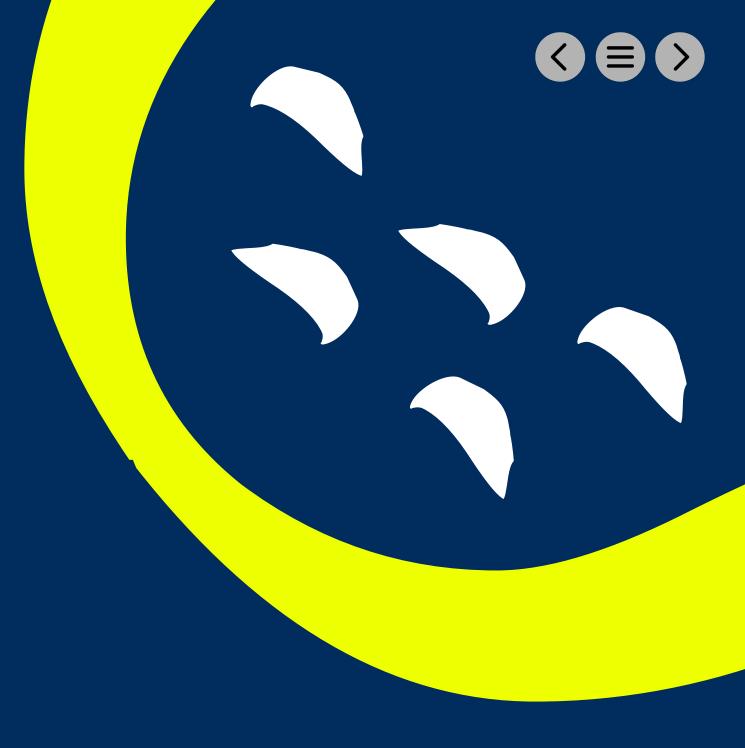
Calendar Guide & Template





Contents

- Using the Guide
- 4 Program Expectations
- 5 Implementation Steps
- **Example Calendars**
- Planning your Implementation
- 2021 Templates
- 25 2022 Templates









Using this Guide

This guide provides you with guidance to help plan your program and the necessary implementation steps to get your program up and running. In this guide you will find:



Program Expectations

This table provides a reminder of the program expectations and the program calendar for the climate your venue is located in.



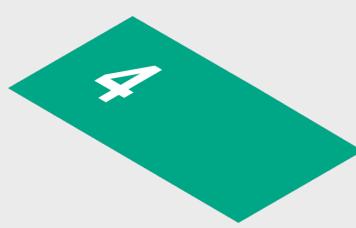
Implementation Steps

This table provides an overview of the recommended implementation steps for your program and how this links to the resources on the Training Hub.



Example Annual Calendar

A visual example of how you can use the template calendars to plan your program over the program months.



Example Monthly Calendar

A visual example of how you can use the monthly calendars to plan your program groups start and end times and key information to schedule your programs in the GLF.Locker system.



Example **Implementation** Steps

Once you have scheduled your program dates and classes, we have put together an example of how you can use this to plan the implementation steps and when to refer to the checklist Guides to complete the necessary actions.



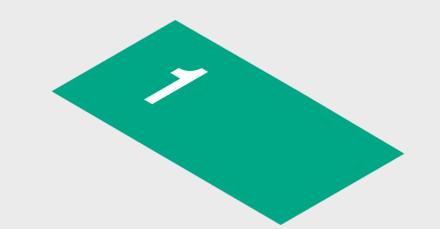
Template 2021 & 2022 Calendars

We have included 2021 and 2022 calendars with the key holidays dates added in to help you plans your classes and events with your team. Print them out and get scheduling!



Program Expectations

The table below provides a reminder of the minimum expectations of your programs depending on the climate in which your venue operates. This should be used to help you plan each program across the calendar year. If you are unsure of which region your venue is in, please navigate to the **Training Hub** and view the **Climate Venue List**.



