

Golf Course Volunteer Job Descriptions

ARRIVAL TIME:

Please see your individual Volunteer Assignment sheet for your specific arrival time. Be prompt.

HINTS AND TIPS:

- Wear sunscreen.
- If you are setting up and working the remainder of the day, you may want to wear work clothes for set up and change into your volunteer shirt before the golfers arrive.
- Wear your volunteer shirt and what is comfortable and presentable - no holes please. If you are at North Shore, Oneida, Butte des Morts or Thornberry, please do not wear denim.
- Your course has a Course Coordinator who is in charge of all course activities. They will assign you a job at your site, so please listen carefully to their instructions.

GOLF COURSE SET UP:

Your role is to get the courses prepared and looking great for the golfers. You play an integral role in helping to set a positive and efficient tone at the outing.

DUTIES:

1. Canopy Set Up: Canopies must be set up next to the tee off area at the par three holes that do not have shade. Do not block golfers from teeing off. These canopies will provide shade to the volunteers working on that hole.

Supplies you will get:

- Canopies
- Course Map
- Hammer
- Golf Cart

2. Cooler/Tub Placement, Labeling, & Stocking: We offer beverages, fruit, and snacks on the par three holes under the canopies. Your job will be to work with your Course Coordinator to define:

- Number of coolers needed
- Coolers/tub signs, loading and placement

Supplies you will get:

- List of par threes to place coolers
- Coolers/Tubs
- Golf Cart
- Product (beer, soda, water, fruit/snacks) (*Thornberry coolers will not have beer)
- Ice
- Signs
- Tape to secure signs
- Golf Course map

3. Cart Set Up: Every golf cart must be prepared for the golfers when they arrive.

- Golfer goody bags include golf balls, tees, sunscreen, lip balm, bug wipes, can cooler, and **two drink tokens for Van Abels**. Each cart must have two goody bags.
- Towels must go on the carts.
- (2) USVO Tumblers
- Course games and hole-in-one information must go on the carts.
- Course score card and pencil must go on the carts. (Provided by Golf Pro at course)
- The course will have the golfer name cart cards on the carts.

4. Food Prep: We have fruit and coffee available for breakfast and lunch for the golfers upon arrival, so we need help setting up food and utensils. They need help preparing the fruit and snacks among other tasks. A representative from The Marq can better direct you the day of the event.

REGISTRATION:

Your role in the registration process is vital not only to the administrative success of the event, but you are the golfers' first impression of the U.S. Venture Open. We are counting on you to help create a welcoming, organized and fun event.

Your main goal is to set the tone for a fun-filled day, as well as present your guest with the impression of familiarity with the day's events. Check them in and sell Mulligans.

Supplies you will get:

- Registration forms
- Alphabetically by last name
- Alphabetically by Partner name
- By hole
- All other golf course registration alphabetically by last name
- Pens
- Mulligan Cards - \$5 per Mulligan
- Petty Cash
- Accountant forms
- Cash Box
- Receipts
- Score card receptacle
- Hand towel receptacle
- Signs
- Copy of cell phone numbers
- Wristbands
- Misc. supplies: bug spray, medical kit, tape, markers etc.

DUTIES:

- Welcome Golfers
- Ask if they would like to purchase a Mulligan. Golfers can use a Mulligan when they would like a “do over.” If they have purchased a Mulligan for \$5 they can take a new ball and take another shot. The shot replaced by a Mulligan is not counted on their score. The only time a Mulligan does not work is for the hole-in-one prize.
 - Each mulligan is \$5
 - Mark the mulligan card with the number of Mulligans purchased
 - Collect cash/check
 - Mulligans can be purchased online through GiveSmart (mobile auction website). Text USVO to 52182. Instructions will be included in the registration folder.
 - Mulligans can be purchased at the par three holes as well
- Golfers are required to wear a wristband that identifies them as a participant in the U.S. Venture Open. There are two wristband colors.
 - Blue = all golfers. This wristband will get them into Van Abels.
 - Red = golfers attending the VIP reception with the Guest of Honor.
 - No wristband signals they are not permitted to:
 - Golf
 - Be at Van Abels
 - Be at the VIP reception
 - Help golfer secure wristband – mention that they will need to keep it on for the dinner at Van Abels in order to get in.
 - Golfers can enter directly into Van Abel’s main tent in the North entrance off of Fassbender Street.
 - Explain Bidder Number
 - Their assigned number should be on their wristband. Please make sure this is the case.
 - If you have a new golfer, please document clearly their NAME, PARTNER NAME, & BID #.
 - Reassign the bidder number of the golfer they are replacing by giving the new golfer their wristband.
 - This number will be used during the auction to help identify who had the highest bid for each item
- Give golfer their name tag.
 - Advise them that their name tag shows which hole they start on, which also corresponds to the cart they will be using.
 - Golfers will need to place their name tag into the plastic nametag holder with a magnetic back. This will need to be returned at Van Abels.
 - *****Attendees with pacemakers cannot wear magnetic nametags – please write their name on a sticky nametag in the registration bin.**

- Tell them about the goody bag on their cart. They will find golf balls, tees, sunscreen, lip balm, insect repellent, a can cooler, & **two drink tokens for Van Abels** and a USVO tumbler.
- Mention the Guest of Honor – Michael Phelps
- Remind golfers to stop at the exit table to drop off their score card, and turn in their hand towels.
- Document no shows, changes, or anything out of the ordinary on your registration papers. The more information you can provide, the easier administration is after the event.
- Club Rental – most courses provide club rental.
- Gift redemption is at Van Abels. Each golfer receives a gift at Van Abels if they didn't already pick it up at the Welcome Reception.
- Direct them to:
 - Food
 - Carts

HOLE ASSIGNMENTS FOR PAR THREES:

Your role is to have fun with the golfers while you work at a par three. Because the par three is a short hole, golfers usually get backed up here. This is your opportunity to have fun with the golfers, but not to hold up the play on the course. Feel free to take photos of golfers having fun and post on Facebook or Twitter. Send photos/videos to Shelley Pakala at 920-213-6695.

No jeans or denim at Oneida, North Shore, Butte des Morts, or Thornberry please. For the other courses, just wear what is comfortable and presentable - and no holes please.

THESE ITEMS WILL BE AT YOUR HOLE:

- A large canopy, if there is no natural shade near the tee box
- 3-4 coolers labeled as "Beer," "Soda," "Diet," "Water," and/or "Fruit/Snacks"
- Pens
- Petty cash
- A money apron
- Garbage bags, cans, and recycling bins
- Master contact list
- Mulligan cards

DUTIES:

- 1. Direct golfers:** Ensure the golfers are at the correct hole before they begin golfing. The foursome's starting hole number will be on their name tag.
- 2. Play games with Golfers:** There is a par 3 game alignment among the courses. There are six (6) games to choose from with supplies and directions provided for you. You will select and confirm your game with Kristin Seidler at KSeidler@usventure.com.
- 3. Sell Mulligans:** Mulligans offer golfers a do over. Mulligans cost \$5 each, and each card holds 10 Mulligans. Golfers may purchase Mulligans before they reach you, so be sure to "X" off one Mulligan on their card if they want to use it. Encourage golfers to purchase a Mulligan card if they don't have one already. Mulligans may NOT be used for hole-in-one prizes.
- 4. Hole-in-One:** The golfers have the opportunity to win prizes if they score a hole-in-one at your Par three. The prize specific to your hole will be displayed on a sign. **It's your job to watch them tee off and witness if they hit a hole-in-one.** Mulligans may NOT be used for the hole-in-one prize. You must confirm with each golfer that their first shot is for the hole-in-one prize on the course.
- 5. Coolers:** Keep an eye on the coolers under your canopy. If they look to be getting low on beverages or food, alert the volunteers who are driving carts and restocking coolers when they come to your hole.

