

# First Tee – Central Coast

Honesty - Integrity - Sportsmanship - Respect - Confidence - Responsibility - Perseverance - Courtesy - Judgement



## Board of Directors Notebook 2024



## Board of Directors' Notebook Table of Contents

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### **Our Mission:**

To positively impact the lives of young people in Santa Barbara, San Luis Obispo and Northern Ventura Counties by providing educational programs that build character and instill life-enhancing values through the game of golf.

### **Our Purpose:**

We exist to enable kids to build the strength of character that empowers them through a lifetime of new challenges.

### **Our Impact on Young People:**

Young people in our programs are more confident in school, supported by coaches who they view as caring mentors, active community members, ALWAYS welcome regardless of financial circumstances

### **Honorary Chairman Emeritus's Message:**

"Golf is unique in the values it teaches. A game of honor, integrity and good sportsmanship, golf is governed by the players themselves, who by sticking to the spirit of the game gain the personal fulfillment of pride, self-esteem and self-discipline." - George H.W. Bush

### **Sample "Elevator Speech"**

First Tee is an international youth development organization that uses golf as a tool to teach young people the positive values inherent in the game such as honesty, integrity, sportsmanship and confidence. First Tee lessons are taught in traditional settings such as golf courses and driving ranges as well as in schools and other youth service agencies. Research has proven that our participants are learning and using life skills such as goal setting, interpersonal communication and self-management in life on and off the golf course. In addition, many of our local participants have been accepted to represent First Tee - Central Coast at National Opportunities throughout the country.



February 1, 2024

Dear FTCC Board of Directors,

I want to express my gratitude for your interest in joining our Board of Directors at First Tee - Central Coast. As a non-profit organization, we rely on the support of community leaders like yourselves to succeed. We hope that your time on our board is fulfilling and we thank you for being a First Tee - Central Coast ambassador in the community. Your efforts towards identifying new Board Members and expanding our reach on the central coast will undoubtedly have a lasting impact on our organization.

Since 2002, we have been making a significant impact on the youth in our community through our various programs which include golf classes at courses, elementary and middle schools, and partnerships with other youth-serving organizations such as Girls Inc., YMCA's, and People's Self Help Housing after-school programs. We reach approximately 30,000 young people throughout the central coast each year. Our curriculum is centered around the Nine Core Values of honesty, integrity, respect, perseverance, courtesy, sportsmanship, confidence, judgment, and responsibility. We emphasize these values in our 5 Key Commitments, which include pursuing goals, growing through challenges, collaborating with others, building a positive self identity, and using good judgement. By drawing parallels between the golf course, school, and home life, we aim to provide young individuals with the tools to be successful leaders in the community.

I have great respect for the life skills that are naturally learned through the game of golf and how they can be applied in everyday life. As your Executive Director, my constant goals are to develop and cultivate new funding sources, encourage our staff and coaches to be creative and grow, and to increase brand awareness in our communities. We have an incredible team that is committed to being supportive, and I encourage all Board Members to provide me with feedback whenever necessary. I invite you to be an active member of First Tee - Central Coast and look forward to working with you to make this the most rewarding experience possible. I support your efforts in being our eyes, ears, and voice in the community and thank you for helping us share our mission with colleagues, friends, and family to make a lasting impact on the youth of the central coast.

Sincerely, 

Jessani Johnson  
Executive Director



## What does it mean to be on the Board? Roles and Responsibilities

The Board of First Tee - Central Coast has three major responsibilities. These are ongoing and critical to the success of the program.

- **Shape the mission and strategic direction of the organization.**
  - Shape and clarify the mission and vision
  - Engage in strategic and policy making decisions
- **Monitor and improve the performance of the organization**
  - Oversee financial and risk management
  - Monitor performance and require accountability
  - Improve board performance
- **Ensure leadership and resources are available when needed**
  - Select and evaluate the Executive Director and Program Director
  - Ensure adequate capital and financial resources are in place
  - Lend expertise and provide counsel and guidance as needed
  - Be an ambassador for First Tee programs, and enhance its reputation

The success of First Tee - Central Coast is dependent upon all board members participating in the management of the organization. Attendance at board meetings and involvement in at least one standing committee is required of every board member. While it is understood that conflicts do arise and occasional absence is unavoidable, if participation is at less than 75% (five meetings per year including the Strategic Plan), board members are asked to do a self-evaluation of their contribution to the board and the organization and consider whether they have the necessary time to devote to the organization. Participation requires attending board and committee meetings, preparing and supporting fundraising efforts both with attendance and active solicitation of participants. Without raising funds, this organization will not be able to serve its mission.