	Program	Year Round (Jan - Dec)	Desert (Oct - April)	Seasonal (April - Oct)
Junior Nonth	Junior Monthly	52 Classes Approx 52 Weekly Classes, 1 Class in each age group	30 Classes Approx 30 Weekly Classes, 1 Class in each age group	30 Classes Approx 30 Weekly Classes, 1 Class in each age group
Junior Course	Junior Course Play	12 Events, 1 per month	7 Events, 1 per month	7 Events, 1 per month
Junior Rum Days	Junior Fun Days	Periodically Events to be scheduled periodically across the program year.	Periodically Events to be scheduled periodically across the program year.	Periodically Events to be scheduled periodically across the program year.
Junior Camps	Junior Camps	12 Camps Includes eight camps during summer break, two during the winter breaks, one during spring break & one over thanksgiving.	4 Camps Half day & Full day options across multiple days including two camps during the winter break, one over thanksgiving and one during spring break.	9 Camps Half day & Full day options across multiple days including eight camps during summer break and one during spring break.
PGA junio, League	PGA Jr League	12 Matches Matches to be conducted across the Spring and Fall League with a minimum of six during each season.	6 Matches Matches to be conducted across the Spring League with a minimum of six matches during the season	6 Matches Matches to be conducted across the Fall League with a minimum of six matches during the season
Social Property	Junior Social Play	4 Events These events should be scheduled on the same day each month.	3 Events These events should be scheduled on the same day each month.	3 Events These events should be scheduled on the same day each month.



Implementation Steps

This table provides an overview of the implementation steps for your programs, when this should be completed and where to find the necessary resources within the Training Hub.



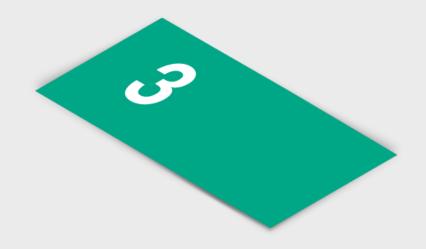
Implementation Step	When	Checklist Guide	Where
Planning & Scheduling	6 Weeks Prior	Step 1 Guide	Within the program page of the Training Hub.
Marketing Content	5 Weeks Prior	Step 2 Guide	Within the program page of the Training Hub.
Marketing Distribution	4-1 Week Prior	Step 3 Guide	Within the program page of the Training Hub.
Communication	1 Week Priory	Step 4 Guide	Within the program page of the Training Hub.
Delivery Week	Week of 1st Event or Class	Step 5 Guide	Within the program page of the Training Hub.
Post Event	After class or event	Step 6 Guide	Within the program page of the Training Hub.





Example Annual Calendar

It is critical to the success of your programs and impact they can make at your venue that they connect together over the course of the year. The graphics below shows an example of how each of the programs can be scheduled and come together across a calendar year for those operating in a year round climate:



	Tue	Wed	Thu	Fri	Sat	Sun
				1	Junior Monthly	To the state of th
4	5	6	027	8	Junior Monthly	
11	12	2113	14	15	Junior Montaly	
18	19	20	21	22	Junior Monthly	
25	26	27	28	29	Junior Montaly	31









51 Weekly classes on Saturdays



1ST Sunday of the month





	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	Junior Monthly	Junior Course Popular
Junios Camps	6	7	8	9	Junior Months	11
Janies Camps	13	14	15	16	Junior Month	18
Junios Camps	20	21	22	23	Junior Monthly	25
Junios Camps	27	28	29	30	Junior Monthally	

	Tue	Wed	Thu	Fri	Sat	Sun
						Junior Court & Programme P
Gamps SH	3	4	5	6	Junior Monthly	8
9	10	11	12	13	Junior Manuel 4	15
16	17	18	19	20	Junior Months 1	Junio, Chin 2
23	24	25	26	27	Junior Manual 8	29
30	31					



12 matches during Spring & Fall



12 Camps across a calendar year







	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	Junior Monthly	Junior County is the Property of the Property
6	7	8	09	10	Junior Monthly	12
13	14	15	16	17	Junior Monthly	19
Junior Camps	21	22	23	24	25	26
Juno Campo	28	29	30	31		



