Dear Stanford Golf Volunteers,

We look forward to welcoming you as volunteers for the 2013 Women's Division I NCAA Regional Championship, to be held at Stanford starting Thursday, May 9, and concluding Saturday May 11. Stanford University is hosting this major event, which is one of three regional championships held across the country. Please review the following instructions carefully.

1. **Recommended attire:** Please wear white shirts and khaki shorts or pants, layers as you wish for the mornings. A red or white cap or visor is recommended. Wear comfortable shoes. Binoculars are optional for spotters.

2. **Parking:** Please park in the lot beyond the hedges of the lower parking area toward the 10th tee. If that area is full, park in the paved lower lot, or up by the 19th hole practice green. Saturday parking is available at the Carnegie Institute past the 19th hole practice green.

3. **Check-in time and location:** Shift assignments will be listed in the spreadsheets sent to all volunteers by email, and posted in the Clubhouse in the week prior to the tournament. Please come to the trailer parked along the fence between the upper and lower parking lots. **Please arrive at the trailer at least 30 minutes before your shift assignment.** We shall check you in and do a brief review of your task, provide radios and scoring sheets as relevant. We appreciate your walking to your location; we can provide transportation if required.

4. **Contact and communication:** We'll specify radio channels when you go to your assigned location. A Volunteer Co-Chair will cruise the course on occasion.

5. **Drinks, snacks, and facilities:** Breakfast will not be provided. Sandwiches will be provided to all volunteers working during the noon period, and to Saturday walking scorers who have morning assignments. There will be drinks and snacks on the course, and with Volunteer Coordinators when cruising the course. Facilities will be located at Holes 5, 10, and 15, as well as the facilities on Hole 6 and Hole 13 green.

6. **General rule for all volunteers on the golf course:** As you know we volunteers do not provide advice or interpret the Rules of Golf. The USGA Rules Committee on the course are the authority for the Rules of Golf, and coaches provide advice relevant the player's decisions. If a player asks you to assist in locating a USGA official and there is no official in sight, make a best effort to contact a Coordinator or Scoring Desk using a radio, or personal cell phone.

7. **Role of the Spotter:** Our job as spotters is to assist players in finding their ball. Small flags will be provided for you to use in assisting the players. If you see a shot going right or left and likely in a hazard or OB, please use the forecaddie hand signals shown on the additional sheet to indicate its position. If you see a shot land safely, but out of sight of the player, give the baseball "safe" sign.

8. **Role of the Scorer--either Stationary or Saturday Walking Scorers:** As each group leaves the green our job as Scorers is to (1) obtain the player's score for the preceding hole(s) and record the scores on the provided scoring sheet. Then contact the Scoring Desk by radio and report the scores for that group. **A separate Scorer's radio protocol will be provided.** Be sure to take position between the green and the next tee stand; stay away from the immediate area of the green at all times.

**Thanks:** As a volunteer you are integral to the smooth running and success of tournaments hosted by Stanford University. Coaches Anne and Kathryn have reiterated their deep appreciation for your continued efforts on behalf of our team and college golf. Have fun while enjoying the excellent play of these college athletes.

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