## **Commitment to Ethics and Preventing Conflict of Interest**

First Tee was founded on the nine core values of life: responsibility, sportsmanship, perseverance, confidence, judgment, honesty, respect, courtesy and integrity, and it is important that the board demonstrate those values at all times.

To that end, each board member should recognize that he or she functions as a person occupying a place of trust and should not be put into a position in which self-interest conflicts with any duty owed to First Tee - Central Coast and the community of young people it serves.

First Tee - Central Coast will not engage in any transactions or business arrangements with officers or directors or other persons with whom an officer or director has a financial interest without full disclosure and a decision by disinterested members of the board of directors that it cannot obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.

Any director or officer who actually or potentially has a direct or indirect financial interest in a transaction or business arrangement involving First Tee - Central Coast shall make full disclosure of his or her interest to the board of directors prior to any discussion, and shall not vote on the matter, and shall leave the room during the vote and discussion on the issue unless requested to stay either to respond to questions or to provide information to the board on a matter under discussion.

**I have read the statement of policy regarding conflicts of interest. To the best of my knowledge and belief, except as disclosed below, neither I nor any person with whom I have a personal or business relationship is engaged in any transaction or activity or has any relationship that may represent competing or conflicting interest, as defined in the statement of policy.**

**Further, to the best of my knowledge and belief, except as disclosed below, neither I nor any person with whom I have a personal or business relationship intends to engage in any transaction, to acquire any interest in any organization or entity, or to become the recipient of any substantial gift or favors that might be covered by the statement of policy regarding conflicts of interest.**

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Print Name

Signature

Date



## **Risk Management policy**

### **I. Board Policy: Establishment of Risk Management Committee**

First Tee – Central Coast shall have a Risk Management Committee composed of such members as shall be selected by the Chapter Executive Director in consultation with the Board Chair. Members may be employees, volunteers, or Board members. The committee shall consist of at least three members and no more than seven. The duties of the Risk Management Committee shall be to advise the Chapter Executive Director and Chapter Board concerning the following:

- o Identification and assessment of the Chapter’s risk exposures
- o Development of risk management strategies
- o Implementation of the risk management plan
- o Monitoring and updating the plan as needed

### **II. Board Policy: Employee and Volunteer Screening**

All employees, volunteers, and board members within First Tee – Central Coast will complete a Background Check and be required to complete a Safety Class Online through SafeSport . The objectives of the screening process are to select the highest possible caliber staff for the Chapter’s services while screening out individuals who constitute an unacceptable risk to the participants in our programs.

Each position (both employee and volunteer) will be defined by a written position description. The screening process will be focused upon selecting the best individuals to fill the defined positions.

The screening process will consist of:

1. A written application.
2. Face-to-face interviews.
3. Reference checks (at least three, unrelated individuals who are well-acquainted with the applicant).
4. Record checks including criminal history records, and motor vehicle records for anyone who may operate a motor vehicle on behalf of the Chapter.

The costs of record checks will be paid by the Chapter.

### **Disqualification from positions within First Tee – Central Coast**

Any individual is permanently disqualified from all positions in First Tee – Central Coast if their criminal records include any of the following:

- Past history of sexual abuse of children.
- Conviction for any crime in which children were involved.
- History of any violence or sexually exploitative behavior.

### **III. Board Policy: Supervision of Chapter Activities**

In the interest of safety, all Chapter activities must have sufficient adult supervision. A minimum of two adults, one of whom must be a Chapter employee or volunteer, must be present during the activity. Depending on the nature of the activity and the number of participants, additional supervision may be required. It is the responsibility of First Tee - Central Coast to ensure that adequate supervision is present. If the supervision standard is not met, the activity must be cancelled or rescheduled for a time when it may be adequately supervised.

### **IV. Board Policy: Separate Accommodations**

If a Chapter activity requires overnight stays, separate sleeping accommodations for adults and children are required other than for parents sleeping in the same room as their own children. In dormitory settings, adults may share sleeping accommodations with participants provided there is a minimum of two adults and four youth. Adults must establish separation barriers or privacy zones such as a temporary blanket or sheet walls in order to keep their sleeping area and dressing area separated from the youth area.

