

## **FGTA, LLC TOURNAMENT SITE AGREEMENT**

This FGTA, LLC Tournament Site Agreement ("Agreement") is dated this 22 day of July, 2015, by and between the FGTA, LLC d/b/a Symetra Tour, with offices at 100 International Golf Drive, Daytona Beach, Florida, 32124 ("TOUR") and MILWAUKEE COUNTY DEPARTMENT OF PARKS, RECREATION AND CULTURE, located at 9480 Watertown Plank Road, Wauwatosa, Wisconsin, 53226 ("HOST CLUB"). The TOUR and HOST CLUB are sometimes referred to herein as "Party" or "Parties", as the context requires.

### **WITNESSETH:**

**WHEREAS**, the TOUR is the organization established to promote, develop, establish and maintain high standards for women's professional golf as a developmental tour for golfers seeking to become professional Ladies Professional Golf Association ("LPGA") tour players; and

**WHEREAS**, the TOUR owns, conducts, co-promotes and/or sanctions women's professional golf tournaments and related activities; and

**WHEREAS**, HOST CLUB owns and operates the Brown Deer Park Golf Course ("Golf Course"), and surrounding property and facilities located in Milwaukee, Wisconsin ("Tournament Site"); and

**WHEREAS**, the TOUR desires to use the Tournament Site to conduct one of its professional golf tournaments entitled The PHC Classic (or such other name as determined by the TOUR) ("Tournament"), and HOST CLUB consents to the TOUR's use of Tournament Site as provided herein; and

**WHEREAS**, the Forest County Potawatomi Community d/b/a Potawatomi Bingo Casino ("SPONSOR") shall serve as the title sponsor of the Tournament.

**NOW, THEREFORE**, in consideration of the premises and mutual covenants contained herein, the Parties hereto agree as follows:

1. **Term.** This Agreement shall commence upon the date first written above, and conclude sixty (60) days after the conclusion of the 2015 Tournament ("Term"), unless delayed and extended due to weather conditions, as defined in Section 2(f), or a Force Majeure Event, as defined in Section 18; provided, however, that, TOUR shall have the option (but not the obligation) to renew the terms and conditions of this Agreement for two additional one (1) year periods, with agreement from HOST CLUB (not to be unreasonably withheld), which must be evidenced in a separate written document no later than sixty (60) days following the conclusion of the last applicable Tournament ("Renewal Term"). If TOUR renews the terms and conditions of this Agreement for an additional one (1) year period or periods, the Term shall end sixty (60) days after the conclusion of the last applicable Tournament.

2. **Tournament Description.**

a. **Tournament Dates.** The TOUR shall have access to the Tournament Site beginning on the Sunday before "Tournament Week" (as defined below) in order to prepare for special events surrounding the Tournament (provided that such activity does not interfere with the normal operations of the Course). The Tournament shall begin on a Tuesday and conclude upon the crowning of a Tournament champion ("Tournament Week"). The 2015 Tournament Week shall begin on Tuesday, July, 28, 2015, and is anticipated to end Sunday, August 2, 2015. The Tournament competition shall be held Friday through Sunday of the Tournament Week, unless extended due to weather conditions or a Force Majeure Event. If this Agreement is renewed pursuant to Section 1, the 2016 and 2017 Tournament dates shall be mutually determined by TOUR and HOST CLUB.

b. **Tournament Times.** The Tournament competition rounds will begin no earlier than 7:30 a.m. each day of the Tournament Week, unless otherwise specified by the TOUR.

c. Tournament Format. The Tournament format is anticipated to be a 54-hole 3-day stroke play golf competition, with a cut after 36 holes.

d. Exclusive Tournament Site Access. During Tournament Week, the TOUR shall have the exclusive right to use the Golf Course, the driving range, and the main clubhouse. For avoidance of doubt, HOST CLUB acknowledges and agrees that it shall not schedule and/or attempt to host any events, including, without limitation, golf outings, member events, catered events, weddings, or any other events at these venues during any applicable Tournament Week without the TOUR's prior written approval, which will not be unreasonably withheld. The HOST CLUB agrees that, throughout the Tournament Week, only Tournament participants shall be permitted to play on the Golf Course of the Tournament Site.

e. Restricted Access. The TOUR shall have the right to deny access to the Tournament Site to any person, other than HOST CLUB personnel, emergency services personnel (e.g., police, fire and medical), TOUR players, approved media representatives, and persons holding valid admission credentials, tickets or passes issued by the TOUR in its sole discretion, and persons attending pre-scheduled events at the Tournament Site. The TOUR may, at its sole discretion, eject any and all persons from the Tournament Site whose behavior is disruptive or objectionable, or any other reason listed on the Tournament ticket/credential.

f. Rain Date. In the event that weather conditions force the cancellation or suspension of a round or rounds of play, or the unavailability of the Tournament Site during the Tournament Week, both as determined by the TOUR in its sole discretion, the HOST CLUB shall make the Tournament Site available on the Monday following the Tournament Week to complete 18 or 36 holes of play, as deemed necessary by the TOUR, or thereafter if weather conditions persist ("Rain Date"). In the event of a Rain Date, the Parties shall cooperate with each other in planning the starting times and continuation of the Tournament, but the TOUR shall have final decision-making authority with regard to Tournament conduct and format.

g. Tournament Site Release. The Parties agree that the HOST CLUB shall be able to resume normal HOST CLUB operations and bookings for the Tournament Site and driving range on Monday following the Tournament Week; provided, that the Tournament is not extended due to a Rain Date, or a Force Majeure Event, as defined in Section 18.

3. Tournament Preparation and Breakdown. HOST CLUB shall ensure that the TOUR has reasonable non-exclusive access to the Tournament Site prior to the commencement of the Tournament and for a reasonable time period following the conclusion of Tournament, for the purpose of Tournament preparation, set-up, and take down.

