



# CONSTELLATION SENIOR PLAYERS CHAMPIONSHIP 2017 VOLUNTEER APPLICATION

Caves Valley Golf Club • Owings Mills, MD • July 13 - 16, 2017



One application per person. **Please print clearly and complete all sections.**  
Online application available at [www.volunteers.cspgolf.com](http://www.volunteers.cspgolf.com)

## **CONTACT INFORMATION:**

**\*Mandatory fields to fill in**

\*Mr./Ms./Mrs./Dr. Name: \_\_\_\_\_ Date: \_\_\_\_\_

\*Address: \_\_\_\_\_ Home Ph: \_\_\_\_\_

\*City, State, Zip: \_\_\_\_\_ \*Cell Ph: \_\_\_\_\_

\*Email Address: \_\_\_\_\_

Parent Email Address (Youth Standard Bearer ONLY): \_\_\_\_\_

Your first and last name will be printed on your volunteer credential. How would you like for your first name to appear on your credential? (i.e. James or Jim, etc.) \_\_\_\_\_

Are you a member of Caves Valley Golf Club? Yes or No Club or organization affiliation: \_\_\_\_\_

## **COMMITTEE PREFERENCES:**

**\*\*A LIST OF COMMITTEES MAY BE FOUND ON PAGES 2 & 3 OF THIS APPLICATION. NOTE:** Transportation and golf cart shuttle committees require minimum age of 25. Supply Distribution committee requires minimum age of 18.

**A. ALL VOLUNTEERS:** Please choose your top two (2) different volunteer committee preferences (with #1 being your first choice). Committees will be filled on a first-come, first-served basis. We cannot guarantee you will receive your first choice and **you** will find out your committee assignment the **beginning of April**. Positions can only be filled with a paid application.

1. \_\_\_\_\_ 2. \_\_\_\_\_

**B. YOUTH STANDARD BEARERS:** Organization or school you attend: \_\_\_\_\_

## **SCHEDULE:**

**Please note, all volunteers are required to work at least three (3) shifts. Shifts are approximately four (4) - six (6) hours in length, and are generally split between a morning and afternoon shift depending on your committee. Your chairman will contact you in May to confirm your scheduling preferences and availability.**

**Please select the actual days/shifts you can commit to work.** It is very difficult for your committee chair to do a schedule if you fill in all the days you *might* be able to work. You will be able to change shifts if necessary, but please try to fill out as accurately as possible.

**Please circle AM or PM below to indicate your availability for each date.**

<b>SUN.</b> 7/9/17	<b>MON.</b> 7/10/17	<b>TUES.</b> 7/11/17	<b>WED.</b> 7/12/17	<b>THURS.</b> 7/13/17	<b>FRI.</b> 7/14/17	<b>SAT.</b> 7/15/17	<b>SUN.</b> 7/16/17	<b>MON.</b> 7/17/17
AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM

**\*Note: Certain committees require volunteers to work prior to the Championship, only certain days during the Championship, and a few days after the Championship. Please review the committee descriptions on the next two pages to verify what days your committee is operational before completing the schedule above.**



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### VOLUNTEER COMMITTEE DESCRIPTIONS

#### **Admissions / Will Call**

Sell tickets and exchange coupons at admission gate. Assist with security check of credentials and personal items, sell Official Championship Programs and distribute Daily Pairings Guides to spectators at all entrance gates. Committee days: Tuesday - Sunday

#### **Caddie Services**

Register professional caddies. Distribute towels, issue caddie bibs, and oversee the caddie hospitality. Committee days: Monday - Sunday

#### **Corporate Hospitality / Patriot's Outpost**

Greet guests and check credentials at entrances to sponsored hospitality locations. Assist Marshals with noise control when players are approaching hospitality areas. This position may require some or occasional standing. Committee days: Thursday - Sunday

#### **Course Prep**

Rope and stake course and all ancillary areas as specified. Committee will install stakes & ropes before the Championship, maintain rope lines throughout Championship week, and remove stakes & ropes after the Championship. Must be willing to work outside and perform physical labor as this committee requires significant lifting. Much of committee's work is accomplished the week prior to the event: July 8<sup>th</sup> – 11<sup>th</sup>.

#### **On- Course Shuttles**

Provide golf cart transportation for players, corporate clients and spectators to and from specific locations on the course. Shuttles include: ADA shuttles & on course player shuttles. Volunteers in this committee must be 25 years of age or older with a valid, U.S. issued driver's license. Committee is operational Monday – Sunday.

#### **Special Events**

Assist in set up, registration and gift distribution for specific events and activities during Championship week including: Pro-Am Pairings Party (7/11), Pro-Am Day (7/12), and other ancillary tournament events. Committee is operational Tues – Sun.

