

2024 VOLUNTEER GUIDE

October 14 - 20, 2024

The Country Club of Virginia, James River Course

Thank you for your interest in the 2024 Dominion Energy Charity Classic Volunteer Program presented by Drive Shack! The Dominion Energy Charity Classic is the first event of the Charles Schwab Cup Playoffs featuring the top 72 players on PGA TOUR Champions. Volunteers are essential to the success and execution of the Dominion Energy Charity Classic, so we invite you to join the team of 1,000+ dedicated volunteers who help make #DECCGolf happen each year.

REGISTRATION & COMMITTEE ASSIGNMENTS

Volunteer Registration will open to the general public at 8 AM on Wednesday, May 15, 2024 at www.deccgolf.com. The tournament provides past volunteers, Dominion Energy employees and retirees, and CCV members the opportunity to register in advance of the public.

To understand the responsibilities and time commitment, please review the [2024 Committee Descriptions](#) prior to completing your registration. Your registration will be reviewed by the tournament staff upon completion, which can take up to two weeks.

COMMITTEE PLACEMENT

All volunteers will be required to identify their top two committee choices on their application and will be placed on one of those committees, based on availability. All volunteer committees are filled on a first-come, first-served basis, based on availability.

YOUTH INVOLVEMENT

Junior Volunteers are welcome to volunteer at the Dominion Energy Charity Classic as a Standard Bearer (ages 13 - 18) or Pro-Am Caddie (ages 15 -18).



REQUIREMENTS & COMMITMENT

All volunteers are required to work at least two shifts but are encouraged to work three. Shifts are approximately four (4) to six (6) hours in length. In signing up to volunteer, you are committing to your designated Committee Chairman and fellow volunteers. If you have any conflicts that arise after you have registered, please notify your Committee Chairman or the tournament staff immediately.

NEW FOR 2024: Volunteers who meet the minimum shift requirement will be entered into a raffle for tournament prizes (the raffle is separate from the volunteer golf outing). The more shifts you work, the more chances you have to win. Multiple winners will be selected after the event.

VOLUNTEER PACKAGE

All volunteers* are required to purchase the \$90 Dominion Energy Charity Classic volunteer package (retail value over \$400).

**Junior Standard Bearers, Pro-Am Caddies and Rideshare Shuttle Volunteers will receive a complimentary package.*

PACKAGE DETAILS

ADULT VOLUNTEER PACKAGE <i>(Included in Rideshare Complimentary Package)</i>	JUNIOR STANDARD BEARER PACKAGE <i>(Complimentary Package)</i>	PRO-AM CADDIE PACKAGE* <i>(Complimentary Package)</i>
<ul style="list-style-type: none">• One (1) volunteer credential• One (1) golf shirt• One (1) outerwear piece• One (1) golf hat (unisex)• One (1) lanyard• One (1) Clear Bag• Volunteer Tickets• Volunteer Gift• Breakfast and/or Lunch for working days	<ul style="list-style-type: none">• One (1) volunteer credential• One (1) adult t-shirt• One (1) outerwear piece• One (1) golf hat (unisex)• One (1) lanyard• One (1) Clear Bag• Volunteer Tickets• Volunteer Gift• Breakfast and/or Lunch for working days	<ul style="list-style-type: none">• One (1) volunteer credential• One (1) golf hat (unisex)• One (1) lanyard• Volunteer Tickets• Volunteer Gift• Breakfast and/or Lunch for working days <p><i>*The Pro-Am caddie package is only available for pick-up on first assigned working day (Wednesday, Oct. 16 or Thursday, Oct. 17).</i></p>

VOLUNTEER TICKETS

All active volunteers will receive two (2) digital tickets to each day of tournament play, Friday through Sunday, for family and/or friends. Volunteer credentials will provide access to the tournament on working and non-working days.

VOLUNTEER UNIFORM

All volunteers are required to wear the 2024 Dominion Energy Charity Classic volunteer uniform while volunteering:

- Tournament-Issued Polo*
- Outerwear & golf hat (optional)
- KHAKI colored pants, shorts or skort (no cargo pants, gym shorts or jeans)
- Comfortable shoes (no open-toed shoes)

Please **DO NOT** wear a uniform from a prior year.

In the event of weather, please layer but ensure one piece of your uniform and credential are visible. Personal rain gear and/or umbrellas are permitted as part of the volunteer uniform. On the days that volunteers are not working, please **DO NOT** wear the volunteer uniform.

**Junior Standard Bearers must wear their tournament-issued t-shirt and Pro-Am Caddies must wear a tournament-issued caddie bib while volunteering.*



Men's Uniform



Women's Uniform

COMMUNICATION

Your Committee Chairman will be your main point of contact through tournament week. **In the event of a schedule conflict, please contact your Committee Chairman immediately.**

A monthly Volunteer Newsletter will be sent via email to all active volunteers with important tournament updates including information on Uniform Distribution, Volunteer Orientation, Tournament Week Schedule and more. Please be sure to periodically check your inboxes, junk and clutter folders for these important reminders.

