



MICHIGAN

A Mentors Guide to Level 1

Section Mentoring Initiative

PGM 3.1 Breakdown

Level 1:

- Complete Quizzes embedded in the Course Manuals.
- Attend the Virtual Seminar. Seminars run Monday-Friday 8-5pm.
- Complete Work Experience Portfolio. Contains 21 assignments.

Level 2:

- Choose a Path- Golf Operations, Teaching & Coaching, or Executive Management.
- Complete quizzes embedded in the Course Manuals.
- Attend the Seminar at the PGA Headquarters in Frisco, Texas. Runs Monday-Friday 8-5pm.
- Complete Work Experience Portfolio.

Level 3:

- Complete quizzes embedded in the Course Manuals.
- Attend the Seminar at the PGA Headquarters in Frisco, Texas. Runs Monday-Friday 8-5pm.
- Complete Work Experience Portfolio.
- Pass the Comprehensive Test covering all three levels.
- Apply to be a PGA Member.

MENTOR: LEVEL 1 PORTFOLIO CHECKLIST

Activities that Require Help from a PGA Member

ACTIVITY NAME:

DATE & TIME:

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GCF: Analyze Fleet Policies,
Procedures, & Financial Performance

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CE: Comprehensive Career Plan

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TO: Plan, Prepare, & Run a
Tournament

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TO: Review and Evaluate the
Tournament

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LT&G: Assess Your Own Equipment

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LT&G: Observe Two Lessons Pt. 1

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LT&G: Observe Two Lessons Pt. 2

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LT&G: Take a Full Swing Lesson

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PE: Observe a Player Engagement
Program at a Facility

HIGHLIGHT INDICATES THE ASSIGNMENT NEEDS TO BE COMPLETED IN-SEASON

ASSOCIATE: LEVEL 1 PORTFOLIO CHECKLIST

ACTIVITY NAME:

DATE & TIME:

| | |
|--|-------|
| <input type="checkbox"/> BP 1: Define the Business | _____ |
| <input type="checkbox"/> BP 2: Asses the Current State of Business | _____ |
| <input type="checkbox"/> BP 3: Develop Objectives & Related Strategies | _____ |
| <input type="checkbox"/> BP 4: Financial Forecasts & Budgets | _____ |
| <input type="checkbox"/> BP 4b: Financial Forecasts & Budgets | _____ |
| <input type="checkbox"/> BP 4c: Financial Forecasts & Budgets | _____ |
| <input type="checkbox"/> BP 5: Monitoring Performance | _____ |
| <input checked="" type="checkbox"/> CR 1: Moments of Truth at a Facility | _____ |
| <input type="checkbox"/> CR 2: Strategies & Skills at My Own Facility | _____ |
| <input type="checkbox"/> GCF 1: Analyze Fleet Policies, Procedures, & Financials | _____ |
| <input checked="" type="checkbox"/> RU 1: USGA Rules of Golf Video Tutorial | _____ |
| <input checked="" type="checkbox"/> TOPS 1- Plan Prepare, & Run a Tournament Event | _____ |
| <input checked="" type="checkbox"/> TOPS 2- Review and Evaluate the Tournament | _____ |
| <input type="checkbox"/> CE 1- Comprehensive Career Plan | _____ |
| <input type="checkbox"/> CE 1a- Cover Letter | _____ |
| <input type="checkbox"/> CE 1b- Current Resume | _____ |
| <input type="checkbox"/> TC1 1: Assess Your Own Equipment | _____ |
| <input type="checkbox"/> TC1 2: Observation 1 Lesson Worksheet | _____ |
| <input type="checkbox"/> TC1 2: Observation 2 Lesson Worksheet | _____ |
| <input type="checkbox"/> TC1 2: Observation Summary Questions | _____ |
| <input type="checkbox"/> TC1 3: Take a Full Swing Lesson | _____ |
| <input type="checkbox"/> TC1 4: Conduct a Full Swing Lesson | _____ |
| <input checked="" type="checkbox"/> PE1 1: Observe a Player Engagement Program at a Facility | _____ |
| <input checked="" type="checkbox"/> PE1 2: Design a Player Engagement Program at Your Own Facility | _____ |

In-Season Activity

PGA Professional Needed

Analyze Fleet Policies, Procedures, and Financial Performance

Description: Look at the current golf car fleet and analyze policies and procedures.

Time Needed from PGA Professional: 15-20 minutes

Information Needed to Complete Activity:

- Number of members, annual rounds played, cart fee per round, annual golf fee(if applicable)
- Cart brand and model, fleet size, age, gas/electric, owned or leased.
- Estimated percent of golfers that take a cart.
- Estimated total golf cart revenues & estimated total golf cart expenses.
- Take a picture of daily and weekly checklists (if N/A create your own checklists).
- May have questions about policies and procedures depending on what access they have.

Comprehensive Career Plan

Description: In Pt. 1 the Associate will interview a Supervising Professional at their place of employment to learn about their career path. Pt. 2 is focused on refining a personal development summary and goal plan. Pt. 3 the Associate will adjust their resume and cover letter based on the Supervising Professionals feedback.

