

PLAYER REGISTRATION

The Registration Committee has a very important assignment at the championship. The Registration Committee volunteers will be the players' first contact at the championship. In order for the committee to create a good first impression, the registration procedure must be well organized, allowing players to register and obtain all pertinent information quickly, as well as having personable, informative registration volunteers to answer questions.

Most, if not all, registration materials from the USGA for the player packets will be shipped to the Host Club prior to the championship.

PRIOR TO REGISTRATION

- 1) The USGA will source a local vendor or work with an associated vendor or the club to have the players' names engraved on the player badges, which are furnished by the USGA. The engraving expense is paid by the USGA and is usually on an average of \$3.00 - \$3.50 per badge. The USGA prefers to have the full first name and last name (PETER UIHLEIN) on the badge however; first initial can be used with the full last name in all caps (P. UIHLEIN), if space is limited. It is best not to have the badges engraved until just prior to registration, in case players withdraw. The company will need to be prepared to engrave the badges of alternates, who are accepted into the field at the "eleventh hour", on Sunday and throughout the week, as players lose or break badges.
- 2) The USGA will furnish the Championship Bag Tags with the players' names already pre-printed on them. They will be shipped to the club after qualifying is complete.
- 3) Signs should be created and placed as necessary to direct players to the Registration location.
- 4) Set up Player Registration.
- 5) The Havemeyer Trophy available to display prominently in the Registration area.

Items that will be sent to club well in advance of the championship:

- Player Badges
- Two (2) Scrolls : One (1) for each club (please proof these when they arrive)
 - Scroll Dimensions: 18" x 24"
- Scroll Archival Ink Pens
- Registration Envelopes
- Rules of Golf Books

REGISTRATION

Player Registration will be held at the Host Club unless another location is agreed upon between the club and the USGA (the location at the club to be decided by the USGA and the club). Registration hours are the following:

Friday: 7:00 a.m. – 7:00 p.m.
Saturday: 7:00 a.m. – 2:00 p.m.

****Those players arriving later than 2:00 p.m. on Saturday will need to register in the USGA Office.***

The official closing of Registration is Saturday afternoon at 2:00 p.m. The USGA will inform the players of this deadline. Those players that are unable to register by this time must notify the USGA of their late arrival prior to registration closing on Saturday. **It is most important that the club telephone operator, the Golf**

Shop staff and the Registration personnel are advised to relay all calls, emails and messages from players regarding registration, late arrivals or withdrawals to the USGA (Jenny Pritchard) immediately after they are received.

Volunteers

We suggest ten (10) volunteers work during registration hours. The Registration Committee can work in shifts, but it is highly recommended to keep the same volunteers working the entire time during registration hours.

**Please make sure to arrange for a continental breakfast and a light lunch if possible to those volunteers working Player Registration, especially if they are volunteering the entire day each day.*

Registration Stations

**Please see generalized layout attached.*

1) Master Registrar Station

- a. Monitors which players have registered by using a computerized spreadsheet provided by the USGA. This is an appointed position by the USGA.
- b. Gather pertinent player information: pronunciation of player's name, proper spelling of name and hometown, verification of hometown and pronunciation, verification of cell phone number, number of credentials/tickets needed.

2) Ticket Distribution Station

- a. Listen as players complete the Master Registrar Station and communicate to other volunteers the player's name.
- b. Provide the player with his personalized engraved badge.
- c. Gather number of credentials needed (4 Clubhouse, 6 Grounds tickets max) based upon what the player tells the Master Registrar.

Year	Approx. Number of Player Guest Credentials distributed
2010	1265
2011	969
2012	1107
2013	1266
2014	1420
2015	1291
2016	962
2017	1126
2018	1096
2019	1092

**The number of credentials offered from 2010-2015 were 6 Clubhouse, 4 Grounds tickets. The change in 2016 - 2018 was due to the USGA paying for players meals.*

- d. Distribute parking pass, if requested.

Year	Approx. Number of Player Parking Passes distributed
2010	272
2011	289
2012	265
2013	214
2014	288
2015	274
2016	264
2017	214
2018	293
2019	285

3) Packet Distribution Station

- a. Find and pull Player's championship packet.
- b. Offer a quick description of what is in the packet to the Player.

The items below are included in the Player Packet and will need to be stuffed into the packets by the Registration Volunteers. Robbie Zalneck and Jenny Pritchard would appreciate the opportunity to proof all materials prepared by the Club (#6 below) before copies are made and inserted in the Players' Packets. Please have additional copies of the pertinent packet materials available for the USGA Officials; these can be distributed to them in the USGA Office.

Item	Provide By
1. Player's Badge	USGA
2. Championship Bag Tag	USGA
3. Official Score Card (both courses)	USGA
4. Official Championship Program, if applicable	Club <i>*Provide extra copies to USGA Office</i>
5. Rules of Golf Book Pace of Play Memo USGA Memo Regarding Rules of Golf Local Rules "Hard Card" Grooves and DMD Graphics	USGA
6. Memos concerning : Transportation telephone # and schedule; Club food service hours; Area Restaurants; List of doctors and hospitals, etc.	Club (optional)
7. Course Evacuation Plans	USGA <i>*Devised by Club and USGA</i>
8. Yardage Books (one for each course)	USGA
9. USGA Golden Ticket	USGA
10. Players Reception Invitation	USGA

4) Will Call Station

- a. A Will Call box or container, Will Call envelopes and sharpies will need to be provided for players to leave clubhouse credentials and or grounds tickets to family members and guests for either course.

5) Media Form Station and Player Photograph

- a. The USGA will have a list of players that have filled out the electronic media form prior to arrival, if the player has not filled out the form, they must do so on the laptops provided. A member of the USGA Communications department will be available for set-up and training in this area.

Please Note: Wireless capabilities will be needed for the USGA media form laptops.

- b. Load media forms onto clipboards for backup in case internet should be disabled or availability of computers is limited.
- c. Direct Player to Photograph area.
- d. Take 3 photographs (further explanation at Registration Training).

6) Player Scroll Station

- a. Reserve the first space (upper left) for defending Champion, if he shall be playing.
- b. Direct players to sign the scrolls moving horizontally across rows, as opposed to vertically down columns.
- c. USGA will need an electronic high-resolution copy of each scroll (via email or USB drive).
- d. Scrolls to be framed by the Club at the USGA expense.

7) Caddie Information Station

- a. Staffed by a member of the Caddie Committee.
- b. Caddies will receive their caddie credential and Caddie Information packet.
- c. A player may request a club caddie, if needed.
- d. A player who requested a club caddie prior to arriving is given the caddie's information at this time, if he hasn't received it already.

Please Note: The caddie credential provides grounds access only. A player must provide a Player Guest badge to his caddie for clubhouse access.

8) USGA Information Station

- a. Staffed by a member of the USGA or local Golf Association.
- b. To help players with questions regarding the Pace of Play Guidelines.

9) USGA Equipment Standards

- a. Staffed by the USGA.
- b. To provide a place for players to ask questions regarding their equipment (DMD Measuring Devices, Grooves, etc) or have their equipment tested.

10) Practice Round Starting Times

- a. Staffed by Host Club representatives.
- b. Starting times will need to be handled for both courses for Saturday and Sunday.

11) Memento Station

A memento from the club is given to each player after he completes all Player Registration Stations.

12) Tour of Club (if applicable)

A member of the Hospitality or Registration Committee shall then take the player on a brief tour of the club's facilities and escort him to the Players' Locker Room.

PLAYER REGISTRATION SET-UP EXAMPLE

