

2015 CAPTAIN'S HANDBOOK



Supported through PGA REACH,
impacting lives through golf.



ABOUT

PGA Junior League Golf is an innovative and proven youth golf business model for PGA Professionals and facility operators looking to increase participation in their facility's youth programming.

"Whether the incentive of growing the game appeals to you, or the thought of helping your facility earn incremental revenue appeals to you, or extra personal instruction revenue appeals to you, PGA Junior League Golf is a no-brainer."

- Chuck Scoggins, PGA - Director of Instruction at Hamilton Mill Golf Club (Illinois)

PGA Junior League Golf is a fun, social and inclusive opportunity for boys and girls, ages 13 and under, to enjoy golf. Utilizing a popular scramble format that creates a nurturing environment for learning the game, participants wear numbered jerseys and play on teams with their friends.

With more than 1,425 teams and 17,500 kids participating in 2014, PGA Junior League Golf has wide-ranging appeal for youth, their parents and facility operators.



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TEAM CAPTAIN ROLES AND RESPONSIBILITIES

In PGA Junior League Golf, PGA Members play the essential role of team Captain. Whether you Captain one team, or oversee an entire league, your involvement is critical to the success of the Program. As a Captain, you are the key to creating an inviting, welcoming atmosphere for your youth and their families to enjoy golf. Similar to other recreational youth sports, parents may adopt a more involved role as Coach. If you choose to designate the Coaching duties to a non-PGA Member, your primary role is that of team or league manager.

Here are a few things to know about Captaining a team or league:

1. The team Captain has full authority, supported by the PGA Junior League Golf staff, to make all decisions regarding his or her team.
2. The team Captain must be a PGA Professional in good standing, but may assign any/all team duties to Coaches. Coaches may be other golf professionals, parents or volunteers. All PGA Members involved in the administration of your PGA Junior League Golf team or league should complete the PGA of America's Youth Safety Program and requisite screening process.
3. The team Captain supervises the recruitment of team players, scheduling of range practices and communication to players and parents regarding the team's game schedule. The Captain does not handle transportation of players to or from games. Similar to other youth sports, parents are responsible for the transportation of their children to or from practices and games.
4. The team Captain will be responsible for administering - or assigning the administration of - the team's homepage on the PGA Junior League Golf. Your teams website will provide you and your players with automated tools to enhance communication, share calendars, score matches and track statistics.
5. A Captain from the home course must be present during the game to act as the Rules Official.
6. If a Captain cannot attend an away game, a parent or other volunteer must be appointed as the Coach responsible for players on the tee, substitutions, team and parent behavior and the confirmation of the results.

FORMING AND SCHEDULING YOUR LEAGUE

PGA Junior League Golf is designed for your local league. Each PGA Junior League Golf league should be comprised of 4 to 7 teams. These teams can all come from the same facility (thus streamlining administration) or be formed by partnering with other facilities in your geographic area. Either way, the PGA Member is empowered to form a league that works for both them, their peers, their players and their facility.

Here are a few things to know about forming your league and building your schedule:

1. The minimum number of teams needed to form a league is 4. Typical leagues range from 4-7 teams.
2. An official season of PGA Junior League Golf consists of competing against each of the other teams in your league over a four to six week regular season.
3. League matches may be scheduled to begin starting April 1 and must conclude by July 31. Again, the scheduling is at your discretion: play all three to six matches (depending on the number of teams in your league) over the course of three to six weeks, play them all over two weeks or three months. *It's up to you!*
4. If your League consists of teams from multiple facilities, you should coordinate with your fellow Captains to schedule home & away matches that work for everyone. If your league consists entirely of teams from your facility, you maintain sole discretion to schedule your league's matches.
5. Use the match scheduling feature of Sport Ngin to coordinate and communicate your matches among teams, players and parents.
6. If a game needs to be re-scheduled because a team is unable to appear at the scheduled day and time with a minimum of 4 players, notification should be made at least 48 hours prior to the game. Both Captains must work on finding an acceptable make-up date prior to the official end of the regular season (July 31). If an alternate date cannot be agreed upon, please notify League Golf. Based on the circumstances, the match will be determined to either be a forfeit or a draw.



FORMING AND SCHEDULING YOUR LEAGUE (CONT.)

Here are a few things to know about forming your league and building your schedule (*cont.*):

7. Notification of less than 48 hours will be deemed a forfeit if the game cannot be rescheduled.
8. If the regular season standings culminate in a tie, the following tie-breakers will decide the order of finish:
 - a. Head-to-Head result
 - b. Total number of flags won during the season
 - c. Total score vs. Common Opponents (margin of victory)



SEASON TIMELINE

Seasonal Captain and Coach Registration: November through March

Player Registration: March through April

Regular Season: April 1 - July 31

Post-Season Qualifiers: August

Regional Championships: September

PGA Junior League Golf Championship: October



PLAYER ELIGIBILITY

Any boy or girl who will not reach their 14th birthday prior to August 1, 2015 is eligible for the 2015 season of PGA Junior League Golf. If a question arises regarding a player's age, it is the team Captain's responsibility to produce that player's birth certificate.

