



# **Hosting Manual**

## **U.S. Mid-Amateur 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
- 
- 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. Mid-Amateur Championship**

- Correct title is: XX<sup>XX</sup> U.S. Mid-Amateur Championship (or 20XX U.S. Mid-Amateur Championship)
- The schedule is two (2) days of practice rounds, 36 holes of stroke play over two (2) days to determine the 64 players for match play, and four (4) days to play 6 match play rounds. Final match is 36 holes.
- Entries are open to players who have an up to date USGA Handicap Index not exceeding 2.4 under the USGA Handicap System and who have reached their twenty-fifth birthday on or before the first day of Stroke Play.
- The field will be comprised of 264 players.
- Prizes at the Championship:
  - Winner: Gold medal and custody of the U.S. Mid-Amateur Trophy for the ensuing year. Exemption into the following year's U.S. Open and U.S. Amateur Championships and a likely invitation to the following year's Masters Tournament.
  - Runner-up: Silver medal
  - Other Semi-finalists: Bronze medals
  - Medalist (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. Mid-Amateur (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. – 8:50 a.m. Practice Rounds – 1<sup>st</sup> & 10<sup>th</sup> tees (groups of 4, 11 minute intervals)  
12:00 p.m. – 1:50 p.m. Practice Rounds – 1<sup>st</sup> & 10<sup>th</sup> tees (groups of 4, 11 minute intervals)  
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. – 8:50 a.m. Practice Rounds – 1<sup>st</sup> & 10<sup>th</sup> tees (groups of 4, 11 minute intervals)  
12:00 p.m. – 1:50 p.m. Practice Rounds – 1<sup>st</sup> & 10<sup>th</sup> tees (groups of 4, 11 minute intervals)  
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. – 8:50 a.m. Stroke Play Round 1 – 1<sup>st</sup> & 10<sup>th</sup> tees (groups of 3, 11 minute intervals)  
12:00 p.m. – 1:50 p.m. Stroke Play Round 1 – 1<sup>st</sup> & 10<sup>th</sup> tees (groups of 3, 11 minute intervals)

#### **Sunday**

6:00 a.m. – 6:30 p.m. Practice areas open  
7:00 a.m. – 8:50 a.m. Stroke Play Round 2 – 1<sup>st</sup> & 10<sup>th</sup> tees (groups of 3, 11 minute intervals)  
12:00 p.m. – 1:50 p.m. Stroke Play Round 2 – 1<sup>st</sup> & 10<sup>th</sup> tees (groups of 3, 11 minute intervals)  
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 of 64 (32 matches at 10 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 of 32 (16 matches at 10 minute intervals)  
1:00 p.m. – 1:45 p.m. Match Play Round of 16 (8 matches at 10 minute intervals)

#### **Wednesday**

6:00 a.m. – 6:30 p.m. Practice areas open  
7:00 a.m. – 7:20 a.m. Quarterfinal Matches (4 matches at 15 minute intervals)  
1:00 p.m. Semifinal Matches (2 matches at 15 minute intervals)

#### **Thursday**

6:00 a.m. – 6:30 p.m. Practice areas open  
7:00 a.m. Final Match – first 18 of the 36-hole final  
12:15 p.m. Final Match – Second 18 of the 36-hole final  
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 of 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
TOTAL	413	634	1047
Friday	1		1
Saturday	4		4
Sunday	8		8
Monday	9		9
Tuesday	13		13
Wednesday	23	75	98
Thursday - P1	64	112	176
Friday - P2	73	131	204
Saturday - SP1	73	131	204
Sunday - SP2	67	113	180
Monday - MP1	41	48	89
Tuesday - MP2&3	20	20	40
Wednesday - Q&S	18	8	26
Thursday - Final	11	4	15
Friday	1		1
TOTAL	426	642	1068

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

Occasionally, players will stay with host families to save money on hotel rooms and to meet more people in the local area. This is an optional offering on the part of the Host Club.

If offered, requests for private housing can either be made on the Player Pre-Registration online form or through special request. Placement of the players should be handled on a first-come, first-served basis or a lottery once qualifying ends. If

private housing is made available, the Host Club is requested to please have two or three families on stand-by for alternates who are accepted in the field at the last minute.

Below are various guidelines to assist both the host family and the player.

A letter should be sent to the potential host families and include the following information:

Some information to be communicated to any potential host family:

- Private housing will be provided from Wednesday (before Practice Rounds) through Thursday (Final Round). ***The Player should be informed that once they are eliminated from the championship, they will need to depart the private housing within 24 hours.***
- Private housing is provided for the player and at maximum one family member or guest. The first priority is to accommodate players. The USGA would appreciate if the Host Club could try to identify a few local homes where a player and his guest could stay together. Please bear in mind that sometimes a female may accompany the player. Once assigned to a house, a player may not switch houses (unless unusual circumstances prevail). In the case where a host family is willing to house more than one player, the club will do its best to assign players who ask to room together.
- The host family should realize that the range of players' ages varies.
- Other consideration should include: allergies, smoking, guest, etc.

Once the players' private housing is confirmed, share the host family and players contact information with each other. Usually the host family will meet the player at Player Registration, but arrival dates and such should be coordinated in advance.

## 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

- 1) **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.
- 2) **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.
- 3) **Players' Scrolls:** The USGA will provide two (2) Scrolls. One (1) for each club (if needed) and the Scroll Archival ink pens.
  - o **Single Scroll Dimensions: 17" wide x 24" high unframed.**
  - o **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).**
  - o **Have the scrolls framed by Wednesday of championship week, as the USGA presents the scrolls to the Host Club and the Co-Host (if applicable) on Thursday at the Prize Presentation Ceremony. 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.**
- 4) **Player Registration Envelopes:** furnished by the USGA, prepared by the Registration Committee - stuffed with the items listed below in the Registration Section. ***Bins will need to be provided by committee or host club***
- 5) **Set up Player Registration.** Diagram included.
- 6) **Championship Trophy:** obtain from a staff person in the USGA Office and display it prominently in the Registration area.
- 7) **Shipping** - The above items will be sent to club in advance of the championship.
- 8) **Signage** - should be created and placed outside and inside the clubhouse to direct players to the Registration location.

### 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. (2:00 p.m. official closing)**

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. **It is most important that the club telephone operator, the Golf Shop staff and the Registration personnel are advised to relay all calls and messages from players regarding registration, late arrivals or withdrawals to the USGA Office immediately after they are received.**

## **Registration Stations**

*(Please see generalized layout attached)*

### **1) Host Club Greeter**

Someone on the committee (usually the Chair) should be assigned to welcome the player as he enters the registration area.

### **2) Media Form Station and Player Photograph**

- **Media Form:** The player must provide his Media Information Form before he begins the register process. The USGA will provide the Greeter with a list of players who have not filled out the electronic Media form prior to arrival, they must do so on the laptops provided or manually. This process must be completed and any Media forms the player may bring with him should be collected before the player proceeds to the Photograph area.
  - ***Please Note: A hard line or wireless capabilities will be needed for the Media form laptops.***
  - USGA will provide media forms and clipboards for backup in case internet should be disabled or availability of computers is limited.
  - If the player filled-out his Media form, the Greeter will direct player to the Photograph area.
- **Player Photo:** 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 IT Department will be available for the Media and Photo area set-up and training.

### **3) Master Registrar Station**

Sign-in – using the USGA laptop with current player download or a computerized spreadsheet provided by the USGA, the registration committee staff member will man this station and:

- Verify pertinent player information: pronunciation of player's name, proper spelling of name and hometown. This information is given frequently to the USGA Office during registration so the website can be updated.
- Verify accommodations or local phone and address.
- Confirm player cell phone number and provider for texting purposes in case of any type of delay or suspension of play.

### **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 Players' 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. If the Club charges a fee for a player's guest (s), the fee should be collected at registration.
- If parking passes are being used, they can be distributed at this time unless pre-packed in Player Packet.