VOLUNTEER ETIQUETTE

All volunteers are an extension of the Dominion Energy Charity Classic team. Volunteers are asked to adhere to these guidelines:

- While in uniform, please do not ask for autographs or photos.
- Do not consume alcohol while working or in uniform.
- Please display the volunteer badge at all times.
- Please remain quiet and still during each shot until all players in the group have played out.
- Please kneel or sit down in the front row or inside the ropes.

VOLUNTEER SAFETY

We encourage a culture of safety within the Dominion Energy Charity Classic Volunteer Program. We ask that volunteers review and pledge to adhere to these protocols while volunteering:

1. Follow all PGA TOUR Golf Cart, Utility Vehicle and Vehicle safety guidelines.
2. Wear comfortable, close-toed, and slip-resistant shoes.
3. Wear sunscreen, a hat and other protective clothing; check the weather daily to bring appropriate items.
4. Don't overexert, stay hydrated, ask for assistance when necessary, and take breaks when needed.
5. Practice proper lifting, pushing, and pulling techniques when moving objects.
6. Be sure to check in on your fellow volunteers and hold each other accountable to ensure safety.
7. Maintain a clean and orderly environment, free of trip hazards.
8. Be vigilant to surroundings to prevent being struck by a golf ball or equipment.
9. Use proper tools and personal protective equipment (PPE) to perform tasks.
10. Report unsafe conditions and incidents to Tournament Staff & Committee Chair immediately.

VOLUNTEER GOLF OUTING

The Dominion Energy Charity Classic will host a Volunteer Golf Outing on November 11 at The Country Club of Virginia, James River Course in appreciation of our volunteers.

Due to space limitations, only 100 volunteers will be able to participate in the golf outing. All active volunteers are eligible and may opt in or out of the raffle during registration. Volunteers will be chosen at random and notified during tournament week. **Playing positions are non-transferable to other volunteers, family, friends or co-workers.**

Volunteers must meet the minimum shift requirement to be eligible for the Volunteer Golf Outing.

VOLUNTEER VILLAGE PRESENTED BY DRIVE SHACK

LOCATION

10 Fairway

FOOD & BEVERAGE

Continental breakfast will be served Monday through Sunday. Lunch will be served in Volunteer Village Monday through Wednesday. Upon check-in Thursday through Sunday, volunteers will be provided one meal voucher. This voucher is valid at any concession (not including Food Trucks). Concessions are open during gate hours. Beverages and snacks are available for volunteers all day, Monday through Sunday.

Food is only provided to volunteers on days worked.



PARKING & ACCESS

Volunteers must have their volunteer credential to access tournament parking. The volunteer uniform alone does not grant access. There is NOT a separate shuttle for spectators and volunteers, so please prepare adequate time prior to your shift to park and shuttle to The Country Club of Virginia, James River Course. The shuttle ride is approximately 15 minutes.

GENERAL PARKING (15 minute shuttle ride)

West Creek Fields
12575 West Creek Parkway
Henrico, VA 23238

BIKE PARKING

Bike Parking is located at the corner of St. Julians Lane and South Gaskins Road. There will be no tournament security at bike parking. If volunteers or spectators wish to lock up their bike, they must provide their own lock.

CLUBHOUSE AND S. GASKINS ROAD ACCESS

Tournament issued parking passes are required to access South Gaskins Road and the James River Clubhouse Wednesday through Sunday. Volunteers and spectators WILL NOT be permitted to be dropped off or picked up along South Gaskins Road or at the Clubhouse.

RIDESHARE (5 minute shuttle ride)

Ride Share drop-off and pick-up is located at Second Baptist Church on the corner of River and Gaskins Roads. Available Friday through Sunday during gate hours.

CONTACT

Emily Erickson
Tournament Services
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804-234-8840

UNIFORM DISTRIBUTION AND VOLUNTEER ORIENTATION

UNIFORM DISTRIBUTION

NOTE: Pro-Am Caddie Only Volunteers will receive their volunteer package on their first assigned working day (Wednesday, October 16 or Thursday, October 17).

Wednesday, September 18 | 3:00 PM - 7:00 PM

Dominion Energy Innsbrook

Thursday, September 19 | 3:00 PM - 7:00 PM

Dominion Energy Innsbrook

Tuesday, October 1 | 3:00 PM - 7:00 PM

The Country Club of Virginia, James River Course



VOLUNTEER ORIENTATION

We strongly encourage all volunteers to attend one general or marshal-only orientation session. Even if you have volunteered in the past, each year the tournament has changes and updates and it is important to be prepared for your volunteer experience. Volunteers can expect to learn about the tournament week schedule, volunteer etiquette, safety, tournament policies and procedures and more. For specific committee responsibilities, please contact your committee chair.

Tuesday, September 24 | 6:00 PM - 7:00 PM

General Orientation via Microsoft Teams

Thursday, September 26 | 8:00 AM - 9:00 AM

General Orientation via Microsoft Teams

Monday, September 30 | 6:00 PM - 7:00 PM

Marshal Only Orientation via Microsoft Teams