While a minimum age of 9 is suggested, younger players may participate if the Captain and the player's parents agree.

It is suggested that members' children be given the first opportunity to play on a private club's PGA Junior League Golf Team - as the program has proven benefits for member activity and retention - however, it is allowable to include players from outside your club's membership, providing they are not members of another club with a PGA Junior League Golf team whose roster is not full. (No "stealing" other team's players).

Upon making a league's All-Star team, all players will have to produce birth certificates for post-season participation.

16u Division

New for 2015, PGA Junior League Golf is piloting a "16 & under" division. This pilot is open to all returning Captains from 2014.

Players on 16u teams must be 16 or younger as of August 1, 2015.

16u division Players who are 13 or younger are permitted to play on one 16u team and one PGA Junior League Golf (13u) team.

FORMAT OF COMPETITION

Home Game Course Set-Up

As the hosting Captain, you are responsible for the set-up of the nine-holes to be used during your game.

REMEMBER: PGA Junior League Golf is recreational and developmental in nature. The goal is to create and encourage a fun environment for players of all abilities!

- At no time should the total distance of your course set-up exceed 2,800 yards
- No par-5 should exceed 450 yards
- No par-4 should exceed 350 yards
- No par-3 should exceed 150 yards
- No forced-carry from tee-to-fairway should exceed 125 yards
- In PGA Junior League Golf's signature 2-player scramble, you are encouraged to allow players to occasionally try to reach a par-4 green on a drive, especially once a pairing's partner is safely in the fairway.
- You are not required to adhere to the traditional par-36 nine hole set-up. If you find that all par-4's and par-3's make for a faster, friendlier set-up-go for it!

Game Format

- A competition between two teams in PGA Junior League Golf is referred to as a "**game**".
- A game will consist of two teams, each fielding at least 8 players broken into four groups of 2, playing a 2-person scramble-format vs. a similar pairing from the opposing team. These 2-player vs. 2-player scramble pairings are called "**matches**".
- Each match is 9-holes in length, broken into three 3-hole segments called "**flags**". There are three flags per match.
- Flags are the key scoring component of your games. Each flag is worth one point. Each match is played for three flags/points.
- Each game has a total of 12 flags/points possible. The team with the most points is determined to be the game winner.

FORMAT OF COMPETITION (CONT.)

Game Format (*cont.*):

- Regardless of a win or loss, each team retains their total points won in a game towards their season total.
- A game must complete at least 7 of 12 flags to be deemed official.
- If a team appears at a game and cannot compete in at least 2 matches (4 players), then the game will be deemed a forfeit and a score of 12-0 will be the result.
- Scorecards will be provided by PGA Junior League Golf staff and are also available on the Marketing Resource Center. All match scorecards should be saved by the team Captain for the entirety of the season and be made available upon request of PGA Junior League Golf staff to verify results.
- The score for each match will be kept by the official scorekeepers. Each team is responsible for providing 2 adults as scorekeepers (who may also be Coaches of the team).
- The home team Captain (or their designated Coach) is responsible for posting and reporting game/match results, via Sport Ngin, within one week of the game.

Match Format

- All four matches will be played as 2-player vs 2-player match play, utilizing a scramble format.
- You will assign 2 starting players to each match, and will determine where your remaining players will be assigned as alternates. PGA Junior League Golf has traditionally been successful at creating and retaining youth golfers because it pairs lesser skilled players with more experienced players, thus creating a recreational and developmental atmosphere for youth to learn and love the game.
Remember: all players in attendance must play a minimum of one 3-hole flag.
- Once assigned to a match, a player must remain with that match for the entire game. The only exception to this rule would be in the case of an injury in another match that has no alternate assigned.
- You are allowed to substitute new players into each match at the start of a new flag.

FORMAT OF COMPETITION (CONT.)

Match Scoring

- As in traditional match play, each hole is won by the team with the lowest score.
- If a team wins more holes within each flag than the opposing team, then that team wins the corresponding flag and one point.
- If a flag ends in a tie, then each team will be awarded a half-point.
- Following the match, for every flag that a team member wins, they should be awarded a PGA Junior League Golf flag sticker to apply to their bag-tag as an achievement.

Substitutions

PGA Junior League Golf allows for the substitution of players within each of a game's four matches. An alternate player may only be subbed in at the start of a new flag.

