



Scottish  
Golf

**SCOTTISH GOLF ROVING PRO FUND**

**GUIDELINES FOR CLUBS**

## **AIM**

The Scottish Golf Roving Pro Fund has been created to support Scottish Golf clubs/facilities that do not have access to a PGA Professional to deliver junior and adult Get into Golf coaching programmes to help the club recruit and retain more members.

## **SECTION 1: The Programme**

1.1 For junior and adult coaching programmes awards will be made to fund up to a maximum of 20 hours per application.

1.2 The Roving Pro model allows for flexibility, for example should a club wish to apply for a 10-hour block of coaching this could be delivered as 5 x2 hour sessions to manage time and travel due to the geography of a club/facility.

1.3 Recruitment of the coach could happen through the club/facility or through an open recruitment process managed by Scottish Golf and The PGA. PGA Pros and Assistant Professionals (who have achieved their UKCC Level 2 Coaching Qualification) can deliver junior and adult coaching programmes.

## **SECTION 2: Application Process**

2.1 In order to support the club/facility to access funding, a planning meeting can be held with the Regional Club Development Officer prior to the application being submitted. This meeting will ensure plans are in place to develop and support the future Coaching Workforce, agree the necessary recruitment process for the PGA Professional and explore a potential formal arrangement with this coach.

2.2 The club/facility will submit a completed Application Form showing how they meet all criteria for the Roving Pro fund.

2.3 Clubs/facilities engaging with a PGA Professional or Assistant Professional who have a 100-mile round trip or more per session will be able to apply for additional funds which will contribute towards travel/accommodation costs. The amount awarded will be a contribution and done on a first come, first served basis.

2.4 Applicants will be notified of the outcome within a maximum of two weeks from receipt of the application.

2.5 Upon a successful application, the club/facility will, through support from the Regional Club Development Officer, have the opportunity to openly recruit a PGA Professional or PGA Assistant Professional should this be required. Please see 1.3 above. The Coach Criteria (Section 4) must be adhered to at all times. Scottish Golf reserves the right to withhold payment should the club/facility fail to recruit and deploy the right coach.

2.6 Delivery will commence at a time agreed by the club/facility and the coach. Player recruitment and retention initiatives should be managed through the designated Junior Organiser at the club/facility.

2.7 Delivery will be monitored by Scottish Golf and the club/facility must submit an Evaluation Form at the end of the programme providing details of how the outcomes outlined in the application were met. At this point the funds will be paid into the club/facility account.

2.8 Funds will be paid to the main bank account of the club/facility (and not to individuals or coaches). Payments will be via BACS and upon production of an evaluation and copies of relevant receipts if relevant.

2.9 For the avoidance of doubt, upon receipt of Scottish Golf funds, it is the club/facility responsibility to pay the PGA Professional, to manage the on-going relationship and provision of services.

2.10 Clubs/facilities in receipt of funding must afford appropriate acknowledgement to Scottish Golf through any press releases, web sites and printed material (logos available upon request).

### **SECTION 3: Financial Information**

3.1 The financial model is outlined in the example below:

A maximum of 20 hours can be selected for Junior and/or adult coaching programmes. Awards will be based on a coaching rate of £30 per hour with a maximum award of £600 per application (if applying for the full 20 hours).

A contribution towards travel at 28p/per mile and any accommodation costs for the Roving Pro will be considered on a first come first served basis for remote/rural clubs where the Pro has a 100-mile round trip per coaching session.

3.2 Awards up to a maximum of £600 per application (if applying for 20 hours) will be made. It is expected that the money received from the players for the block of coaching practice would be used by the club/facility to contribute to future delivery costs.

3.3 Awards will not be made where the sole outcome is a reduction of on-going coaching costs.

3.4 Additional support for clubs/facilities in remote geographical areas who are engaging a coach with a 100-mile round trip or more will be considered on a case by case basis. It is expected that in most circumstances, with appropriate coach recruitment, additional travel support will not be required.

3.5 Upon successful delivery of the programme, the club/facility will invoice Scottish Golf for the full amount. Invoices should be received within four weeks of the last session, along with the required evaluation information.

3.6 The following Coaching Fees would be recommended to clubs/facilities in order to ensure funds are generated to support future coaching programmes.

### Fee Example

	No. of participants per session	Cost per session	Revenue per session	Sessions per block	Total revenue
Junior Coaching	8	£3	£24	10	£240
Adult Coaching (Get into Golf)	8	£5	£40	10	£400

3.7 Scottish Golf will assess applications in accordance with the principles of the programme and reserves the right to accept or reject applications at its sole discretion. The fund will be closed when all available funding has been allocated.

## SECTION 4: Coach Criteria

PGA Pros and Assistant Professionals (who have achieved their UKCC Level 2 Coaching Qualification) can deliver junior and adult coaching programmes. The following criteria should be used when recruiting and selecting the coach:

Description	Essential	Highly Desirable
<b>Experience</b>	A minimum of two years' experience of coaching children in golf.  Experience of developing and delivering junior golf projects; establishing, delivering and co-ordinating coaching programmes for junior players.  Knowledge and experience of coaching juniors.  Knowledge and experience of coaching adults.	Experience of mentoring, supporting and encouraging coaches and volunteers.  Experience of monitoring and evaluating the impact of sessions/programmes.
<b>Qualifications / training / knowledge</b>	PGA Professional or Assistant Professional with UKCC Level 2.  Attended a Safeguarding & Protecting Children (SPC) or Child Wellbeing & Protection in Sport (CWPS) course in the last three years.  PVG Scheme membership (with a scheme record update linked to the club at which he/she will be employed where appropriate).  Shown significant commitment to their personal and professional development in relevant subject areas.	LTAD/Child Development workshop.  Equity in your Coaching.  Disability awareness.  Fundamental movement/ physical development workshop.  Minimum AA Professional Status.
<b>Key skills and abilities</b>	Can deliver fun coaching sessions, in a safe environment, utilising a games-based approach that focuses on the development of fundamental movement skills and key golf specific skills relevant for the age and stage of the children.	Understanding of Player Centred Coaching and ability to adapt coaching style to meet the learning style and needs of the participant.  Ability to create relevant bespoke coaching plans for

	<p>Ability to develop and implement high quality, varied and creative coaching sessions for juniors and adults.</p> <p>Ability to inspire, motivate and encourage children and adults through golf.</p> <p>Excellent communication and interpersonal skills.</p> <p>Excellent planning and organisational skills.</p>	implementation by club volunteer coaches.
<b>Other factors</b>	<p>Good understanding of Safeguarding and Child Protection, Child Development, Health &amp; Safety and Sports Equity principles, policies and procedures.</p> <p>All Roving Pro coaches are required to be SafeGolf accredited. To obtain SafeGolf accreditation.</p> <p>PGA members should send evidence of their PVG Scheme Membership and attendance at a Safeguarding training working within the last three years to <a href="mailto:sara.gardner@pga.org.uk">sara.gardner@pga.org.uk</a></p>	