



# 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 Summary

#### 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

#### Scenario—\$8.50 / hour

Intern wages	\$2,720
10 Lessons from PGA golf Professional	\$ 600
2 TGA Work golf shirts	\$ 150
<b>Value of internship</b>	<b>\$3,470</b>

#### *Additional value for interns:*

- Documented work experience
- Recommendations from recognized professionals
- Networking opportunities with club members and clients
- FREE golf lessons and golf course access

**PRICELESS**

## Work assignments

We want TGA Works interns to come away with a good idea of what's involved in running a golf facility, and the many exceptional career opportunities to be found in the golf world. To achieve this, interns will rotate at least once during the season in the areas of Administration, Course Maintenance, and Golf Operations. Typical work assignments might include:

**Administration:** Assist office staff with filing, inventory, record keeping, etc.; function set-up/breakdown; assist in the kitchen or dining room; "trail" the manager (or assistant) to see what he/she does on a daily basis. Two weeks of the internship should be devoted to office/administrative activities.

**Course Maintenance:** Assist with golf course clean-up; rake bunkers; maintain greens; shop maintenance work; landscaping assignments; assist crew where necessary; "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; work on driving range and outside services; assist with outings; check-in guests; bag room; club repair, etc. Six weeks of the internship should be devoted to golfing activities.

## Hours and payroll

TGA WORKS is a 10-week summer internship program, beginning approximately June 1st and ending approximately August 15th. Students will earn the applicable club pay rate and will work an average of 32 hours per week. The exact scheduling is at the club's discretion.

## Eligibility, application and selection

Intern candidates must meet the following minimum qualifications:

- Participation in an organized junior golf program. This may include The First Tee, school golf program, LPGA / USGA Girls Golf, National School Program, etc. or recommendation from school or community program representative
- Must be a high school student with grades meeting eligibility requirements for extra-curricular activities
- Must have documented permission of a parent / guardian

Interested candidates must complete an Intern application no later than April 14, 2017. Applications may be completed and submitted online [\[click here\]](#) or mailed to:

Texas Golf Association Foundation  
Attn: Stacy Dennis  
16200 Addison Rd., Suite 150  
Addison, TX 75001

Applications will be reviewed by members of the Texas Golf Association Foundation staff and Board of Directors. Successful candidates will be selected based on education (GPA), golf experience, extra-curricular activities, and interest in the TGA Works program. A selection of internship finalists will be submitted to the Host Club for interview. Final selection of TGA Works interns is made by the Host Club.

## Orientation and training

The TGA Foundation will review basic responsibilities with you before you begin the internship. Additionally, interns will be required to attend an orientation meeting at the club, before or shortly after the program begins. The orientation will cover specific responsibilities, codes of conduct, and obligations for students. It will also present an opportunity for students to ask questions.

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## Conduct

If you are selected as a TGA Works intern, you will have been chosen from a list of many qualified candidates. The TGA Foundation is excited about investing in your future, and asks only for your diligent work ethic and your highest integrity in exchange. You will be representing the TGA Foundation and your golf program at the club. Interns are expected to be an excellent reflection on both and pave the way for the continuation of the TGA Works program by your good performance.

We are confident that the club will do everything it can to make this a meaningful work experience, and that you will accept your assignments willingly and perform them to your best ability. The following tips will help you avoid most problems and help you make the most of your work experience.

- Don't break the rules. Clubs are no different than anywhere else. There are things you can't do and places you can't go. While you are part of a special program, you are subject to the same rules as any employee.
- Never confront or argue with a member or guest. If you feel someone is treating you unfairly, talk calmly to your supervisor or the TGA Foundation representative.
- Accept criticism gracefully. You will earn the respect of your supervisors and you'll do a better job.
- Get to know people. Clubs are great places to make contacts that can help you get into college, get job interviews, references, etc. Take advantage of it!
- Use your common sense. If it feels wrong, it probably is.

## Transportation

Transportation to and from the Host Club is your responsibility. Please ensure you will be able to get to work on time every day before applying for the TGA Works internship.

## Dress code

Most clubs have a dress code and required uniforms. Interns will be required to abide by the Host Club's uniform policy. The TGA Foundation will provide each intern with two golf shirts.

## Getting started at the club

- The Host Club staff will notify you if you are selected as a TGA Works Intern and will communicate about your starting date and time. Follow these simple tips and your first days at the golf facility will go smoothly and you'll feel right at home.
- Arrive on time and wear proper attire and / or uniform.
- Report to your supervisor and introduce yourself.
- Listen carefully and ask questions. No one expects you to know everything the first day. If you don't understand your instructions or don't know where something is- just ask.
- When you finish one job, return to your supervisor and ask if there is anything else you can do. Don't stand around waiting for an assignment.
- When you leave for the day, let your supervisor know. Always make sure to know when and where you should report the following day.

## Monitoring and evaluation

**Monitoring the Program:** TGA Foundation staff will contact interns and clubs on a regular basis to evaluate performance and check in with 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 on the TGA WORKS program at any time. However, at the end of the season we will ask you to fill out a brief written evaluation of your experience in the TGA WORKS program. Upon the completion of your evaluation form, you will receive a TGA WORKS certificate. You will also be eligible to continue the TGA WORKS program and receive scholarship opportunities through the TGA Foundation.

## Is TGA Works for me?

Before you apply, you should consider the following:

- \* Are you a motivated individual who will work hard and communicate effectively with others?
- \* Can you be an exemplary representative of your family, your school, the TGA Foundation and your golf program?
- \* Can you manage a schedule that changes every week? You will be asked to work in several different areas of the club and your hours will vary from week to week.
- \* Can you get to work extremely early and stay well into the evening if needed? Every department at a golf facility has a different task and these happen at different times every day. Depending on your assignments, your schedule will likely occur outside of “normal” business hours.
- \* Can you provide for your own transportation to and from work whenever you are scheduled to be there?

***Are you willing to work hard and take full advantage of the opportunity of a lifetime?***

## 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.

