

## **VOLUNTEER PACKAGE**

When developing the volunteer program, the Host Club should create a volunteer package that is simple, affordable and easy to manage. Some items to consider are below when developing this package.

### **PACKAGE PRICE**

Volunteers are accustomed to paying a fee to volunteer at a USGA championship. A reasonable fee should be determined that covers the actual out-of-pocket expenses associated with each individual volunteer. Those expenses are usually items such as the uniform itself, meals, commemorative items, etc. The cost of admission and parking should not be included when determining the fee. In general terms, the volunteer fee should be kept at or below \$100.

Volunteer fees and a description of what was included in each package for the last several U.S. Amateur Championships were:

<b>Year</b>	<b>Price</b>	<b>Uniform Pieces</b>
2010 Chambers Bay	\$100	2 Golf Shirts, 1 Hat
2011 Erin Hills	\$110	2 Golf Shirts, 1 Hat, 1 Lightweight Jacket
2012 Cherry Hills CC	\$100	1 Golf Shirt, 1 Hat, 1 Lightweight Jacket
2013 The Country Club	\$125	1 Golf Shirt, 1 Hat (visor or baseball hat), 1 Belt
2014 Atlanta Athletic Club	\$122	1 Golf Shirt, 1 Hat (your choice), 1 Belt
2015 Olympia Fields CC	\$75	2 Golf Shirts, 1 Hat
2016 Oakland Hills CC	\$75	1 Golf Shirt, 1 Hat
2017 The Riviera CC	\$125	1 Golf Shirt, 1 Hat (visor or baseball hat), 1 Lightweight Jacket
2018 Pebble Beach Golf Links	\$100	1 Golf Shirt, 1 Hat, 1 Lightweight Jacket
2019 Pinehurst Resort & CC	\$85	1 Golf Shirt, 1 Hat (baseball, visor, or bucket), 1 Lightweight Jacket

### **Volunteer Uniform Return Policy**

A return policy may be included on the initial recruitment communication for Volunteers. If a request is made for reimbursement and the volunteer has not been issued the uniform or championship credential, they may receive a full refund. If the volunteer did receive the uniform and championship credential, a refund may only be issued if both the uniform and credential are returned to the championship office.

### **VOLUNTEER MEALS**

Volunteers should have access to complimentary meals for each shift they work. It is reasonable to expect to provide breakfast or lunch to each volunteer depending on the timing of their shift. Breakfast can consist of grab-and-go style breakfast items (fruit, muffin, bagel, etc.) and coffee. Lunch should be a more hearty meal usually consisting of a sandwich, side item and a soft drink or water.

Meals may be available in different ways. Two common ways are:

- Volunteer Only Dining – A facility may be dedicated to volunteers at a championship. Within this facility, volunteers can be served the appropriate meal depending on the time of day.

- Volunteer Vouchers – As volunteer assignments are spread throughout the championship grounds, it may not be feasible to offer a convenient volunteer area. As an alternative, vouchers can be issued to each volunteer that are redeemable at any concession stand.

At all times, access to drinking water should be available to volunteers. Please do not count on the player water on the tees to serve volunteers. A different system should be developed.

## **VOLUNTEER GOLF**

Volunteers will often ask if a round of golf at the Host Club (and/or the Stroke Play Co-Host) is included in the volunteer package. The USGA will take no official stance to this question other than it is not a USGA requirement. Host Clubs may offer golf as an added value to entice volunteers to register but it is not always necessary.

## **VOLUNTEER UNIFORMS**

Volunteers should wear a special uniform during all times they are working. This uniform should be distinct so that volunteers are readily recognizable at all times. The uniform can consist of items such as a golf shirt, jacket, hat, visor, etc. The uniform can vary depending on Host Club preferences, but the local climate should always be a factor. The uniform should never contain any corporate logos or other marks.

Some other guidelines for the volunteer uniform are:

### **1. Uniforms Must be Approved by USGA**

- Samples of the volunteer uniform pieces for each championship must be submitted to Robbie Zalneck of the USGA who will work with the USGA Licensing Department for approval in advance of production.
- The “uniform” includes all apparel, headwear and accessories with championship trademarks.
- Approval by USGA is critical and necessary, so we can ensure vendor brand marks are minimal and focus is on the championship.
- Adhering to the approval process and guidelines will enable the USGA to continue to allow minimal vendor brand marks on uniforms in future.

### **2. Uniform Approval Process**

Step 1: Host Club selects uniform vendor.

Step 2: Vendor designs all uniform pieces including apparel, headwear and accessories.

Step 3: Host Club approves sample of uniform.

Step 4: Host Club/vendor submits sample uniform designs to the USGA.

Step 5: The USGA Championship Director submits sample uniform designs to Licensing Dept.

Step 6: Licensing Dept. and USGA Championship Director review.

Step 7: Licensing Dept. sends approval/revisions needed to the USGA Championship Director.

Step 8: USGA Championship Director communicates USGA approval/revisions needed to Host Club.