4. Tournament Site Golf Course Accommodations.

a. Practice Rounds. HOST CLUB shall ensure that the Tournament Site is available exclusively for the Tournament player practice rounds on Tuesday of the Tournament Week, beginning at 7:30 a.m. and ending at sunset ("Official Tournament Practice Rounds") and opposite Tournament Pro-Am rounds on applicable Wednesday and Thursday of Tournament Week ("Shotgun Tournament Practice Rounds") (collectively, "Tournament Practice Rounds"). All such Tournament Practice Rounds shall be complimentary and include provision of golf carts. Prior to the Tournament Week, HOST CLUB shall use its best efforts to accommodate Tournament player schedule requests for practice rounds ("Pre-Tournament Practice Rounds"). All such Pre-Tournament Practice Rounds during off-peak hours shall include complimentary green fees, at the discretion of the HOST CLUB pro-shop. All such Pre-Tournament Practice Rounds during peak hours shall be made available to players at the discount card rate.

b. Driving Range. The driving range shall be made available exclusively for the TOUR Tournament players on the Tuesday of Tournament Week until the conclusion of the Tournament

Week from 7:00 a.m. until sunset. In the event that the Tournament extends through the Rain Date, the driving range shall be made available exclusively for TOUR Tournament players from 7:00 a.m. until 4:30 p.m. The HOST CLUB shall, at its own cost, be responsible for maintaining the driving range, providing Tournament players with TOUR-provided range balls, and picking up and keeping balls on the range tee for TOUR players during Tournament Week. The HOST CLUB shall provide a sufficient number of staff members to operate the driving range during the Tournament Week. The TOUR shall provide HOST CLUB with TOUR driving range balls for use by Tournament players during Tournament Week. The Parties shall cooperate with each other in developing a plan for the return of TOUR golf balls following the conclusion of the Tournament Week.

c. Putting Green. The putting green will be made available exclusively for TOUR Tournament players throughout Tournament Week from 6:30 a.m. until sunset.

d. Volunteer Benefits. Any person who volunteers for the Tournament will receive an offer from HOST CLUB for a complimentary round of golf at the Tournament Site with the payment of a cart fee in the amount of Fifteen Dollars (\$15.00). The offer for a complimentary round of golf shall be redeemable September 1<sup>st</sup> through December 31<sup>st</sup> of the year of the Tournament, and valid all day from Monday through Wednesday and after 12:00pm only on Thursday through Sunday. The offer for a complimentary round of golf shall be valid only if such volunteer meets the following requirements: (i) if such volunteer assists during timeframes set forth by TOUR and (ii) if such volunteer has paid his/her volunteer registration fee and fulfilled volunteer duties required by TOUR. HOST CLUB will prepare, for the TOUR's review and approval, the complimentary round of golf voucher form. TOUR will distribute such voucher to eligible volunteers who satisfy the aforementioned requirements.

e. Golf Shop. The HOST CLUB's golf shop shall remain open throughout the Tournament Week during normal business hours.

f. Player Area. The HOST CLUB will provide an area within the Tournament Site clubhouse, reasonably acceptable to TOUR, which will serve as the TOUR professional player area. Such area shall be in a private, sheltered location and only accessible to Tournament players and/or staff throughout Tournament Week (i.e., restricted public access).

g. Player Registration. The HOST CLUB acknowledges that the TOUR shall conduct player registration on the Tuesday of Tournament Week between 10:00 a.m. to 5:00 p.m. in a sheltered, air-conditioned area on the Tournament Site reasonably acceptable to TOUR ("Registration Area"). Access to the Registration Area shall be exclusive for two (2) Tournament officials, and TOUR staff (or its designees), volunteers, and Tournament players. The HOST CLUB shall provide at least two (2) six foot (6') or eight foot (8') tables and at least four (4) stackable banquet chairs to accommodate Tournament player registration.

h. Exclusive Dining Area Access. During Tournament Week, the TOUR shall have the exclusive right to use the dining areas contained inside the HOST CLUB.

i. Wireless Clubhouse Environment. The HOST CLUB will allow SPONSOR reasonable access to the HOST CLUB clubhouse so that the SPONSOR can install a wireless network in the clubhouse. The SPONSOR shall ensure that the installed wireless network will accommodate all TOUR staff and media.

## **5. HOST CLUB Golf Carts.**

a. Golf Cart Availability. The HOST CLUB shall make available to TOUR, at the HOST CLUB's sole cost, up to fifty-nine (59) golf carts during the Tournament Week, at least fifteen (15) of which should be electric. If TOUR needs less than the anticipated number of fifty-nine (59) golf carts, it will inform HOST CLUB as soon as reasonably practicable, but in no event later than seven (7) days prior to the commencement of the applicable Tournament Week. The HOST CLUB shall make available all golf carts contemplated for use in this section no later than 6:00 a.m. daily during the Tournament Week.

The SPONSOR shall be responsible for securing up to twenty-six (26) golf carts during the Tournament Week. The TOUR shall be responsible for ensuring the return of all golf carts no later than 8:00 p.m. each night during the Tournament Week.

b. Golf Cart Preparation. The HOST CLUB shall clean, maintain, and prepare golf carts each morning throughout the Tournament Week, in accordance with normal Tournament Site practice. HOST CLUB shall be responsible for any and all costs and necessary repairs as reasonably anticipated for usage during a round of golf and/or replacement, if necessary, to golf carts provided by HOST CLUB. Any such repairs or replacement, if necessary, shall be done with the understanding that time is of the essence.

6. Parking Access. The HOST CLUB shall provide exclusive designated parking lot access at the HOST CLUB Tournament Site during the Tournament Week for players, TOUR staff, and VIP guests, and shall work cooperatively with the TOUR to provide additional parking as necessary for spectators, media and volunteers. The TOUR shall have the sole and exclusive right to receive revenues derived from parking fees. TOUR will provide volunteers to HOST CLUB to assist with its maintenance and management of the parking of TOUR staff, players, VIP guests, spectators, media and volunteers.

7. Tournament Operations.

a. Tournament Site Maintenance, Supplies, Equipment. The HOST CLUB shall be responsible for the preparation and conditioning of the Tournament Site prior to the Tournament Week. The HOST CLUB shall provide TOUR with a sufficient amount of golf course marking paint (hazards, ground under repair, out of bounds) and any stakes needed in connection with the marking of the Course. In that respect, the TOUR staff shall be responsible for marking the Tournament Site for the Tournament and shall have access to the Tournament Site up to seven (7) days in advance to complete such marking. Further, the HOST CLUB maintenance staff and course maintenance manager shall work cooperatively with the TOUR staff to prepare, maintain and service the Tournament Site during the Tournament Week. Additionally, at no cost to the TOUR, HOST CLUB shall make all of its audio equipment (wireless and wired), such as microphones, amplifiers, and speakers, available to the TOUR for its use during the Tournament Week. HOST CLUB agrees to reasonably repair and/or replace the defective elements of all equipment and/or supplies provided by HOST CLUB (including, without limitation, labor, materials and any necessary equipment required for such repair and/or replacement), at no cost to the TOUR.

b. On-Site Structures. The HOST CLUB agrees that TOUR, or its designee(s), shall have the right to erect a minimum of three (3) leader boards, one (1) 40-foot scoreboard (which shall be provided by HOST CLUB, at no cost to TOUR), Tournament spectator or player tents, bleachers, hospitality, display booths, first aid areas, grandstands, skyboxes and like structures, as required by TOUR ("On-Site Structures"). The Parties shall mutually agree to the location of such On-Site Structures, subject to written Tournament Site requirements (if any, provided to TOUR at least sixty (60) days prior to the first day of Tournament Week).