The alternates that you assign to specific matches are an integral part of that match's team! While an alternate may only play one or two of the match's flags, he or she is involved in the social aspects of the entire match, including providing valuable assistance to the team in the following ways:

- Reading putts
- Discussing strategy
- Tending the flag stick
- Caring for the course
- Assisting pace-of-play by retrieving the ball not chosen for play

At no time should an alternate ever feel left out of the team's efforts!

FORMAT OF COMPETITION (CONT.)

Match Rules

Only players may call rules infractions. All rules infractions must be made/declared on the course and ruled upon prior to the start of the next hole.

1. **Shot Progression:** both players on each team will tee off on every hole, with the best shot selected and played. Continue this progression until the ball is holed and the hole completed.
 - a. Upon reaching the green, the ball selected for play shall always be lifted and placed at the selected ball's mark. No player shall roll or putt his/her ball to the marked location.
 - b. During the regular season, a player will be warned for improper movement of a ball on the green. Subsequent violates by the team in that match will result in a 1-stroke penalty.
 - c. Any intentional improper movement of a ball on the green to gain advantage will result in a 1-stroke penalty.
2. **Preferred Lies:** players shall have the right to lift, clean and place their ball before each shot. There is never a penalty for inadvertently moving a ball in PGA Junior League Golf, with the exception of rule 1a.
 - a. Upon selecting the shot to be played, players shall mark the ball and then place the ball within one club-length of the mark, no closer to the hole, to play their next shots. A ball may be moved from the rough to the fairway if it is within the one-club distance. However, a ball may never be moved out of a sand bunker or on to the green.
 - b. No play is allowed from a marked hazard. No ball within a marked hazard can be played from within the hazard. Relief must be taken, with a 1-stroke penalty, if that ball is chosen to be played. Sand bunkers are not marked hazards.
 - c. Out of bounds is played as a lateral hazard during PGA Junior League Golf regular season games.
3. **Stroke Maximum:** Triple Bogey is the stroke maximum on a hole. No hole in PGA Junior League Golf can be won with a triple bogey. Any team failing to finish the hole after reaching 2-strokes over par should pick-up. If both teams are forced to pick-up, then the hole is halved.
4. Coaches may only help players with match strategy after a hole is completed and before the tee shots on the following hole. No technical advice may be given to players at any time during play.



FORMAT OF COMPETITION (CONT.)

Match Rules (*cont.*):

5. Players shall walk during their matches and may either carry their bags or use pull-carts where allowed. In cases of long distances between greens and tees, it is permissible for Coaches and/or scorekeepers to shuttle players to the next tee. An alternate player's bag may be carried on the scorekeeper's cart, until that Player enters the match.
6. The maximum penalty for any rules infraction in PGA Junior League Golf is one stroke.

PACE OF PLAY

A PGA Junior League Golf match should never take more than 2.5 hours.

One of the key lessons to pass along to juniors, especially to the recreational players, is the importance of pace of play.

PGA Junior League Golf is recreational match-play in a scramble format, so searching for lost balls, continuing play on a hole that should be conceded or even spending considerable time deciding which shot to select are time consuming factors that should be discouraged by the team Captain and Coaches.

Not all matches will have an alternate player, but those that do should move even more quickly! The alternate is an important teammate even when he or she isn't hitting the shots. For example, the ball not chosen needs to be retrieved, the flag needs tending, and the bunker needs to be raked. All of these are important activities and all can be easily accomplished by any alternate. An alternate, however, should not be coached to retrieve the opposing team's ball unless asked to do so by that team.

Abiding by the triple bogey maximum is another way to help with pace of play. No hole in PGA Junior League Golf can be won with a triple bogey, so encourage your players to pick-up if they haven't holed out after their double bogey putts or shots.

As PGA Junior League Golf is a fun, recreational scramble-format, please encourage your players to concede short putts. It may not be the best competitive strategy, but it teaches a more important quality: sportsmanship. It will also help benefit your pace of play by 5 to 10 minutes per match!

The reality of PGA Junior League Golf is that the players are young and often inexperienced. Walking nine holes and carrying a bag can also be tiresome for the littlest ones. Use the above tips and your best judgment to assist pace-of-play.

THE POST SEASON

While PGA Junior League Golf is designed to be more recreational than competitive, there is no denying that the thrill of competition fuels some of the fun. The competition also helps keep “role model” players involved in the program to provide peer mentoring to younger, developing players.

The post-season is comprised of all-star teams formed from all teams in your league. Depending on the number of leagues in your geographic area, your all-star team may need to compete in post season qualifiers, section championships and regional championships in order to advance to the PGA Junior League Golf National Championships.

