

PGA Junior League Captains Guide



PGA Junior League Captains Quick Reference



Read the Captains Guide & Conditions for Play

The Captain's Guide is a reference for you before, during and after the season. The Conditions of Play handbook contains everything you need to know about the rules and guidelines for PGA Jr. League. We strongly encourage you to review both resources before the season starts.



League formation

Work with your Regional League Manager and Section support staff to determine the league type and 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.



Plan your season PGA Jr League Regional League Manager

Identify the "window" for your season(s). Before you begin registering players, determine the number of practices and games in-season, as well as dates for your preseason or end-of-season meetings and parties.



Determine your age divisions

We encourage you to welcome all age groups to your program. With enhanced opportunities for both our 13u and 17u divisions, now is a great opportunity to expand your team.



Player marketing & promotions

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.



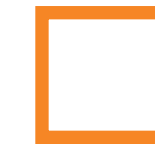
Team communications

Communicate early and often. Manage expectations by communicating the season practice and game schedule, attendance expectations and playing time, special events, and National Car Rental All-Star Season selection process. Use the SportsEngine app to send and track RSVPs.



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 and 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.



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.



After the game

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.



National Car Rental All Season

The National Car Rental All-Star Season takes place in July-October. Be sure to refer to the Conditions of Play for all All-Star policies.

Be a #GAMECHANGER

Take it to the next level...

- 1 Embrace the PGA Jr. League Three Flags in delivering an outstanding consumer experience: SAFETY, CARE and ORGANIZATION.
- 2 Become an ADM-certified PGA Jr. League Captain by completing the training at PGA.Coach.
- 3 Host team meetings and parties before, during and after your season. Consider implementing virtual opportunities in place of in-person.
- 4 Conduct practices that are about more than just golf instruction. Allow the players to gamify practice and call the shots for the day. Encourage teamwork and mentorship from older players.
- 5 Provide pizza and/or ice cream for all players after each game. You can activate your parent volunteers here!
- 6 Use social media, the SportsEngine app, and email to summarize your games for parents and family members.
- 7 Set your schedules early.
- 8 Scrimmage with teams outside of your league/facility to see new courses
- 9 Attend a workshop/town hall and Captain meeting with your Regional League Manager and other Captains in your league
- 10 Promote the PGA Jr. League online shop and receive a portion of the proceeds while PGA of America handles all orders and fulfillment.



Find everything you need for a successful season in the Captain Resource Center at pgajuniorleague.com/crc

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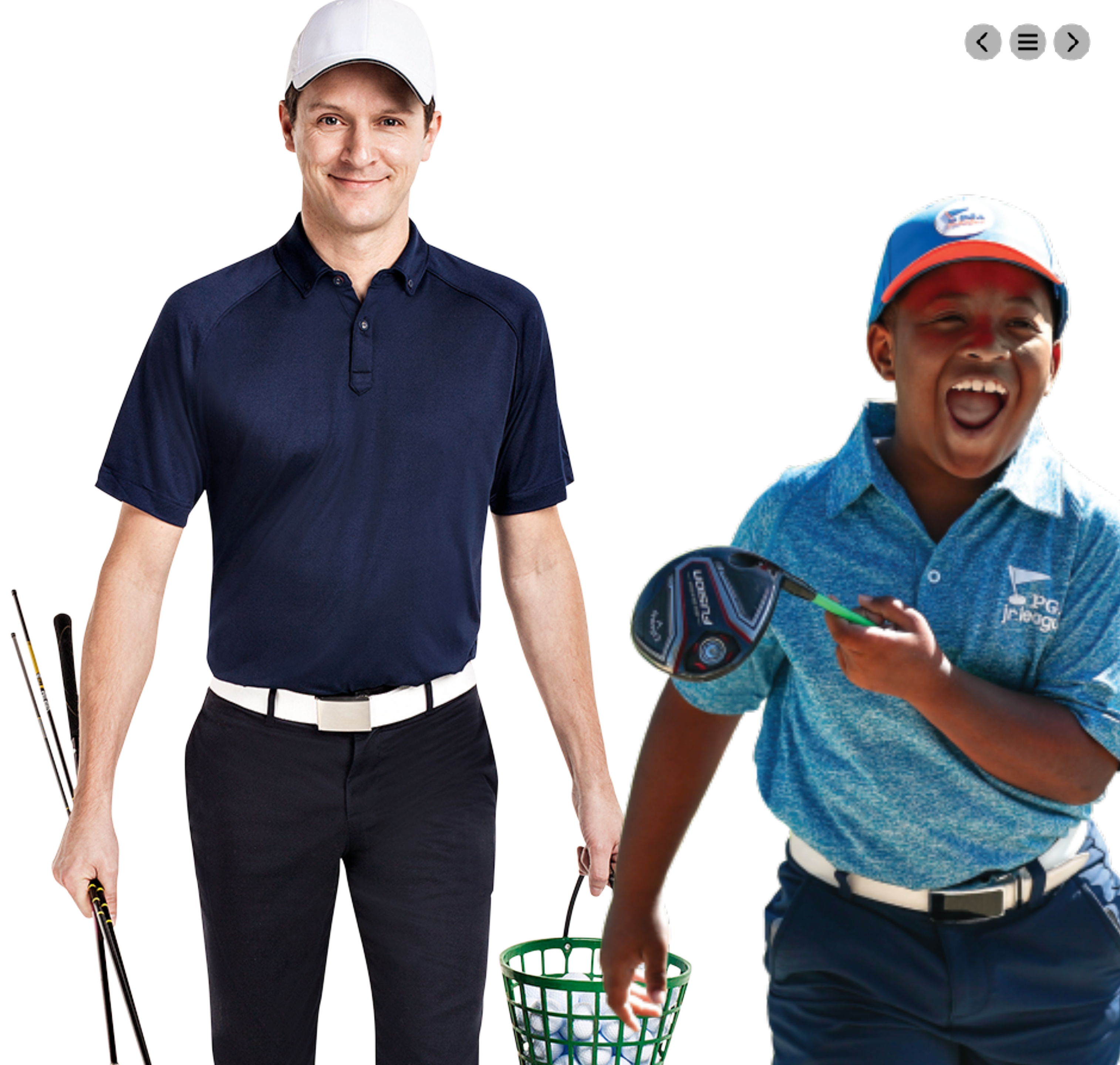
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Glossary of Terms

