



Hosting Manual

U.S. Amateur Four-Ball Championship

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GENERAL INFORMATION

The purpose of this Hosting Manual is to provide the Host Club with information and guidance in planning and hosting the championship. Included are specific details and USGA requirements related to hosting the championship including promotions and club committee administrative responsibilities. This Manual will also include documentations that has been discussed and agreed upon in the planning meetings with the Club Staff and Committees.

The Summary has been compiled by the USGA and should be used in conjunction with the Reference Sources listed below:

Reference Sources

There are three (3) reference sources that the Host Club should use in its preparations for hosting the U.S. XXX Championship.

- 1) Agreement By and Between the United States Golf Association® and the Host Club.
 - 2) Hosting Manual
 - 3) USGA Course Preparation Memorandum and Course Set-Up Memorandum
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- 1) **Agreement** – The Host Club Agreement By and Between the USGA and the Host Club sets forth the entire agreement and understanding relating to the championship. It defines primary responsibilities, certain obligations of the USGA and the Host Club and includes USGA championship policy and requirements.
 - 2) **Hosting Manual** – This Hosting Manual has been developed to provide the Host Club with information and guidance in hosting the championship. It includes specific details and USGA requirements related to general championship information, personnel, accommodations, food service, grounds, house, publicity and promotions, and club committee administrative responsibilities. It also summarizes and documents what has been discussed in planning meetings with the club staff and committees.
 - 3) **Course Preparation and Course Set-Up Memorandum** – The Course Preparation Memorandum pertains to the golf course preparation and conditioning. The Course Set-Up Memorandum outlines and describes the yardage, par and how each hole will be marked. This information is distributed approximately 1-2 years out by the USGA Championship Director and then updated as we move closer to the championship proper.

Committee Structure & Administration

USGA Executive Committee – The USGA Executive Committee is made up of 15 volunteers and is the organization's policy-making board, overseeing the Association. The Executive Committee reserves the right to alter any of the conditions, provisions and/or schedules pertaining to USGA Championships. The decision of the Executive Committee in any matter will be final. It is likely members of the Executive Committee will be onsite during the championship.

USGA Championship Director – is an employee of the USGA and is responsible for the administration and planning of the championship; oversees the outside the ropes planning and ensures all operational aspects of the championship run smoothly and oversees the competition itself and makes sure play proceeds according to USGA policy and the Rules of Golf.

USGA Championship Manager – The USGA Championship Manager works hand in hand with the USGA Championship Director to oversee the operations of the Championship. Specific duties include arranging for accommodations, planning the social functions, providing function headcounts, arranging USGA transportation and managing the USGA Office. The Championship Manager is an employee of the USGA.

Championship Rules Committee – This committee is comprised of several members of the USGA Executive Committee, the USGA Staff assigned to the championship and highly qualified Rules Officials from throughout the country. The Rules Committee is responsible for providing Rules of Golf assistance and monitoring pace of play for the championship. Invited Rules Officials are members of many of our USGA Committees and some are guest officials representing area allied golf associations. In addition to being volunteers, all pay for their own expenses for the championship.

Club General Chair and Club Committees – The Host Club should designate a General Chair (or Co-General Chairs) who is (are) responsible for the overall hosting of the championship. All Club Committee Chairs should report to the General Chair or Co-General Chair. The Host Club is responsible for recruiting volunteers for the following committees and assignments:

Caddies - Course Evacuation (Drivers) - Forecaddies* - Medical - Player Locker Room - Player Hospitality (desk at host club and hotel) - Player Registration* - Private Player Housing (optional) - Practice Range - Scoring (Walking Scorers and Scoreboard)* - Transportation/Shuttles (Drivers and Transportation Desk Volunteers) - Volunteer Scheduling and Volunteer Headquarters

**Training materials provided by USGA Staff*

The USGA requires the Chair(s) to be on-site at all times during the conduct of the championship for the following main Committees: Course Evacuation, Scoring, Medical, Transportation/Shuttles, Forecaddies, Volunteers and Caddies.

U.S. Amateur Four-Ball Championship

- Correct title is: XX^{XX} U.S. Amateur Four-Ball Championship (or 20XX U.S. Amateur Four-Ball Championship)
- The schedule is two (2) days of practice rounds, 36 holes of stroke play over two (2) days to determine the 32 sides for match play, and three (3) days to play 5 match play rounds. The final match is 18 holes.
- Entries are open to players who have an up to date USGA Handicap Index not exceeding 2.4 under the USGA Handicap System.
- The field will be comprised of 256 players.
- Prizes at the Championship:
 - Winners: Gold medal and custody of the U.S. Amateur Four-Ball Trophy for the ensuing year. Exemption into the current year's U.S. Amateur Championship and any age eligible Championship (if they are juniors, the U.S. Junior, if they are 25+, the U.S. Mid-Amateur, etc.)
 - Runners-up: Silver medal
 - Other Semi-finalists: Bronze medals
 - Medalists (lowest qualifying scorer): Bronze medal; if a tie, duplicate medals awarded.
- The USGA is the national governing body of the game of golf. Its membership is comprised of over 9,500 clubs, courses, and training facilities and some 900,000 USGA individual members.

Typical Schedule of Events

U.S. Amateur Four-Ball (Subject to Change)

Wednesday

12:00 p.m. – 5:00 p.m.

Player Registration

12:00 p.m. – 6:30 p.m.

Practice areas open

Thursday

6:00 a.m. – 2:00 p.m.

Player Registration

6:00 a.m. – 6:30 p.m.

Practice areas open

7:00 a.m. – 1:24 p.m.

Practice Rounds – 1st tee only (12 minute intervals, starters time at 10:12 a.m.)

6:30 p.m. – 8:30 p.m.

Welcome Reception

Friday

6:00 a.m. – finish

Final Registration for late arrivals

6:00 a.m. – 6:30 p.m.

Practice areas open

7:00 a.m. – 1:24 p.m.

Practice Rounds – 1st tee only (12 minute intervals, starters time at 10:12 a.m.)

4:00 p.m. – 5:15 p.m.

Social Hosted by Regional Affairs

5:15 p.m. – 6:00 p.m.

Rules Meeting

6:00 p.m. – 6:30 p.m.

Committee Cocktails

6:30 p.m. – 8:00 p.m.

Committee Dinner

Saturday

6:00 a.m. – 6:30 p.m.

Practice areas open

7:00 a.m. – 1:24 p.m.

Stroke Play Round 1 – 1st tee only (12 minute intervals, starters time at 10:12 a.m.)

Sunday

6:00 a.m. – 6:30 p.m.

Practice areas open

7:00 a.m. – 1:24 p.m.

Stroke Play Round 2 – 1st tee only (12 minute intervals, starters time at 10:12 a.m.)

5:00 p.m. – 8:00 p.m.

Championship BBQ (optional)

Monday

6:00 a.m. – 6:30 p.m.

Practice areas open

7:00 a.m.

Play-off, if needed

9:00 a.m. – 12:00 p.m.

Match Play Round 1 (12 minute intervals)

Tuesday

6:00 a.m. – 6:30 p.m.

Practice areas open

7:00 a.m. – 8:24 a.m.

Match Play Round 2 (12 minute intervals)

1:00 p.m. – 1:45 p.m.

Quarterfinal Matches (15 minute intervals)

Wednesday

6:00 a.m. – 1:00 p.m.

Practice areas open

7:00 a.m. – 7:20 a.m.

Semifinal Matches (20 minute interval)

1:00 p.m.

Final Match

Prize Presentation Ceremony immediately following completion of play

Playoff for Final Match Play Positions

Upon conclusion of the 36 holes of stroke play, typically a playoff for the final match play positions is necessary. The playoff will typically be conducted early on the first day or Match Play, on the championship match play course, approximately 1-2 hours prior to the start of match play.

The format of the playoff is stroke play in groups to be determined based on the size of the playoff. Anywhere from 2 to 30 players are possible. All players must complete play of the first playoff hole in order to determine if further playoff holes are necessary or if anyone has either qualified for the match play field, been eliminated from the playoff, or will continue in the playoff.

A pair of forecaddies will be needed to spot balls for the playoff.

Player & USGA Information

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

Information Memorandums

The USGA Committee and Player Memorandums are created by the USGA with the Host Club's assistance. The memorandums include all pertinent championship information regarding accommodations, online pre-registration, on course information, transportation, etc. Once the Memorandums are complete and approved by the USGA, it is uploaded to the USGA championship pre-registration site where all the USGA players, staff, committee and future sites representatives will be able to download and print a copy. The Memorandums should be completed and be ready to upload two (2) months prior to the championship.

Online Pre-Registration

A player is either exempt into the championship or they must go through sectional qualifying. Exempt players and those that qualify for the championship receive a Golden Ticket and Postcard distributed by the USGA (see example below) that contains information on how to obtain the Player Memorandum (insert under separate cover) and how to pre-register online (instructions below). The online form (insert under separate cover) must be completed by the player prior to arriving to Player Registration at the Host Club.

The USGA will design the online form and then share any pertinent information and results with the clubs as results come in. Names and contact information of players requesting caddies will be shared with the caddie master, number of pull cart requests, and function attendees and guests are several of the most important bits to be shared. Any questions regarding this process can be directed to the USGA.

Player Golden Ticket Example

**ONE SIDED
LETTERING
EMBOSSSED ON
CARD STOCK**



**ONE SIDED
PRINTED ON FINE
QUALITY PAPER**

Online Media Form

The USGA Championship Communications Department requires the player to provide biographical information to help media cover the Championship. Prior to the championship, this player will be sent an email from the USGA Communications Department that provides background about the Player Profile Database and directions on how to complete his profile. This player is responsible for having the profile 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.

ACCOMODATIONS

The USGA and the Host Club will jointly discuss and determine the accommodations plan for the championship. The USGA will be responsible for contracting the room block including: Players, USGA Staff, Future Sites, Rules Officials, and other special guests. All groups should be placed at the same hotel if possible or as few hotels as necessary to meet the rooming requirements. If multiple hotels are used, they should be in close proximity to each other for ease of transportation. Below are estimates of what the hotel block as far as room nights are needed:

Number of Hotel Rooms Required for the Championship			
Night Of:	USGA Staff, Committee, FS & Guests	Players	Total Room Nights
Thursday	2		2
Friday	2		2
Saturday	4		4
Sunday	8		8
Monday	9		9
Tuesday	13		13
Wednesday	23	45	68
Thursday – P1	64	67	131
Friday – P2	67	79	146
Saturday – SP1	67	79	146
Sunday – SP2	67	68	135
Monday – MP1	40	29	69
Tuesday – MP2&Q	20	12	32
Wednesday – S&F	15	2	17
Thursday	2	0	2
TOTAL	403	380	783

Important Factors for hotel selection are:

1. Rate – The lower the rate, the more players will use the hotel(s). The rate should be very competitive compared to other hotels in the area.
2. Location – Proximity to the Host Club is a primary factor for consideration.
3. Reservation Block vs. Usage – Players will reserve rooms for the entire week and then adjust based on their performance. Host hotel should understand that the above nights reflect actual usage and rooms will be available for public as we move through the week and the field is reduced.
4. Amenities – The Host Club and the USGA should review the hotel’s amenities if hotel selection is difficult. Items such as free parking and free internet use can save the attendees significantly over the duration of their stay.
5. Guarantee/Attrition – set a low guarantee on the agreement to ensure there will be no penalty fees such as a departure fee. The hotel industry commonly refers to this as “attrition”.

Private Housing

The USGA Host Housing Program supports players participating in USGA-sanctioned championships while fostering community engagement. The program pairs players and up to one approved guest with local host families, who provide accommodations near the championship venue. Host families are expected to provide a safe, private, and welcoming environment that helps offset costs for players, providing community support and helping players participate in our national championships.

Eligibility Requirements

- At least two adult residents must be living in the home during the event period (single-adult households are not eligible).
- Host families must reside within reasonable proximity to the championship venue.
- Host families must provide a private bedroom and access to a private or shared bathroom for the player and up to one guest.
- All adult residents of the home must pass a background check conducted by Accurate, USGA's designated provider, at USGA's expense.

What to expect from the player

- Available to players and one (1) approved guest. Players and guests must be 18 or older. The program is not available to minors or players participating in USGA junior championships.
- Players must respect the host family and their home and abide by the rules of the program.

Expectations for Participation

- Foster a safe, respectful, and welcoming atmosphere while ensuring privacy for the player and guest.
- Communicate openly with the player about schedules, house rules, and any specific needs.
- Be present for the player's arrival each day or provide the player and their guest secure access to your home.

Application Process

1. Submit Host Family Application Form, including household details and preferences.
2. Background Screen to be completed by all adult household members. Screenings will be conducted by USGA's third-party screening provider. Must provide personal information including your SSN # for screenings.
3. USGA Review and Matching
 - Applications are reviewed by USGA staff, and matches are typically made on a first-come, first-served basis.
4. Introduction to Player
 - Once matched, players and host families participate in a virtual or phone meeting to communicate and discuss expectations, preferences, and scheduling logistics.

If this an option we'd all like to pursue for a number of players, or for a few select, needs based, individuals, the USGA can provide the full policy.

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.

Prior to On-Site Registration

- **Player Badges:** The USGA will send the Player Badges to the Championship, already engraved with player names. This was previously on the host club to coordinate engraving of player badges and then bill the USGA for the cost, however the process was often a very quick turnaround and a stressful one for everyone involved. The USGA now has a vendor that will handle all engraving, it will remain a USGA expense and the badges will be to be given out at registration upon their arrival at the Championship.
- **Bag Tags:** 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.
- **Players' Scrolls:** The USGA will provide two (2) Scrolls. One (1) for each club (if needed) and the Scroll Archival ink pens.
 - **Single Scroll Dimensions:** 17" wide x 24" high unframed
 - After all players have signed the scroll(s) please take the copy to a Kinko's for a reduction of the scroll to an 8½ x 11 high resolution jpg file on a jump drive and then to a framer (Host Club selects the framer).
 - Have the scrolls framed by the morning of the final day of the championship (at the latest), as the USGA presents the scrolls to the Host Club and the Co-Host (if applicable) at the Champion's Reception.
 - The USGA will pay for the copies and framing upon invoice, but it is the club's responsibility to have them framed.
 - **We recommend making arrangements to have them framed prior to registration so that a smooth framing process is ensured.**
- **Set up Player Registration.** Diagram included.
- **Championship Trophy:** obtain from a staff person in the USGA Office and display it prominently in the registration area.
- **Signage** – USGA will provide signage for each registration station, as well as signage for direction to the registration area.

On-Site 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:

Wednesday: 12:00 noon – 5:00 p.m.

Thursday: 6:00 a.m. – 5:00 p.m.

The official closing of Registration is Thursday 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 Thursday. The deadline is posted at 2:00 pm for all players so that we do not receive a rush of players at 4:55 pm. The registration committee should expect to stay intact, and working, until 5:00 p.m.

Registration Stations

(Please see generalized layout attached)

1) Host Club Greeter

- Someone on the committee should be assigned to welcome the player as he enters the registration area.

2) Player Photograph

- The Greeter will direct player to the Photograph area.
- A digital photo will be taken of the player for the USGA website by a member of the Registration Committee. The USGA will provide the camera and necessary items. 2 volunteers needed.
- A member of the USGA Staff and IT contacts will be available for the Media and Photo area set-up and training.

3) Master Registrar Station

- USGA Staff will login to the computer, with access to our master spreadsheet. This will have all players, cities, pronunciations, cell phone numbers, etc.
- Volunteer to verify pertinent player information: pronunciation and spelling of player's name and hometown, as well as their cell phone number.
 - ◆ This is a shared document, so the USGA will be able to pull the information as it's updated

4) Player Scroll(s) Station

- ******Reserve the first space (upper left) for defending Champion, if he is playing.******
- Direct players to sign the scrolls moving horizontally across rows as opposed to vertically down columns, using the first full line (not top line). The USGA will be providing two (2) medium pieces of Plexiglas to cover the bottom of the scrolls as players sign, to keep it clean.

