

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"> • Welcome letter from the Host Club • Transportation telephone # and schedule • Club food service hours • Locker room and practice range hours • Area restaurants • List of doctors and hospitals, etc. | 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

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| <p>Area for: Photo - Player Chair + power for camera set-up</p> <p>~~~~~</p> <p>~</p> <p>Media Form Power for computer(s) set-up</p> | <p>Master Registrar & Power for computer set-up</p> | <p>Players' Scroll(s)</p> | <p>Special Events Parking Passes</p> |
| <p>Enter - X (Greeter)</p> <p style="text-align: center;">Championship Trophy Displayed</p> <p>Exit - X (Tour Guide)</p> | | | <p>Caddie Caddie list and packet distribution</p> <p>Practice Rounds optional (at Golf Shop)</p> |
| | <p>Pace of Play (USGA Staff)</p> | <p>Player Packets</p> | <p>Memento Player Gift</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 1st Alternate from that corresponding Sectional Qualifying Site will be contacted by the USGA to replace the withdrawn player. If the 1st Alternate declines, the 2nd alternate from that same site will be contacted. If both decline, then the 1st Alternate from the next Qualifying Site on the Reallotment List will be used to replace the withdrawn qualifier. If the 1st Alternate declines, the 2nd 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 1st Alternate from the Qualifying Site which is next on the Reallotment List will be contacted by the USGA. If the 1st Alternate declines, then the 2nd 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).