



Prospective Volunteer Information Packet

BECOME A VOLUNTEER

*We offer no pay, long hours, and occasional hot meals,
but you'll always have a good time!*

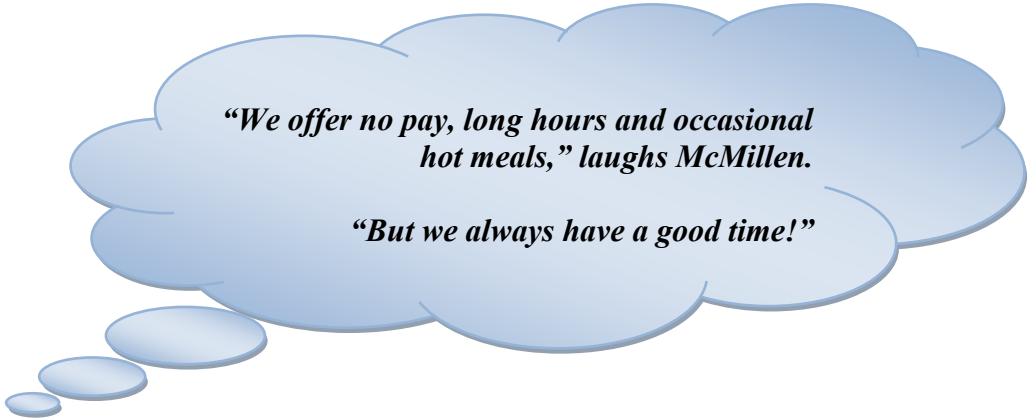
Volunteers are THE key to providing outstanding programs and services!

Recently Steve McMillen, KCGA Executive Director, was asked what the secret was in conducting quality championships and programs. “It is quite simple,” stated McMillen, “it’s all about volunteers.” Championships and Programs are only as good as your volunteers. Fortunately, we have outstanding volunteers who make the Association’s championships, tours, and services run well and look good.”

KCGA volunteers are like a can of mixed nuts. Their personalities are pleasantly varied and their skills and expertise run the gamut of the professions and backgrounds. This is good because they perform an equally wide variety of functions. The most common volunteer role is working as a Tournament Official at one of the many KCGA regional championships. Other volunteer duties include assisting staff with USGA Course and Slope Rating, the KC Junior Tour, StateLine Amateur Tour, marketing, and contributing as a writer for one of the KCGA communications tools.

Besides a passion for golf (regardless of playing ability), and a desire to give back to the game, the only requirement the KCGA asks of its volunteers is professionalism and a dedicated work ethic. If a volunteer meets that criterion, the KCGA takes care of the rest with its training program. Each year the KCGA offers an average of ten days of training for its volunteers, ranging from local training conducted by staff to rules of golf workshops conducted by the USGA.

However, as the KCGA expands its programming, more volunteers are needed. Steve McMillen forecasts that in the next three years the KCGA will need to double the number of volunteers on its roles. If you or someone you know has a passion for golf and wants to give back to the game, call the KCGA office and explore how your skills and experience can be utilized as a KCGA volunteer. Contact Steve McMillen at 913-649-5242 ext. 1 or steve@kcgolf.org.



“We offer no pay, long hours and occasional hot meals,” laughs McMillen.

“But we always have a good time!”

THE ASSOCIATION'S STORY

What is the Kansas City Golf Association?

The Kansas City Golf Association is a full service regional golf association dedicated to the betterment of the amateur golf community of greater Kansas City. Founded in 1912, the Association is governed by volunteers and managed by a small professional staff as a non-profit 501 (c) 4 Missouri corporation.

What is the Association's Purpose?

Our **mission** is to serve, promote, and grow the amateur golf community of regional Kansas City.

Our **vision** is to be a premier regional golf association that provides unparalleled leadership for the education, growth, and promotion of amateur golf

Through a commitment and shared focus, we:

- Emphasize exceptional and innovative member club services
- Provide and encourage participation in value oriented competitions for core golfers
- Support opportunities for all who want to play
- Value and protect the game's integrity and valued traditions
- Value collaboration with allied associations
- Embrace change through a continuous improvement process
- Encourage opportunities for volunteer service

Who belongs to the Kansas City Golf Association?

The KCGA consists of seventy-seven (77) member clubs in greater Kansas City and surrounding areas, and approximately 18,000 individual members who obtain membership through maintaining a USGA Handicap Index at one of these clubs.

How does the KCGA serve its membership?

The KCGA services its member clubs and individual members through the listed services and programs. For detailed information on each service and program log onto www.kansascitygolfer.org – the official website of the KCGA.