### **6) Caddie & Practice Round Information Station**

- Staffed by a member of the a member of the Golf Shop and/or the Caddie Master
- Players who have reserved and confirmed a club caddie or bringing their own caddie will receive their caddie's information packet at this time.
- Starting times will need to be confirmed for both courses for Thursday and Friday.

### **8) Player Gift**

Mementos from both the club and the USGA are given to each player after they complete all Player Registration Stations.

**9) Packet Distribution Station**

- Pull Player’s Packet.
- Offer a quick description of what is in the packet to the Player.
- Call specific attention to the Player’s badge.

**10) Bag Tag and Player Badges Distribution Station**

- If bag tags and player badges are not included in the player packet, they should be neatly arranged on tables
- Separate tables will likely be needed for bag tags and badges respectively

The items below are included in the Player Packet and will need to be stuffed into the packets by the Registration Volunteers. Bill McCarthy and Kevin Fullenkamp would appreciate the opportunity to proof all materials prepared by the Club before copies are made and inserted in the Players’ Packets. Please have additional copies of the pertinent packet materials available for the USGA Officials; these can be distributed to them in the USGA Office.

Item	Provided By
Player’s Badge	USGA, Engraved by Host Club
Championship Bag Tag	USGA
Official Score Card (both courses)	USGA
Tee Times with an alphabetical listing of players	USGA <i>*An electronic version to be sent to the club as soon as available.</i>
Course Evacuation Plans and Map	USGA
Schedule of Events Pace of Play Memo and Yardage Chart(s) USGA Memo Regarding Rules of Golf Local Rules	USGA
Official Championship Program	Club <i>*Provide extra copies to USGA Office</i>
Memos or Handbook concerning: <ul style="list-style-type: none"> <li>• Welcome letter from the Host Club</li> <li>• Transportation telephone # and schedule</li> <li>• Club food service hours</li> <li>• Locker room and practice range hours</li> <li>• Area restaurants</li> <li>• List of doctors and hospitals, etc.</li> </ul>	Club (optional)
Yardage Books	USGA

**11) Pace of Play Station**

Staffed by USGA Volunteers.

**12) 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

<p>Area for:  <b>Photo - Player</b>          Chair + power for camera set-up</p> <p>~~~~~</p> <p>~</p> <p><b>Media Form</b>          Power for computer(s) set-up</p>	<p><b>Master Registrar &amp; Power for computer set-up</b></p>	<p><b>Players' Scroll(s)</b></p>	<p><b>Parking Passes</b></p> <p><b>Special Events</b></p>
<p>Enter - X (Greeter)</p> <p><b>Championship Trophy Displayed</b></p> <p>Exit - X (Tour Guide)</p>			<p><b>Caddie list and packet distribution</b></p>
			<p><b>Practice Rounds optional (at Golf Shop)</b></p>
	<p><b>Pace of Play (USGA Staff)</b></p>	<p><b>Player Packets</b></p>	<p><b>Memento Player Gift</b></p>

### Volunteers

We suggest 12 Volunteers plus 3/4 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 make sure to arrange for a continental breakfast and a light lunch if possible to those volunteers working Player Registration, especially if they are volunteering the entire day each day.*

### Yardage Books

The USGA contracts an independent company to create yardage books for the championship. An appropriate amount to cover all players and caddies will be created along with a buffer amount. If the club wishes to purchase more than that amount, it will have the ability to do so directly through the vendor.

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 and generally range between \$25 and \$60 per player. The Host Club should order 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:**

- 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)
- Cherry wood Keepsake Box
- Club Glove travel golf club carrier with the logo embroidered on it
- Money clip with championship logo

## **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.

### **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 Bill McCarthy and Kevin Fullenkamp will oversee communication to alternates.

### **Notification**

Once all qualifying is complete, the USGA will develop a list of all qualifying sites, ranking them in numeric order. This list is known as the Reallotment List and is used to determine the alternate that would be first in line to replace a player based on the below scenarios.

If a Qualifier withdraws, the 1<sup>st</sup> Alternate from that corresponding Sectional Qualifying Site will be contacted by the USGA to replace the withdrawn player. If the 1<sup>st</sup> Alternate declines, the 2<sup>nd</sup> alternate from that same site will be contacted. If both decline, then the 1<sup>st</sup> Alternate from the next Qualifying Site on the Reallotment List will be used to replace the withdrawn qualifier. If the 1<sup>st</sup> Alternate declines, the 2<sup>nd</sup> alternate from that same site will be contacted. If he too declines, this process will be repeated using the next Qualifying Site on the Reallotment List.

If an Exempt Player withdraws, the Reallotment List will be used to determine the appropriate alternate. The 1<sup>st</sup> Alternate from the Qualifying Site which is next on the Reallotment List will be contacted by the USGA. If the 1<sup>st</sup> Alternate declines, then the 2<sup>nd</sup> Alternate from that same Qualifying Site on the Reallotment List will be contacted. If both decline, this process will be repeated using the next Qualifying Site on the Reallotment List.

### **Privileges**

Alternates are required to check in with the USGA office when they arrive on site at the Host Club. The USGA will be able to explain their privileges and determine their rank in positioning in the event of a withdrawal.

### **Room Block Access**

The USGA will consult with the Host Club and offer hotel rooms in the player room block to alternates based on space availability. Private homes will not be offered and no accommodations will be guaranteed.

### **Parking**

The USGA will consult with the Host Club and offer a preferred parking pass to alternates based on space availability. No player parking pass will be issued unless the player enters into the field.

### **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 practice 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

- Credentials should be printed and distributed to all groups attending the championship in any capacity other than as a spectator. Credentials should identify the category of attendee and the access to championship facilities that attendee should have. The Club, USGA or both entities will/may produce credentials for their areas of responsibility. This will be determined by need and access to facilities.
- The category of attendee should be printed on the front of the credential and can be personalized as necessary.
- The access to championship facilities is usually designated by a color code or text description part of the credential (border, name bar, etc.).

**Examples of color codes and name access for the Host Club:**

Bar Code	Category	Printer
	Host Committee	Host Club
	Club Staff	Host Club
	Volunteer	Host Club
	Player Guest, Special Guests	Host Club

Examples of colored badges for the USGA (USGA supplied) would be:

Bar Color	Category	Printer
<b>Bronze Badge</b>	<b>Player</b>	<b>Host Club Engraves Badge Supplied by USGA</b>
	<b>USGA Committee (Rules)</b>	<b>USGA</b>
	<b>USGA Staff</b>	<b>USGA</b>
	<b>USGA Guest and Future Sites</b>	<b>USGA</b>
	<b>Media</b>	<b>USGA</b>

The greater the restriction on club access, the greater the need for credentials. If full access to club facilities other than locker rooms is permitted, few credentials are needed.

## Credential Design

The Host Club 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 Examples: (Host Club determines the colors codes) USGA Graphic Standards approval required.



USGA Credentials – printed and distributed by USGA:



Player Badge without the BLACK Engraving.



If using credentials, the club can create their own or use the generic USGA template.

## **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 (264), 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 (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 can be a section of the player's locker area (providing there is enough space) or can be located in the Ladies Locker Room. For the female members of the USGA Committee, a portion of the Women's locker should be isolated for women. Only USGA officials are allowed in the Officials' Locker Room. Hand tags can be used as locker name plates.

Nothing elaborate is required at Co-Host Course for Officials.

## **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 including tax. 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 \$20 - \$25 including tax. 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.

### **Payment**

The USGA will pay for the meals for players and select USGA attendees. Those guests will be given a specific credential identifying them as USGA. The USGA will reimburse the Host Club for each meal during the championship. A procedure should be set up so that players' families and guests can pay for their food in the USGA dining area. Cash and credit cards should be accepted.



