

# 2025 WA GOLF & PNGA CHAMPIONSHIP **VOLUNTEER**



## Thank You

Volunteers are the backbone of WA Golf and the PNGA. We are thankful and fortunate to have dedicated members committed to giving back to the game—serving as board and committee members, rules officials, course marshals, score keepers, course raters, handicap chairs, club representatives, coaches and more.



# TABLE OF CONTENTS

- About.....4**
- WA Golf Championship Schedule.....5**
- PNGA Championship Schedule.....6**
- Selection.....7**
- Championship Volunteer Reimbursement and Appreciation Program.....8**
- Policies and Procedures.....9**
- Championship Volunteer Roles.....11**
  - Starting.....11
  - Registration.....13
  - Rules Officials.....14
  - Scoring.....16
  - Pace of Play Monitors/Live Scoring.....18
  - Forecaddies.....18
  - Shuttle Drivers.....18
- Volunteer Dress Code.....19**
- What to Expect.....20**
- Pace of Play/Live Scoring Tablet Instructions.....21**

## About Washington Golf

For nearly a century, Washington Golf has grown into one of the largest amateur golf associations in the United States, providing member benefits and services to more than 69,000 golfers, 650 member clubs, and 260 golf facilities throughout Washington and Northern Idaho.

### Golf for Everyone

WA Golf is committed to providing our golfers with opportunities to play and develop their passion for golf no matter their skill level. From casual golf events to high-caliber competitive championships to simply offering member savings at area courses to encourage play.

### Authoritative golf resource

As the representative of the United States Golf Association (USGA) for Washington state and northern Idaho, WA Golf provides members and member clubs with the USGA GHIN Handicap Index and its computational tools and services. Additionally, members count on WA Golf as their local, authoritative source for the USGA Rules of Golf.

## About Pacific Northwest Golf Association

For over 115 years, the Association has been a pioneer in developing competitions and services and its mission has grown and evolved. Today, the PNGA remains committed to being a truly "regional" organization providing benefits and services to its members and member clubs throughout the Northwest.

Each year, the PNGA conducts around 15, major, regional, amateur championships for men, women, juniors, and seniors throughout the Northwest. PNGA championships are recognized as among the finest amateur events in North America. Each has a long and unique history with some of the greatest names in golf as past champions, including Joanne (Gunderson) Carner, Fred Couples, and Tiger Woods, to name just a few.

The PNGA administers the Pacific Northwest Golf Hall of Fame and conducts induction ceremonies every other year recognizing outstanding Northwest golfers who have made extraordinary contributions to the game.

## Championship Staff

<b>Nate Schroeder</b> , Senior Director of Championships & Golf Operations	nschroeder@wagolf.org
<b>Eric Sjogren</b> , PGA, Director of Championships	esjogren@wagolf.org
<b>Alex Gilley</b> , Manager Championship	agilley@wagolf.org
<b>Sam Crader</b> , Manager of Golf Operations	scrader@wagolf.org
<b>Brittany Kwon</b> , Assistant Manager Championships & Golf Operations	bkwon@wagolf.org
<b>Mark Wilhite</b> , Championship Operations Assistant	mwilhite@wagolf.org

3401 South 19th Street, Suite 200  
Tacoma, Wash. 98405  
206-526-8605 ext 3

## 2025 WA Golf Championships

Champion of Champions The Home Course, DuPont, Wash.	April 24-25
Women's Four-Ball Kitsap Golf & Country Club, Bremerton, Wash.	May 5-6
Men's Four-Ball and Senior Men's Four-Ball Canyon Lakes Golf Course, Kennewick, Wash	May 22-23
Senior and Super Senior Men's Amateur Red Wolf Golf Club, Clarkston, Wash.	June 3-5
Men's Amateur Qualifier Lake Spanaway Golf Course, Tacoma, Wash.	June 9
Men's Amateur Qualifier Latah Creek Golf Course, Spokane, Wash.	June 10
Men's Amateur Qualifier The Home Course, DuPont, Wash.	June 11
Men's Amateur Qualifier Canyon Lakes Golf Course, Kennewick, Wash.	June 12
Men's Amateur Qualifier North Bellingham Golf Course, Bellingham, Wash.	June 12
Women's Amateur & Mid-Amateur The Home Course, DuPont, Wash.	June 16-18
Men's Amateur Bear Creek Country Club, Woodinville, Wash.	June 24-26
Parent-Child Desert Canyon Golf Resort, Orondo, Wash.	July 28
Men's Mid Amateur Semiahmoo Golf & Country Club, Blaine, Wash.	July 21-23
Mixed Chapman Oakbrook Golf Club, Lakewood, Wash.	August 1
Senior & Super Senior Women's Amateur Alderbrook Golf & Yacht Club, Union, Wash.	August 19-20