### **V. Board Policy: Out-of-Program Contact**

As a general practice, First Tee - Central Coast discourages out-of-program contact between participants and employees or volunteers. There are instances when such contact is justifiable. An example of justifiable out-of-program contact may be a coach providing private golf instruction to a participant. In order that participants and their parents or caregivers understand that these arrangements are truly independent of the Chapter and that First Tee does not assume any liability for them, the staff member must have the parents or guardians sign a waiver and release of liability form stating that they assume responsibility for monitoring these contacts and that the parents or guardians understand that the Chapter and First Tee cannot be held liable for any harm arising out of these out-of-program contacts. A copy of this acknowledgement will be maintained by the Chapter.

### **VI. Board Policy: Media Images**

No images, photographs, video, or other visual media may be produced of participants of First Tee unless a media release, signed by a parent or legal guardian has been obtained. Identifying information of participants in Chapter activities may not be posted on the Chapter web site.

### **VII. Board Policy: Transportation of Participants**

In general, transportation to and from activities of First Tee - Central Coast is the responsibility of the participants and their parents and guardians.

When an activity requires transportation, the best alternative is to seek a third-party vendor with suitable vehicles for transporting the group. Vendors should be in compliance with all U.S. Department of Transportation regulations and any applicable



state laws and regulations. Contracts for vendors of transportation services should require indemnification of the Chapter for any liability caused by the vendor. This indemnification should be secured with insurance coverage in which the Chapter is identified as an "additional insured."

If privately owned vehicles are used, the Chapter must certify that the drivers are properly licensed and the vehicles are insured at the time of the event. All drivers should be screened to determine that their driving record is acceptable. All drivers for First Tee Chapter activities shall be at least 21 years of age with at least three years of driving experience.

To avoid situations in which a participant is isolated with the adult driver in the vehicle, each vehicle needs to have an assistant driver who will help maintain passenger control. If participants are dropped-off at separate locations, the assistant driver will be the last passenger to be dropped-off.

### **VIII. Board Policy: Reporting Suspected or Alleged Child Abuse**

All suspicions or allegations of child abuse involving a participant in First Tee - Central Coast will be reported to either child protective services or to the Local police department.

Employees and staff of First Tee - Central Coast will report suspicions or allegations of child abuse to the Chapter Executive Director. The Executive Director will assist the employee or volunteer in filing a report with the appropriate child protection agency for investigation and follow-up. If the alleged abuser is the Chapter Executive Director, the report should be made to the Board Chair.

If an allegation of abuse is made against an employee or volunteer of First Tee - Central Coast the alleged abuser will be suspended from his or her responsibilities with the Chapter until such time as an investigation exonerates him or her of the allegation.

Employee compensation during suspension will be in compliance with state laws.

### **IX. Board Policy: Media Contacts**

The designated media spokesperson for the Central Coast Chapter of First Tee is Jessani Johnson. All media inquiries will be channeled to the spokesperson.

Employees and volunteers should refrain from responding to media inquiries unless coordinated through the spokesperson. The purpose of this arrangement is to ensure that information concerning Chapter activities is as accurate and current as reasonably possible. No individual other than the media spokesperson is authorized to speak on behalf of the Chapter.

### **X. Board Policy: Prohibited Activities**

Employees and volunteers are to refrain from any of the following activities in their contacts with participants in First Tee - Central Coast programs:

- telling sexual jokes or stories
- “making eyes at” or giving seductive looks
- discussions of one’s sex life or relationships
- sitting too close or lying next to a child
- finding ways to be alone with a child
- confiding in a child about personal issues
- giving gifts
- engaging in physical “horseplay” such as tickling or wrestling with participants

These activities are often precursors to child sexual abuse and violate the values of First Tee. Failure to comply with this policy may lead to disciplinary action including termination of service with the First Tee Chapter.

### **XI. Board Policy: Discipline**

First Tee – Central Coast’s employees and volunteers will treat all participants with courtesy and respect. It is not in keeping with the purposes of First Tee to use denigrating and demeaning nicknames for participants or to permit their use by others. At no time will First Tee – Central Coast employees or volunteers use profanity or otherwise curse at participants for their performance or behavior during competition or practice sessions. Corporal punishment including spanking, hitting, slapping, or other forms of physical disciplining of participants will not be used by First Tee – Central Coast’s employees or volunteers. Neither shall the Chapter’s employees and volunteers withhold water or food from participants as a form of punishment. Water should be available for participants during practice sessions and competitions to avoid dehydration.