## Suggested Breakfast and Lunch Schedule

	Wed Reg	Thurs P1	Fri P2	Sat SP1	Sun SP2	Mon Rd. 64	Tues Rd. 32/16	Wed QF/SF	Thurs F
<b>Breakfast</b>		6:00 a.m. 10:30 a.m.	6:00 a.m. 10:30 a.m.	6:00 a.m. 10:30 a.m.	6:00 a.m. 10:30 a.m.	6:00 a.m. 10:30 a.m.	6:00 a.m. 10:30 a.m.	6:00 a.m. 10:30 a.m.	6:00 a.m. 10:30 a.m.
<b>Lunch</b>	11:00 a.m. 3:00 p.m.	11:00 a.m. 3:00 p.m.	11:00 a.m. 3:00 p.m.	11:00 a.m. 3:00 p.m.	11:00 a.m. 3:00 p.m.	11:00 a.m. 3:00 p.m.	11:00 a.m. 3:00 p.m.	11:00 a.m. 3:00 p.m.	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 near Holes 9 and 18 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 determine all components including location, menu, attendees, etc. and will cover all relevant costs. The USGA will consult with Host Club on possible locations, list of club invitees and potential featured speakers.

### 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. As many attendees will be staying at the host hotel and the transportation requirements would be minimal if held there.

### 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.

#### **1. 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.
- Multiple Food stations located on the perimeter of the room. **NOT buffets.**
- Open Bar

*\*See Set-Up Diagram example following page*

#### **2. 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

*\*See sample Agenda on following page*

#### **3. 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.

## **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:** 5:15 p.m. – 6:00 p.m.

**Location:** Near the dinner location

#### **1. Meeting Room Set-Up**

- 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)

## **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.

## **Sunday BBQ**

### **\*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

## **Prize 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:

<b>Item</b>	<b>Provider</b>
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.

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:** 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. 64	Tues Rd. 32/16	Wed QF/SF	Thurs F
<b>Players</b>	70	220	250	250	250	70	40	20	5
<b>USGA Staff &amp; Officials</b>	30	40	40	40	40	40	40	30	25
<b>Media</b>	5	5	5	10	10	10	10	10	10
<b>Volunteers</b>	30	30	30	100	100	100	70	50	30
<b>Spectators</b>	5	5	5	100	100	100	100	100	100
<b>Total</b>	140	300	330	500	500	320	260	210	170

## **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

## **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. Carts may be returned as late at 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, which often happens. The Host Club should make repeated reminders to all cart users about this point.

## **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. Cart shuttles are the normal mode of transportation and if so chosen, ELECTRIC multi-passenger carts are the most efficient.

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. There are two (2) parts to an evacuation plan: 1) players, caddies and officials and 2) spectators.

### **Players, Caddies & Officials**

The Host Club should develop an Evacuation Committee which is responsible for 1) devising a course evacuation plan (to be approved by USGA); 2) transporting players, caddies, and officials to safety in the event of inclement weather; and 3) transporting players, caddies and officials back to the same location for resumption of play.

The number of volunteers needed depends on how many vans are required for the Host Club and the Co-Host. Turnaround time must be quick and efficient.

#### **Requirements**

- The Host Club should designate specific shelter sites which are safety enclosures with four sides and a roof. Structures such as homes, permanent buildings, office trailers and even vehicles or school buses are suitable.
- Within a close proximity to the shelter sites, the Host Club should stage vehicles that can transport players, caddies, walking scorers, standard bearers and USGA Officials to the clubhouse in the event of a prolonged delay. Any vehicles will work but 12-15 passenger vans prove to be ideal for this purpose.
- The shelter sites should be designated with a course designation (Site 4G, Site 12FW, etc.). The USGA and the Host Club will develop a plan so that groups know which site to seek shelter depending on their location on the golf course.
- During championship week, drivers should be assigned to each vehicle and be ready to activate the plan as necessary. These drivers should be trained in the evacuation process and the routes for the evacuation vehicles.

### **Air Horns**

The USGA will provide air horns for signaling the suspension and resumption of play. During practice rounds, the Host Club will designate individuals to carry air horns. During championship rounds, the USGA rules officials will carry the air horns.

### **Decision for Suspension of Play**

Decision on suspending play/course evacuation will be made by the USGA with the assistance from the on-site Meteorologist. The USGA Meteorologist will be responsible for setting up and monitoring the weather computer and lightning detection device.

### **Radios**

The USGA will provide a USGA issued radio to the Course Evacuation Chair and the Golf Course Superintendents

### **Evacuation Map**

The Host Club should develop an evacuation map for each course in conjunction with the USGA. This map should indicate the location of the evacuation shelter sites and include a chart to show the groups where to proceed based on their location on the golf course. The USGA will print copies to put in Player Packets and also copy the map onto the back of the hole location sheets each day. A sample of an evacuation map is below. The Host Club(s) will work together with the USGA to build the plan.

### **Spectators**

It is the USGA's intent to notify spectators and volunteers in advance, if possible, of approaching inclement weather. Spectators are not permitted at the Evacuation Sites. Since providing shelter for spectators over hundreds of acres is not practical, the USGA will use a system whereby USGA staff and officials will verbally notify spectators when inclement weather is detected within a potentially dangerous range. The intent behind this action is to notify spectators and volunteers, when possible, of potentially dangerous weather before play is suspended, so time is given for spectators to move in the direction of shelter. All volunteers are advised to use their best judgment about when to take cover. The USGA does not expect any volunteer to take undue risks.



## 8th U.S. Amateur Four-Ball Championship Emergency Evacuation Plan River



CH	Clubhouse	Walk-In
2G	#2 Green	Carts for drive in – Led by Evac Committee
5G	#5 Green	Carts for drive in – Led by Evac Committee
13F	#13 Fairway	Carts for drive in – Led by Evac Committee
15G	#15 Green	Carts for drive in – Led by Evac Committee

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

## **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 two (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 Bill McCarthy and Kevin Fullenkamp get 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:

<b>ITEM</b>	<b>TOTAL CRATE/BOXES</b>	<b>WEIGHT</b>	<b>FROM</b>	<b>LOCATION</b>
AIR HORNS	Drop-Shipped			USGA OFFICE
CADDIE BIBS	3	50 lbs	USGA	HOST CLUB
CHAMPIONSHIP TRUNK	1	100 lbs	USGA	USGA OFFICE
COPIERS	8	100 lbs	RICOH	USGA OFFICE
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	50 lbs each	SAFARI IT	USGA OFFICE
RADIOS, CHARGERS, ETC.	20 BOXES, 2 BLACK CASES, 1 GREY CASE		CREATIVE COMMUNICATIONS	USGA OFFICE
SCORING KITS	4-5 Yellow	120 lbs total	USGA	SCORING CENTRAL
RANGE BALLS	45			GOLF SHOP
SCORING TOOLS	1	20 lbs	USGA	SCORING CENTRAL
SCORE SHEETS	2		USGA	USGA OFFICE
SIGNAGE	2-3 Pallets		EVENT SOLUTIONS	MAINTENANCE
STARTER BOX	2	40 lbs	USGA	USGA OFFICE
STARTER PODIUMS	4	100 lbs	EVENT SOLUTIONS	MAINTENANCE
TEE MARKERS	2	50 lbs	USGA	MAINTENANCE
TOOL BOX	2	50 lbs	USGA	USGA OFFICE
TEE SIGNS	6	150 lbs	EVENT SOLUTIONS	MAINTENANCE
UMBRELLA/PAINT GUNS	2	100 lbs	USGA	USGA OFFICE
WEATHER EQUIPMENT	5		THORGUARD	WEATHER ROOM
SUPPLIES FOR USGA OFFICE AND REGISTRATION	15		USGA	USGA OFFICE

**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 includes four (4) separate work areas:
  1. Office space for administration staff
  2. Office space for rules staff
  3. Work area for staff and Executive Committee
  4. Common area for radio distribution and equipment staging.
- Ideally, this is a 20x20 room cleared of any furniture, lined with 8 footers with 2 8 footers in the middle
- Three (3) desks and executive chairs or just 2-3 Executive Chairs
- 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 are needed to operate all of the electrical and telephone equipment. It is very important that the office has enough electrical power at all times.
  - 4 small waste baskets and 2 large trash cans
  - 5 extension cords
  - 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 15 days (Four days prior to Registration and one day following Final Match of the championship).**

## 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 is large enough for six (6) USGA staff members to work simultaneously.
- One (1) desks and executive chairs.
- Work tables (skirted) and chairs in numbers to be determined by the USGA.
- USGA will provide a black and white printer. A high speed, color copier with duplicating, sorting, stapling capabilities. 220-volt electrical outlet is optional.
- 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 is needed to operate all of the electrical and telephone equipment. It is very important that the office has enough electrical power at all times.
- Waste cans and small cooler with waters and sport drinks.

