



2019 CAPTAIN'S GUIDE



PGA JR. LEAGUE CAPTAIN'S QUICK REFERENCE



YOUR ACCOUNT

Register and find everything you need for a successful season at PGAJrLeague.com

USERNAME: _____ PASSWORD: _____



PLAN YOUR SEASON TIMELINE

Identify the "window" for your season (i.e. April 15 – May 31). Before you begin registering players, determine the number of practices and games in-season, as well as dates for your pre-season or end-of-season meetings and parties.



PLAYER MARKETING & PROMOTION

It's never too early to begin promoting your program: especially to parents who are eager for schedules! Build the buzz early and set expectations that registration will be first come, first served.



REGISTER PLAYERS

Player registration opens in late January. Share your registration link with families, including your access code (if applicable), and encourage them to register immediately.



TEAM COMMUNICATION

Communicate early and often. Manage expectations by communicating the season practice and game schedule, attendance expectations and playing time, special events, and postseason selection process.



LEAGUE FORMATION

Work with your Regional League Manager and Section support staff to determine the teams that will make up your league. It's important to participate in your league's Captains Meeting, where you'll finalize the schedule and agree to league rules.



REGISTER COACHES

Only register one Captain per facility, but register as many Coaches as you need. All participating adults serving in a coaching or volunteer capacity must register.



ROSTER PLAYERS & ORDER JERSEYS

As players register, you will "roster" them to your team(s). Once all players have registered, you'll need to request your team kit at least 3-4 weeks prior to your first game.



READ CONDITIONS OF PLAY

The Conditions of Play handbook contains everything you need to know about the rules and guidelines for PGA Jr. League. We strongly encourage you read it before the season starts.



GAME PREPARATIONS

For games played at your course, you can create a fun and engaging experience for players and families alike. Remember, both home and away games will require advance communication around jersey color, arrival times and more. For additional Game Materials please visit the Captain Resource Center at PGAJrLeague.com/CRC.



AFTER THE GAME

Home team Captains score games via the website or mobile app. All matches must be scored and updated within one week of the game.



POSTSEASON

The PGA Jr. League Postseason presented by National Car Rental takes place in August – October.

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INTRODUCTION

PGA Jr. League is a game-changing program that's shifting the perception of youth golf and the way our sport is played. PGA Professionals, PGA Associates and LPGA Professional Captains are positively enriching the lives of families, building loyalty and increasing family activity at their facilities, and generating significant personal and facility-based revenue.

This Captain's Guide is designed to be a quick-guide reference for you before, during and after the season. However, you can also find resources and materials referenced here in the Captain Resource Center on PGAJrLeague.com in the Captain tab or directly at PGAJrLeague.com/CRC.

VALUES

THE THREE FLAGS

This is PGA Jr. League's vision for creating an exceptional player experience. These quality standards were derived directly from PGA Jr. League families and guide the experiences of our junior golfers and their parents. We ask that you consider reviewing, committing to, and implementing the Three Flags of Safety, Care and Organization – in this priority order – within your program.

This will allow you and your Coaches to deliver exceptional experiences for your PGA Jr. League players and create far-reaching value for yourselves and your facility.



- ▶ I speak up and take action to put safety first.
- ▶ I am aware and intentional at games and practices.
- ▶ I commit to principles of the Safe Sport Act.



- ▶ I include everyone.
- ▶ I create fun experiences.
- ▶ I support every child as a golfer.



- ▶ I am prepared for practices and games.
- ▶ I communicate often and frequently.
- ▶ I am proactive and empathetic.



SEASON TIMELINE

NOVEMBER

Captain registration is open! Connect with your Regional League Manager and Section support staff to prepare for the season.



DECEMBER

Take advantage of local town halls, round tables and webinars. Begin customizing your marketing materials and start spreading the word to families.



MARCH

Let the games begin! Programs that start in April should order their team kits now.

2

1

JANUARY

Player registration is open for 13u and 17u at the end of the month! Leverage our customized marketing materials and more to promote your program.



3

FEBRUARY

Keep up your marketing efforts! Reach out to your local community organizations. If your games begin in March, remember to allow 3-4 weeks for your team kit to arrive.



4

5

APRIL - JUNE

Games are beginning or continuing.