c. Mobile Office Trailer Space. The SPONSOR shall assist TOUR with securing a trailer which will serve as the TOUR mobile office trailer for the Tournament. The Parties agree that TOUR shall be responsible for all costs associated with the trailer rental. The HOST CLUB shall, to the extent reasonably practicable, make available, at no additional cost to the TOUR, a private, secured area (security to be provided by SPONSOR, and not HOST CLUB) on or immediately surrounding the Tournament Site for two (2) 30-foot equipment trucks and one (1) TOUR mobile office trailer (which requires approximately 45 feet of parking space) from the Friday before the Tournament Week until the day after the conclusion of the Tournament. The area shall be appropriately equipped for office use and include, at no cost to the TOUR, (a) fifty (50) amperes of electrical capacity, (b) additional electrical sources/outlets, the type of which shall be determined by TOUR at a later date, and (c) one (1) dedicated high speed/broadband Internet connection source (such as cable modem or T1, with 3 Mbps minimum, and 5 Mbps or faster preferred). The SPONSOR shall ensure that, at no additional cost to the TOUR, a technician is available to provide technical, electrical, and communication assistance, and promptly provide the TOUR with such technician's contact information, upon request.

d. **Tournament Revenues.** Except as set forth herein, the TOUR shall have the right to retain all proceeds from the Tournament, including, but not limited to, sponsorship revenues, Pro-Am sales, program sales, official TOUR or Tournament merchandise sales, signage, information booths, Tournament admissions, ticket sales, print, media, and other advertising sales, hospitality tents, skyboxes and hospitality sales (but excluding those HOST CLUB merchandise and golf shop service revenues normally carried or supplied by its golf shop as provided in Section 11).

e. **Wear and Tear.** The TOUR shall not be responsible for the damage to the Tournament Site and surrounding areas caused by the ordinary wear and tear that is customary at a professional golf tournament with over 4,000 spectators in attendance or that is caused by any reason beyond the TOUR's reasonable control, such as, without limitation, weather-related damages.

f. **Volunteers.** SPONSOR will, in accordance with the volunteer section of the then-current version of the TOUR operations manual ("Ops Manual"), attached hereto as **Exhibit "A"**, assist TOUR, or its designee, in recruiting the two hundred (200) volunteers necessary for a professional, first-class golf tournament (each shift shall be a minimum of five (5) hours). SPONSOR will assist TOUR in collecting and remitting to TOUR all volunteer package payments, along with supporting information as reasonably requested by the TOUR, within a reasonable time after the conclusion of the Tournament. Additionally, as required in the Ops Manual, SPONSOR will alert all volunteers that each must sign a signed volunteer form and "Volunteer Disclosure, Waiver and Release statement". Upon request from the TOUR, SPONSOR will provide the TOUR with Tournament volunteer names and contact information. The TOUR will be responsible for collecting volunteer forms and Volunteer Disclosure, Waiver and Release statements from each volunteer.

8. **Pro-Am Competitions.** At its sole option, the TOUR shall have the right to stage a minimum of two (2) 18-hole professional and amateur competitions ("Pro-Am(s)") on the Wednesday and/or Thursday of Tournament Week. Each Pro-Am shall consist of an anticipated number of thirty two (32) teams. The HOST CLUB shall be responsible for staging and scoring during the Pro-Am event and shall work cooperatively with the TOUR to provide same.

9. **TOUR Responsibilities.** The TOUR, or its designees, shall be responsible for providing the following in connection with Tournament operations:

- a. Promotion, staging and production of the Tournament, with reasonable assistance from HOST CLUB;
- b. Rules officials and administrative staff to conduct and officiate the Tournament;
- c. Official score sheets and rules sheets for Tournament competition;
- d. Official score cards and rules sheets;
- e. Volunteers, as necessary at the TOUR's sole discretion, to assist the TOUR rules officials with the conduct and operation of competition during the Tournament;
- f. Radios for use by TOUR staff and volunteers;
- g. On-Site Structures, as deemed necessary by the TOUR;
- h. TOUR mobile office trailers, as specified in Section 7(c) above;
- i. Tournament Site and directional signage for the Tournament and related activities; and
- j. Disassembling and removing from the Tournament Site all equipment and On-Site Structures brought on to the Tournament Site by the TOUR or its designees.

10. **Meals; Food and Beverages.** The following provisions shall govern food, beverage and concessions during each Tournament Week:

a. Tournament Player, Pro-Am & Volunteer Meals. TOUR and HOST CLUB will contract separately, via a food and beverage order, for food, beverage and associated HOST CLUB labor costs for Tournament player, Pro-Am and volunteer meals available during each Tournament Week, which will be subject to the mutual agreement of the Parties. The Parties acknowledge that the food and beverage pricing offered by HOST CLUB to TOUR shall be consistent with HOST CLUB's most favorable customer pricing for such food and beverage selections.

For each meal option outlined in Section 10.a. above, the TOUR will present a list or menu of preferred meals and snacks to HOST CLUB no later than sixty (60) days prior to each Tournament, and both Parties shall agree on the final menu no later than twenty (20) days prior to the commencement of each Tournament. Breakfast food items shall be available between the hours of 6:00 – 10:00 a.m. on the applicable Friday and Saturday of Tournament Week and between the hours of 6:30 – 10:30 a.m. on the applicable Sunday of Tournament Week. Lunch food items shall be available between the hours of 11:00 a.m. – 3:00 p.m. on the applicable Friday, Saturday, and Sunday of Tournament Week.

b. Catering. Except with respect to TOUR's in-kind donation rights set forth in this Section, HOST CLUB will serve as the official and exclusive caterer for all food and beverage provided on Tournament Site.

c. Concessions. During the Tournament, HOST CLUB shall have the right to sell, at its own expense and effort and retain the revenue from, food and beverage concessions sold on the Tournament Site outside the clubhouse area; provided, that, the sale of all such concessions shall be at areas specifically designated by the TOUR. HOST CLUB specifically agrees that it will only sell brand names of beverages permitted by the TOUR and that all signage displayed in connection with any such beverage promotion and/or sale shall be subject to the TOUR's prior written approval, which shall not be unreasonably withheld but which will be subject to, among other things, a conflict check against TOUR exclusive Tournament sponsors and exclusive national TOUR sponsors.

d. Donated Concessions; Barter. The TOUR shall, at no cost to TOUR, have the right to secure and receive in-kind benefits or monetary consideration from any third party for any Tournament hospitality tent and/or skybox, volunteer meals, player hospitality (including non-alcoholic beverages) at the 1st and 10th tees, Pro-Am snacks, and non-alcoholic beverages needed in connection with the Tournament.

e. Additional Staffing. HOST CLUB shall provide quality staff in numbers sufficient to perform the obligations related to the applicable events staged during the Tournament Week. HOST CLUB shall be responsible for compensating (all costs, including, without limitation, payment of payroll and associated fees, taxes, gratuities, and any other benefits) and otherwise managing its staff and agents in connection with its performance of obligations during the Tournament Week.

f. Beverage Carts. HOST CLUB will operate and manage up to two (2) beverage carts on the Tournament Site (area to be mutually agreed by the Parties) at each of the applicable Pro-Ams, and HOST CLUB will, at no cost to TOUR, serve all products provided by TOUR, or otherwise purchased by TOUR.

g. Sale and Service of Alcoholic Beverages. Alcoholic beverages (beer, wine and liquor) consumed on-site on Tournament days shall be served by the HOST CLUB at mutually agreed upon prices.

h. Licenses; Permits. The HOST CLUB shall be responsible for obtaining all licenses and permits related to the sale and service of food and beverages, including alcoholic beverages, and shall adhere to all local, state, and federal laws.