**The USGA office at the Co-Host and all equipment and services will need to be operational for 7 days (Tuesday of advance week through Monday of championship week).**

## General Information for USGA Offices

- The USGA will need layouts (including measurements) of each of the rooms that will be utilized as office space. From these layouts, a diagram will be provided to the club with the exact furniture requirements.
- The USGA will cover the cost of the installation of the internet system for the USGA Offices. USGA will need a cost estimate before any installation work begins.
- Operating instructions and/or manuals for the requested equipment should be available in the USGA Office when the USGA staff arrives.
- Names, daytime phone numbers, and after hour phone numbers for the companies and/or service technicians for the requested equipment is mandatory.

## **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 Wednesday, 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 (location: Private Meeting/Dining Room)**

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

### **Media Center Requirements**

**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.

**Interview Area:** Post-round interview area to be located in a 10' x 10' partitioned off portion of the Media Center.

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

### **Club Responsibilities**

- **Carts**
  - Two (2) carts should be authorized and signed for by a member of the USGA Communications Department each day during the week.
  - One (1) additional cart should be allocated for Television during the Championship match (if the championship is televised or highlights filmed, more will be needed and the provider will coordinate needs).
- **Electrical Power (For Media Center)**
  - At least one (2) outlets near the USGA staff media work area.
  - Eight (8) general outlets scattered throughout the Media Center.
  - Interview area.
  - One (1) outlet for the large copier in Media Center, usually requires a unique power supply.
- **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).
  - 10-12 chairs (Media Work Area).
  - Large trash containers located at the end of each row.
  - Refrigeration Cooler required in Media Center.
    - 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**
  - In a preferred parking area, near clubhouse if possible.
  - 6-8 parking spaces in designated parking lot.
  - Parking passes will be printed by USGA/Host Club and distributed to USGA media contact.
- **Programs and Groupings / Starting Times Sheets**
  - 25 programs and pairing sheets are needed. (Please have these delivered to the media center).
- **Wi-Fi Throughout Media Office**
  - Hi Speed hard lines in Media Registration and last row of seating (for USGA staff)



## **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.

While each championship may have unique USGA requirements, the basic services in need are listed below:

### **Proposed High Speed Locations and Requirements**

#### **I. Media Center**

##### **i. USGA Media Center - USGA Staff**

- *Recommended one dedicated high speed line (20/5 Mbps) for data*
- *Wired network drops required.*

##### **ii. Media Work Area**

- *Minimum of one dedicated high speed line (20/5 Mbps)*

#### **II. USGA Office**

- *Minimum of one dedicated high speed line (20/5 Mbps) for data*
- *Wired network drops required.*

#### **III. USGA Meteorologist**

- *Minimum of one dedicated high speed line (10/2 Mbps)*

#### **IV. Player Registration**

- *Minimum of one dedicated high speed line (10/2 Mbps)*
- *Wired or wireless*
- *May use club line if available.*

#### **V. USGA Office – Co-Host**

- *Minimum of one dedicated high speed line (20/5 Mbps) for data*
- *Wired network drops required.*

#### **VI. USGA Scoring Office (If separate from USGA Office)**

- *Minimum of one dedicated high speed line (10/2 Mbps)*
- *Wired network drop required.*

## **Tents**

The USGA will purchase (10' x 10') to be erected near scoring areas on each course, as well as on 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 Creative Communications as their main vendor. Creative Communications will ship radios to the Host Club directly. These radios should be stored until a Creative Communications Representative arrives onsite. That representative will set up the radio system, test the full system and remain onsite to monitor and troubleshoot as necessary. If applicable, that representative will transport radios to the Co-Host.

During set up, the Bearcom will likely need access to the Host Club's (and Co-Host's if applicable) clubhouse and roof to install repeaters. 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 and deliver to the USGA office. These repeaters will require a power source.

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 50 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 Creative Communications as their main vendor. Creative Communications will offer preferred USGA pricing to Host Clubs directly if the Host Club would like to use them. That same Creative Communications representative would set up the Host Club radio system, test the full system and remain onsite to monitor and troubleshoot as necessary.

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.

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.

# 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.

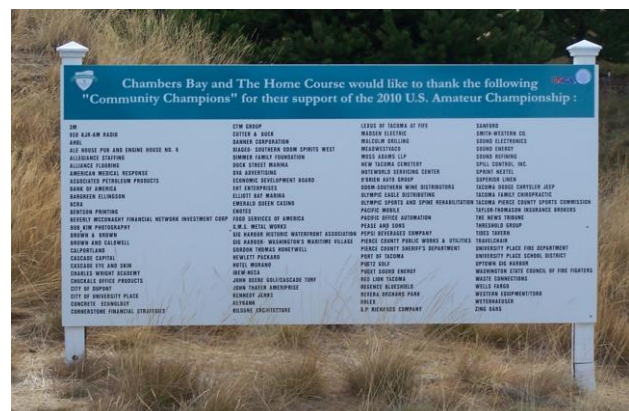
## Directional Signage

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**

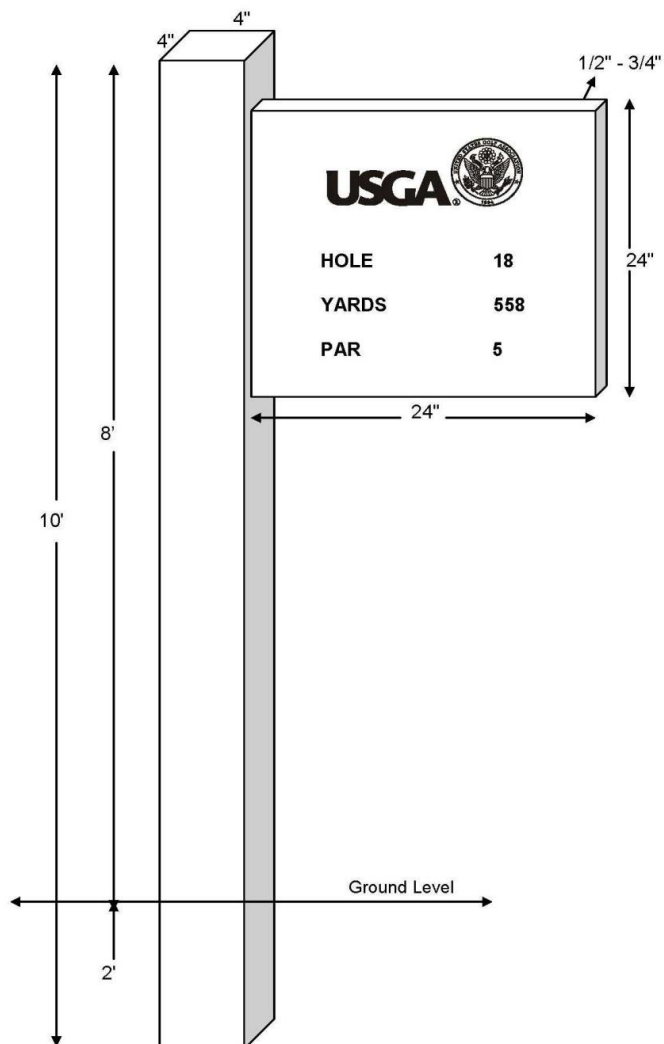
Informational signage is a catch-all group of signs that covers a broad range of functions. Examples of informational signage include:

- 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 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 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, white and blue and assigned by grouping order. First Player = Red, Second Player = White, Third Player = Blue. Players receive these colors regardless of the number of caddies in each group. If player A does not have a caddie, player B still receives white.

