



# **SWISS PROFESSIONAL GOLFERS ASSOCIATION**

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## **TRAINING REGULATIONS**

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# **1. THE PROFESSION OF "GOLF INSTRUCTOR" SWISS PGA**

## **1.1 Requirements**

Anyone wishing to start the Swiss PGA Golf Instructor training course must fulfil the following requirements before starting the course

- Minimum age: 18 years
- Handicap maximum 4.4 for men and 6.4 for ladies
- Successfully passed "Playing Ability Test" (1.2)
- English knowledge: Level 1st Certificate
- Swiss citizenship or residence permit B/C
- Training contract with a golf club
- Completed vocational apprenticeship or completed secondary school

## **1.2 "Playing Ability Test"**

The prospective apprentice must take part in a Playing Ability Test organised by the Swiss PGA before starting his apprenticeship. With a result of a maximum of 15 strokes over par (men and women) over two rounds, the test is deemed to have been passed.

Are exempt from the Playing Ability Test:

- Amateurs who have played for a national team (Amateurs, Women, Girls, Boys) during the past five years.
- Winner of a regional tournament (Suisse Romande, Suisse Orientale, Suisse Centrale, Omnium) in the last five years.
- The Top 20 of the Order of Merit of the Amateurs of the past two years
- The Top 10 of the Women's Order of Merit for the past two years
- The Top 10 Order of Merit Girls or Boys of the past two years
- Any amateur (men and women) who has finished one of the Regional Championships in the past two years with an average of six over par.
- Special exceptions confirmed by the Swiss PGA Board

participation fee for the Playing Ability Test is CHF 300.

### **1.3 Scope / Accompaniment**

The training to become a golf instructor includes three sub-areas:

- The practical teaching in the club
- Die Swiss PGA und European Education Level System Summary (EELS) Teaching & Coaching (T&C), The Game (TG) und The Industry (TI)
- Y+S training courses

During the entire training period, the apprentice is under the care of a Swiss PGA member for at least 6 months per year, training courses not included.

### **1.4 Duration of training**

The apprenticeship lasts 3 years. During this time, the apprentice must attend the courses organised jointly by the Swiss PGA EELS modules, Y+S and the Swiss Federal Institute of Sport Magglingen (EHSM) (see "training programme").

### **1.5 Training costs**

The apprentice's financial contribution to the costs of the three-year training is CHF 10,000, payable to Swiss PGA. This amount is divided into the following instalments to be paid consecutively:

1. Jahr CHF 3'000.-
2. Jahr CHF 3'000.-
3. Jahr CHF 4'000.-
4. For each additional repeat year CHF 1500.

The examination fees for the Final Exams are CHF 350.- these will be charged separately before the exams are completed.

### **1.6 Instructor / person responsible for training**

The master trainer / training officer must be able to provide the apprentice with the necessary environment for the training and must be at least category A certified.

After the final examination, a golf instructor must work for five years before he or she can take on an apprentice.

## **2. PRACTICAL TEACHING**

Successful training of the apprentice is only guaranteed if the person in charge of training knows how to establish a personal contact with the apprentice beyond the technical aspects and thus enables a relationship of trust to develop in the mutual relationship between the person in charge of training and the apprentice.

### **2.1 Duties and work of the apprentice**

- Master the technique of a correct golf swing.
- Learning to teach golf.
- During the 1st year of training, the apprentice shall attend the lessons of the person in charge of training at least three times a week for two hours each time and shall teach children and young people. In the 2nd year of training, he/she may give lessons on the court in addition to the junior lessons. In the 3rd year of training, he/she may give individual and group lessons on the driving range.
- Material science, pro shop, repairs and club fitting.
- Greenkeeping.
- Active assistance in junior training. The apprentice thus takes on his first responsibility as a coach and role model.
- Participation in all training courses organised by the Swiss PGA and J+S.
- Training your own game.
- Master etiquette and the rules of golf.
- General knowledge of current golf literature and specific film and video material.
- Minor secretarial work (handicap checks, tournament organisation).
- Knowledge of the association structures of ASG and Swiss PGA.
- Keeping a diary. This is mainly used to document the activities.
- Write a thesis of 40-50 pages in the 3rd year of training The apprentice has to

acquire this knowledge during the three years of training.

