

Professional Membership Categories and Job Responsibilities

The Golf Professional is responsible for the entire golfing operation at most golf clubs. In order to ensure that the operation is running efficiently and to its maximum potential, the Canadian PGA seeks to train and educate its Members as leaders. There are several categories of Membership for a Golf Professional, with each having its unique job description and responsibilities. Members will be required to submit to the Alberta PGA Zone Office a completed **Employment Survey** and **Job Contract** and/or **letter of employment**. Members will also be responsible for submitting an initial **portfolio/profile** to the Zone Office, and will be expected to contribute on a regular basis to the development of this profile. The employment director of the Alberta PGA may refer to the Member Profile on hand for each Member of the Alberta PGA from time to time.

The following lists the categories of Membership in the Canadian PGA as well as some of the duties performed by the various professionals.

Executive Professional/Director of Golf/Pro-Manager

1. Supervises
 - i. Office Staff
 - ii. Food & Beverage & Staff
 - iii. Superintendent & Staff
 - iv. Head Professional & Staff
2. Work with all Club Committees
3. Represent Golf Club at all functions
4. Minimum Education Level and/or Work Experience
5. Strong Leadership Ability
6. Playing Ability
7. Implements policies and plans established by Club
8. Monitors Operational policies, procedures, budgets
9. Involved with Long range planning of Club
10. Involved in the preparation of Club Financial statements
11. Involved in the monitoring of Club cash flows
12. Advice, recommendations to club re: construction, renovation, maintenance, supplies, equipment, services
13. Care and maintenance of facility's assets
14. Marketing of Golf Club
15. Ensuring Club Standards are met/exceeded at all times
16. Purchasing, inventory procedures
17. Involved with all Club Meetings, internally and externally
18. Involved with all Club Functions, internally and externally

Head Professional/Head Teaching Professional

1. Direct golf program in cooperation with Club Committees
2. Ladies', Juniors, Men's, Budgets, Newsletters, upcoming events, special events, score cards, score sheets, rules sheets, prize presentations
3. Work with Club Manager, Superintendent, F&B Manager
4. Maintain Pro Shop, Merchandise (Special Orders, Payments, Inventory Control, Banking, Reciprocal)
5. Employ Assistant Professionals, Starters, Marshals, Backshop
6. Club storage
7. Pull carts, power carts, reservations, storage, damage check, incl. repairs, maintenance
8. Driving range (work with Superintendent)
9. Meetings (Directors, Greens, House, Other, CPGA, RCGA)
10. Golf instruction, training needs
11. Junior Golf Development
12. Starting of Play
13. Speed of Play
14. Rules of Golf
15. Club Tournaments (Scoring, Handicapping)
16. Dedication of time to play golf with Members
17. Enforce Club Rules
18. Represent Club in Provincial/National Events/Activities
19. Education and/or work experience level
20. Leadership ability
21. Playing Ability

Associate/Teaching Professional

1. Has completed the Canadian PGA Apprentice Training Program
2. Eligible to become a Head Professional
3. Assist Head Professional, acting HP in absence
4. Teaching
5. Merchandising
6. Supervising of Select Staff
7. Dedication of time to play golf with Members
8. Administration of Select Programs
9. Golf Club Repairs
10. Knowledgeable on the Rules of Golf
11. Education and/or work experience level
12. Leadership ability
13. Playing Ability

Apprentice/Assistant Professional

1. Must complete Canadian PGA Apprentice Training Program
2. 3 years of Employment
3. 3 years of Business School
4. 4 Teaching Workshops
5. 3 PGA Courses (Club Repair, Club Fitting, Rules)
6. 36 Hours of Seminars
7. Exam
8. Assist Head Professional
 - a. Teaching, Merchandising, Sales, Playing, Administration of Select Programs, Repairs, Rules
 - b. Education
 - c. Leadership
9. Playing Ability

Candidate

1. Non Member of the Canadian PGA
2. Steps required to enter the Canadian PGA as a Candidate
3. 1st step is to gain employment with Head Professional by June 1st.
4. 2nd step is to complete application form, survey and attend Alberta PGA conducted Information Session
5. 3rd step is to successfully complete Playing Ability Test
6. Assist Professional Staff
 - a. Merchandising and Sales, Administration of Select Programs