

NATIONAL DISABLED VETERANS GOLF CLINIC

FOR VETERANS WITH VARYING DISABILITIES • IOWA CITY, IOWA • VETERANSOLFCLINIC.ORG

2022 National Disabled Veterans Golf Clinic (NDVGC)

Dear Golf Buddy Applicant:

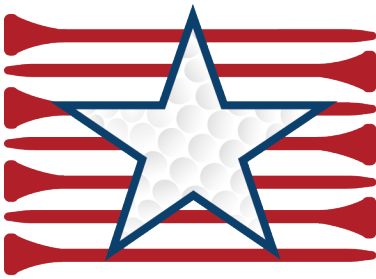
The 29th annual National Disabled Veterans Golf Clinic (NDVGC) will be held at Riverside Resort in Riverside, Iowa on Monday, September 12 – Thursday, September 15, 2022. This application is so we can gather *preliminary* information on potential volunteers available to participate as a Golf Buddy in this year's program.

- Please read all information provided. If you feel you can meet the needs of the program and are interested in volunteering as a Golf Buddy at the NDVGC, please return:
 - Application form
 - Code of Conduct form
- If selected, you will receive confirmation with further details regarding your participation.
- If you are not selected, you will receive notification of that decision in July 2022.
- **You will receive an email confirming we have received your paperwork. If you do not receive an email, please follow up with Nick Beelner regarding your paperwork submission immediately.**

Nicholas.Beelner@va.gov or (319) 358-5963

What to Expect if Selected

- To provide the best experience for the Veterans, we strongly encourage you to attend for the entire program.
- You will be contacted by program staff and provided detailed expectations and clinic information.
- Expect to work at least 32 hours.
- You will be provided meals and lodging (if living more than 50 miles from Riverside, IA) during the clinic. We will assign you to lodging (if applicable) and you may have a roommate (if you have a roommate preference, please indicate that on your lodging form).
 - It is your responsibility to get to Riverside, IA.
 - Local volunteers will be responsible to get to assigned venues.
- You may be working in inclement weather.
- You will be working and providing support to Veterans with significant disabilities.
- You will be provided education/examples of how to assist a Veteran with visual impairment.
- Once selected, you will receive information on the NDVGC Mobile App where you will find clinic details.
- This will be an incredibly rewarding experience.



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What Will be Expected of You

- To follow the rules and guidelines provided to you by the clinic and your assigned coordinator or lead.
- You **MUST** be on time.
- You **MUST** provide an email address.
- You **MUST** read, understand, and adhere to privacy rules and regulations.
- If you have to cancel, you **MUST** notify Nick Beelner as soon as possible.
- You **MUST** always conduct yourself in a professional manner.
- You are volunteering for a VA Federal Government/DAV program. You are representing these two organizations; therefore, drug use, inappropriate behavior, or harassment of any form will not be tolerated. We reserve the right to immediately remove anyone in violation.
- Consideration will only be given to those who return a complete application (there are 4 pages that must be returned; 5 pages must be returned for VA employees).
- Return your application to participate by the June 1, 2022 deadline.

We are continually monitoring the COVID-19 pandemic when planning for the 2022 program. The current VA guidance for COVID-19 requirements is that all attendees of NDVGC will have up to date COVID-19 vaccinations to include boosters, if applicable. The guidance for boosters is 2-month post the single dose of the Johnson & Johnson vaccine or 6-months post the second dose of the Moderna or Pfizer vaccines.

VA remains committed to honoring our nation's Veterans by ensuring a safe environment to deliver exceptional health care. As such, VA's six national rehabilitation sports and arts programs will follow a COVID-19 plan which will be integrated into the operations of the in-person events for 2022.

Participants including registered Veterans, caregivers, VA staff, non-VA staff, registered volunteers, exhibitors, sponsors, and other stakeholders will receive specific guidance if accepted to the program.

This will include a Safety Playbook which outlines what we all must do to keep one another safe while returning to live, in-person programming. We will also continue to offer at-home engagement opportunities to support rehabilitation goals.

Please continue to stay engaged through our [VA Adaptive Sports & Arts website](#) for updates and @Sports4Vets pages on Facebook, Twitter, and Instagram on social media.



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Additional Expectations for VA Government Employees

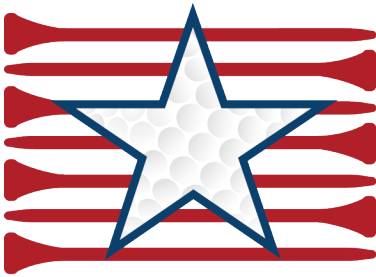
- Your Supervisor must sign your application authorizing support of your attendance.
- Travel costs are not provided by the program. You will need to discuss your options for travel with your facility.
- You will be required to let us know if you are on official travel status, authorized absence, or annual leave.
- Lodging for employees is only available if the commute from your assigned duty station is more than 50 miles from Riverside, Iowa.
- Rental cars are not authorized for this program. The NDVGC Transportation Team provides transportation between hotels and to and from the airport.

