Hole assignments

Holes 1 to 18 with the sponsor sign that belongs there, the contest if any, the volunteer stationed on it and what they need brought out.

TOURNAMENT

DATE

VOLUNTEER LEAD AND PHONE

HOLE	PAR	SPONSOR SIGN	CONTEST	VOLUNTEER	PHONE	SUPPLIES TO BRING OUT	SET
1							☐
2							☐
3							☐
4							☐
5							☐
6							☐
7							☐
8							☐
9							☐
10							☐
11							☐
12							☐
13							☐
14							☐
15							☐
16							☐
17							☐
18							☐

SIGNS MADE

STAKES AND SLEEVES

SET-UP STARTS AT

TAKE-DOWN BY

Photograph every sponsor sign in place before the horn. It is the picture the sponsor wants and the proof you need.

Volunteer roster

Everyone giving up the day, by role, with when they arrive, where they stand and whether they have been briefed, fed and thanked.

TOURNAMENT

DATE

VOLUNTEER LEAD AND PHONE

ROLE	NAME	PHONE	ARRIVE	STATION	BRIEF	FED	THANKED
Registration desk					☐	☐	☐
Registration desk					☐	☐	☐
Starter					☐	☐	☐
Scoring table					☐	☐	☐
Nearest the pin marshal					☐	☐	☐
Longest drive marshal					☐	☐	☐
Putting contest					☐	☐	☐
Beverage cart					☐	☐	☐
Raffle and mulligan sales					☐	☐	☐
Photographer					☐	☐	☐
Course marshal, front nine					☐	☐	☐
Course marshal, back nine					☐	☐	☐
Prize table					☐	☐	☐
Auction spotter					☐	☐	☐
Runner					☐	☐	☐
Set-up and take-down					☐	☐	☐
					☐	☐	☐
					☐	☐	☐

BRIEFING COVERS

- ☐ Where to park and where to sign in
- ☐ Your station, your start time and who relieves you
- ☐ What is in your supplies bag and who to call for more
- ☐ How the contest is measured and recorded
- ☐ Lightning signal, shelter points and first aid
- ☐ Where lunch is and when the beverage cart passes
- ☐ What to say to a player who argues
- ☐ Photo of your sponsor sign before the horn

BRIEFING AT (TIME AND PLACE)

LUNCH FOR VOLUNTEERS AT

THANK-YOU GIFT

Volunteers quit when nobody fed them. Put lunch and a thank-you on the sheet so it is somebody's job.