11. Merchandising. The TOUR reserves the sole right to produce, license, and sell TOUR and/or Tournament-branded merchandise, notwithstanding whether such marks are exclusively or jointly

owned by the TOUR. HOST CLUB may sell all other merchandise and services normally carried or supplied by its golf shop.

12. **Consideration.** In consideration of the exclusive Tournament Site use granted by HOST CLUB and other related benefits and services herein and provided that the Agreement is not earlier terminated in accordance with the terms contained in this Agreement, TOUR will pay HOST CLUB a total fee of Forty Eight Thousand Dollars (\$48,000.00), inclusive of all applicable taxes, fees, and any other charges ("Tournament Site Fee"). The Tournament Site Fee shall be payable by check drawn to the order of and delivered to "Milwaukee County Department of Parks, Recreation and Culture" at the address set forth in Section 17, or as otherwise directed in writing, in accordance with the following annual payment schedule:

| <u>Amount</u> | <u>Due Date</u>                                |
|---------------|------------------------------------------------|
| \$24,000.00   | Within ten (10) days of execution of Agreement |
| \$24,000.00   | August 28, 2015                                |

If renewed, the Tournament Site Fee in 2016 and 2017 shall be mutually determined and agreed to by TOUR and HOST CLUB; provided, that, the Parties shall negotiate in good faith to determine the 2016 and 2017 Tournament Site Fee based on historical revenue received by HOST CLUB for the same time period.

If renewed, Fifty Percent (50%) of the Tournament Site Fee shall be due on May 15<sup>th</sup> of the applicable year and Fifty Percent (50%) shall be paid thirty (30) days after conclusion of the applicable Tournament.

13. **Expenses.** The HOST CLUB shall obtain from TOUR prior written approval for any additional expense not specified in this Agreement. No third party shall be able to provide consent for the payment of any expense not specifically identified herein. All such pre-approved expenses, if any, shall be paid by check drawn to the order of and delivered to Milwaukee County Department of Parks, Recreation and Culture within thirty (30) days following the TOUR's receipt and acceptance of a detailed final invoice with appropriate supporting documentation from HOST CLUB.

14. **Indemnification.**

a. **TOUR Indemnification.** The TOUR shall indemnify, defend and hold HOST CLUB, and its respective affiliates, directors, officers, members, employees, agents, sponsors, volunteers, assigns and licensees ("HOST CLUB Indemnified Parties") harmless from and against any and all costs, liabilities, losses and expenses (including, without limitation, reasonable attorneys' fees and expenses) resulting from any and all claims, suit, actions or proceedings brought by any third party against a HOST CLUB Indemnified Party resulting from (a) the breach, or alleged breach, by TOUR of its obligations, duties, or representations and/or warranties stated herein; and/or (b) personal injury, property damage, or death caused by TOUR and/or TOUR volunteers (as contemplated in Section 7(f)) in the course of its exercise of its rights and obligations under this Agreement, except that this indemnification shall not apply to claims arising solely due to the gross negligence or willful misconduct of HOST CLUB or any other third party. For sake of clarity, TOUR's indemnification shall include injuries resulting from or related to the assembly, disassembly, and use of the scoreboard and leaderboards, as contemplated in Section 7(b), and TOUR's use of equipment trucks and TOUR mobile office trailer, as contemplated in Section 7(c).

b. **HOST CLUB Indemnification.** The HOST CLUB shall indemnify, defend and hold TOUR, LPGA, Forest County Potawatomi Community d/b/a Potawatomi Bingo Casino, and their respective affiliates, subsidiaries, directors, officers, members, employees, agents, sponsors, volunteers, assigns and licensees ("TOUR Indemnified Parties") harmless from and against any and all costs, liabilities, losses and expenses (including, without limitation, reasonable attorneys' fees and expenses) resulting from any and all claims, suits, actions or proceedings brought by any third party against a TOUR Indemnified Party resulting from (a) the breach, or alleged breach, by HOST CLUB of its obligations, duties, or representations and/or warranties stated herein; and/or (b) personal injury, property damage, or

death caused by HOST CLUB in the course of its exercise of its rights and obligations under this Agreement, except that this indemnification shall not apply to claims arising solely due to the gross negligence or willful misconduct of TOUR or any other third party. HOST CLUB's liability shall be limited by Wisconsin State Statutes §§345.05(3) for automobile and 893.80(3) for general liability.

15. **Insurance.**

a. **TOUR Insurance.** At its own expense, the TOUR will obtain and maintain (or cause to be obtained or maintained) comprehensive general liability insurance coverage with an insurance company whose A.M. Best rating is A-VIII or better, providing for a limit of not less than One Million Dollars (\$1,000,000.00) per occurrence, Two Million Dollars (\$2,000,000.00) in the aggregate, written on a per occurrence basis, for all damages arising out of bodily injury, death or property loss related to the performance or non-performance of its rights and obligations under this Agreement. TOUR shall also maintain insurance coverage for worker's compensation (waiver of subrogation endorsement in favor of Milwaukee County) as required by the State of Wisconsin, including employer's liability. Coverages shall be placed with an insurance company rated "A" per Best's Key Rating Guide. Milwaukee County as its interests may appear shall be named as an additional insured for general liability. Disclosure must be made of any non-standard or restrictive additional insured endorsement, and any use of non-standard or restrictive additional insured endorsement will not be acceptable. A certificate indicating the above coverages shall be submitted for review and approval by the HOST CLUB upon execution of the Agreement for the 2015 Tournament, and if renewed pursuant to Section 1, no later than ninety (90) days prior to the commencement of each applicable Tournament Week.

b. **HOST CLUB Insurance.** During the Term of this Agreement, it is understood that HOST CLUB is permissibly self-insured. This means that HOST CLUB is a municipal body corporate that self-funds for liability under §§893.80 and 895.461 of the Wisconsin Statutes, as well as automobile liability under §345.05, Stats. HOST CLUB is also permissibly self-insured under §102.28(2)(b), Stats. for workers' compensation. The protection is available to officers, employees, and agents while acting in the scope of their employment or agency.

