learned during class and then foreshadow next week’s lesson. He will also hand out any necessary documents.

 F. Remember the 5 components of EVERY class: Warm-up, Lesson, Practice, Application, Wrap-Up.

***IV. Dress Code***

 A. Men should be wearing a uniform shirt, tucked in, and golf shorts or pants. Golf shoes, athletic shoes, or sneakers are allowed. Belts are required. Socks are required. Name tags will be provided.

 B. Women should be wearing a uniform shirt (tucking it in is optional), and golf shorts, skorts, or pants. Golf shoes, athletic shoes, or sneakers are allowed. Socks are required. Name tags will be provided.