Time Needed from PGA Professional: 45 minutes

Information Needed to Complete Activity:

- Supervising Professional's career path progression
- Supervising Professional's opinion of key knowledge, skills, and experiences needed to succeed.
- Two (2) challenges the Supervising Professional faces on a day-to-day basis.
- Feedback on their current resume and cover letter.

Plan, Prepare, & Run a Tournament Event

Description: Shadow or run a tournament event from start to finish while collecting the needed documentation. A small to medium size event is best for this assignment.

Time Needed from PGA Professional: 30 Minutes and periodically throughout the event.

PART 1:

Information Needed to Complete Activity:

- Annual total golf rounds, total green fee revenue, annual number of tournaments, annual tournament rounds.
- Planning details for the event- name, purpose, sponsors, field size, type of players, entry fee, F&B budget, format
- Tournament Organization Summary including staff assignments, date required, and date complete for each task.

PART 2:

Information Needed to Complete Activity:

- Assistance collecting **photos** of the following:
 - Bag drop/Valet
 - Registration table
 - Golf cart fleet preparation/staging
 - Range Setup
 - Event Setup
 - Event Signage(sponsorship, special contests, directional signage, etc.)
 - Additional Event Details

PART 3:

Information Needed to Complete Activity:

- Software used to create pairings and tee assignments
- Assistance collecting **photos** of the following:
 - Tournament Information Sheet
 - Rules Sheet
 - Hole Location Sheet
 - Scorecards
 - Scoreboard (physical or digital)
- Procedures for managing the pace of play and contingency plans

Review & Evaluate the Tournament

Description: Review staff, event setup, feedback, future event improvements, revenue, and expenses following the tournament.

Time Needed from PGA Professional: 30-45 minutes

Information Needed to Complete Activity:

- After Action Review: results, pace of play, weather, and additional notes.
- Staff recognition and concerns.
- What went well and what action should be taken to improve the event in the future?
- Revenue from entry fees, golf cart fees, sponsorships, merchandise sales, F&B sales.
- Expenses from merchandise cost, F&B cost, prizes, staffing, advertising, event supplies, etc.
- Total net income from the tournament.

Assess Your Own Equipment

Description: Measure all ten static club performance specification numbers and dynamic measurements in order to find gaps and make recommendations for appropriate golf club adjustments.

Time Needed from PGA Professional: 20-30 minutes

Information Needed to Complete Activity:

- Measurements needed for all 14 clubs:
 - Grip size in decimals
 - Length in inches
 - Shaft Flex
 - Shaft weight in grams
 - Alphanumeric swing weight
 - Total weight in grams/ounces
 - Loft & Lie angle in degrees
 - Face angle as a static measurement
 - Ball speed in mph
 - Launch Angle in degrees
 - Spin rate in rpms
 - P.T.R/Smash
 - Carry distance
- Assistance recognizing gaps between club data.

Observe Two Lessons Part 1

Description: Observe two different PGA Professionals as they each conduct a full swing Lesson for 60 minutes.

Time Needed from PGA Professional: 60-90 minutes

Information Needed to Complete Activity:

- Four (4) **videos**:
 - Before swing down-the-line
 - Before swing face-on
 - After swing down-the-line
 - After swing face-on
- **Photograph** of PGA Professional and their student interacting in the lesson setting.
- General information about the student.
- Three (3) lesson objectives.
- Practice assignments prescribed by the Professional:
 - Without a ball
 - With a ball
 - Training-aids used
 - Game simulation

Observe Two Lessons Part 2

Description: Observe a second lesson from a different PGA Professional than Part 1.

Time Needed from PGA Professional: 60-90 minutes

Information Needed to Complete Activity:

- Four (4) videos:
 - Before swing down-the-line
 - Before swing face-on
 - After swing down-the-line
 - After swing face-on
- Photograph of PGA Professional and their student interacting in the lesson setting.
- General information about the student.
- Three (3) lesson objectives.
- Practice assignments prescribed by the Professional:
 - Without a ball
 - With a ball
 - Training-aids used
 - Game simulation

Take a Full Swing Lesson

Description: Take a 60-minute full-swing lesson from a PGA Professional. This must be a different PGA Professional than the observed lessons.

Time Needed from PGA Professional: 60-90 minutes

Information Needed to Complete Activity:

- Four (4) videos:
 - Before swing down-the-line
 - Before swing face-on
 - After swing down-the-line
 - After swing face-on
- Photograph of PGA Professional and the Associate interacting in the lesson setting.
- Three (3) lesson objectives.
- Practice assignments prescribed by the Professional:
 - Without a ball
 - With a ball
 - Training-aids used
 - Game simulation

Observe a Player Engagement Program at a Facility

Description: Observe a player engagement program at a golf facility, answer questions about the program, and record an observation video.

Time Needed from PGA Professional: Length of programming

Information Needed to Complete Activity:

- 2-minute video of the instructor teaching.