

PGA OF ALBERTA MENTORSHIP PROGRAM

A day in the life of a golf professional entails commitment and support towards their Membership as their number one priority, especially when it comes to creating an atmosphere for member enjoyment. Between phone calls from manufacturers, meetings with Board members, tournament coordination, junior golf development, and pro shop operations, they still find time in their day to lend a helping hand to members practicing on the driving range.

OBJECTIVES

The PGA of Alberta is a diverse group of member golf professionals who are Leaders in golf. The 650+ Association Members come from different backgrounds in the game, bring a large number of skills and strengths to the industry, perform many functions in their duties as a golf professional and play a variety of roles each day to enhance the culture at their facility. The most important role our members play is Ambassadors: to golfers, to employers, to employees, to co-workers, to industry partners, and equally important, to each other.

The PGA of Alberta Mentorship Program is a way to develop and attract the next generation of leaders within the PGA of Alberta. It is our goal to have new Members identify themselves as a vital part of the Association, while creating a heightened level of ownership and engagement in all areas of their career. In doing so, we hope to create a group of Members who are passionate about their careers, the Association, and golf industry in Canada that will ultimately lead to an enjoyable career.

DEFINING ROLES AND RESPONSIBILITIES

MENTOR...

A mentor is a PGA of Canada Class "A" Professional who can provide guidance to new Members of the Association. He/she is also available to the mentee to provide support on an ongoing basis and assist with networking opportunities relevant to their career path. A mentor shall not be a co-worker of the mentee.

MENTEE...

The mentee is a new Apprentice Professional who is interested in developing an ongoing relationship with a more seasoned PGA of Alberta Member who can guide him/her on their career path within the golf industry. A mentee shall not be a co-worker of the mentor.

A PGA of Canada Class "A" Professional will be selected to provide guidance and direction for the mentee. Every year new Apprentice Professionals will be identified as mentees. This program may be opened to additional Members depending on the number of mentors available. Once a match has been identified, the mentor will receive an e-mail with the information of the mentee, to contact. The mentor should call the mentee to introduce themselves and set up the initial meeting.

MENTORSHIP INFORMATION

The mentor will limit themselves to no more than 2-3 mentees at any given time. The mentee's place of employment should be within the same region of the province as the mentor's place of employment whenever possible.

The mentor and mentee should commit to the relationship for a minimum of one year, and meet as required. If possible, two meetings will take place in person (Spring and Fall). Ideally, the mentor and mentee will maintain this relationship after the initial is complete, and the mentor will guide the mentee on their path within the golf industry.

The mentor should be available to their mentee by phone, e-mail, zoom, and by meeting in person. It is expected the mentor will check in by phone and e-mail periodically, or when appropriate to get their mentee's feedback and serve as a sounding board. When tasked by the PGA of Alberta Board of Directors, Assistants' Board of Directors, or various committees, mentors should ask the mandated questions and report data to the relevant party (either anonymously or with permission from the mentee).

If a mentee leaves the golf industry, a follow-up should be conducted by the mentor and information shared with the PGA of Alberta Zone Office, Communication and Membership Committee, and Assistants' Board.

PLEASE NOTE: THIS RELATIONSHIP IS TWO-WAY COMMUNICATION AND IS ONLY AS GOOD AS THE EFFORT BOTH SIDES PUT INTO IT!

MENTORSHIP KICKOFF TOURNAMENT

The Association will host a Mentorship Program kickoff tournament which is exclusive to mentorship pairings. This is a perfect opportunity to meet your mentee in person if you have not done so before the event date.

The 2-Person Team Event (Mentor and Mentee) will continue in the 2026 season with the same format as the past year. Details will be released at the AGM.

- 18-Hole Team Event (9-Holes Best Ball/9-Holes Scramble)
- Meal served after the round
- Small purse for top placing teams plus draw prizes
- Entry Fee: \$150 per team (Plus GST)

This is an optional event but **HIGHLY** recommended that you and your mentee participate. Please communicate with your mentee to see if you are both available to play! All teams must register on the website if participating.

MENTORSHIP INFORMATION

SETTING DIRECTION

PHASE 1: PREPARATION (THE INTRODUCTION)

Below are guidelines for discussion during the initial introduction:

1. The parameters of the relationship you both are comfortable with; how often to meet, and what is the best form of communication, etc.
2. Discuss parameters for information sharing and confidentiality. All conversations will be kept in the strictest confidence, unless otherwise agreed. Trust should be emphasized.
3. Emphasize that all comments and concerns will be heard, they have a voice within the Association.
4. Share why you want to be a mentor.
5. Goals and objectives for the mentoring relationship. What does each of you hope to gain?
6. Ways you can assist the mentee in reaching their goals.

PHASE 2: ESTABLISHING AGREEMENTS (THE INITIAL MEETING)

Once the introduction has taken place and a relationship has been established, it is time to meet the mentee and create a plan for goals and objectives with action items and necessary resources. The attached Mentor Report Form will be a key resource to help track and monitor the plan. Now is the time to share your resources, ideas, and best practices!

