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**2020 Volunteer Handbook**



Property of First Tee® of Pikes Peak

To our much appreciated volunteer,

We would like to thank you for your interest in First Tee® of Pikes Peak. As a part of this Chapter, you are given the opportunity to make a lasting impact on the lives of countless young people in the Colorado Springs area.

As a mentor and role model for our participants, it is extremely important that you are able to not only teach, but demonstrate the Nine Core Values of The First Tee®. These include: Honesty, Integrity, Perseverance, Judgment, Responsibility, Respect, Courtesy, Confidence, and Sportsmanship. First Tee® of Pikes Peak has very high expectations for its volunteers and we know that you will represent our program well. In return, the staff of First Tee® of Pikes Peak will ensure that you are treated with the utmost respect and support during your time.

Regardless of your passions or skills, there are plenty of areas within the program to make a significant impact. First Tee® of Pikes Peak needs caring and committed volunteers in everything from administrative tasks to coaching participants and all areas in between. If you feel that you have something to offer the program that is not listed in the Volunteer Application, please contact a staff member to make them aware of your desire to help.

We believe that it’s our amazing volunteers that make this program great, and we are very thankful to have you as a part of our team. With your help, we can have a long lasting positive impact on the lives of many young people in this city.

Sincerely,

Emily Smith, LPGA

**Director of Golf and Education**

**About First Tee®**

First Tee® is a nationwide youth sports/educational program started in 1997 and now operates approximately 200 chapters. These chapters span more than 700 locations in all 50 states with over 300,000 kids participating in chapter programs. First Tee® uses golf as a platform to help young people ages 5-18 develop life-enhancing values. The organization’s mission statement is provided below.

**First Tee® Mission**

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

**About First Tee® Nine Core Values™**

First Tee® uses the game of golf to instill life-enhancing values to its participants. The following Nine Core Values™ represent the major character traits that we aim to pass on to our participants: Honest, Integrity, Perseverance, Judgment, Responsibility, Respect, Courtesy, Confidence, and Sportsmanship. Many of these values are inherent in the game of golf, which is why First Tee® of Pikes Peak couples top quality golf instruction with great mentorship to pass along these critical life skills.

**Programs**

First Tee® Program is based on four levels of certification. Every First Tee of Pikes Peak participant must start at the first level, titled “PLAY*er”*, before graduating to the Par, Birdie, Eagle, or Ace levels. As students progress in the program, they are presented with opportunities to grow in both their golf-skills and Life-Skills with more challenging opportunities presented at each level. This graduated programming is designed not to be a race to the finish, but instead a process to guarantee that every student receives appropriate education about how to be successful on and off the golf course. Benefits of membership include:

* Established golf and life skills curriculum taught by trained instructors
* Practice privileges at Valley Hi Golf Course
* Reduced rate for greens fees at Valley Hi
* Access to First Tee® of Pikes Peak Indoor Learning Center
* Designated practice times
* Use of golf equipment at no additional cost
* Opportunity to qualify for First Tee® National Academies
* College Scholarship Opportunities through First Tee® Scholars Program

All members and guests are expected to abide by First Tee® Code of Conduct:

Respect for Self • Respect for Others • Respect for Surroundings

**Life Skills Experience Program**

First Tee® of Pikes Peak offers year-round instruction for First Tee participants. During the summer months, one week golf camps, three and six week summer programs are offered. Participants also have the option of participating in supervised “open practice” sessions and Play Days throughout the summer. The remaining seasons of the year offer six week after school programs.

Programming levels include: Tiny Tees, Teens, PLAY*er*, Par, Birdie, and Eagle. As previously mentioned, participants must pass all of the requirements to become certified at their current level before enrolling in more advanced programming.

**In School Programs**

First Tee® of Pikes Peak also offers in school programming to introduce the game of golf and our core values to students who might not otherwise have access to equipment or a place to play. We try to work within a schools existing class schedule – usually a physical education class – to get real golf clubs into the kids hands. We bring all our own equipment – all we ask is everyone keeps an open mind and gives golf a chance. These classes are a three week, condensed version of the Life Skills six week programming. We visit the same students each visit and go over a different component of the golf game and core value each visit. All these visits are done at no charge to the schools.

Interested students who participate in each session will receive a certificate good for a free session of our Life Skills Experience Programming.

**Youth Development Organizations**

First Tee® of Pikes Peak proudly partners with other youth development organizations to offer an introduction to the game of golf. Not everyone has access to golf equipment or courses. We do not believe financial barriers should be a deterrent to anyone wanting to play golf. We offer access to our facilities – the Learning Center or at Valley Hi Golf Course – to groups for special events or outings. As always, there is no charge for these groups to use our facilities.