#### **Honorary Observers**

Welcomes, registers, and orients the sponsors and clients that are designated to walk inside the ropes with assigned PGA TOUR Champions Professionals per tee time.

#### **Golf Carts**

Allocate golf carts to PGA TOUR Staff, Chairs, Coordinators and Operations. Maintain a sign in/sign out sheet and assign cart signage to individual carts. Ensure cart keys are returned; carts are charged and cleaned daily. Committee days: pre-Saturday - Sunday

#### **Long Drive**

Measure and record the yardage of a professional's ball on the fairway using scoring devices provided to you by PGA TOUR Staff. Mandatory ShotLink training is required and standing may be required for long periods. Committee days: Thursday – Sunday

#### **Marshals**

Provide gallery control, assist in player movement, help locate errant golf shots and provide spectators with general information as needed. Marshals will also assist with the movement of players on and off the course due to rain delays or whenever deemed necessary. This committee requires standing for extended periods of time in addition to walking to various positions around assigned hole. Committee days: Tuesday – Sunday

#### **Media Center**

Assist the Champions Tour Media Director in registering, welcoming, and providing credentials to Local, National, and International journalists. Answer phones, produce daily clippings, and provide scoring information to the media as needed. Committee days: Monday - Sunday

#### **Office Support**

Assist the Championship Office Staff prior to and during the Championship with general administration of the office including answering phones, assisting with mail, making photocopies, etc. Committee days: Wednesday, July 5<sup>th</sup> through Sunday, July 16<sup>th</sup>.



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**Practice Area Marshals**

Staff and maintain the practice facility area for contestants. Stocks and distributes practice range balls, drinks, etc. Maintain crowds and help players move from the range and practice area to the tee easily. Committee days: Tuesday - Sunday

**Shipping and Receiving**

Record shipments received and deliver to Championship grounds - distribute to appropriate areas. Responsible for distributing Championship Programs and Pairing Sheets to committees and on course locations. Committee requires minor lifting. Committee days: Monday - Sunday

**Evacuation**

Provides vehicle transportation for players, caddies, etc. to/from golf course in the event of inclement weather.

**Standard Bearers**

Accompany each group of professionals during play and display their scores on a standard sign. Must be able to carry a standard sign (weighs approximately 5-7 pounds) and walk 18 holes without a break. All volunteers are required to work the Wednesday Pro-Am in addition to 2 other shifts. Committee days: Wednesday - Sunday

**Supply Distribution**

Distribute refreshments and snacks from designated locations to all holes on the course, scoring tents, practice range, media center, volunteer village, and other designated areas on course. Must be 18 years of age or older with a valid, U.S. issued driver's license in order to operate a golf cart and also have the ability to lift up to 20 lbs. Committee days: Monday – Sunday.

**Television Spotters/ Microphone Operators**

Assist Golf Channel with Championship responsibilities including carrying microphones and equipment and relaying Championship information to Golf Channel staff. This committee requires some golf knowledge, ability to walk the course/keep pace with their assigned group, in addition to minor lifting. Only one shift per day - must be able to work entire day (shifts are approx. 6 hours). Committee days: Wednesday - Sunday

**Transportation**

Provide transportation for players, their families and VIP guests before, during and after the Championship, to and from hotels and airports. Must be over the age of 25, have a valid, U.S. issued, unrestricted driver's license, and cell phone. Committee is operational Friday prior to the Championship through Monday following the Championship.

**Uniform Distribution**

Inventory, maintain, and distribute volunteer uniforms and credentials. Also assist with apparel exchanges and sales of past apparel. Volunteers will need to be available prior to the Championship (May TBD) to assist with preparing and distributing volunteer packages during apparel distribution. Assist with fulfillment of volunteer orders and sales during Championship week. Minimal lifting is required.

**Volunteer Village**

Manage tent where volunteers check in with their respective Committee Chairs as well as come for snacks & beverages in between their shifts. Maintain a clean and supportive meeting place for the volunteers. The committee is operational Monday – Sunday of Championship week.

**Walking Scorers**

Record the scores and statistics of play on handheld devices during the Wednesday Pro-Am and all competitive rounds. Must be able to walk 18 holes without a break. Volunteers will receive training on how to use the hand held device. All volunteers are required to work the Wednesday Pro-Am in addition to 2 other shifts. This committee is operational Wednesday through Sunday.

