

# ON COURSE OPERATIONS

## Signage

The USGA will be providing the Host Club with USGA Graphic Standard signage templates for the championship. The Host Club and the USGA should work together to develop a good signage plan, which will be turned over to the USGA signage company for production on-site. The plan should be as detailed as possible with sizing, locations, etc. in advance of the championship; however, we understand that there will be some last minute additions for signage during the championship.

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.). In addition, each committee chair should submit a list of the signs his/her committee will need for their own operational purposes.

## Sample Template



## 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.

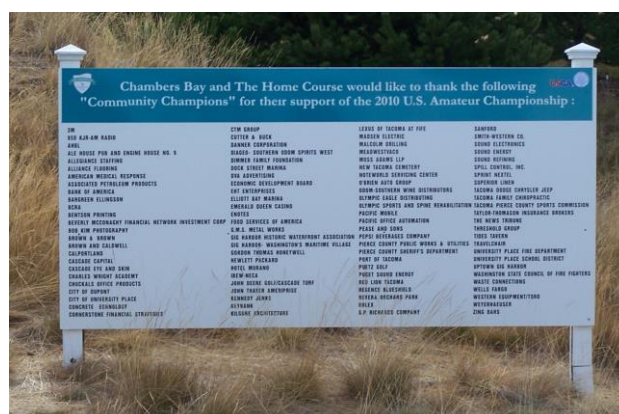
## Directional Signage

A good signage plan should have an appropriate amount of on course directional signage. This signage should be informational in nature giving attendees as easy way to determine their location and the best routes to get to a specific location (golf course, merchandise tent, concessions, restrooms, etc.).

## Locator Boards

A locator board is a large map of the Host Club showing the course layout and the specific facilities. Several locator boards placed throughout the golf course are extremely helpful to spectators. The main entrance, the clubhouse and the practice facilities are all good locations for locator boards.

## Friends or Supporters Board (pictured right)



## **Informational Signage**

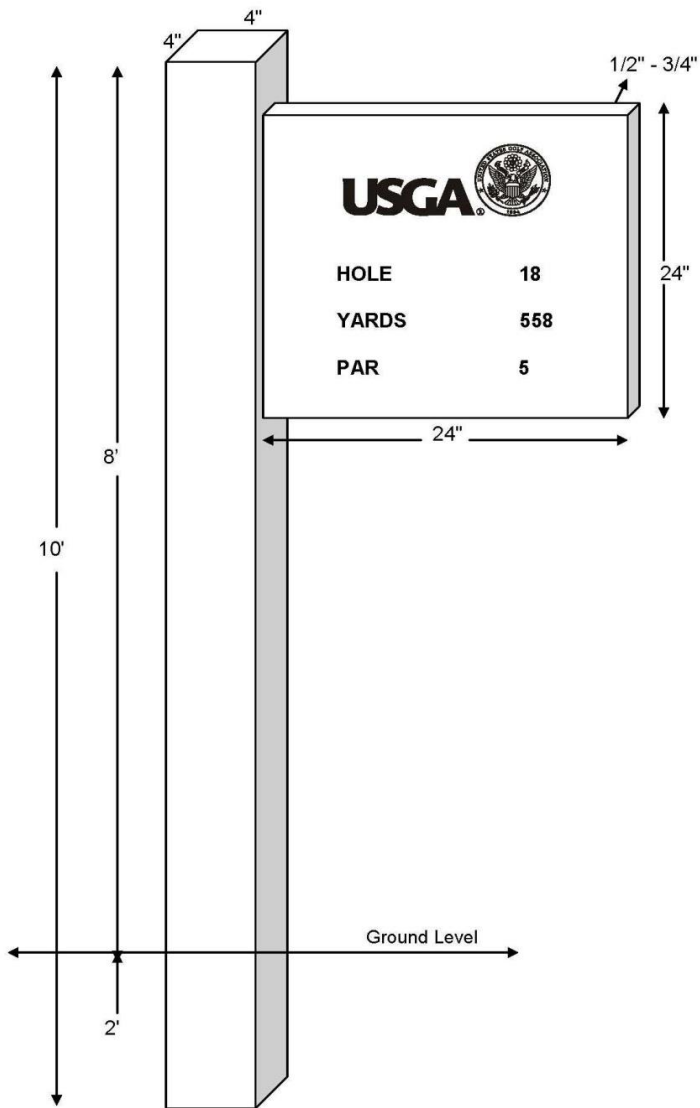
Informational signage is a catch-all group of signs that covers a broad range of functions. Examples of informational signage include:

- Caddie Headquarters
- 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

## **Tee Signs**

USGA will be providing 40 championship tee signs along with hole, yardage and par stickers. The USGA Signage vendor will be responsible for providing the 4x4 posts and caps that will attach to the USGA supplied tee sign. The vendor 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".