When a participant in First Tee – Central Coast exhibits disruptive or unsafe behavior, the Chapter employees or volunteers may suspend the participant from Chapter activities pending a parental conference. Continued disruptive behavior may result in permanent expulsion from the Chapter.



## **First Tee – Central Coast Gift Acceptance Policy**

### **MISSION**

First Tee – Central Coast’s mission is to positively impact the lives of young people in Ventura, Santa Barbara and San Luis Obispo Counties by creating educational programs that build character and instill life-enhancing values through the game of golf.

### **PURPOSE**

This policy serves as a guideline for First Tee – Central Coast staff, board members, consultants and advisors who administer the gift planning and solicitation process, and for prospective donors who wish to make gifts to First Tee – Central Coast.

First Tee – Central Coast solicits and accepts gifts for purposes that will help the organization fulfill its mission. First Tee – Central Coast urges all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences.

### **GIFTS GENERALLY ACCEPTED**

- Cash. Cash gifts are acceptable in any form, including by check, money order, credit card, venmo, or online at [www.firstteecentralcoast.org](http://www.firstteecentralcoast.org)
- Donors wishing to make a gift by credit card must provide the card type (Visa, MasterCard or American Express), card number, expiration date, verification code, and name of the card holder as it appears on the credit card.
- Marketable Securities. Marketable securities may be transferred electronically to an account maintained at one or more brokerage firms or delivered physically with the transferor's endorsement or signed stock power (with appropriate signature guarantees) attached. All marketable securities will be sold promptly upon receipt unless otherwise directed by the Gift Acceptance Committee. In some cases marketable securities may be restricted, for example, by applicable securities laws or the terms of the proposed gift; in such instances the decision whether to accept the restricted securities shall be made by the Gift Acceptance Committee.
- Charitable Bequests. First Tee – Central Coast will accept a charitable bequest in a will or testamentary trust, subject to gift acceptance policies then in effect. Sample language:

For a specific bequest: I hereby give and bequeath \$ \_\_\_\_\_ (or \_\_\_\_%) from my estate (or trust) to Central Coast Junior Golf, INC doing business as First Tee - Central Coast, a California nonprofit, tax-exempt corporation under Section 501(c)(3) of the Internal Revenue Code, located in Santa Barbara, CA, for its general purposes. Tax ID Number: 77-0524816.

For a remainder gift: I give and bequeath all (or \_\_\_\_%) of the rest, residue and remainder of my estate (or trust) to Central Coast Junior Golf, INC, doing business as First Tee - Central Coast, a California nonprofit, tax-exempt corporation under Section 501(c)(3) of the Internal Revenue Code, located in Central Coast, for its general purposes. Tax ID Number: 77-0524816.

- Beneficiary Designations. First Tee - Central Coast will accept a beneficiary designation in a revocable or irrevocable trust, life insurance policy, 401k or other retirement plan.
- Charitable Remainder Trusts. First Tee - Central Coast will accept designation as a remainder beneficiary of a charitable remainder trust. The net present actuarial value of First Tee - Central Coast's interest must be at least \$50,000. First Tee - Central Coast cannot serve as trustee.
- Charitable Lead Trusts. First Tee - Central Coast will accept designation as an income beneficiary of charitable lead trusts. First Tee - Central Coast cannot serve as trustee.

### **GIFTS GENERALLY ACCEPTED SUBJECT TO PRIOR REVIEW**

Certain forms of gifts or donated properties may be subject to review prior to acceptance. Examples of gifts subject to prior review include, but are not limited to:

- Tangible Personal Property. First Tee - Central Coast shall review and determine whether to accept any gifts of tangible personal property in light of the following considerations: does the property fulfill the First Tee mission? Is the property marketable? Are there any unacceptable restrictions imposed on the property? Are there any carrying costs for the property for which First Tee may be responsible? Is the title/provenance of the property clear?
- Life Insurance. First Tee - Central Coast will accept gifts of life insurance where First Tee - Central Coast is named as both beneficiary and irrevocable owner of the insurance policy. The donor must agree to pay, before due, any future premium payments owing on the policy. If premiums are not paid, First Tee - Central Coast may convert a whole life policy to a paid up policy or exchange the policy for its cash value.