5) Special Events

- The player is reminded about the Welcome Reception on Thursday. Please confirm attendance.
- If the Club is hosting a Barbeque for the Players on Sunday, we will want to inquire about the players' attendance at this function and if player guests are invited, their attendance as well.
- A point of sales system should be set up here to collect payment for any guest attending the Welcome Reception. These funds should be deducted from the USGA payment for this reception.
- If parking passes are being used, they can be distributed at this time

6) Caddie & Practice Round Information Station

- Staffed by a member of the Golf Shop (typically the Caddie Master)
- Players who have reserved and confirmed a club caddie will confirm those plans, exchange contact information if not already done, etc.
- Starting times will need to be confirmed for both courses for Thursday and Friday.

7) Player Gift

- Mementos from both the club and the USGA are given to each player
- If not already stationed somewhere along the registration line, bags should be provided to the player to help hold everything they've received

8) Player Information Station

- Players will receive:
 - ◆ A yardage book for each course (one for their caddie for each if applicable as well)
 - ◆ Copies of a blank USGA scorecard for their records
 - ◆ Championship Program (if applicable)
- There will be a QR code to scan to find the Player Portal where much more information can be found

9) Bag Tag and Player Badges Distribution Stations

- This will need to be a couple of tables, and staffed by a couple of people.
- All badges should be housed on the USGA player badge displays (provided by the USGA) on a table
- All bag tags should be laid out on a separate table alphabetically prior to registration
 - ◆ Bag tags and badges will be shipped in for many (if not all) alternates as well. A field list will be provided to ensure that the only displayed badges and bag tags are those actually in the field

10) Pace of Play Station

- Staffed by USGA Volunteers.

11) Tour of Club

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

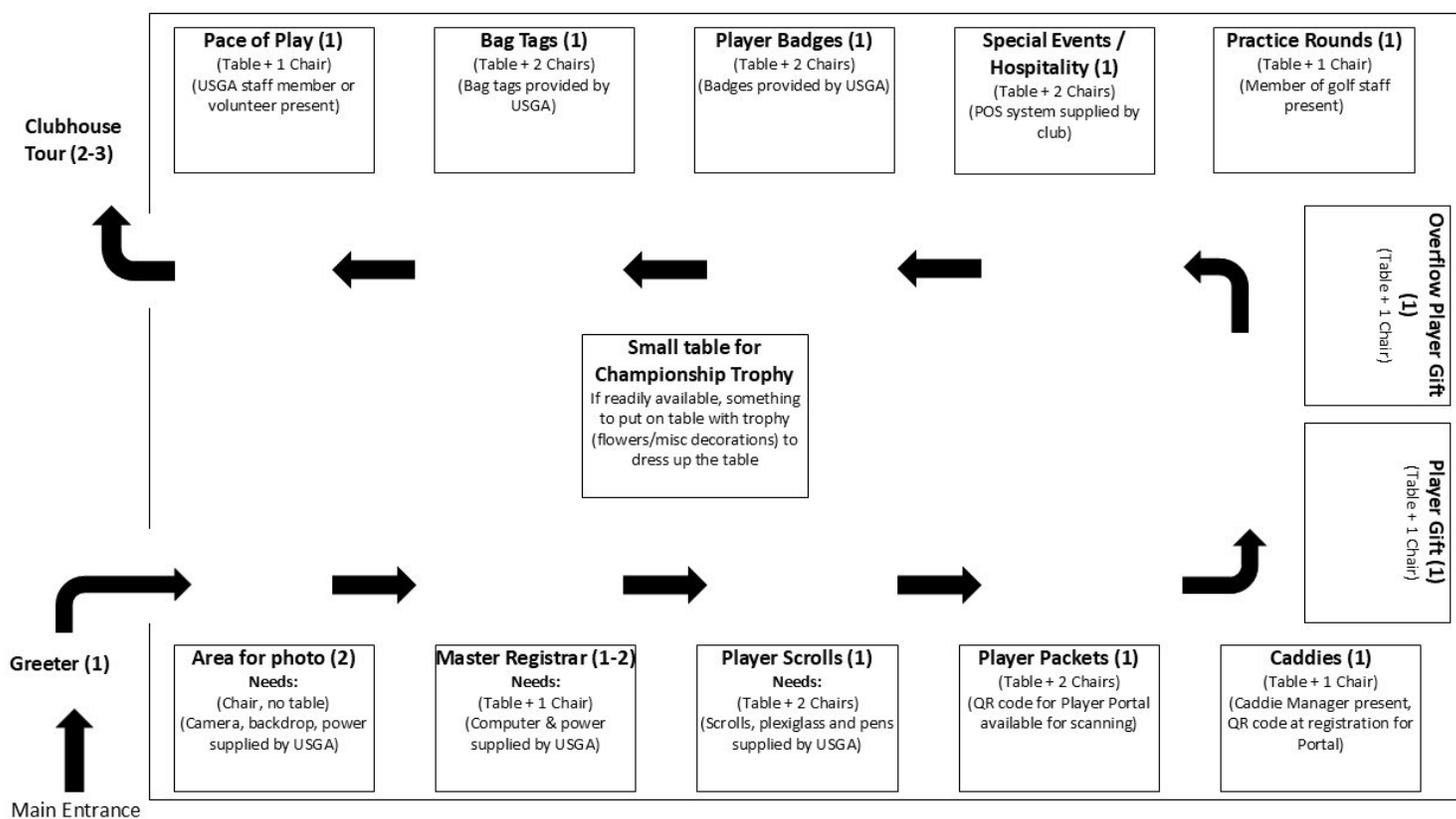
The extra player badges, bag tags and registration materials that were supplied by the USGA, should be returned to the USGA Office at the close of registration.

A Suggested Player Registration Set-up

Volunteers

We suggest 12-15 Volunteers plus 2-3 tour guides 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 keep in mind that these volunteers will need to grab breakfast and lunch, so there will need to be an extra body or two available to rotate in.



Yardage Books

The USGA contracts an independent company at the USGA's cost to create yardage books for the championship. An appropriate amount to cover all players and caddies will be created along with a buffer amount.

The vendor will coordinate with the Host Club and Co-Host for an appropriate time to come and map out the yardage books.

Player Gift

It is customary for the Host Club to provide a memento from the club to the players in the championship field. The gift is typically given to the player during onsite Player Registration. The Host Club is responsible for all costs and it must be reviewed and approved by the USGA. Host Clubs should take into account that players are traveling, most of them by plane, so be aware of the size and weight of the item that you may choose. Gifts should be no more than \$100 per player. The Host Club should order a minimum of 275 gifts to cover all players, any alternates that get in the field and 3 - 5 samples for the USGA.

**** Player Gifts MUST not be equipment based** i.e. shoes, balls, gloves, clubs, etc.**

Examples of player gifts:

- Cowboy hat with Championship logo branded on (ties to the local area identity/history)
- Cricket bat with players names and Championship details (ties to the club's identity/history)
- SWAG backpack and Signs by the Sea cutout of the host state with players name
- Canvas of the course signed by architect
- Smathers and Branson belt with both club logos and trophy logo
- Milk Jug keep sake decorative piece (ties intimately with the club's identity/history)
- Club Glove travel bag with the Championship logo embroidered

Alternates

At each Qualifying Site, a first and second alternate will be identified. The Official-In-Charge (OIC) of that qualifying site will inform those alternates of their position as the first and second alternate and provide information pertaining to their status as an alternate. **Host Club officials should never correspond with an alternate about their status.** They should always be directed to speak with the USGA regarding their status, the likelihood of entry, logistics, procedure, etc.

Communication

- The USGA Championship Administration Department will maintain communication with alternates during the qualifying process. OIC's will send a one-page report summarizing their qualifying results with personal information on each alternate. This information will be collected and held in the USGA "Red Book".
- Once qualifying is complete, the information will be transferred to the onsite staff at the Championship where Championship Administration and on-site Championship Staff will oversee communication to alternates.

Practice Privileges

- The USGA will offer alternates the opportunity to use the practice areas (practice range, short game areas and practice putting greens) based on space availability. No alternate should practice if players in the championship field are waiting for space.

Golf Course Access

- Alternates have the opportunity to walk the golf course during practice rounds, inside the ropes. They may not make any strokes on the course itself.

Start of Stroke Play

- Alternates are required to check in with the USGA office the morning in which stroke play begins. Alternates will be added to a list and cell phone numbers will be used for the communication between the USGA and the alternate. All alternates should check in and wait at the Host Club, not the Co-Host (if applicable).

ADMISSIONS & CREDENTIALS

By contract, the Host Club will not charge for admission to the Championship.

Prohibited Items

The USGA will determine the prohibited items for all of the championships for a given year and notify the Host Club. The Host Club should provide this list to all attendees in several forms including on the ticket itself (if possible), on signage at the admission gates, on the championship website, etc. The following list is the current USGA list of prohibited items:

- No Weapons (regardless of permit)
- No Explosives and/or Fireworks of any kind
- No Tablets and/or Computers
- No Selfie Sticks
- No Noise-Producing Devices
- No Cameras
- No Backpacks, Briefcases, Purse and/or Bags larger than 6" W x 6" H x 6" D in their natural state
- No Signs, Posters, and/or Banners
- No Food and/or Beverages
- No Containers, Coolers, Aerosol Cans, and/or Spray Bottles
- No Pets
- No Lawn Chairs and/or Oversized Chairs
- No Ladders and or Stepstools
- No Bicycles
- Other items deemed unlawful, dangerous, or disruptive by the USGA

Any other items deemed unlawful or dangerous by the USGA and/or Championship Security Personnel, in their sole discretion. All persons, their belongings, personal items and vehicles are subject to search.

Credentials

- Everyone on site on behalf of the USGA will be credentialed. The potential roles will likely be as follows:

Credential Group	Color
USGA Staff	
USGA Rules Committee	
USGA Executive Committee	
USGA Guests	
USGA Vendor	
Media	
Future Site	

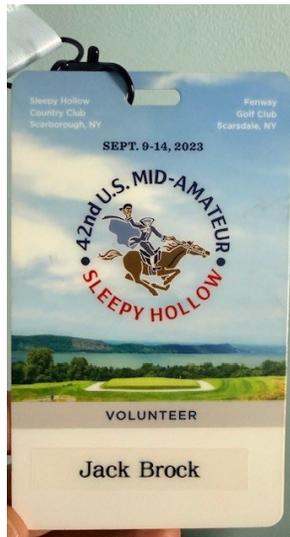
- Names will be printed on each credential, in addition to the above categories
- This championship traditionally does not have any access associated with credential category, they are more so used for information and for coding food and beverage properly and efficiently.
- Host Club/Committee credentialing can and has worked in various ways. Some examples:
 - The volunteer's uniform can essentially serve as their "credential"
 - Club staff can wear their name tags and be in uniform (either the same as volunteers or not)
 - The USGA provides generic "Volunteer" and "Host Club Staff" credentials for everyone. These are the same format as the USGA's, but would add a color to the above key (purple and green for example)
 - If the host club wishes to provide a list of names more than a month in advance of the Championship, the as many credentials can be personalized as they wish

- The Host Club can provide a unique design for their own credentials (with names or without names) as shown below
- For all above examples, the USGA can provide as many generic USGA lanyards as needed
 - The host club has also used a combination of USGA lanyards and custom lanyards for their member volunteers. This can be a nice way to recognize your membership's support

Credential Design

If the host club wishes to produce their own credentials, they should take the lead on designing the host club credentials and MUST send to the USGA for approval. Credential designs should be clear as to the category and access control feature (color code). Other features of the credential can include the USGA logo, the championship logo and the date(s). The overall look should fit within the USGA publications guidelines.

Host Club Credential Example: USGA Graphic Standards approval required.



USGA Credentials – printed and distributed by USGA:



Player Badge without the BLACK Engraving.



LOCKER ROOMS

Players' Locker Room

The Host Club (and Co-Host Course if applicable) should make locker room facilities available for players. Players will need access to the locker room beginning Wednesday, as soon as Player Registration opens. The locker room should remain available to players for the duration of the Championship. Access to the locker room should be controlled so that only players, USGA staff/officials and others that are pre-approved by the USGA have access. Signage and/or individuals should reinforce the access control. The signage will be provided by the USGA's signage vendor.

If the Host Club has enough lockers, it should assign each player to a specific locker. The lockers should be cleared of any member-owned items. Locker name plates should be made to help with the assignment process (can be provided by USGA). Lockers may or may not lock, at the discretion of the Host Club. In either case, players should be told in advance that they are solely responsible for all items and do NOT leave valuables in the locker room.

A locker room attendant(s) should be on hand to help with items such as towels, shoe care, etc. Items such as band-aids, sun screen, etc. should also be available.

Note: If the Co-Host is offsite, locker room use dramatically decreases.

IN ADDITION TO THE PRIMARY LOCKER ROOM, IF A SEPARATE GRILL OR BAR AREA IS AVAILABLE WITHIN THE CONFINES OF, OR NEAR, THE PLAYER LOCKER ROOM, THIS AREA SHOULD BE MADE AVAILABLE TO PLAYERS ONLY. THIS PROVIDES A TERRIFIC "SANCTUARY" FOR THE PLAYERS BETWEEN MATCHES, ETC.

USGA Officials' Locker Room

The officials' locker room is typically a small section of additional lockers, within the men's locker room. There is no need for name plates, or any designation for these lockers as they will get sparing use

FOOD & BEVERAGE / FUNCTIONS

Championship Dining Area

USGA staff will work with the Host Club's Food and Beverage Director on menu creation for daily breakfasts and lunches. The Host Club will designate a room dedicated to USGA dining. Players, Player Families, Player Guests, USGA Staff, USGA Executive Committee, USGA Rules Officials, Future Hosts and Media will dine in this area.

Breakfast

Breakfast service should include hot and cold options. Buffet style works well and is recommended. Pricing for a full hot breakfast averages \$17 - \$20. This price must be inclusive of tax and service charges. Player breakfasts will be paid for courtesy of the USGA. A continental breakfast with grab and go items should be available at a la carte pricing, if possible. All non-alcoholic beverages should be included in the total price. Breakfast service should run between 6:00 a.m. and 10:30 a.m. and should be available on the practice round days and the week of the championship.

Lunch

Lunch service should include hot and cold options. Buffet style works well and is recommended. Pricing for a full hot lunch averages \$25. This price must be inclusive of tax and service charges. Player lunches will be paid for courtesy of the USGA. Grab and go lunch items should be available at a la carte pricing. All non-alcoholic beverages should be included in the total price. Lunch Service should run between 11:00 a.m. and 3:00 p.m. (unless play has concluded that day). Traditionally lunch service begins on Wednesday, the first day of registration.

Note: It is recommended to have all food labeled and to have "to-go" boxes available.

Snacks

Once lunch service is over, the Host Club should have snacks and drinks available for purchase or complimentary in the dining area. If the club has a halfway house/snack shop, it should be in operation at all times.

Dinner

Optional – The club may make dining available to the players if they wish. This may include reservations and separate payment responsibilities. Experience has shown that, when offered, only a few players utilize.

Beverages

If USGA staff orders alcoholic beverages, the cost should be charged to the USGA master account. If players and USGA officials order alcoholic beverages they are responsible for the cost - other than at the formal functions.

Menu Examples

Past Championship's BEO's can be provided upon request. The experience for players is generally best if there are one or two staples for breakfast and lunch, as well as a few options rotated in each day. If there is an option that highlights your local area's food scene, it can be a really nice touch to include in the rotations.

Payment

The host club(s) will need to track who is coming through breakfast and lunch each day. This should be broken by category for each segment and included with the final invoice to the USGA post championship. The USGA is tax exempt in several states. If so, this will impact the invoicing process and USGA will provide a tax-exempt form. An example of what should be broken out on a separate page for a given day as part of the invoicing process. If possible, a receipt of the final tally from each day should be included in the invoice.