Topics for discussion could include:

ASSOCIATION	EMPLOYMENT & INDUSTRY
PGA of Alberta Involvement/Volunteer Work (Consumer Shows, PGA on Wheels, Junior Masters)	Roles & Responsibilities (Current position vs. aspirations in the future)
PGA of Canada Education Timelines & Goals	Playing Goals (Tournament & Recreation)
Membership Demographics and Training Academy	Coaching & Teaching Plans for the Year
Member Awards	Remuneration & Term Goals at Employing Facility (Salary, Allowances, Health Benefits, Contract Term)
Compensation Survey and Job Postings	Alternative Sources of Income/Funding (Teaching, Clinics, Scholarships/Bursaries)
Spring Seminar and Education Initiatives	Work Life Balance
Tournaments	Job Opportunities (Private vs. Public vs. Resort)
Consumer Shows	Training Programs & Personal Development at Facility (Skill development required to achieve goals)
Buying Show	Likes/Dislikes about Employing Facility (Ideas to improve the facility and/or role)
Top 100 Program	Hiring – Resume Building, Interview Process, Contracts

Resources can include -click link(s) to be directed to the webpage:

- [PGA of Alberta Website](#)
- [PGA of Canada Website](#)
- [PGA of Canada Employment Webpage](#)
- [PGA of Canada Training Academy](#)
- [PGA of Alberta Education initiatives](#)
- [Zone Office Staff](#)
- [National Office Staff](#)
- [PGA of Canada Member Assistance Program \(Family Services Employee Assistance Programs\)](#)

PHASE 3: ENABLING

Continued support, feedback and accountability is provided on an ongoing basis through various means of communication (Phone, e-mail, zoom, etc.). Feel free to set up a round of golf with your mentee and get to know them in a relaxed social setting.

PHASE 4: CLOSURE (THE SECOND MEETING)

At the end of the program year, it is time to reflect, review the goals and objectives established, and assess the level of member engagement and satisfaction with the PGA of Alberta. Did the mentee achieve their goals? Was the mentee introduced to new aspects of the Association? Did the mentee learn anything new about the golf industry? Ideally the relationship will continue, either on a formal or informal basis.

PLEASE NOTE: MENTORS RECEIVE FIVE (5) TOP 100 POINTS AND MENTEES RECEIVE THREE (3) AT THE CURRENT YEARS END!

EVALUATING THE RELATIONSHIP

The success of this program will depend on the relationship developed between the mentor and mentee. If both parties get along, they are more likely to stay connected longer – this is why it is necessary to establish an evaluation of the relationship. The evaluation will be done by the PGA of Alberta office in order to establish whether both members are satisfied with the rapport, communication, and commitment. If necessary, the relationship may have to be reevaluated.

MENTORING DOS

- Establish points of connection early on in the relationship
- Be sensitive to the day-to-day needs of your mentee
- Identify and utilize multiple venues for communication
- Set a regular contact schedule but be flexible
- Check regularly on the effectiveness of communication

MENTORING DONTs

- Assume because you are both PGA of Alberta Members that you know each other
- Forget to find out what else is on your mentee's plate
- Rely on e-mail or phone interaction alone
- Forget to evaluate learning progress
- Assume that the messages you are sending are being received or understood

ABOUT THE PGA OF CANADA MENTORSHIP PROGRAM

Separate from the PGA of Alberta Mentorship Program, the PGA of Canada Mentorship Program is designed to pair Class "A" Professionals with aspiring Apprentice Professionals to help them develop their skills, professionalism, and create a career path based on your feedback, guidance, and direction.

All mentors will receive 2 credits towards re-specializing in the pathway you will be mentoring in. Mentees will receive 3 credits towards their Class "A" Certification by successfully going through the program with you.

[**CLICK HERE**](#) for more details on the PGA of Canada Mentorship Program if you and your Mentee are interested.

MENTORSHIP INFORMATION

APPENDIX I: MENTOR REPORT

Relationship Start Date:

Mentee Name:

Date of Meeting:

Length of Meeting:

Primary Goals & Objectives:

- 1.
- 2.

Action Steps towards Goals & Objectives:

- 1.
- 2.

Other Topics for follow up:

- 1.
- 2.
- 3.

Action Required – Mentor:

- 1.
- 2.

Action Required – Mentee:

- 1.
- 2.

Additional Comments:

Next Meeting Date:

APPENDIX II: MENTEE REPORT

This form is a review of the relationship, as well as a self-reflection template. This form does NOT need to be submitted.

Mentee Name: _____

Please answer the questions below by circling:

1. Strongly Agree
2. Agree
3. Disagree
4. Strongly Disagree

My mentor was accessible and available:

1 2 3 4

My Mentor communicated regularly with me:

1 2 3 4

My Mentor assisted me in setting and achieving goals:

1 2 3 4

My Mentor directed me to the proper resources when I was faced with challenges:

1 2 3 4

My Mentor demonstrated a high level of knowledge and professionalism:

1 2 3 4

I would describe the Mentorship Program as a positive experience:

1 2 3 4

I anticipate an extended future relationship with my Mentor:

1 2 3 4

Additional Comments: