



# Charles Schwab Cup Championship

## 2018 VOLUNTEER APPLICATION

*Phoenix Country Club, Phoenix, AZ - November 5 – 11*



One (1) volunteer per application. You can also apply online at: [volunteers.charlesschwabcupchampionship.com](http://volunteers.charlesschwabcupchampionship.com)

### **CONTACT INFORMATION:**

**\*Mandatory fields to fill in (PLEASE PRINT CLEARLY)**

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

\*Address: \_\_\_\_\_ \*Suite/Apt: \_\_\_\_\_

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

\*Home Phone: \_\_\_\_\_ \*Cell Phone: \_\_\_\_\_

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

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?

**PRINT CLEARLY** (i.e. James or Jim, check this box etc.) \_\_\_\_\_

### **COMMITTEE & SCHEDULE PREFERENCE: See attached committee descriptions and dates of operation.**

- All Volunteers are required to work a minimum of three (3) days.
- Positions are filled with a completed and/or paid application. No spots will be held for any committee.
- **NOTE:** Transportation and golf cart shuttle committees require minimum age of 25.
- **ALL VOLUNTEERS:** Please list your top 3 committee preferences here (with #1 being your first choice - this includes return volunteers who want to work the same committee again). Due to changes in operating plans and a reduction in the required number of volunteers needed in some committees, there may not be enough open positions available for all returning volunteers. For this reason, it is important that you list your top 3 committee preferences here:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**\*\*If you selected the Marshal Committee, please write your *Hole* preference:** \_\_\_\_\_

- Please check this box if you are willing to work on more than one (1) committee.
- Please check this box if you are a member of Phoenix Country Club.

**Please circle "YES" or "No" for each date to indicate your desired availability**

Week Prior 10.29 -11.04	Monday 11.05.18	Tuesday 11.06.19	Wednesday 11.07.18	Thursday (Rd. 1) 11.08.18	Friday (Rd. 2) 11.9.18	Saturday (Rd. 3) 11.10.18	Sunday (Rd. 4) 11.11.18	Week After 11.12 – 11.18
YES NO	YES NO	YES NO	YES NO	YES NO	YES NO	YES NO	YES NO	YES NO

- **VOLUNTEER PACKAGE:** Volunteers are required to purchase a Volunteer Package as described below. Notwithstanding the terms of the Volunteer Application presently enrolled College or University Student are to receive a complimentary Volunteer Package.

<b>REQUIRED VOLUNTEER PACKAGE – Register on or prior to April 15 \$55 – Volunteer Package after April 16 \$60</b>	
<b>MEN PACKAGE</b>	<b>WOMEN PACKAGE</b>
Men's Shirt (circle size): S M L XL XXL XXXL	Women's Shirt (circle size): XS S M L XL XXL 3XL
Men's Jacket (circle size): S M L XL XXL XXXL	Women's Jacket (circle size): XS S M L XL XXL 3XL
Baseball Cap – one size fits all	Headwear (circle choice): Baseball Cap <b>OR</b> Visor
(1) Volunteer Badge – Grounds Access Entire Tournament Week	(1) Volunteer Badge – Grounds Access Entire Tournament Week
(10) Good Any One Day Grounds Tickets	(10) Good Any One Day Grounds Tickets
(1) Commemorative Volunteer Lapel Pin	(1) Commemorative Volunteer Lapel Pin
(1) Meal per working Volunteer shift	(1) Meal per working Volunteer shift

**SUBTOTAL #1 \$** \_\_\_\_\_



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**OPTIONAL VOLUNTEER MERCHANDISE SPECIAL OFFERS** - Please circle options and fill out total prices below.

Extra Women's Volunteer Shirt: XS S M L XL XXL 3XL	\$25 per item	Quantity: ___ x \$25 = _____
Extra Men's Volunteer Shirt: S M L XL XXL XXXL	\$25 per item	Quantity: ___ x \$25 = _____
CSCC Week Long Ticket (Retail Value: \$99; Valid Wed - Sun)	\$50 per item	Quantity: ___ x \$50 = _____
Alternate Women's Outerwear Piece: S M L XL XXL	\$50 per item	Quantity: ___ x \$50 = _____
Alternate Men's Outerwear Piece: S M L XL XXL	\$50 per item	Quantity: ___ x \$50 = _____
Straw Hat (circle size): S/M M/L L/XL	\$20 per item	Quantity: ___ x \$20 = _____
Floppy Hat (circle size): S/M L/XL	\$20 per item	Quantity: ___ x \$20 = _____

**SUBTOTAL #2 \$ \_\_\_\_\_**

**METHOD OF PAYMENT**

Cash       Check # \_\_\_\_\_

**TOTAL \$ \_\_\_\_\_ (please enter total amount of Subtotals # 1 and # 2)**

**MAKE CHECK PAYABLE TO CHARLES SCHWAB CUP CHAMPIONSHIP**

**Mail Application and Payment directly to:**

PGA TOUR  
 Attn: Kristi Lee Fowlks  
 2901 N 7<sup>th</sup> Street  
 Phoenix, AZ 85014

**\*If you choose to pay by credit card, please apply online at:**

<https://events.r2it.com/volunteer/csc/2018/>



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### VOLUNTEER COMMITTEE DESCRIPTIONS

**Admissions & Will Call:** Assist with selling and scanning tournament tickets at Main Admission Gate, check for proper credentials, and provide general information to spectators. Assist with distribution of Will Call tournament tickets and parking passes that have been left for future pick-up (Will Call location may be off-site).

*Dates of Operation: Wednesday - Sunday of tournament week (November 7 - 11); Will Call is open Wednesday - Sunday of tournament week (dates are subject to change)*

**Ambassador Program:** Act as “ambassador caddie” during Championship Week. Contribute to the PGA TOUR Champions staff in answering on-site questions about the course, tee times, restroom and hospitality locations, pass out programs. You are the tournament source of knowledge and information for our spectators, corporate sponsors, volunteers and players.

*Dates of Operation: Wednesday - Sunday of tournament week (November 5 - 11)*

**Caddie Services:** Assist with PGA TOUR Champions professional caddie registration and services throughout tournament week. Distribute/wash/collect towels and bibs, maintain the caddie lounge area, act as a concierge. On Wednesday of tournament week, manage the registration and logistics of the Official Pro-Am amateur caddie program.

*Dates of Operation: Monday - Sunday of tournament week (November 5 - 11); Wednesday Official Pro-Am Amateur Program*

**Golf Carts:** Allocate golf carts to PGA TOUR Staff, Volunteer Leadership, Vendors and Operations. Maintain a sign-in/sign-out sheet and assign cart signage to individuals and signs on carts. Ensure cart keys are returned; carts are charged and cleaned daily.

*Dates of Operation: Pre-Friday - Post Monday of tournament week (November 2 - 12)*

**Corporate Hospitality/Military Patriots' Outpost:** To provide information and assistance to corporate clients ensuring the best possible experience. Greet guests and confirm properly credentialed clients are allowed in private hospitality areas. Assist Marshals with noise control when players approach hospitality areas. Some client interaction necessary and position may require some or occasional standing.

*Dates of Operation: Thursday - Sunday of tournament week (November 8 - 11); dates are subject to change*

**Course Prep/Construction:** To stake and rope the main course and all ancillary areas as required with the objective to maximize spectator viewing areas. Committee will install stakes and ropes before the Championship, maintain rope lines throughout tournament week and post event. Must be willing to work outside and perform physical labor as this committee requires significant lifting.

*Dates of Operation: Pre-Friday - Post Tuesday (November 2 - November 13)*

**Golf Cart Shuttles:** To provide cart transportation for disabled spectators to and from the bus drop at the main entrance to designated areas on the golf course. Responsible for transporting players and caddies to/from specific areas determined by the Rules Officials. Provide golf cart transportation to Marshals to their assigned hole locations when time permits. **Must be age 25 or older with a valid driver's license to operate a golf cart transporting passengers.**

*Dates of Operation: Monday - Sunday of tournament week (November 5 - 11)*

**Golf Events:** Assist with operational set-up, registration, and gift distribution for the following events: Charles Schwab Golf Outing (Monday, Nov. 5); Official Pro-Am Pairings Party (Tuesday, Nov. 6); Official Pro-Am (Wednesday, Nov. 7); Charles Schwab Pro-Am (Monday, Nov. 12).

*Dates of Operation: Monday, Tuesday, and Wednesday of tournament week and Post Monday (November 5 - 7 and 11); dates are subject to change*

**Honorary Observer Management:** Assist with operation of tournament guests granted access to walk inside the ropes. Operate with PGA TOUR staff the logistics, credential distribution, guidelines, escorting guests to #1 tee, and photo process.

*Dates of Operation: Thursday - Sunday of tournament week (November 8 - 11)*

**Long Drive/SHOTLink:** Measure and record the yardage of a professional's ball on the fairway using scoring devices provided by the PGA TOUR Staff. SHOTLink volunteers may be required to climb onto a platform which can be up to six (6) feet off the ground.

