**Head Coach Responsibilities - 2017**

**Primary Function**

The Head coach is responsible for guiding and coaching young people to become responsible citizens and committed active golfers. Positively impacting their lives through The First Tee Golf & Life Skills Experience using approved lesson plans and The First Tee Coaching Philosophy.

**Key Roles**

* Has overall responsibility for all on-course The First Tee activities
* Guide the Team Leaders in that week’s golf activities
* When needed, serve role as Team Leader to facilitate that week’s golf activities
* Be a positive role model for youth by reinforcing the First Tee Nine Core Values and adhering to The First Tee Code of Conduct
* Convey The First Tee brand image to the public
* Assist Director of Golf with development of new procedure and programs to improve registrations, retention, and progression
* Encourage and assist qualified youth to participate in Home Office Participant Opportunities
* Provide a fun and safe youth environment in all areas
* Assist in recruiting and retaining volunteers in green grass initiatives
* Assist with Parent Orientations and maintain open parent/student communication
* Network with other chapter colleagues and exchange best practice ideas

**Expectations**

* Complete ACT online training and be willing to attend coach training, working toward Recognition status
* Maintain consistent and regular attendance – student and volunteer
* Input league score data in a timely manner
* Weekly notify office staff of any Head Coach assignment changes
* Have some golf skill knowledge; able to analyze/fix minor swing flaws (Posture, Grip, Alignment).
* Ensure station setups are detailed and consistent with lesson plan objectives
* Maintain lesson plan integrity at all classes and levels
* Conduct pre-lesson instruction sessions with class volunteers
* Create and submit new activity ideas for lesson plan implementation
* Conduct Certifications at all levels
* Maintain and organize all equipment and storage areas
* Provide students and families with updated progress reports at the end of every session
* Respond to all info, data, and report requests in a timely manner.
* Attend meetings, roundtables and training sessions conducted by Director of Golf
* Conduct good-better-how sessions with volunteers
* Attend Community Outreach events (i.e., golf show, river park square, Summer Parkways, etc.)