

## **GENERAL INFORMATION**

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

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

### **Reference Sources**

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

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

## **Committee Structure & Administration**

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

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

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

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

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

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

*\*Training materials provided by USGA Staff*

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

## **U.S. 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 or Match Play, on the championship match play course, approximately 1-2 hours prior to the start of match play.

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

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

## Player & USGA Information

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

## Information Memorandums

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

## Online Pre-Registration

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

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

### Player Golden Ticket Example

**ONE SIDED  
LETTERING  
EMBOSSSED ON  
CARD STOCK**



**ONE SIDED  
PRINTED ON FINE  
QUALITY PAPER**

## **Online Media Form**

The USGA Championship Communications Department requires the player to provide biographical information to help media cover the Championship. Prior to the championship, this player will be sent an email from the USGA Communications Department that provides background about the Player Profile Database and directions on how to complete his profile. This player is responsible for having the profile completed prior to Player Registration. If for some reason, the player is unable to complete his profile, the USGA will have him complete it during Player Registration on site.