Periodically over the calendar year



3rd Sunday of the month

27



Annual Program Calendar - Desert

The graphics below shows an example of how each of the programs can be scheduled and come together across a calendar year for those operating in a in a desert climate. As can be seen, the program delivery takes places over a 7 month period between October and April:









Tue Wed Thu Fri Sat

27



29 Weekly Saturdays classes



1ST Sunday of the month



6 matches during Spring



4 Camps over the calendar year



Periodically over the calendar year



3rd Sunday of the month



Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

19	20	21	22	23	24	25
26	27	28	29	30	31	
	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	Junior Months	Junior Course
8	9	10	00	12	Sunfor Months 3	14
15	16	17	18	19	Junior Month	21
Junior Camp	23	24	25	26	Junio- Monay 7	Junior Rill 8

Fri	Sat	Sun		Tue
5	Junior Monthly	Junior Court		
12	Junior Months	14	6	7
19	Junior Months	21	13	
26	Junior Months V	Junio, Rama 8	Junio, Camps	
			Jungo Camps	28

30

	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	Junior Monage 6	Junior Cours
8	9	10	001	12	Junior Months	14
15	16	17	18	19	Junio, Monthly	21
Junior Camps	23	24	25	26	Junior Months 7	Junio, Allin B
29	30					

	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	Junior Months 6	Junior Could P
8	9	10	001	12	Junior Montage	14
15	16	17	18	19	Junior Montale	21
Junio, Camps	23	24	25	26	Junior Months 7	Junior Russ 8
29	30					

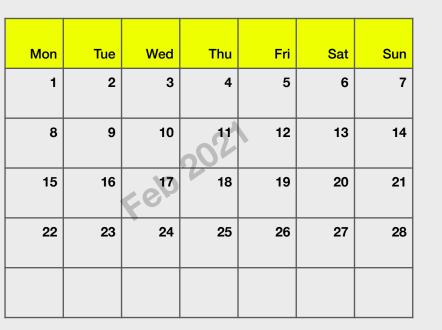




Annual Program Calendar - Seasonal

The graphics below shows an example of how each of the programs can be scheduled and come together across a calendar year for those operating in seasonal climate. As can be seen, the program delivery takes places over a 7 month period between April and October.











30 Weekly Saturdays classes



1ST Sunday of the month







	Tue	Wed	Thu	Fri	Sat	Sun
						Junior Court & Po
Junio Camps	3	4	5	6	Junior Money 7	8
9	10	11	12	13	Junior Monthly 4	15
16	17	18	19	20	Junior Roman 1	Junior Lin 2
23	24	25	26	27	Junior Months 8	29
30	31					



6 matches during Fall



9 Camps over the calendar



Periodically over the calendar



3rd Sunday of the month

	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	Junior Months 4	Junior Coults 5
6	7	QGA Junion Vander Canada		10	Junior Monthly	12
13	14	QGA JUNION SAUGE		17	Junior Month 8	19
20	21	QGA Junio	23	24	Junior Months 5	26
27	28	29	30			



Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	001	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

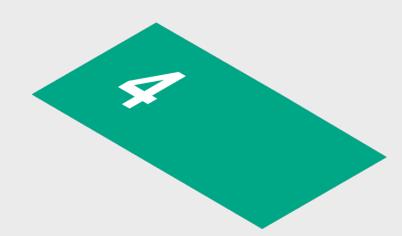
Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		





Example Monthly Calendar

The graphics below shows an example of how you can use the calendar templates to schedule the specific classes and events including the times and coaches delivering each class or event. This is important to ensure that their is adequate cover for each program and that each of the programs connect together before scheduling these on the GLF.Locker:



	Mon		Tue	Wed	Thu	Fri	Sat	Sur
					1	2	Week 1 Time Session Coach 9am - 10 4 - 6 Coach 1 10.15-11:15 6-11 Coach 2 1-2 11-16 Coach 1 2.15-3:15 11-16 Coach 1	Course Play Event Time Coach 2pm - 5pm Coach 1
Easter Camp Day 3	5	Easter Camp Day 3	6	Easter Camp Day 3	8	9	Week 2 Time Session Coach 9am-10 4-6 Coach 1	11
Tíme 9am - 1pm	Coach Coach 1	Tíme 9am - 1pm	Coach Coach 1	Time Coach gam-1pm Coach 1			10.15-11:15 6-11 Coach 2 1-2 11-16 Coach 1 2.15-3:15 11-16 Coach 1	
	12		13	PGA Junior League Spring Match 3 Time Coach 2pm - 5pm Coach 1	15	16	Week 3 Time Session Coach 9am-10 4-6 Coach 1 10.15-11:15 6-11 Coach 2 1-2 11-16 Coach 1 2.15-3:15 11-16 Coach 1	18
	19		20	PGA Junior League Spring Match 4 Time Coach 2pm - 5pm Coach 1	22	23	Week 4 Time Session Coach 1 9am - 10 4 - 6 Coach 1 10.15-11:15 6-11 Coach 2 1-2 11-16 Coach 1 2.15-3:15 11-16 Coach 1	2
	26		27	28	29	30		