Once match play begins, the bib colors will be red and white. The "PLAYER ON TOP" of the match play draw receives red, player below receives white, 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. Players competing in the playoff will receive a blue bib.

**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 up 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 player's 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. Use of "Course Closed" signs would be preferable.

### **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 are there for a reason and 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.
- Introduce each player casually/softly if the crowd warrants: "John Smith." The USGA does not want any other information to be announced.

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

## **MEDIA & CORPORATE SUPPORT**

### **Media Day**

The USGA and the Host Club should jointly host a Preview to publicize the championship. This is optional on the part of the club.

### **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.
- *See example of Preview diagram below*

## Items and Responsibilities

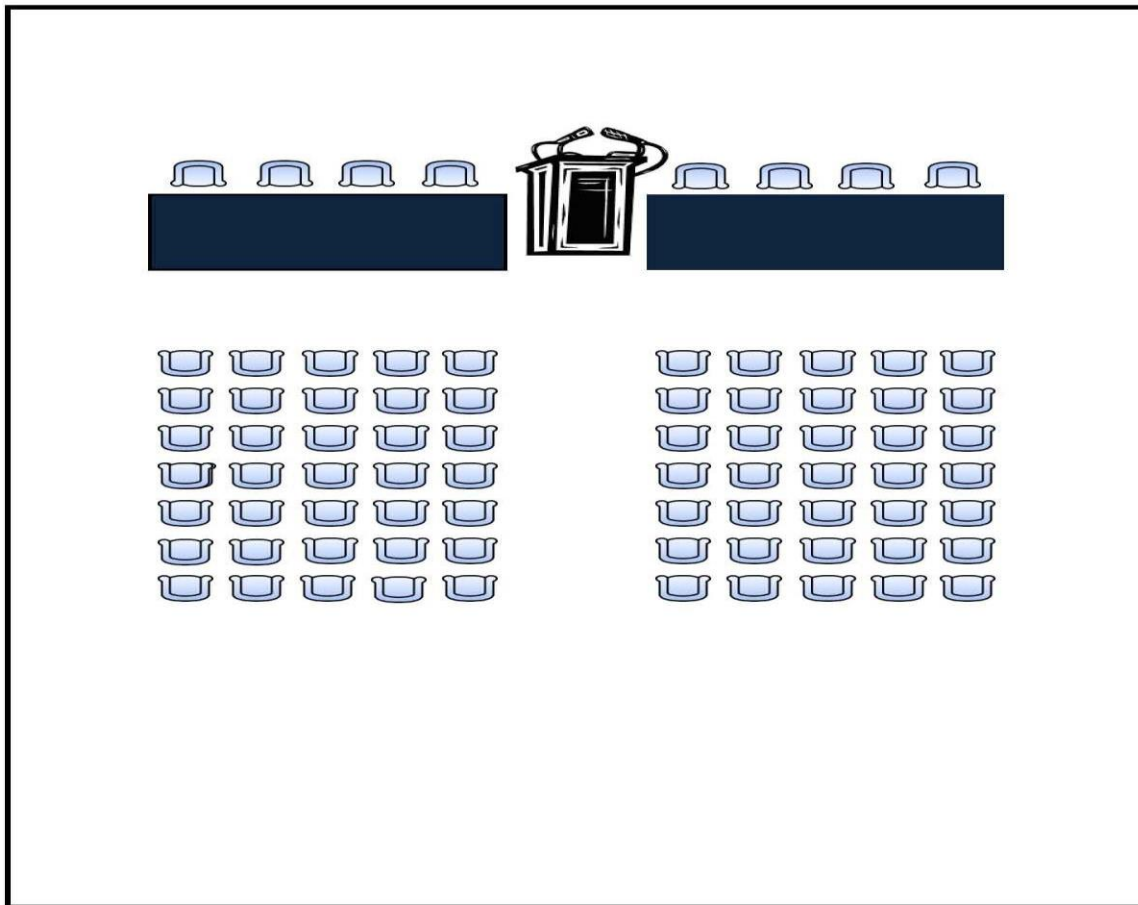
Item	Responsibility
Audio and Visual Equipment	USGA
Food and Beverage	USGA
Golf & Carts or Caddies	Club

## 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)

Preview Diagram

Example



Preview Set-up





## Championship Program

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, printing costs have come way down thus making it more affordable that even if the Host Club chooses to move forward with this publication. Other benefits of printing a program include:

- Provides a keepsake for players, volunteers, members and spectators
- Provides an avenue for the Host Club to tell its history
- Provides an avenue to recognize supporters of the championship
- Provides a way to thank specific groups of individuals such as committee chairs

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.
- The USGA will design the cover for the Championship Program.
- 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 (American Express, Deloitte, Lexus, Fox Sports and Rolex) 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 ad must be obtained directly from Titleist (Bill McCarthy can provide contact information).
- 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 finished program to Kevin Fullenkamp

**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 Corporate 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.

These corporate partners may or may not specifically have a role in the championship. The USGA will help you determine these potential roles and what the corporate partners may need in return for this support.

### **Corporate Support**

There are many ways for a company to support the championship. Companies can support the championship with large or small financial contributions and/or in-kind donations. These companies should be recognized as a “Supporter” or “Friend”. It would be common for Host Clubs to separate these companies into tiers of “Supporters” depending on their level of participation. The term “sponsor” or “partner” is not acceptable.

Note: When approaching companies to ask them to support the championship, the USGA is extremely sensitive about companies that fall within certain industries. These industries include but are not limited to tobacco, firearms/weapons, alcohol and manufacturers of golf equipment. Please be mindful of companies within these industries and check with the USGA beforehand to see if any specific restrictions may be in place.

### **Recognition Guidelines**

Host Clubs will be allowed to recognize supporters in certain ways. Assuming the Host Club develops a tier system for their supporters, it is normal to recognize these levels in different ways. All potential ways of recognition should be pre-approved by the USGA. Examples of recognition methods include but are not limited to the following: (“list” items are NOT to include company logos, logos are permitted in publications.

- List companies on signage at the championship. No logo.
- List companies on a pocket guide that will be used locally to create awareness. No logo.
- List companies on a table card that will be used locally to create awareness. No logo.
- List of companies on a banner that will be used locally to create awareness. No logo.
- List of companies on a billboard that will be used locally to create awareness. No logo.
- Provide each company with an advertisement page in a championship publication such as a magazine. USGA advertising guidelines must be followed. Logo.
- List each company on a specific page within a championship publication such as a magazine. USGA advertising guidelines must be followed. Logo.
- Provide each company advertising space on a panel(s) within the pairing sheet. USGA advertising guidelines must be followed. Logo.
- List each company on a specific panel within the pairing sheet. USGA advertising guidelines must be followed. Logo.

## **Advertising Guidelines**

### **General Information**

- No wording that infers sponsorship or USGA endorsement of any kind is permitted from any advertiser other than a USGA Partner.
- Only the USGA Partners identified above are permitted to use the USGA name and logo, championship logo or image of the championship trophy, which must be submitted to the USGA for prior approval.
- Only the USGA partners identified above are permitted to use championship and/or trophy imagery. Non-USGA partners may use club imagery but must obtain permission and approval from the host club. The advertiser must obtain any permissions and approvals from individuals (professional golfers, amateur golfers, or models) who are clearly identifiable in the advertising creative.
- All advertising in USGA materials is subject to prior review and approval by the USGA and should be submitted to the USGA no less than 10 business days before the anticipated print deadline. The USGA reserves the right to deny any advertisement it finds objectionable in any way.
- No third-party entity will be permitted to reference any other partnership, relationship or sponsorship it has with another party or entity.
- All ads (including congratulatory ads) promoting or containing tobacco products, firearms and products that do not conform to the Rules of Golf are prohibited.
- All ads for products that conform to the Rules of Golf must contain the following disclaimer on every ad page: "The USGA does not endorse or sponsor XYZ or its products in any way."
- Ads promoting alcohol products, including beer, wine and hard liquor, are permissible in all but the junior programs and are subject to prior approval. Alcohol ads appearing in the junior programs may not use an image of an alcoholic product, but may be worded to offer the company's support of the event. For example: "XYZ Vodka Distributing Wishes the Best of Luck to All Participants of the U.S. Women's Open Sectional Qualifying."
- Exceptions to any of the advertising guidelines will be considered on a case-by-case basis by the USGA.