*Dates of Operation: Thursday - Sunday of tournament week (November 8 - 11)*

**Marshals:** Provide gallery noise control, assist in player movement, help locate errant golf shots and provide spectators with general information. Marshals will also assistance with the player movement on and off the course due to weather delays or whenever



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deemed necessary. The committee requires standing for extended periods of time in addition to walking to various positions around the hole.

*Dates of Operation: Wednesday - Sunday of tournament week (November 7 - 11)*

**Media Services:** Assist with the PGA TOUR Champions Media Director in registering, welcoming and providing proper credentials to Local, National and International journalists. Answer phones, produce daily clippings and provide scoring information to the media as needed.

*Dates of Operation: Monday - Sunday of tournament week (November 5 - 11)*

**Office Support:** Assist in the Tournament Office prior to and during the tournament by providing general administrative duties to include answering the phones, answering questions, assisting with large mailings, etc. This Committee sometimes requires a lot of downtime due to the unpredictable workloads, so it is recommended that volunteers bring a book or tablet to pass time.

*Dates of Operation: Advance week and tournament week (October 29 - November 13)*

**Player Services:** Assist PGA TOUR staff in providing exceptional service to the PGA TOUR Champions throughout the week. Act as a concierge for the players including player registration and answering questions from the players and/or their family members.

*Dates of Operation: Monday - Sunday of tournament week (November 5 - 11)*

**Practice Area:** Set-up and maintain the practice facility for the players by stocking and distributing practice range balls, drinks, snacks, etc. Provide gallery control of the practice areas and regulate access for the contestants and tournament officials.

*Dates of Operation: Monday - Sunday of tournament week (November 5 - 11)*

**Special Events:** Assist with the coordination, set-up, tear down, registration and operations for special (non-Pro-Am) events prior to and during tournament week. Events include, but are not limited to – Putt for Charity Event, Military Appreciation Day, Youth Day, and other TBD Charles Schwab Cup Championship events.

*Dates of Operation: TBD; events are mainly during tournament week (November 5 - 11) but one or two may be prior to event and off-site.*

**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 (approx. 7 lbs.) and walk 18 holes without a break. All volunteers are required to work the Wednesday Official Pro-Am.

*Dates of Operation: Wednesday - Sunday of tournament week (November 7 - 11)*

**Supply Distribution:** To inventory, distribute and maintain tournament supplies such as ice, coolers, drinks, and spectator information to designated areas. Committee requires a significant amount of lifting. Golf cart operation may be required. **Must be age 18 or older with a valid driver's license to operate a golf cart transporting supplies.**

*Dates of Operation: Pre-Saturday (prior of tournament week) - Post Monday (November 3 - 12)*

**Transportation:** Provide transportation to professionals and VIP guests before, during and after the tournament. Assist with the inventory and control the distribution of official tournament vehicles. Committee also assists in the return of vehicles after the tournament. This Committee sometimes requires a lot of downtime due to the players' unpredictable schedule so it is recommended that volunteers bring a book or tablet to pass time. **Drivers must be at least 25 years old and provide a valid driver's license issued by the volunteer's jurisdiction of residency.**

*Dates of Operation: Pre-Friday - Post Monday (November 2 - 12)*

**Television Spotters:** Assist Golf Channel with responsibilities including carrying microphones and equipment and relaying for Golf Channel staff. This committee requires some golf knowledge, ability to walk the course/keep pace and minor lifting.

*Dates of Operation: Thursday - Sunday of tournament week (November 8 - 11)*

**Uniform Distribution:** Inventory and distribute volunteer apparel and credentials. Responsibilities include management of uniform distribution area, apparel exchanges, sales and returns. Minimal lifting is required.

*Dates of Operation: October 20, 27, and November 3 (Dates are tentative and subject to change)*

**Volunteer Services HQ:** Responsible for the operation and management of Volunteer Headquarters during tournament week (exclusive use of credentialed volunteers). Assist with food and beverage; lunch chits; check-in; maintain clean environment and merchandise sales.

*Dates of Operation: Monday - Sunday of tournament week (November 5 - 11)*



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**Walking Scorers:** Record statistics and scores of players on a Palm Pilot during competition rounds and must be able to walk 18 holes. **MANDATORY** that Walking Scorers work on Wednesday (Nov. 7).  
*Dates of Operation: Wednesday - Sunday of tournament week (November 7 - 11)*



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### VOLUNTEER TERMS AND CONDITIONS

**Age:** Unless otherwise approved by the Tournament, you must be at least 18 years of age to be considered for a volunteer position at the tournament. Some positions require age 25.