The following terms are mentioned frequently throughout this Guide. Please see below for a brief definition of each



Active Player

All-Star players must be active PGA Jr. League participants, which is defined as being registered for and participating on a team in the league.

American Development Model (ADM)

Golf's new player pathway is built on the principles of the ADM, a proven long-term athlete development model that has been successfully applied to USOPC, USA Hockey, USA Basketball and USA Lacrosse. All PGA Jr. League Captains and Coaches are encouraged to become ADM-certified via PGA.Coach.

National Car Rental All Star Season (Previously referred to as "Postseason")

The National Car Rental All-Star Season is comprised of All-Star teams formed from a combination of players from each of the teams in your league. Your All-Star team will need to compete in a Section Championship before advancing to Regional competitions and ultimately, the National Car Rental PGA Jr. League Championship

Regional Junior League Manager (RLM)

Your Regional League Manager is committed to helping you create value and drive engagement through PGA Jr. League, as well as other initiatives such as PGA Family Cup and PGA.Coach.

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 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. Beginning in 2021, PGA Jr. League is creating more opportunities for more kids to play golf! This means more opportunities for PGA and LPGA Professional Captains to engage with families and positively impact players. Further details are available on Page 11 regarding the expansion plan.

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

The Three Flags are 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.

Captains 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:

▶ Activate

Get staff and management buy-in, and make sure you have the time and space you need.

▶ Communicate

Coordinate with fellow Captains, and communicate early, often and consistent with parents and players