Date & Role	Item	Count	Amount	Sales Tax	Total
July 4		337	\$ 6,092.19	\$ 365.02	\$ 6,457.21
USGA Player		248	\$ 4,251.03	\$ 254.75	\$ 4,505.78
-	Breakfast Buffet	55	\$ 1,037.85	\$ 62.17	\$ 1,100.02
-	Grab N Go	72	\$ 360.00	\$ 21.60	\$ 381.60
-	Lunch Buffet	121	\$ 2,853.18	\$ 170.98	\$ 3,024.16
USGA Guest		2	\$ 42.45	\$ 2.54	\$ 44.99
	Breakfast Buffet	1	\$ 18.87	\$ 1.13	\$ 20.00
	Lunch Buffet	1	\$ 23.58	\$ 1.41	\$ 24.99
USGA Rules Committee		32	\$ 633.69	\$ 37.96	\$ 671.65
	Breakfast Buffet	7	\$ 132.09	\$ 7.91	\$ 140.00
	Grab N Go	5	\$ 30.00	\$ 1.80	\$ 31.80
	Lunch Buffet	20	\$ 471.60	\$ 28.25	\$ 499.85
USGA Staff		47	\$ 985.80	\$ 59.04	\$ 1,044.84
	Breakfast Buffet	26	\$ 490.62	\$ 29.39	\$ 520.01
	Grab N Go	4	\$ 94.32	\$ 5.65	\$ 99.97
	Lunch Buffet	17	\$ 400.86	\$ 24.00	\$ 424.86
USGA Vendor		8	\$ 179.22	\$ 10.73	\$ 189.95
	Breakfast Buffet	2	\$ 37.74	\$ 2.26	\$ 40.00
	Grab N Go	2	\$ 47.16	\$ 2.82	\$ 49.98
	Lunch Buffet	4	\$ 94.32	\$ 5.65	\$ 99.97

Suggested Breakfast and Lunch Schedule

	Wed Reg	Thurs P1	Fri P2	Sat SP1	Sun SP2	Mon Rd. 32	Tues Rd. 16/QF	Wed SF/F
Breakfast		6:00 a.m. 10:30 a.m.						
Lunch	11:00 a.m. 3:00 p.m.							

On Course Food and Beverage

Concessions

Food and beverage concessions *should* be available for purchase at the Host Club and the Co-Host for all attendees.

- Simple breakfast menus may include muffins, bagels, fruit, coffee and other breakfast drinks.
- Simple lunch menus may include hot dogs, hamburgers, sandwiches, chips and soft drinks.
- Concessions should be available near the clubhouse and, in a limited manner, on the course for spectators, caddies, volunteers, etc.
- Water service is a specific necessity for spectators at the championship. Water may be provided complimentary or sold in bottles at a reasonable price. Attendees should have the opportunity to receive/purchase every three holes and possibly sooner if weather conditions warrant.
- USGA must approve the exact locations of these concession areas, if they are on the golf course.

Player Snacks

The Host Club should provide complimentary beverages and snacks for the players and caddies in an area that is accessible to the starting holes during the Championship (including practice round days). Items like fruit, power/energy bars, crackers, sports drinks, juice and water is recommended. Similar types of snacks and beverages are also to be available in the Players' locker room during the same time period. Please provide snacks that are nutritional in nature and note dietary supplements.

Water Coolers

The Host Club should provide coolers with bottles of water and/or sport drinks at every other tee for the players and caddies during the practice rounds and stroke play, with coolers provided on every tee during match play. Additional coolers should be available in scorers' tents and the practice areas. Coolers should have no advertising on them. The USGA will provide a laminated sign on top of the coolers with the wording "PLAYERS and CADDIES ONLY".

The club (clubhouse staff, grounds crew, or committee members) will be responsible for checking the coolers in the morning and on a regular basis throughout the day to make sure they are iced and that there is plenty of product available.

An effort should be made to ensure that any non-water product is low in sugar and contains an appropriate level of electrolytes.

Players' Reception

The Players' Reception is a welcome for the players to the Championship. The reception is held the evening of the first practice round (Thursday). The USGA will work with the host club to determine all components including location, menu, attendees, etc. and will cover all food and beverage costs.

Location

The USGA will select the location of the Players' Reception in consultation with the Host Club. The Host Club is the traditional location of the dinner. Other possible locations include the Co-Host Course if applicable, nearby landmarks and the host hotel (typically as a last resort).

Attire

The Player's Reception is typically a jacket (no tie required) event but subject to change based upon the location

Reception

Time: 6:30 p.m. – 8:30 p.m.

- **Attendance**

- Expect 450-550 people to be in attendance.
- The USGA will collect anticipated guest counts from player pre-registration and share with the host club to provide an estimate for ordering
- Any guests brought by players will be paid for at on-site player registration. The charge is typically \$50, and should be knocked off of the final invoice for this event.
- Host club to jointly determine with USGA who should be invited from club's side. Ideally the chief staff members, General Chairman/Vice Chairman(s), Club President, and potentially host committee leaders.
- USGA to invite host AGA leadership (Executive Director and President) and consult with host club about any other VIP invites

- **Room Set-Up**

- Both high top tables with linens and round tables seating 4-8. The preponderance of tables should be high tops as the event is intended to be "walk around" in nature.
- Given the number of attendees, an ability to flow indoors and outdoors with food/drink stations in a number of places
- Open Bar

- **Agenda Requirements**

- Podium and Microphone
- *USGA podium sign provided by USGA
- Championship Trophy displayed in front of podium (small skirted table)
- *Trophy supplied by the USGA

- **Bar Service**

- Time: 6:30 pm - 8:30 p.m., last call at 8:20 p.m.

- **Open Bars (2 or 3) or one in the center**

- "Well" Brand Liquors
- Domestic beer with 1-2 Imports
- Wine
- Soft drinks and bottled water
- Coffee service

Billing Requirements

- All Reception charges will need to be reviewed by the USGA prior to submitting for payment.
- USGA will set up a Direct Bill for the event.

Featured Speaker

Due to the format of the Players' Reception, the USGA has determined that it is optional to include a featured speaker. The USGA and the Host Club should mutually discuss possible speakers. If a potential speaker has a connection to the Host Club, the Championship's history, the local area or the game of golf in general, we should investigate that possibility. If no such individual exists, the USGA will forego the featured speaker part of the program. **It is imperative that any considered featured speaker be a "home-run". Any featured speaker also needs to recognize 10 minute time constraint.**

Sunday BBQ

Completely Optional

An optional BBQ cookout on Sunday after stroke play is a way to say goodbye to the players who do not make it to match play, as well as a congratulations to those that do make match play. This function is typically much less formal than the Players' Reception and is typically a "come as you are" function.

Schedule

Sunday of stroke play, running from 5:30 pm to 8:30 pm

Location & Agenda

Host club(s) to determine location, agenda, setup, menus in conjunction with USGA.

Financials

Host Club(s) expense

Championship Social

The USGA hosts, at its expense, the Championship Social Hosted by Regional Affairs. It will take place for about 75 minutes and typically be immediately before the Rules Meeting. The USGA and Host Club will jointly determine all components including location, menu, attendees, etc. and the USGA will cover all relevant costs.

USGA Rules Committee Meeting & Dinner

Attendees & Location

Approximately 70 individuals attend the Rules Committee Meeting and the Dinner. The USGA Rules Committee and a select few USGA staff members make up the attendance number. The USGA will select the location of the Rules Committee Meeting and Dinner in consultation with the Host Club. Possible locations include the Host Club, the Co-Host if applicable, and nearby landmarks. Because the committee dinner follows the meeting, traditionally the both are held in the same location.

Attire: USGA formal uniform – jacket & tie.

Meeting:

Time: 5:00 p.m. – 6:00 p.m.

Location: Near the dinner location

1. Meeting Room Set-Up

- Classroom/theater style seating for 60 attendees
- Two 6' or 8' foot tables (with linens) set-up in the back of the room for Rules Committee gifts and handouts
- Beverage station set-up in rear of room.
 - Soft drinks, bottled water, cups, ice, etc.
- One (1) Wired Handheld Microphone and Podium (USGA Podium Sign provided by USGA)

Cocktails

Time: 6:00 p.m. – 6:30 p.m.

Dinner

Time: 6:30 p.m. – 8:00 p.m.

Menu: Plated dinner or buffet style depending on room make up and functionality

Bar: Open Bar and passed wine service (choice of red or white)

Financials: USGA Expense. Includes cocktails, dinner, wine, service, gratuity and tax (if applicable)

Trophy Presentation Ceremony

Sample Schedule & Needs

- On winning putting green
 - Presentation led by either USGA the Championship Director or USGA Executive Committee Member
 - Runner-up presented with runner-up medal on the putting green
 - Trophy and medal presented to the Champion on the putting green
 - Media takes photos of the Champion on the putting green and then elsewhere (15 minutes)
- At clubhouse
 - USGA to work with club on placement of player scrolls and appreciation resolutions
 - Will require one or two 6 or 8 foot tables
 - Podium and sound system
 - **One-hour open bar with beer, wine, liquor and light hors d'oeuvres**
 - Invoice USGA for the open bar

- USGA Championship Director or USGA Executive Committee Member recognizes the host club(s), Committees, and presents appreciation resolutions
- If in attendance, the runner-up is recognized and given the opportunity to speak
- Following the 15 minute photography session, the Champion is recognized by either USGA Championship Director or USGA Executive Committee Member, applauded and given a chance to speak briefly
 - Champion presents the player scrolls to the host clubs
- Superintendent presents the flag of the putting green from the winning hole to the Champion
- USGA Championship Director or USGA Executive Committee Member closes program
- Champion proceeds to media obligations
- Items needed for Presentation set up:

Item	Provider
Podium	Club
USGA Podium Seal	USGA
2 – 8’ Tables and 1 - 6’ Table	Club
Table Cloths	USGA or Club
Portable Sound System	Club
Trophy	USGA
Champion Medal and Runner-Up Medal	USGA
Appreciation Resolution(s)	USGA
Player Scroll(s)	USGA

Attendance Requested for the Following:

- Key staff from host club and co-host (if applicable)
 - Grounds staff, professional staff, management team, etc.
- Key Clubhouse Staff
- Host Club(s)’ Committee Chairs
- Host Club(s)’ President(s)
- USGA Committee Members
- Anyone in attendance at Championship match or onsite at club

LOGISTICS

Medical

The Host Club (and Co-Host if applicable) should have a good working relationship with the local law enforcement agencies, the local fire response and emergency medical services. These three entities should work together to provide a safe and secure environment for the Championship.

Medical services should be available at the championship. The following are the USGA requirements:

- A First Aid Station that will be staffed by at least one medical professional at all times
- Basic medical supplies including two AED defibrillators.
- Signage clearly communicating location of medical team.
- Check-in at the USGA Office daily and receive a USGA radio for communication.
- Medical teams will need to be on site and available as long as players are on site (from the time the range opens to the range closing)

Some important considerations:

- How far are emergency services?
- Where is the nearest hospital?
- Where is the nearest fire station?

USGA strongly recommends the following:

- An ambulance onsite to immediately transport emergencies.
- A two (2) person team of Paramedics/EMTS (minimum of Basic Life Support certification) that will have access to a stretcher golf cart to respond to emergency calls on the championship grounds.

The USGA shall have direct communication via radio with the medical team. Should there be a medical emergency on the course; the USGA will relay the type of emergency and the location to the medical staff over the radio. It is advisable, should an ambulance need to move onto the course, that a club staff member (Grounds or Golf) escort the vehicle to the exact point on the course.

A medical consent form and an incident report should be completed each time anyone is treated by the medical team. Forms are available via the USGA Office and copies of completed forms should be available to the Host Club and the USGA.

The medical team should develop a list of specialists (dentist, physical therapist, chiropractor, etc.) that would be willing to see a player during the championship on an immediate basis. The medical team will verify their credentials/certifications and only send players to these specialists after a referral from proper medical personnel. A system should be in place so that players can contact the medical team directly for referral to one of these specialists. The USGA should be notified of any emergencies.

Co-Host

A medical team should also be available at the Co-Host from Thursday through the completion of stroke play.

Wellness (Non-Medical) Services

The medical team may also develop a list of general wellness (non-medical) specialists such as massage therapists, personal trainers, nutritionist, etc. for use by the players. To the extent possible, the medical team should verify credentials and certifications of each specialist prior to adding them to the list. These services should only be available to players if requested through the medical committee and should not be available within the player areas at the Host Club.

Parking

Parking for the championship is an important piece of the transportation plan. The various groups that need preferred parking are below.

Players

The players are the most important group to consider for parking requirements. With over 250 players in the field, it is a large requirement. The USGA and the Host Club should jointly determine the best available parking at the site and allocate that area for player parking. This reserved area should be given a title (Lot A or Player) and controlled by parking passes and USGA signage. If the Host Club and Co-Host are together, player parking should have approximately 250 spaces to cover the entire field. If the Host Club and Co-Host are separate facilities, each should have approximately 125 spaces. Once stroke play is complete, the parking requirements dramatically decrease, and those spaces can be assigned to other groups.

If parking passes are necessary, during Player Registration, each player is offered the opportunity to receive a parking pass. A majority of the field will accept the pass however it will not be 100% used.

USGA Staff & Officials

The USGA Staff and Officials will require preferred parking for the championship. This group usually requires 70 parking passes to be issued and needs to have approximately 40 reserved spots. They may be combined with players in the same preferred lot (Lot A) or be given a separate area with a separate designation. If the Host Club and Co-Host are separate facilities, half of mentioned parking is required and once stroke play is complete, the parking requirements dramatically decrease.

Media

Any visiting members of the media are offered a preferred parking area during the championship. If possible, this group should park adjacent to the Media Center. However, media parking does not take priority over the players or USGA Staff and Officials. This group usually requires 6-8 parking passes to be issued and needs to have approximately 6-8 reserved spaces. If space permits, media may be combined with players and/or the USGA group in the same preferred lot or be given a separate area with a separate designation.

Supporters

A championship's key corporate supporters may or may not require preferred parking. If general spectator parking is convenient and has plenty of room, supporters can often park with spectators and have no complaints. If convenience or space is an issue, key supporters can be given a separate lot. Supporter parking should not take priority over the players, USGA Staff and Officials or media. Supporter parking requirements will vary based on packages and should be discussed when developing the packages.

Volunteers

Volunteers may or may not require preferred parking. If general spectator parking is convenient and has plenty of room, volunteers can often park with spectators and have no complaints. If convenience or space is an issue, volunteers can be given a separate lot. Volunteer staffing will dictate parking requirements but an average of 100 spaces per should be sufficient.

General Spectators

Assuming an average daily attendance of 200 spectators, approximately 100 parking spaces should be identified for general spectator parking. This area will hopefully be adjacent to the Host Club where spectators can walk to the championship but often times, this space is not available.

If adjacent space is unavailable, the Host Club should investigate areas within the local community such as schools, parks, fields, etc. to find the space needed. Often times, bussing spectators to the championship will be necessary.

Other Parking Considerations:

1. **Parking Attendants:** Each parking area should have attendants on hand to verify parking passes, assist with finding the next available space and if needed, directing those attendees to the shuttle location. Parking attendants may be paid staff or volunteers, but they should have experience with this type of operation to ensure things run smoothly.
2. **Parking Surfaces:** The USGA uses the term “Hard Surface” to identify parking areas that will take place on asphalt, concrete or even rock based areas. These areas should remain usable even in poor weather situations. Any grass or dirt fields may lose usefulness in the event of rain so back up plans should be considered if this scenario is likely.
3. **Traffic Support:** If a parking plan is bringing a dramatic increase in traffic to a certain area, additional traffic support may be needed. Once the plan is in place, the USGA and the Host Club can discuss with the law enforcement partners.
4. **Parking Passes:** If necessary, parking passes should be used for all groups other than general spectators. Lot designations should be used such as Lot A, B and C for each specific reserved area. The USGA can assist with developing a plan for the printing and distribution of parking passes.
5. **Traffic Signage:** Ultimately, using traffic signage to help direct the various groups to the proper location is a good idea. A traffic signage plan should be developed and reviewed by the USGA.

Parking Spaces Needed

	Wed Reg	Thurs P1	Fri P2	Sat SP1	Sun SP2	Mon Rd. 32	Tues Rd. 16/QF	Wed SF/F
Players	70	220	250	250	250	70	40	15
USGA Staff & Officials	30	40	40	40	40	40	40	25
Media	5	5	5	10	10	10	10	10
Volunteers	30	30	30	100	100	100	70	50
Spectators	5	5	5	100	100	100	100	100
Total	140	300	330	500	500	320	260	200

Note: If there is a co-host, the above numbers for players, staff/official/volunteers are all right around 50/50, with media and spectators likely 60/40 host vs. co-host. The club’s relationship with the local community can significantly impact the number of spectators over the weekend.