**Special Events**

First Tee® of Pikes Peak participates in a number of events throughout the year. Examples include school expo’s, fundraisers, and charity golf tournaments. Reaching participants and introducing them to First Tee® programming is at the heart of what we do.

**Golf and Life-Skills Curriculum**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Level** | **Tiny Tees, PLAYer A & B, Teen** | **Par Level** | **Birdie Level** | **Eagle Level** |
| **Minimum Age** | Tiny Tee- 5, A-7, B-8, Teen-12 | 9 | 12 | 13 |
| **Experience** | No golf experience/Beginner | Beginner | Intermediate Must be Par Certified | Advanced Must be Birdie Certified |
| **Life Skills** | -Honesty  -Integrity  -Sportsmanship  -Respect  -Confidence  -Responsibility  -Perseverance  -Courtesy  -Judgment | -First Tee Code of Conduct  -Meeting and Greeting  -Three tips for having fun  -Staying Cool | -Goal setting  -4 guidelines for reachable goal  -Specific  -Under your control  -Goal ladders  -S.T.A.R | -Self-Management  -Goal setting  -Resilient skills  -Wellness |
| **Instruction** | -Safety  -Golf course etiquette  -Putting skills  -Driving range  -Irons  -Woods  -Score keeping  -Golf terminology  -Basic rules  -Course play 3-6-9 holes | -Safety  -Golf course etiquette  -Putting skills  -Driving range  -Irons  -Woods  -Full swing  -Chipping  -Pitching  -Score keeping  -Golf terminology  -Course play 9 holes | -Putting  -Irons  -Woods  -Full swing  -Chipping  -Pitching  -Bunker shots  -Score keeping  -Course play 9 holes  -Golf terminology  -Rules | -Putting  -Irons  -Woods  -Full swing  -Chipping  -Pitching  -Bunker shots  -Fade  -Draw  -Score keeping  -Course play 9 holes  -Golf terminology  -Rules |
| **Evaluation** | -Written evaluation  -Golf skills evaluation  -3-6-9 hole | -Written life skills  -Golf knowledge evaluations  -Golf skills evaluation | -Written life skills  -Golf knowledge evaluations  -Golf skills evaluation | -Written life skills -Golf knowledge evaluations  -Golf Skills evaluation |

**STUDENTS ARE EXPECTED TO: LESSON OBJECTIVES:**

**-** Abide by First Tee® Code of Conduct - Fundamental golf skills,

- Be on time - Building values, USGA rules,

- Listen carefully to Coaches, Staff and Volunteers etiquette of the game

- Wear golf shoes or sneakers to class

**First Tee of Pikes Peak Volunteer Position Descriptions**

First Tee® of Pikes Peak is always looking for high quality volunteers in the areas of programming, academic assistance, and special events. The broad range of volunteer opportunities guarantees that anyone can contribute their strengths.

**Programming Positions**

**First Tee® Certified Coach**

**Team or Department**

Programming Team

* Reports to Emily Smith, LPGA Director of Golf and Education
* Works with Executive Director, Outreach and Volunteer Coordinator, coaching team, and other volunteers

**Description of Role**

This position is for highly committed volunteers interested in long term service with First Tee® of Pikes Peak. All First Tee coaches are actively enrolled in First Tee® Coach Program and attend network training over a period of 3-4 years. An individual interested in leading classes and dedicating more than 75 hours a year to instruction should consider this volunteer opportunity.

**Primary Responsibilities**

* Leads educational efforts for First Tee golf and Life Skills programs
* Responsible for the safety of all participants
* Must attend required network training sessions
* Coordinates with Director of Golf and Education to plan and implement programming
* Assists in chapter tournaments and 9-hole play days
* Acts as rules official for events
* Builds strong relationships with participants and their families
* May be asked to perform additional duties not listed

**Secondary Responsibilities**

Coaches are expected to uphold the mission and values of First Tee® of Pikes Peak. This includes a commitment to The Nine Core Values of First Tee®, and a dedication to setting a good example for all First Tee participants.

**Skills & Experience**

Coaches must be fun, high energy and have a passion for working with youth. Someone who is outgoing, patient and people-oriented will likely make the best coach. Experience in teaching the game of golf and/or childhood education is preferred.

**Time Commitment**

Coaches are responsible for assisting with all programming (see Programming Schedule). First Tee® Coaching positions require network training over a 3-4 year period and will require more than 75 hours of instruction per year.

**First Tee® Assistant Coach**

**Team or Department**

Programming Team

* Reports to Emily Smith, LPGA Director of Golf and Education
* Works with Executive Director, Outreach and Volunteer Coordinator, coaching team, and other volunteers

**Description of Role**

Assistant Coaches are responsible for helping First Tee® Coaches carry out golf and Life Skills programming. They are directly involved with teaching the juniors and are responsible for setting-up and tearing-down events and programs.