▶ Engage

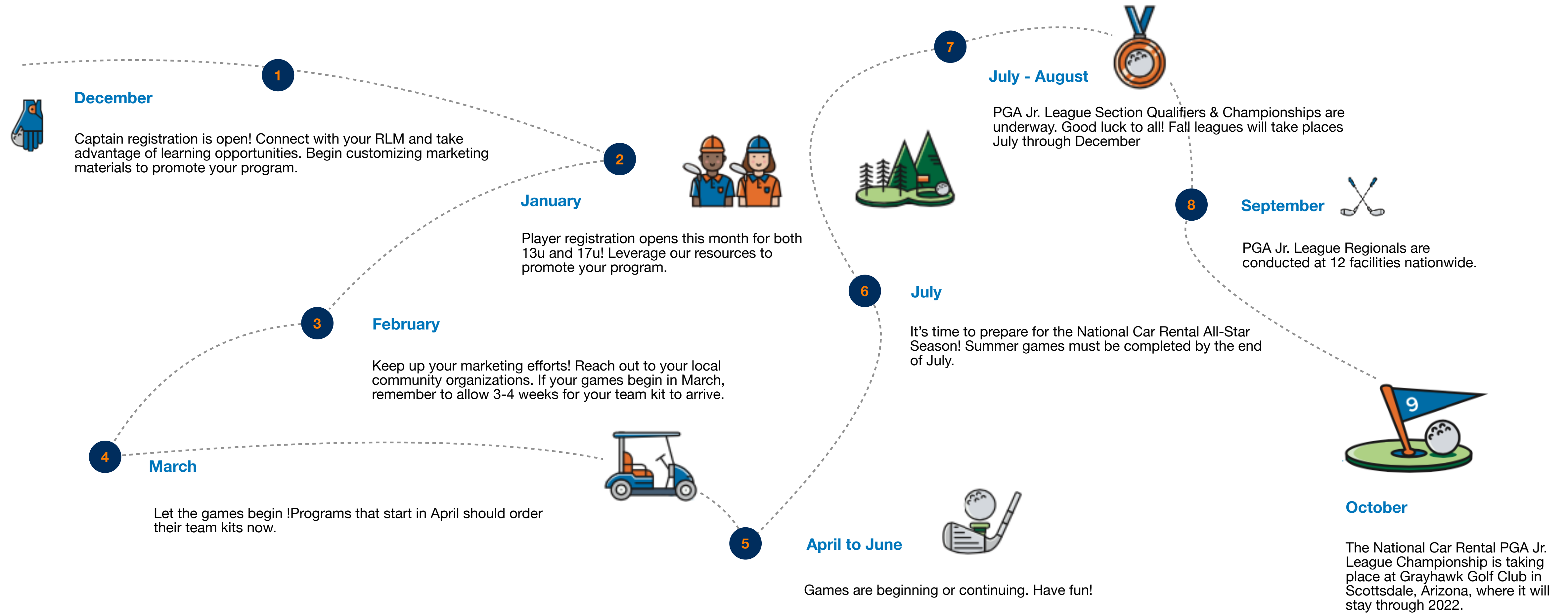
Promote a positive learning environment, and create an experience families enjoy.

Becoming certified in the American Development Model (ADM) is a crucial step for PGA Jr. League Captains. ADM is all about creating early, positive experiences for all athletes, which will keep more players engaged and retained in our sport. It's about evolving from early, sport-specific specialization that causes kids to burn out, to developing well-rounded, multi-sport athletes who stay engaged in our game for a lifetime. Visit [PGA.Coach](https://www.pga.com/coach) to get certified for free in just a few hours.



Season Timeline

The following timeline may slightly differ depending on the region that your program is facilitated in.



Pre-Season - Local League Formation

League Type

You will have the option to create an in-house league or join with other facilities in a league. In-house leagues mean greater flexibility and control over scheduling. If you opt to join with other facilities, then your teams will be matched with teams nearest you. 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. Deadlines to notify your RLM of this intent may be implemented in order to match facilities up appropriately and in time.

Regardless of the league type, please see below for recommendations regarding the structure and requirements for National Car Rental All-Star Season eligibility.

League Structure Recommendations

13u

TEAMS PER LEAGUE	PLAYERS PER TEAM	MATCHES PER GAME
4+	8+	4

17u

TEAMS PER LEAGUE	PLAYERS PER TEAM	MATCHES PER GAME
4+	6+	3

Flexibility

- ▶ Based on the number of players at the game, as well as their ages and abilities, team sizes and matches per game can be adjusted up or down.
- ▶ Shorter flags can be implemented (e.g. 2-hole flags for a 6-hole match) for younger or newer players

NOTE: Any adjustments made in multi-facility leagues must be approved by all Captains in the league along with the Regional League Manager.

National Car Rental All-Star Season Requirements

- ▶ In order for a league to be eligible for a 13u All-Star team, the league is required to meet a minimum threshold of 24 active and eligible 13u players.
- ▶ In order for a league to be eligible for a 17u All-Star team, the league is required to meet a minimum threshold of 16 active and eligible 17u players. However, for 2021 only, the minimum threshold is being lowered to 8 active and eligible 17u players as we introduce the new 17u All-Star season.

Team Formation

▶ Coach registration

Any adult participating in a volunteer 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 various administrative tasks. During games, Coaches may act as a match facilitator by verifying scores after each hole, communicating with Captains about rulings, assisting with general pace of play, and in the absence of the 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 meetings

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.

▶ Creating your schedules

While it may not be possible to include a game schedule when you register, you can build out a tentative practice schedule at any time. Families continue to tell us they want schedules early and it guides their decision making, so these schedules will appear in search results.

▶ 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.

▶ 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 blue chat bubble in the bottom right hand corner of PGAJrLeague.com includes instructions on how to roster, or assign, players to your teams. Remember to keep in mind any All-Star player policies that will be found in the Conditions of Play when rostering players to your team(s).

▶ 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. 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 an additional fee. Expedited shipments can take up to one week for delivery with every effort made to meet your in-hand date.

▶ Offering 17U Team

As mentioned in the League Formation section, PGA Jr. League offers both 17u and 13u programming. Our 17u mirrors the 13u program by maintaining the team environment and scramble format. Team sizes are smaller to encourage more Captains to offer this program. In 2021, we are excited to launch a brand new 17u National Car Rental All-Star Season which will include Section Championships and Regionals.