### **Championship Programs**

If the host site elects to produce a program or championship-focused publication, the following guidelines apply:

- Only USGA partners can use language in championship advertising which infers a relationship with the USGA, championship or host club, including the phrases "proud to support" and "proud to be associated with" and words such as "supporter," "sponsor," "patron," "donor" and "official." The USGA reserves the right to deny the use of language it finds objectionable.
- Congratulatory and best-of-luck text is permitted for all other advertisers. Examples allowed: "Bank of America congratulates all the qualifiers of the U.S. Open Championship." Welcome text is permissible, but must include "during," and cannot include "at," "for" or "in connection with" the championship. For example, the following is permissible: "Bank of America welcomes golfers/golf community/USGA/name of qualifying to the community/city/town during {championship} Sectional Qualifying."
- Corporate partner competitors cannot purchase advertising on the back cover.
- Use of USGA logo, championship logo or trophy in ads is not permitted.
- Coupons and ads for individual supporters (non-business) are not permitted.

### **Championship Groupings & Starting Times**

- Ads for USGA partner competitors are NOT permitted.
- Text listing of championship supporters is permitted. Logos may not be used.

### **Supporter Language**

- Companies that provide financial support may be listed in the championship program and on Thank You signage. However, the listing must be in reference to supporting the host club and the championship, not the USGA.
- The USGA should not be listed as a supporter of its own championship in a list of championship supporters.
- In all forms of supporter listings, USGA Partners must be prominently listed separate to other championship supporters.

## **Billboards/Banners**

- Billboards and banners from the host club promoting the championship must focus on the championship. At the bottom of the billboard or banner, it is permissible to state "The [name of championship] would like to thank" and include a listing of advertiser names. Logos other than those of USGA Partners cannot be used.
- The championship logo cannot be used if the billboard or banner includes third-party advertising.

## **Posters**

- The championship logo may be used if there is no third-party advertising. No third-party advertising is permitted when the championship logo is utilized.

## **Thank You Ads**

- The championship logo may be used if there is no third-party advertising. No third-party advertising is permitted when the championship logo is utilized.

## **Digital & Social Extensions**

- Companies that provide financial support may be listed on championship website in recognition of their support of the championship. Non-USGA partners cannot be represented as a sponsor of a specific element on the championship website (i.e. leaderboard)
  - The listing of championship supporters must be in reference to and in recognition of the support provided to the host club and the championship, not the USGA.
  - Text listing of championship supporters is permitted. Logos may not be used.
- Companies that provide financial support may receive digital banner ad on the championship website promoting that companies' products and/or services or includes congratulatory and best-of-luck text. All digital ads must be submitted to the USGA for prior approval. Non-USGA partners' digital ads cannot include:
  - The USGA name and/or logo, championship logo or image of the championship trophy.
  - Language which infers a relationship with the USGA, championship or host club, including the phrases "proud to support" and "proud to be associated with" and words such as "supporter," "sponsor," "patron," "donor" and "official." The USGA reserves the right to deny the use of language it finds objectionable.
  - Championship and/or championship trophy imagery
- Congratulatory and best-of-luck text is also permitted in social posts from companies that provide financial support (see examples outlined in "GENERAL INFORMATION")
- Use of imagery in digital ads and/or social posts by non-USGA partners follow the same guidelines outlined in "GENERAL INFORMATION"

## **Vehicle Signage**

- Signage for vehicles obtained from Lexus may use the championship logo and the phrase "Championship Vehicle" on the car door. The USGA logo may not be used.
- Signage for vehicles used for operational purposes (i.e., evacuation vehicles) obtained from any other vendor may use the championship logo and the phrase "Championship Vehicle." The USGA logo may not be used. The dealer name may be included as the vehicle provider; however, the name cannot include the brand. For example: "Provided by Smith Motorcars" is acceptable, but "Provided by Smith Ford" is not acceptable.
- Any vehicle signage not provided by the USGA or Lexus must be submitted for approval prior to printing.

## **Clocks**

- If any championship venue has a permanent clock branded with timepiece manufacturer other than Rolex in a general spectator area, then upon the USGA's request, such clock will be covered (or branding masked) throughout practice days and competition days of the championship

***The USGA reserves the right to alter these advertising guidelines at any time.***

## 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.
- **Supporter/Friend**  
It is important to remember that the USGA has Corporate Partners, so we need to avoid using the word partner in association with these relationships. Supporters of the Championship or Friends of the Championship are acceptable uses.

## **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:

a. 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](http://www.yearclub.org) or [www.20XXMid-Amateur.com](http://www.20XXMid-Amateur.com) is not acceptable);

Or

b. 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](http://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

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.

## Tee Times Sheet

*"Tee Times" is the official terminology used by the USGA. Please use this wording in lieu of "Pairing Sheets".*

It is the Host Club's responsibility to produce complimentary daily groupings and starting time sheets to be given to the players, officials, club members, media and spectators. The tee time sheet should contain the following:

- A front cover will be designed by the USGA and artwork will be provided to the Host Club.
- A course map that would show the course layout and the main spectator facilities. A sample of the map is below:
- This is NOT an evacuation map.



- The hole/par/yardage chart.
- The groupings or match-play tree provided by the USGA (see below for sample).
- Advertising may be included on the groupings and starting time sheet subject to USGA rules and regulations.

Most tee time sheets are produced as 11"x17" in full size and folded 3-4 times to final distribution size.

The suggested shell paper type should be a "flat uncoated" finish.

A local printer should be located to produce the tee time sheets or if a capable person on sight is able to produce, this is also acceptable.

The Host Club should develop one shell (one side of the full slick) that will include the front cover, the course map and any approved advertising. The reverse side will be held for the stroke play groupings or match-play tree provided by the USGA. The final shell design should be sent to the USGA for approval. Once approved, the shell can be printed in full prior to the championship or on a daily basis.

# Stroke Play Tee Times Slick

The USGA will design the slick for the groupings for the stroke play rounds. Registration Committee will confirm player hometowns, etc and this information will be given to the USGA scoring staff who will confirm the player names, hometowns and starting times for stroke play and finalize the design of this slick.

Once completed, they will create a PDF of the stroke play information and send to the Host Club's printer. This will take place Friday once all players have registered. The same information will be used for tee time sheets on Saturday and Sunday. We do not update the tee time sheet after round 1 scores.

## Sample of a one-page Stroke Play Tee Time slick.

During stroke play, tee time sheets should be distributed at both the Host Club and Co-Host (if applicable). A simple course map of the Co-Host showing the course layout and spectator facilities can be printed on a one page sheet and inserted into the tee time sheet.