**Primary Responsibilities**

* Assist in delivering golf and Life Skills programs
* Help with set-up and clean-up
* Responsible for building strong relationships with participants and their families
* May be asked to perform additional duties not listed

**Secondary Responsibilities**

Assistant Coaches are expected to uphold the mission and values of First Tee® of Pikes Peak. This includes a commitment to The Nine Core Values of First Tee®, and a dedication to setting a good example for all First Tee participants.

**Skills & Experience**

Assistant Coaches should be fun, high energy people with a passion for working with youth. Someone who is outgoing, patient and people-oriented will likely make the best coach. Experience in junior golf is a bonus, but not a requirement for this position.

**Time Commitment**

All assistant golf coaches are asked to commit to at least one program per week. Programs vary in length from 1-3 hours and it is expected that volunteers will be there from set-up to clean-up. This suggests a total monthly requirement of 5-15 hours per month.

**Special Event Positions**

**Team or Department**

Programming Team

* Reports to Emily Smith, LPGA Director of Golf and Education
* Works with Outreach and Volunteer Coordinator and other volunteers

**Description of Role**

During in school programming and other outreach events for First Tee® of Pikes Peak, volunteers in this position are representing First Tee with a positive attitude, show enthusiasm for what we do, and have a willingness to talk to potential participants. They are responsible for setting-up and tearing-down events.

**Primary Responsibilities**

* Pass out brochures, flyers, and merchandise related to First Tee programming and Learning Center
* Answer questions from event visitors related to First Tee® of Pikes Peak
* Helps The First Tee® of Pikes Peak staff with set-up and clean-up of the event
* May be asked to perform additional duties not listed

**Secondary Responsibilities**

Special event volunteers are expected to uphold the mission and values of First Tee® of Pikes Peak. This includes a commitment to The Nine Core Values of First Tee®, and a dedication to setting a good example for all First Tee participants.

**Skills & Experience**

Special event volunteers should be fun, high energy people with a passion for working with youth. Someone who is outgoing, patient and people-oriented will likely make the best special event volunteer.

**Time Commitment**

Because special event volunteers are only required during events, the time commitments for this position are inconsistent. On event days however, volunteers can expect to spend approximately 3 ~ 5 hours assisting with the event.

**Volunteer Policies and Procedures**

The following policies and procedures help ensure consistent administration of our Volunteer program.

**Background Check:** All volunteers must pass a background check to be eligible to work with First Tee® of Pikes Peak. The costs of these checks are paid by the volunteer. Renewed background checks are required every 2 years.

**SafeSport:**

First Tee is committed to fully complying with all elements of The Protecting Young Victims from Sexual Abuse and SafeSport Authorization Act of 2017 (the “Act”), which was enacted to curtail and prevent abuse found at various youth sports organizations by elevating the standard of care by which sports organizations must act. As part of its compliance efforts associated with the Act, First Tee adopted the following SafeSport Policy for itself and all chapters.

To educate Covered Individuals and relevant individuals on Misconduct, the requirements of the Act, and First Tee’s Safe Sport Policy, all Covered Individuals must participate in First Tee’s education and training program before they shall be permitted contact with athletes. In addition, to ensure compliance as an ongoing concern, all Covered Individuals shall be retrained annually. First Tee shall regularly monitor and verify the successful completion of education and training programs of the relevant individuals.

**First Tee SafeSport Prevention Policies**

**January 2020**

**REQUIRED PREVENTION POLICIES**

First Tee and its chapters are committed to creating and maintaining a safe and welcoming environment for amateur athletes, children, and all participants affiliated with the organization. As recent events have shown, youth sports can be a high-risk environment for misconduct, including, but not limited to, child physical and sexual abuse. First Tee adamantly opposes all forms of abuse. As such, it is imperative that all persons involved with First Tee actively participate in the protection of youth. To that end, First Tee is committed to fully complying with all elements of The Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017 (the “**Act**”), which was enacted to curtail and prevent abuse found at various youth sports organizations by elevating the standard of care by which sports organizations must act.

As part of our compliance efforts associated with the Act, effective immediately, First Tee hereby adopts the following Prevention Policies for itself and all chapters as guidelines to promote appropriate behaviors and activities. These Policies relate to the following areas:

* One-on-one Interactions, including meetings and individual lessons (First Tee is required to establish reasonable procedures to limit one-on-one interactions)
* Bathrooms and changing areas
* Social media and electronic communications
* Local travel
* Chapter travel/Participant Opportunities

Application

These Policies shall apply to the following categories of adults:

1. Adults who have regular contact with participants who are minors
2. Any adult authorized by First Tee to have regular contact with or authority over a participant who is a minor
3. Adult staff, all volunteers and board members of First Tee.

