



Dear Prospective Volunteer:

Thank you for expressing an interest in serving as a volunteer with The First Tee of Benton Harbor. The First Tee of Benton Harbor has been positively impacting the lives of local youth since 2004. Our success is contingent upon the dedicated staff and tireless volunteers who help us offer a variety of programs that benefit the children of Michigan's Great Southwest.

In order to carry out our mission effectively and also provide a safe environment for participants involved in our programs, we are committed to finding the best volunteers Southwest Michigan has to offer. All employees and volunteers for our youth programs are required to participate in a screening process that helps us identify the best candidates and provide the most impactful programs for our participants.

Below is a brief summary of the screening process. Prospective volunteers must:

1. Complete a The First Tee of Benton Harbor Volunteer Application
2. Read and agree to the policies and procedures in The First Tee of Benton Harbor volunteer packet including, but not limited to our Code of Conduct
3. Consent to a background screening through the National Center for Safety Initiatives
4. Attend orientation training prior to working with any participants in The First Tee of Benton Harbor programs

Please note, for certain volunteers, including those with little to no contact with participants, hold no supervisory position or have little to no opportunity for abuse; The First Tee of Benton Harbor may require a lessened level of screening.

Please contact Minnie Sims at 269.210.6968 ([msims@tftbh.org](mailto:msims@tftbh.org)) for additional information regarding volunteer positions with our chapter.

Thank you for supporting The First Tee of Benton Harbor. Together we will continue to positively impact the lives of the young people in our community **One Shot at a Time**.

Sincerely,

A handwritten signature in black ink, appearing to read "Ebon Sanders", is positioned to the left of a vertical line.

Ebon Sanders

Executive Director  
The First Tee of Benton Harbor



## The First Tee Coaching Philosophy

### Activity Based

- Doing vs. telling
  - Engage students in fun golf related activities
  - Do activity, discuss activity, and review the experience as opposed to talking about skill and engaging in activity
- Fun and Seamless approach
  - Fun environment where kids learn golf and life skills within the “seamless” activity

### Mastery-Driven

- Intention Equals Attention
- Intention or objective is most important and should be clearly stated and the focus of the student’s attention
- Balance Process and Outcome
  - Maintain a process-oriented focus rather than focusing on the outcome

### Empower Youth

- Youth centered
  - Ask open-ended questions and listen to the student’s needs, concerns and goals
- Kids do not care what you know until they know that you care!

### Continuous Learning

- Utilize the Good-Better-How model to provide feedback

- After a performance students should ask, “What was good?” “What could be better?” & “How?”
- Take advantage of “coach-able moments” that can help a student apply life skills learned (e.g., conflict resolution, positive self-talk) while playing golf or interacting with others beyond the formal setting



## Volunteer Policies and Procedures

The following policies and procedures help ensure consistent administration of our volunteer program:

*Extremely Important:*

**NO COACH OR VOLUNTEER SHOULD  
EVER BE ALONE WITH A PARTICIPANT!!**

### Volunteer Check-In

Please arrive 15-30 minutes prior to the beginning of each class. This time may be spent developing your student-volunteer relationship, developing the parent-volunteer relationship, assisting with any last minute set-up requirements or participating in the warm-up/icebreaker.

### Communication

Please help us ensure that you receive timely and accurate communication by maintaining an accurate e-mail, mailing address, home and cell numbers on file with us. Also, please do not hesitate to communicate issues or concerns that you may have while volunteering. Coaching young people provides a continuous learning opportunity for everyone!

### Dress Code/Appearance

Appearance is important, so please dress in casual clothing wearing flat soft-soled shoes (tennis shoes) or golf shoes. Non-denim pants or shorts and a collared shirt are appropriate. Hats and visors are suggested, as the weather can get very warm during the Summer Program. If ever in doubt, please attend each session in proper golf attire. For safety, the wearing of open toed shoes, flip-flops, high heels and boots is prohibited during summer program class sessions.

### Professionalism

It is essential that our primary attention be placed on the student's safety and life-skills development. Thus, we request that the use of cell phones and tablets be limited. It is suggested these devices be powered off during classes. Neither smoking nor inappropriate language/conversations are permitted while volunteering.

The First Tee Code of Conduct: Respect for Myself, Respect for Others and Respect for My Surroundings applies to all staff, volunteers and participants.