### **3. COMPULSORY TRAINING PROGRAMME**

#### **3.1 First year of training**

The apprentice shall attend the following events or courses in the first year of training:

- General Assembly Swiss PGA.
- "Spring Week" (3 to 5 days on a golf course).
- "Further Education Days" at least 3 days
- Modules Y+S 1 Basic Training (Junior Monitoring Course)
- Modules Y+S Kids
- EELS modules T&C and TG
- At least 3 Swiss PGA tournaments, provided the apprentices are eligible (see tournament regulations) and the Swiss PGA Apprentice Championships.
- "Autumn Week" (3 to 5 days on a golf course).
- Teaching test at the end of the 1st year. The apprentice is tested by the training commission on his teaching skills. If the apprentice fails the teaching test, he/she must repeat the 1st year of training. Those who also fail the test in the second attempt must stop training.

The first year of training shall be deemed to have been passed if the apprentice:

- 1 result in an official tournament with max. 4 over par for men and max. 5 over par for women, plays
- The Y+S 1 and Y+S Kids modules have been passed by
- EELS modules passed
- Attended at least 3 FED days
- Has participated in at least 3 Swiss PGA tournaments and the Apprentice Championships.
- Participated in the prescribed training modules
- The teaching test was passed by

If the above criteria are not met, the apprentice must repeat the first year of training.

### **3.2 Second year of training**

The apprentice shall attend the following events or courses in the second year of training:

- General Assembly Swiss PGA.
- "Spring Week" (3 to 5 days on a golf course).
- "Further Education Days" at least 3 days
- Y+S 2 modules (continuing education 1)
- EELS modules T&C, TG and TI
- At least 3 Swiss PGA tournaments, provided the apprentices are eligible (see tournament regulations) and the Swiss PGA Apprentice Championship.
- "Autumn Week" (3 to 5 days on a golf course).
- Video test swing analysis.

The second year of training shall be deemed to have been passed if the apprentice:

- 3 results at an official tournament with a score average of max. 4 over par for men and 5 over par for ladies, plays
- EELS modules passed
- Attended at least 3 FED days
- Has participated in at least 3 Swiss PGA tournaments and the Apprentice Championships.
- Participated in the prescribed training modules
- Passed the video analysis test

If the above criteria are not met, the apprentice must repeat the second year of training.

### **3.3 First or second year of training**

The apprentice shall attend the following events or courses in the first or second year of training:

- Modules Y+S 1+2 (basic and advanced training 1)
- EELS modules T&C, TG and TI
- Y+S Kids
- Clubfitting modules
- Greenkeeping modules, Rules course modules (organised by ASG)
- History of Golf Module
- Module Action Types / Natural Movement

### 3.3.1 Duties with regard to the third year of training

Submission of the thesis topic to the Swiss PGA and Education Commission (by 31 October of the corresponding year at the latest).

## 3.4 Third year of training

The apprentice shall attend the following events or courses in the third year of training:

- "Spring Week" (3 to 5 days on a golf course).
- EELS modules TG and TI
- "Further Education Day" at least 3 days
- At least 3 Swiss PGA tournaments, provided the apprentices are eligible (see tournament regulations) and the Swiss PGA Apprentice Championships.
- "Autumn Week" (3 to 5 days on a golf course).
- Module J+S 3 Coaching Juniors (further education 2)

### 3.4.1 First, second or third year of training

- The apprentice must achieve a total of **eight** scores over the three years of training with an average of 4 strokes over par (or less) for men and 5 strokes over par (or less) for ladies.
- Three out of eight scores must be achieved at Swiss PGA tournaments.
- International tournament cards are accepted if the scores have been earned according to the rules of the PGA tournament regulations. Cards from Pro-Ams do not count.

In the first year of training, at least **one score card** must be played with the required four strokes over par for men and 5 strokes over par for ladies, **otherwise the first year of training must be repeated**. The apprentice may repeat the first year of training a maximum of twice.

At the end of the second year of training, a **total of** at least **4 score cards must be** played with the required average of 4 strokes over par for men and 5 strokes over par for women, **otherwise the second year of training must be repeated**. The apprentice may repeat the second year of training a maximum of twice.

Before registering for the final examination, the **8 score cards** must be played with an average of 4 strokes over par for men and 5 strokes over par for women, **otherwise the apprentice cannot take part in the final examination and must repeat the third year of training**.

The apprentice can repeat the third year of training a maximum of twice. If they do not achieve the required results, they cannot complete the Swiss PGA training.



### **3.4.2 Duties with regard to the audit of the financial statements**

- Submission of his thesis, by the last Monday in September of the respective year.
- Registration for the final examination by 30 September at the latest.
- Besuch und Bestehen der prescribed training modules, teaching sequences and presentation of the required game results.

#### **3.4.2.1 Intermediate examinations**

If the candidate fails to achieve the minimum mark of 4 at the first attempt, he/she must repeat the relevant subject(s) again. In the event of failure at the second attempt, the candidate has the option of repeating the full course once.