16. **Governing Law/Dispute Resolution.** This Agreement shall be governed by, and construed in accordance with, the laws of the State of Wisconsin and the applicable trademark and copyright laws of the United States, without regard to the conflicts of law principles thereof. In the event of a dispute arising out of or relating to this Agreement, the Parties shall endeavor, in good faith, to utilize an alternative dispute resolution mechanism prior to the commencement of any litigation. The exclusive venue for any cause of action brought in relation to this Agreement shall be Milwaukee County Circuit Court, Milwaukee, Wisconsin.

17. **Notices.** All notices and other communications required hereunder shall be made in writing and deemed to have been duly given and effective, provided, that, receipt is confirmed: (i) on the date of delivery, if delivered personally; (ii) upon receipt, if sent by a nationally recognized overnight courier service; or (iii) on the earlier of the fourth (4th) day after mailing or the date of the return receipt acknowledgement, if mailed, postage prepaid, by certified or registered mail, return receipt requested to the respective Parties at the following addresses, or at such other addresses as the Parties shall designate by written notice to the other:

**If to HOST CLUB:**

Milwaukee County Dept. of Parks, Recreation & Culture  
9480 Watertown Plank Road  
Wauwatosa, WI 53226  
Attn: Chet Hendrickson, Golf Services Manager  
Phone: 414.257.4856  
Email: chet.hendrickson@milwaukeecountywi.gov

**If to TOUR:**

FGTA, LLC d/b/a Symetra Tour  
100 International Golf Drive  
Daytona Beach, FL 32124  
Attn: Mike Nichols, Chief Business Officer  
Phone: 386.274.6200  
Email: mike.nichols@lpga.com

**With a copy to:**

Attn: Liz Moore, Chief Legal Officer

Email: liz.moore@pga.com

18. **Force Majeure.** If either Party is delayed or prevented from performing its obligations hereunder by an event or occurrence beyond its reasonable control such as, by way of example and not by way of limitation, acts of God, criminal acts, acts of war, explosions, epidemics, civil disturbances, labor problems, or actions by governmental authority (whether valid or invalid) ("Force Majeure Event"), that Party shall not be deemed in breach of this Agreement with respect to those obligations affected by the Force Majeure Event; provided, however, that the Party claiming the Force Majeure Event promptly notifies the other Party, the anticipated duration of the Force Majeure Event, and the steps being taken to remedy the failure of performance; and provided, further, that the Party shall not be excused from performance of any obligations unaffected by the Force Majeure Event. For avoidance of doubt, in the event that a Force Majeure Event delays the Tournament, it is the intent of the Parties to continue the Tournament after the conclusion of the Force Majeure Event, and each Party is expected to resume and perform its duties and obligations at the times and dates when the Tournament continues through the Rain Date. Furthermore, the Parties shall cooperate during the Force Majeure Event with each other in planning for the continuation of the Tournament following the cessation of the Force Majeure Event.

19. **Permitted Cancellation.**

a. **Authority to Cancel.** The TOUR shall have the sole authority to determine whether the Tournament Site is playable, as well as the sole authority to determine whether to suspend, extend or cancel play.

b. **18 Hole Completion of Play.** As contemplated in Section 2(g) and Section 18, the Parties acknowledge and agree that each will use commercially reasonable efforts to complete the Tournament, but that weather conditions or a Force Majeure Event may cause cancellation of Tournament play. If the Tournament cannot be completed by the end of the Rain Date, it may nevertheless be designated a completed tournament by the TOUR if at least eighteen (18) holes of Tournament play have been completed.

c. **Pro-Am Rescheduling.** If any Pro-Am is cancelled, HOST CLUB will permit the TOUR to reschedule such Pro-Am for a mutually agreeable alternative date, at no additional cost.

20. **Termination.** The following provisions shall govern termination of this Agreement:

i. **Rights Upon Default.** The occurrence of any one or more of the following events shall constitute a default ("Default") under the Agreement.

a. **Breach.** If either Party shall fail to perform a material obligation or duty herein or otherwise commits a material breach of any provision or obligation of this Agreement; and

b. **Bankruptcy.** If either Party is unable to pay its debts when due, or makes any assignment for the benefit of creditors or an arrangement pursuant to any bankruptcy law, or files or has filed against it any petition under the bankruptcy or insolvency laws of any jurisdiction, or shall have or suffer a receiver or trustee to be appointed for its business or property, or be adjudicated as bankrupt or an insolvent.

ii. **Right of Termination.** If a defaulting Party has failed to cure any Default within thirty (30) days of receipt of written notice from the other Party specifying such Default, the non-defaulting Party shall have the right to terminate this Agreement and seek all available remedies at law or in equity.

iii. **Title Sponsor.** In addition to the foregoing, if the TOUR is not able to maintain its title sponsor or secure an alternate title sponsor of the Tournament, for any Tournament to be held

hereunder, this Agreement will terminate upon written notice from TOUR to HOST CLUB and neither Party shall have any liability to the other.

21. **Assignment.** Except for assignment, delegation, or sub-license by TOUR of any of its rights or duties hereunder to any third party retained by the TOUR to own, manage or operate the Tournament, this Agreement shall not be assigned by either of the Parties hereto, without the prior written consent of the other, and any purported assignment shall be null and void and of no legal effect. HOST CLUB agrees to coordinate and cooperate with TOUR in good faith with respect to the execution of such rights and duties.

22. **Relationship of the Parties.** The relationship between the Parties is that of independent contracting Parties and not employer-employee, joint venturers, partners or principal-agent.

23. **Reservation of Rights.** All rights to the Tournament not herein specifically mentioned shall remain with the TOUR to be used in any manner it deems appropriate.

24. **Marks Usage, Advertising and Publicity.** Neither Party shall use the name or logo of the other in any form of publicity, media or promotional or advertising material, or in any communications with the media without the other's prior written consent to the specific contemplated use. Notwithstanding the foregoing, HOST CLUB may include the text "Home Course of the PHC Classic" on a primary page of its Web site, the placement of which will be subject to TOUR's prior approval, not to be unreasonably withheld.

25. **Waiver.** The failure of either Party at any time or times to insist upon strict performance by the other of the terms, covenants or conditions of this Agreement shall not be construed as a continuing waiver or relinquishment thereof and either may at any time demand strict and complete performance by the other of any of the provisions hereof.

