

# Caddie Services Volunteer Training



**Dominion Energy**<sup>®</sup>  
Charity Classic



CHAMPIONS

# Caddie Hospitality

- Caddie Hospitality is a tent for caddies during tournament week
- Located on player left of 10 Fairway
- Assist caddies with general requests and information, including tournament related information, as well as local activities and restaurants

# Caddie Registration

As caddie's arrive to the tournament, they will check-in at the Caddie Hospitality tent (Monday & Tuesday)

## **REGISTRATION**

- Caddie's need to complete a registration form
- Completed forms should be filled in the Caddie Services binder

## **PACKET**

- Caddie Handbook
- 2 tickets per day, Friday – Sunday
- Mama J's Lunch Invitation
- On-course bathroom keys

## **EXTRA TICKETS**

- Caddies that request extra tickets can receive 2 extra tickets per day, which Caddie Services will have on-hand to provide
- If a caddie requests more than 2 per day, please contact the Tournament Staff for approval



# Hours of Operations



Monday, October 15: 7 a.m. – 7p.m.

Tuesday, October 16: 7 a.m. – 7 p.m.

Wednesday, October 17: 6 a.m. – 7 p.m.

Thursday, October 18: 6 a.m. – 7 p.m.

Friday, October 19: 6:30 a.m. – 5 p.m.

Saturday, October 20: 6:30 a.m. – 5 p.m.

Sunday, October 21: 6:30 a.m. – 5 p.m.

## Breakfast

- Monday, October 15: 7 – 10:30 a.m.
- Tuesday, October 16: 7 – 10:30 a.m.
- Wednesday, October 17: 6 – 10:30 a.m.
- Thursday, October 18: 6 – 10:30 a.m.
- Friday, October 19: 6:30 – 11:00 a.m.
- Saturday, October 20: 6:30 – 11:00 a.m.
- Sunday, October 21: 6:30 – 11:00 a.m.

## Lunch

- Monday, October 15 - Sunday, October 21: 11:00 a.m. – 2:00 p.m.
- Friday, October 19
  - Lunch catered by Mama J's
  - Courtesy of Dominion Energy

## Snacks

- Monday, October 15 – Sunday, October 21: 2:30 – 5:00 p.m.

## Beverage Service

- Monday, October 15 – Sunday, October 21: 7:00 a.m. – end of play

# Caddie Bibs

- Pairings will be provided in Caddie Hospitality each morning, Wednesday – Sunday
- Volunteers will organize the bibs by tee time and bring to the tee boxes for distribution
  - Wednesday & Thursday (1 & 10 tee): Players will not be assigned a Official Pro-Am specific bib
  - Friday – Sunday (10 tee): Pairings will have a designated competition bib
  - Please note, the current Charles Schwab Cup points leader will have a unique caddie bib and will also be designated on the Pairings

# Caddie Bibs

- Morning Routine
  - Clean caddie bibs will be dropped off each morning, Wednesday – Sunday
  - Caddie bibs should be separated by color
  - Player names should be organized alphabetically
  - Once Pairings are received, apply name to bibs
  - Caddies will come pick-up bibs before their round
- Evening Routine
  - Caddies will drop-off bibs after their round
  - Inventory bibs and make sure all have been delivered. Report any missing names or bibs to tournament staff
  - Drop off dirty bibs in a bin located in the Cart Barn storage



# Caddie Towels

- Morning Routine
  - Clean caddie towels will be delivered each morning, Monday – Sunday
  - Caddies will come pick-up towels before their round
- Evening Routine
  - Caddies will drop-off towels after their round
- Drop off dirty towels in a bin located in the Media Center