See pictures below:



## **Ropes & Stakes**

### **Locations**

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

- Starting tee teeing areas
- 9<sup>th</sup> and 18<sup>th</sup> 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
  - Examples will be included in the course prep memo
- Typically, approximately 100 stakes and 1,000' of rope are needed per course.
- Typically, the host club manufactures the stakes to specification provided by USGA
- The USGA staff will assist the club in this process.

## **Ecology & Recycling**

### **Ecology**

Keeping the golf course clean of trash and debris is a priority of the USGA. A clean facility presents well, especially during television coverage, 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 of Ecology. These duties would include:

- Sourcing the appropriate waste containers to be placed throughout the golf course. The USGA will be supplying an appropriate number of trash boxes for the championship.
- 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 starters' and scorers' tents
  - Trash container at the scoreboard and practice range
  - Trash containers at each concession stand
  - Trash containers in spectator common areas
  - Trash containers at the parking lots and at the championship entrance/exit
  - 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.
- Work with a local waste hauling company to place temporary dumpsters as needed and service as necessary.

### **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. Location and required servicing are considerations in their placement. Consideration of available clubhouse facilities will warrant whether supplementing is needed near the clubhouse or practice facilities.

## **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 rear end of the total length and then move forward by two yards each day. As the championship continues into the later stages of match play, moving forward may or may not be necessary. If needed, a single rope can be placed to determine the front line for the day, thus players would stay behind the rope while practicing.

The Host Club and the USGA will also review the target areas on the practice range itself. Targets should be placed to give a wide range of distances. Targets should resemble course conditions as much as possible. As such, we recommend using the same color flags and flagsticks, which the USGA will provide.

### **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 we recommend using the same color flag(s) and flagstick(s), which the USGA will provide.

### **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 we recommend painting the holes (if time permits). While several holes should be cut into the practice putting green, we do 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.

### **Practice Range Tent**

The USGA suggests that a 10'x10' tent be erected at 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.



## **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 <sup>st</sup> 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 <sup>nd</sup> 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 1,000 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 should be split 60% to the Host Club and 40% to the Co-Host.

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 40 count baskets to distribute golf balls. Bags may be used in lieu of baskets. Pyramids should not be used as keeping them filled depletes the inventory in an inefficient way. 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 stroke 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 as the USGA will utilize them in some capacity (used at a future championship, donated to junior golf, etc.).

In return for providing the practice golf balls, the USGA asks the Host Club to reserve one complimentary full page advertisement in the championship magazine. 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 send five additional blank name placards on which the club may need to have a local vendor place stickers for any last-minute additions to the field. However, the USGA will make every effort to provide a sufficient number of alternate’s name placards in anticipation of withdrawals and late additions. The size is 24 inches by 4 inches.
- The Range Committee should ensure the frames and placards are clean and presentable prior to placing them on the range.
- Each championship will be sent with 50 signs and 60 USGA logoed headers.
- 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. It is not recommended to pre-set the range for stroke play.

## **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 should 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. Each player should be provided with their caddies' packet which includes information relating to the competition; the Caddie Regulations, Pace of Play and Course Evacuation information. The player will give this packet to his caddie.

## **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. The USGA will help mediate any problems related to players and caddie fees.

## **Push Carts**

Push carts are an acceptable piece of equipment at USGA championships. Players may bring their own push cart or rent one from the Host Club. We recommend the host club ensuring that a fleet of push carts is available for the championship. The USGA can assist with further information. Sun Mountain is currently supporting our championships with complimentary push carts, (excluding shipping). USGA will provide contact information to the host club.

## **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).**