26. **Survival of Terms.** If any provision or term of this Agreement is found by any arbitrator or court of competent jurisdiction to be invalid or unenforceable, it may be severed from the balance of the Agreement, and the remaining terms and provisions herein shall remain in full force and effect, as if such invalid term or provision had never been made a part hereof.

27. **Advice of Counsel.** Each Party to this Agreement represents and warrants to the other Party that such Party has read and fully understands the terms and provisions hereof, has had an opportunity to review this Agreement with legal counsel, and has executed this Agreement based upon such Party's own judgment and advice of independent legal counsel (if sought).

28. **Entire Agreement.** This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof, and supersedes all prior agreements, arrangements and understandings, written or oral, relating to the subject matter hereof. No Party has relied upon any statement or representation, written or oral, not contained in this Agreement. The Whereas clauses are incorporated herein by reference as true and correct. This Agreement, when signed by HOST CLUB, shall not be a binding agreement unless and until accepted by one (1) duly authorized signatory of the TOUR. This Agreement may not be modified except in a writing that is signed by one duly authorized signatory of the TOUR, and the other Party.

**SIGNATURE PAGE FOLLOWS:**

IN WITNESS WHEREOF, the Parties have executed this Agreement, effective as of the date first set forth above.

FGTA, LLC d/b/a Symetra Tour

By: [Signature]  
Name: **Kathy Milthorpe**  
Title: **Chief Financial Officer**

Milwaukee County Dept. of Parks, Recreation & Culture

By: [Signature] Date: 17 JUL 2015  
John Dargle, Jr., Director

MILWAUKEE COUNTY DEPARTMENT OF PARKS, RECREATION AND CULTURE

Reviewed by:

By: [Signature] Date: 7/7/15  
Risk Management

Approved for execution:

By: [Signature] Date: 7/7/15  
Corporation Counsel

Approved:

By: [Signature] Date: 7/14/2015  
Comptroller

Approved:

By: [Signature] Date: \_\_\_\_\_  
County Executive

Approved as compliant under sec. 59.42(2)(b)5, Stats.:

By: [Signature] Date: 7/17/15  
Corporation Counsel

[Signature Page for the FGTA, LLC Tournament Site Agreement]

**EXHIBIT "A"**

**VOLUNTEER SECTION OF OPS MANUAL**



**END OF EXHIBIT "A"**

## ***Volunteer Chair Responsibilities***

The main responsibilities of the Volunteer Chair are the recruitment, coordination, and organization of all Volunteer committees. The Volunteer Chair oversees all Volunteer committees. The ability to organize activities, pay attention to details, and delegate tasks are qualities the Volunteer Chair will need in abundance.

It is important to work with the Tournament Organizer, Tournament Operations Manager to establish Volunteer needs. Select your Committee Chairs no less than five months before the tournament. Be familiar with the responsibilities and timelines for each committee. Many committees require supplies, equipment and other materials in order to perform their tasks. Consult with the Tournament Organizer to make sure all items to be purchased have been budgeted. Schedule meetings with Committee Chairs every month (bi-weekly during the last month) to monitor their progress.

- **The first priority is to establish Committee Chairs** for each of the following committees: Cart Drivers, Construction/Banners, Driving Range, Ecology, First Aid, Food and Beverage, Main Gate/Parking/Ticket Distribution, Marshals/Spotters/Driving Distance, Caddies, Pro-Am and Real-Time Scoring/Scoring. Meet with each committee chair to go over their responsibilities and make sure they have their respective sections of the Tour Operations manual. Consult the Tour for tee time configurations for your tournament and make all volunteers aware of the Schedule of Events.
- **Assist all Committee Chairs with securing the necessary number of volunteers.** Use creative ideas for recruiting volunteers (e.g., other tournaments in the area which have a volunteer base, civic groups or golf associations, the tournament charity, high school students, the golf course membership, write letters to past volunteers, etc.). See the sample volunteer form (page 43).
- **Secure Guest Starters for Tournament Days**
- **Schedule monthly meetings** with your Volunteer Chairs to keep them informed of tournament information and get updates on their progress and needs. Meet weekly with Chairs the last month of the event.
- **Oversee scheduling and relief for all volunteer positions** during tournament week and develop a plan for distributing volunteer food/water during the tournament.
- **Stay in touch with the Tournament Operations Staff for any changes in tee times.**
- **Work with the Tournament Operations Manager to establish a Volunteer Check-in area.** The Committee Chairs are responsible for checking in their respective committees at this location. Any equipment will be provided by the Tour and should be given to the Volunteers when they check-in.
- **Schedule two meetings prior to the event (within the last month)** for all Volunteers to go over their responsibilities, pickup parking passes, uniforms and tournament tickets, and go over expectations for tournament week. (see following page)
- **Be present during Tournament week** to work with and meet with Tour officials to go over last minute changes, make sure the Committee Chairs are present, assist with training, if necessary, and to take care of any issues that may arise.
- **Develop a mailing list, including e-mail addresses, of volunteers** to send thank you notes following the tournament and for contacting for next year's tournament.

## ***Volunteer Meeting***

The following items should be covered at the Volunteer meeting:

- Inform all volunteers to be prepared for rain, cold weather or hot weather. Suggest that they bring a jacket, rain wear, an umbrella, a towel, a portable chair where appropriate, sunscreen, insect repellent, and snacks and beverages. Also remind them to wear comfortable shoes.
- Inform all Volunteers they need to check-in daily at the Volunteer check-in area at least 30 minutes before their scheduled shift. This will allow ample time to rotate shifts or transport the volunteer to their assigned location. At that time, they will receive any necessary instructions and equipment needed. This is also where they will return their equipment at the end of the day. Those individuals who will be using Tour radios and PDA's should return those items to the Tour Mobile Office at the end of the day.
- The use of cameras, radios, pagers and cell phones is strictly prohibited. Please ask the Volunteers to leave these items in their vehicle or at home and provide them with the number to the golf course Pro Shop to leave with family and friends in the event there is an emergency.
- Distribute Volunteer Parking Passes and inform them of where Volunteer Parking is located.
- Distribute Volunteer uniforms and communicate what shirt or pant color to wear.
- Inform Volunteers of what to expect for hospitality and where their hospitality will be located.
- Have Volunteers sign the Volunteer Waiver.
- Inform all Volunteers who to contact regarding any ADA questions.
- While we hope to not have inclement weather, please let the volunteers know that in some cases their shifts may have to be adjusted for weather delays. Ask them to be flexible.
- Share the evacuation plan with them.
- Answer questions.
- Most importantly....**THANK THEM FOR THEIR HELP!!!**

## ***Guest Starters***

The Guest Starters should be recruited and managed by the Volunteer Chair. The role of the Guest Starter is to start play on tournament days at the time determined by the Tour. It is typically considered a privilege to perform this role and the individuals who fill this position should be hand-picked. Qualities of a good Guest Starter include general golf knowledge, public speaking experience, a pleasant personality, professionalism and the ability to pronounce player names. Examples of individuals who would make good Guest Starters may be, a local radio or TV personality, the Tournament Organizer, a Major Sponsor, or the Golf Professional.

