



## POLICY FOR INDENTURED EMPLOYMENT OF TRAINEE MEMBERS BY PGA MEMBERS

The following policy outlines the criteria and conditions under which a PGA Trainee Member may be employed/indentured by a Full Member (Vocational) of the PGA for the purposes of completion of the workplace component of the PGA Trainee Program.

### **1. Facility and PGA Member**

The following outlines the scenarios where a PGA Member can indenture a maximum of two (2) PGA Trainee Members should there be only one (1) Member engaged (indenturing Member) full-time at the relevant facility:

- a. A Full Member (Vocational) contracted by the Golf Club to provide services and to act as the resident Head Professional. The Member owns all the stock and employs all the staff of the Professional Shop.
- b. A Full Member (Vocational) employed by the Golf Club as the Director of Golf (or equivalent role) to manage the Professional Shop. The Golf Club owns all the stock and employs all the staff of the Professional Shop.
- c. A Full Member (Vocational) who leases the Professional Shop at a course that is owned by either a corporation or government body. The PGA Member must be principally based (full-time) at the facility.
- d. A Full Member (Vocational) who owns or leases a golf course and who is principally based (full-time) at the facility.
- e. A Full Member (Vocational) who is employed by the Golf Club as the General Manager and who has direct responsibility for the general operations of both the Golf Operations and the Professional Shop.
- f. A Full Member (Vocational) who owns or leases a golf driving range and who is principally based at the facility. The lease or ownership of the driving range must include the coaching rights and Professional Shop operations.

### **2. Workplace Training Program and Facilities Checklist**

- a. In all outlined scenarios above (1a. – 1f.), the indenturing Member must have completed the PGA Workplace Training Program (WTP) prior to the employment of the PGA Trainee.
- b. In all outlined scenarios (1a. – 1f.), the facility and indenturing Member must meet the specific criteria as outlined in the PGA Member/facility Trainee employment checklist, as submitted to the PGA Academy and approved by the State Vocational Committee.

### **3. Number of Trainees**

- a. The indenturing Member in the above scenarios (1a. – 1f.) may apply to the PGA Academy, with approval required from the relevant State Vocational Committee for one (1) additional Trainee; up to a maximum of three (3) total Trainees should the indenturing Member employ an additional PGA Member on a full-time basis at the facility.
- b. The additional Member must have a minimum ACE status of Certified PGA Professional.

### **4. Trainee Placements at Alternative Facilities**

Upon application to the PGA Academy and via approval from both the indenturing Member and the State Vocational Committee, Trainees may apply to complete portions of their Trainee Program workplace requirement as per the following:

- a. Where provision is made for the Trainee to complete sixteen (16) hours per week at an off course shop that is owned and managed (full-time) by a Full Member (Vocational) principally based at the facility. The indentured employment of the Trainee rests at all times with the primary employing Member (1a. – 1f.) above.
- b. Where provision is made for the Trainee to complete sixteen (16) hours per week at a driving-range facility that is owned by either a corporation or government owned body that leases the coaching rights and Professional Shop to a PGA Member who is principally based at the facility. The indentured employment of the Trainee rests at all times with the primary employing Member (1a. – 1f.).
- c. The supervising Member at each of the above Trainee workplace placement scenarios (4a & 4b.) must have a minimum ACE status of Certified.