



VOLUNTEER OVERVIEW

August 21st- 26th, 2018

The Ridgewood Country Club – Paramus, NJ

The FedExCup Playoffs will be in your backyard this summer when the PGA TOUR returns to Paramus, New Jersey! Don't miss out on the opportunity to have a front row seat while playing an integral role in an event that supports the local community!

REGISTRATION

The online Volunteer application will open on **Monday, January 15th**. Payment by credit card is mandatory for the \$85 application fee. *If you must register with a paper application, please contact the tournament office.*

When registering online, you will select your committee and three shifts that you will work. To help your chances of receiving your top choice committee and shifts, it is better to register earlier rather than later. Once the maximum number of volunteers select each shift, it will no longer be available. Your chairman will contact you to confirm your schedule.

VOLUNTEER PACKAGE

The \$85 volunteer package includes the following (an over \$475 value):

- Logoed polo shirt (Greg Norman)
- Volunteer credential (entry to the tournament every day Tuesday - Sunday, even when not volunteering)
- Guest Tickets (maximum of six (6) Good-Any-One-Day tickets)
- Clear Plastic Tote Bag
- Logoed baseball cap
- Volunteer pin
- Volunteer lanyard
- Meal voucher on days when you volunteer (one voucher per shift)
- Invitation to the Volunteer Appreciation Party

ALL Volunteer packages will be shipped at the end of July.

Volunteers will have the chance to purchase additional apparel during the online registration process.

TIME COMMITMENT

Volunteers are required to work **three six-hour shifts** on their respective committees. When registering online you will select the shifts you are going to work. We understand things might change over the course of a few months but please try to be as accurate as possible. Chairmen will reach out to you to confirm the schedule you selected.

TRAINING

Each committee will receive training prior to the tournament. Training is required for new committee members. The exact dates and times of training will be posted on the Volunteer Website but will mainly take place the first week of August. We will have some digital training videos available this year.

CHARITY

THE NORTHERN TRUST is proud to have donated over \$45 million to charities since its inception in 1967. Your volunteer fee helps offset expenses so that THE NORTHERN TRUST can continue to donate our net tournament proceeds to local charities. **If you are involved with a 501c(3) that is interested in working together, please contact the Tournament Office to learn more about how we can work together.**

If you have questions please contact Taylor Barclay, Tournament Services Manager at THE NORTHERN TRUST via email, taylorbarclay@pgatourhq.com, or at the office, 201-444-5356.





COMMITTEE DESCRIPTIONS

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The Ridgewood Country Club – Paramus, NJ

Admissions	Responsible for scanning proper credentials at all entrance gates, selling tickets at the Main Entrance gate, and distributing spectator guides and pairings sheets while providing general information to spectators. <i>Dates of Operation: Monday to Sunday (August 20-26)</i>
Ambassadors	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. <i>Dates of Operation: Tuesday to Sunday (August 21-26)</i>
Caddie Services	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. <i>Dates of Operation: Sunday to Sunday (August 19-26)</i>
Commissary	Transport drinks, ice, and snacks from designated commissary location to all holes on the course, scoring tents, practice range, media center, volunteer center, etc. Volunteers must be able to perform heavy lifting. Please note: must be at least 16 years old to operate a golf cart. <i>Dates of Operation: Sunday to Sunday (August 19-26)</i>
Corporate Hospitality	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. <i>Dates of Operation: Tuesday to Sunday (August 21-26)</i>
Course Prep	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. <i>Dates of Operation: Pre-tournament Friday to Sunday (August 17-19)</i> <i>Post tournament Sunday Afternoon to Monday (August 26-27)</i>
Evacuation	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. <i>Dates of Operation: Monday to Sunday (August 20-26)</i>
Golf Carts	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. <i>Dates of Operation: Sunday to Sunday (August 19- 26)</i>
Guest Services Shuttles	Transport guests that require assistance to and from admission gate, specific viewing areas on course and hospitality locations. Committee will run one route on course in continuous loops. <i>Dates of Operation: Tuesday to Sunday (August 21-26)</i>
Marshals	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. <i>Dates of Operation: Tuesday to Sunday (August 21- 26) Marshal shifts will be measured in half days Wednesday to Friday. On Tuesday, Saturday, & Sunday (one-tee start) there will only be one shift available, to the end of play on your hole.</i>
Social & Media Center	Assist PGA TOUR Media officials with registration and the welcoming of local, national and international journalists to promote the image of THE NORTHERN TRUST. Collect photos and content to disseminate on the tournament Facebook and Twitter pages. Distribute swag to encourage fans to interact with our social media pages.

Dates of Operation: Monday to Sunday (August 21- 27)

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 to Monday following (August 8- 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 22- 26)</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 22- 27)</i></p>
Special Events	<p>Coordinate and assist with all special events for THE NORTHERN TRUST. Events include the Volunteer Party, 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>
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 23-26)</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: Sunday to Monday (August 19- 27)</i></p>
Tee Shuttles	<p>Transport players to and from the clubhouse to the 9th Tee.</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 19- 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 18- 27)</i></p>
Uniform Distribution	<p>Prepare Volunteer packages by matching uniform with tournament packaged credential envelopes to ship out to all Volunteers. Volunteers will need to be available prior to tournament to assist with preparing packages and assisting with exchanges at Training meetings. Volunteers will be stationed in the Volunteer Center during tournament week to sell leftover inventory.</p> <p><i>Dates of Operation: Mid July/ early August through Tournament Week</i></p>
Volunteer Center	<p>Ensure that only properly credentialed Volunteers gain access to the Volunteer Center. Assist with Check-In of specific committees, putting out snacks, and collecting meal coupons at the buffet.</p> <p><i>Dates of Operation: Monday to Sunday (August 20- 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 22- 26)</i></p>
Will Call	<p>Assist with distribution of credentials that have been ordered in advance or left for pickup for future rounds. Will Call is located at the Main Entrance, outside the grounds.</p> <p><i>Dates of Operation: Tuesday to Sunday (August 21- 26)</i></p>