Golf Carts

Players and caddies are not permitted to use golf carts during official practice rounds or championship rounds (unless ADA approved through the USGA prior to the championship). If an ADA cart is approved, we will need to remove the roof from an existing cart in the club(s)' fleet. It is wise to have a cart or two with the top removed, just in case.

USGA Carts

The USGA will need approximately 30 golf carts for use at each course by the USGA rules officials and staff involved in conducting the championship. As match play progresses, the cart requirements also decrease.

These carts **MUST** be electric to reduce noise during play. The majority of these carts can be normal two-seat carts, however, it would be helpful for USGA staff to have the use of a flatbed cart for the use of marking the golf course. These carts can be stored in normal club facilities or a tent as needed. The Host Club should assign working staff or volunteers to manage the cart operation. Carts should be available by 5:30 a.m. each day, with the ability for the USGA agronomist to have access to one earlier. Carts may be returned as late as 9:00 p.m. each day. The USGA Office will print/email a list of those officials authorized to use a cart for each specific day or provide those individuals with "Cart Authorization Cards". The Host Club staff or volunteers should review the authorized list and verify each individual by credential. The USGA will also provide identification signs to be placed on the front of each cart. Carts should be cleaned before being distributed and towels should be on hand to handle morning moisture/dew.

These golf carts will need constant access to the golf course. The USGA and the Host Club should develop cart restrictions/regulations and provide suggested driving routes/short cuts.

Host Club Carts

The Host Club(s) will need a fleet of golf carts for operational uses including match play cart transportation (see separate section), for water distribution, for volunteer transportation as needed, etc. Many of these carts will need to be multi-passenger and flatbed carts so the Host Club should develop this list early to acquire these types.

ALL Host Club committee and staff **MUST** use electric carts.

All Host Club carts **MUST** have signage to describe their actual function. Carts should be used solely for this function and should **NEVER** be used for watching golf. The Host Club should make repeated reminders to all cart users about this point. Signage for all host club cart use will be provided by the USGA. There should be *extremely* limited circumstances that a cart without a sign is on the golf course.

Match Play Transportation

Once match-play begins on Monday, transportation should be available for players if their match ends on the course (outside of walking distance to the clubhouse). This service is very busy on Monday afternoon for Round 1 and all day on Tuesday for Rounds 2 and 3. The USGA and the Host Club should mutually determine the best plan to provide for this transportation.

There are two basic ways to handle this transportation:

- 1) Identify specific points on the golf course as pick up locations and run continuous shuttles from those points to the clubhouse.
- 2) Have a group of carts (A.K.A The Vulture Carts) that will be dispatched to follow matches at a significant distance as they near completion and transport those players directly from the green where the match ends.

The USGA Rules Officials will notify transportation of the state of their match as it becomes "dormie". It is imperative that the transportation carts **NOT** follow or hover around matches. They should be parked conveniently and move when a match ends.

Physically Disabled Mobility Carts

All USGA championships should be ADA Accessible events. The USGA and Host Club should jointly write an ADA plan. Once this plan is formulated, anyone that might get inquiries should be aware of the plan and relay consistent information.

Mobility Scooters

The USGA is currently working on an agreement to provide scooter carts for all USGA championships with Pride Mobility. Pride will provide approximately 25 carts at no charge to the Host Club and Co-Host. The USGA will handle the costs involved renting these scooters and transporting them to and from the Host Club. Pride representatives will assist with the delivery but will NOT supply a person to assist with the set-up, charging and maintenance of the carts.

During stroke play, ten (10) scooters should be allocated to the Co-Host and the remaining 15 to the Host Club. Once stroke play concludes, all scooters should be distributed at the Host Club.

Space, Charging, and Distribution of Mobility Scooter Carts

Scooters need to be stored, charged and distributed in a convenient location so that as disabled spectators enter a championship admission gate, they can assess a scooter as needed. Depending on the logistics, this area may be in/near the clubhouse at an existing cart storage area or in a tent located near the admission gate.

Each scooter measures only 24" x 42". Therefore, the entire fleet of scooters can fit in a 20' x 20' space. Should a tent be necessary, the USGA suggests a 25' x 25'. This size tent will accommodate the scooters, a registration table and electrical lines. If a tent is needed, it should have at least three side walls to protect the carts from weather and provide better security. A 4' x 6' banquet table and two (2) chairs will be required.

Electrical

Each scooter comes equipped with a 3-amp charger and an electrical cord that can be plugged into a three-pronged, 110-volt electrical outlet. Therefore, the Host Club will need to provide enough outlets to match the quantity of carts. Total electrical requirement for a fleet of 25 carts is 75 amps.

Travel Routes on the Course/Maps

The Host Club should develop a course map with designated routes where carts are permitted and more importantly, prohibited. The USGA and the Host Club need to discuss to whom the calls should be directed in case there is a problem with the cart once it leaves the display area. This contact number can be placed on the bottom of the waiver.

Waiver & Incident Report Form

Pride will supply the Host Club a form/waiver to be signed upon signing out a disabled scooter. It is imperative that each person utilizing a scooter sign the waiver. This is typically handled through the golf shop. These waivers need to be given to the USGA at the conclusion of the championship. An Incident Report Form must also be completed in case of any injury or accident by someone using a scooter. This form must be given to both the Pride Representative and an additional copy given to the USGA.

Display & Availability

A Single scooter should be displayed outside of the golf shop or an appropriate area to let people know that they are available.

- Appropriate signage should be with the display scooter. Signage should recognize Pride Mobility.
- Distribution and availability of carts is on a first-come first-serve basis.
- We strongly suggest carts are not reserved or place-on hold. USGA supplies a sufficient quantity of scooters.

Course Evacuation

The Host Club and the USGA will work together to devise an evacuation plan for the championship.

General Policies and Starting Points

- **Distance of Evacuation** - As a general rule of thumb, the USGA starts thinking about vehicle evacuation at about 750-800 yards on a reasonably direct walking path from the clubhouse. Each zone will ideally be broken up using a slightly smaller number as they will need some extra time to drive into the clubhouse. Each course is different and will require a different solution, but that is a good base to start conversations with.
- **Finances** - Whatever vehicle type (or combination of types) is chosen, renting and acquiring them will be a host club expense.
- **Vehicle Type & Quantities**
 - Golf carts, school buses, 12-15 passenger vans have all been used.
 - For the USGA, an ideal solution includes something where we have the ability to keep players on course, dry, and in vehicles. This will give us the option of a very quick resumption in the event of a quickly moving storm. The USGA also recognizes the above bullet that this is a host club expense and will work with the host club(s) to find a reasonable solution.
 - USGA will work with the host club(s) to find ideal zones to evacuate to. These are typically/ideally places where multiple holes can be hit, and the vehicles can be hidden in some way.
 - Once that has been accomplished, the USGA will come up with a seat count needed at each zone. The host club(s) should use these numbers and reserve vehicles as early as possible. This process should start at least one year in advance of the championship to combat potential/likely vehicle shortages.
- **When to Evacuate?**
 - The USGA will contract a meteorologist who will work at the host site. They will work in conjunction with the Championship Director to make weather decisions.
 - USGA Agronomist and host club(s) leadership will be consulted as well.
- **Who to Evacuate?**
 - The official and distributed evacuation plan will cover players, caddies, as well as forecaddies and scorers if they are walking with a group.
 - The USGA staff and Rules officials will work to circulate information to spectators and general volunteers about an impending suspension of play so they can begin to walk in or seek shelter.
- **How to Evacuate and Resume?**
 - Players and caddies will not be able to stay in shelter on the golf course. Their only option will be to use the evacuation vehicles, or walk to the clubhouse
 - The plan will include enough seats to cover all players and caddies in one trip. Similarly, a resumption will take place using the same vehicles and will take place in one trip.
 - The availability of practice facilities before resumption will depend on the length of the suspension, among other factors, and will be the USGA's decision.
 - The USGA will be in consistent communication with all parties (players, caddies, host club staff/committee chairs, USGA staff, Rules officials, etc.) via text throughout any suspension of play.
 - USGA provides all air horns for signaling the suspension and resumption of play. Any weather system at the club for their daily play is to be turned off.
 - See subsequent pages for examples of evacuation maps, procedures, and policies

Sample Internal Procedures Document

Emergency Evacuation Plan – Internal Procedures

USGA will be working directly with ThorGuard weather services and will be the decision-making body regarding suspension of play, course evacuations and resumptions.

USGA will be in direct contact with the Evacuation Chairman during this process. Evac Chairman will be responsible for communicating with evacuation volunteers/drivers.

In the event of a potential emergency or delay of play the Evacuation Committee Chair will be advised when to dispatch drivers to their assigned evacuation sites. In the case of using course forecaddies as evacuation drivers, the volunteers should be instructed to respond to the sounding of the horns.

USGA will signal for a suspension of play via a radio countdown and sounding of air-horns around the course.

Players and caddies (referees and walking scorers) will then proceed to their assigned evacuation sites. Players will either stay in vans at location and wait for the emergency to pass or be brought in to the clubhouse in the vans.

Possible scenarios:

- Players proceed to sites and hold in place for a resumption. (no drive in)
- Players proceed to sites and are immediately driven in to clubhouse. (once it is determined all potential players have arrived at evac site)
- Players proceed to sites and are held for a period of time before being driven in to the clubhouse.

Evacuation Implementation:

- Upon receiving direction from Chairman, or sounding of the horns, van drivers will proceed to their assigned vans.
- Upon arrival at destination, wait for actual suspension or other direction from chairman.
- If a suspension is issued, vans will be loaded to capacity and will remain in place until further notice.
- Vans will remain on standby to bring players and caddies to clubhouse.
- It is possible that all vans will remain at evac sites to allow the weather to clear. This will be communicated to Evac Chairman by USGA and subsequently to drivers by Evac Chairman.
- If decision is made to return players and caddies to clubhouse it will be communicated similarly. Vans will proceed to clubhouse and “drop off” at front entrance.
- Vans will be restaged outside of clubhouse.

Resumption of Play

- The USGA will determine when and if a resumption of play will be authorized.
- If the players have been driven to the clubhouse, a short warm-up period will likely be permitted.
- Players will then proceed to their vans or walk to their on-course positions to await air-horn sounding resumption.
- Vans and drivers should be staged in front of the clubhouse prepared for a resumption of play.
- Load vans to capacity. Upon direction of the Evacuation Chairman, drive van back with passengers to assigned location
- Drop off passengers at assigned location
- Reposition vans to be ready for another evacuation

USGA Alert System

Recommendation to issue a weather alert will be made by the Meteorologist to the Championship Director. Please familiarize yourself with the alert system and chart below.

TITLE	TIMING	ALERT MESSAGING	ACTION
ALERT 1 WEATHER ADVISORY	<u>ALL DAY</u> FOR EXTREME HEAT	Extreme Heat Today. Please take precautions and drink plenty of water.	Texting and signage may be used as appropriate. Optional caddie bib messaging as appropriate.
ALERT 2 WEATHER WATCH	<u>2+ HOURS BEFORE</u> DANGEROUS WEATHER	Dangerous weather is possible.	Evacuation Committee is on standby.
ALERT 3 WEATHER WARNING	<u>60 - 90 MINUTES BEFORE</u> DANGEROUS WEATHER	Dangerous weather is approaching.	Staff/Referees/Committee Members should notify fans and suggest they take caution to approaching weather and begin to evacuate. Evacuation Committee should begin preparations.
ALERT 4 WEATHER WARNING	<u>TIME NEEDED TO CLEAR THE COURSE</u> DANGEROUS WEATHER	Play temporarily suspended due to dangerous weather - take shelter immediately.	Air horn is blown. Staff/Referees ensure players and caddies take shelter immediately (follow specific evacuation procedure).
ALERT 5 NON-DANGEROUS PLAY SUSPENSION	WHEN PLAY IS TEMPORARILY SUSPENDED - NON-DANGEROUS WEATHER	Play temporarily suspended due to "non-dangerous conditions". Play will resume once conditions permit.	Air horn is blown. Staff/Referees ensure players and caddies suspend/evacuate as appropriate (follow specific evacuation procedure).
ALERT 6 PLAY SUSPENDED FOR THE DAY	WHEN PLAY IS SUSPENDED FOR THE DAY	Play suspended for the remainder of the day.	Air horn is blown. Staff/Referees ensure players and caddies suspend/evacuate as appropriate (follow specific evacuation procedure).

- USGA will provide a procedure and responsibilities document that details the communication and distribution of information plans for:
 - Weather warnings
 - Suspension of play
 - Updates during suspension
 - Resumption
- This document will cover where USGA staff members will be staged to distribute this information quickly and effectively to all parties (ie. Locker room, golf shop, dining, practice facilities, etc.)
-



Hole	1	2	3	4	5	6	7	8	9
Tee	CH	CH	3T	4T	4T	3T	3T	3T	CH
Fairway	CH	CH	3T	4T		3T		CH	CH
Green	CH	3T	4T	4T	4T	3T	3T	CH	CH
Hole	10	11	12	13	14	15	16	17	18
Tee	CH	CH	12T	12T	14G	14G	16G	16G	CH
Fairway	CH	12T	12T		14G		16G	16G	CH
Green	CH	12T	12T	14G	14G	16G	16G	CH	CH

CH	Clubhouse	Walk - In
3T	#3 Tee	Walk to Evac Zone and await further instructions
4T	#4 Tee	Walk to Evac Zone and await further instructions
12T	#12 Tee	Walk to Evac Zone and await further instructions
14G	#14 Green	Walk to Evac Zone and await further instructions
18G	#18 Green	Walk to Evac Zone and await further instructions
*Anyone at the practice facilities will go to the clubhouse		

USGA OFFICE SPACE & EQUIPMENT

Equipment Arrivals & Storage

The USGA ships a lot of equipment ranging in all sizes and weights prior to the championship. The equipment can begin arriving one or two (1-2) months prior to the championship and usually comes directly from other championships. It is helpful for the clubs to have a place set aside, near the USGA Offices preferably, to store all equipment until the USGA is on-site to distribute to different locations. If space is not available in the clubhouse storage containers will need to be rented (club's expense). We recommend 2 8x8x16 storage containers for the Host Club and 1 for the Co-Host

All shipping costs associated with the delivery and outbound shipping of this equipment are paid by the USGA Packing and re-labeling of all USGA equipment will begin during the last days of the Championship. Upon completion of the Championship, USGA staff will coordinate outbound shipping requirements with the club(s).

Below is a list of items that typically ship to the Championship:

Item	Total Crates / Boxes	Weight	Shipped From	Most likely Use Location
Air Horns	Drop-Shipped		Vendor	USGA Office
Caddie Bibs	2	50 lbs	USGA	Volunteer HQ
Championship Trunk	1	100 lbs	USGA	USGA Office
Copiers/Printers	8	100 lbs	Lexmark	USGA Office
Course Marking Paint & Stakes	Potentially 2 pallets	150 lbs	Vendor	Container
Course Setup	2	110 lbs	USGA	USGA Office
Flagsticks	4	80 lbs	USGA	Maintenance
Hole Liners	2	40 lbs	USGA	Maintenance
IT Equipment	5 blue bins, 5 boxes	35 lbs each	Safari IT	USGA Office
Radios, Chargers, etc.	20 Boxes, 2 Black Cases, 1 Grey Case	35 lbs each	Bearcom	USGA Office
Range Balls	23 boxes per course		Titleist	Golf Shop
Scoring Kits	8-10	120 lbs total	USGA	USGA Office
Signage	3-5 Pallets	>500 lbs	Premier Golf Services	Maintenance
Starter Box	2	40 lbs	USGA	USGA Office
Starter Podiums	2-4	100 lbs	USGA	Cart barn
Supplies for USGA Office and Registration	15	Varied	USGA	USGA Office
Tee Markers	2	50 lbs	USGA	Maintenance
Toolbox	2	50 lbs	USGA	USGA Office
Tee Signs	6	150 lbs	Event Solutions	Maintenance
Trophy	2	75 lbs	USGA	Golf Shop
Trophy Podium	1	75 lbs	USGA	Container
Umbrella/Paint Guns	2	100 lbs	USGA	Container
Weather Equipment	5		ThorGuard	Weather Room

Note – Please ensure that there is an alley in the storage containers so that items in the back of the container may be accessed as well as items in the front. See below for sample imagery of how to arrange



USGA Office

The Host Clubs will provide a dedicated office space for use by USGA staff and officials. The specifications for the office are:

- A room(s) that can accommodate:
 - Office space for administration staff (2-3 people)
 - Office space for rules staff (4-5 people)
 - Work area for staff and Executive Committee (2-3 people floating)
 - Common area for radio distribution and equipment staging
- Ideally, this is a room roughly 1,000 square feet, cleared of any furniture, with a variety of 6 foot and 8 foot tables available
- Work tables and chairs in numbers to be determined by the USGA.
- A high speed, color copier with duplicating, sorting, stapling capabilities (provided by USGA IT). 220-volt electrical outlet may be required.
- High speed internet (both wired and wireless), order to be coordinated with USGA IT Department. Should be separate from Host Club's internet network. (USGA expense)
- Adequate electrical service and outlets
 - Extension cords (provided by Safari IT)
- Trash boxes and trash cans (provided by USGA)
- Adequate table lamps based upon existing lighting in the room
- Large cooler with water and soft beverages.