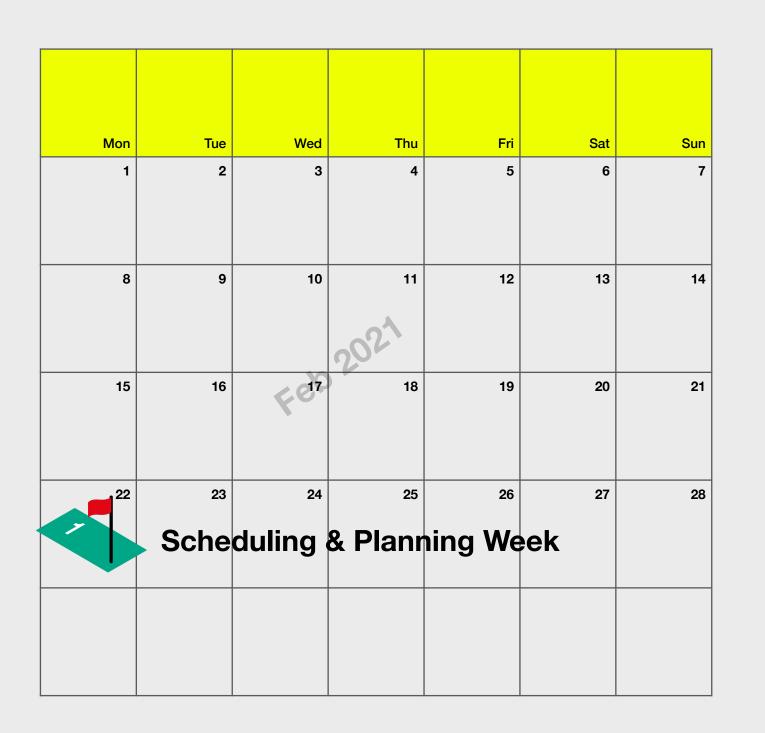




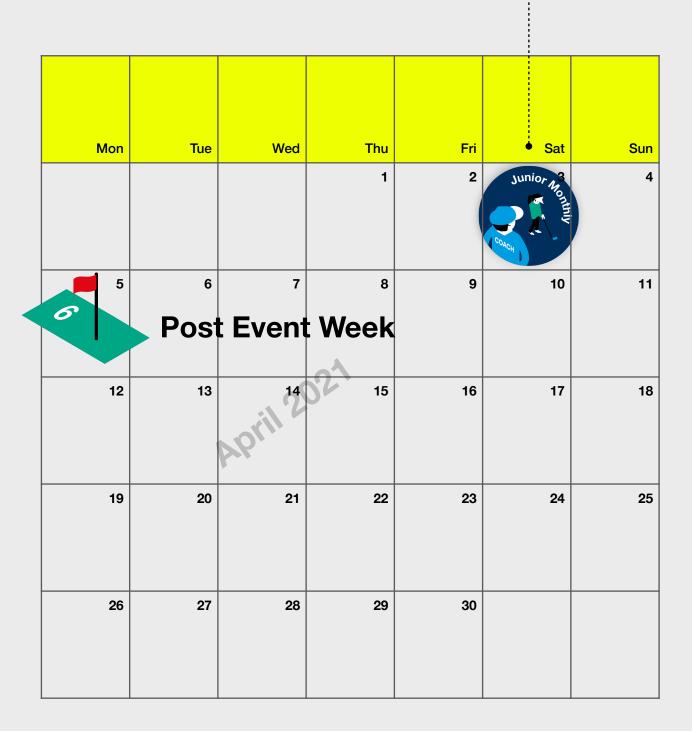
Once you have planned your calendar, you can then use these templates to plan your implementation steps for each program. In this example below, the 1st Week of Delivery is scheduled as Saturday 3rd April 20201 for the Junior Monthly Program. Working back from this date, we can then plan the implementations steps and the checklist tasks that need to be completed for that week. Add these as a note to your calendar templates or go one step further and add these as a reminder to your GLF.Locker or as a Leave in your schedule!



1st Week of Delivery





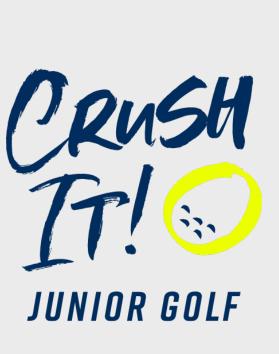
















2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	714	15	16	17
		18				
18	19	20	21	22	23	24
25	26	27	28	29	30	31

	_					
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mo	on	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
2	26	27	28	29	30		

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	UN 17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Mon	Tue	Wed	Thu	Fri	Sat	Sun
IVIOIT	lue	Wed				
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	210	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16 C	2V ₁₇	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



January 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18 Martin Luther King Day	19	20	21	22	23	24
25	26	27	28	29	30	31



February 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15 Presidents Day	16	17	18	19	20	21
22	23	24	25	26	27	28



March 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



April 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
				Good Friday		Easter Sunday
5	6	7	8	9	10	11
Easter Monday						
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		



May 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28 <i>Memorial Day</i>	29	30
31						



June 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



July 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
						Independance Day
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



August 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



September 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
Labor Day	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



October 2021

Mor	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
	5	6	7	8	9	10
Columbus Day	12	13	14	15	16	17
18	3 19	20	21	22	23	24
25	26	27	28	29		31 Halloween



November 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11 Veterans Day	12	13	14
15	16	17	18	19	20	21
22	23		25 Thanksgiving	26	27	28
29	30					





December 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23		25	26
27	28	29	30		Christmas Day	Boxing Day
				New Years Eve		

<













2022

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	2	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	22 11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
				-0		
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5
7	8	9	10	11	12
			126		
14	15	16	17	18	19
21	22	23	24	25	26
28	29	30			
	7 14 21	7 8 14 15 21 22	1 2 7 8 9 14 15 16 21 22 23	1 2 3 7 8 9 10 14 15 16 17 21 22 23 24	1 2 3 4 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	214	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	2029	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
			C			
19	20	21	22	23	24	25
26	27	28	29	30	31	



January 2022

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
Martin Luther King Day	05	00	07	00	00	20
24	25	26	27	28	29	30
31						



February 2022

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21 Presidents Day	22	23	24	25	26	27
28						



March 2022

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



April 2022

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13		Good Friday	16	17 Easter Sunday
18	19	20	21	22	23	24
Easter Monday						
25	26	27	28	29	30	





May 2022

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30 Memorial Day	31					



June 2022

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



July 2022

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
Independance Day	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



August 2022

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				





September 2022

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5 Labor Day	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		



October 2022

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						2
3	4	5	6	7	8	9
Columbus Day	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
Halloween						



November 2022

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9		11 Veterans Day	12	13
14	15	16	17	18	19	20
21	22		24 Thanksgiving	25	26	27
28	29	30				



December 2022

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			•	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22			25 Christmas Day
26	27	28	29		31 New Years Eve	