## 2025 PNGA Championships

PNGA Lamey Cup Oswego Lake Country Club, Lake Oswego, Ore.	April 30-May 2
Women’s Amateur Wine Valley Golf Club, Walla Walla, Wash.	July 7-11
Men’s Amateur Sunriver Resort (Meadows & Woodlands), Sunriver, Ore.	July 15-20
Men’s Master-40 Amateur Salish Cliffs Golf Club, Shelton, Wash.	August 4-8
Junior Boys’ Amateur RedHawk Golf Course, Nampa, Idaho	August 11-15
Junior Girls’ Amateur RedHawk Golf Course, Nampa, Idaho	August 11-15
Men’s Mid-Amateur Apple Tree Golf Course, Yakima, Wash.	August 26-28
Women’s Mid-Amateur Apple Tree Golf Course, Yakima, Wash.	August 26-28
Senior Women’s Amateur Squamish Valley Golf Club, Squamish, B.C.	September 2-4
Super Senior Women’s Amateur Squamish Valley Golf Club, Squamish, B.C.	September 2-4
Senior Men’s Amateur Old Works Golf Club, Anaconda, Mont.	September 16-18
Super Senior Men’s Amateur Old Works Golf Club, Anaconda, Mont.	September 10-12

## Selection

### Selection Process

While there is not a limit on the number of individuals who can serve as a WA Golf Volunteer it is up to the Championship Department staff to determine the number they need at each championship or qualifier. This number may change from year to year and be different for each event depending upon the course being used, its location, and the size of the field. Each spring, volunteer schedule applications are sent out to all of those who have worked the previous year and to those who have expressed an interest in being a WA Golf volunteer for the coming year. Each schedule request is reviewed and volunteers are selected for assignments based on their experience, availability, reliability, interpersonal skills, and knowledge. After a volunteer submits a schedule request, a member of the Championship department will reply with an email that includes a schedule of selected events and address any questions or comments included on the submitted schedule.

### Schedule and Assignments

Work assignments and work schedules are determined by WA Golf staff based on their needs for each event. Every Championship and USGA qualifier is different so the number of volunteers needed varies from one event to the next. Volunteers are assigned to events based on their skills and availability. Volunteer assignments are emailed to each volunteer registered for the event and posted on the WA Golf website roughly two weeks prior to each event and are updated regularly. If you are assigned to work and then find out you are unable make it, please contact a member of the Championship Department Staff as soon as possible so alternate arrangements can be made to fill your spot.

To register for additional events at any time throughout the season, go to [wagolf.org/connect/volunteer/championship-volunteers/](http://wagolf.org/connect/volunteer/championship-volunteers/)

## 2025 Championship Volunteer Reimbursement and Appreciation Program

### Volunteer Reimbursement Program

During the 2025 WA Golf and PNGA Championship season, Championship Volunteers will be eligible to apply for a \$15-\$25 per day stipend, to help offset travel and out of pocket expenses associated with volunteering. This program will help provide the opportunity for volunteers to travel a bit further outside of their local areas, by offsetting some of the costs that come with doing so.

Reimbursement is slightly higher for Rules Officials as there is extra training and time involved to become certified and the shifts are typically longer than other positions.

### Reimbursement

Rules Officials: \$25 per day

All other positions: \$15 per day

A form will be located in the Championship Volunteer section of the WA Golf and the PNGA websites that will allow you to submit your days to receive the reimbursement.