COURSE ACCOUNTANT:

Supplies you will get:

- Pens
- Petty cash and money bags – please see accountant sheets in the money bags for amount allocated for your course.
- A calculator
- Accountant documentation papers

DUTIES:

- 1.** Collect and add all profits from Mulligan sales and Shake of the Day at your course, as well as any golfer payments **WHICH SHOULD BE KEPT SEPARATELY**. *No cash money should be brought to Van Abels, but coordinated to be dropped off at the U.S. Venture Corporate office the next day. Please text the total numbers to Kelly Dakins at Van Abels (920-268-7560).*
- 2.** Give cash to those volunteers who need it at par threes and for course games.
- 3.** Hand off the course's cash profits to the volunteer assigned with cash pick up duties. This volunteer will be traveling from course to course and collecting the cash throughout the day.
 - Mulligans : Cost \$5 each

4. Each foursome keeps a scorecard that needs to be tallied and compared to the others. **Add scores and text Kelly Dakins with your course's ONE lowest foursome.**

5. **Text Kelly Dakins with the Course Game Winners.**

6. **Text Kelly Dakins with the top winner of the Shake of the Day from your course.** If there is a tie, draw names and choose one winner.

ONGOING GOLF COURSE DUTIES: Your job is important because you keep the golfers happy and the golf course looking beautiful. You will be outside all day, keeping coolers restocked, trash off the course, and other similar duties.

DUTIES:

1. Stock coolers and tubs: Each par three will have coolers labeled and filled with water, soda, beer, and fruit/snacks. It is your responsibility to restock the coolers and make sure there is enough ice to keep things cold.

Supplies you will get:

- Golf Cart
- Course Map
- Food and beverage products and ice

2. Replace volunteers working par three holes: To give our volunteers a break during the day, you may be asked to replace a volunteer for a short time.

3. Pick up trash: Because we have food and beverage on the par three holes, these holes have a tendency to collect the most trash and recycling. You may be asked to pick up garbage and recycling on the Par threes to keep the course looking clean. Your Course Coordinator will tell you where to leave the garbage and recycling.

Supplies you will get:

- Garbage Bags
- Cart
- Course Map

4. Food assistance: Food will be served until 2:30 p.m. A representative from The Marq will direct you. You may be asked to stock plates, monitor food freshness, advise if additional food items are necessary, wipe up spills, etc. *Please remain attentive and do not leave your representative, even as down times occur throughout the day.*

Supplies you will get:

- Gloves provided by The Marq

5. Grill food: Begin grilling meat in the morning during setup and throughout the day. The Marq will provide the grilling utensils.

6. Shake of the Day: You may be asked to play Shake of the Day with the golfers. This is a fun and easy game, which consists of counting the number of times a person can shake a certain number on the dice. Instructions for the game will be on the clipboard with the score sheets. Winners announced at Van Abels in evening

- Supplies you will get:
- Dice – 10 or more
 - Dice Box
 - Rules
 - Shake of the Day Score Sheets
 - Petty cash & Money Bag

GOLF COURSE TAKE DOWN: It's important that when taking down the golf course, you help leave it as beautiful and clean as though the outing never happened. Most of the items that you take down will need to be loaded into the trucks to be transported back.

DUTIES:

1. Coolers: This task usually involves driving golf carts to different holes, loading up the cart with the remaining food/drink items, and taking the coolers back to the parking lots to be loaded into the trucks. **Drain the ice in the coolers and wipe them dry.** Unload the unopened beverages back into a cooler after they have been dried off. The labels on the coolers should be removed if the coolers are empty and dry.

- Supplies you will get:
- Golf cart
 - Course Map

2. Canopies: Take down the canopies on the par three holes. These canopies will need to be taken down and put back into their boxes. Don't forget the stakes & weights.

- Supplies you will get:
- Golf cart
 - Canopy boxes to put the canopies back in to
 - Work gloves (optional and located by registration)

3. Game cards: Pick up course game cards and return to the Course Coordinators.

4. Signs: Remove the various signs that were posted around the golf course.

6. Trucks: Boxed banners, empty coolers, Shake of the Day tables, and other items will need to be packed into the trucks in an organized fashion.

7. Garbage/Recycling: Pick up garbage & litter around the course. You will need to drive a golf cart and empty the recycling and garbage cans on the par threes. Please put both in the proper receptacles near the Club House.

Thank you for taking the time to volunteer. You are very important to the success of the event. We're excited to have you.