VOLUNTEER APPLICATION

Name \_\_\_\_\_ Date \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Social Security # \_\_\_\_\_

Address

\_\_\_\_\_  
Street City State Zip

Home Phone Number (\_\_\_\_) \_\_\_\_\_ Cell Number (\_\_\_\_) \_\_\_\_\_

Work Phone Number (\_\_\_\_) \_\_\_\_\_ Date Of Birth\* \_\_\_\_/\_\_\_\_/\_\_\_\_

Can you be called at work? Y or N

\* if under 18, please complete the information at the end of this application

Employer/School Name \_\_\_\_\_ Occupation \_\_\_\_\_

How did you hear about us? Current Volunteer \_\_\_\_ Family/Friend \_\_\_\_ Media \_\_\_\_ Web \_\_\_\_

EMERGENCY CONTACT INFORMATION

Emergency Contact Name \_\_\_\_\_ Relationship \_\_\_\_\_

Emergency Contact Phone Numbers (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Please circle your answer:

- |   |     |    |
|---|-----|----|
| 1. Do you use illegal drugs?  | Yes | No |
| 2. Have you been convicted of a crime other than a minor traffic offense? | Yes | No |
| 3. Has your driver's license ever been suspended or revoked in any state? | Yes | No |

If you answered yes to any of the above questions, please provide a written explanation with this application. Answering yes to any of the above questions does not necessarily preclude you from participation as a volunteer. The offense and how recently you were convicted will be evaluated in relation to the volunteer position for which you are applying.

We do not accept applicants who have been found guilty or convicted of any type of assault; crimes against children; arson; possession, or use of any drug; or sex related crimes.

I would like to volunteer in the following areas:

\_\_\_\_\_ Coaching                      \_\_\_\_\_ Special Events                      \_\_\_\_\_ Public Relations  
\_\_\_\_\_ College Knowledge                      \_\_\_\_\_ Office Support

When are you able to volunteer?

How many hours per week?

Days \_\_\_\_\_ Evenings \_\_\_\_\_ Weekends \_\_\_\_\_

If you checked coaching, please tell us your golf experience (it can be minimal or substantial):

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What special skills, licenses, or training do you possess that would be valuable to The First Tee of Benton Harbor?

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Are you a PGA or LPGA teaching professional? (circle) Yes No If yes what level \_\_\_\_\_



I hereby authorize any organization affiliated with The First Tee of Benton Harbor to investigate my background as necessary for the consideration of my application. I further authorize all persons, schools, companies, organizations, credit bureaus, and law enforcement agencies to supply all information concerning my background and to furnish reports thereon and I hereby release them and any organization affiliated with The First Tee of Benton Harbor from any and all liability and responsibility arising from their doing so.

I certify that the answers given by me to all questions on this application and any attachments are, to the best of my knowledge and belief, true and correct and that I have not knowingly withheld any pertinent facts or circumstances. I understand that any omission or misrepresentation of fact in this application may result in refusal of or separation from volunteer service upon discovery thereof.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE COMPLETE IF UNDER 18

Parent/Guardian \_\_\_\_\_ Relationship \_\_\_\_\_

Address (if different from above) \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ Employer Name \_\_\_\_\_

School \_\_\_\_\_ Email address \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Dear Registrant:

The First Tee of Benton Harbor, Inc. (Background Screen) is pleased to announce its partnership with National Center for Safety Initiatives, through which we will engage in a comprehensive background screening of our coaches and volunteers.



The First Tee of Benton Harbor, Inc. (Background Screen) has taken important steps to ensure the highest level of safety within our programs. One of these steps is the implementation of a standardized approach to background screening for our coaches and volunteers.

This includes a comprehensive background-screening program using NCSI's Full Service product and a simple "Red Light/Green Light" clearance report issued in accordance with the criteria chosen by The First Tee of Benton Harbor, Inc. (Background Screen).

Simply go to <http://www.ncsisafe.com> and click on "Start Your Background Screening Now". Complete three easy steps:

Step 1: Enter Self Registration Number: 80329081

Step 2: Enter Your Information as Requested

Step 3: Provide Legal Authorization and Certification

It is important when entering your name, that you use your full legal name as written on your current ID (i.e. driver's license, passport or birth certificate). Please also verify that your social security number was typed correctly. Using nicknames or failing to type a correct social security number may delay or invalidate your background check.

The "Red Light/Green Light" Results will be sent to The First Tee of Benton Harbor, Inc. (Background Screen). National Center for Safety Initiatives will contact you directly if there are any questions, problems or issues related to your specific information. An email address is required when completing the background check as our contact with you will largely be electronic. Please be sure to add [ncsisafe.com](http://ncsisafe.com) to your list of acceptable domains in your email program to receive notifications from us. If you have any questions or problems submitting your information, please call the National Center for Safety Initiatives at (866) 833-7100.

Once you have submitted your information you will receive a confirmation page. The background check generally takes 10 business days to complete and you may check your status on our website under the "Check Your Background Screening Status" link at [www.ncsisafe.com](http://www.ncsisafe.com).

Thank you for your continued participation and your cooperation in this important process. We are excited to offer world-class programs, working with world-class people!