**Youth Standard Bearer\***

\*option to purchase the volunteer package or volunteer without a fee (t-shirt & hat included)

Youth between the ages of 12 – 18 can accompany each group of professionals during play and keep/display their scores. Must be able to carry a standard sign (weighs approximately 5-7 pounds) and walk 18 holes without a break. Required to work the Wednesday Pro-Am in addition to 2 other shifts. Committee days: Wednesday - Sunday



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**REQUIRED\* VOLUNTEER UNIFORM:** All volunteers must purchase the Volunteer Package at a cost of \$80. This package includes: your Volunteer Credential, two (2) golf polos and headwear (option of a baseball cap or a visor), invitation to the Volunteer Appreciation Party, one weekly grounds ticket, complimentary breakfast and a lunch voucher on the days you work. Both men and women are required to wear KHAKI SHORTS/PANTS while working.

\*Youth Standard Bearers – volunteer package is optional to purchase. If choosing not to purchase the package, a t-shirt and hat will be provided to you. Please circle your size below:

**\*Please note that our volunteer polos are provided by NIKE and generally run a size smaller than most golf polos\***

**MEN: Required Volunteer Package Sizing Information**

Men's Golf Shirt (Nike)  
Baseball Cap or Visor (please circle one)

**Please circle your desired size:**

S     M     L     XL    XXL    XXXL  
Cap    Visor

**WOMEN: Required Volunteer Package Sizing Information**

Women's Golf Shirts (Nike)  
Baseball Cap or Visor (please circle one)

**Please circle your desired size**

S     M     L     XL    XXL    XXXL  
Cap    Visor

**YOUTH STANDARD BEARER** (if not purchasing the volunteer package):

Youth Standard Bearer T-Shirt  
Baseball Cap or Visor (please circle one)

**Please circle your desired size**

S     M     L     XL  
Cap    Visor

**ADDITIONAL ITEMS:** If you would like to order items in addition to what you will receive in the volunteer package, please complete the information below. *Note: additional apparel items are for volunteer use only.* If you are not purchasing additional items, please proceed to the next section.

	Circle Size	Quantity	Cost	Total
Bucket Hat	S/M    L/XL	_____	X \$20.00	_____

**TOTAL of ADDITIONAL ITEMS Ordered**                          =                          \_\_\_\_\_

**PAYMENT SECTION:** \*applications will not be processed until payment is received.

One Volunteer Required Uniform Package	=	\$80.00
Total of Additional Items Ordered	+	_____
<b>TOTAL ORDER:</b>	=	_____

Make checks payable to: Constellation SENIOR PLAYERS                          CHECK number: \_\_\_\_\_

Please mail payment and applications to:                          **CSPC Volunteers**  
10715 Red Run Blvd, Suite 113  
Owings Mills, MD 21117

To pay the volunteer registration fee by credit card, you must submit your application on-line:  
[volunteers.cspgolf.com](http://volunteers.cspgolf.com) and click on "Register to Volunteer"



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**TERMS & CONDITIONS**

**Age:** You must be at least 16 years of age to be considered for a volunteer position at the Championship other than Youth Standard Bearer. Some positions require 18 and 25 years of age.

**Transportation/Accommodation:** Volunteers involved in the Championship understand that transportation and accommodation will not be provided by the Championship.

**Shift Hours:** Volunteer duties are applicable before, during, and after the Championship. You will be notified of the shifts (service hours) that you will be required to complete. You will also be notified as to who you will report to (Committee Coordinators). You may be required to attend scheduled trainings and briefings (if any). You will be informed of the location and time of any training(s) and briefing(s) well in advance.

**Dress Code:** As a volunteer you will receive a uniform and volunteer credential, which are to be worn at all times during your shift(s). Your uniform and credential are not transferable and, if lost, will not be replaced. You will be responsible for the maintenance, cleanliness and laundry of your own shirt. Khaki shorts/pants must be worn while on duty. Sandals and metal spikes are not permitted.

**Safety:** The Championship takes pride in observing high standards of safety and endeavors to provide volunteers with the safest conditions possible. As a member of the volunteer team, volunteers must comply with all safety requirements associated with the volunteer position and support related policies and procedures. Volunteers should follow the Committee Coordinator's instructions with respect to safety at all times. Volunteers should communicate any and all problems, conflicts or suggestions (safety or otherwise) to their Committee Coordinator.

