

# GOLFWORKS

A Student Intern Program conducted by the MGA Foundation



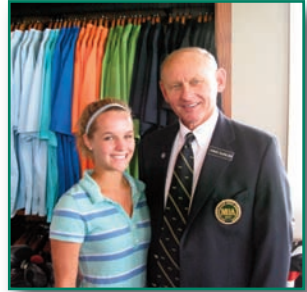
## CLUB GUIDELINES 2013



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# WELCOME TO GOLFWORKS

Golf is a wonderful sport that can teach young people about honor, tradition and an appreciation for the environment. It can expose them to successful role models and teach them a skill they can enjoy their entire life.



As an industry, golf also offers many exciting career opportunities in the areas of club management, golf course maintenance and as a golf professional. But it takes more than an occasional golf clinic or lesson to generate and nurture a real interest in the game - especially among young people whose backgrounds have little or no exposure to the game in their schools or everyday lives.

**GOLFWORKS** was created by the MGA Foundation to address this challenge and has been carefully designed to achieve the specific goals and objectives set forth below.

## OBJECTIVES

- To provide meaningful employment, a good salary and a friendly working environment.
- To introduce alternative career choices and the skills and contacts necessary to pursue those choices.
- To provide interaction and guidance from positive role models and build self esteem.
- To provide regular exposure to the game of golf and a chance to develop some level of skill, as well as knowledge of Rules and Etiquette.
- To provide clubs with an opportunity to interact with their communities in a positive way and to enrich and improve the life of an urban and/or economically disadvantaged young person.
- To open up the golf industry to a new generation - one that truly reflects our diverse and multi-cultural society.

# GOLFWORKS ...*Step-by-Step*

These guidelines are designed to outline the spirit and intent of GOLFWORKS, and to review important operational procedures. Please read them over carefully. If you have any questions regarding the information below, please contact the MGA Foundation staff at (914) 347-4653.

## 1. GETTING STARTED ...*Leave it to us!*

Once your club has committed to participate in GOLFWORKS, we'll take over. A member of the Foundation staff will go out into the community--usually the local high school, a community group like the Boys and Girls Clubs or other local organization--to find you a suitable intern(s). We ask that you take two or more students, if possible. The usual age group ranges from 15-18 (high school). All potential candidates will complete applications and be interviewed in person by a member of the MGA Foundation staff. We will also ensure that proper working papers are secured, if necessary. The students will be selected on the basis of work experience, GPA, ability to communicate and desire to work in the program.

Note: If your club has a relationship with a particular group or organization in your community that could serve as a good source of students, or if any employee, or child of an employee, would fit the GOLFWORKS profile, please let us know and we'll contact them.

Once we have identified your intern(s) we'll call and schedule an appointment for you to meet them. If possible, you should try to have everyone who would be involved with his/her training or work assignments present at this meeting. Be prepared to discuss in general some of the jobs the students might be expected to perform. If all goes well, we'll try to leave the meeting with a starting date.

**The club always has the last word on hiring.**

## 2. ORIENTATION AND TRAINING

*...Get off to a good start!*

The MGA Foundation will review the student's responsibilities with them in detail before they start work. However, each club has their own **specific** rules and regulations, so you should plan to spend some time reviewing them with the students on their first day. We remind you that many of these students have never been in a country club/golf setting before and that many of the places, practices and terminology that we take for granted will be unfamiliar to them. For this reason, we recommend:

- Carefully review the club's employee policies about dress codes, areas that are off limits, etc. - **Be Specific!**
- Let students know when and where they may take their lunch/meals/breaks, etc., and if the club provides them.
- Provide a very specific work schedule (at least one week in advance) and let the student(s) know who to report to. **Don't leave them with nothing to do.**  
*Note: Please keep a student's transportation situation in mind when making assignments; most do not drive.*
- Introduce the student(s) to club personnel and members. Make sure they know who the key people are at the club and make them feel like part of the "team."

## 3. WORK ASSIGNMENTS/ROTATION

*...Lots to learn!*

By accepting a GOLFWORKS intern(s), the club is agreeing to:

- ✓ Provide exposure to the various types of jobs associated with a country club.
- ✓ Introduce the student to the fundamentals of golf.

