



# tga foundation

## TGA Works

### Program Summary

TGA Works provides an introduction for young people from financially disadvantaged backgrounds to the vast network of jobs, mentors and interests that the golf community provides. The TGA Foundation works with community groups like First Tee programs, and Boys and Girls Clubs to carefully select motivated high school age students. Prospective interns complete a thorough application process detailing their interests and goals and are interviewed by both the TGA representative and their prospective club. Once hired, interns work on a rotating schedule providing them with opportunities to work in all areas of club operations. As part of the club commitment, interns are also given opportunities to learn and play the game of golf. The clubs gain access to young people with a golf background to fill seasonal employment needs and grant funding from the TGA Foundation to offset a large portion of the personnel costs.

### Program Goals

- Introduce motivated youth to the many highly respected jobs and careers available in the golf industry.
- Help TGA clubs invest in their local communities.
- Help grow the game with golf instruction and course access for disadvantaged youth.

### Why TGA Works?

One of life's great accomplishments may be finding employment that is fun, exciting and fulfilling. In most cases, TGA Works interns have little to no access to golf courses, pro shops and clubhouses. As a golf course staff member, interns will gain first-hand experience in hospitality, responsibility and teamwork. TGA Works interns also receive golf instruction from certified golf professionals, access to course facilities and the ability to make friends and learn from their co-workers, supervisors and club members. Earning a TGA Works internship may prove to be a life changing opportunity.

## Financial Overview

### Basics

- 10 week program
- Paid at club pay scale / minimum wage
- 32 hours / week
- 1 free lesson per week
- Intern is an employee of Host Club
- \$3,000 TGA Foundation grant to Host Club

### Club scenario—\$8.50 / hour

Intern wages	\$2,720
Payroll costs / tax	\$ 600
Total internship costs	\$3,320
TGA Works Grant	(\$3,000)
<b>Actual cost to club</b>	<b>\$ 320</b>

*Club pays \$1 per hour for a summer employee with golf background that has been screened by the TGA and chosen by the club.*

### Additional value:

- Find motivated summer staff.
- Train potential long-term staff for minimal cost (Approx. \$1 / hour).
- Invest in your local community and youth programs.
- Grow the game and enrich the lives of local kids.

**PRICELESS**

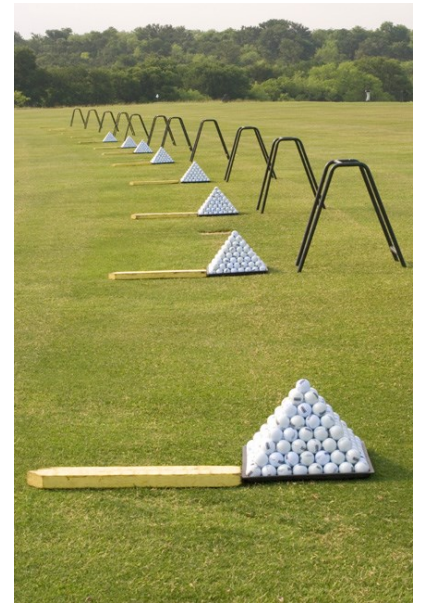
# TGA Works agreement

## For TGA Works Host Clubs, the TGA Foundation will:

- Advertise and promote the TGA Works internship to appropriate golf programs and high schools in the club's immediate area
- Provide initial applicant screenings and interviews
- Supply the host club with a qualified short-list of internship candidates
- Check in with the Host Club regularly
- Provide a \$3,000 grant to the Host Club to contribute to the cost of intern wages and personnel costs

## The TGA Works Host Club will:

- Interview and make the final intern selection
- Provide an orientation for the selected intern to familiarize him / her with basic club operations and employment guidelines
- Provide a balanced work agenda in multiple areas of facility operations (see work assignments)
- Provide the selected intern at least one golf lesson each week
- Provide the selected intern access to the golf course according to club's employee use policies
- Pay the intern the applicable rate for the jobs performed and at least minimum wage per hour
- Administer payroll and fulfill all employer responsibilities
- Complete an evaluation report at the conclusion of the program



## Financial arrangements

The program is a 10-week internship broken into 32-hour workweeks. Weekly schedules are made at the discretion of the club but should not average less than 32 hours per week.

**Our Part:** The TGA Foundation will provide a grant to participating clubs. The grant amount will total \$3,000 to assist in covering the intern's wages and instruction expense, and will be paid in two installments. The first is payable upon hiring an acceptable intern, and the final payment is payable upon the completion of a post-program evaluation form.

**Your Part:** Interns will operate as an employee of the club. The Club accepts all employment liability including but not limited to payroll processing, employment taxes and compliance with applicable employment laws and regulations.

## Work assignments

By accepting a TGA Works intern, the club is agreeing to provide exposure to the various types of jobs associated with a golf facility and introduce the student to the fundamentals of golf through a series of lessons.