- At the end of your regular season, a league champion team will be crowned. The winning Captain will be your league’s All-Star team Captain.
- Every team in the league will have some representation on the All-Star team, however the actual numbers will vary based on league size.
- Forfeiting multiple matches or participating in a league with less than 4-teams could limit your team’s inclusion on a league’s All-Star team. Final consideration will be made among all Captains in your league and the PGA Junior League Golf staff.
- Each All-Star team will be comprised of 10 active players and 2 alternates. The recommended breakdown is:
 - For a **7-team** league: Championship team gets 3 spots, runner-up gets 2 spots, 1 spot each from the remaining 5 teams
 - For a **6-team** league: Championship team gets 4 spots, runner-up gets 2 spots, 1 spot each from the remaining 4 teams
 - For a **5-team** league: Championship team gets 4 spots, runner-up gets 2 spots, 1 spot each from the remaining 3 teams, 1 at large spot awarded by league Captains’ majority vote
 - For a **4-team** league: Championship team gets 4 spots, runner-up gets 2 spots, 1 spot each from the remaining 2 teams, 2 at large spots awarded by league Captains’ majority vote
 - At no time, without the expressed permission of PGA Junior League Golf staff will an All-Star team be permitted to have more than 5 players on its roster from any one team in the league.
 - A team may surrender an All-Star spot only upon email confirmation of the voluntary surrender by the surrendering Captain. Once an All-Star spot is awarded to a player, only the player or their parents may surrender the spot via email confirmation.



THE POST SEASON (CONT.)

- All-Star team players must participate in at least 75% of their team's regular season games to be eligible.
- **All regular season play must conclude and all-star teams selected by August 1st.**



PARENT & VOLUNTEER INVOLVEMENT

PGA Junior League Golf, like many other recreational youth sports, was designed to have parents and other volunteers assisting Captains in the administration of their teams. Below are a few ways in which you might involve parents:

- Parents can serve in an official capacity as Coaches
- Team parents can volunteer as scorekeepers during matches, post scores or arrange for post-competition refreshments
- Parents are encouraged to attend matches, cheer and be supportive of your PGA Junior League Golf team
- Parents and spectators are not permitted to coach or give advice
- Parents and spectators must stay near the cart path and never step on the green
- Violations of the above guidelines should incur a warning and then a loss of point for that parent's team if circumstances escalate. Each team Captain has full authority over visitors to their facility.

CODE OF CONDUCT

For Parents and Spectators

- Spectators acknowledge that the goal of PGA Junior League Golf is for players to have fun with friends.
- Spectators agree to refrain from participating in players' strategic decisions.
- Spectators agree to defer the enforcement of rules to players and team leaders.
- Spectators agree to abstain from coaching the players.
- Spectators agree to abstain from caddying.
- Spectators are encouraged to cheer, have fun and be supportive of the players.
- Spectators agree to demonstrate sportsmanship, respect and a positive attitude.

For Parents and Spectators

- Players acknowledge that the purpose of PGA Junior League Golf is to have fun with friends.
- Players agree to demonstrate sportsmanship, teamwork and a positive attitude.
- Players agree to be respectful of fellow players, spectators, coaches, and facility staff.
- Players agree to care for the golf facility and leave it in better condition than they found it.

LOCAL SPONSORSHIP

Rules

1. A PGA Junior League Golf Captain has a restricted right to procure local sponsorship for their team(s). Sponsorships can enhance the benefits offered to your players (additional clinics, snacks, post-season travel) or can simply add to the bottom-line profitability of your program.
2. A local sponsor can receive tee-marker recognition at your home matches and can have their logo on the right sleeve of your team's jerseys. Only sponsors deemed appropriate for involvement in youth sports activities will be considered for approval by the PGA Junior League Golf staff.
3. Branding of local sponsors is restricted to jersey logo and home course tee-box signage.
4. The only involvement-identity the sponsor can receive at their place of business is a team photo indicating appreciation for their sponsorship.
5. Prior to adopting local team sponsorship, a Captain should receive written approval of the sponsor from PGA Junior League Golf staff.
6. PGA Junior League Golf operates under the sponsorship guidelines of the PGA of America, and at no time will a sponsor, deemed in conflict with PGA national partners, or with primary Section sponsors, be approved.
7. Businesses in the alcohol, tobacco or firearms industry are deemed inappropriate for youth sponsorship. In all cases, the PGA of America maintains ultimate rights of approval or denial of local sponsors.

Process

1. Team Captain or representatives solicit local team sponsorship (estimated value of approximately \$200 to \$500) from local area businesses, organizations and individuals.
2. Captain submits name and profile of sponsor to PGA Junior League Golf staff for approval. No sponsorship will be authorized without this approval in writing. This process will be expedient and approvals will not be withheld without just cause.
3. Captain will receive email notification with approval or denial from the PGA of America.
4. Upon notification of sponsorship approval, the Captain may move forward with fulfillment and activation of sponsorship commitments.