



## WELCOME!

Welcome to First Tee – Greater St. Louis! When you register your child with First Tee, you are joining a family committed to positively affecting the lives of the youth in our community. At First Tee, we believe in developing experiences that are just as fun as they are meaningful, where kids feel excited to grow, safe to fail, and better equipped for whatever comes their way next.

First Tee coaches seamlessly integrate the game of golf with a life skills curriculum to create active learning experiences that build inner strength, self-confidence, and resilience. As your child progresses through our programs, the activities and life lessons will help empower them to take on whatever comes their way next.

The following policies and procedures help everyone, including staff, coaches, volunteers, participants, and parents, to maximize the benefits offered by First Tee. We welcome questions, comments, and feedback regarding our program at any time. Thank you for your interest in First Tee!

## PARENT COMMUNICATION

Once your child has been registered, all announcements during your child's session will be sent via e-mail to the address provided during registration. These announcements may include (but are not limited to) cancellations, rescheduling, time changes, weather announcements, event announcements, daily scheduled activity, and any other information pertaining to your child's session. In the event of an injury or emergency, the parent/emergency contact that you have provided during registration will be notified by a phone call.

## REGISTRATION

All registrations are done through our website at [www.firstteestlouis.org](http://www.firstteestlouis.org). Space is limited, and we do not hold places. Your child is considered registered once payment has been processed in full. ***Walk-up registrations will not be accepted. Coaches will not conduct financial transactions of any kind.*** You must complete your registration on our website before your child may attend classes. No one may attend any First Tee programming until payment has cleared. ***Late Registrations will be charged an additional \$20 processing fee.***

***Refund Policy: If notified prior to start of session, registration can be refunded minus \$10 admin fee or full credit applied to future session.***

## RETURNING PARTICIPANTS

- Use the same e-mail address that was used for past registrations.
- If you do not remember your password, click on 'FORGOT PASSWORD' and a link to reset your password will be e-mailed to you. **DO NOT CREATE A NEW ACCOUNT.**

## NEW PARTICIPANTS

- If you are new to First Tee – Greater St. Louis, please create a NEW ACCOUNT.

We ask that you only register at one (1) location, on one (1) day ONLY. Registering at multiple sites and multiple days during any session is prohibited. This practice creates a Wait List leaving a child(ren) from entering our program. Registrants found using multiple locations and multiple dates during any session will be contacted by our office.

## WAITLISTS

You will have the option to add your child to the waitlist if a class has reached capacity. If your child is selected from the waitlist, you will receive an email notification. **You will have 48 hours to log back into the system to complete the registration.** If the registration is not completed during the 48-hour window, the opportunity will move to the next child on the waitlist.

## FINANCIAL AID

First Tee – Greater St. Louis offers financial aid to qualified participants in the form of session scholarships. Students who qualify for free or reduced lunch through the National School Lunch Program are automatically eligible for financial aid at First Tee – Greater St. Louis. Scholarships are a one-time per session use. Financial Aid can be applied for during the online registration process. Your request will be reviewed by First Tee – Greater St. Louis and a determination will be made.

**Full Scholarship Requests:** You will receive an email letting you know the status of your request. If your request is approved, this will complete the registration process.

**Partial Scholarship Requests:** You will receive an email letting you know the status of your request. If the request is approved, **you will have 48 hours to log back in the registration system to pay the remaining balance and complete your registration.** Failure to complete your registration within 48 hours will result in your registration being cancelled.

To ensure that financial aid is being properly utilized, First Tee – Greater St. Louis requires that all recipients are actively involved in the program. Financial aid recipients are required to attend a minimum of 80% of each session (6 classes in an 8-week session or 5 classes in a 6-week session). If the attendance requirement is not met, consideration for future financial aid requests may not be granted.

## **ATTENDANCE/TIMELINESS**

We place emphasis on timeliness and good attendance. All participants are encouraged to attend class regularly. Plan to arrive and check in at least 10 minutes before class is scheduled to begin. Parents are expected to check their child in and out of class. NO DROP OFFS. Two late arrivals and/or pickups may warrant removal from a class. We regret that program fee refunds cannot be given under these circumstances. Our attendance policy is in place due to limited class sizes.