- Real Estate. All gifts of real estate are subject to review by the Gift Acceptance Committee. Prior to acceptance of any gift of real estate, First Tee – Central Coast shall require a title search, independent appraisal, and an environmental review or audit. Criteria for acceptance of gifts of real estate include: is the property useful for the organization’s purposes? Is the property readily marketable? Are there covenants, conditions, restrictions, reservations, easements, encumbrances or other limitations associated with the property? Are there carrying costs (including insurance, property taxes, mortgages, notes, or the like) or maintenance expenses associated with the property? Does the environmental review or audit reflect that the property is damaged or otherwise requires remediation?

## **GIFTS NOT ACCEPTED**

First Tee – Central Coast may elect not to accept gifts of any type if there is reason to believe that such gifts are incompatible with the mission, conflict with its core values, constitute an actual or perceived conflict of interest, or would create a financial or administrative burden. Examples of gifts First Tee – Central Coast will not accept include, but are not limited to:

- Closely-held stock or other non-publicly traded securities
- Restricted stock or other securities
- Partnership or other business interests
- Bargain sales
- Partial real estate interests or life estates
- Charitable gift annuities
- Gifts requiring First Tee – Central Coast to act as trustee or fiduciary
- Vehicles, boats, airplanes
- Unusual gifts

## **GIFT ACCEPTANCE AUTHORITY**

Any officer of First Tee – Central Coast, as well as the Executive Director, each have authority to accept gifts and pledge commitments and to sign gift agreements on behalf of the organization. Fundraising consultants must submit proposed gift arrangements to the Board Chairman or Treasurer for final review and acceptance.

First Tee – Central Coast may refer due diligence review and questions about gifts to the Gift Acceptance Committee, comprised of the officers of First Tee – Central Coast and the Executive Director. The Gift Acceptance Committee may consult with outside legal counsel or financial consultants and may refer decisions to First Tee – Central Coast Board for consideration.

## **DONOR RESTRICTIONS ON GIFTS**

All gifts are considered to be available for unrestricted and immediate use by First Tee – Central Coast unless specifically restricted in writing by the donor at the time of the gift or pledge commitment, and the restrictions are accepted in writing by First Tee – Central Coast.

First Tee - Central Coast will not accept gifts that (a) would result in First Tee's violating its corporate charter, (b) would result in First Tee's losing its tax-exempt status under § 501(c)(3) of the Internal Revenue Code, (c) are too difficult or too expensive to administer in relation to their value, (d) would result in any unacceptable consequences for First Tee, (e) would establish a permanent or temporary endowment, or (f) are for purposes outside the First Tee mission. Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Gift Acceptance Committee

With respect to donor restrictions, if future circumstances change, or the donor does not fulfill his or her pledge obligation, or the restricted purposes become illegal, impractical, or no longer meet the needs of the First Tee, then First Tee - Central Coast may release the restriction and designate an alternative use of the gift to fulfill the First Tee mission.

### **GIFT ACKNOWLEDGMENTS**

First Tee - Central Coast will provide donors with a written gift acknowledgment in accordance with applicable law that includes any special recognition applicable to the gift. First Tee - Central Coast may require the donor to sign a written pledge commitment for pledged gifts or to sign a gift agreement to reflect special terms and conditions.

First Tee® - Central Coast is a licensed trade name of Central Coast Junior Golf, INC, a California nonprofit corporation, exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. Federal Employer Identification Number 77-0524816. First Tee - Central Coast is part of a network of chapters licensed by First Tee, a division of World Golf Foundation, Inc., St. Augustine, Florida.

### **CONFIDENTIAL INFORMATION**

All donor information including names and addresses, beneficiaries, nature and worth of assets, amount of bequests and any other matter deemed personal by the donor shall be kept strictly confidential by First Tee - Central Coast. However, First Tee - Central Coast may publish the donor's name and gift amount in published reports unless specifically prohibited by the donor. In select cases, donors may be asked on a purely voluntary basis whether First Tee - Central Coast may use additional information for purposes of referral, testimonial or example to promote giving to the First Tee mission.



## **Social Media Principles for First Tee – Central Coast**

These principles were prepared for all adults associated with First Tee – Central Coast, including board members, employees, coaches, volunteers and mentors.