United States Golf Association, Golf House, Far Hills, NJ			
Saucon Valley Country Club - Old Course (OC) / Weyhill Course (WC)			
	OC	WC	
	#1 Tee	#10 Tee	
	Saturday	Sunday	No.
	AM	PM	
73 Aherm, Brian	206	Garrett, Ben	250
218 Alberston, Hans	253	Gergen, Dylan	179
138 Altempach, Drew	222	Phillips, Luke	34
106 Anderson, Stephen	103	Geyer, Nick	178
250 Arison, Dan	89	Gleason, Walter	178
140 Atkinson, Zach	152	Giles, Christopher	8
86 Aydtatt, Brandon	92	Girard, Jaime	36
	83	Golden, Jeff	195
	56	Gougeon, Matthew	126
	121	Grabman, Kevin	243
	121	Green, Michael	86
	121	Greene, Andy	28
	121	Gro, Andrew	136
	121	Gwyn, Bubba	182
	121	Hack, Michael	24
	121	Haddis, Denver	196
	121	Hamilton, Greg	205
	121	Hammock, Cason	78
	121	Hance, Douglas	30
	121	Harrington, Michael	19
	121	Harvey, Scott	74
	121	Haskell, Brian	183
	121	Hickler, Jesse	74
	121	Hickey, Brian	113
	121	Higgins, Brian	154
	121	Hobub, Matthew	255
	121	Hudgens, Chad	32
	121	Humbles, Blake	249
	121	Humerickhouse, Keith	97
	121	Hunter, John	248
	121	Hyde, Trevor	31
	121	I	248
	121	Ibbotson, Chad	131
	121	Irving, John	28
	121	Isler, Josh	90
	121	J	12
	121	Jackson, Tim	111
	121	Jarvis, Justin	86
	121	Jennings, Dan	211
	121	Johnston, Cully	217
	121	Jones, Ricky	62
	121	K	44
	121	Kana, Timothy	18
	121	Kaplan, Jordan	174
	121	Kelly, John	9
	121	Kennedy, Brian	132
	121	Kilgus, Brian	210
	121	Kilgo, Matthew	101
	121	King, Garrett	227
	121	Kop, Brandon	25
	121	Kranich, Pete	8
	121	L	28
	121	Laird, Brandon	87
	121	Lance, Randy	109
	121	Largent, Lawrence	7
	121	Larson, Craig	257
	121	Latowski, Andy	22
	121	LeFante, Eric	247
	121	Lewis, Randall	141
	121	Lindquist, Eric	238
	121	Low, CorSand	75
	121	Lubink, Rannan	252
	121	Lynne, Gavin	230
	121	M	175
	121	Marsh, Kevin	140
	121	Martin, Michael	207
	121	Mathers, Matthew	178
	121	McClure, John	128
	121	McCoy, Michael	89
	121	McGee, Mac	150
	121	McMahon, Mark	106
	121	McNeil, Scott	183
	121	Melhart, Derek	241
	121	Messina, Richard	8
	121	Mikala, Jonas	38
	121	Miller, James	14
	121	Milzner, Todd	40
	121	Mitzyer, Clark	11
	121	Musly, Michael	136
	121	Musler, Mike	85
	121	Murphy, Ben	145
	121	Murphy II, Gunn	130
	121	N	107
	121	Neider, Mark	108
	121	Nettles, Chuck	290
	121	Neffield, Ryan	208
	121	Nolan, Tom	244
	121	Nurski, Brad	220
	121	O	94
	121	Oason, Jon	147
	121	Oason, Thomas	215
	121	Oeborg, Jeffrey	215
	121	Owensbourne, J. Scott	2
	121	P	189
	121	Panchopoulos, Ryan	144
	121	Patterson, John	76
	121	Payne, Stan	
	121	Pecora, Adam	
	121	Peterson, Eric	
	121	Phillips, Luke	
	121	Pitt, John	
	121	Pointer, Garren	
	121	R	
	121	Randolph, Trevor	
	121	Rice IV, Joseph	
	121	Roberla, Andy	
	121	Robertson, Benjamin	
	121	Roderique, Andy	
	121	Rogers, Alex	
	121	Rogers, Knig	
	121	Romero, Luis	
	121	Ross, Thomas	
	121	Rouah, Trent	
	121	Royak, Bob	
	121	S	
	121	Saldino, Joseph	
	121	Salera, Matthew	
	121	Samp, Michael	
	121	Sarsons, Jeffrey	
	121	Saunty, Trevor	
	121	Saverese, Jr., Robert	
	121	Sawin, John	
	121	Schebach, Mark	
	121	Schneider, Matt	
	121	Steen, Steven	
	121	Segal, Corby	
	121	Sharpe, Bill	
	121	Shaw, Bradley	
	121	Shingler, Scott	
	121	Shumata, Bryon	
	121	Smith, Chad	
	121	Smith, Nathan	
	121	Smith, Preston	
	121	Solomon, Zachary	
	121	Sprinkling, Ramie	
	121	Stadler, Douglas	
	121	Stevens, Charlie	
	121	Stevens, Scott	
	121	Storck, Christopher	
	121	Sullivan, Dan	
	121	Sullivan, Tom	
	121	Sween, Matthew	
	121	T	
	121	Tagle, German	
	121	Tanjawa, Ken	
	121	Thompson, Rodney	
	121	Tiedt, Andy	
	121	Tinckel, Andrew	
	121	Todd, Walter	
	121	U	
	121	Uchis, Brad	
	121	Veneziano, Jon	
	121	Viboch, Brett	
	121	Victoria, Warren	
	121	W	
	121	Waltrip, Tad	
	121	Walker, John	
	121	Walsh, Devin	
	121	Walton, Michael	
	121	Warthen, Justin	
	121	Wassie, Mike	
	121	Watersfield, David	
	121	Werkmeister, Tom	
	121	Wesco, Benjamin	
	121	White, Todd	
	121	Wight, Robbie	
	121	Willard, Brad	
	121	Williams, Brett	
	121	Williamson, Bill	
	121	Wilson, Steve	
	121	Wolf, Kevin	
	121	Wormack, Dave	
	121	Wood, Jordan	
	121	Wright, Jon	
	121	Wyatt, Andrew	
	121	Y	
	121	Yang, Daniel	
	121	Z	
	121	Zacher, Ned	
	121	Zirwasz, Mark	

