



THE NORTHERN TRUST 2017 COMMITTEE DESCRIPTIONS

Glen Oaks Club • Old Westbury, NY • August 22- 27, 2017



Admissions & Will Call	<p>Responsible for scanning proper credentials at all entrance gates, selling tickets at the Main Entrance gate, and the distribution of Will Call Tickets. Will be trained to use scanners. Help distribute spectator guides and pairings sheets at all entrances and provide general information to spectators.</p> <p><i>Dates of Operation: Monday to Sunday; Will Call is open Tuesday to Sunday (August 21-27)</i></p>
Ambassadors	<p>Welcome and provide general information to spectators at the Main Entrance and at various locations throughout the course. Will need to become extremely familiar with course layout, restroom and concession locations, starting times, pairings, first aid, etc. Will assist the Corporate Hospitality Committee by acting as a concierge service to help guests locate their hospitality locations.</p> <p><i>Dates of Operation: Tuesday to Sunday (August 22- 27)</i></p>
Caddie Services	<p>Register PGA TOUR caddies for THE NORTHERN TRUST. Distribute towels via a towel exchange program and issue caddie bibs Wednesday – Sunday of the tournament. Oversee the Caddie Hospitality tent.</p> <p><i>Dates of Operation: Monday to Sunday (August 21- 27)</i></p>
Commissary	<p>Transport drinks, ice and snacks from designated commissary location to all holes on the course, scoring tents, practice range, media center, volunteer center, etc. as directed by the PGA TOUR. Volunteers must be able to perform heavy lifting. Please note: must be at least 16 years old to operate a golf cart.</p> <p><i>Dates of Operation: Sunday to Sunday (August 20- 27)</i></p>
Corporate Hospitality	<p>Greet guests, check credentials and provide wristbands to clients at all hospitality locations. Ensure that only properly credentialed clients are allowed inside the venue. Work with Ambassador Committee to assist guests with directions to locate their hospitality location.</p> <p><i>Dates of Operation: Wednesday– Sunday (August 23- 27)</i></p>
Course Prep	<p>Rope and stake course and all ancillary areas as specified. Committee will install stakes & ropes before the tournament and collect stakes & ropes after tournament. Must be willing to work outside and perform physical labor.</p> <p><i>Dates of Operation: Pre tournament Friday to Saturday (August 18-20) Post tournament Monday to Tuesday (August 28-29)</i></p>
Driving Range Shuttles	<p>Transport players to and from the clubhouse and driving range.</p> <p>Please note: must be at least 16 years old to operate a golf cart. Must have valid driver's license.</p> <p><i>Dates of Operation: Sunday to Sunday (August 20- 27)</i></p>
Evacuation	<p>Assist in facilitating the evacuation plan for players in case of inclement weather. Must remain calm under pressure and in bad weather conditions. Please note: must be 25 or older and have a valid driver's license.</p> <p><i>Dates of Operation: Monday to Sunday (August 21- 27)</i></p>
Golf Carts	<p>Manage inventory, distribution and collection of golf carts during tournament week. Please note: must be at least 16 years old to operate a golf cart.</p> <p><i>Dates of Operation: Sunday to Sunday (August 20- 27)</i></p>
Marshals	<p>Provide gallery control, assist in player movement, help locate errant golf shots and provide spectators with general information as needed. This committee requires standing for extended periods of time.</p> <p><i>Dates of Operation: Tuesday to Sunday (August 22- 27) Marshal shifts will be measured in half days Wednesday to Friday. On Tuesday (practice) and Saturday & Sunday (one-tee start) there will only be one shift available, to the end of play on your hole.</i></p>
Media Center	<p>Assist PGA TOUR Media officials with registration and the welcoming of local, national and international journalists to promote the image of THE NORTHERN TRUST.</p> <p><i>Dates of Operation: Monday to Sunday (August 21- 27)</i></p>



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Office Administration	<p>Assist the tournament staff prior to and during the tournament with general administration duties including answering the phones, assisting with meal chit distribution, assembling raffle prizes and setting up for the Volunteer Appreciation party.</p> <p><i>Dates of Operation: Pre tournament Monday to Tournament Week Sunday (August 14- 27)</i></p>
Patriots' Outpost	<p>Greet guests, check credentials, provide wristbands, and act as a concierge service to military members and their families.</p> <p><i>Dates of Operation: Wednesday to Sunday (August 23- 27)</i></p>
SHOTLink	<p>Will record and transmit shot locations of professionals to the SHOTLink system while stationed greenside or at fairway landing zones. Transmission achieved via the use of hand held palm pilots and stationary tripod cameras. All will receive training on handheld devices and lasers prior to tournament week, and optional on-course training is available during the ProAm on Wednesday before the tournament.</p> <p><i>Dates of Operation: Wednesday to Sunday (August 23- 27)</i></p>
Social Media	<p>Assist tournament staff with collecting photos and content to disseminate on the tournament Facebook and Twitter pages. Distribute swag to encourage fans to interact with our social media pages.</p> <p><i>Dates of Operation: Wednesday to Sunday (August 23- 27)</i></p>
Special Events	<p>Assist with Executive Women's Day and the Pro-Am. Includes registration, helping direct guests among various locations, assisting with the shopping spree for Pro-Am clients, etc.</p> <p><i>Dates of Operation: Monday to Wednesday (August 21-23)</i></p>
Special Needs Services	<p>Transport guests that require assistance to and from admission gate, specific viewing areas on course and hospitality locations.</p> <p><i>Dates of Operation: Tuesday to Sunday (August 22-27)</i></p>
Standard Bearers	<p>Accompany each group of professionals during play and display their scores in relation to par on a cumulative basis. Must be able to carry a standard (approx. 5-7 pounds) for the length of the course.</p> <p><i>Dates of Operation: Thursday to Sunday (August 24-27)</i></p>
Supply Distribution	<p>Receive, inventory and distribute packages that arrive during tournament week. Distribute and replenish pairing sheets, spectator guides and programs on a daily basis. Volunteers must be able to perform heavy lifting. Please note: must be at least 16 years old to operate a golf cart.</p> <p><i>Dates of Operation: Monday to Sunday (August 21- 27)</i></p>
Transportation	<p>Use tournament vehicles to provide transportation to players, their families, VIP guests and tournament staff. Includes trips to and from hotels and airports. Must have valid driver's license.</p> <p><i>Dates of Operation: Pre-tournament Saturday to post- tournament Monday (August 19- 28)</i></p>
Uniform Distribution	<p>Prepare Volunteer packages by matching uniform with tournament packaged credential envelopes to be ready for pick up. Volunteers will need to be available prior to tournament to assist with preparing and distributing volunteer packages at Training Meetings and pre-determined dates. Volunteers will be stationed in the Volunteer Center during tournament week to sell leftover inventory.</p> <p><i>Dates of Operation: Late July/ early August through Tournament Week</i></p>
Volunteer Center	<p>Ensure that only properly credentialed Volunteers or vendors WITH a meal coupon gain access to the Volunteer Center. Assist with Check-In, putting out snacks, and collecting meal coupons at the buffet.</p> <p><i>Dates of Operation: Monday to Sunday (August 21- 27)</i></p>
Walking Scorers	<p>Record the scores and statistics of play on handheld PDA devices during the Wednesday Pro-Am and all competitive rounds. Must be able to walk 18 holes without a break.</p> <p><i>Dates of Operation: Wednesday to Sunday (August 23- 27)</i></p>