Reimbursement checks will be mailed to volunteers at the end of the 2025 season in mid-October. Forms will need to be complete by the posted deadline to receive reimbursement for the year.

### Volunteer Uniform

A new Volunteer Uniform has been selected with the help of our friends at Cutter & Buck. Volunteers and Rules Officials will wear different colored polo golf shirts for easy identification by participants. Additionally, a ¼ zip cover layer and a vest are available. All apparel will be logoed with the association logo and "Volunteer" below it.

Volunteers may purchase the apparel or redeem their reimbursement funds in advance. Clothing orders may be placed when you return your 2025 Volunteer Signup Forms or at any point throughout the season. Please keep in mind that orders take between 3-4 weeks to turn around, so we encourage you to place orders early.

### Uniform Prices

Polo - \$25 | Vest - \$30 | ¼ Zip - \$40

All apparel comes in men's and women's styles and all sizes. A logoed hat will be provided to each volunteer upon arrival to your first shift.

### Volunteer Appreciation Program

Anyone who volunteers 5 or more days will receive an invitation to the Volunteer Appreciation Day in April of the following year. The Volunteer Appreciation Day is hosted at The Home Course, includes a golf outing followed by lunch, and awards.

Please direct any questions to Alex Gilley | (253) 214-2917 | [agilley@wagolf.org](mailto:agilley@wagolf.org)



## Policies & Procedures

**Board Member Attire:** WA Golf board members onsite may wear a navy blue blazer and WA Golf tie if the weather permits, especially while starting.

**Code of Conduct:** In addition to the WA Golf Code of Conduct Policy for competitors and spectators, WA Golf expects its volunteers to always interact with the players, other officials, course staff members, staff members, spectators, and caddies in a cooperative and friendly manner. We are guests and should conduct ourselves as guests. Be polite, listen, ask questions, remain calm, and never be afraid to ask for help. Remember you are representing WA Golf and your behavior reflects on all of our other volunteers and staff members. This does not mean you should be lax or acquiescent if challenged, just be polite. It is our responsibility to make sure the competition we are conducting is fair and equitable for every player in the field.

**Discontinue of Play Procedures for Volunteers:** Volunteers will be notified over the radio if a stoppage in play is likely or upcoming. On course, officials and volunteers may be given an air horn in instances to help alert the players of a stoppage in play.

**Dangerous Situation:** One long blast of the air horn

**Non-Dangerous Situation:** Three consecutive blasts of the air horn

In a dangerous situation, volunteers with carts should assist as many players as possible in getting to a safe and secure location. Evacuation plans will be provided at all USGA Qualifiers and select WA Golf Championships that will direct players, spectators and volunteers to the nearest secured area.

**Safety:** Working safely is your highest priority. WA Golf does not want you to do anything that will put you or anyone around you in danger or in jeopardy of injury. While you are the ultimate judge of what is hazardous, you should always err on the side of caution. It is the goal of WA Golf to remain injury free throughout the year.

**Injury or Illness by a Volunteer:** If you are injured or become ill while on or around the golf course during your work assignment, get yourself assistance immediately. Use your radio if you have one or call a member of WA Golf staff. If you are someone who takes medication, it is always a good idea to keep a slip of paper in your wallet or purse that lets others know what medications you may be taking, and if you have any drug allergies or medical conditions that health care professionals might need to know about prior to providing you with any treatment. All volunteers will list an emergency contact person during volunteer sign-up.

**Injury or Illness-By a Player, Caddie, or Spectator:** If you witness, hear about a situation from others, or come across a player, caddie, or spectator who has been injured, become ill, or for some other reason may need medical attention, you should take the following actions in the following order. First, to the best of your ability quickly assess the situation in order to determine the seriousness of the injury or illness and to determine if any immediate steps need be taken to protect the injured person or persons, or to keep others from also being hurt or injured. If the situation appears to be serious or life threatening call or have someone with you call 911 immediately. Then

immediately contact WA Golf Staff via radio or phone. Do not move individuals who have been seriously injured unless they are in danger of further injury because of their location and/or surroundings and they can be moved without putting them-selves or others in danger. If the injury is non-incapacitating, gather as much information as you can and then call a WA Golf staff member. Do not attempt to provide first aid unless the situation deems it necessary for the well-being of the injured person.

