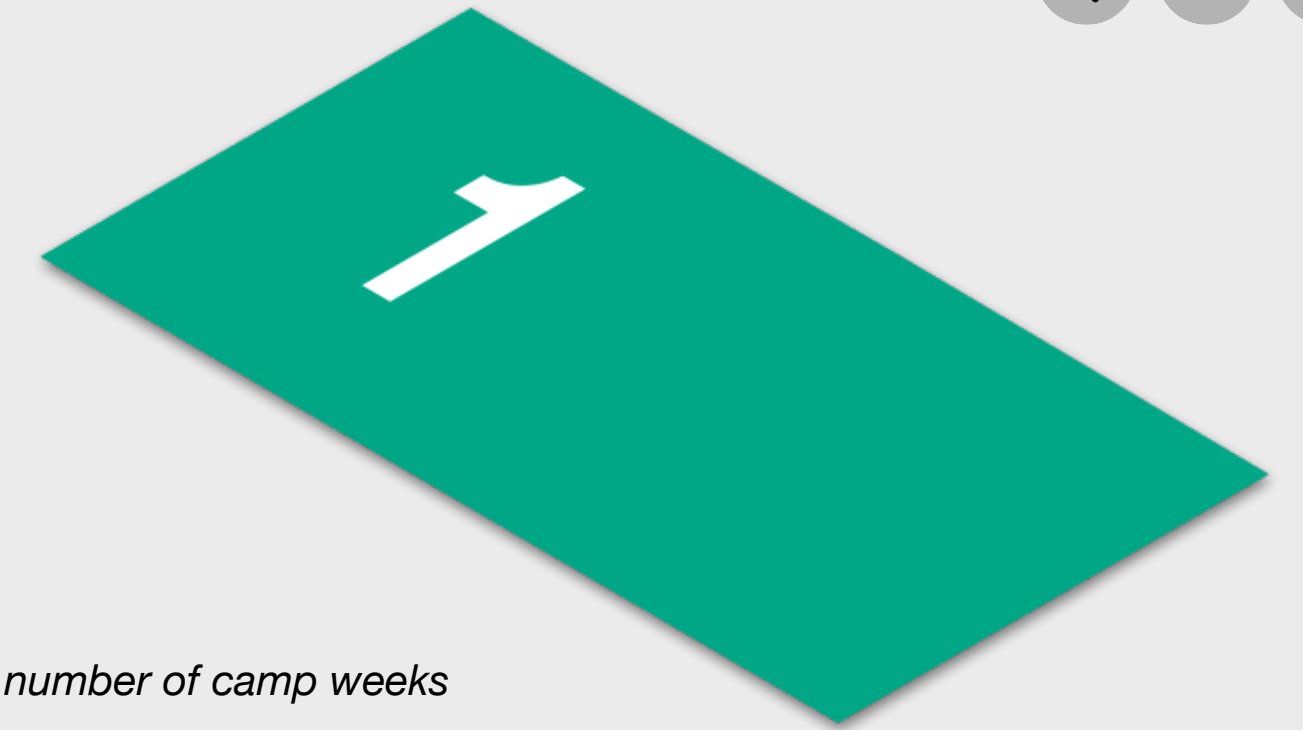
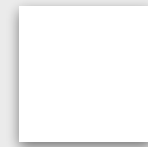


# Step 1 - Scheduling & Planning

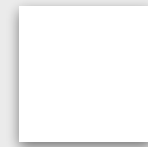


Please find listed below the recommended actions that you need to take during this step of implementation:



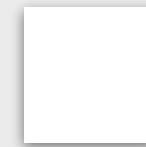
## Review the Climate Venue List

*This will help you identify the climate your venue operates in and therefore understand the program delivery and expectations of the number of camp weeks you should be running. You can find this in the **Planning** page of the Training Hub.*



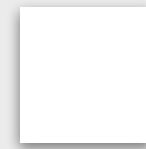
## Decide on the Camp Types & Use the Template Calendar to Schedule your Camps across the program year

*You need to decide on the exact camp you would like to run depending your needs and the specific needs of your venue. Use the template calendar, titled "Calendar Coach Resource - Planning Your Schedule Guide" within the Planning page of the Training Hub and decide on the following:*



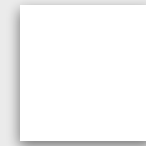
### Camp Type - Mini, Half Day or Full Day

*You need to decide which camp option you would like to run at your venue.*



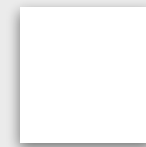
### Age Ranges

*Decide on the target age ranges for your camp option. This should align with your Junior Monthly classes.*



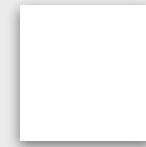
### 3 Day, 4 Day or 5 Day

*Decide on the length of your camp. Every camp you run should be a minimum of 3 days regardless of camp type.*



### Number of Places Available

*Decide on how many places are available within each of your camps. You should have a maximum of 8 children to one coach.*



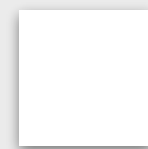
### Start time

*Once you have decided on the camp type you should plan the start time. Full Day camps should run between 9am - 4pm, Half Day camps for 3 hours and Mini Camps for 90-minutes.*



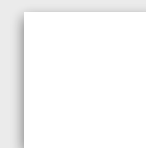
### Assess facility access

*Ensure you assess access to practice facilities at your venue and discuss the program with your management team. During your Full Day camps, you will require access to the golf course and a place within the clubhouse for lunch.*



## Schedule your Camps

*You are now ready to schedule your camps on the GLF.Locker system. Make sure you utilize the **Training Hub** resources in the **Using your System** section.*



## Review the tutorial "Setting up a Class Across Days, Weeks & Months" - [Click Here](#)

*This tutorial video is also available within the Planning page of the Training Hub.*