***The USGA office and all equipment and services will need to be operational for a little 15-16 days (Four days prior to Registration and the morning following Final Match of the championship).**

****If the host and co-host are operating out of the same office, space/table/chair needs and people working will increase by 1.5 – 2x**

Co-Host USGA Office

The Co-Host will provide a dedicated office space for use by USGA staff and officials. The specifications for the office are:

- A room(s) that can accommodate:
 - Office space for administration staff (2-3 people)
 - Office space for rules staff (4-5 people)
 - Work area for staff and Executive Committee (2-3 people floating)
 - Common area for radio distribution and equipment staging
- Ideally, this is a room roughly 750 square feet, cleared of any furniture, with a variety of 6 foot and 8 foot tables available
- Work tables and chairs in numbers to be determined by the USGA.
- A high speed, color copier with duplicating, sorting, stapling capabilities (provided by USGA IT). 220-volt electrical outlet may be required.
- High speed internet (both wired and wireless), order to be coordinated with USGA IT Department. Should be separate from Host Club's internet network. (USGA expense)
- Adequate electrical service and outlets
 - Extension cords (provided by Safari IT)
- Trash boxes and trash cans (provided by USGA)
- Adequate table lamps based upon existing lighting in the room
- Large cooler with water and soft beverages.

The USGA office at the Co-Host and all equipment and services will need to be operational for 9 days (Sunday of advance week through Monday morning of championship week).

USGA Meteorologist

Meteorologist Office Space

The Host Club will provide dedicated office space for use by the USGA Meteorologist. The specifications for the office are:

- An internet access point in or near the weather office with internet access for our equipment that may or may not be in or near our office, depending on the site. This internet access could be wireless, but in some circumstances may need to be wired with a switch or wireless router. Assistance from the IT staff or vendor may be needed.
- 10'x10' dedicated office space with access to roof of building.
- Office space should have an unobstructed view of the surrounding sky.
- Office space should have strong cell phone signal.
- One (1) table or desk and two (2) chairs.
- Four (4) well grounded electrical outlets.
- The meteorologist will be bringing his own sandbags but would appreciate assistance in getting them filled.
- The meteorologist will arrive on Tuesday, of the advance week, departing at conclusion of the championship.

Please note: The USGA Meteorologist needs to run the Thor Guard cable from the office to an acceptable mounting location either on the roof or outside free of interference

At most USGA championships, the meteorologist is located in or near the clubhouse. The cable that they carry with their Thor Guard is 125 feet in length. This means that the distance between their office and an acceptable location on the roof cannot exceed 125 feet. This does not mean that the Thor Guard has to be on a roof, but it does need to be in an open area preferably away from public access. There should be no obstructions (trees, towers, buildings, AC units, etc) close to the sensor. Also, it is important to have an access point for the cable to run from the office to the acceptable sensor location. It is preferable to run the cable through a window or conduit from the office to the sensor. We would like to avoid running the cable through doorways whenever possible since the door can damage the cable.

This can be difficult from site to site but areas without windows and without quick access to the outside must be avoided. It is important to either have a view of the outside (window) or have quick access to the outside. In most situations, the meteorologist can see dangerous weather developing much faster by observing the sky rather than relying on radar.

For security purposes, if the meteorologist is not located in the USGA office, they prefer to be able to lock their office or have the office located in an area with limited access. They use expensive equipment and software that is not easy to replace.

Weather Services

Once the Meteorologist is operational, his/her service will be the weather service for the championship. He/she will produce a 7-day forecast and then daily updates (morning and afternoon).

If inclement weather is likely, the Meteorologist will notify the USGA who then notifies the Host Club to jointly take the appropriate actions regarding the competition and safety of spectators. It is the USGA's intent to safeguard all players, caddies, walking referees, walking scorers and standard bearers whenever possible from dangerous weather. As such, a detailed Evacuation Plan will be created by the Host Club and approved by the USGA (See Evacuation Section) to direct these groups to the appropriate place during inclement weather.

It is also the USGA's intent to notify spectators and volunteers in advance, if possible, of approaching inclement weather. The USGA will do this via their on-course referees using verbal instructions.

USGA Media Center

USGA Media Office

The USGA Media Department will staff the USGA Media Office for this championship. USGA will put the club in touch with the USGA Media Representative for the Championship.

Media Center Requirements

Site: Only require a dedicated space at the host club. Any media at the co-host will likely work out of the Championship office or elsewhere.

Size: “Board Room” or Equivalent Space within Club Structure with easy course access.

Media Work Area: Seating targeted for 10-15 within the media center.

Note: *The Media Center should be in working order by Tuesday or Wednesday of Advance Week and cleaned every night*

Club Responsibilities

- **Carts**
 - 1-2 carts will be needed for media use each day (cart sign supplied by USGA)
 - 1-2 carts will be needed for Golf Channel towards the end of the Championship (cart sign supplied by USGA)
- **Electrical Power (For Media Center)**
 - Ample outlets for extension cords to be routed to work stations (Safari IT will supply extension cords)
- **Equipment/Supplies**
 - One (1) skirted 8 ft table with 2 chairs (USGA Media staff area).
 - 4-6 tables of 8'x18" size (Media work area to include a Media Registration table for credentials and hand-outs).
 - 10-15 chairs (Media Work Area).
 - Large trash containers located at the end of each row (supplied by USGA)
 - Refrigeration Cooler required in Media Center. (supplied by club)
 - Soft drinks, water and coffee should be provided complimentary throughout the day.
 - Fresh fruit and snacks to be offered complimentary throughout the day.
 - The Host Club should cover the cost of the beverages and snacks.
- **Media Materials**
 - USGA and Club to jointly work on club history, tournament history for media materials
- **Media Parking**
 - Will be a part of the parking plan. If there is a space that makes sense to have dedicated to media parking, or as a part of USGA parking, we will discuss
- **Wi-Fi Throughout Media Office**
 - Hi Speed hard lines in Media Registration and last row of seating (for USGA photographer and writer)

IT

The USGA has an Information Technology Department (IT) that will manage all the requirements for the USGA. In the spring of the year of the championship, USGA staff will facilitate a call between the Host Club and USGA IT to discuss the USGA requirements and determine the best method for meeting those needs.

Tents

The USGA will purchase (10' x 10') to be erected near scoring areas on each course, as well as a 10' x 20' tent for the driving range. The tents will be shipped in and have the Championship logo on them. They will be the club(s)' to keep after the Championship. Scoring tents will come with siding, which should be administered by the club when erecting the scoring tents.

Below are contents for the Starter area and scoring tents/areas:

Starters Areas: (1 or 2) 6' banquet table – no linens, USGA will supply fitted cloths
2 folding chairs
1 umbrella and stand (USGA provides)
1 podium (USGA provides)
1 large garbage container
1 large recycling container
Food / beverage requirements separate

Scoring Tents: (1) 8' banquet table – no linens, USGA will supply fitted cloths
5/6 folding chairs
1 large garbage container
1 large recycling container
Food / beverage requirements separate

Each tent should be in place by Wednesday afternoon. The USGA will work with club staff in determining the location of each tent. Once the stroke play portion of the championship has been completed, all tents should be taken down Monday morning following conclusion of Stroke Play or Play-Off.

Tee Markers

The USGA will supply tee markers for the championship. All other tee markers and items (benches, ball washer, etc.) should be removed by the Host Club.

Radio Communications

USGA Radios

The USGA uses two-way radios for communication between staff and rules officials during the championship. The USGA uses Bearcom as their main vendor, who will ship radios to the Host Club directly.

The radios will either be cellular or traditional radios. For cellular, no additional setup will be necessary but for the traditional radios, a Bearcom technician will come on site and set up the repeater. This will ideally go on the roof or a very elevated surface and will need power. The USGA requests that someone from the Host Club assist in this unpacking and installation of the repeaters so that after the championship, this person can take down the antennas and repeaters.

The USGA will use several different channels for the communication system. If the Host Club and Co-Host are separate properties, the channels are:

- Channel 1 – Rules
- Channel 2 – Private
- Channel 3 – Open
- Channel 4 – Scoring

The USGA orders roughly 85 radios to cover both courses radios and the appropriate supplies. A USGA radio will be issued to key club staff including the superintendent, the general manager, championship staff and the general chair as necessary.

Host Club Radios

The Host Club will likely need to use two-way radios for communication between volunteer committees and key staff (Host Club and Championship) during the championship. As mentioned above, the USGA uses Bearcom as their main vendor. Bearcom will offer preferred USGA pricing to Host Clubs directly if the Host Club would like to use them.

The USGA will assist Host Clubs with developing a list of individuals and groups who would need radio communications including general volunteer chairs, marshals, evacuation volunteers, medical committee, etc.

There is no requirement to rent radios through Bearcom. If the Host Club has enough radios currently in place (roughly 50 depending on the size of the volunteer committee) they will be able to utilize their own for the championship. If the Host Club has other means of communication, the USGA is open to discussing the viability of said means.

ON COURSE OPERATIONS

Signage

The USGA will create all signage for the Championship. The goal is to present a consistent, professional, unified look and message through signage. All signage will be created by the USGA Creative Team. The printing and installation will be done by Premier Golf Services (PGS). The USGA will create a plan for the signage, present it to the Host Club, and the two should work together to ensure that it will cover all bases. In order to print and ship all materials, PGS will need a detailed signage plan at least one month prior to the Championship. There will be a potential for last minute additions, but on a limited basis.

A good way to determine the initial signage plan is to do a walk/drive through in the shoes of each group of attendees (players, spectators, volunteer, etc.).

Sample Template (Pictured right)

The signage shown to the right is a good example of what the templates for directional signage, and various standard signage will look like

Transportation Signage

Good directional signage to help all attendees find their desired parking location is a must at the championship.

Spectators – Trail signage should be available from all major routes leading spectators to the parking areas. The Host Club should check with local transportation officials concerning the posting of roadway directional signs to the championship and obtain any approvals/permits needed.

Players/USGA Officials – Trail signage to the specific player/USGA parking area should be available, especially close to the Host Club and Co-Host, to help direct the players to the appropriate parking area.



Course Map

A couple of course maps with legends will be placed throughout the golf course.

U.S. AMATEUR FOUR-BALL CHAMPIONSHIP
MAY 17-21, 2025
PLAINFIELD COUNTRY CLUB
EDISON, N.J.

- V Volunteer HQ
- C USGA Championship Office
- P Practice Facilities
- M Medical
- R Restrooms
- G Golf Shop; Merchandise
- D Dining/Concessions
- W Water Station
- M Media Office

DOWNLOAD THE USGA APP
For Championship Tee Times and Live Scoring
Highlights, News, Photos

www.usga.org
[#USFOURBALL](https://twitter.com/USFOURBALL)

U.S. AMATEUR FOUR-BALL CHAMPIONSHIP

PLAINFIELD COUNTRY CLUB - EDISON, N.J.

1	2	3	4	5	6	7	8	9	OUT
4	4	3	4	3	4	5	4	4	35
430	440	493	480	200	361	601	423	400	3528
10	11	12	13	14	15	16	17	18	IN
4	3	5	4	4	3	4	4	4	35
409	146	598	326	490	160	468	483	365	3437

Par 70 | 6,965 yds | 74.8 / 142

USGA
FOR THE GOOD OF THE GAME.

Friends or Supporters Board (pictured right)

Informational Signage

Informational signage is a catch-all group of signs that covers a broad range of functions. Examples of informational signage include:

- Cart Signs
- Course Closed
- Course Map
- Evacuation Plan Signs
- Gallery Information Signs (Assumption at Risk Notice, Quiet Please, etc.)
- Hotel Shuttles
- Medical Area or First Aid
- Parking Signs
- Player Information signs (Player Registration, Players' Locker Room, Player Only, etc.)
- Practice Range Sign, Practice Round Starting Times, Practice Areas Closed
- Promotional Signs
- Restrooms – Women & Men
- Scoring Central
- USGA Office Sign
- USGA Media Center Sign
- Volunteer Headquarters
- Weather Warning Signs
- Welcome Banner at Entrance of Club



Installation

Premier Golf Services (PGS) will work closely with the Host Club's Agronomy team to determine where irrigation lines are so they can avoid them. PGS will complete installation and tear down of all signage, roping and staking, as well as completing daily refreshments and checkups as needed.

Ropes & Stakes

Locations

It will likely be necessary to rope and stake the following areas:

- Starting tee teeing areas
- 9th and 18th greens/scoring areas
- Practice range
- Practice putting green(s)
- Short Game areas
- If applicable, front of public Scoreboard

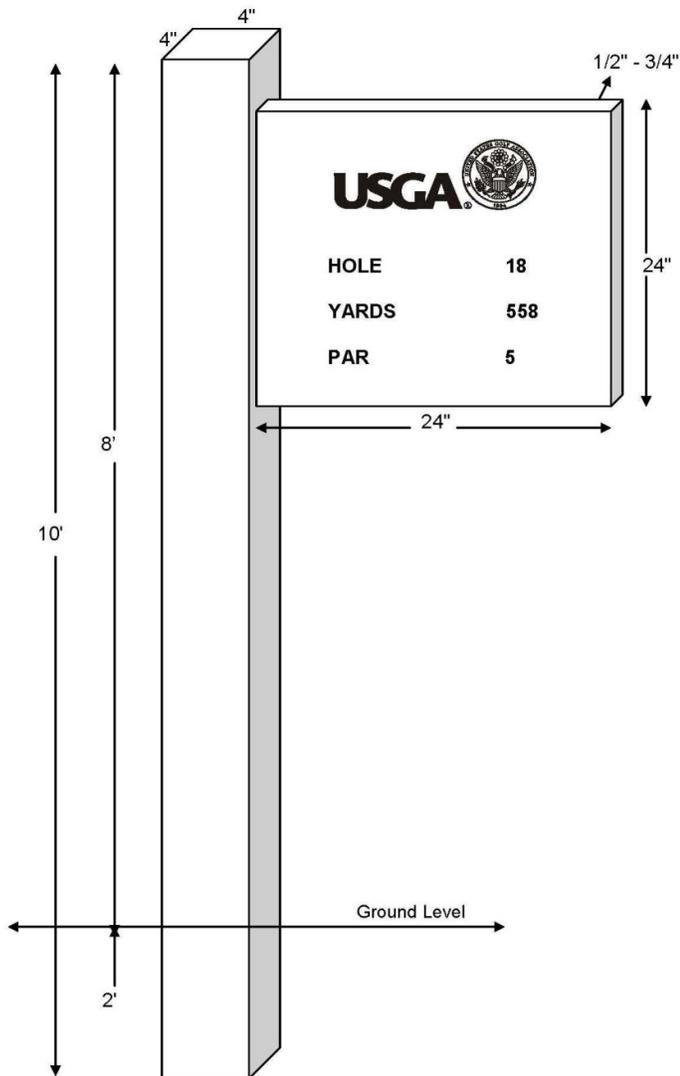
Stakes

- 36" high steel "T" stakes should be used along with green and white roping
- Typically, approximately 100 stakes and 1,000' of rope are needed per course.
- The USGA staff will assist the club in this process.
- All rope and stake will be shipped in and installed by Premier Golf Services (USGA Vendor). The plan will be shared in the Course Prep Memo in advance of the championship

Tee Signs

USGA will be providing 40 championship tee signs along with hole, yardage and par stickers. Premier Golf Services (PGS) will be responsible for providing the 4x4 posts and caps that will attach to the USGA supplied tee sign. PGS will also be responsible for attaching the supplied yardage and par stickers and installing the signs on both courses. Signs should point toward the hole (fairway/green) being played. Tee sign locations will be marked by USGA upon arrival for the championship. Throughout the championship, varying teeing grounds may be used which would require moving tee signs and changing the yardage. These holes will require "sleeves". All moving of these signs will be carried out by PGS.