**Radios & Cell Phones:** Radios are to be used by volunteers only when necessary to communicate information regarding the championship. They are not to be used to chitchat or provide commentary on subjects unrelated to the event. WA Golf understands that from time to time some "small talk" is necessary, however, keep it to a minimum. A running commentary of what is going on at your location is unnecessary and counterproductive. When you are in or around the clubhouse area make sure your radio is turned down, and if possible use headphones. Volunteers may keep their cell phones, tablets or similar electronic communications device with them as long as the ringer and sounds have been disabled.

**Tablets:** Live scorers and rules officials will be provided tablets for live scoring. Tablets are to be used for the assigned purpose only. Please restrain from using the tablet for entertainment purposes such as watching movies or surfing the web.

Golf Genius is the primary app used on WA Golf Tablets.



**Carts:** Unless there is a limited, number of carts available for staff & volunteers to use during an event. All Staff, Rules Officials, Pace of Play/Live Scorers and Shuttle Drivers will have their own golf cart. WA Golf staff shall determine who gets a cart and what it is used for. If you are using a cart, always be aware of your position on the golf course and be cautious of players. Be careful while operating the vehicle and operate it in a safe manner.

**Alcohol and/or drugs:** Volunteers are prohibited from consuming any alcoholic beverages during their work assignment. In addition, they must not be under the influence of any drugs (legal or illegal) that could in any way impair their judgment, jeopardize their safety, or the safety of others. Violation of this policy may result in the dismissal of the volunteer. Consumption of alcohol is permitted on-site after a volunteer has checked-out for the day. WA Golf will not pay for alcoholic beverages after completion of a shift, unlike volunteer meals and (non-alcoholic) beverages.

## Championship Volunteer Roles

WA Golf/PNGA Championships and Qualifiers require a handful of different volunteer positions working together to achieve success at an event.

During volunteer registration, volunteers will have the opportunity to select which roles they would like to perform during the upcoming season. WA Golf staff will do its best to rotate volunteers between desired position based on availability, past experience and qualifications.

### Championship Volunteer Positions:

- Registration
- Rules Officials
- Rules Official Apprentice
- Starting
- Pace of Play Monitors/Live Scoring
- Scoring
- Forecaddies
- Shuttle Driver

## STARTING

The primary responsibility of starting is to ensure that the players start at the time provided by the Committee as well as distributing scorecards and special notices to the players.

- Arriving at championship trailer or onsite office for pre-round briefing 30 minutes prior to the first tee time.
- All materials with the exception of scorecards, starters notes and the notice to players will be set-up on the first tee prior to the starters arrival.
- Make sure all equipment is set up. Please call WA Golf staff if something is not set up when you arrive.
- The starters box and tent should always contain the following items and materials:
  - Atomic Clock
  - Starters Notes
  - Groupings and starting times on clipboard
  - Local Rules
  - Hole Location Sheets
  - WA Golf Local Rules and Terms of the Competition
  - WA Golf Pace of Play Policy
  - Official Scorecards
  - Course Scorecards
  - Caddie Bibs
  - Pencils
  - Divot Tools
  - Ball Markers
  - Permanent Markers (multiple colors)
  - Band Aids & Tape
  - Bug Spray
  - Sun Screen
  - Highlighter
  - Advil or Pain Reliever
  - Trash Bin
  - Cooler with Ice and Water



NOTE: If play is delayed while starting times are in progress, record adjusted starting times for all groups that start late. Notify staff and Rules Committee members immediately if a delay occurs.