6

JULY

It's time to prepare for the PGA Jr. League Postseason presented by National Car Rental! Regular season games must be completed by July 31.



7

AUGUST

PGA Jr. League Section Qualifiers & Championships presented by National Car Rental are underway.



8

Fall Recreational Leagues will take place August through October.



9

SEPTEMBER

PGA Jr. League Regionals presented by National Car Rental are conducted at 12 facilities nationwide.



OCTOBER

The PGA Jr. League Championship presented by National Car Rental is taking place at Grayhawk Golf Club in Scottsdale, Arizona, where it will stay through 2022.

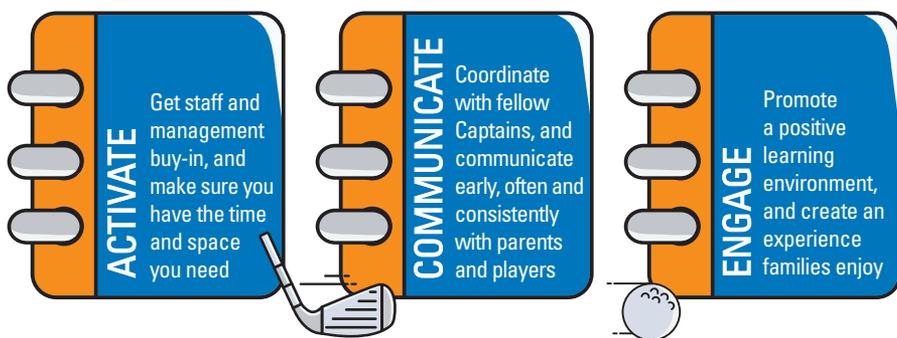


FORMAT OVERVIEW

PGA Jr. League utilizes a two-person scramble format during games. By having teammates on the golf course, we expect our players to learn the game, build confidence, encourage mentorship and promote sportsmanship. Please refer to the Conditions of Play (located on PGAJrLeague.com) for a detailed explanation of the format.

CAPTAIN RESPONSIBILITIES

As a Captain, your expert instruction and coaching is what separates PGA Jr. League from other youth sports, and is vital to the success of the program. In order to run a quality program, you should:



TAKE IT TO THE NEXT LEVEL

1. Host preseason and postseason team meetings and parties.
2. Conduct practices that are about more than just golf instruction. Take kids on the course to discuss strategy. Encourage teamwork during practice to help get a better understanding of who will pair well together.
3. Provide pizza and/or ice cream for all players after each game. You can activate your parent volunteers here!
4. Use social media, PGA Jr. League app and email to summarize games for parents and family members. This increases the visibility of your facility!
5. Scrimmage with teams outside of your league to see new courses.

PRE-SEASON

LEAGUE FORMATION

OPTION 1: CREATE AN IN-HOUSE LEAGUE

If you have enough players, we strongly encourage you to form your own in-house league. In-house leagues mean greater flexibility and control over scheduling. If you want to participate in the official PGA Jr. League Postseason presented by National Car Rental, this requires a minimum of 32 players.

Forming your own in-house league may not be as challenging as you think. We have created a resource called the League Toolkit that breaks down barriers, outlines resources needed, and includes best practices from fellow PGA and LPGA Professionals at various types of facilities. You can access the toolkit in the Captain Resource Center.

OPTION 2: JOIN WITH OTHER FACILITIES

If you opt to join in with other facilities in a league, then your teams will be matched with other teams nearest your facility. This makes it easier on Captains and parents/players alike by minimizing travel time. Your Regional League Manager and Section support staff will assist you with league formation before the season begins.

If you would like to form your own league with other facilities, please notify your Regional League Manager and Section support staff of your intent to do so as soon as you register as a Captain. Refer to the Conditions of Play handbook regarding the number of teams and players to form an official league. You may be asked to pair up with other facilities in your area to ensure every child has an official league in which to play.

Typical leagues consist of 4-7 teams, and most regular season schedules consist of between 4-6 games for each team. As an example, if in a four team league each team plays one home and one away game versus each other, then a total of six games are played during the season. The total number of regular season games played is up to you and the other captains in your league. Refer to the Conditions of Play handbook for minimum number of games to be eligible for postseason play.

