

## PLAYER MEMORANDUM & PLAYER PRE-REGISTRATION

Pre-Registration for the championship is first priority for the players. This is a key process for the USGA to help assist players with accommodations, transportation, caddies and other important information.

### PLAYER MEMORANDUM

The Player Memorandum is a document that is created by both the Host Club and the USGA. The memorandum includes all pertinent championship information regarding accommodations, online pre-registration, on course information, transportation, etc. Once the Player Memorandum is complete and approved by both the Host Club and the USGA, it is uploaded to the USGA's U.S. Amateur Player website where the players will be able to download and print a copy. The Player Memorandum should be completed and be ready to upload by April 1<sup>st</sup> as the player website will be available the first week of April.

### ONLINE PRE-REGISTRATION

A player is either exempt into the championship or they must go through local qualifying. Exempt players and those that qualify for the championship will receive an e-mail from the USGA Championship Administration department that contains information on how to obtain the Player Memorandum and how to pre-register online. The online form must be completed by the player prior to arriving to Player Registration at the Host Club. The online form includes important information for the club as it relates to the players accommodations, transportation needs, caddie request, social functions, etc. Each Exempt player and each player that qualifies will receive a "Golden Ticket" that serves as a memento for earning a place in the U.S. Amateur field. These mementos will be mailed to the players by the Championship Administration department and a second copy will also be placed in each Player Registration packet.

The USGA's U.S. Amateur Player Services Manager will design the online pre-registration form and will handle the downloading of the player information and distribution of it to the necessary host committees. All details received is in relation to the player's logistics in regard to airport transportation needs, hotel shuttle needs, private housing, the need of a club caddie, etc. prior to arriving onsite at the championship.

On a regular basis the USGA will review the downloaded data to track completion of the form by the players. If several players have not completed the pre-registration process, the USGA can send a reminder as needed. Any questions regarding this process can be directed to Jenny Pritchard, [jpritchard@usga.org](mailto:jpritchard@usga.org).  
***\*Example of online Pre-Registration form is below.***

### ONLINE MEDIA FORM

The USGA Championship Communications Department requires the player to provide biographical information to help media cover the U.S. Amateur Championship. Once a player qualifies for the Amateur, they will be sent an email from the USGA Communications Department that provides background about the Player Profile database, a username and password for the player and directions on how to create his profile. This player is responsible for having the form completed prior to Player Registration. If for some reason, the player is unable to complete his profile, the USGA will have him complete it during Player Registration on site.

## Player “Golden Ticket” Example



### 115th U.S. Amateur Championship®

Congratulations on earning a place  
in the field of the  
115th U.S. Amateur Championship.  
The United States Golf Association® welcomes you  
as a player and wishes you our best as you vie  
to become the next national champion.

The U.S. Amateur Championship will take place at:

Olympia Fields Country Club  
(North Course)  
Olympia Fields, Ill.  
August 17-23, 2015

**Thomas J. O'Toole Jr.**  
President,  
United States Golf Association

**Diana M. Murphy**  
Chairman,  
USGA Championship Committee

## Player Online Pre-Registration

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**114th U.S. Amateur Championship**  
August 11-17, 2014

**PLAYER INFORMATION FORM**

*This information is for internal purposes only. This is a secure website and all information will be kept strictly confidential.*

First Name:

Last Name:

Address 1:

Address 2:

City:

State:

Zip:

Country:

E-mail:

During the championship, the USGA may need to contact players directly via text message to provide them with updated starting times information, weather reports, suspension and resumption of play due to weather, etc.

Player Cell Number:

**HOMETOWN / COUNTRY LISTINGS**

Players' hometowns (city and state) or country will be used as a reference throughout the championship for all scoring reports, the public scoreboards, media coverage and website. So that the international diversity of the championship can be displayed, the player's country of birth is used by default. However, the player may elect to be listed from the country of citizenship, if desired.

Please indicate below your birth country of citizenship, and which of these two you prefer to be used for references during the championship.

Birth Country:

<https://register.usga.org/preview.aspx>

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Country of Citizenship:

Preferred Listing:

If your Preferred Listing above is the United States, please also include your preferred City and State below:

Preferred City:

Preferred State:

**ACCOMMODATIONS**

Hotel rooms for U.S. Amateur players have been reserved at Atlanta Hilton Northeast and Courtyard Marriott Peachtree Corners located in Norcross, Georgia. Special pricing has been negotiated for each. Please refer to the Player Memorandum for pertinent information, including rate and location. **\*Players are responsible for making their own hotel reservations\*.**

**Atlanta Hilton Northeast**  
Player Room Rate: \$109/night plus tax

For Reservations, please call 678.533.3323 and refer to group code "USGA14".