When players arrive in the tent, please go over the following information in the order below, unless instructed otherwise by WA Golf staff:

- Introduce yourself
- Pass out scorecards, local rules, hole locations and the pace of play policy to players.
- If a player takes a caddie bib, highlight his or her name on the player's scorecard.
- Review the starters notes provided by WA Golf staff. If there are any questions you cannot answer please notify WA Golf staff.
- If a player has not arrived at the tee within 5 minutes of his starting time, notify WA Golf staff via radio, then proceed to instruct the other players in the group.
- Do not delay starting a group if a player is missing. If the player arrives at the tee within 5 minutes of their scheduled starting time, the player may tee off and catch up with their group. Note the exact time that the player arrives and notify WA Golf staff before proceeding with teeing the player off.
- Announce the first player in the group at their scheduled starting time, using the script listed on the starters notes.

## REGISTRATION

At all WA Golf Championships, one or two volunteers will occupy the registration table during registration hours. Typically, from 11:30 a.m. - 4:00 p.m. the day prior to the first round and during the first round up until 30 minutes prior to the last starting time. Volunteers in this position will be asked many questions pertaining to the event and should only answer if they are 100% certain. WA Golf staff will always be readily available to help over the radio or further assist.

Registration Duties Include:

- Arrive approximately 15 minutes prior to the start of registration for final instructions and check-in with championship staff.
- Pass out championship related materials to players such as course yardages, local rules, pace of play policy and championship specific materials.
- Provide each player with a custom bag tag and other tee prize's.
- Directing players to locations onsite such as practice areas, the first tee and restaurants.

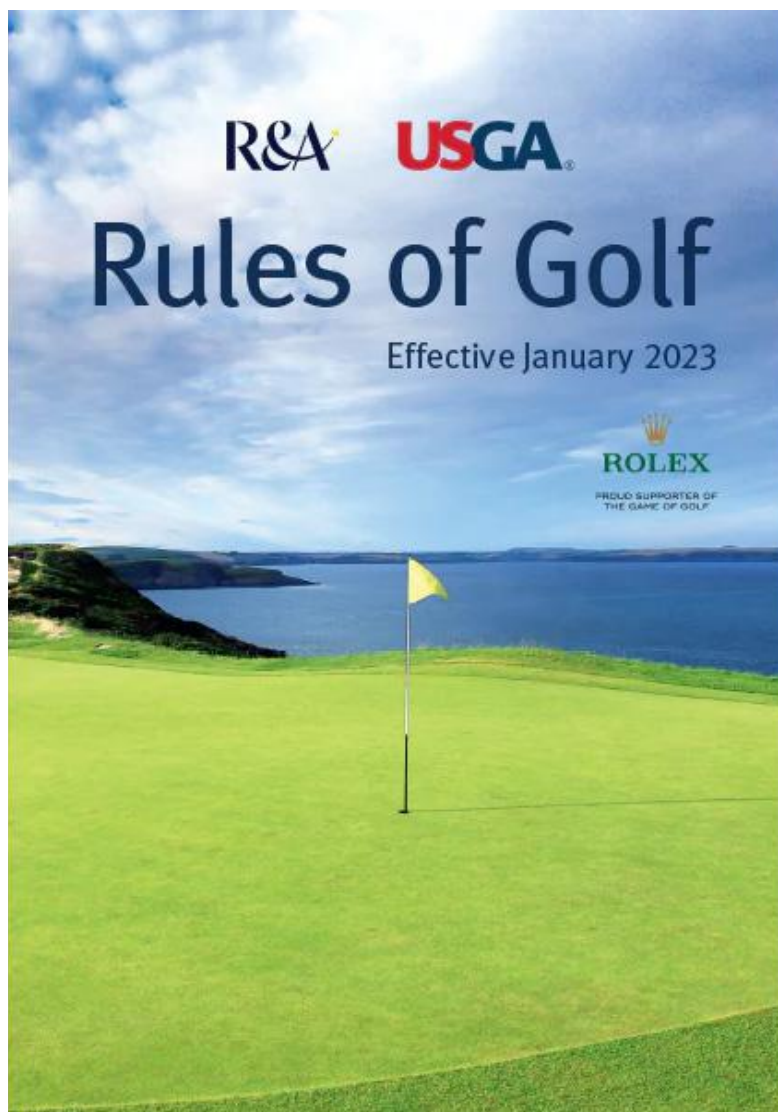


## RULES OFFICIALS

Rules Officials are responsible for insuring WA Golf Championships and USGA Qualifiers are conducted fairly and in accordance with the Rules of Golf. Rules Officials make up the Committee at each championship along with WA Golf staff.