The USGA Partnership

Club Consulting Services

Software Services

Course Rating Services

eServices

Club Business Program

Individual Golfer Services

VOLUNTEER EXPECTATIONS

The Kansas City Golf Association depends on volunteers to govern and assist in conducting programs and services. Only through the dedicated efforts of active directors, volunteers, and a small professional staff is the KCGA able to accomplish the myriad of activities. These men and women travel all over the community conducting championships; measuring, marking, and rating courses; presenting seminars; and promoting the Association and golf in many other ways. Although these individuals possess a wide range of golf skills and come from a variety of social and business backgrounds, they all have a common denominator they want to give something back to the game that has meant so much in their lives.

While the Board of Directors govern and chart the future path of the Association, committee members accomplish the day-to-day activities of the Association. They serve without remuneration, paying their own expenses to attend meetings and complete committee assignments. These volunteers are truly the backbone of the KCGA, helping perpetuate the game of golf for those who will follow.

A volunteer should

- Be an active and respected member of a club
- Commit the necessary time and money required for committee assignments
- Willingly participate in committee activities
- Attend seminars and develop the required skills to serve the Association
- Effectively serve as a “voice” of the Association at his club
- Enjoy working with young people and other adult volunteers
- Be able to learn efficiently and be open to developing skills in the field

How it works

1. Candidate's name is submitted to the Executive Director
2. Executive Director contacts candidate and requests him/her to fill out an application
3. Candidate's application is reviewed by the operations
4. Candidate is notified by the Executive Director if appointed as a volunteer
5. Volunteer attends orientation and is provided Association uniform and materials

Volunteer Roles

ADMINISTRATIVE ASSISTANT

No. Required 1

Type Seasonal

Hours 2 to 4 hours per week

Description Administrative Assistant will assist staff at the office with various tasks to include but not limited to mailings, data entry, phone marketing etc. A work agenda will be provided to the AA on each volunteer day outlining the tasks where assistance is needed.

COURSE RATER – DATA COLLECTOR

No. Required 1

Type Early Spring

Hours 2 to 3 hours per course

Description Data Collector will assist a staff member in collecting pre-rating information to include yardages, elevations, effective green diameters, and determine slope/contour of the putting surfaces.

COURSE RATER – TEAM MEMBER

No. Required 15 to 25 Men 8 to 10 Women

Type Rating Season (April-October)

Hours 4 hours per rating

Description Team Member will work with other fellow team members and rate golf courses in accordance with the USGA Course and Slope Rating System. Course Rating is not subjective, but rather based upon gathered data that affects the difficulty of the course for a bogey golfer as compared to the scratch golfer.

COURSE SETUP ASSISTANT

No. Required 3 to 5

Type Seasonal

Hours 4 hours per course

Description Course Setup Assistant will assist the Official in Charge in preparing the golf course for a competition. The tasks will include marking the hazards and boundaries, identifying abnormal ground conditions, and marking tee locations as designated by the Official in Charge.

CLUB RELATIONS MARKETING (CRM) ASSISTANT

No. Required 8

Type Seasonal

Hours 1 to 3 hours per month

Description CRM Assistant will be assigned a list of clubs and will be responsible for distributing the annual Club PAK, marketing the KC Junior Tour to the club's junior liaison, and marketing the Association's core services to the primary stakeholders.

PUBLICATIONS EDITOR

No. Required 1

Type Seasonal

Hours 2 to 4 hours per month

Description Publications Editor will be responsible for collecting all articles and materials for KCGA online and print publications in accordance with the editorial calendar. The Publications Editor will edit all written information and submit it to the appropriate publisher.

WRITERS

No. Required 5

Type Seasonal

Hours 1 to 3 hours per month

Description Writers will compose drafts to be submitted to the Publications Editor based upon the editorial calendar delegated to them by the Communications Chair or Executive Director.

KC CUP COORDINATOR

No. Required 1

Type Seasonal

Hours 1 to 3 hours per week

Description KC Cup Coordinator responsibilities include; responding to inquiries from Team Captains via e-mail and phone, ensuring each round is being scheduled within the published policy; consolidate submitted results; and maintain and publish the standings on a weekly basis.

RANKING POINTS COORDINATOR

No. Required 1

Type Seasonal

Hours Up to 1 hour per week

Description Ranking Points Coordinator will be responsible for maintaining each of the Association's Player Rankings (Toyota, POY, SPOY, SLAT, and Junior) and ensuring the rankings are updated online within 1 business day of events affecting the rankings.

TOURNAMENT OFFICIALS

No. Required Unlimited

Type Seasonal

Hours Minimum 6 events per year

Description A Tournament Official will be work at selected events and serve in the role assigned by the Official in Charge. Roles include but are not limited to; rules, scoring, pace of play monitoring, etc.