



Junior Assistant Coach (Volunteer)

Eligibility:

- **To be eligible to Volunteer with the First Tee – Naples/Collier**
 - Youth must be 15 years old.
 - Be an active member of the First Tee – Naples/Collier
 - Have participated in the First Tee – Naples/Collier Life Skills Programs in the past 12 month
 - Registered and attended at least 2 LSE program
 - Minimum of a Birdie Program Level Participant in Salesforce
 - Have been active in the First Tee – Naples/Collier for a minimum of 2 years
 - Complete the First Tee – Naples/Collier Volunteer registration & Waivers prior to volunteering
 - If 18 years old, must complete a background check & SafeSport course.
 - Complete any training requested by the First Tee – Naples/Collier
 - Submit request to be a Junior Assistant Coach to a First Tee Staff prior to volunteering
 - Request must be approved prior to volunteering
 - If requesting volunteer hours, all required documents need to be submitted prior to volunteering.
- **Character & Conduct Eligibility**
 - Youth seeking to serve as a Junior Assistant Coach need to have consistently demonstrated behavior that reflects the **First Tee Code of Conduct, First Tee Nine Core Values, and First Tee Key Commitments** during their participation in First Tee – Naples/Collier programs.
 - Eligibility will be based, in part, on the participant's **observed behavior and interactions** with coaches, staff, volunteers, and other participants.
 - A participant may be determined **ineligible to serve as a Junior Assistant Coach** if they have not consistently demonstrated the character, conduct, and behaviors expected of a First Tee youth volunteer.
 - Eligibility decisions will be made by **First Tee – Naples/Collier Program Leadership** and may be reviewed in the future as the participant continues to demonstrate growth and behavior consistent with First Tee expectations.

Requirements during the session:

- **During the session, you are required to:**
 - Keep track of your volunteer hours during each week of volunteering
 - Maximum of 2 hours per program during school year
 - Maximum of 5 hours per camp day during summer camp
 - Follow all First Tee Coach/Volunteer Policies & Procedures
 - Including follow the Dress Code
 - Arrive at requested time for each program
 - Abide by the First Tee – Naples/Collier Code of Conduct, First Tee Core Values, & First Tee 5 Key Commitments.

Steps to receive recognition from the First Tee – Naples/Collier for completed volunteer hours:

- Submit in writing/email a request for recognition of hours volunteered
 - Include a calendar with dates and numbers of hours for each day
 - Include a brief description of tasks completed while volunteering
 - First Tee Lead Coach must sign off on all hours prior to submission (Can be an email)
- Requests need to be submitted via email with an understand of the time to respond to request.
 - It can take up to 10 days for The First Tee of Naples/Collier to complete the letter.
 - Please plan accordingly when submitting request on a tight schedule.
- A PDF of the letter will be emailed to the volunteer.
 - The volunteer is responsible for submitting the letter to their school to receive credit

Any questions about your eligibility, requirements or volunteer process should be directed to:
Derek Clemmensen, Director of Programs at the First Tee – Naples/Collier.

Derek@FirstTeeNaplesCollier.org