See pictures below:



Ecology & Recycling

Ecology

Keeping the golf course clean of trash and debris is a priority of the USGA. A clean facility presents well and creates a more enjoyable atmosphere for all attendees.

The Host Club should develop an appropriate plan to make sure the grounds are kept clean. The Host Club can assign employees (grounds staff or golf pro shop staff) and/or develop a volunteer committee to be responsible for Ecology. These duties would include:

- Prior to the start of the first practice round, placing the containers in certain areas throughout the golf course. Key areas would be:
 - Trash containers at every tee beside the cooler
 - Trash containers in the scorers' tents
 - Trash container at the practice range
 - Trash containers at each concession stand
 - Trash containers in spectator common areas
 - Trash containers in key championship facilities such as the Media Center, the USGA Offices, the Corporate Areas, etc.
- Throughout each day, the containers should be checked and replaced as necessary.
- In the event of inclement weather, containers could become damaged and require replacement.
- The USGA will ship in trash containers and sufficient trash/recycling bags.

****A temporary dumpster and/or daily dumpster service are very often a good expenditure****

Recycling

The USGA is proudly supportive of all "green" initiatives and recycling should be a priority at the championship. The Host Club should work with their waste hauling company to discuss their normal means to process recyclable goods. Some companies will sort all waste or require that items be sorted prior to pick up. Additional containers should be placed throughout the grounds so that paper, plastic, aluminum, etc. can be recycled.

Restroom Facilities

Restroom facilities should be available for players and spectators every three holes on each golf course. Typically this takes supplementing permanent facilities with temporary port-o-lets. Some considerations:

- **Locations & Visibility**
 - Restrooms must be in an area that can be reached by the servicing company. They should be serviced nightly.
 - Consideration of available clubhouse facilities will warrant whether supplementing is needed near the clubhouse or practice facilities.
 - Keeping in mind location, if a restroom is visible from many places, an upgraded restroom compared to a port-o-let may be a better, more sightly option.
- **Finances** – Host Club expense

Practice Areas

The practice range at the championship is a vital component to a successful championship. The following components should assist with the planning of this function.

Practice Range

The Host Club and the USGA will mutually review and determine the area that will be utilized as the practice range. In most cases, the Host Club's existing facility will be sufficient but the length and width of the facility will be determining factors.

The length of the facility should be such that all practice golf shots are contained, including practice tee shots with drivers. Please note that some players in the field will be able to hit tee shots in excess of 325 yards. If the length of the facility will not contain those practice tee shots, some alterations may be needed including possible netting and/or fencing.

A Host Club should be prepared, in advance, to save a portion of their practice range to provide a pristine area for players. The average minimum space needed for the practice range is a 300'x50' area. This 300' width would provide 30 hitting stations, each placed three to four yards apart. If there is no Co-Host, extra hitting stations would be utilized.

The total hitting area should be 50' in depth. The first day the practice range opens to players (Wednesday), the players should begin practicing at the front end of the total length and then move backwards by two yards each day. As the championship continues into the later stages of match play, moving backward may or may not be necessary. If needed, a single rope can be placed to determine the back line for the day, thus players would stay in front of the rope while practicing.

The Host Club and the USGA will also review the target areas on the practice range itself. Any temporary target on the range should be removed. The USGA strives to create conditions as similar to the golf course as possible on the driving range, so several flagsticks and flags will be shipped in to replicate the look of the golf course. The USGA and Host Club(s) will work together to determine the number and locations of the targets.

Practice Short Game Area

The Host Club and the USGA will mutually review and determine an area that can be used to practice short game shots such as chipping, pitching and bunker shots. The short game practice area should resemble course conditions as much as possible. As such, the green(s) should be a championship speed and firmness and the USGA will provide a few flagsticks and flags to again provide a similar look and feel.

Practice Putting Green

The Host Club and the USGA will mutually review and determine a practice putting green. The practice putting green should resemble course conditions as much as possible. As such, the green should be a championship speed and firmness and the USGA recommends painting the holes (if time permits). While several holes should be cut into the practice putting green, the USGA does not want to use any flag sticks or any mini variation of the kind. A few holes cut close to the edge will allow player who plan to stand in one location for a while, a place to putt. If space permits, one flagstick will be provided for the player who prefers to keep the flagstick in while putting.

Practice Range Tent

The USGA will purchase and deliver a 10 x 20' tent for the practice range. This tent should serve as the entrance to the range and the place where practice golf balls are distributed. Within this tent, the Host Club should also have supplies such as tees, sunscreen, etc. Water Coolers stocked with bottled water should be placed and replenished as necessary. Caddie bibs will also be distributed at this location.

Access to Practice facilities

All practice facilities will be roped off by the USGA and the Host Club. Each area should have distinct entrances. Access to the practice facilities should be limited to the following:

Practice Range – Players and Caddies

Short Game Area(s) – Players and Caddies

Putting Green – Players Only (if space permits, caddies may retrieve balls for players)

Hours of Operation

All practice areas should be available to players beginning on Wednesday, the first day of Player Registration. The practice areas should remain available each day throughout the championship. Typical hours of operation are:

Day	Time
Wed (Player Registration)	12:00 noon – 7:00p.m.
Thurs (1 st Practice Round) <i>*Note: Practice areas to close early</i>	6:00 a.m. – 5:00 p.m. <i>due to Players' Reception.</i>
Fri (2 nd Practice Round)	6:00 a.m. – 7:00 p.m.
Sat - Sun (Stroke Play)	6:00 a.m. – 7:00 p.m.
Mon - Finals (Match Play)	6:00 a.m.. – One hour after final match is complete.

Practice Area Golf Balls

By Championship Host Club Agreement, the Host Club is responsible for acquiring practice area golf balls for the championship. Realizing this is a big undertaking and can be expensive, the USGA has tried to assist Host Clubs. For the last several years, the USGA has developed a relationship with Titleist. This relationship is a year-to-year arrangement in which Titleist will provide practice golf balls for all USGA championships.

The USGA will renew the relationship as soon as possible in each calendar year and inform the Host Clubs as to the result. Assuming the relationship is continued, the Host Club should solely utilize the Titleist golf balls. For the championship, Titleist will provide roughly 1,200 dozen practice golf balls. The USGA will facilitate the shipping of the golf balls to the Host Club. If the Co-Host is separate from the Host Club, the golf balls will be shipped to each facility.

Practice golf balls should be provided at all practice areas, at no cost to the player. At the actual practice range, the USGA recommends using range bags to distribute golf balls. Unless the club wishes to provide their own, this is a USGA expense. Golf balls should be constantly picked from the range area (while players are practicing) to keep the inventory moving. They should be washed and ready for re-distribution as needed throughout the day. Titleist will be sending a mix of Pro-V1 and Pro-V1x, which will need to be separated for distribution to give the players a choice in their practice golf balls.

Practice golf balls should be available at practice short game areas as well. They should be distributed in the same fashion as the range. Practice range staff and/or volunteers should be on hand to help clear the short game areas.

Once stoke play is complete, a portion of the balls may be boxed and saved. As each round of match play is completed, fewer practice golf balls will be needed. At the conclusion of the championship, all practice golf balls should be boxed in the same boxes they came in. The USGA will provide shipping labels for their shipment out.

In return for providing the practice golf balls, the USGA asks the Host Club to reserve one complimentary full page advertisement in the championship program. The USGA will facilitate this process with Titleist.

Name Placards

Practice range “A” frames and name placards will be provided by the USGA. Two or three (four or five during peak hours) additional volunteers will be necessary to place the player’s name placard in the slot and place the A frame behind the player on the practice range. Typically this will be done in the same tent, or area, where the range balls are distributed. The USGA strives to utilize these during all match play rounds.

Key points:

- The USGA will ship in name strips for all competitors in the field and all alternates
- Early in advance week, the Host Club must double-check the spelling and inclusion of all names. If replacements need to be ordered, they will be overnighted.
- The Range Committee should ensure the frames and placards are clean and presentable
- Frames should be stored indoors each night.
- When there are players with the same last name, the first initial of their last name will be on the sign (as pictured).
- Players should not be asked to place their name sign in the name slot themselves.



Once the championship reaches the match play round of 32 or 16, it is possible to “pre-set” the range for the players.

Caddies

Caddies are an important part of player services for the championship. Many players will come to the championship and request a club caddie. The Host Club should use its best efforts to locate a pool of approximately 75-100 caddies to meet the player requests. These caddies should have a good working knowledge of the Host Club and Co-Host, if applicable. If both courses have their own group of caddies, they should be collectively pooled and one caddie should be assigned to a player throughout the championship. If this is the case, caddies should be cross trained on both courses.

Players may request a caddie for practice rounds, stroke play, match play or for the entire championship at their discretion. There is no minimum amount of work guaranteed to a caddie. Host club and USGA will set a final date to which beyond the player is financially liable for his caddie commitment unless the caddie can be reassigned.

Caddie assignments must be made at random on a first come, first served basis. Once assigned, the caddie should be informed of his player's estimated arrival time and be available to meet the player before his first practice round.

A Caddie Desk will be set up at Player Registration equipped with a listing of assigned caddies for the players who requested a caddie as well as the players who bring their own caddie.

If a minimum of 30 caddies cannot be available for the Championship, the Championship will not offer caddie services. There need to be enough caddies available for a reasonable percentage of the requests to be honored.

Caddie Fees

The USGA and the Host Club should mutually determine the suggested caddie fee for the championship. This fee should be reasonable and consistent with past championships but should also be in line with normal fees paid at the respective course. This suggested fee will be explained to the players in the Player Memorandum and during Player Registration. Fees should be paid directly to the caddie by the player.

Push Carts

Push carts are an acceptable piece of equipment at USGA championships. Players may bring their own push cart or use one from the Host Club. We recommend the host club ensuring that a 20-30 push carts available at each course for the Championship. The USGA can assist with further information.

Caddie Attire

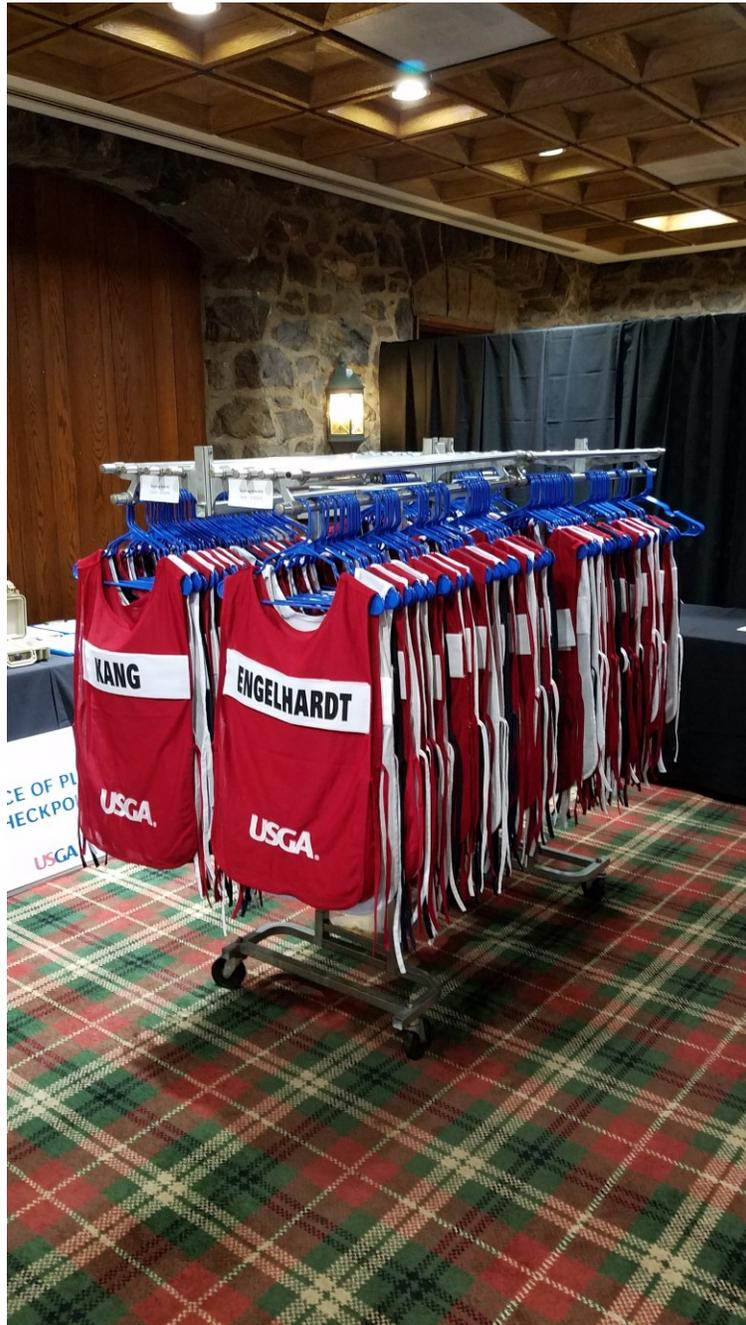
Caddies should present themselves in a proper manner. Attire should consist of a collared golf shirt, shorts or khaki pants (no jeans) and a proper hat if worn. Golf shoes are NOT PERMITTED, flat soled sneakers are preferred. Caddie bibs will be supplied by the USGA for championship rounds.

Caddie Bibs

Use of bibs in stroke play will be dependent upon the number of bibs available vs. the number of caddies. Colors will be red and blue and assigned by side and grouping order. First side = Red, Second side = Blue. Players received these colors regardless of the number of caddies in each group. If side A does not have a caddie, side B still receives blue.

Once match play begins, the bib colors will be red and blue. The "PLAYER ON TOP" of the match play draw receives red, player below receives blue, again, regardless of caddies in group. The bibs have room for a Velcro "strip" with the last name(s) of the player(s) on it. These strips are provided by the USGA complete with the players' names.

Caddie bibs should be issued immediately prior to the start of each stroke play round or match and **MUST** be collected **IMMEDIATELY** upon conclusion of each round or match. The bibs should be cleaned after stroke play and at the end of the championship prior to packing. Hang drying between the stroke play rounds is acceptable (see below picture).



PRACTICE ROUNDS

The Host Club and Co-Host shall make the golf course available for official practice rounds on Thursday and Friday prior to the start of stroke play. No players should be allowed to play a practice round on Wednesday, as the courses are closed. They may walk the golf courses on Wednesday but cannot take practice shots, even on the putting greens. The Host Club and the USGA should discuss and confirm a policy regarding players requesting access to the golf courses prior to the championship. The USGA is generally fine with clubs allowing advance practice rounds but all players must have equal opportunity for practice so that no perceived favoritism is shown towards a few select players. Typically, the club's normal guest policy would prevail.

Starting Times

The USGA has an online practice round sign-up system for players to utilize once all qualifying is complete. Practice round starting times are set the same as the stroke play rounds. Once Registration begins on Wednesday, the USGA will pass the practice round sign up to staff working the Practice Round station for players to confirm their starting times.

On Thursday, attendance at the Players' Reception is strongly encouraged. The USGA will ask that the practice areas be closed at 5:30 p.m. to encourage the players' attendance. The USGA will allow players already on the course to complete their practice rounds but the 1st and 10th tees (TBD) should be closed following the last groups from the p.m. wave making the turns so that no players begin a new round at that time.

Practice Round Starters

The Host Club should work with the USGA to appoint practice round starters for each stroke play course. The practice round starters should receive a copy of the day's tee sheet as a starting point. They should also have direct communication with Player Registration on to handle last minute player arrivals. Practice Round Starters should try to stick with the tee sheet but players have flexibility to change starting times subject to availability.

Starter Procedures and Announcements

- Welcome the players and introduce yourself and introduce the players to each other.
- Remind players that it is the policy of the USGA for players to play only one ball per hole during practice round play. Extra practice around putting greens is permissible as long as they do not delay the following group.
- Remind players that the Tee Markers that they MUST play from the markers.
- Be sure to start players on time, no earlier than scheduled start time regardless of position of group in front.