### **3. Vendor Selection**

- Host Clubs should begin process 18 months in advance of championship.
- Host Club may select the Uniform Vendor(s) at their discretion.

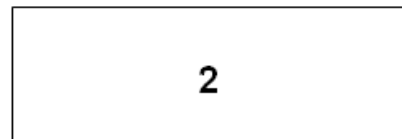
- The USGA has an Official Outfitter – Ralph Lauren – but the Host Club is not obligated to use RL. The USGA would like the Host Club to at least consider Ralph Lauren as a candidate.
- Vendor Brand Marks are permitted with certain provisions, as noted in the guidelines attached.

**4. Vendor Brand Mark Guidelines**

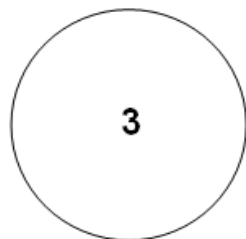
- One vendor brand mark is permitted on the outside of each uniform piece, provided all of the following criteria is met:
  - Mark is in a secondary position and does not distract from the championship logo or trademark (e.g. if championship logo is on the left chest, vendor brand mark can be on the sleeve or back yoke);
  - Mark fits within the dimensions shown attached; AND
  - Mark is not larger than half the size of the championship logo or trademark.
- Vendor Brand Mark Size Restrictions



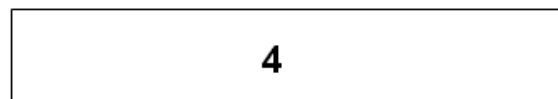
**2" x 1.1875"  
(51mm x 30mm)**



**2.5625" X .875"  
(65mm x 22mm)**



**Circle 1.5" in diameter  
(38mm in diameter)**



**3.5625" x .625"  
(90mm x 16mm)**

- A second brand mark is permitted, provided:
  - It is inconspicuous;
  - A reasonable distance from the championship logo or trademark; and,
  - Not larger than a ½ inch by 1-inch in size.



- Any exceptions to these provisions will be reviewed on a case-by case basis and may or may not be approved in the USGA's sole discretion.

**5. Uniform Sample Submission Form**

- Sample Submission Form is posted on InfoPortal. (see example below)
- Vendor should complete the form and submit to Host Club, for Host Club to submit to USGA.
- Sample product images may be submitted via email or mail, and must be in color and 300 dpi.
- Product images must show all sides, front and back.
- Physical product samples are no required; however, may be requested by the USGA if electronic/digital artwork is not clear.
- USGA response time is 3 – 5 business days.

**Sample Submission Form**



**VOLUNTEER UNIFORM SAMPLE SUBMISSION FORM**

Vendor Completes:

Submission Date: _____	Vendor: _____
Year and Championship: _____	Contact: _____
	Phone: _____
	Email: _____

<b>Product Image (Front and Back):</b>	<b>Logo Close-up:</b>	<b>Product Description:</b>
[Insert .JPG or .TIF images here (300 dpi). Additional images may be attached.]		Vendor Style No.:
		Product Color:
		Fabrication/Material Content:
		Championship Logo Locations/Dimensions:
		Championship Logo Application/Colors:
		Vendor Branding Locations/Dimensions:
		Vendor Branding Applications/Colors:
		Special Notes:

USGA Comments (Section below for USGA only):

Concept Approved	Embroidery/Application Approved	Final Approved As Is	Final Approved w/ Changes
USGA Signature: _____ Date: _____			

Form 12/05/2011

**Sample Submission Form Example**

VOLUNTEER UNIFORM SAMPLE SUBMISSION FORM			
<b>Vendor Completes:</b>			
Submission Date: <u>12/1/11</u> Year and Championship: <u>2012 U.S. OPEN</u>	Vendor: <u>CUTTER &amp; BUCK</u> Contact: <u>Anne Broholm</u> Phone: <u>(XXX) XXX-XXXX</u> Email: _____		
<b>Product Image (Front and Back):</b>		<b>Product Description:</b>	
		<b>Logo Close-up:</b>	Performance Stripe
			Vendor Style No.: CB1234
[Additional images may be attached.]		<b>Vendor Logo Close-up:</b>	Product Color: Blue
			Fabrication/Material Content: 100% Polyester
		<b>Special Notes:</b>	Championship Logo Locations/Dimensions: Front Left Chest, 2.3" W x 1.65" H
			Championship Logo Application/Colors: Embroidered, M1003 Crème White
			Vendor Branding Locations/Dimensions: Left sleeve, 1" W x .5"H
			Vendor Branding Applications/Colors: Embroidered, Tonal Blue
<b>USGA Comments (Section below for USGA only):</b>			
<b>NO</b>	Concept Approved	Embroidery/Application Approved	Final Approved As Is
12/1 Not approved. No vendor brand marks are permitted on the outside. Revise and resubmit. - Theresa			
USGA Signature: _____		Date: _____	

**6. Merchandising Regulations**

- Volunteer uniform approval process and new submission form have been added to USGA Merchandising Regulations.
- Updated Merchandising Regulations are posted on the InfoPortal.