## WORK ASSIGNMENTS/ROTATION...CONT'D

That means that we want the students to come away with a good idea of what's involved in running a golf club. To achieve this, we would like clubs to rotate all new interns at least once during the season in the areas of club management - the clubhouse, golf course maintenance and golf shop operations. Typical work assignments might include:

- **Manager:** Assist office staff with filing, inventory, record keeping, etc.; dining room or function set-up or breakdown; assist in the kitchen or dining room; shadow the manager (or assistant) to see what he does on a typical day.
- **Superintendent:** Assist with golf course clean-up; rake bunkers; maintain greens; shop maintenance work; landscaping assignments; assist crew where necessary; shadow superintendent.
- **Golf Professional:** Assist in shop with inventory; work behind counter; process orders; work on driving range; assist with outings; check-in guests; bag room; club repair, etc.

First-year student(s) should gain exposure to all areas of club operations and rotate at least once. After their first rotation, the club can assign the student to one area or continue to rotate them.

*Keep in mind...* In addition to being a supervisor, you are also a **role model**, perhaps the only positive one these young people have ever had.

## 4. WORK HOURS...*there are limits!*

In any one season, we advise that a student work a maximum of 300 hours. We do this to try and keep the club's financial obligation to a reasonable amount. (See: **Salaries/Payroll**)

We recommend that this be broken up into two weeks of part-time work (10 hours per week) and eight weeks full-time (up to 35 hours per week), but you may adjust this according to your club's needs.

# 5. SALARIES AND PAYROLL ...a good deal!

**OUR PART:** The MGA Foundation will pay the students directly throughout the season, based on time sheets you submit to our office **every other Monday**. The rate of pay will be \$8.50 per hour for first-year GOLFWORKS participants, \$9.00 for second-year interns, and \$9.75 for third-year interns. The Foundation will also be responsible for filing all withholding taxes and Workers' Comp and will supply the W-2 Forms at the end of the year.

**YOUR PART:** Participation in the GOLFWORKS Program requires that clubs contribute a percentage (see below) of all student salaries (up to 300 hours) and payroll expenses and taxes back to the MGA Foundation in the form of a donation at the end of the season. If the intern performs satisfactorily, the MGA hopes your club will make a larger donation or a donation equal to the full cost. Statements detailing the hours worked and total amount paid to your intern will be sent to you in September, and to better manage your GOLFWORKS payroll budget, you may request a mid-season invoice. Please contact the MGA Foundation staff for details.

## CONTRIBUTION PERCENTAGES\*

YEAR	PAY RATE*	CLUB	MGAF
1st-year Interns	\$8.50	60%	40%
2nd-year Interns	\$9.00	75%	25%
3rd-year Interns	\$9.75	100%	0%

*\*Note: 10% will be added to each student's pay rate at the end of the season to account for payroll expenses, taxes, worker's comp., and FICA.*

## EXCEPTIONS:

- If your pay rate is higher than GOLFWORKS, the club may elect to pay the intern the higher rate, but the difference will be re-im-bursed to the MGA Foundation at 100% at the end of the season.
- If your intern works more than 40 hours in a one-week period, he or she must be paid overtime. All overtime hours will be reim-bursed to the MGA Foundation at 100%.
- Students *may* work beyond the 300-hour limit and will still be paid directly by the Foundation. However, the portion of their salaries and related employment costs that exceed the 300-hour limit must be reimbursed 100% by the club.

*(Insurance: As employees of the MGA Foundation, GOLFWORKS students are covered under the MGA's basic Insurance Plan for Injury or Property Damage.)*

## 6. TIME SHEETS

The MGA Foundation will pay students directly based on the time sheets submitted by the club supervisor. This is the only paperwork involved on your part, but it is very important that you pay strict attention to the pay schedule and follow these procedures.

- Club supervisors are required to fill out time sheets and submit them online every two weeks on the **Monday** following the end of a pay period. The schedule for the season is listed below.
- The sheets must include: days and hours worked for each day - **not including lunch**- and total hours worked in the pay period.
- Time Sheets **must** be submitted by a supervisor, who will be given a username and password for our online timesheet system. If you have any problems logging in or registering hours, call the MGA Foundation staff immediately at (914) 347-4653.
- The payroll will be processed on Friday for distribution.

Because pay rates vary at clubs for various jobs, we emphasize to students that they are **not** to discuss their salaries with any other club employees. You should, however, reinforce this when they arrive.