**Philosophy:** WA Golf expects Rules Officials to interact with the players in a friendly and positive manner. You will only have one opportunity to make a first impression and it will set the stage for the remainder of the situation. If a player is making a mistake, get involved. Do not inject yourself in a situation unless a player calls you for help, when the player is proceeding properly. A Rules Official should not be looking to penalize a player but rather to help the player avoid penalties. We should always act as a Committee and should make decisions accordingly. When making a ruling, listen, ask questions, speak clearly, and make sure you get all of the relevant facts before acting. Remember, players usually approach you only when they have a problem and quite often are upset with their situation. You should try to leave the situation better than when you encountered it. All decisions lacking 100% confidence must to be called in to the WA Golf staff member in charge. All penalties must also be called in over the radio to WA Golf staff and other Rules Officials on site.

**Qualifications:** WA Golf has developed a Rules Official Certification Program for all individuals who volunteer in a Rules capacity with WA Golf. To be a WA Golf Rules Official an individual must have either achieved Level 3 certification through the program or have attended at least one WA Golf or USGA/PGA Rules of Golf Workshop in the last 4 years and achieved Advanced Certification on the Rules of Golf Exam (80 or 100 Question). Rules officials who have not had training prior to beginning with WA Golf can enter in to the certification program as a Rules Apprentice and receive hands on training from experienced volunteer Rules Officials and WA Golf staff as they progress through Levels 1 and 2. Individuals who have had prior training and want to enter into the program as a certified Rules Official (Level 3 certification) must have achieved a score of at least 75 on the 100-question exam or 70 on the 80-question exam; or be certified as Golf Canada Level 3 or 4 within the last 4 years in addition to completing WA Golf/PNGA Orientation.



## RULES OFFICIAL APPRENTICE

The WA Golf/PNGA Rules Official Apprentice Program allows for individuals with little or no experience in the Rules to begin as a Rules Apprentice while they learn from experienced Rules Officials and Association Staff as they work towards becoming qualified. The goal for each Rules Apprentice is to progress through the program and achieve Rules Official certification through attaining a score of at least 75 on the 100-question exam or 70 on the 80-question exam; or by becoming certified as Golf Canada Level 3 or 4.

**New Rules Officials** – After passing a USGA/PGA Rules of Golf exam under the current 2023 Rules of Golf, the final step before becoming a WA Golf/PNGA Rules Official is completing the Orientation Section of the WA Golf/PNGA Rules Official Apprentice Booklet, as well as shadowing a Level 3 or 4 rules official during a championship or qualifier. This is to learn specific procedures and best practices for WA Golf/PNGA Championships. Some new officials may be ready after half a day of instruction and others that are new to the craft could need a few events to become ready. WA Golf staff oversees this policy with each individual to make sure they are comfortable and ready to be alone on the golf course.

**Aspiring Rules Officials** – The WA Golf/PNGA Rules Official Apprentice Program has been created to allow individuals that have not taken or passed the current USGA/PGA Rules of Golf exam, but are interested in becoming a Rules Official, to learn from seasoned Rules Officials about the Rules as well as best practices while officiating. Rules Apprentices will work closely with Level 3 or 4 Rules Officials and WA Golf staff to obtain valuable on-course experience while they progress from Orientation through Level 2 certification in the program. After a Rules Apprentice has completed all requirements for Level 2 certification and/or achieved a score of at least 75 on the 100-question exam or 70 on the 80-question exam; or is certified as Golf Canada Level 3 or 4, then they will have achieved Level 3 certification and assume the duties of a Rules Official.

### Championship and Qualifier Daily Procedures

Rules Officials are asked to arrive at the time listed on the schedule provided by WA Golf staff, which is typically 30 minutes prior to the first starting time. In some cases, officials may be broken into early and late shifts. Please arrive at the listed time if that is the case.