▶ 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.



In-Season

Everything you need to activate, engage with, and communicate to your teams can be found in the Captain Resource Center. All Captains should be well-versed in our Conditions of Play, and if unavailable for game day, so should designated Coaches.



Format & Scoring

PGA Jr. League utilizes a two-person scramble format during all games, with the opportunity to participate in both match play and aggregate stroke play scoring. During match play, players have the opportunity to compete in games where 2-player pairs will compete head-to-head against one another, trying to earn a point in each flag. In aggregate stroke play competitions, typically found throughout the National Car Rental All-Star Season, 2-player pairs will play their best golf in order to contribute to a team aggregate total. The team with the lowest aggregate total, wins the event! More details on the format and scoring will be available in the 2021 Conditions of Play.

NOTE: Any adjustments made in multi-facility leagues to the format or scoring must be approved by all Captains in the league along with the Regional League Manager.



Matchplay



Stroke play

TEAM FOWLER		TEAM WIE	
PAIR 1	36	PAIR 1	35
PAIR 2	34	PAIR 2	39
PAIR 3	39	PAIR 3	38
PAIR 4	41	PAIR 4	42
TOTAL	109	TOTAL	112

WINNER

National Car Rental All-Star Season

The National Car Rental All-Star Season celebrates the culmination of the summer season and is designed to be aspirational for the 16% of players who identify as competitive golfers. Below are some important items to review, and please refer to the Conditions of Play for complete information related to the National Car Rental All-Star Season.

- ▶ In alignment with the American Development Model, players participating in the All-Star season must meet the following age requirements:
 - 13u: Players must be no younger than 10 years of age and no older than 13 years of age as of July 31, 2021.
 - 17u: Players must be no younger than 14 years of age and no older than 17 years of age as of July 31, 2021.
- ▶ All-Star team sizes will be 8 players for 13u and 6 players for 17u. This removal of substitutes will create increased playing opportunities for all participants.
- ▶ The number of players sent from a team to the All-Star season will be determined by your league size and your place in the standings during the regular season (the Conditions of Play will be available for more detailed information). Make sure these players' parents are aware of the All-Star season process and have the dates of all events.
- ▶ The dates for all All-Star season Section events should be posted in early April by your Section office.



2022 Season Sneak Peak

PGA JR.League Expansion

Beginning with the addition of the 17u National Car Rental All-Star Season and increased league flexibility in 2021, PGA Jr. League is embarking on a multi-year expansion plan to create more opportunities for more kids to play in team environments with expert PGA and LPGA coaching. Please see below for a brief overview of additional improvements coming in 2022.

PGA JR.League Membership

- One annual consumer fee.
- Membership provides access to register for local leagues throughout the calendar year.
- One team kit per year with jersey designs changing annually.
- All-Star registration fee and custom team kit.

Local Play Days

- Fun and non-competitive multi-team tournaments utilizing the aggregate stroke play scoring model.
- Opportunity to create scrimmages with teams outside your facility.
- Playing preparation for more advanced players in anticipation of the National Car Rental All-Star Season.

13U National Car Rental All-Star Season

- In addition to Section Championships, the first stage of the National Car Rental All-Star Season will also include Competition Days where teams get ranked on a Regional Leaderboard based on their best three team scores from the Competition Days.
- The top four ranked teams on each Leaderboard advance to Regionals in addition to the Section Champions and at-large bids, bringing the number of teams at Regionals to eight.
- Leagues with 48+ players will be eligible for two all-star teams, and leagues with 72+ players will be eligible for three all-star teams.

17U National Car Rental All-Star Season

- Minimum threshold for a league to be eligible for an All-Star team is being increased to 16.
- Competition Days and a Regional Leaderboard are being implemented in addition to Section Championships, same as described above for 13u.

New Technology Platform

- PGA Jr. League will be launching a new tech platform to support all of the above.



Appendix

Insurance

The PGA of America's liability policy extends insurance coverage to the Members and Associates 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 & 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
- ▶ 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 be posted at the end of the calendar year.

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.

Payments to the Club are initiated when team kits ship, to allow for refunds prior to uniform production. From that team kit ship date, Captains can expect to receive payment in approximately 20-25 business days.

Refunds & disputes

All refund requests may be submitted to the blue chat bubble on PGAJrLeague.com. Please provide the following information when requesting a refund:

- Player First Last Name
- Captain and Facility Name
- Order Total

Local sponsorships

Similar to other youth sports, 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.

Thank you.

Please review the Condition of Plays within the PGA Jr League section of the Training Hub.



CRUSH IT!
JUNIOR GOLF