### 2013 PAYROLL SCHEDULE

#	Pay Period	Time Sheets Due	Pay Date
1	4/29/13 to 5/12/13	May 13	May 17
2	5/13/13 to 5/26/13	May 27	May 31
3	5/27/13 to 6/9/13	June 10	June 14
4	6/10/13 to 6/23/13	June 24	June 28
5	6/24/13 to 7/7/13	July 8	July 12
6	7/8/13 to 7/21/13	July 22	July 26
7	7/22/13 to 8/4/13	Aug. 5	Aug. 9
8	8/5/13 to 8/18/13	Aug. 19	Aug. 23
9	8/19/13 to 9/1/13	Sept. 2	Sept. 6
10*	9/2/13 to 9/15/13	Sept. 16	Sept. 20

\*All retro hours must be submitted by the final pay period, no exceptions!

## 7. GOLF ...to play or not to play?

We hope to provide students with a valuable work experience and to help them develop a positive work ethic. However, GOLFWORKS was also designed to provide day-to-day exposure to the game of golf and encourage an interest in the sport. We hope every club will keep this in mind and try to provide such opportunities throughout the season by:

- Offering the student some informal guidance on the fundamentals of the game and on some of the Rules and Etiquette of the game - when time permits.
- Allowing the use of the range and range balls for practice during off hours.
- Allowing students use of the course on employee days.
- Providing students with old or used clubs for practice.

We recognize that clubs are extremely busy during the summer season and do not expect you to devote large amounts of free time to *teaching* students the game of golf. We do ask, however, that you **encourage** them and give them the fundamentals to get started. If your interns are not allowed to use your golf course or driving range, please make them aware of this at the beginning of the season.

CADDIE ANYONE? GOLFWORKS assignments **do not** include caddying. This is explained to students when they enter the program. We do, however, permit and encourage students to take up caddying in their off hours or off days as another way of gaining exposure to golf. If your students express an interest in caddying, we hope you will introduce them to the caddie master or provide some opportunities for training and caddying. This does not mean you should adjust a work schedule around a student's caddie schedule - GOLFWORKS comes first.



## 8. MONITORING & EVALUATION

*...Can we talk?*

**Monitoring the Program:** MGA Foundation liaisons and staff, specifically assigned to GOLFWORKS for the season, will visit or e-mail clubs on a regular basis to evaluate how the students are doing and to check-in with club supervisors. Please take advantage of these brief visits to discuss any problems, or potential problems, and to give important feedback on any aspects of the program. Early communication can go a long way toward avoiding any potential problems.

**Evaluations:** We encourage your feedback, good or bad, on the GOLFWORKS program at any time. However, at the end of the season we will ask you to fill out a brief evaluation of your students and the program in general. This data is very valuable to us and we hope you will discuss it with everyone involved with your student(s) and return it to us promptly.

## 9. DISCIPLINE *...even good kids make mistakes!*

Even though GOLFWORKS kids are selected as part of a special program, under no circumstances do we expect the students to be treated differently than any other employee when it comes to the performance of their job or their behavior. However, if any discipline situation arises, we recommend that you speak to the student directly and alone, be specific about what he/she did wrong, and instruct them on how to correct it. At all times try to be supportive and reinforce your confidence in their ability to do a good job. If they feel demoralized, it will be harder to get them motivated for any future tasks.

Chronic or persistent problems, or illegal acts, should of course be dealt with more seriously and at the club's discretion. In the unlikely event this should occur, please contact the MGA Foundation immediately.

# 2012 GOLFWORKS PHOTO GALLERY





# GOLF GROWS HERE

GOLFWORKS is conducted by the MGA Foundation and is one of many activities designed to help build a foundation for the future of golf. In addition to GOLFWORKS, the Foundation also conducts annual Caddie Academies, Rules and Etiquette workshops for high school golfers and their coaches, and supports other area junior programs already in place. We also operate seven First Tee facilities in the Met Area, which introduce thousands of young people to the fundamentals of the game each year.

The Foundation holds educational seminars on the Rules of Golf, Pace of Play, Golf Course Maintenance and Environmental Issues. It conducts annual Presidents Council and Public Golf Forums, as well as a biennial Club Operations Survey.

In 2004, The Foundation launched a five million dollar fundraising campaign, **GOLF GROWS HERE**, to help fund these important programs, now and into the future.

The MGA Foundation is a 501 (c)(3) charitable organization funded solely by donations from the local golf community. For information, or to make a donation, call 914-347-GOLF, or go to [www.mgagolf.org](http://www.mgagolf.org).



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