TEAM FORMATION

TYPES OF REGISTRATIONS

Invite Only (Password Protected Registration): Joining the team requires a Captain-generated password. Players typically must be members of the club to join the team. However, you can elect to allow team members to “invite a friend” and allow players affiliated with current members to join the team. This is an excellent marketing tool to generate membership leads, and the close-knit community that a private facility can create will lead to word-of-mouth interest in the program that can rapidly spread.

Open (Registration Open to All): No password is required for families to register. Open registrations tend to fill half of their teams through marketing and recruitment and word-of-mouth, and the other half through parents finding the program through a search on PGAJrLeague.com.

MARKETING/PLAYER RECRUITMENT

Promotional kits are sent to all registered Captains that include posters, rack cards and a PGA Jr. League merchandise sheet to display.

Our Captain Marketing Toolkit provides all the tools needed to proactively reach out to your community, and this can also be found within the Captain Resource Center. Customizable marketing materials are available to help maximize your reach, whether you are reaching out through email or social media channels, to your local media, or within schools and other organizations.

PROVIDING SCHOLARSHIPS

PGA Jr. League is the key youth initiative of PGA REACH, the 501(c)(3) charitable foundation of the PGA of America. Through PGA REACH's partnership with the DICK'S Sporting Goods Foundation Sports Matter grant, scholarships are available for players who meet the financial need requirements, or are children of military service members, and apply for assistance. Scholarship information and applications can be found in the Captain Resource Center.

ROSTERING PLAYERS

Set a registration deadline to create a sense of urgency for your players and ensure you can start your season on time.

The help icons on [PGAJrLeague.com](https://www.pgajrleague.com) include instructions on how to roster, or assign, players to your teams. Remember to keep in mind the postseason All-Star team player guidelines as found in the Conditions of Play when rostering players to your team.

ORDERING JERSEYS

Once you've rostered your players, you will need to complete the Team Kit Order Form located in the Captain Resource Center on [PGAJrLeague.com](https://www.pgajrleague.com). At peak ordering times, it may take up to 3-4 weeks for your custom jerseys to arrive from the date you place your order, so please plan ahead. For additional orders, orders for late registrants, and replacement orders for kits already delivered, please follow the same process above by visiting the Captain Resource Center.

Please note that you may request expedited shipping for a fee of \$25 per order. Expedited shipments can take up to one week for delivery with every effort made to meet your in-hand date.

OFFERING 17U TEAMS

PGA Jr. League 17u mirrors the 13u program by maintaining the team environment, scramble format and match play scoring. Team sizes are smaller to encourage more Captains to offer this program. A typical game in 17u will have two matches instead of four, so the starting lineup for a game will have 4-6 players instead of 8-14. The 17u game can be played immediately before or after the 13u PGA Jr. League games.

COACH REGISTRATION

Any adult participating in a leadership role within your PGA Jr. League program is required to go through Coach registration, pass a mandatory background screen and complete Safe Sport Act training. Duties may be to assist the Captain by running stations at practice, maintaining player engagement, and setting up practice stations.

During games they may act as a Match Facilitator by verifying scores after each hole, communicating with Captains about rulings, assist with general pace of play, and in the absence of the team Captain, may step in as the leader of the team. For PGA Members, MSR points will only be applied to Coaches who have registered.

CAPTAINS MEETING

Once all Captains have registered, your Regional League Manager and Section Support staff will schedule a meeting or call to discuss details of the league and its scheduling and management.

IN-SEASON

Everything you need to activate, engage with, and communicate to your teams can be found in the **Captain Resource Center**. From our Game Day Checklist to our printable and digital Game Materials including scorecards, cart signs and more.

All Captains should be well-versed in our Conditions of Play, and if unavailable for game day, so should designated Coaches.

PGA JR. LEAGUE POSTSEASON

PRESENTED BY NATIONAL CAR RENTAL

The PGA Jr. League Postseason presented by National Car Rental celebrates the culmination of the regular season and is designed to be aspirational for the 19 percent of players who identify as competitive golfers. Please refer to the Conditions of Play for further information on the formation of All-Star teams.