**Golf Cart Acknowledgement:** Golf carts are specifically used for the transportation of person but are used for utility purposes as well. They are significant value to the Championship for efficiency and economic transportation. Recognizing that golf carts are moving vehicles, the TOUR has established safety rules and procedures for the safe operation of these vehicles. Golf cart operation will be governed by such rules specified by PGA TOUR. **Volunteers must be 18 years old to operate a golf cart transporting supplies and 25 years old to transport passengers. Volunteers using a golf cart will be required to sign a separate Golf Cart Safety Training Acknowledgement and Liability Release prior to operating a golf cart.**

**Eligibility:** Volunteers are subject to verification or eligibility by background and/or reference checks at the option of PGA TOUR. You will not be eligible to volunteer in the future or may be dismissed during the Championship week for (but not limited to) the following:

- Consumption/being under the influence of alcohol or drugs while on duty
- Theft
- Insubordination, abuse or mistreatment of players, fans, Championship staff, visitors, guests or other volunteers
- Failure to abide by Championship policies and procedures
- Failure to complete your shift(s) as directed by your Committee Coordinator
- Allowing another person to use your volunteer credential
- Seeking autographs outside of the designated autograph area
- Entering restricted areas without proper credentials
- Cancelling without returning items ordered/purchased as part of the volunteer program
- Not being punctual and/or leaving your post unattended

Dismissal will not entitle any volunteer to a refund of the payment for the Volunteer Package. PGA TOUR reserves the right to accept or reject applications in its sole discretion.

**Use of Trademarks:** Volunteers may not use the Championship name or logo, website content, written agreement or any material and publication that carry the Championship marks in any way without the written permission of PGA TOUR.

**Volunteer Credential Terms:** You grant permission to PGA TOUR to utilize your image or likeness incidental to any live or recorded television or other transmission or reproduction in whole or in part of the Championship. You agree not to transmit or facilitate transmission of any account, description, picture, or reproduction of the Championship, including, without limitation, scoring-related data, without the specific advance written permission of the PGA TOUR. Soliciting autographs from Championship players with intent to sell is prohibited. You agree that you shall not seek autographs of players in order to sell such autographs, and you shall not pay another person to obtain an autograph for you. **For security purposes, no bags larger than six inches will be permitted onto the golf course, including purses, back packs, chair bags, and camera cases.** You hereby consent to the reasonable inspection of your person and property before entering the Championship, which inspection may include, without limitation, metal detection. No food, coolers, ladders, signs, banners, radios, televisions, firearms, explosive devices, etc. will be permitted on the grounds. All mobile devices, PDAs, and pagers must be on silent or vibrate and must be used in accordance with the posted Mobile Device Policy. NO cameras or camcorders are allowed during Championship rounds. No alcoholic beverages may be brought onto or taken from the grounds of the Championship. You agree to abide by all rules and regulations established by the PGA TOUR and the Championship, and a violation of such rules and regulations, including failure to appear for a scheduled volunteer shift, can be a cause for termination of the license granted herein, forfeiture of the volunteer credential and your removal from the Championship. The volunteer credential cannot be used in a promotion or offered as a prize without permission from PGA TOUR. Resale of the volunteer credential is not permitted. It is unlawful to reproduce the volunteer credential. PGA TOUR reserves the right to revoke this credential and cancel all privileges connected therein.



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**TERMS & CONDITIONS (CONTINUED).**

**RELEASE OF LIABILITY:** In connection with my activities or the activities of the underage participant listed herein (for whom I am the legal guardian) as a volunteer at the 2017 Constellation SENIOR PLAYERS Championship to be held at Caves Valley Golf Club ("Facility"), I agree and understand that the presence of me or the minor at the Championship and any volunteer work or services performed by me or the minor for the Championship, the Facility, Constellation NewEnergy, Inc., PGA TOUR, their affiliates and subsidiaries and their respective officers, directors, agents, members, employees and officials as well as any other volunteer (collectively, "Indemnified Parties") may expose me or the minor to known and unanticipated risks of harm or injury. In consideration of and as a prerequisite to the participation of me or the minor as a volunteer, I, for myself and the minor, acknowledge that such risks exist, assume all such risks, and release and discharge the Indemnified Parties from any and all claims for liability for personal injury (including death) or property damage that I or the minor may suffer while performing such volunteer work or service, whether or not on the premises of the Facility, including, without limitation, any claim arising out of any condition of the premises owned by the Facility or used by PGA TOUR for, or conduct or any person during preparation, supervision or conduct of, the Championship or any practice round or activity related to it. I further understand that the Indemnified Parties will not maintain insurance to cover me or the minor for personal injury, property damage or medical expenses, and I accept full responsibility for the costs of treatment for any injury or damages suffered by me or the minor while volunteering with the Championship. I have fully informed myself of the contents of this Release of Liability by reading it before signing it and agree to be bound by the terms set forth herein in consideration for performing volunteer services.

**VOLUNTEER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINTED NAME OF VOLUNTEER:** \_\_\_\_\_

**If Volunteer is a Minor,  
PARENT/LEGAL GUARDIAN'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**THANK YOU FOR VOLUNTEERING**