We at First Tee – Central Coast recognize the vital importance and encourage the use of social media to promote the First Tee mission. These principles were developed to guide usage as it relates to the Chapter, ensuring the Chapter and its participants are protected in the ever-changing new media landscape.

“Social Media” is defined as text, video, images, photos, audio and other media generated by and shared with others via the internet or other electronic means.

Adults involved with our chapter are encouraged to approach social media in the same way we do the physical one – by using sound judgment, by adhering to the First Tee Nine Core Values, and by following the First Tee Code of Conduct and all other Chapter policies, procedures and legal standards. Any deviation from these standards and commitments may be subject to disciplinary review or other appropriate Chapter action.

### **1. General Principles of First Tee – Central Coast in Social Media**

It is important that everyone is aware of the implications of engaging in forms of social media and online conversations that reference First Tee, the Chapter and/or the person’s relationship with the Chapter, and that people recognize when the Chapter might be held responsible for their behavior.

- **Transparency in every social media engagement.** The Chapter does not condone manipulating social media by creating “fake” destinations and posts designed to mislead followers and control a conversation. Every website, “fan page”, or other online destination that is ultimately controlled by the Chapter must make that fact known to users.
- **Protection of our constituents’ privacy.** This means that we should be conscientious regarding any personally identifiable information of children or adults that we post. All participants and adults in posted photos/videos should have signed a model/media release form or otherwise approved use of their images in social media.
- **Respect of copyrights, trademarks, rights of publicity,** and other third-party rights in the social media space, including with regard to user-generated content. How exactly you do this may depend on your particular situation, so work with Chapter staff to make informed, appropriate decisions.

- **Responsibility in our use of technology.** We will not use or align the Chapter with any organizations or websites that deploy the use of excessive tracking software, adware, malware or spyware.
- **Child protection.** Most youth participants use social media to interact with one another, and social media can be an excellent way for Chapter adults to communicate with participants and parents about Chapter activities. However, two-deep leadership means that a Chapter should limit or prohibit situations where there are private messages and one-on-one direct contact by an adult with a Chapter participant through text messaging, email, Facebook or other digital messaging platforms. As much as possible, communication between adults and participants should take place in a public forum or, at a minimum, should include one or more young people or adults openly copied or included on the message or posting. Chapter adults should consider carefully whether or not to personally “friend” or accept a “friend request” from Chapter participants, and if so, they should be committed to including at least one other adult from the Chapter on all correspondence to participants. Participants can and are encouraged to “friend” the Chapter on the Chapter’s Facebook page.
- **Creation of social media and pre-existing rules.** Only the Chapter is authorized to set up social media sites or domain names relating to Chapter activities. The Chapter should adhere to rules and terms of use already set in place on sites such as Facebook and Twitter, and should feel free to create additional community guidelines for Chapter pages. Keep in mind that children’s online privacy laws govern what information can be collected from and communicated to children less than 13 years of age.

## II Expectations for Personal Behavior in Social Media

There's a big difference in speaking "on behalf of the Chapter" and speaking "about the Chapter." This set of key principles refers to those personal or unofficial online activities where you might speak about or refer to the Chapter or First Tee in general.

- **Adhere to the First Tee Nine Core Values, the First Tee Code of Conduct, Chapter Policies and Procedures and applicable Laws and Regulations.** All Chapter constituents are subject to these values and standards in every public setting when speaking about the Chapter or First Tee in general. In addition, other policies, including confidentiality and protection of brand and program curriculum rights, govern everyone’s behavior with respect to the disclosure of information.
- **You are responsible for your actions.** Anything you post that can potentially tarnish the Chapter’s image and reputation will ultimately be your responsibility.
- **Be on the lookout for compliments and criticism.** Even if you are not an official spokesperson for the Chapter, you are one of our most vital assets for monitoring



conversations in social media. If you come across positive or negative remarks about the Chapter or First Tee you believe are important, consider forwarding them to the Chapter executive director, Board President or the social media site administrator.

