

VOLUNTEER JOB DESCRIPTION (S)

Jr. Golf Volunteer Schedule – your dates of participation will be locked in and recorded at this time. We require that each Jr. Golfer provide a volunteer for at least three dates during the program. Look at your summer schedule and commit to the dates now. You are asked to sign-up for a particular job on a particular date, so make sure you get these dates on your calendar at home. Be aware that the later you sign-up the less choices you have.

VOLUNTEER DRESS CODE AND RULES

All volunteers are asked to wear appropriate golf attire.
(This will be strictly enforced)

1. Shirts with collars. Shirts must be worn at all times and tucked in.
 2. Pants or shorts must have hems and pockets (no cut-off, or short-shorts.)
 3. No tank tops or sleeveless shirts. No tube tops, no spandex.
 4. Tennis shoes or golf shoes. No thongs or sandals (shoes will be worn at all times.)
 5. Hats are to face forward.
 6. NO SMOKING WHEN WORKING WITH OR BEING AROUND THE JR. GOLFERS
 7. Golf carts can be used for walkers only; no Jr. Golfer will ride in a cart, unless directed by chairperson.
- ALL VOLUNTEERS WILL NEED TO CHECK-IN AT THE VOLUNTEER TABLE ½ HOUR BEFORE YOUR JOB BEGINS
 - GET YOUR NAMETAG
 - BE READY FOR YOUR JOB.

INSTRUCTOR OR ASSISTANT TO THE PRO 8:00 TO 11:00 AM

- (4 TO 6 PERSONS PER DAY)
- TO ASSIST THE PRO IN THE TEACHING DURING LESSONS
- MUST KNOW THE GAME OF GOLF AND RULES
- ASSIST IN GETTING READY FOR LESSONS.

REGISTRATION TABLE (2 PERSONS PER TABLE)

2 HOLE TABLE, 4 HOLE TABLE, 7 HOLE TABLE, 9 HOLE TABLE

YOUR ARRIVAL TIME DEPENDS ON THE GROUP YOU ARE WORKING WITH.

- CHECK IN GOLFERS FOR ATTENDANCE,
- PASS OUT NAME TAGS AND ANY OTHER INFORMATION (TEST AND NOTICES) PERTAINING TO THE DAYS PLAY,
- MAKE UP SCORE CARDS
- MAKE SURE CARDS GET TURNED INTO THE ASSIGNMENT TABLE
- TO BE ASSIGNED TO A WALKER AND WHERE THEY WILL PLAY ON THE COURSES
- AFTER THE ABOVE HAS BEEN DONE,
- MAKE UP NAME TAGS FOR NEXT WEEKS PLAY.

SCORE BOARD (2 PEOPLE PER DAY)

- THE WALKER WILL REPORT ALL OF HIS/HERS GOLFERS SCORES TO THE SCORE PERSONS
- SCOREBOARD PERSON WILL RECORD THEM ON THE SCOREBOARD.

LUNCH BUNCH (4 PERSONS PER DAY; TIME 10:30 AM TILL 12:00 PM)

- ONE PERSON CHECKS OFF THE GOLFERS AS THEY COME THROUGH THE LUNCH LINE
- GOLFERS MUST BE WEARING THEIR NAMETAGS
- OTHER THREE WILL MAKE A LUNCH LINE OF PASSING OUT PLATES, CHIPS, APPLYING CONDIMENTS ON THE BURGERS AS THE GOLFER WISH
- ONE PASSING OUT POP.
- IF YOU ARE DEEDED TO SET UP OR TAKE DOWN PLEASE DO SO
- THE PERSON CHECKING OFF THE JR GOLFER IS TO SEE THE MONEY IS TURNED OVER TO THE CHAIRPERSON ALONG WITH AN ACCOUNTING OF HOW MANY LUNCHESES, AND POP WAS SOLD.

