***Gator Junior Golf Association***

***Volunteer Policies and Procedures***

Meeting Date:

None for summer

Contact:

 Max Meier- 561-719-8578

***I. Registering to Volunteer***

 A. Complete Volunteer Application

 B. Complete AAUU Membership

 C. Email compliance for reimbursement

 D. Read this document and complete the online quiz

 E. Submit availability form online

***II. Availability and Attendance***

 A. After reading this document and completing the quiz, submit the availability form available online

 B. You will be texted, 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 volunteer schedule.

 C. Attendance Policy

 1. If you are unable to attend a class, please text Max one week in advance of the class. It is not necessary to let the Lead Instructor for the class you are attending know that you will be absent, since he does not schedule volunteers.

 2. Max will text you on Thursday to confirm that you are attending the class for which you are assigned that week. This is simply to confirm that we will have adequate staffing in case you forgot to text him that you will be absent that week.

 3. Please arrive for your class fifteen minutes in advance. This allows time for your Lead Instructor to provide debriefing for the class.

 4. Be prepared to stay no more than fifteen minutes after your class, in case your Lead Instructor needs help cleaning or concluding the class. You are not required to stay more than fifteen minutes after your class ends.

***III. Class Responsibilities***

 A. Your number one priority during class is **safety.**

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, inform your supervisor and take the student to the restroom personally. You 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, escort them to the water cooler and back to their station when they are done.

 8. If a student says he is ill, inform your supervisor immediately. If a student appears ill, inform your supervisor immediately.

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

 B. Your second 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.

 C. Your third responsibility is to reiterate the instructor’s lessons, which should be communicated clearly before class during the debriefing session. Focus only on the lesson plan of the lead instructor. The lesson plan will be sent via email before class.

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

***IV. Dress Code***

 A. Men should be wearing a blue or white polo shirt, tucked in, and golf shorts or pants. Golf shoes, athletic shoes, or sneakers are allowed. Belts are required. Socks are required.

 B. Women should be wearing a blue or white polo shirt (tucking it in is optional), and golf shorts, skorts, or pants. Golf shoes, athletic shoes, or sneakers are allowed. Socks are required.

V. Expectations

 A. For any issues related to scheduling or else, please contact Max.

 B. Be respectful to your lead instructor and assistant instructor. They are your direct supervisors during class. Help them with anything they need.

 C. If you need forms signed, please bring them to your lead instructor.

 D. We are always looking to promoting volunteers like yourself to instructor, which is a paid position! Let Max know if you are interested in this position so he can observe you during class. We will be watching all of our volunteers for outstanding performance, but letting us know you are interested will help us!

 E. If you have any concerns or issues at all, please do not hesitate to contact Max.