Application forms are due by June 1, 2022 for you to be eligible to participate in the 2022 National Disabled Veterans Golf Clinic. Please fill out the application in its entirety as all information is pertinent to being accepted as a Golf Buddy. Please return the **application form** and **the conduct form**.

If you have any questions or concerns, please feel free to contact Nick Beeler at (319) 358-5963 or via email at Nicholas.Beelner@va.gov.

Respectfully,

Nick Beeler
Director, National Disabled Veterans Golf Clinic
Attention: NDVGC
601 Highway 6 West, Iowa City, IA 52246



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2022 National Disabled Veterans Golf Clinic (NDVGC) Golf Buddy Application

Applicant Information

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State Zip Code*

Cell Phone: _____ Email: _____

Gender: Male Female Non-Binary Trans-Male Trans-Female

T-Shirt Size: Small Medium Large XL 2XL 3XL 4XL

Emergency Contact Name and Relation: _____

Emergency Contact Phone Number: _____

Your contact information will only be used to contact you during the clinic, and you will only receive information pertinent to the NDVGC.

Are you attending with a Veteran or a group of Veterans? Yes No

If yes, please list their name(s): _____

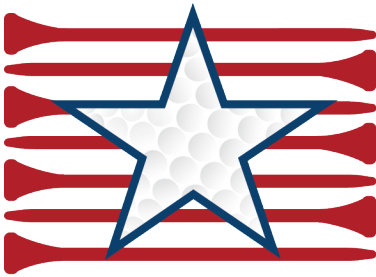
Are you a VA employee? Yes No

If yes, what is your parent facility or duty station (CBOC, etc.): _____

What type of leave will you be requesting for the NDVGC? *(check one)*

AL - Annual Leave TV - Official Government Travel AA - No Cost Government Travel

NOTE: All VA employees MUST provide supervisor approval on the last page of this application.



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Golf Buddy Opportunities

Golf Buddy (Monday-Thursday 7a – 4p): Assist Veterans with all needs while on the golf course. Many Veterans participating in the clinic are visually impaired and need assistance with golf selection, alignment, visual distance support, and basic support to play the game. Golf Buddies are responsible for taking notes for their Veteran during golf instruction and assisting their Veteran with lunch service while at their assigned golf course. Golf Buddies must be able to drive a golf cart and are not allowed to golf for the Veteran. We aim to assign each Golf Buddy to the same Veteran each day of the program. If the Veteran you are assigned to is scheduled to participate in kayaking/cycling one day during the week, you will be expected to support the Veteran at the assigned venue.

What days are you able to commit to the program as a Golf Buddy? To provide the best and most consistent experience for the Veterans, we are encouraging commitment for the full program (Monday-Thursday). First consideration will be given to those who can commit Monday to Thursday.

Monday

Tuesday

Wednesday

Thursday

Do you have any physical limitations that may affect your ability to be a Golf Buddy?

Yes No If yes, please explain: _____

What is your golf skill and/or knowledge? Beginner Intermediate Advanced

Have you been a Golf Buddy at the NDVGC previously? Yes No

If yes, is there a Veteran you would like to be paired with? Yes No

If yes, please list the Veteran: _____

Please select a preferred golf course (these are subject to change):

Blue Top Ridge in Riverside

Kalona

Pleasant Valley in Iowa City

Is there any information that you would like us to know about you? _____

Would you like your volunteer hours registered with a specific organization? By default, hours will go to the host sponsor DAV (Disabled American Veterans). _____

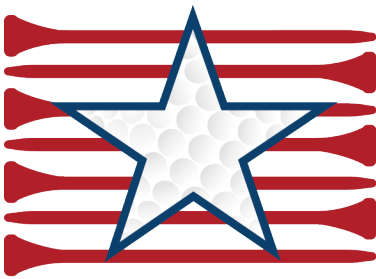
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U.S. Department
of Veterans Affairs



KEEPING OUR PROMISE TO
AMERICA'S VETERANS



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Lodging

If you live outside the direct commuting area (50 miles) of the NDVGC and need lodging, please indicate the nights you will need a room. Golf Buddies may be assigned a roommate. VA EMPLOYEES: Lodging is only available if the commute from your assigned duty station is more than 50 miles from Riverside, Iowa.