I will be staying at one of the Atlanta Hilton Northeast.

Yes  
 No

**Courtyard by Marriott Peachtree Corners**

Player Room Rate: \$98/night plus tax

For Reservations, please call or e-mail Emina Selmic or Menda Dean.

Emina Selmic: 770.446.3777 ext. 621 or [Emina.Selmic@marriott.com](mailto:Emina.Selmic@marriott.com)  
Menda Dean: 770.446.3777 ext. 623 or [menda.dean@cympeachtree.com](mailto:menda.dean@cympeachtree.com)

I will be staying at the Courtyard Marriott Peachtree Corners.

Yes  
 No

**Private Housing**

*\*Private Housing will be available but may be limited.*

I would like to take advantage of the Private Housing option.

Yes  
 No

*The Championship Player Services Committee will assign Private Housing that will fit your needs, and provide you with contact information for your Private Housing host. Once your assignment has been made, all arrangements relative to Private Housing should be made directly between the Player and his Private Housing host.*

**Other Arrangements**

I plan to make all of my own accommodation arrangements and therefore will NOT be staying at either of the player hotels or taking advantage of the Private Housing option.

Yes  
 No

**CADDIE INFORMATION**

The fee for a caddie, provided by Atlanta Athletic Club, is \$85.00 per round, plus gratuity. Caddie fees are payable in cash only at the end of each round.

*\*Caddie Registration will be located in Player Registration at Atlanta Athletic Club.*

Would you like to request a club caddie?

<https://register.usga.org/preview.aspx>

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- Yes
- No

If yes, please select the following days you will require a club caddie:

Entire week of the championship (Sat.-Sun.)

or select by day:

Saturday (practice round):

Sunday (practice round):

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

If you do **not** require a club caddie, please complete the following questions. (if applicable)

I will carry my own bag.

- Yes
- No

I will supply my own caddie.

- Yes
- No

Caddie Name:

Caddie Cell Phone:

Caddie E-Mail:

**FIRST AID / MEDICAL NEEDS**

Do you have any special need(s) of which the Medical Committee should be aware?

- Yes
- No

If yes, please describe.

**Emergency Contact Information**

Name:

Contact Phone Number:

**PLAYERS' RECEPTION**

The Players' Reception will be on SATURDAY, August 9 with the dinner reception beginning at 7:00 p.m. in the St. Andrews room in the Atlanta Athletic Club's Clubhouse. The event is limited to Players Only. Player attendance is expected and a jacket and tie are required.

*\*If you are unable to attend, please notify Jenny Pritchard at [jpritchard@usga.org](mailto:jpritchard@usga.org).*

**TRAVEL INFORMATION**

How do you plan to arrive?

- Car
- Plane

Will you rent a car?

- Yes
- No

Will you require a parking pass for your rental/personal car?

- Yes
- No

Will you require courtesy transportation?

- To/From Airport Only
- To/From Airport and between Player Hotel and Course
- Between Hotel and Course Only
- I will not utilize courtesy transportation.

*\*Courtesy transportation will be provided to and from Hartsfield-Jackson Atlanta International Airport (ATL) only.\**

If arriving into Hartsfield-Jackson Atlanta International Airport and would like to utilize the courtesy transportation, please complete the following information:

Arrival Date:

Arrival Time: (Specify AM or PM)

Arrival Airline:

If your airline is not listed in the drop down menu above, please specify.

Arrival Flight Number:

Flight City Origin or Connecting City:

How many people are in your party? (including yourself)

Please select your preferred destination from the airport:  
*\*2015 Note: Player Registration will be located at the Atlanta Athletic Club\**

- Hilton Atlanta Northeast
- Courtyard Marriott Peachtree Corners
- Atlanta Athletic Club

**PERSON COMPLETING FORM IF OTHER THAN PLAYER**

Please complete this section if someone other than the Player is completing this Pre-

**Registration form.**

First Name:

Last Name:

Relationship to Player:

Are you the primary contact for the Player?

- Yes
- No

Cell Phone:

Contact E-Mail:

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**FINAL SUBMISSION INFORMATION**

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After completing this form, when you press "continue" the program will load a review page which will display your information. Please verify your information and correct any mistakes. If you would like a copy for your records, print prior to pressing "submit". Press "back" if you wish to change any of your responses. Once "submit" is pressed you do not have the option to return to the questionnaire, but you can contact the 2014 U.S. Amateur Championship office at 770-368-7722 or email: [2014usamateur@hippinspirered.com](mailto:2014usamateur@hippinspirered.com) to provide any changes to your information.