

NATIONAL DISABLED VETERANS GOLF CLINIC

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

2025 National Disabled Veterans Golf Clinic (NDVGC)

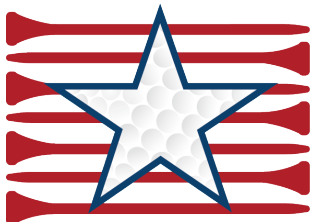
Dear Clinic or Support Staff Applicant:

The 32nd annual National Disabled Veterans Golf Clinic (NDVGC) will be held at Riverside Resort in Riverside, Iowa on Sunday, September 7 – Friday, September 12, 2025. This application is so we can gather preliminary information on potential volunteers available to support this year's program.

- Please read all information provided. If you feel you can meet the needs of the program and are interested in serving as clinic staff at the NDVGC, please return:
 - Application form
 - Code of Conduct form
- If selected to support, you will receive confirmation. Do not make any arrangements until you have been officially accepted for the 2025 NDVGC.
- If you are not selected for the role requested, you will receive notification of that decision in June 2025.
- Please keep a copy of the completed application for your records.
- **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 at 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.
- Expect to work at least 40 hours.
- You will be provided meals throughout the duration of your assignment.
- While we take considerable time and effort to address as many dietary restrictions and special diets as possible, we cannot guarantee we will be able to accommodate all of them.
- You will be provided lodging (if living more than 50 miles from Riverside, Iowa) 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, 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 profound disabilities. These include, visual impairments, spinal cord injuries, traumatic brain injuries, limb-loss, Parkinson's, multiple sclerosis, strokes, and others.
- Training will be provided on our website, mobile app, and in person.
- 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

- You must be able to meet the requirements identified for the area you will be assigned to.
- 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 (5 pages must be returned; 6 pages for VA employees).
- Return your application to support by the April 4, 2025 deadline.

Additional Expectations for VA Government Employees

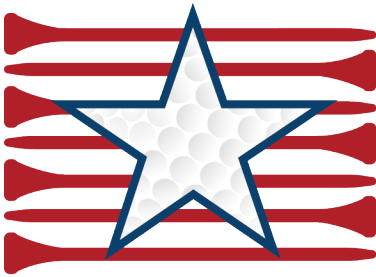
- Your supervisor must sign your application authorizing support of your attendance.
- Travel costs are not provided by the program. You will need to discuss your options for travel with your facility.
- You will be required to let us know if you are on official travel status, authorized absence, or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

Application forms are due by April 4, 2025 for you to be eligible to support the 2025 National Disabled Veterans Golf Clinic. Please fill out the application in its entirety as all information is pertinent to being accepted as Clinic Staff. Please return the **application** and **the code of 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.

Respectfully,

Nick Beelner
Director, National Disabled Veterans Golf Clinic



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2025 National Disabled Veterans Golf Clinic (NDVGC) Clinic and Support Staff Application

Please send completed registration forms by **April 4, 2025** to:

Iowa City VA Health Care System
Attn: Veterans Golf Clinic
601 Highway 6 West
Iowa City, IA 52246-2208
or email to: nicholas.beelner@va.gov

Applicant Information

Full Name:

Last

First

M.I.

Address:

Street Address

Apartment/Unit #

City

State

Zip Code

Cell Phone:

Date of Birth:

Sex:

Male

Female

Primary Email:

Secondary Email:

T-shirt Size:

SM

MED

LG

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.

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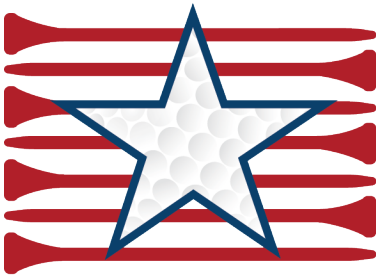
VA



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KEEPING OUR PROMISE TO
AMERICA'S VETERANS



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Clinic Staff Opportunities

Alternative Activities (Monday 9/8 - Thursday 9/11): Assists Veterans while navigating the alternative activities they are assigned to. These activities could include adaptive cycling, bowling, chair yoga, and kayaking to name a few.

Command Center (Saturday 9/6 - Friday 9/12 mandatory): Assists Veterans and Volunteers by providing resources and information. Provides support for all issues throughout the golf clinic.

Course Coordinator (Saturday 9/6 - Friday 9/12 mandatory): Responsible for the flow of command for Volunteers, Team Leaders, and Logistics Leads at respective golf courses. Oversees operations at assigned golf courses.

Golf Instructor (Monday 9/8 - Wednesday 9/10): Provides instruction to Veterans with a variety of disabilities. Interactions could vary from one-on-one instruction to providing instruction to foursomes or other sized groups on either the driving range or while on the golf course.

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

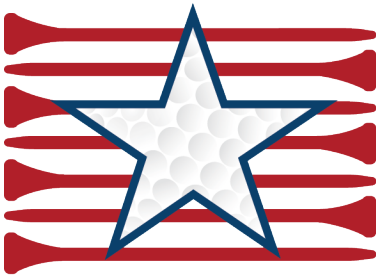
If no, please explain your qualifications to serve as a golf instructor (PGA or LPGA professional, highly skilled golfer, collegiate golfer, etc.):

IT Team (Saturday 9/6 - Friday 9/12): **Must be a VHA employee.** Assists with various IT processes throughout the golf clinic. These range from troubleshooting issues that arise to ensure IT resources are available (network access, printers, laptops, etc.).

Logistics (Friday 9/5 - Friday 9/12 mandatory): Responsible for flow of resources between the point of origin and the point of destination. Must be physically capable of lifting 50 pounds. Ability to operate golf carts, utility vehicles, pallet jacks, trucks, and trailers.

***Are you comfortable driving a truck and trailer? NDVGC trailers range in size and can be over 30' long. No Yes

Media Team (Sunday 9/7 - Thursday 9/11): Assists with media objectives and completing tasks assigned to the team. This includes photography, videography, and writing to promote and highlight the golf clinic and the impact it has on the Veterans it serves.



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Clinic Staff Opportunities

Medical Team: Must be a VHA employee, have a current MD, PA, ARNP, RN, LPN, DO, PhD, PsyD, or LCSW license, and BLS/ACLS certification to be accepted as this type of volunteer. Administers first aid or basic life support to stabilize the patient until emergency personnel have arrived and provides medical/mental health care throughout the golf clinic at assigned venues.

Medical Room (days to be determined by Medical Director): Assigned to the Medical Room at Riverside.

Golf Course Medical (Monday 9/8 - Thursday 9/11 mandatory): Assigned to specific team at various golf courses.

Mental Health (Sunday 9/7 - Friday 9/12): Provides on-call support for mental health issues that may arise.

*****Do you currently have Citrix/CAG remote access to the VA network?** No Yes

Rehab Team: Assesses and treats rehab-related needs to include prosthetics and adaptive equipment/supplies.

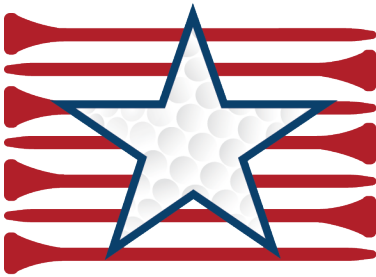
Rehab Room (Monday 9/8 - Friday 9/12 mandatory): Must be a licensed PT, OT, PTA, COTA, Prosthetist, Chiropractor, or Massage Therapist within the VHA system. Assigned to the Rehab Room at Riverside for Physical Therapy, Chiropractic, Chair Massage, or Prosthesis.

Golf Course Rehab (Monday 9/8 - Thursday 9/11 mandatory): Must be a licensed PT, OT, PTA, or COTA within the VHA system. Assigned to a specific team at various golf courses to assess and treat rehab-related needs.

Orientation & Mobility (O&M) Coordinator (Monday 9/8 - Thursday 9/11 mandatory): Must be a Certified Orientation and Mobility Specialist (COMS) within the VHA system. Assigned to a specific golf course to assist Veteran participants with visual impairment in navigating the terrain at golf courses and alternative activity venues and educates volunteers and support staff on how to assist Veteran participants with visual impairment.

AGMD Consultant (Saturday 9/6 - Thursday 9/11 mandatory): Must be a VA employee with Assistive Technology Professional (ATP) Certification (preferred). Assigned to a specific golf course to assess and fit Veteran participants for different types of adaptive golf mobility devices (AGMD) and orienting Veteran participants to the assigned AGMD.

*****Do you currently have Citrix/CAG remote access to the VA network?** No Yes



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Clinic Staff Opportunities

Team Leader (Saturday 9/6 - Thursday 9/11 mandatory): Offers support and serves as the lead for Veterans assigned to their team. Responsible for all Veterans assigned to their team during golf activities.

Transportation (Saturday 9/6 - Friday 9/12): **Must complete required training to be accepted as this type of volunteer.** Operates shuttles (buses, government vehicles, golf carts) between venues or between sites at the same venue.

Government Vehicles: **Must be a VA employee, possess a valid driving license required for the number of Veteran passengers, and complete all government vehicle training.** Provides transportation via government vehicle from hotel to hotel, airport to hotel, hotel to alternative activity venues, or any other routes deemed necessary.

Golf Cart Shuttles: Provides transportation via golf cart between sites at the same venue (i.e., hotel entrance to golf course, to and from event center for dinner).

Other (please specify):

What days are you able to commit to the golf clinic? To provide the best and most consistent experience for the Veterans, we are encouraging commitment for the full clinic, which varies depending on the volunteer role selected.

Friday, September 5th

Saturday, September 6th

Sunday, September 7th

Monday, September 8th

Tuesday, September 9th

Wednesday, September 10th

Thursday, September 11th

Friday, September 12th

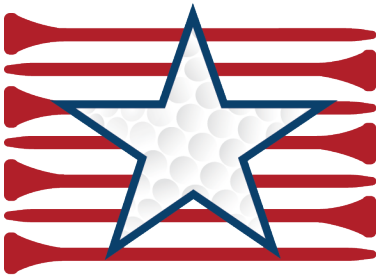
Please select preferred golf course(s): *(subject to change)*

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

Kalona
(Yellow Team)

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

Elks Lodge (Iowa City)
(Red Team)



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Are you willing to support alternative activities after golf? No Yes

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

Would you like your volunteer hours registered with the host sponsor DAV (Disabled American Veterans)? *If you are a VA employee on official government time, please select no.*

No Yes

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:

Friday, September 5th

Tuesday, September 9th

Saturday, September 6th

Wednesday, September 10th

Sunday, September 7th

Thursday, September 11th

Monday, September 8th

If there is someone you would like to room with, please indicate their name below:

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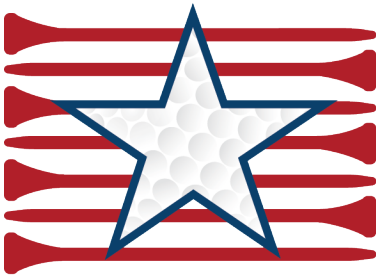
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VA Employees Only

What is your parent facility or duty station (CBOC, etc.)?

Facility Director Name (if applicable):

Facility Director Email (if applicable):

Are you attending with a Veteran or a group of Veterans? No Yes (please list below)

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

BROS	VIST	PT	PTA	OT	COTA	Prosthetist
Chiropractic	Massage Therapy	Rec Therapy	Social Work	Psychology		Psychiatry
LPN	RN	PA	ARNP	MD		

Please list any certifications that may be of use at the golf clinic (i.e., battlefield acupuncture, acupressure, tai chi, yoga, etc.):

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

LA - Annual Leave RG - Official Government Travel LN - No Cost Government Travel

All VA employees MUST provide supervisor approval for the application to be processed.

Supervisor Name and Title:

Supervisor Signature:

Date:



VOLUNTEER INFORMATION SHEET

2025

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 wavier 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 April 4, 2025

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.