Upon arrival, WA Golf staff will have Rules Official packets put together that will include all materials needed for the day. Packets include: Local Rules and Terms of the Competition, Pace of Play Policy, Notice to Players, hole location sheets, timing cards, radio, earpiece, volunteer badge, etc., depending on the event.

A member of the WA Golf staff will brief all Rules Officials on the days' assignments, and any special information. Always find or contact a member of WA Golf staff before heading onto the course.



## SCORING

Scoring is essential to the success of a championship or qualifier. Typically, one or two experienced volunteers will be assigned to the scoring area each day.

Scoring table volunteers have a few key responsibilities, which will always be listed on the scoring table notes sheet provided to the volunteers when they check in with WA Golf staff. Distractions and conversation should be kept to an absolute minimum in scoring area.

### Steps to scoring:

#### When players arrive at the table and sit down, ask:

- “Did your group have any unresolved rules issues today? Also,
- “Did anyone have to complete a hole playing two golf balls?”

If the competitors answer yes to either of those questions, immediately radio a member of WA Golf WA Golf staff to the scoring table who will resolve the situation with the player.



**The volunteer should then collect the player’s scorecards and verify the following:**

- Verify that there are 18 legible individual hole-by-hole scores in the correct boxes (scoring table volunteers are not responsible for adding 9-hole or 18-hole scores) .
- Verify that the scorecard has a signature from the marker and competitor in the corresponding boxes on the card.



**The final step of scoring is posting the scores:**

- After players leave the scoring area, volunteers will enter scores in to the Golf Genius app via the scoring tablet provided by WA Golf. Scores are entered on a hole-by-hole basis and volunteers are responsible for verifying that each individual hole score matches the scorecard returned by each player.
- After each individual scorecard is entered on the app, volunteers will have the opportunity to confirm and verify the accuracy of the hole-by-hole scores before moving on to the next scorecard.
- At most WA Golf Championships and USGA Qualifiers, TV scoreboards linked with Golf Genius TM will be used. In this case the scoring table volunteer will only be responsible for checking that the TV does not run into any technical issues throughout the day.
- The scoring table volunteers should be sure to keep the scorecards in a secure place, out of wind and rain.

**Once the golfers’ scorecards are entered by the volunteer:**

The player has 15 minutes to raise any questions or concerns they have with their scores to the Rules Committee before their scorecard is final. If a player returns to the scoring area and raises a concern about the verification of their score the volunteer must immediately radio or contact WA Golf staff to let them know the player has raised a concern. Electronic timestamps will be used to determine when players have left the scoring area and final determination on the 15 minute time period will be made by WA Golf staff.

**PACE OF PLAY MONITORS/LIVE SCORING**

Responsibilities of Pace of Play Monitors/Live Scoring: The responsibilities of each pace of play monitor and live scorer is to ensure that the pace of play policy is enforced in a consistent manner to the entire field. It is always a top priority to keep play moving in a timely manner and within the set time par.

- Four (4) Check Points will be set during each round. Typically, on Hole #4, #9, #13 and #18. The monitor at each checkpoint's first priority is to log the time each group finishes the assigned hole. Second priority is to receive and enter the scores for each player on a set number of holes between checkpoints.
- Record the exact hour and minute that each group completes the checkpoint hole. Be consistent. It is very important to log accurately the time that a group completes the hole since this time could also affect a following group.
- Radio WA Golf staff as soon as a group has missed a checkpoint and give the necessary information (detailed instructions will be provided onsite).
- Volunteers should position themselves in a spot between the green of the checkpoint hole and the tee of the next hole being played. Carts should be parked where they are not in the way or in the sightline of players playing into the green.
- Volunteers will ask the players for their scores on the stretch of holes needed and record onto the paper scorecard provided for the group.
- Once the players have proceeded to the next tee, enter the scores into the scoring tablet.