We want interns to come away with a good idea of what is involved in running a golf facility. To achieve this, we ask the clubs to rotate all interns at least once during the season in the areas of club management - Administration, Course Maintenance, and Golf Operations. Typical work assignments might include:

**Administration / Management:** Assist office staff with filing, etc.; function set-up; "trail" the manager (or assistant). Two weeks of the internship should be devoted to Administrative activities.

**Course Maintenance:** Assist with golf course clean up; basic course labor; shop maintenance; landscaping; assist crew; "trail" superintendent. Two weeks of the internship should be devoted to greens/grounds activities.

**Golf Operations:** Assist in the pro shop with inventory; work behind the counter; process orders; driving range and outside services; assist with outings; bag room; club repair, etc. Six weeks of the internship should be devoted to golf operations activities.

## Golf instruction

We hope to provide students with a valuable work experience and to help them develop a positive work ethic. TGA WORKS was also designed to provide day-to-day exposure to the game of golf and encourage a lifelong interest in the sport. We ask every club to provide such opportunities throughout the duration of the program by:

- Offering the students some informative guidance on the fundamentals of the game and on some of the rules and etiquette of the game.
- Allowing the use of the range and range balls for practice during off hours.
- Allowing interns use of the course on caddie/employee days.
- Providing interns with old or used clubs for practice.

Host clubs must provide a minimum of 10 lessons, or one lesson per week. Clubs are encouraged to provide additional free instruction during the internship. We recognize that clubs are extremely busy during the summer season and do not expect large amounts of free time devoted to teaching interns the game of golf. We do ask, however, that you encourage them and give them the fundamentals to get started.

## Orientation and training

Interns must attend an orientation meeting at the facility before they begin work. We recognize that each club has their own specific rules and regulations, so you should plan to spend some time reviewing them with your intern on their first day. We remind you that while interns will be sourced from local golf programs, many of these students have never been exposed to a full-service golf facility. Many of the places, practices, and terminology that we take for granted will be foreign to them. For this reason, we recommend the following:

- Carefully review the facility's employee policies about dress codes, areas that may be off limits, etc.
- Let interns know when and where they may take their lunch/meals/breaks, etc. and the policies related to staff meals and purchases.
- Provide a very specific work schedule (at least one week in advance) and let the intern know who to report to.
- Introduce the intern around and make sure they know the key people at the club. Help make them feel like a part of the "team."

## Monitoring and evaluation

**Monitoring the Program:** TGA Foundation staff will call or visit clubs and interns on a regular basis to evaluate performance and to check in with the club supervisors. Please take advantage of these brief visits to discuss any problems, or potential problems, and give important feedback on any aspects of the program. Early communication can go a long way toward avoiding any potential problems.

**Evaluations:** We encourage your feedback at any time. However, at the end of the season we will ask you to fill out a brief written evaluation of your intern and the program in general. This data is very valuable to us and we hope you will discuss it with everyone involved with the intern and return it to us promptly.



## How to get started

Once your club has committed to participate in TGA Works, we'll take over. A member of the TGA Foundation staff will go out into the community, usually a First Tee program or other local community program, to find suitable intern candidates. The usual age group ranges from 16-18 (high school). All potential candidates will complete applications. The candidates will be selected on the basis of work experience, education (GPA), and their desire to work in the program.

**Note: If your club already has a relationship with a particular group or organization in your community that could serve as a good source for intern candidates, or if any employee, or child of an employee would fit the TGA Works profile, please let us know. We will contact him / her first.**



Once we have identified potential candidates for your club, we'll call and schedule interviews. We try to provide each club with a minimum of three prospects for the Host Club to interview. Be prepared to discuss in general some of the jobs the candidates might be expected to perform. When the interview process is complete, please contact the TGA Foundation and let us know who you would like to hire. A prompt interview process and selection is the best way to ensure securing your first choice.

## THE CLUB ALWAYS HAS THE FINAL WORD ON HIRING.

### About the TGA Foundation

Those of us who have been fortunate enough to play the game of golf for any length of time can attest that golf encourages special traits – honesty, self-discipline, integrity and the competitive spirit – that prove to be immensely valuable in life. The TGA Foundation works to ensure that golf in Texas is in good hands for generations to come. We do this by ensuring that deserving young people from every walk-of-life have the opportunity to be exposed to this great game and the accompanying valuable life lessons it teaches.

- **Golf skills:** Supporting player development and programs teaching young people to play golf.
- **Competition:** Providing access and financial support to facilitate competitive opportunities.
- **Education:** Awarding scholarships to provide college education for young people with a connection to golf.
- **Career development:** Making people aware of the career and networking opportunities that golf provides.
- **Community engagement:** Helping connect golf and golfers with local communities
- **Give back:** Encouraging those who have benefitted from the game to contribute to support the next generation.