## 4. WORK AND DUTIES

### 4.1 Overview first, second and third year of training

#### Work and dutiesYear

Lessons	Observe lessons	+/- 20%	+/- 40%	+/- 50%
	Lessons Juniors			
	Teaching space			
	Lessons Individual/Groups			
	Lessons with video			
Game	Own game	+/- 50%	+/- 30%	+/- 30%
	Tournaments			
Training	FED	+/- 25%	+/- 10%	+/- 10%
	Training modules			
	Rules			
	Greenkeeping			
	General Golf Studies			
	Racket repairs/ CF			
Administration & Secretariat	Div. secretarial work	+/- 5%	+/- 20%	+/- 10%
	Match organisation			
	Pro-Shop			
	Marketing			
	Commercial knowledge			
	Diploma thesis			

### 4.2 Diploma thesis

- The topic of the diploma thesis must be announced by the apprentice in the 2nd year of training (**by 31 October at the latest**) and accepted by the examination board.
- The diploma thesis must be written in accordance with the "Guidelines for the writing of diploma theses" of the Swiss PGA.
- The thesis is to be written as an individual work.

- A length of 40 - 50 pages is expected for the individual work. All information is exclusive of appendices.
- The original thesis is the property of the Swiss PGA and may be used by the Swiss PGA. However, no thesis will be published without the consent of the author.
- The author of the thesis may be required by the Association to present his/her product at one of the Swiss PGA courses.
- The thesis must be submitted by the last Monday in September of the respective year at the latest.

## **5. TRAINING COURSES**

### **5.1 Modules Y+S 1,2,3**

- Module J+S 1      Basic training
- Module J+S 2      Continuing education 1
- Module J+S 3      Further education 2 (Coaching Juniors)

### **5.2 Swiss PGA Courses and EELS Modules**

- EELS modules in T&C, TG and TI
- Swing technique
- Lessons (individual, groups, children and youth, ladies and gentlemen, seniors, disabled)
- Rules (organised and audited by the ASG)
- Greenkeeping
- Clubfitting
- Statistics
- Module 3D / New Technology
- Modules Management, Communication
- Module Action Types / Natural Movement

## **6. EXAMINATION REGULATIONS**

### **6.1 Conditions for admission to the golf instructor examination :**

Every apprentice registered for the golf instructor examination must have the following qualifications:

- The registration has to be done by the person in charge of the training.
- The application deadline is 30 September of the respective calendar year.
- Passed Y+S exams.
- Passed EELS modules
- Passed intermediate exams (Rules, Clubfitting, Greenkeeping, History of Golf, Swing Analysis/Video and Teaching Test) with a minimum grade of 4.
- Over the course of the three years of training, achieve a total of **8 scores** with an average of 4 strokes over par for men and 5 strokes over par for ladies.
- Submission of his/her diploma thesis, by the last Monday in September of the respective year.

### **6.2 Specific tests**

- Y+S 3 modules (further education 2 , coaching juniors) (written and oral)
- EELS modules in T&C, TG and TI (written and oral)
- Greenkeeping (written)
- Clubfitting (written)
- Rules (written)
- History of Golf (written)
- Teaching Test / Lesson
- Video test

### **6.3 Final exams**

- Technology (written)
- Demonstration
- Swing analysis / video (oral)
- Lessons
- Presentation of the diploma thesis and its defence (oral)

### **6.4 Passing the final examination and repeating the final examination**

The final examination is passed if:

- The average grade is not below 4.0
- The individual grades of the main subjects: technology in writing, golf lesson and diploma thesis are not below 4.0

- There is no more than 1 mark below 4.0 and no mark below 3.0

## **6.5 Repeat of the final examination**

If the apprentice does not pass the final examination, he must repeat the third year of training.

The final examination is considered failed if the candidate:

- Absence from the final examination without a valid reason
- Withdraws without valid reason after the start of the final examination
- The following shall be excluded from the final examination

Each candidate may repeat the failed final examination a maximum of twice. The repetition of the final examination is limited to the subjects in which a grade below 4.0 was achieved.

## **6.6 Cheating**

If an apprentice is convicted of cheating while playing golf, writing the score card or at an examination, he/she must repeat the respective training year (including training fees and modules).

If he is convicted a second time, he will be expelled from education on the spot and forever.

## **6.7 Diploma presentation**

Das Diplom erhält der/die künftige Golflehrer/in an der SwissPGA General Assembly of the following year (compulsory attendance).

