

# NATIONAL DISABLED VETERANS GOLF CLINIC

FOR VETERANS WITH VARYING DISABILITIES • IOWA CITY, IOWA • [VETERANSOLFCLINIC.ORG](http://VETERANSOLFCLINIC.ORG)

## 2023 National Disabled Veterans Golf Clinic (NDVGC)

Dear Golf Buddy Applicant:

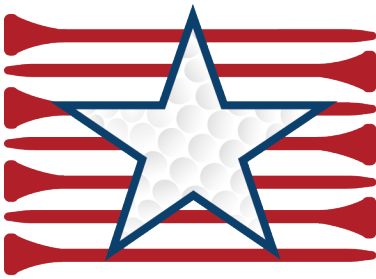
The 30<sup>th</sup> annual National Disabled Veterans Golf Clinic (NDVGC) will be held at Riverside Resort in Riverside, Iowa on Monday, September 11 – Thursday, September 14, 2023. This application is so we can gather preliminary information on potential volunteers available to participate as a Golf 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 June 2023.
- **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](mailto:Nicholas.Beelner@va.gov) or (319) 358-5963

### What to Expect if Selected

- 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. Lodging will be provided during the clinic if you live more than 50 miles from Riverside, Iowa. We will assign you to lodging (if applicable) and you will have a roommate (if you have a roommate preference, please indicate that on your lodging form). If you are a VA employee, lodging will be provided if the commute from your assigned duty station is more than 50 miles from Riverside, Iowa.
  - It is your responsibility to get to Riverside, Iowa.
  - 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 5 pages that must be returned; 6 pages must be returned for VA employees).
- Return your application to participate by the May 1, 2023 deadline.

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 the NDVGC Playbook which outlines what we all must do to keep one another safe while returning to live, in-person programming.

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.

## 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.



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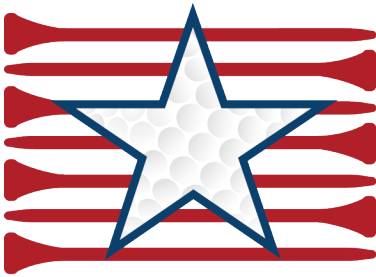
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**Application forms are due by May 1, 2023** for you to be eligible to participate in the 2023 National Disabled Veterans Golf Clinic. Please fill out the application in its entirety as all information is pertinent to being accepted as a Golf Buddy. Please return the **application form** and the **conduct form**.

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

Respectfully,

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



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## 2023 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 about pertinent information to the NDVGC.*

Are you a VA employee?      No, proceed to page 2      Yes

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

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

If yes, please list their name(s):  
\_\_\_\_\_

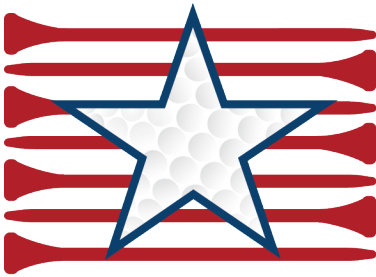
What type of leave will you be requesting for the NDVGC? *(check one)*

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 7:30a – 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 club selection, alignment, visual distance support, and basic support to play the game.

As a Golf Buddy, you are required to actively support your Veteran by getting out of the golf cart to assist your Veteran with club selection, aiming and alignment, and repairing ball marks and divots. 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 with or for the Veteran. We aim to assign each Golf Buddy to the same Veteran each day of the clinic.

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

Monday

Tuesday

Wednesday

Thursday

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

No

Yes, please explain: \_\_\_\_\_

What is your golf skill and/or knowledge?

Novice

Intermediate

Advanced

How often do you golf?

Never

1-2 times a year

1-2 times a month

Once a week or more

Whats your average score on 9 holes? \_\_\_\_\_

Have you been a Golf Buddy at the NDVGC previously?

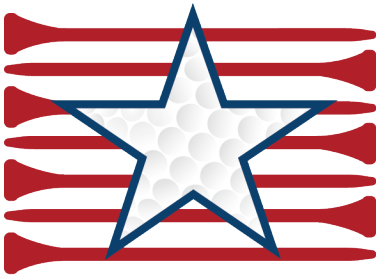
No

Yes

Is there a Veteran you would like to be paired with?

No

Yes, please list the Veteran: \_\_\_\_\_



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Please select preferred golf course(s): *(subject to change)*

Blue Top Ridge (Riverside)  
*(Black and Blue Team)*

Pleasant Valley (Iowa City)  
*(Purple and Green Team)*

Kalona  
*(Yellow Team)*

Elks Lodge (Iowa City)  
*(Red Team)*

Do you possess any training or experience in the following specialties?

BROS

VIST

PT

OT

Prosthetist

Rec Therapy

LPN

RN

PA

ARNP

MD

Other: \_\_\_\_\_

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

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

Do you need lodging?      No      Yes      Room preference:      Non-smoking      Smoking

What days will you need lodging:

Sunday

Monday

Tuesday

Wednesday

Thursday

What is your preference of roommate?

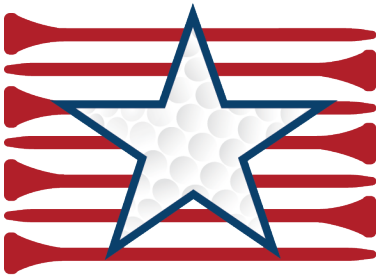
Veteran

Volunteer

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

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## Meals

Please choose any dietary restrictions / special diets you have:

### Special Diets

Vegan *(no animal products)*

Vegetarian

Diabetic Diet

Other: \_\_\_\_\_

### Dietary Restrictions

Lactose Intolerance

Gluten Intolerance

Red Meat Free

Other: \_\_\_\_\_

### Allergies

Wheat

Eggs

Shellfish

Tree nuts

Other: \_\_\_\_\_

Peanut

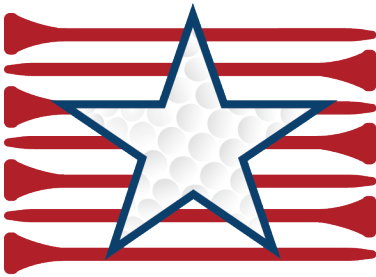
Milk

Fish

Soy

## ADDITIONAL PROGRAM INFORMATION

- You will receive notification of acceptance or denial in June 2023. 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 2023 NDVGC.
- 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 May 1, 2023 to Nick Beelner for consideration.

[Nicholas.Beelner@va.gov](mailto:Nicholas.Beelner@va.gov)

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





## VOLUNTEER INFORMATION SHEET

2023

### 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 May 1, 2023

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.