

MEMBER BENEFIT: YEAR-END REPORTING

Instructor's Annual Report: Capture the Year's Achievements with Our Reporting Tool

Whenever he would share details of his 30-win season for the St. Louis Cardinals, Hall of Famer Dizzy Dean could justify it with his pet phrase, "It ain't braggin' if ya done it." As another golf season winds down, Proponent Group members can evoke Dean's spirit by taking stock of year-long achievements in lesson revenue, program participation, clubfitting sessions, corporate outings and the like. These are vital income generators for an instructor's golf facility, their staffs and themselves.

Our proprietary Annual Report Template is the tool to take down from the shelf this time of year. Found on the member-only website, It's ideal for the task because it was designed with extensive input from Proponent members. By taking an hour or so to load in your numbers and other results, you'll be producing a clean, highly readable report for your facility management and leadership. It's fair to say that every Annual Report Template a member completes and submits will deliver a double statement of value—the specific details of your contribution to the operation, plus the sheer professionalism and practicality of the document.

Instructors' roles vary based on facility type and other circumstances, so the Template has plenty of flexibility built into it. It opens with a space to share the year's highlights for learning, practice and improvement, then breaks into six sections. These are instruction programming, clubfitting and equipment sales, corporate outings and special events, additional revenues generated, and finally continuing education and staff training.

Providing this reporting tool aligns with the bedrock Proponent Group principle that regular, detailed communications between members and their management is the best way to preserve and eventually improve your position and compensation. It's recommended to be used at the end of each season for seasonal instructor positions and at the end of the calendar year for all full-time positions.

How to Get Started Today

If you're psyched right this minute to accomplish the important task of year-end reporting, just log on to the member-only website. Next, go to the Business Templates menu. Now scroll down to Annual Report Template and hit the download button and you're all set to get started.

The image shows a screenshot of a form titled "Name of Facility" and "Instruction Program Annual Report". The form is prepared for the "Name of Facility Golf Committee" and is prepared by the "Name of Professional, Director of Instruction". It includes fields for "Name of facility", "Street Address, City, State Zip", and "Telephone". At the bottom, there are logos for the PGA of America, LPGA, and PGA TOUR. A red text instruction at the bottom reads "(Delete all logos that don't apply)".

However you choose to access the template, you will see a brief, related tool called the Annual Report Setup Memo. This contains step-by-step instructions for the cutting, pasting and insertions you'll need as you start off. The setup process takes just a minute or so if you follow the instructions. Then your document is personalized, and you can begin inputting the facts of your most important achievements for the year.