Will you need lodging? Yes No

Room Preference: Non-Smoking Smoking

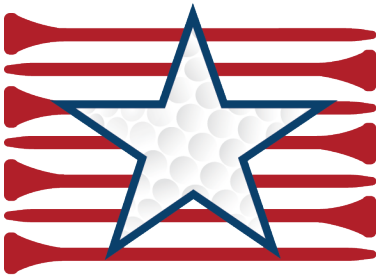
What days will you need lodging: Sunday Monday Tuesday Wednesday Thursday

What is your preference of roommate: Veteran Volunteer

If you know the Veteran or Volunteer you would like to room with, please indicate their name below:

ADDITIONAL PROGRAM INFORMATION

- You will receive notification of acceptance or denial in July 2022. Please make sure to include your email address as most correspondence will be via email.
- If accepted, you will receive specific details on your job responsibility.
- Do not make any arrangements until you have been officially accepted for the 2022 NDVGC.
- To be considered as a Golf Buddy, your application must be received by the NDVGC Office by June 1, 2022.
- Please keep a copy of this application for your records.



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VA EMPLOYEES ONLY: For your application to be processed, you must provide supervisor approval below.

Supervisor Name and Title: _____

Supervisor Signature: _____ Date: _____

Please fill out the form completely and return via email by June 1, 2022 to Nick Beelner for consideration.

Nicholas.Beelner@va.gov

Thank you for your support and interest in volunteering for the National Disabled Veterans Golf Clinic!

THIS EVENT IS PRESENTED BY

VA



U.S. Department
of Veterans Affairs



KEEPING OUR PROMISE TO
AMERICA'S VETERANS



VOLUNTEER INFORMATION SHEET

2022

NATIONAL DISABLED VETERANS GOLF CLINIC (NDVGC) RIVERSIDE RESORT, RIVERSIDE, IA

PLEASE RETAIN THIS SHEET FOR REFERENCING

1. Privacy Act Information: I understand all officially journalized volunteers are covered under the *PRIVACY ACT, PUBLIC LAW 93-579*, that unlawful disclosure of patient related information to unauthorized individuals is against the law and the volunteer(s) is subject to a \$5,000 fine. (The words “unauthorized individuals” means anyone).
2. I hereby waive all claims to monetary benefits for services rendered as a volunteer worker on a “without compensation basis.” I understand that this waiver applies only to compensation for specific services rendered in the Voluntary Service Program at the *National Disabled Veterans Golf Clinic* and has no relation to compensation for other services or benefits to which I may be entitled.
3. I understand that the *National Disabled Veterans Golf Clinic* has the right to terminate, at any time, my authorization to serve as a volunteer for unsatisfactory performance, unbecoming behavior/conduct, and /or for violation of established policy and/or procedures (38 U.S.C. 513).
4. Volunteers are responsible for:
 - a. Completing the application forms in full.
 - b. Carrying out the duties of their assignment under the direction of assignment supervisor.
 - c. Completing all required training prior to the *National Disabled Veterans Golf Clinic*.
 - d. Reporting for duty in a timely manner and being prepared for the assignment.
 - e. Wearing appropriate clothing to perform their assignment.
 - f. Contacting your assignment supervisor in advance if sick or otherwise unable to report for duty.
 - g. Reporting immediately to the *National Disabled Veterans Golf Clinic* medical room if injured while on assignment.
5. Please Note:
 - a. Accepted volunteers will be provided meals.
 - b. Accepted volunteers are expected to support the program and their assignment supervisors throughout their assigned shift.
 - c. Any pertinent clinic information can be obtained at the Command Center.
 - d. Lost and found is located at the Command Center.

**NDVGC Code of Conduct
Volunteer Agreement**

The National Disabled Veterans Golf Clinic is a Department of Veterans Affairs/Disabled American Veterans co-sponsored event. The program is an outreach of the Iowa City VA Health Care System and Veterans Integrated Service Network (VISN) 23. Compliance with VA regulations and policies by staff and volunteers is expected during this program. Possessing weapons, non-prescribed drugs, drug paraphernalia, non-performance of assignment, exhibiting disruptive, abusive or unbecoming behavior, and harassment of others in any form will not be tolerated and will result in immediate expulsion from this program and will affect future involvement.

The Department of Veterans Affairs and the Disabled American Veterans work to promote a safe environment for everyone involved with the program. Observing these policies will aid in our efforts for a safe program.

Any violations will be taken to the National Disabled Veterans Golf Clinic Director who will make the final decision on what action will be taken.

Acknowledgment of Volunteer Information Sheet/Code of Conduct
(Please return this form)
by June 1, 2022

I hereby certify that I have read and understand the above information. I also acknowledge that I have specifically read and understood the information regarding #1 The Right to Privacy Act, #2 Waiving Claim to Monetary benefits, and #3 NDVGC Code of Conduct.

SIGNATURE

DATE

PRINT NAME

Please return signature page only and keep the rest of the information for your records to reference.