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

**Shift Hours:** Volunteer duties are applicable before, during and after the tournament. 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 (Division and Committee Chairman). You may be required to attend scheduled trainings and briefings. You will be informed of the location and time of any training(s) and briefing(s) well in advance.

**Dress Code:** Closed toe shoes (sandals and traditional spikes are not permitted), khaki bottoms (black bottoms for Committee Chairmen), 2018 CSCC Volunteer shirt & 2018 CSCC Volunteer jacket. 2018 optional additional jacket can be worn in place of the jacket. Wearing the floppy hat, straw hat, ball cap or visor is optional; however, if you wear any headwear it must be the official 2018 CSCC Volunteer hat or visor. **Your Volunteer credential is required for access to the course. 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 volunteer clothing.

**Safety:** We take pride in observing high standards of safety throughout the tournament. We endeavor to provide you with the safest volunteering conditions possible. As a member of the volunteer team, we ask you to comply with all safety requirements associated with your volunteer position and support related policies and procedures. Please follow the Division and Committee Chairman's instructions with respect and safety at all times. Volunteers should communicate any and all problems, conflicts or suggestions (safety or otherwise) to their Committee and/or Division Chairman.

**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 our 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 rules specified by 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 tournament 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, tournament staff, visitors, guests or other volunteers
- Failure to abide by tournament policies and procedures
- Failure to complete your shift(s) as directed by your Vice or Committee Chairman
- 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 tournament name or logo, website content, written agreement or any material and publication that carry the tournament marks in any way without the written permission of PGA TOUR.

**Volunteer Credential Terms:** Each volunteer grants permission to TOUR to utilize his or her image or likeness incidental to any live or recorded television or other transmission or reproduction in whole or in part of the Tournament. Volunteers agree not to transmit or facilitate transmission of any account, description, picture, or reproduction of the Tournament, including, without limitation, scoring-related data, without the specific advance written permission of TOUR. Soliciting autographs from Tournament players with intent to sell is prohibited. Volunteers agree not to seek autographs of players in order to sell such autographs and not to pay another person to obtain an autograph. For security purposes, no bags larger than six inches will be permitted onto the golf course, including purses, chair bags, and camera cases. Volunteers hereby consent to the reasonable inspection of their person and property before entering the Tournament, 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 phones, PDA's and pagers must be on silent or vibrate and must be used in accordance with the



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CHAMPIONS

posted Mobile Device Policy. NO cameras or camcorders are allowed during tournament rounds. No alcoholic beverages may be brought onto or taken from the grounds of the Tournament. Volunteers agree to abide by all rules and regulations established by the TOUR and the Tournament, 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 removal from the Tournament. The volunteer credential cannot be used in a promotion or offered as a prize without permission from TOUR. Resale of the volunteer credential is not permitted. It is unlawful to reproduce the volunteer credential. TOUR reserves the right to revoke any volunteer credential and cancel all privileges connected therein.

**INTEGRITY PROGRAM:** The PGA TOUR Integrity Program is intended to maintain integrity and prevent betting-related corruption in PGA TOUR competitions. Each volunteer is subject to the terms of the PGA TOUR Integrity Program Manual (the "Integrity Program Manual"). The Integrity Program Manual, among other things: prohibits volunteers from betting on the Tournament and providing inside information to third parties for purposes of betting on the Tournament; and requires volunteers to report any violations of the Integrity Program Manual to the TOUR. A violation of the Integrity Program may result in dismissal from volunteering for the Tournament, among other consequences.

**RELEASE OF LIABILITY**

In connection with my activities listed herein as a volunteer at the Tournament to be held at Phoenix Country Club, Phoenix, Arizona, I agree and understand that my presence at the Tournament and any volunteer work or services performed by me for the Tournament, TOUR, Charles Schwab, Phoenix Country Club, their affiliates and subsidiaries and their respective officers, directors, agents, members, employees and officials, as well as any other volunteer (collectively referred to as "the Indemnified Parties") may expose me to both unknown and unanticipated risks of harm or injury. In consideration of and as a prerequisite to my participation as a volunteer, I 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 may suffer while performing such volunteer work or service, whether or not on the premises of Phoenix Country Club, including, without limitation, any claim arising out of any condition of the premises used by TOUR for the Tournament or the conduct or any person in connection with the preparation for, supervision of, or conduct of the Tournament or any practice round or activity connected or related to it. I accept full responsibility for the costs of treatment for any injury or damages I may suffer while participating as a volunteer in connection with the Tournament. I have fully informed myself of the contents of this Release 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:** \_\_\_\_\_