**POLICIES FOR ONE-ON-ONE INTERACTIONS**

The majority of child sexual abuse is perpetrated in isolated, one-on-one situations. By reducing such interactions between children and adults, programs reduce the risk of child sexual abuse. However, one-on-one time with trusted adults is also healthy and valuable for a child. Policies concerning one-on-one interactions protect children while allowing for these beneficial relationships.

1. **Mandatory Components**

Observable and interruptible

* One-on-one interactions between a minor participant and an adult (who is not the minor’s legal guardian) are permitted if they occur at an observable and interruptible distance by another adult except under emergency circumstances.

Meetings

* Meetings between adults and minor participants may only occur if another adult is present, except under emergency circumstances. Such meetings must occur where interactions can be easily observed and at an interruptible distance from another adult.
* If a one-on-one meeting takes place in an office, the door to the office must remain unlocked and open. If available, it will occur in an office that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.
* Individual lessons between adults and minor participants are permitted if the lesson is observable and interruptible by another adult. It is the responsibility of the adult to obtain the written permission of the minor’s legal guardian in advance of the individual lesson if it is not observable and interruptible by another adult. Permission for individual lessons must be obtained at least every six months. Parents, guardians, and other caretakers must be allowed to observe the lesson.

1. **Recommended Components**

Monitoring

* When one-on-one interactions between adults and minor participants occur, other adults will monitor these interactions. Monitoring includes: knowing that the one-on-one interaction is occurring, the approximate planned duration of the interaction, and randomly dropping in on the one-on-one.

Out-of-program contacts

* Adults are prohibited from interacting one-on-one with unrelated minor participants in settings outside of the program that are not observable and interruptible (including, but not limited to, one’s home and individual transportation), unless parent/legal guardian’s written consent is provided for each out-of-program contact. Nonetheless, such arrangements are strongly discouraged.

**BATHROOM AND CHANGING AREAS**

1. **Mandatory Components**

Non-exclusive facility

* If a chapter uses a facility (e.g., program location or competition or similar events) and the facility is used by multiple constituents, adults in categories 1 through 3 are nonetheless required to adhere to the rules set forth herein.

Use of recording devices

* Use of any device’s (including a cell phone) recording capabilities, including voice recording, still cameras and video cameras in bathrooms, changing areas, or similar spaces is prohibited.

Undress

* Under no circumstances shall an unrelated adult intentionally expose his or her breasts, buttocks, groin, or genitals to a minor participant.

One-on-one interactions

* Except for participants on the same team, at no time are unrelated adults permitted to be alone with a minor participant in a bathroom or changing area, except under emergency circumstances.
* If a chapter is using a facility that only has a single bathroom or changing area, designate separate times for use by adults, if any.

Monitoring

* First Tee chapters will regularly and randomly monitor the use of bathrooms and changing areas to ensure compliance with these policies.

1. **Recommended Components**

* To minimize the risk of bullying and hazing, chapters should use bathroom monitors to ensure that minor participants are not left unsupervised in bathrooms and changing areas.
* Adults make every effort to recognize when a minor participant goes to the bathroom or changing area during practice and competition and, if they do not return in a timely fashion, will check on the minor athlete’s whereabouts.

**SOCIAL MEDIA & ELECTRONIC COMMUNICATIONS**

1. **Mandatory Components**

Content

* All electronic communication originating from adults to minor participants must be professional in nature.

Open and transparent

* Absent emergency circumstances, if an adult needs to communicate directly with a minor participant via electronic communications (including social media), another adult or the minor’s legal guardian will be copied.
* If a minor participant communicates to the adult privately first, said adult should respond to the minor participant with a copy to another adult or the minor’s legal guardian.
* When an adult communicates electronically to the entire team, said adult will copy another adult.

Prohibited Electronic Communications

* Adults with authority over minor participants are not permitted to maintain private social media connections with unrelated minor participants and such adults are not permitted to accept new personal page requests on social media platforms from minor participants, unless the adult has a fan page, or the contact is deemed a celebrity contact vs. regular contact. Existing social media connections on personal pages with minor participants shall be discontinued.
* Minor participants may “friend” the organization’s official page and are discouraged from “friending” personal social media pages of adults.

Requests to discontinue

* Legal guardians may request in writing that their minor participant not be contacted through any form of electronic communication by the organization or by the adults subject to this policy. First Tee will abide by any such request that their minor participants not be contacted via electronic communication, absent emergency circumstances.

1. **Recommended Components**

Hours

* Electronic communications should generally only be sent during normal waking hours, i.e. not at night, unless emergency circumstances exist, or while traveling for competition.