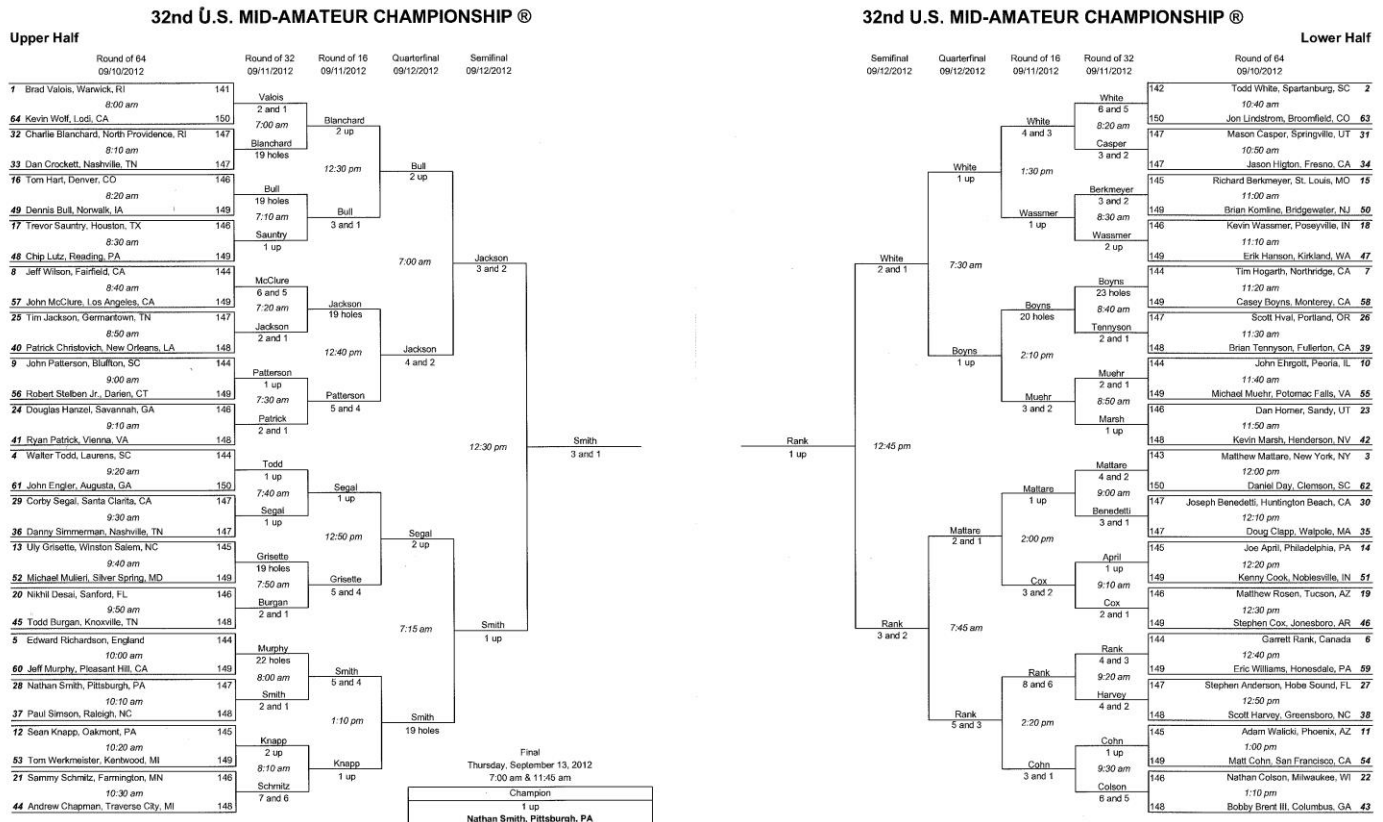


## Match Play Tee Times Slick

Once Stroke Play is complete, the USGA scoring staff will create the match-play tree for Monday's groupings and starting time sheet in PDF form and send to the Host Club's printer or if a capable person on sight is able to produce, this is also acceptable. If there is a playoff for the final match-play spots that has not been completed, we will use "TBD" for those player slots.

The USGA scoring staff will continue each evening through the conclusion of the championship to update the match-play tree and either send to the printer or print onsite.

A sample of the match-play slick is below:



Printing numbers will vary based on spectator attendance. Assuming a 1,000 weekly attendance number, suggested print numbers would be:

- 600 for Saturday-Sunday, Stroke Play Rounds (combined and including Co-Host)
- 150 for Monday, Round of 64
- 150 for Tuesday, Rounds of 32 & 16
- 100 for Wednesday, Quarterfinals and Semi-Finals
- 100 for Thursday, Final of Match-Play
- 150 for Monday, Round of 32
- 150 for Tuesday, Rounds of 16 & Quarterfinals
- 100 for Wednesday, Semifinals & Finals

Tee time sheets should be delivered to the Host Club by 6:00 a.m. each morning. Distribution by the Host Club each morning should include:

- Clubhouse
- Players' Locker Room
- Media Center
- USGA Office
- Starting tee(s) - #1 Tee only for Match Play.
- Volunteer Check-in
- Main Entrance

Containers, like a mailbox, can be erected to hold these sheets so they can be easily available for the public.

The USGA requests that at least 20 blank daily tee time sheets be sent to the USGA (Kevin Fullenkamp) at the completion of the Championship for distribution to the future site hosts, the USGA Museum and Archives, etc.

## 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

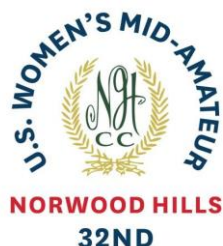
Championship logos are created by a USGA commissioned designer and feature the following:

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.

Dependent upon the type of coverage, Fox will require one golf cart along with appropriate signage. USGA will provide credentials.

# **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:

### **1. 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.

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

Step 1: Host Club selects uniform vendor.

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

Step 3: Host Club approves sample of uniform.

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

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

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

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

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

### **3. Vendor Selection**

- Host Clubs should begin process 18 months in advance of championship.
- Host Club may select the Uniform Vendor(s) at their discretion.
- The USGA has an Official Outfitter – Ralph Lauren – but the Host Club is not obligated to use RL. The USGA would like the Host Club to at least consider Ralph Lauren as a candidate.
- Vendor Brand Marks are permitted with certain provisions, as noted in the guidelines attached.

### **4. Vendor Brand Mark Guidelines**

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

### **5. Merchandising Regulations**

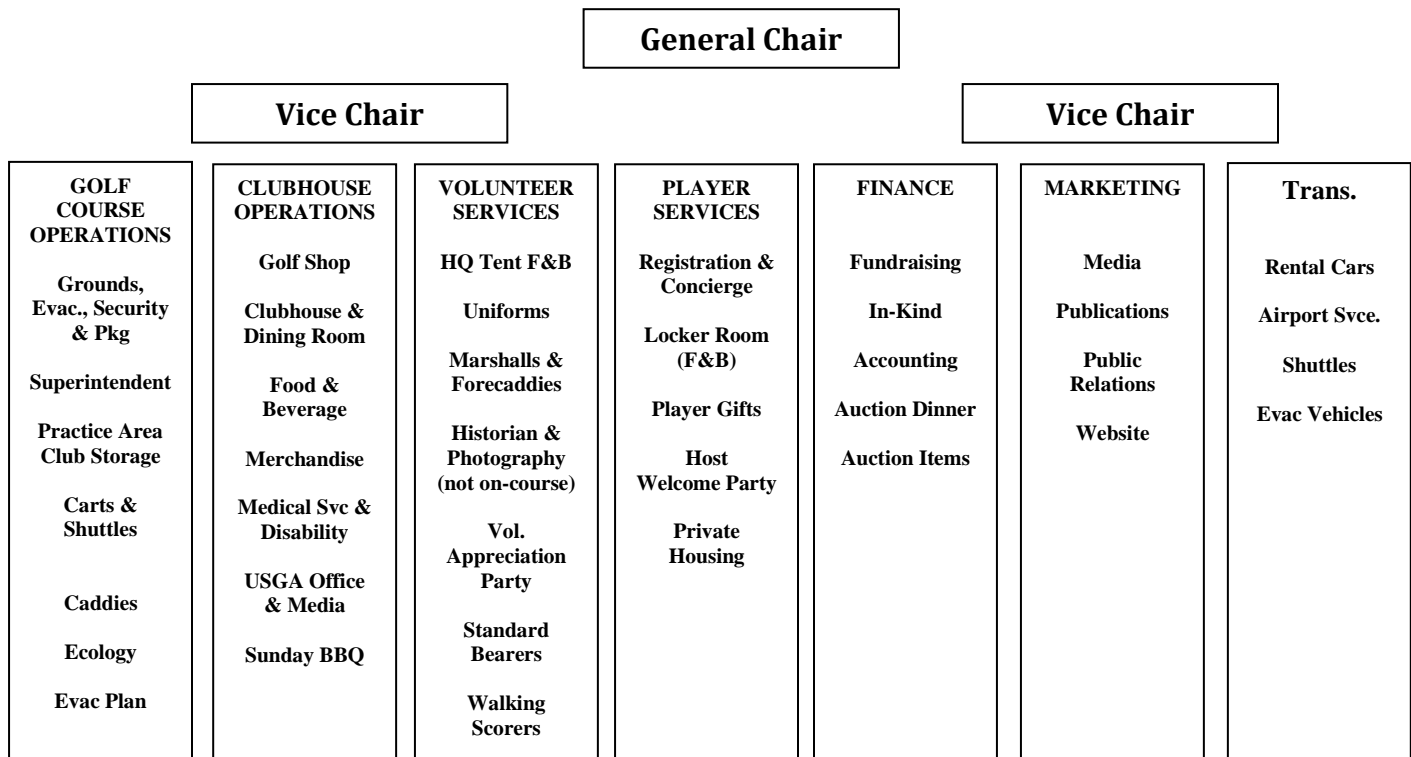
- The Merchandise Regulations details USGA policies regarding products bearing USGA Championship logos and trademarks. It is a tool to assist host clubs and licensed manufacturers in preparing for USGA championships and will hopefully answer many questions that arise. The volunteer uniform process is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

<b>WALKING SCORERS VOLUNTEER SCHEDULE</b>		
<b>Date(s)</b>	<b>Details</b>	<b>Number of Hand-Held Scorers (Volunteers) Needed *</b>
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
<p>* 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.</p>		

## 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:

- 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](http://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.