SCORE TABLE (2 PERSONS PER DAY)

- RECORD SCORE FROM WALKERS FOR THE PAPER.
- PREPARE THESE IN ALL FOUR LEVELS, 2 HOLERS, 4 HOLERS, 7 HOLERS, AND 9 HOLERS.
- HIS WILL BE DONE FOR GIRLS AS WELL AS BOYS.
- RECORD 1ST, 2ND, 3RD, AND ALL TIES.
- FAX THIS REPORT TO THE PAPER THROUGH THE OFFICE RIGHT AFTER PLAY.

WATER WAGONS (2 CARTS FROM THE PRO SHOP/ 9:00 AM)

- THESE PERSONS NEED TO KNOW THE GAME OF GOLF
- PREPARE THE CARTS WITH WATER JUGS, ICE AND CUPS. (JR STORAGE SHED)
- ONE CART RUNS THE FRONT SIDE AND THE OTHER RUNS THE BACKSIDE.
- IF IS IT HOT YOU WILL MAKE THE TURN SEVERAL TIMES
- RETURN ALL EQUIPMENT YOU USED TO THE SHED.

WALKERS (35 PER DAY)

- A WALKER MUST KNOW THE GAME OF GOLF.
- HAVE KNOWLEDGE OF THE U.S.G.A. RULES AND PROPER ETIQUETTE,
- KNOW HOW TO SCORE
- YOU ARE NOT AN INSTRUCTOR ON THE COURSE TO TEACH
- IF ASKED, DO WHAT YOU CAN AND KEEP PLAY MOVING
- TALK TO THE PRO AFTER PLAY
- WE ASK THAT YOU GIVE YOURSELF ENOUGH TIME TO WATCH THE LESSONS GIVEN TO THE GROUP YOU WILL BE WALKING WITH
- YOUR MAIN GOAL IS SAFETY FOR EVERYONE, ETIQUETTE, THE RULES OF GOLF AND HAVE FUN.

NON-GOLFER JOBS

- CLEAN UP CLIP BOARDS AND RENEW THE GOLF GUIDELINES (2 PEOPLE)
- CORRECT ALL JR TESTS. THESE WILL BE PICKED UP FROM THE PRO SHOP AND RETURNED BEFORE THE NEXT FRIDAYS PLAY.
- YOU WILL BE CALLED BY ONE OF THE COMMITTEE WHEN TEST ARE READY. (1 PERSON)
- SET UP AND PUT AWAY TABLES AND CHAIRS FOR COMMITTEE AT 7:00 AM EACH FRIDAY. (2 PERSONS)

- PICK UP GARBAGE AROUND THE PRO SHOP AND DRIVING RANGE. (1 PERSON).

TOURNAMENT CHAIRPERSONS FOR THE TWO DAY TOURNAMENT (2 PEOPLE)

PERSON #1

- THIS PERSON WILL MAKE ARRANGEMENTS AND RECRUTE PERSONS FOR THE PUTTING CONTEST, CHIPPING CONTEST, AND LONG DRIVE CONTEST
- THIS PERSON WILL ALSO WORK WITH THE GOLF PROFESSIONAL TO ENSURE AWARDS ARE ASSEMBLED AND TO PRESENT THESE AWARDS AT THE BANQUET
- THIS PERSON WILL PREPARE THE RESULTS OF THESE CONTESTS FOR THE YAKIMA HERALD REPUBLIC PAPER AND SUBMIT THE INFORMATION.

PERSON #2

- THIS PERSON MONITORS THE PLAY OF THE DAY FOR THE TROUNAMENT, MAKING SURE A RULES SHEET FOR TOURNAMENT PLAY IS GIVEN TO EACH PLAYER. (7 AND 9 HOLERS)
- MARSHALL THE COURSE ON THE BACK NINE, WORK WITH THE GOLF PROFESSIONAL TO TALLY ALL TOURNAMENT RESULTS THAT ARE ASSEMBLED PERSON #2 SHOULD WORK WITH PERSON #1 IN SUBMITTING THE RESULTS TO THE YAKIMA HERALD.

WE ARE VERY MUCH IN NEED OF PERSONS WHO WILL WORK AT THE COMMITTEE LEVEL. WE NEED PEOPLE WHO ARE WILLING TO LEARN THE FULL PROGRAM SO THAT THIS WONDERFUL PROGRAM CAN CONTINUE.