Each Guest Starter should be dressed appropriately. While a suit coat for men is not required, it is a nice touch. Otherwise, the Volunteer uniform for the tournament is fine.

### **Volunteer Chairperson's Responsibilities for the Guest Starters:**

- Secure two volunteers to start play on tournament mornings and afternoons.
- Meet with the Guest Starters before the beginning of the tournament and give them a player roster so they may start practicing the pronunciation of players' names. If there are Volunteer uniforms, distribute them at this time.
- Photocopy and distribute the Starter's Functions and Responsibilities sheet (see page 41).
- Inform volunteers to be prepared for any type of weather.
- Assign Guest Starters to their respective starting time. Each Guest Starter will be assigned to a two-hour shift. Shifts run in relation to the starting times of the players. For example, if tee times start at 7:30 a.m. and 12:10 p.m., you will need two Starters, in the morning from 7:30 a.m. - 9:20 a.m., one for the 1<sup>st</sup> Tee and one for 10<sup>th</sup> Tee, and two in the afternoon from 12:10 p.m. to 2:00 p.m.
- Inform the Guest Starters they will need to check-in each day of the tournament at the Volunteer check-in area **30 minutes prior** to their assigned tee time. At that time, they will receive a name badge and then will meet with a Tour staff member at their respective tee 15 minutes prior to the start of play for training.
- Please inform all Guest Starters that the use of pagers, radios, cameras and cell phones is strictly prohibited. Ask them to please leave these items in their vehicle or at home and give them the Pro Shop phone number in the event of an emergency.

### **Number of Starters needed:**

**First and Second Rounds: 2 volunteers for AM and PM shifts = 4 volunteers per day**

**Final Round: 2 volunteers (one from 7:30 a.m. – 9:30 a.m. and one from 9:30 a.m. to 11:30 a.m.).**

Note: It is best to fill these positions with the same individuals each day. This allows them to become accustomed to the pronunciation of names and hometowns. In addition, put your best announcer on the 1st Tee from 9:30 a.m. to 11:30 a.m. of the final round. They will be reading profiles for the last 24 players (8 groups) and you will want someone who has the ability to make this process go efficiently.

## ***Guest Starters' Responsibilities***

The function of the Guest Starter is to ensure that the competitors start at the time determined by the Tour, and to distribute scorecards and special notices to competitors.

**The Starters should adhere closely to the following procedures:**

- 1) Arrive at Volunteer Check-in 30 minutes prior to their shift
- 2) Arrive at their respective tee 15 minutes before the first starting time to meet with a Tour representative
- 3) At the tee, the Starter will receive a radio and a clipboard containing:
  - Starter sheets
  - Caddie Regulations
  - Pairings Sheet
  - Pace of Play Policy
- 4) The Starter's table will be set up with a clock with the official time and a tee caddie containing:
  - Player's scorecards
  - Blank scorecards
  - Pencils
  - Hole location sheets/supplementary rules of play
  - Tees
  - Sharpies
  - Time Par Sheets
  - Symetra Tour Hard Cards
- 5) Competitors do not keep their own scorecard. Each competitor keeps the official card of a fellow competitor in her group. Dispense the cards with the player names accordingly.
- 6) Refer to players as ladies, professionals, players or women - not as girls or gals.
- 7) If a player has any questions the Guest Starter is not able to answer, they should call a Tour Official.
- 8) Start each group exactly at the time indicated on the starting sheet. **DO NOT START** any group **PRIOR** to their scheduled time. If the tee becomes late, notify a Tour Official of the time lag and record the actual starting times of subsequent groups on the official starting sheet.
- 9) **DO NOT DELAY** a group because a competitor is late in appearing for her starting time. If three minutes before the scheduled start of a group, all players are not present, notify a Tour Rules Official immediately.
- 10) Notify players one minute prior to starting the group and again just before you start the group. Then announce "Please welcome the 8:00 group to the tee. On the tee from CITY, STATE, FIRST NAME, LAST NAME." After the first competitor has teed off, announce the second player and so forth.
- 11) Notify a Tour Official when the last group has left the teeing ground and return your radio and clipboard to the Tour Mobile Office.

## Guest Starter Schedule

### FIRST ROUND

Day \_\_\_\_\_ Date \_\_\_\_\_

| <u>Shifts</u>   | <u>Name</u> | <u>Phone #</u> | <u>Assigned Time</u> |
|-----------------|-------------|----------------|----------------------|
| AM - 1st Tee 1. | _____       | _____          | _____                |
| 10th Tee 2.     | _____       | _____          | _____                |
| PM - 1st Tee 1. | _____       | _____          | _____                |
| 10th Tee 2.     | _____       | _____          | _____                |

### SECOND ROUND

Day \_\_\_\_\_ Date \_\_\_\_\_

| <u>Shifts</u>   | <u>Name</u> | <u>Phone #</u> | <u>Assigned Time</u> |
|-----------------|-------------|----------------|----------------------|
| AM - 1st Tee 1. | _____       | _____          | _____                |
| 10th Tee 2.     | _____       | _____          | _____                |
| PM - 1st Tee 1. | _____       | _____          | _____                |
| 10th Tee 2.     | _____       | _____          | _____                |

### FINAL ROUND

Day \_\_\_\_\_ Date \_\_\_\_\_

| <u>Shifts</u>                               | <u>Name</u> | <u>Phone #</u> | <u>Assigned Time</u> |
|---------------------------------------------|-------------|----------------|----------------------|
| AM - 1st Tee<br>(7:30 a.m. - 9:30 a.m.) 1.  | _____       | _____          | _____                |
| AM - 1st Tee<br>(9:30 a.m. - 11:30 a.m.) 2. | _____       | _____          | _____                |

# Volunteer Application Form



ROAD TO THE LPGA



## VOLUNTEER APPLICATION

April 5-11, 2010



Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home # \_\_\_\_\_ Cell # \_\_\_\_\_  
 \*E-Mail: \_\_\_\_\_

*\*Please include your email address. It is our primary means of communication.*

### VOLUNTEER OPPORTUNITIES

- Positions with asterisk (\*) require golf knowledge.
- Event set up, breakdown, and Ecology will require some heavy lifting/manual labor.