Some important points to prepare for the postseason:

- ▶ Expect to send 1-5 players from your team to the postseason. This will be determined by your league size and your place in the standings during the regular season (please refer to the Conditions of Play for more detailed information). More than likely, you will determine who your All-Star players will be early in the season. Make sure these players' parents are aware of the postseason process and have the dates of all postseason events.
- ▶ The dates for all PGA Jr. League postseason Section events should be posted in early March by your Section office.

APPENDIX

INSURANCE

The PGA of America's liability policy extends insurance coverage to the Members and Associate of The Professional Golfers' Association of America. This coverage is applicable on an individual basis only and will pay damages if legally obligated while the individual members and apprentices are playing, practicing, officiating and teaching the game of golf as well as incidental club repair. To review the details of this coverage, please visit PGAInsurance.com. However, business entities (LLCs, Corporations), operations, assets, liabilities and employees of such business entities are not covered through this program. It is highly recommended that each facility that implements PGA Jr. League purchase or maintain a separate policy to cover any business pursuits.

YOUTH SAFETY INITIATIVE AND MANDATORY CERTIFICATION

As part of the PGA of America's commitment to youth safety and its efforts to comply with the Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017 (the "Act"), which was created in reaction to the abuse found at various youth sports organizations and establishes a new standard of care, all Captains, Coaches and volunteers must successfully complete the following:

- ▶ Successful completion of a background screen, as determined by the PGA of America, prior to having any interaction with the players. For PGA Jr. League, the background screen fee will be paid for by the PGA of America on behalf of all Captains and Coaches.
- ▶ Document agreement to comply with the PGA's mandatory reporting requirements and procedures to limit one-on-one interactions between an adult and participating minors without being in an observable and interruptible distance from another adult. Each of these are available for review at **PGA.org** and documentation of this step will occur during the registration process.
- ▶ Successful completion of an abuse prevention training once every two years. All Captains, Coaches and volunteers registering through **PGAJrLeague.com** will be provided with a link to 90 minutes of video followed by a quiz, which must be completed and passed. Two PGA Required MSR credits are earned upon completion. Captains must complete and pass training in order for their player registration to become active and appear on **PGAJrLeague.com**

PGA MEMBER SERVICE REQUIREMENTS

PGA Jr. League Captains and Coaches receive six MSR credits for hosting one team and a maximum of 12 MSR credits for hosting two or more teams throughout each year. These credits will post following the close of each season.

PAYMENT

Captain Payment: Payment will be distributed to the payee designated at Captain Registration following shipment of the team kits. Please note there is a league fee retained by PGA REACH in the amount of \$75 for each player registration. Parents are required to confirm at checkout their acceptance that once the team kit has shipped this \$75 league fee is non-refundable.

REFUNDS AND DISPUTES

1. Parent notifies Captain they are requesting a refund and emails PGA Jr. League Online Store Receipt to them.
2. Captain forwards the parent's email to **PGAJrLeagueRefund@pgahq.com**.
3. In the absence of a receipt, the Captain collects the following information from the Parent and forwards it to **PGAJrLeagueRefund@pgahq.com**.
 - a. Player First and Last Name (must match the name on the credit card that was used)
 - b. Captain and Facility Name
 - c. Order Total

NOTE 1: If the Team Kit has already shipped, the \$75 registration fee paid to PGA REACH is non-refundable and any refund of the Captain's/Facility's portion of the registration fee must come directly from the Captain/Facility.

NOTE 2: If the Parent requests a refund directly from PGA REACH the refund will be issued and the Captain will be notified.

NOTE 3: In the event that a chargeback dispute is initiated by a parent, the PGA will immediately send notification to the Captain via their email to confirm if the chargeback is valid. If a refund is not due, the Captain will be required to submit documentation to refute the chargeback within seven days. If the chargeback is lost and the Captain has already received the registration fees, the Captain will be required to send payment to refund PGA REACH for the amount previously funded. The expectation is that whenever possible, the Captain should handle communication with the Parent in resolving the chargeback within the seven days.

LOCAL SPONSORSHIPS

Similar to other youth sports, team Captains are encouraged to secure local sponsorship from their community in support of their team or league. For more information regarding local sponsorship visit the **Captain Resource Center** on PGAJrLeague.com.





SUPPORTING PARTNERS