The USGA will supply starter's boxes for the practice rounds.

MEDIA & CORPORATE SUPPORT

Media Day

The USGA and the Host Club should jointly determine if hosting a Preview to publicize the championship is the right decision.

Date

A date should be mutually determined by the USGA and the Host Club. The best time frame for Media Day is 2-3 months prior to the start of the championship. Factors of date selection:

- Will the defending Champion be able to participate? If so, his schedule should be consulted as soon as possible.
- Sporting events in the city/area of the Host Club can detract from attention and attendance. The Host Club should consult local/area event calendars.
- The USGA will review its championship calendar so that the Preview does not compete with other championship events.
- The Host Club should check its golf course schedule so that the course would be available for visiting media and should be in good condition (not championship preparation but good condition).

Personnel

- Defending Champion (if available)
- USGA Executive Committee Member(s)
- USGA Staff – including the Championship Director, Manager and USGA Communications Staff
- Host Club – Representatives including General Chair(s), Board Members, Championship Committee and Staff
- Co-Host – Representatives including Championship Committee and Staff, Board Members

Invitees

The USGA communications department and the Host Club will jointly develop a list of potential invitees. Once the list and date are set, the USGA will send (via email) a save the date notification, usually 2-3 months prior to the Preview. Approximately four weeks prior to the Preview, the USGA will send (via email) the invitation. The Host Club will track RSVP's and regularly update the USGA Communications Department. Specific follow-up will take place as needed.

Set Up

The Host Club and the USGA should jointly decide on the room used for the Preview.

- Theatre-style seating will be needed in the room for approximately 50 attendees.
- A podium with microphone, room speakers, and two six-foot tables should be placed in the front of the room.
- A USGA backdrop will be provided by the USGA.
- Registration tables (two 6-footers) and four chairs in a lobby area.

Items and Responsibilities

Item	Responsibility
Audio and Visual Equipment	USGA
Food and Beverage	USGA
Golf & Carts or Caddies	Club

Preview Agenda - Sample

Time:	Agenda
10:30 – 11:00 a.m.	Registration and check-in
11:00 a.m.	<p>Program begins – USGA Communications Representative welcomes guests; introduces guests at head table; recognizes special guests and introduces USGA Executive Committee Member.</p> <p>*He/she speaks on USGA history at club/area/state and course set-up philosophy and USGA vision for Host Club and Co-Host.</p>
11:10 a.m.	<p>USGA Communications Representative returns to introduce Host Club speaker.</p> <p>*He/she will address Host Club and the USGA staff, corporate supporters, civic supporters and volunteers.</p>
11:20 a.m.	<p>USGA Communications Representative returns to introduce Co-Host speaker.</p> <p>*He/she will address Co-Host and the championship.</p>
11:30 a.m.	<p>USGA Communications Representative returns to introduce Defending Champion and/or other featured speakers for comments and questions.</p>
(NOTE: Photo opportunity and media one-on-one interview possible for all speakers)	
12:00 p.m.	<p>USGA Communications Representative returns to offer concluding remarks, offers speakers for one-on-one interviews and give details on golf.</p> <p>*Lunch is served.</p>
12:45 p.m.	Media guests begin walking/being shuttled to starting holes
1:00 p.m.	Golf
6:00 p.m.	Post-round cocktails (not required)

Championship Program

The preparation and printing of a Championship Program is a decision that ultimately the Host Club can make at its sole discretion. Some clubs may decide against printing a program as there is a true cost of the publication and advertising sales and sales of the actual program sometimes do not recoup the full cost of the production.

However, most Host Clubs have looked past the expense and decided that the benefits outweigh the expense. In recent years, Championships have gone without a program, created only a digital version, created a yardage book style program, as well as creating your traditional magazine-style program. The USGA will consult on the Host Club's decision making process but has no preference on the presence of a program. Some benefits of printing a program include:

- Provides an avenue to recognize supporters of the championship
- Provides an avenue for the Host Club to tell its history
- Provides a way to thank specific groups of individuals such as committee chairs
- Provides a keepsake for players, volunteers, members and spectators
 - If this is the reason driving production, it's likely not worth the expense.

If the Host Club moves forward with printing a Championship Program, the USGA has minimum standards that must be followed. USGA Championship Communications will assist the Host Club understand and follow these minimum standards.

These minimum standards include:

- The print size of the Championship Program must be one of two approved sizes.
- All copy and blue line must first be reviewed and approved by USGA Communications. A detailed timeline will be provided to allow ample time for the USGA to review and proof the Championship Program. The first program draft must be received by the date mutually determined by USGA and the Host Club.
- If the Host Club plans to accept display advertising, the USGA issues these basic guidelines:
 - no tobacco advertisements
 - ads promoting alcohol products are acceptable, but may not picture the actual product
 - no wording that infers sponsorship or USGA endorsement of any kind
 - ads for competitors to the USGA's corporate partners (see www.usga.org for a list) may not include "proud to support" language
- Use the USGA Communications Department staff as a resource. They can provide guidance for content and printing of the program, plus they can show you helpful samples from other USGA championships.
- Several pages of camera-ready editorial copy will be available through the USGA Content Department. This information must appear in the Championship Program.
 - Welcome letter with photographs from the USGA President and the Chair of the Championship
 - Championship Conditions of Play
 - USGA advertisement (to be included if the program is more than eight pages in length)
- If practice range balls are furnished for the championship, it is customary for the club to give the company (Titleist) a complimentary advertisement in the program. The USGA will acquire the ad from Titleist and provide to the Host Club for use in the program. The USGA Communications team will detail its placement
- The USGA will provide a letter from its CEO to feature in the program
- It would be ideal for next year's Host Committee to receive some programs to use as a marketing tool for ad sales.
- Please also send 10 copies of the program to the Championship Manager

PLEASE REMEMBER ABOVE ALL ELSE THAT A COPY OF THE PROGRAM MUST BE APPROVED BY THE USGA BEFORE PRINTING!

Corporate Support & Hospitality

Corporate support is normally a big revenue source for a championship. As a Host Club develops a corporate hospitality program, they should consult with the USGA at every step.

USGA Global Partners

In general, the USGA is a non-commercial association and this philosophy is especially true for our championships. That said the USGA has developed a relationship with a number of companies that are the USGA official corporate partners.

USGA Global Partners have exclusive marketing rights across all USGA Championships.

Local Support Guidelines as of 2026 (please ask USGA to connect host club to USGA Partnerships team for the most up to date guidelines)

The guidelines to follow are for local supporters who support the host club's efforts in hosting a USGA Championship. Local support relationships, as well as any corresponding deliverables, are executed and managed by the host club.

For clarity, a local supporter is an entity that provides a championship with support via a large or small financial contribution, an in-kind donation, or the purchase of a hospitality package. It is common practice for host clubs to separate local supporters into specific tiers for recognition purposes based on their level of participation. An individual contributor is not specifically defined as a 'local supporter'. However, there are opportunities to appropriately recognize those individuals that provide monetary support to the Championship. Please consult with the USGA if additional context is required.

- **Marketing Radius** - Local supporters of the host club are not eligible for marketing rights
- **Number of Local Supporters** - Unlimited based on the host club(s)' fundraising needs
- **Threshold / Investment Level** - Host clubs are free to set their supporting packages based on their host market and fundraising goals
- **Category Limitations** - USGA encourages host clubs not to include tobacco products, firearms, and products that do not conform to the Rules of Golf as being local supporters of the Championship
- **Media Outreach** - Local supporters cannot issue press releases or pitch media on local articles about their support
- **Print Ads / Programs & Category Exceptions**
 - Community advertisements or championship program ads cannot use the words "partner" or "sponsor" in association with the Championship or USGA (reserved for USGA Global Partners).
 - USGA Global Partner competitors cannot purchase advertising on the back cover of an official championship program, if produced.
 - Use of USGA logo, championship logo, or championship trophy in a supporter ad is not permitted
 - Coupons for businesses and ads for individual supporters (non-business) are not permitted
 - Examples of recommended language to use for community advertisements:
 - (Company) proudly celebrates all the golfers in this year's Championship
 - (Company) proudly welcomes all the golfers in this year's Championship
 - (Company) wishes the best of luck to all golfers competing in the (Championship name)
 - (Company) is proud to support <Host Club's> hosting of the (Championship name)
 - Categories Not Allowed:
 - All ads (including congratulatory ads) promoting or containing tobacco products, firearms, and products that do not conform to the Rules of Golf are prohibited.
 - Alcohol:
 - Ads promoting alcohol products, including beer, wine, and hard liquor, are permissible and subject to prior approval.
- **On-site Activation & Services**
 - No on-site activation/fan experiences sponsored by local supporters are allowed at the Championship, but host clubs may use products/services on-site (e.g. F&B donations) and include licensed brands in merchandise offerings, if available/offered by host club.

- Examples:
 - Donation of food product to player dining/volunteer hospitality
 - Value-in-kind of services for players, families, volunteers, etc. (e.g. haircuts)
 - Licensed merchandise vendor selling championship merchandise in the host club's golf shop during the Championship.
- Supporters who act as Vendors or provide services on-site and do not compete with USGA Global Partners, may be recognized through text-only signage in non-fan facing areas (e.g. player dining, volunteer hospitality). Host clubs may display a sign, no larger than 5"x7" recognizing the vendor's contribution.
 - No verbiage or imagery that could create the impression of a sponsorship of or endorsement by the USGA. For example, do not refer to the supporter or company as the "official provider", "proud partner", or "exclusive provider".
 - No use of any USGA intellectual property, including the Championship logo, USGA trademarks or logos, or images of the Championship trophy.
 - Supporter or Vendor name must appear in text only. No logos are permissible.
 - You may factually refer to your participation in the Championship. Examples include:
 - "Haircuts provided by XYZ Company."
 - "Lunch provided by XYZ Company."
 - "Ice Cream provided by XYZ Company."
 - Signs may not be fan-facing (e.g. on-course, concessions, merchandise)
- **Social Media: On-site Supporters who Provide Value-in-Kind (VIK) Services or Goods**
 - Local supporters who do not compete with USGA Global Partners categories or manufacturer/ sell golf equipment and function as on-site vendors ("Vendors") of USGA Championships are eligible to participate in a limited social media window. Host clubs must receive prior written approval from the USGA to promote the Vendor's participation in the Championship via a post ("Post") on the host club's own social media accounts or on the Vendor's social media accounts, subject to the following:
 - USGA Review and Approval: Each Post must be reviewed and approved by the USGA, including images and copy, prior to distribution. The USGA reserves the right to deny any requests in its sole discretion. No host club or Vendor may Post that has any products or services that are in the same category of any USGA Global Partner. A Vendor which manufactures or sells golf equipment may not Post.
 - Please send all proposed copy, imagery, social channel, and Post timing to Connor Stoutz cstoutz@usga.org, USGA Partnerships, for review and approval at least two weeks prior to desired posting date.
 - Time Period for Post: An approved Post may be posted 2 weeks prior to the start of the Championship, during the conduct of the Championship, or up until 2 weeks after the completion of the Championship. Host clubs or Vendors may not Post about supporters during any other time in reference to the Championship or any support of the Championship.
 - Social Media Channels Only: Any approved use is limited to the Vendor's or host club's social media accounts. Permissible social accounts include: Facebook, X, Instagram, Snapchat, and TikTok. Promotions on the Vendor's or host club's website, LinkedIn page, or on any other marketing materials are not permissible unless otherwise approved by the USGA in writing.
 - Image and Copy Requirements:
 - No verbiage or images that could create the impression of a sponsorship of or endorsement by the USGA.
 - For example, do not refer to your company as the "official provider," "proud partner", or "exclusive provider".
 - Vendors may factually refer to their participation in the Championship(e.g., "Serving XX to fans at the 2026 U.S. Girls' Junior")
 - No use of any USGA intellectual property, including the Championship logo, USGA trademarks or logos, images of the Championship trophy, or signage from the Championship (leaderboard, etc.).
 - Do not use "behind the scenes" photos/videos images of the Championship.

- Do not use the name, image, or likeness of players, unless you obtain prior permission from the player. The USGA is not responsible for obtaining such player permissions.
 - Do not refer to any third party within the Post.
 - No “shop the site” or “call to action” within the Post.
- **Host Club Website**
 - Local supporters can be listed on a local supporter page on the host club's website. Local Supporters can be recognized with logo attribution or in text. If the host club elects to recognize local supporters, they must provide prominent spacing on the page to recognize the USGA Global Partners in a distinct manner.
 - Host clubs can include a statement about how all local supporters contribute to the host club's hosting of the Championship but cannot make further association with the Championship or the USGA. Examples include:
 - The following companies and individuals in the community have proudly supported XYZ Golf Club in hosting the 20XX XYZ Championship
 - XYZ Golf Club's hosting of the XXst Championship was made possible by the generous support of the greater XYZ Community and the following companies and individuals
 - The USGA Partnerships team must provide logos for the USGA Global Partners and ensure they are properly built into the page.
- **On-site Supporter Boards** - Local Supporters can be recognized in text on the USGA provided supporter boards on-site during the Championship. The USGA Supporter Board template includes prominent spacing on the supporter board to recognize the USGA Global Partners in a distinct manner
- **Revenue Share** – Host Clubs retain all donations/revenue from local supporters.
- **USGA Additional Support**
 - In addition to your Championship team, you will work with the following groups:
 - USGA Communications reviews all programs and program ads.
 - USGA Partnerships to review proposed social media copy for on-site vendors during championship period.
 - USGA Partnerships is available to consult on ways to structure supporter deliverables without compromising guidelines. Please work with your Championship team to schedule time with USGA Partnerships if desired.

Corporate Packages

In addition to the recognition of companies as described above, Host Clubs and championship sites have created a variety of packages to offer supporters. These packages normally contain a variety of amenities and the options are really limitless.

Some examples of amenities for the companies are:

- **Access to a VIP Hospitality Area** - Host clubs can create an exclusive venue for each company or a common area to be shared by all companies. Specific credentials/tickets should be provided to gain entry into the hospitality area. Food and beverage are often included free of charge within the package. Please be mindful of VIP guests that may attend at the Co-Host instead of the Host Club during stroke play.
- **VIP parking** - A small number of parking passes are normally included so that the company's key staff and guests can bypass spectator parking. Please be mindful of VIP parking at the Co-Host.
- **Access to/inclusion within golf outings** - Access to golf for key staff and clients continues to be a very attractive piece to corporate hospitality. There are a variety of ways to handle golf. Each company can have a small private outing or bring guests to a more robust outing.
- **Invitations to key championship functions** - The Host Club and the USGA can work together to invite one key contact from each company (top tier supporters only) to certain functions including Media Day and the Players' Reception. These invites would merely be inclusion in the day's activities, no speaking roles or specific recognition would take place.

Website Development

USGA Championship Website

The USGA has the sole and exclusive right to develop a site or other preserve on the internet for the purpose of promoting and commemorating the championship. Such USGA Championship website is the official website of the championship and the USGA will promote it as such. The USGA will develop the USGA Championship website and make all decisions relating to its sole discretion and retain any and all revenues generated.

USGA Championship Website Privileges

If requested by the USGA, the Host Club may need to provide information about the Host Club (and Co-Host if applicable), the course(s), hole-by-hole descriptions of the course(s), photographs or images of each hole, computer generated images, images of and information regarding the Host Club and its history. The Host Club shall give the USGA and/or any third party assisting the USGA access to its respective materials for the purpose of selecting content for the USGA Championship website. Any costs associated with the USGA's use of such materials will be compensated by the USGA.

Host Club Championship Website

The Host Club may post information about the championship on the Host Club's website, or if no Host Club website exists, a site may be designed specifically for championship purposes. The Host Club website may not contain a mark of the USGA or derivation in its domain name. Please refer to the Championship Agreement for approved domain names. The Host Club may do one of the following with respect to the domain name it elects to use for the Host Club website:

- The Host Club may utilize a domain name that does not contain a mark of the Association or any derivation thereof (i.e. is acceptable but www.yearclub.org or www.20XXMid-Amateur.com is not acceptable);

Or

- The Host Club may request the right to use a domain name from the Association, in the form of the year of the championship with the name of the official championship URL, (i.e. www.20XXusXXX.com) as the "Year Specific Championship URL." If the Host Club desires to use the Year Specific URL for the Host Club website, it will need to (i) notify the USGA and (ii) execute an agreement with the USGA.