Please enter priority of preferences - 1 for first priority, 2 for second and so on...

|                          |                                  |                          |                                      |
|--------------------------|----------------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | EVENT SET UP (April 5 & 6)       | <input type="checkbox"/> | MARSHALL BALL SPOTTER (Fri-Sun)*     |
| <input type="checkbox"/> | CHECK IN (Wed - Sun)             | <input type="checkbox"/> | ECOLOGY (Wed-Sun)                    |
| <input type="checkbox"/> | PRO-AM (Wed-Thur)                | <input type="checkbox"/> | TIMING (Fri-Sun)*                    |
| <input type="checkbox"/> | CART DRIVER (Fri-Sun)*           | <input type="checkbox"/> | SCORE RUNNERS (Fri-Sun)*             |
| <input type="checkbox"/> | "REAL TIME" SCORING (Fri-Sun)*   | <input type="checkbox"/> | MEDIA ESCORT (Wed-Sun)*              |
| <input type="checkbox"/> | MAIN SCOREBOARD (Fri-Sun)*       | <input type="checkbox"/> | MAIN GATE TICKET SALES               |
| <input type="checkbox"/> | LEADERBOARD POSTING (Fri-Sun)*   | <input type="checkbox"/> | VOL PARKING SHUTTLE DRIVER (Fri-Sun) |
| <input type="checkbox"/> | SCORING TENT (Fri-Sun)*          | <input type="checkbox"/> | STANDARD BEARER (Sat-Sun)*           |
| <input type="checkbox"/> | ON COURSE SHUTTLE (Fri-Sun)      | <input type="checkbox"/> | DRIVING DISTANCE RECORDER (Fri-Sun)  |
| <input type="checkbox"/> | STARTERS ASST STARTER (Fri-Sun)* | <input type="checkbox"/> | RADIO OPERATOR RECORDER (Fri-Sun)    |
| <input type="checkbox"/> | EVENT BREAKDOWN (April 11)       | <input type="checkbox"/> | HOSPITALITY GREETERS (Fri-Sun)       |

Please check ☒ days you would like to volunteer and your preference for morning, afternoon or both.

|                   | Morning                  | Afternoon                | Both                     |                    | Morning                  | Afternoon                | Both                     |
|-------------------|--------------------------|--------------------------|--------------------------|--------------------|--------------------------|--------------------------|--------------------------|
| Monday, April 5   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Friday, April 9    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Tuesday, April 6  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Saturday, April 10 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Wed. April 7      | <input type="checkbox"/> | N/A                      | <input type="checkbox"/> | Sunday, April 11   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Thursday, April 8 | <input type="checkbox"/> | <input type="checkbox"/> | N/A                      |                    |                          |                          |                          |

Please indicate shirt size:

Women's Shirt size: S \_\_\_ M \_\_\_ L \_\_\_ XL \_\_\_ Other \_\_\_  
 Men's Shirt size: S \_\_\_ M \_\_\_ L \_\_\_ XL \_\_\_ XXL \_\_\_ Other \_\_\_

**NOTE:** Volunteers will receive a Duraamed FUTURES Tournament Shirt and hat, tournament passes, meals during their shift and a play card for LPGA Golf Courses.

The volunteer package is: \$25. Please make your check payable to FGTA, LLC and mail with this form to:

Name, Volunteer Chair  
 Address  
 Home Phone • Cell Phone • Email



## ***Volunteers Needed***

### **Daily Breakdown (totals)**

| <b>Volunteer Position</b> | <b>Round 1</b> | <b>Round 2</b> | <b>Final Round</b> |
|---------------------------|----------------|----------------|--------------------|
| Cart Drivers              | 48             | 48             | 26 (est.)          |
| Driving Distance          | 4              | 4              | 2                  |
| Driving Range             | 4              | 4              | 2                  |
| Ecology                   | 4              | 4              | 2                  |
| Leaderboards              | 12             | 18             | 9                  |
| Marshals/Spotters         | 20             | 20             | 10                 |
| Main Gate/Parking         | 6              | 6              | 3                  |
| Player Shuttles           | TBD            | TBD            | TBD                |
| Real-Time Scoring         | 16             | 16             | 8                  |
| Scoring Tent              | 8              | 8              | 2                  |
| Scorecard Runner          | 4              | 4              | 2                  |
| Scoreboard                | 6              | 6              | 6                  |
| Standard Bearers          | -              | 16             | 16                 |
| <b>Totals</b>             | <b>132</b>     | <b>154</b>     | <b>88</b>          |

## ***Volunteer Chair Timeline and Checklist***

### **➤ 8 Months Out**

- Meet with Tournament Operations Manager to review the Schedule of Events to establish volunteer needs
- Begin to develop a Volunteer database

### **➤ 7 Months Out**

- Begin to recruit a Chairperson for each of the following committees:
  - Caddie Master
  - Cart Drivers
  - Driving Distance
  - Driving Range
  - Event Set-up/Breakdown
  - Driving Range
  - Ecology
  - Food and Beverage
  - Main Gate/Parking/Ticket Distribution
  - Marshals/Spotters
  - Pro-Am
  - Real-Time Scoring
  - Scoring
- Make sure all committees have their updated sections of the Operations Manual

### **➤ 6 Months Out**

- Continue to recruit Committee Chairs and develop a Volunteer Form for sign-up

### **➤ 5 Months Out**

- All Committee Chair positions should be filled
- Start holding monthly Committee Chair meetings to check on progress of each committee, and any material needs (make sure any expenditures are budgeted and approved by the Tournament Organizer)

### **➤ 4 Months Out**

- Begin Volunteer sign-up and do letter writing/e-mail campaign
- Continue monthly Committee Chair meetings to discuss progress (refer to timelines for each committee)

➤ **3 Months Out**

- Continue to update Volunteer database
- Continue monthly Committee Chair meetings
- Distribute Volunteer names to committee chairs as they are received (35% of volunteers should be secured by this point)
- Work with Tournament Operations Manager on Volunteer shirt order
- Recruit Guest Starters for tournament days

➤ **2 Months Out**

- Continue to update Volunteer database
- Continue monthly Committee Chair meetings
- Distribute Volunteer names to Committee Chairs as they are received (70% of volunteers should be secured by this point)

➤ **1 Month Out**

- Continue to update Volunteer database and distributing Volunteer names to Chairs (95% of volunteers should be secured by this point)
- Begin bi-weekly Committee Chair meetings

➤ **2 Weeks Out**

- Hold first Volunteer meeting. Give location of parking, check in and distribute passes and tournament tickets. Go over the responsibilities of each committee. Give out Volunteer shirts, and get waivers signed. (All Volunteers should be secured by this point).

➤ **1 Week Out**

- Hold second Volunteer meeting (for those who couldn't make first). Give location of parking, check in and distribute passes and tournament tickets. Go over the responsibilities of each committee. Give out Volunteer shirts, and get waivers signed. (All Volunteers should be secured by this point).

➤ **Tournament Week**

- Meet with Tour officials to go over last minute changes and be present to trouble shoot on tournament days