



# Henrico County Open

April 23-29, 2007

## Volunteer Form

Please return by March 1, 2007 for first choice of positions!

(We will be accepting applications throughout Tournament Week)



Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please circle your shirt size below** (cannot be guaranteed if application is returned after March 1, 2007)

Men's: Small Medium Large XLarge XXLarge

Women's: Small Medium Large XLarge XXLarge

Youth Sizes: Small Medium

Are you interested in housing a Pro? \_\_\_\_\_

**PLEASE CHECK WHICH DAYS AND SHIFTS YOU CAN VOLUNTEER**

**NOTE:** A.M. Shift is from approximately 7:00 A.M. until approximately 1:00 P.M.  
P.M. Shift is from approximately 12:00 P.M. until approximately 6:00 P.M.

**NOTE:** PLEASE SEE REVERSE PAGE FOR POSITION DESCRIPTIONS & DATES.  
If you are volunteering for the week prior to Tournament Week, please note Position and Dates in the "Other" Section below.

	Sat 4/21	Sun 4/22	Mon 4/23	Tues 4/24	Wed 4/25	Thurs 4/26	Fri 4/27	Sat 4/28	Sun 4/29	Other (as needed)
A.M. Shift										
P.M. Shift										

**LIST TOP 3 VOLUNTEER POSITIONS YOU ARE INTERESTED IN:**

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

**UNIFORM FEE:** \*Adult: \$25.00 fee \*Youth (ages 14-17): \$10.00 fee  
includes official Tournament golf shirt, hat, meals while volunteering, an invitation to Tournament Week- Thank You Hawaiian Luau on Monday, April 23, 2007 and an invitation to Volunteer Golf Day on Monday, June 25, 2007 (must work 2+ shifts for Volunteer Golf Day invite)

**Mail Form & Check for Uniform Fee to:**  
**Henrico County Open**  
**c/o Diane Richardson, 12208 Walborough Lane, Glen Allen, VA 23059**

If you have questions, please call:  
Diane Richardson, Volunteer Coordinator Phone: (804) 360-4930

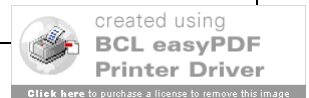
For Official Use Only:

Date Received \_\_\_\_\_

Paid \_\_\_\_\_

Batch # \_\_\_\_\_

Reply Sent \_\_\_\_\_



Click here to purchase a license to remove this image

## VOLUNTEER JOB DESCRIPTIONS

### *Positions that require golf knowledge:*

**Caddies (April 23<sup>rd</sup>– April 29<sup>th</sup>)** will carry the Pro's golf bags for 18 holes each day.

**The Golf Channel (April 26<sup>th</sup>- April 29<sup>th</sup>)** volunteers will either walk with Pro's and relay scores/ information to production truck **or** be a microphone operator (all necessary training provided.)

**Marshal (April 26<sup>th</sup> - April 29<sup>th</sup>)** volunteers will control crowd at tees, greens, fairways, driving range and other designated areas.

**Standard Bearer (April 28<sup>th</sup> – April 29<sup>th</sup>)** volunteers will walk 18 holes carrying a sign containing current names and scores.

**Scoring Central (April 26<sup>th</sup> –April 29<sup>th</sup>)** volunteers will transmit received scores to leaderboards via computer (all necessary training provided).

**Scoring Tent (April 26<sup>th</sup> – April 29<sup>th</sup>)** volunteers will assist the Scoring Tent by either reviewing Pro's scorecards **or** running scorecards to the PGA TOUR Truck (after making copies).

**Walking Scorer (April 26<sup>th</sup> – April 29<sup>th</sup>)** volunteers will walk 18 holes with a group of Pros and keep score on ShotLink (all necessary training provided).

### *Additional Positions:*

**Administration/Player Registration /Ticket Sales (April 23<sup>rd</sup> – April 29<sup>th</sup>)** volunteers will assist in Tournament Office and Information Desk, register players and handle ticket sales and ticket taking.

**Floater (April 23<sup>rd</sup> – April 29<sup>th</sup>)** volunteers will report to the Volunteer Coordinator and Tournament Director, helping out wherever necessary.

**Parking and/or Transportation (April 23<sup>rd</sup> – April 29<sup>th</sup>)** volunteers will man parking locations, drive shuttle vans, transport players, spectators and volunteers, as well as set up and remove road signage.

**Player Housing** volunteers are those who are interested in housing a Pro during the Tournament (anyone who lives near The Dominion Club may indicate their desire to do so on Volunteer Application).

**Pro Am Registration (April 25<sup>th</sup>)** volunteers will assist with coordination and organization of Pro-Am Packages to Sponsors, prepare Pro Am Gift Packages prior to Tournament, register Pro Am Participants on Wednesday, and assist with any needs on Pro Am day(s).

**Security (April 23<sup>rd</sup> – April 29<sup>th</sup>)** volunteers will check credentials for access to various venues, clubhouse, locker room, hospitality areas, etc.

**Tournament Operations (April 15<sup>th</sup> – April 29<sup>th</sup>)** volunteers will be responsible for set up and breakdown of the course, including, but not limited to, placement of netting around trailers, hanging of banners, putting up signs and other various responsibilities (week prior to and during tournament).

**Volunteer Apparel (April 21<sup>st</sup>, April 23<sup>rd</sup>)** volunteers will package and distribute volunteer uniforms.

**Volunteer Hospitality (April 23<sup>rd</sup> – April 29<sup>th</sup>)** volunteers will set-up and maintain Volunteer Hospitality in Volunteer Tent and on-course distribution of volunteer meals, drinks and snacks.