## FORECADDIES

Responsibilities of Forecaddies: Help keep play moving by spotting where balls land in order to assist players and officials locate balls, which may be lost, out of bounds or unplayable. Forecaddies should always remember the following:

- Refrain from talking to players unless the player initiates the conversation.
- Do not give any information on the Rules of Golf if questions arise. Always radio a Rules Official or WA Golf staff member.
- Stand or sit in an area that is safe and out of the sight line of players teeing off.

## SHUTTLE DRIVERS

Responsibilities of Shuttle Drivers: Getting players and caddies from one point to another in a safe and secure manner. At certain events, based on the course layout and the number on volunteer's onsite, a shuttle driver may also be asked to cover a pace of play/ live scoring station or also serve as a forecaddie.

Shuttle Drivers will operate a variety of types of golf carts. Over the years anything from a standard golf cart up to an 8-seat golf cart have been used to transport players and caddies, based on the options available at the host facility. Volunteers should always take players first, and then return to assist any caddies that may need a ride.

Only shuttle players and caddies at the assigned location. In many championships and qualifiers where carts are not permitted, it is a penalty if the player or caddie accepts a ride anywhere other than where has been assigned by WA Golf staff.

Volunteers are expected to wear suitable golf attire at all times along with a WA Golf/PNGA Hat and WA Golf/PNGA Volunteer Badge. Volunteers that have the Official Volunteer Uniform or other WA Golf/PNGA logoed apparel are always encouraged to represent the association.

As a rule of thumb, as long as it meets the dress code provided for players and spectators, it is fine to wear. The Championship dress code is listed below:

WA Golf and the PNGA expects all contestants, caddies and spectators to wear suitable golf attire on host club property at all times, including practice rounds. Suitable attire does not include cutoffs, tank tops, tee shirts, sweatpants, spandex, jeans or denim of any kind or color or unkempt clothing of any kind. Shoes must be worn at all times. Additionally, Sandals of any kind are not allowed on the golf course at any time (including practice areas), even sandals with soft spikes. Failure to adhere to the dress code may result in disqualification and removal from the course.

Volunteers are encouraged to always dress for the weather, staying warm on colder days, staying cool on hot summer days and staying dry on days that it rains, should always be the volunteers #1 priority.

#### Other Items Volunteers Should Bring With Them

- Umbrella
- Binoculars
- Sunglasses
- Water Bottle
- Additional Warm Clothing
- Rain Gear
- Sunscreen



### **10-14 days before each championship or qualifier**

Volunteer schedule and assignments will be sent out to each volunteer signed-up for the event via email. All volunteers are asked to reply to acknowledge that the assigned shift works for them.

### **Night prior to the start of each championship or qualifier**

A reminder email with specific check-in information, an overview of the host clubs food service and any other relevant information will be included.

### **Check-in**

Arrive on site and then check-in with WA Golf staff shortly before your scheduled shift. Check in at most events will be at the WA Golf/PNGA Championship Trailer. There you will receive all materials and information needed for your volunteer role. Volunteers that wish to show up early to watch golf or simply hang out in the clubhouse, will always be welcome to do so.

## **What to expect during each championship and qualifier:**

### **Food Service**

All WA Golf volunteers will receive a meal and non-alcoholic beverages with each shift, volunteers and rules officials who work multiple shifts a day, may receive breakfast and lunch. Occasionally, volunteers may be positioned on a portion of the course for extended periods. Please radio, call or text a member of WA Golf staff should you need water or your lunch delivered between shifts.

### **Breaks**

If your role requires you to stay in a certain place on the course for the duration of your shift and you need to a short break to use the restroom, cool off, warm up or deal with another urgent matter. Please radio, call or text a member of WA Golf staff and they will arrange for a rules official or staff member to temporarily relieve you.

### **Checkout**

Please return to the spot that you checked in for your shift to return any items needed during the day to a WA Golf staff member.

## **Pace of Play/Live Scoring Tablet Instructions**

### **Pace of Play Monitor**

Upon check-in, Pace of Play Monitors will receive a GGID code along with a fully charged tablet with the Golf Genius App already downloaded. This six-digit code can be entered on the landing page.

### **Live Scoring**

A reminder email with specific check-in information, an overview of the host clubs food service and any other relevant information will be included.