The expectation is that parents or guardians stay for the class session. Parents or guardians who leave should return 10 minutes before the scheduled end time of class.

If your child must miss a class, it is appreciated, although not required, that a parent communicate with us about the absence so that the lead coach can be notified. Absences can be reported to Tracy Lister [tlister@firstteestlouis.org](mailto:tlister@firstteestlouis.org) or by calling 314-474-0982. Please note that refunds will not be issued for missed classes and we do not offer makeup classes.

## **EQUIPMENT**

Participants are encouraged to bring their own golf clubs if they have them. However, First Tee - Greater St. Louis is thrilled to provide loaner clubs to participants who need them. Participants are welcome to keep their loaner clubs as long as they are active with First Tee, this includes between program sessions. ***There is a nominal club rental fee of \$10.*** The fee is to be paid at the club fitting session that you attend. Financial aid is available upon request. Clubs are to be returned when your child is no longer active with First Tee.

***This program is provided to First Tee families thanks to our generous donors.***

Clubs can be requested during the registration process and are provided on a first come, first served basis. We will do our best to accommodate every request that we receive. If you have requested clubs for your child or indicated that your child needs to swap their current loaner set for a larger set, your child will be required to attend one of our club fitting events prior to the start of the session so that they can be fitted properly, and equipment can be checked out (see dates below). Coaches will not be distributing clubs at classes.

Club fittings are held at the First Tee – Greater St Louis office which is located at our Highlands Golf Course program location (5163 Clayton Ave., St. Louis, MO 63110). Our office is located in the Pro Shop building. Please enter through the door adjacent to the putting green.

**Spring Session Club Fitting Dates:**

Saturday, March 9<sup>th</sup> from 9 – 11am

Saturday, March 23<sup>rd</sup> from 9 – 11am

Wednesday, March 27<sup>th</sup> from 4 – 6pm

**Summer Session Club Fitting Dates:**

Saturday, June 1<sup>st</sup> from 9 – 11am

Wednesday, June 5<sup>th</sup> from 4 – 6pm

**Fall Session Club Fitting Dates:**

Saturday, August 24<sup>th</sup> from 9 – 11am

Wednesday August 28<sup>th</sup> from 4 – 6pm

**End of Season Club Turn in Dates:**

**\*If your child is not returning to First Tee for the 2025 season\***

Wednesday, October 23<sup>rd</sup> from 4:30 – 6pm

Saturday, October 26<sup>th</sup> from 8:30 – 10am

If you cannot make the club fitting event prior to your child's session, please contact Program Director, Mary Swanson ([mwanson@firstteestlouis.org](mailto:mwanson@firstteestlouis.org)) as soon as possible to make other arrangements.

## **INCLEMENT WEATHER**

In the event of inclement weather, First Tee may decide to cancel class. If class is cancelled, the parent/guardian will be notified via email prior to the start of class. If you do not receive an e-mail from First Tee that class has been cancelled, your class will take place at the regularly scheduled time.

Please note that some of our locations have indoor or covered areas available to them so class may not be cancelled at some locations during inclement weather.

In the event of an on-site cancellation after class has begun, parents will be notified, and coaches will remain at the program location with participants until the participant's parents arrive.

First Tee - Greater St. Louis guarantees 6 classes in an 8-week session or 5 classes in a 6-week session be completed. If more than 2 classes in an 8-week session or 1 class in a 6-week session are cancelled, class time will be extended in future weeks or added as an additional week at the end of the session.

## **ATTIRE**

Clothing choices should be appropriate for physical activity. Traditional golf attire is not required however, participants are encouraged to wear their First Tee t-shirt or a collared shirt if they have one. *Please, NO tank tops, halters, jeans, extremely baggy pants, or very short shorts.* Athletic shoes or golf shoes are recommended footwear. *Please, NO open toed shoes, flip flops, high heels, sandals, Crocs or boots.*

## **MEDIA POLICY**

The use of phones, headphones/earbuds, tablets, or gaming devices is prohibited during class unless otherwise instructed by the coach.