- **Let the subject matter experts respond to negative posts.** You may come across negative or disparaging posts about the Chapter or First Tee, or see third parties trying to spark negative conversations. Unless you are an authorized online spokesperson, avoid the temptation to react yourself. Pass the posts along to the Chapter executive director or Board President who are authorized to address such comments.
- **Be conscious when mixing your business and personal lives.** Keep in mind that posting information online can often be seen by more than friends and family, and know that information originally intended just for friends and family can be forwarded on. Remember NEVER to disclose non-public information of the Chapter and be aware that taking public positions online that are counter to the interests of the Chapter and First Tee might cause conflict

### **III Expectations for Authorized Chapter Spokespersons**

The following principles guide how our authorized online spokespersons should represent the Chapter in an online, official capacity when they are speaking "on behalf of the Chapter:"

- Adhere to the First Tee Nine Core Values, the First Tee Code of Conduct, Chapter Policies and Procedures and applicable Laws and Regulations.
- It is important that your posts convey the same positive, optimistic spirit that the Chapter instills in all of its communications. Be respectful of all individuals, races, religions and cultures.
- Online Chapter statements can be held to the same legal standards as traditional media communications. Monitor and keep records of any sensitive online dialogue pertaining to the Chapter and send a copy to the Chapter executive director or Board President.
- As online spokesperson, ensure your posts (including responses to comments) are accurate, not misleading, and that they do not reveal non-public information of the Chapter. If there is any doubt, do not post it or seek approval from Chapter executive director or Board President.
- If you are using another party's content, make certain that they are credited for it in your post and that they approve of you utilizing their content. Do not use the copyrights, trademarks, publicity rights, or other rights of others without the necessary permissions of the holder of those rights.

Keep a "world view" in mind when you are participating in online conversations and remember that your local posts can have First Tee network significance. The way you answer an online question might be accurate in some parts of the First Tee network, but inaccurate (or even illegal) in others.



**I have read and accept First Tee - Central Coast Social Media Principles.**

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**Print Name**

**Signature**

**Date**



## Board of Directors Expectations 2024

As a board member of First Tee – Central Coast, you can count on me to:

- Attend Scheduled Meetings (2nd Thursday, Quarterly in Feb, May, August, Nov)
- Attend an annual strategic plan meeting (12/5)
- Participate on at least one committee
- Complete/Update background check & SafeSport Training requirements
- Prepare for and be ready to discuss topics at each meeting
- Support and Help Raise money for our programs
- Attend and solicit participation in FTCC sponsored fundraisers
- Provide counsel and guidance in areas of expertise as needed
- Support the mission of FTCC and serve as an Ambassador to grow contact, outreach, and financial resources for the program
- Make a significant monetary contribution to FTCC annually.

*Goal is \$3000 or More which includes: Personal Gift (GIVE) of \$1000 or more and raising additional funds (GET) of \$2000 or more. (ie getting tournament sponsors, auction items, individual contributions from friends, etc). Please consider upping your annual donation if you are able. If you are not able to afford a Give of \$1000 please talk to Jessani (ED) or Rob (Board Chair) to come up with an alternate amount. We are aiming for 100% of board members to make a Give you are proud of that works for your budget.*

I will make my personal Leadership gift in the following way.

1. One time gift paid on: \_\_\_\_\_

2. Quarterly gift paid on: \_\_\_\_\_

3. Monthly gift paid on : \_\_\_\_\_

Please send reminder \_\_\_\_\_

Charge my credit card \_\_\_\_\_ \$\_\_ x 12 = \_\_\_\_

- Participate in the annual review of the executive director
- Be aware of and approve of the annual budget
- Assess own performance.

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**I have read and understand the responsibilities of a board member of FTCC.**

Print Name

Signature

Date



## 2024 Board Meeting Dates

All board meetings are regional. There is a meeting at noon at Avila Beach Golf Course Mulligans & a meeting at 4pm at SBGC Mulligans.

- February 8
- May 9
- August 8
- November 14

## Strategic Plan Meeting

Meeting from 4-7pm / Golf beforehand that those that want to play.  
Place TBD

- December 5

## Fundraising Events

Attendance is welcome & encouraged at all events, but is not mandatory. It is hoped each board member would attend at least one.

- **April 15** - Spring Classic Golf Tournament @ San Luis Obispo Country Club
- **April 20** - Community Event at Dairy Creek Golf Course
- **July 13** - McFadden Golf Tournament @ SBGC
- **July 20** - Swing Time Golf Tournament @ Dairy Creek Golf Course
- **October 21** - Fall Classic Golf Tournament @ Alisal Ranch Golf Course

## 2024 Email List

### Board Members

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