Monitoring

* First Tee monitors its social media pages and removes any posts that violate the organization’s policies and practices for appropriate behavior.
* First Tee will inform the legal guardian of a minor participant of any prohibited posts, as well as the organization’s administrator.

**LOCAL TRAVEL**

1. **Mandatory Components -** Local travel consists of travel to training, practice, and competition that occurs locally and does not include coordinated overnight stay(s).

Transportation

* Adults who are not also acting as a legal guardian, shall not ride in a vehicle alone with an unrelated minor participant, absent emergency circumstances, and must have at least two minor participants or another adult at all times, unless otherwise agreed to in writing by the minor participants parent/legal guardian in advance of each local travel.

1. **Recommended Components**

Shared or Carpool Travel Arrangement

* Parents/legal guardians are encouraged to pick up their minor participant first and drop off their minor participant last in any shared or carpool travel arrangement.
* Parents/legal guardians should receive education concerning child abuse prevention before providing consent for their minor participant to travel alone with an adult who is subject to these policies.

**CHAPTER TRAVEL**

1. **Mandatory Components -** Chapter travel is travel to a competition or other team activity that the organization plans and supervises, such as a national participant opportunity.

Travel

* When only one adult and one minor participant travel to a competition, the minor participant must have his/her legal guardian’s written permission in advance and for each competition to travel alone with said adult.

Hotel rooms

* Adults shall not share a hotel room or other sleeping arrangements with a minor participant (unless the Adult is the legal guardian, sibling, or is otherwise related to the minor participant).

1. **Recommended Components**

* Team travel policies must be signed and agreed to by all minor participants, parents, and adults traveling with the organization.
* Adults who travel with First Tee must successfully pass a criminal background check and other screening requirements consistent with First Tee policies.
* During team travel, when conducting room checks, attending team meetings and/or other activities, two adults should be present and observable and interruptible environments should be maintained.
* Meetings should not be conducted in a hotel room.
* Parents/legal guardians should receive education concerning child abuse prevention before providing consent for their minor participant to travel alone with an adult who is subject to these policies.

**FIRST TEE SAFE SPORT POLICY (November 2019)**

First Tee and its chapters are committed to creating and maintaining a safe and welcoming environment for amateur athletes, children, and all participants affiliated with the organization. As recent events have shown, sport can be a high-risk environment for misconduct, including, but not limited to, child physical and sexual abuse. First Tee adamantly opposes all forms of abuse. As such, it is imperative that all persons involved with First Tee actively participate in the protection of youths. To that end, First Tee is committed to fully complying with all elements of The Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017 (the “Act”), which was enacted to curtail and prevent abuse found at various youth sports organizations by elevating the standard of care by which sports organizations must act.

As part of its compliance efforts associated with the Act, effective immediately, First Tee hereby adopts the following Safe Sport Policy for itself and all chapters.

DEFINITIONS

1. “Center” means the U.S. Center for SafeSport.

2. “Child Abuse” means physical or mental injury, sexual abuse or exploitation, or negligent treatment of a child.

3. “Grooming” means using a combination of attention, affection and gifts, through which offenders win the victim’s trust (and the trust of the victim’s parent or guardian where the victim is a minor), manipulate the victim into sexual activity, and keep the victim from disclosing abuse.

4. “Misconduct” includes, but is not limited to, the following:

a. Child Abuse

b. Bullying\*

c. Grooming

d. Hazing\*

e. Harassment (including sexual harassment) \*

f. Emotional misconduct\*

g. Physical misconduct\*

h. Sexual Misconduct

i. Romantic or sexual relationships, which began during the sport relationship between athletes or other participants and those individuals that (i) have direct supervisory or evaluative control; or (ii) are in a position of power and trust over the athlete or other participant.

j. Any other negligent treatment of a child identified by First Tee and/or the Center.

\*As defined in the SafeSport Code for the U,S, Olympic and Paralympic Movements administered by the Center.

5. “Covered Individual” means an adult who is authorized by First Tee or its chapters to have regular contact and/or interactions with a minor or amateur athlete at an amateur sports organization facility or at any event sanctioned by First Tee, including, without limitation, trainers, coaches, instructors, caddies, employees, volunteers, mentors, board members and staff of the chapter (including full-time and part-time employees, independent contractors, and, if the chapter operates the facility where programs occur, golf facility staff).

6. “Sexual Misconduct” means both physical or verbal abuse, including, without limitation, genital contact whether or not either party is clothed; fondling of a participant’s breast or buttocks; sexual penetration; sexual assault, exchange of a reward in sport for sexual favors; lingering or repeated embrace that goes beyond acceptable physical touch; tickling, wrestling, or massage; continued physical contact that makes a participant uncomfortable; making sexually oriented comments, jokes and innuendo; discussing his or her sex life with participant; asking about a participant’s sex life; requesting or sending a nude or partial dress photo; exposing participants to pornographic material; voyeurism; and sexting with a participant.

MANDATORY REPORTING

Any Covered Individual, volunteer, parent, or person who suspects an incident of Misconduct may have occurred, is required to report such incident to the appropriate law enforcement agencies and First Tee within a 24-hour period of learning of the facts that give rise to the suspicion. First Tee takes every suspicion or allegation of abuse seriously and First Tee will cooperate fully with authorities. Failure to make a required report may subject one to criminal penalties and/or expulsion from First Tee. A person will not be held liable by First Tee if they make a report in good faith, including in situations where the reported incident is determined not to be Misconduct.

ALL PARTICIPANTS, VOLUNTEERS, AND PARENTS ARE REQUIRED TO ADHERE TO THE FOLLOWING OBLIGATIONS:

*A. To Whom It Must Be Reported*

1. Appropriate law enforcement authorities (mandatory under Federal and State law); and

2. The First Tee.

*B. How to Report*

1. Immediately contact Local Law Enforcement (call local number)

2. Call local Child Protective Services branch within 24 hours

3. First Tee – Incident Report Form to safety @thefirsttee.org (see Exhibit A)

*C. What to Report*

1. The name(s)/contact information of the person reporting (“Reporting Individual”) (not mandatory – see below);

2. The type of Misconduct alleged;

3. The name(s) of the individual(s) alleged to have committed the Misconduct;

4. The approximate dates the Misconduct was committed;

5. The names of other individuals who might have information regarding the alleged Misconduct; and

6. A summary statement of the reasons to believe that Misconduct has occurred.

Reporting Individuals are not required to provide their name and contact information on the First Tee Safe Sport Incident Report Form but are strongly encouraged to do so. Providing this information helps the investigators to follow up on any reports and obtain any additional information. Reporting Individuals should provide as much of the information identified above as known to them to the best of their knowledge.

D. Confidentiality

1. To the extent permitted by law, and to the extent possible to appropriately investigate a complaint, First Tee will keep confidential the name(s) of:

a. The Reporting Individual(s);

b. The potential victim(s);

c. The accused perpetrator(s);

d. The individual(s) who alerted the Reporting Individual or reported the abuse to the authorities.

2. All suspicions of child physical or sexual abuse reported to First Tee will be reported to the appropriate law enforcement authorities. First Tee will withhold the Reporting Individual’s name on request, to the extent permitted by law. Reporting to a supervisor, coworker, agent, or First Tee is not a substitute for the requirement to report to local law enforcement.

3. Anonymous Reporting: First Tee recognizes individuals may be reluctant to report an allegation of Misconduct and strives to remove as many barriers to reporting as possible. As such, anonymous reports may be made:

a. By completing the Incident Report Form without including the Reporting Individual;

b. By completing the Incident Report Form without including the names of the potential victims;

c. By expressing concerns verbally to a First Tee Headquarters personnel; or

d. Through email to safety@thefirsttee.org.

PREVENTION POLICIES

All First Tee Covered Individuals, including, without limitation, trainers, coaches, instructors, caddies, employees, volunteers, mentors, board members and staff of the Chapter (including full-time and part-time employees, independent contractors, and, if the Chapter operates the facility where programs occur, golf facility staff), are required to comply with the following policies. The following policies are intended to be additive to and supplement the First Tee Chapter Guidelines and Policies.

1. All forms of Misconduct are prohibited.

2. All Covered Individuals must complete First Tee approved background checks. Background checks shall be conducted and considered prior to authorization, approval or appointment of a Covered Individual and repeated once every two (2) years thereafter. The extent of the background checks conducted by First Tee shall be commiserate with the position being considered.

3. All Covered Individuals shall regularly participate in First Tee and chapter approved Misconduct education and training modules.

4. One-On-One Interactions: a) Unrelated adults shall only be permitted in the presence of minors when at least two (2) adults are present. First Tee and its chapters shall take all reasonable precautions to restrict one-on-one contact interactions between minor athletes and unrelated adults. If one-on-one interactions are unavoidable or must occur, such interactions must be in an observable and interruptible distance from another Covered Individual. If unavoidable one-on-one interactions take place in an office or room, the office or room must remain unlocked and open. If available, it will occur in an office/room that (if available) has windows, with the windows, blinds, and/or curtains remaining open during the meeting.

5. Massage and Rubdowns/Athletic Training Modality:

a) No form of massage, rub down, or athletic training modality shall be performed by a Covered Individual or at a First Tee event.

6. Electronic Communication: a) All electronic communications (e.g., text messages, emails, social network messaging, etc.) between unrelated adults and minor athletes must include a third-party adult. 7. Travel:

a) Covered Individuals who are not also acting as a legal guardian, shall not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must have at least two minor athletes or another adult at all times.

b) When only one Covered Individual and one minor athlete travel to a competition, the minor athlete must have his/her legal guardian’s written permission in advance and for each competition to travel alone with said Covered Individual.

c) First Tee and its chapters shall take reasonable precautions to monitor sleeping arrangements of minors; provided, however, in connection with any overnight travel, adults are prohibited from spending the night in the same room as an unrelated minor participant.

8. Locker Rooms and Changing Areas:

a) Except for athletes on the same team, at no time are unrelated Covered Individuals permitted to be alone with a minor athlete in a locker room or changing area when at a facility under First Tee partial or full jurisdiction, except under emergency circumstances.

9. No form of retaliation shall be permitted against any individual that reports Misconduct or any individual affiliated with First Tee.

Failure to abide by these Prevention Policies and comply with the training and background check requirements may result in disciplinary action including, without limitation, termination of the relationship between Covered Individual and First Tee.

EDUCATION AND TRAINING

To educate Covered Individuals and relevant individuals on Misconduct, the requirements of the Act, and First Tee’s Safe Sport Policy, all Covered Individuals must participate in First Tee’s education and training program before they shall be permitted contact with athletes. In addition, to ensure compliance as an ongoing concern, all Covered Individuals shall be retrained annually. First Tee shall regularly monitor and verify the successful completion of education and training programs of the relevant individuals.

Exhibit A

SAFE SPORT INCIDENT REPORT FORM

(please submit report form to safety @thefirsttee.org )

Name/Contact Information of Reporting Individual (not required – form may be submitted anonymously):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Chapter: First Tee of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Misconduct Alleged (please circle all that apply):

Child Abuse Bullying Hazing Harassment Sexual Harassment

Emotional Misconduct Physical Misconduct Sexual Misconduct

Other Misconduct:

Name(s) of the individual(s) alleged to have committed the misconduct:

Approximate dates and location the misconduct was committed:

Names and contact information (if known) of other individuals who might have information regarding the alleged misconduct:

**Disqualification from position with First Tee® of Pikes Peak:** Any individual is permanently disqualified from all positions in First Tee® of Pikes Peak if that individual’s criminal records include any of the following:

• History of sexual abuse of children

• Conviction for any crime in which children were involved as victims; or

• History of any violence or sexually exploitative behavior.

**Volunteer Identification:** Volunteers are issued a First Tee name badge, which must be worn at all times while volunteering at First Tee® of Pikes Peak. This practice enables easier identification of staff and volunteers in dealing with students, parents, the public and other staff members.

**Volunteer Commitment:** Volunteer commitments vary depending on position. The time commitments of each role are listed in the volunteer descriptions on the previous pages.

**Volunteer Check-In:** We ask our volunteers to arrive at least 15 minutes before programming is scheduled to begin. When a volunteer arrives, they are expected to check-in with a staff member. If no assistance is needed with set-up of that day’s program, the volunteer may use the time to interact with participants or their parents. This will preserve the friendly culture that is expected of First Tee® of Pikes Peak.

If community service is being done for class or school credit, the Director of Golf and Education will gladly sign off any forms to make sure that credit is received.

**Absences:** If for any reason you are unable to meet your volunteer commitment, please notify us as soon as possible so that we can find a volunteer replacement for your scheduled time. We understand, however, that emergencies occur in which this notice may not be possible. If a volunteer fails to show for 3 of their shifts without an explanation, they will automatically be taken off the roster.

**Communication**: Contact information must be provided by all volunteers on the Volunteer Application Form. If a volunteer’s contact information changes for any reason, it is the responsibility of the volunteer to make sure that the program has the most current information.

**Weather/Lightning:** Most golfers know that the USGA Rules of Golf (Rule 6-8) allow players to discontinue play if they believe there is a danger from lightning. First Tee® of Pikes Peak coaches and volunteers should be informed about daily weather conditions. Participants should be told that they can suspend activities and go to an appropriate shelter if they believe they are threatened by lighting. We try not to cancel classes but occasionally class will be canceled due to weather conditions.

**Dress Code/Appearance:**  Appearance is important, so please dress in casual clothing wearing flat soft soled shoes (tennis shoes) or golf shoes. Khaki-type pants or shorts and a collared shirt are appropriate. Hat and visors are optional preferably with First Tee® logo. No torn jeans, short shorts, tracksuit pants, etc. For safety reasons the wearing of flip-flops, high heels and boots is prohibited.

**Professionalism:** It is essential that primary attention be placed on the student’s safety and life skills development. Thus, we request that the use of cell phones be turned off or vibrate while volunteering. Please refrain from smoking, using inappropriate language/conversation while volunteering.

