



CLUB GOLF

A Comprehensive Guide to Transitioning
Leadership on Your Club Golf Team

NCCCGA
presented by  NEXTGENGOLF

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Team Constitution



1. Check the team constitution

Make sure you are following the procedures laid out in the team's constitution (if you have one). If you don't agree with the process, ask your teammates for a movement to change the process to one that suits your club. Your team's constitution will be the first resource the school uses if there are any issues raised regarding the team's management or the transition process.

Appoint, elect, etc.

2. Appoint, elect, etc.

Take action and get the new leader figured out before your term ends (it's best to do this a full semester before you leave). Give the new leader more responsibility in your last semester so you can coach them through the different aspects and challenges of running a team. Some things to remember to help with a smooth transition include

- Pass over all login information for the team's accounts including
 - Team email
 - Team social media accounts
 - Important school accounts
- Explain any relationships you have regarding the team and introduce the new leader. Relationships might include:
 - Your NCCGA Zone Manager
 - The course pro at the local golf course
 - The staff in the club sports office
 - Your team's faculty advisor
 - The staff in the bursar's office
- Tell the president where you get the team uniforms and other gear. Whether you order through the Nextgengolf sponsors or another place, it can be tough to find good deals so make sure the new president knows where to go in order to save the team some money!

Financials

3. Financials

Managing the club's financials is essential for the president to do in order to successfully run a team. Help the new president fully understand all aspects of the team's financials.

- Explain how the team brings in money
 - Fundraisers
 - Donations
 - Membership Fees
 - University Funding
- Explain the process to get funding from the university. Let them know how much to ask for in allocation meetings, how much the team can expect to receive for the semester or the year, and explain what important paperwork is necessary to do in order to receive funding
- Explain what expenses are to be expected.
 - Tournament and practice fees
 - Travel Expenses
 - Team Uniforms
 - Recruiting Materials
 - Course Membership
 - Fundraiser expenses
- Explain how much you charge in membership fees and which fundraisers were best, how much money they brought in, and how to successfully organize them. If you do not run fundraisers but would like to, let the NCCGA Zone Manager know your ideas and how they can help.

Recruiting

4. Recruit

The team should recruit new members year after year. Show the new president your recruiting tactics, what to say to members interested and how to communicate to many people at one time.

Does your team go to the university's activities fair each season to recruit new members? If so, explain the process for this

Do you have a relationship with the varsity team's coaches? Introduce the new president to the coaches and explain that the club team can be a resource for the varsity team.

Show the new president what happens when a student at your university finds the team on the NCCGA website (the auto emails). Show them what the emails look like introducing you to the interested student. Show the president how to add those students to the team's roster in the Nextgengolf portal and give the new president your template for how you respond to those emails.

Explain any other recruiting tactics and the best conversations to have with interested students or parents of students.

- Writing on the classroom boards
- Posting flyers around campus
- Tabling at the Student Union

Notify the University

5. Notify the university

Notify the university (if your team is a registered student organization) and make sure all of the important documents are signed and/or transferred over to the new president. Ensure the school knows who the new president is and that the president knows who to contact at the university

Give the new president's name, phone number, and email address to the club sports department and the office for student organizations. Introduce the new president to your faculty adviser and ensure they know the best ways to contact each other.

Give the new president a list of everyone at the university he/she needs to know and their contact information. This can include

- Advisors
- Student Government Members
- Club Sports Faculty
- Bursar's office faculty

Get on the team's official social media accounts and announce the new leader. You can tweet, instagram or post on Facebook the new leader. The university social media accounts might share or repost! This will help if prospective students see the post and know who to get in touch with

Let the NCCGA Know

6. Let the NCCGA Know

Get in touch with your NCCGA Zone Manager and introduce the new leader of your team. The Zone Manager will be happy to walk the new president through the process of making payments for tournaments, adding players to the roster, setting tournament lineups, and informing them about important dates to know.

The Zone Manager will also be happy to help provide support on how to run tryouts, recruit around campus, and how to run successful fundraisers. He or she can also give background information on the NCCGA such as tournament dates, locations, deadline dates, how many players can compete. Also give them the Nextgengolf phone number that is used for texting updates - 978-579-3250

Nextgengolf Portal

7. Explain the Nextgengolf Portal

The Nextgengolf portal is very simple and easy to use, but if you've never seen it before it can be a little confusing. Log into the portal with the new president and show him/her how you use it

Show where the president can make payments for the team dues and tournament fees. Explain where the "Payments" section is and the different methods the team can make the payments

- Via credit card
- Via check
- Via direct deposit

Go over "manage players" and add them to the team's roster by simply inputting their email addresses. Students who have requested to join the team through the NCCGA website will appear at the top. You just need to add them to the roster. Students who have graduated can be archived.

Explain how the lineups are set for tournaments. Select "Tournament Lineup" and simply click "add player to the lineup" button. Put the people wanting to play in the same group together next to each other (1-2,3-4,5-6,7-8). Most teams will put their best players in ascending order to be paired with the top players on other teams

The Nextgengolf portal has a fundraising platform, guide them through this or have them contact the zone manager for instruction.

Other Resources for Starting a Team

Thank you again for your interest in club golf.

**Please click on the link listed below to be
redirected to our Club Golf Resources Homepage for
additional useful examples and resources**

[NCCGA Resources Homepage](#)



Have additional questions? Send us an email team@nccga.org or give us a call (617) 453-8732. We'd love to hear from you.