## **6.8 Examination board**

The board of examiners is composed as follows:

- Training Commission of the Swiss PGA
- 1 Member of the Board of the Swiss PGA
- 1 Delegate of the Swiss Golf Association ASG
- (Delegate of the Federal Office for Professional Education and Training (OPET))

The Board of Examiners undertakes:

- To inform candidates in good time of the place and date of the examination.
- To revise the examination questions periodically.
- To take and mark the examination objectively.
- The Examination Committee may delegate certain administrative tasks to the Swiss PGA Office.

## **7. TRAINING CONTRACT**

In principle, the apprentice is employed by a golf club.

Most of the training is provided by a qualified golf instructor, member of the Swiss PGA (at least category A), who is employed by a club recognised by the Swiss PGA.

A contract between the club, the training officer and the apprentice must be in place. With such a "triangular contract", a training that is easier to monitor is ensured.

The training contract must be in place before the apprentice registers with the Swiss PGA.

Remuneration shall be paid by the golf club. The amount of the salary shall be in line with the salary customary in other industries, bearing in mind that golf apprentices are obliged to participate in all tournaments prescribed by the Swiss PGA. This means a considerable increase in expenses.

The holiday days guaranteed to the apprentice by law shall be recorded in the contract.

**7.1 EXAMPLE OF A TRAINING CONTRACT**

Between the golf club as employer:

.....

The golf instructor as the person responsible for the training:

.....

And the apprentice:

.....

Date of birth: .....

**\* *Duration of the training***

The training relationship lasts three years from

.....to .....

It can be terminated by either party without notice during the two-month probationary period.

**\* *Duties of the golf club***

- Supervision of the apprentice's entire training.
- Remuneration.
- Insurance.
- AHV and pension fund (pro rata with the apprentice)
- The Club shall, if possible and necessary, provide accommodation for the Apprentice.



**\* Duties of the training officer (professional)**

The training officer undertakes to ensure that the apprentice is trained conscientiously, in particular:

- To register the apprentice with the Swiss PGA with the necessary papers.
- To design one's curriculum systematically and continuously in terms of subject and time.
- At least two hours of individual practical practice per week with the apprentice.
- To train the apprentice in teaching methodology and pedagogy in the best possible way.
- Not to demand fringe benefits incompatible with the training.
- To educate the apprentice to be punctual and diligent in the performance of the job.
- To check the diary to be kept by the apprentice on a monthly basis.
- To always keep oneself professionally up to date.
- To register the well-prepared apprentice for the examination in good time.

**\* Duties of the apprentice**

The apprentice is obliged

to:

- To do one's best to achieve the learning goal.
- Attend all courses regularly and on time.
- Play all tournaments prescribed by the Swiss PGA.
- To keep a diary of the training.
- Actively participate in junior training.
- To carry out conscientiously the work assigned to him.
- To safeguard the interests of golf.
- Take out professional liability insurance (privately or through Swiss PGA)

**\* Working time**

The apprentice works in the year from (date) .....  
until (date) .....  
während.....hours per day.

**\* *Holidays and Fridays***

The apprentice shall be granted 5 weeks' holiday per calendar year. These shall be reduced depending on the duration of the season. Holidays should not be taken during the season and may not be compensated financially.

The apprentice is entitled to 1.5 Fridays per week, whereby attendance of courses and modules are not counted as Fridays.

Holidays and (additional) Fridays shall only be taken with the agreement of the other parties.

**\* *Remuneration***

The golf club pays the apprentice the following salary during the 3 years of training :

1st year of training CHF .....

2nd year of training CHF .....

3rd year of training CHF .....

Tuition for compensation:

- In the 1st year of training, he is to teach the juniors.
- In the 2nd year of training, he is allowed to give lessons on the field in addition to the junior lessons.
- In the 3rd year of training, he may give individual and group lessons on the driving range.

Tournament expenses are to be paid by the apprentice.

<p style="text-align: center;">Fee recommendations of the Swiss PGA for lessons given by the apprentice during the 2nd and 3rd year of training (per lesson):</p> <p>2. Apprenticeship year : 50% of the rate applied by the club 3. Apprenticeship year : 75% of the rate applied by the club</p>
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**\* Cancellation**

After the expiry of the two-month probationary period, the training relationship may be terminated in writing by all three parties subject to six months' notice.

**\* Additional arrangements**

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

Place: ..... Date: .....

The Golf Club : .....

The training officer (Pro): .....

The Apprentice : .....

This contract was drawn up by the Swiss PGA and is considered a proposal for all golf apprentices in Switzerland.

## **8. DUTIES OF THE SWISS PGA**

- An association committee shall serve as a mediation body between the club, the training officer and the apprentice in case of problems in the training.
- An association commission should function as a contact point and source of information regarding training and further education courses at home and abroad.
- The association undertakes to organise and inform about training and further education courses.
- An association commission provides information on existing specialist literature on request.