###### Golf Etiquette: All volunteers are expected to understand and behave in accordance with good golf etiquette. This includes but is not limited to: remaining quiet and still while another player is hitting, keeping good pace of place, not walking in a player’s line on the putting green, practicing good sportsmanship, and refraining from running.

**First Tee®**

**Coaching Philosophy**

**Empower Youth**

**•** Become “youth centered”

* Ask open-ended questions and listen to the student’s needs, concerns and goals.

• Encourage positive relationships with adults and peers.

• Get to know each individual’s goals in golf and life.

• Remember kids don’t care what you know until they know you care!!!!!

**Activity Based**

• “Doing vs. Telling”

- Engage students in fun golf related activities.

- Do activity, discuss activity, and review the experience as opposed to talking about skill and engaging in activity.

• “Fun and Seamless” approach

* Fun environment where kids learn golf and life skills within the “seamless” activity.

**Mastery-Driven**

**• “**Intention Equals Attention”

- Clarify intention or objective of lesson

- Intention or objective is most important and should be focus of student’s attention (i.e. objective is how to hold the club-attention is on holding the club NOT the turn, etc.)

• “Balance Process and Outcome”

- Learn to overcome challenges (i.e., What can you do to better your grades in school? What can be done to achieve this?)

- Develop a “can-do” approach to solving problems

• Become process-oriented rather than outcome oriented.

**Continuous Learning**

**•** Utilize the Good-Better-How model to provide feedback

• Take advantage of “coachable moments” that can help a student apply life skills learned (e.g., conflict resolution, positive self-talk) while playing golf or interacting with others beyond the formal setting.

**What to Expect at Class**

**Class Sessions:**  Class sessions typically run 6 weeks and meet once per week. All classes are one hours in length. Each week different golf and life skills are learned. Golf and life skills will be evaluated through practical application and written assessments at the end of each class to determine advancement to the next level (PLAYer, Par, Birdie, Eagle and Ace).

**Typical Class Agenda:**

• Introduction and Review

• Ice Breaker/Team Builder

• Program Activity

• Wrap-up/Bridge to Life

**Lesson Overview:** Each lesson plan includes life skills and golf skills activities with a brief overview. Participants are divided within each class evenly according to age and skill level.

**Lesson Plans:**  Lesson plans will be provided via email the week prior to class. Volunteers are expected to be familiar with the lesson plan before arriving to class. Lesson plans are also available at the check-in table prior to class. Lesson plans are subject to change due to class size or weather.

**Parents Attending Class:** Parents sometimes get over enthusiastic and want to become involved with their children during the class. This can occasionally disrupt the class, make the children feel uncomfortable and distract from the learning process. Explain to parents that we have found the children learn better if they are left alone to experience the class. Remind the parent that if they would like to attend one of our scheduled training sessions, they are welcome to join our volunteer team. In the case of any discomfort around this issue, please contact our Director of Golf and Education, Emily Smith, and she will resolve the issue.

**Parent Volunteers:** Children usually learn more in golf classes when their parents are not immediately involved. We recommend that parent volunteers assist in classes or groups where their children are not students.

**Student Behavior:** If a student is misbehaving please ask them to sit out of the activity for five minutes, let them know that their actions are not in line with the etiquette of the game of golf and they will receive a first warning. If the conduct persists, they will sit out of the remainder of the class. Please report this behavior and discipline issues to the lead instructor.

**The First Tee® Nine Core Values**

The First Tee® Nine Core Values represent the many inherently positive values connected with the game of golf. These Nine Core Values are the foundation of The First Tee® of Pikes Peak’s programming, and are embraced by its Board of Directors, Staff, Parents, Students and Volunteers:

**HONESTY:** the quality or state of being truthful; not deceptive

**INTEGRITY:** strict adherence to a standard of value or conduct. Personal honesty and independence.

**SPORTSMANSHIP:** observing the rules of play and winning or losing with grace.

**RESPECT:** to feel or show deferential regard for; esteem.

**CONFIDENCE:** reliance or trust. A feeling of self assurance.

**RESPONSIBILITY:** accounting for one’s actions. Dependable.

**PERSEVERENCE:** to persist in an idea, purpose or task despite obstacles. Never giving up.

**COURTESY:** considerate behavior toward others. A polite remark or gesture.

**JUDGMENT:** the ability to make a decision or form an opinion. A decision reached after consideration.

Please contact Steve Rundt to set your volunteer schedule. Steve will be happy to work with you to help you find where your strengths can be utilized. The bottom line is that we are all a team and we are going to continue to learn from one another and provide a life changing program to the youth of Colorado Springs.

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