

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:

ITEM	TOTAL CRATE/BOXES	WEIGHT	FROM	LOCATION
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.