Host Club Website Content

The Host Club website should be focused on information pertinent to activities related to the championship that the Host Club is performing in connection with the championship. Examples are as follows:

- Accommodations
- Corporate Support and Hospitality Packages
- Directions/Parking
- Volunteer Information (including signups)

In the event the Host Club elects to include information about the championship on its website, the Host Club will need to arrange a proposal outlining the relevant content to be included, for approval by the USGA. Once proposal is approved, the Host Club shall develop the relevant web pages and submit each proposed page with championship related content to the USGA for approval. The Host Club shall make all changes to the web pages requested by the USGA and shall not put any page or material relating to the championship on the internet without prior approval of the USGA. All changes must be submitted to the USGA for approval prior to including on the Host Club website.

The USGA and the Host Club will link each website to the other to help users find the correct information. For example:

- The USGA will link championship website to the Host Club's website to help users find information such as volunteering.
- The Host Club will link its website to the USGA's to help users find information such as scoring.

CHAMPIONSHIP LOGO

The USGA created the following procedure to assist in the design of official championship logos. These logos represent both the USGA and the host club with a great first and lasting impression. This also gives consistency to the design of all championship logos by utilizing a template structure.

Icon Selection

Host clubs will submit their club's icon to the Staff in Charge and the Merchandise department for use in the championship logo design.

Design

Championship logos are created by a USGA commissioned designer and feature the following:

1. Complete championship title (i.e. U.S. Amateur)
2. The edition number of the championship (118TH U.S. Amateur)
3. Host club name
4. Host club Icon

Approval Process

The Host Club will work to design a Championship Logo within the USGA's Championship Logo policies. The USGA will have final approval over the Championship Logo

Below are some examples of logos placed with the USGA Design Template:



Co-Host Championship Logo Usage

The Championship Logo can be modified for the Co-Host for their own use on Merchandise in the following ways.

1. The Championship Logo can be used on all merchandise sold by the Co-Host
2. The Championship Logo can be in the most prominent position, with the Co-Host Club Icon in a secondary or tertiary position
 - a. Most prominent position is typically left chest on apparel, front of hats, front of accessories, etc.
 - b. Examples of secondary or tertiary position include left sleeve or back yoke on apparel, side or back of hat, etc.
3. The trophy can be used in the most prominent position, with the Co-Host Club Icon in a secondary or tertiary position.



More information regarding this will be provided as necessary.

SCORING

TV Screens for Scoring

The USGA would like to connect online scoring to televisions throughout the clubhouse to display scores for stroke play and match play. If the club does not have televisions or would prefer, the USGA IT staff can provide them. These screens will be shipped in advance with other USGA equipment and are connected to the internet via USGA supplied laptop computers. Typically they are placed strategically in the clubhouse areas. USGA IT staff will provide assistance with the set-up, whether using club TV's or USGA.

Television

The USGA has broadcast arrangements with NBC Sports to cover its championship lineup.

Although no live coverage of the championship is expected, it is anticipated that Golf Channel will send a two-man camera crew to collect footage on the day of the championship match.

VOLUNTEERS

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.

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 primary dining.

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 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 Uniform

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:

- **Uniforms Must be Approved by USGA**
 - Samples of the volunteer uniform pieces for each championship must be submitted to 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 the future.

- **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.

- **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 – Peter Millar – but the Host Club is not obligated to use them.
- Vendor Brand Marks are permitted with certain provisions, as noted in the guidelines attached.

- **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; AND
 - Mark is not larger than half the size of the championship logo or trademark.

- **Merchandising Regulations**

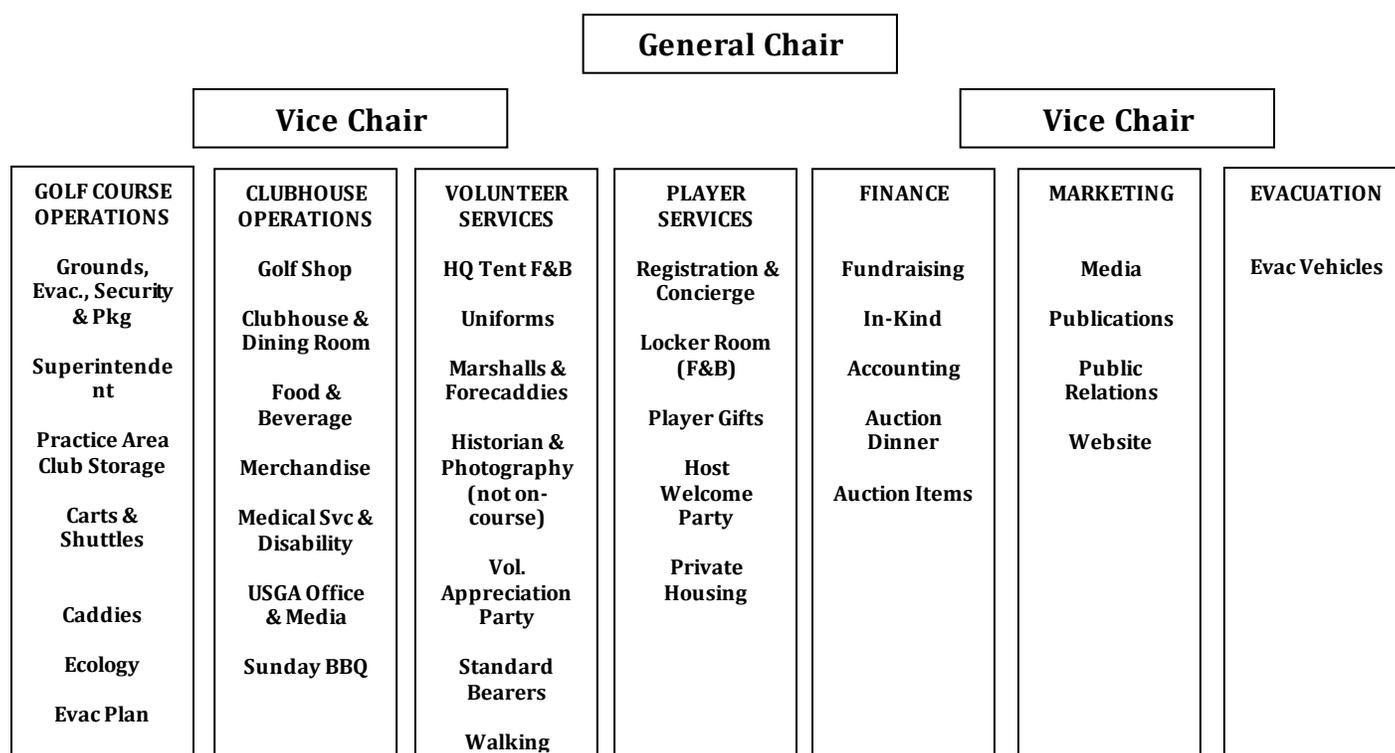
- The Merchandise Regulations details USGA policies regarding products bearing USGA Championship logos and trademarks. It is a tool to assist host clubs and licensed manufacturers in preparing for USGA championships and will hopefully answer many questions that arise. The volunteer uniform process is included within the Merchandise Regulations as well.

Volunteer Staffing/Committees

The Host Club is responsible for all aspects of the Volunteer Program including recruiting, processing, training and staffing the committees. The volunteer program is a large undertaking and should begin approximately one year prior to the Championship. The USGA will assist the Host Club develop all aspects of the volunteer program.

Volunteer Organizational Chart

Developing an organizational chart for the championship is a great way to divide the many responsibilities associated not only with the volunteer program but also the entire championship operation. Organizational charts also are meant to describe the flow of communications related to all aspects of the championship operation. A sample Championship Organizational Chart as follows (once filled out, this chart should also be accompanied by a spreadsheet of contact information for all chairs):



Volunteer Committee Chair Positions

Each area of responsibility within an organizational chart should be assigned to a point person, referred to as a Committee Chair. One individual can oversee many areas and thus become a Chair of several functions. Each Chair should have some free time as their area(s) of responsibility can be demanding. Attending several rounds of planning meetings, planning the operational area(s), overseeing the volunteer committee and ultimately being onsite during the championship to see that plans are put into operation are all important duties for each Chair.

Volunteer Staffing & Schedule

Ultimately, each Host Club will have a unique volunteer staffing requirement. The USGA will assist the Host Club with reviewing each function and determining an appropriate number of volunteers for that function. In general terms, a starting point for each committee is below: Not intended to be complete.

Committee		Volunteer(s)
Registration	Including Tours	15 people
Forecaddies	Stationary / Walking	2 per hole with two shifts per day / 1 per group with extras on call
Walking Scorers	Stroke Play & Match Play	See below table
Stationary Scorers	Stroke Play (If not walking)	1 per hole with two shifts per day
Parking Attendants	If Needed	As Needed
On Course Shuttles	If Needed	As Needed
On Course Ecology	Stroke Play & Match Play	2 per 9, per course

Walking Scorers

During stroke play and match play, a scorer will walk with each group or match and record hole by hole scores on a tablet provided by the USGA. During stroke play, each walking scorer will be provided an unofficial scorecard to assist them in tracking the scores of each player in the group. During match play, a USGA referee assigned to each match will announce the official hole scores of each player as well as and status of the match after each hole. The walking scorer will then input the scores into the tablet.

Online training videos for walking scorers will be made as the championship draws near. If any volunteers would like hands-on training, this can be provided on site just prior to their assignment. It is preferred that walking scorers will work more than one round and that no one will be doing their first walking scorer assignment after the second round of match play. Under no circumstances will a walking scorer be allowed to be assigned the last three rounds that have not had a walking scoring assignment during one or both of the first two days of match play.

WALKING SCORERS VOLUNTEER SCHEDULE		
Date(s)	Details	Number of Hand-Held Scorers (Volunteers) Needed *
Saturday	Stroke Play Round 1	88
Sunday	Stroke Play Round 2	88
Monday	Match Play Round of 64	32
Tuesday	Match Play Rounds of 32 & 16	16/8
Wednesday	Match Play QF & SF	4/2
Thursday	Final Match (Morning/Afternoon)	1/1

* The scheduling should be done so that the volunteer checks in and gets final instructions 30-45 minutes ahead of their assigned group's starting time. If a volunteer is late, someone who arrives early for a subsequent group can be moved up. Consult the official schedule for the times of each round, but note that they are subject to change because of matches going extra holes, weather or other reasons.

Forecaddies

Forecaddies are responsible for maintaining fair playing conditions for the players during the competition at all landing areas to help spot stray golf balls as well as facilitate the flow of movement for players, caddies, officials and the media. Providing 1 walking forecaddie with each group both in stroke play and match play has become a popular method, with supplemental stationary forecaddies on certain holes that benefit from 2 forecaddies due to difficult conditions or topography.

Forecaddies are responsible for promoting physical safety and enjoyment of the championship for the gallery. The volunteer should be physically fit to walk 18-holes. Additional forecaddies may be necessary for the quarterfinals through the final match for gallery control. Two or three forecaddies either holding a line of rope (25' to 30' in length) or maintaining a "human line" should accompany each match in case it is needed to keep the gallery 10 yards away from the players. It is okay for the gallery to walk along in the fairway with players. Forecaddies must assure the gallery does not interfere with the group they are watching or the group behind them.

Miscellaneous Volunteer Responsibilities

Information Services

Volunteers will be responsible for greeting spectators as they arrive, answering any specific questions they have and distributing Tee Time Sheets.

Volunteer Services

Volunteers will be responsible for greeting other volunteers as they arrive, answering any specific questions they have and overseeing their hospitality area. This committee may help the Host Club Staff with developing the overall volunteer program as well.

Practice Areas

Volunteers are responsible for assisting the Host Club staff with the management of the practice areas. Specific duties may include access control in the practice areas, distribute practice balls as necessary and place name placards behind each player.

Evacuation

Volunteers will assist in the evacuation of players and designated officials off the golf course by driving vehicles to the clubhouse area when play is suspended. To volunteer on this committee, a person must be over 25 years of age and have a valid driver's license. Additionally, the USGA and/or Host Club may take actions to check each person's driving history.

Course Ecology

Ecology may or may not end up being a volunteer function. If so, these volunteers will keep the grounds tidy by monitoring and servicing trash and recycle receptacles around the golf course as well as refilling coolers on-course.

Tee Refreshments

If a volunteer function, volunteers will place water coolers filled with bottled water on all tee boxes prior to play beginning each day. On the 1st and 10th tees as necessary, snacks and sports/soft drinks will also be available to players. These refreshments will need to be monitored throughout the day and replenished as necessary.

Match Play Transportation

Once match play begins on Monday, transportation should be available for players if their match ends on the course (outside of walking distance to the clubhouse). Volunteers will use multi-passenger carts to provide this service.

Player Registration

Volunteers may be needed to assist with the Player Pre-Registration and Registration (onsite) as necessary.

Player Hospitality

Volunteers staff each player hospitality location and provide information (such as transportation) and other helpful services to

Walking Scorers

Volunteers will record accurate hole-by-hole results and confirm the status of a designated group or match and transmit this information to Scoring Central via handheld computer. A knowledge of golf, a comfort level with computers and being able to physically walk 18 holes at a steady pace regardless of weather conditions are important for these volunteers.

Corporate Support and Hospitality

Volunteers will serve on a committee to help facilitate corporate support for the championship.

Program and Pairing Sheets

Volunteers will serve on a committee to help facilitate advertising sales and the development of each piece. During the week, they may assist with the distribution of each piece.

Parking

Volunteers will work under the direction of the Parking Committee. Volunteers will be assigned at the entrances of the parking lots to direct traffic, ensure appropriate parking passes are displayed and other duties as needed.

Volunteer Training

Online video training will be available for the following volunteer positions:

<https://www.usga.org/volunteer-resources/amateur-championships.html>

- Forecaddies
- Walking Scoring
- Scoreboard

Volunteer Application Standard Language

The following should be included in any volunteer registration material and collected accordingly.
Volunteer application standard language

Are you 18 years of age or older?

Yes No

If not, application must be signed by a parent or guardian and submitted via hard copy, not online.

Have you ever been convicted of a crime? Yes No

If you have been convicted of a crime, we will send you a confidential questionnaire about your conviction that must be completed and returned before your application will be considered.

Do you now or have you ever had a restraining order issued against you?

Yes No

If you answered yes, we will send you a confidential questionnaire that must be completed and returned before your application will be considered.

Signature: _____

My signature below indicates my acknowledgement that the USGA and the [**Insert Host Club**] may undertake an official background check and/or review. It also confirms my understanding that my volunteer position is not guaranteed, nor if granted, guaranteed for any length of time and that the USGA and the (**Insert Host Club**) may deny or end my volunteer opportunity at any time, for any reason, with or without prior notice. My signature below further acknowledges that I acknowledge the assumption of risk and consent for use of likeness during my attendance at the Championship as a spectator, which will also be available at ([Insert website](#)) and/or posted on signage at the Championship.

Signature of Applicant: _____

As parent or guardian of the applicant, I hereby certify that the application is submitted with my approval and consent. In case of medical emergency occurring during this Championship, I authorize a qualified medical professional to take all necessary measure in treatment of this applicant.

Signature of Parent or Guardian: _____ Relationship to Applicant: _____

The collection and use of your personal information is subject to the USGA Privacy Policy found at www.usga.org

(**Insert Host Club**) does not discriminate in the selection among volunteer applications on the basis of race, color, age, gender, national origin, religion or disability.

FINAL HOST COMMITTEE REPORT & SUMMARY BUDGET

The USGA would ask that the host Committee submit a final summary budget and each Chair of an individual Committee(s) submit a short summary report following the championship. These reports should be gathered and submitted as one Host Club Final Report along with a summary financial statement in the format requested from the USGA.

The individual Committee reports should include a summary of each committee's activity, plans of action, volunteer usage, successes and failures, etc. These reports are very helpful to the USGA and future sites in continuing to strive to improve the championships from an administrative aspect.

We would ask that the summary reports be submitted to Bill McCarthy no later than 60 days following the championship.