



## Volunteer Committee Descriptions

*Minimum age to volunteer is 14 years old*

### 50/50 Sales Committee

On tournament days (Thursday through Sunday), the Golf Canada Foundation will be selling 50/50 tickets on-site at the CP Women's Open. Volunteers are needed to assist in selling tickets. During their shift, each volunteer will be given a Golf Canada Foundation caddy bib with a 50/50 name badge on the back. While most volunteers will be assigned stations (particular areas of the course), a limited number will be roaming vendors. Beside the bib, volunteers will be given:

- A cash float (for change)
- Tickets
- POS (credit card) terminal

Volunteers must be comfortable handling money and actively approaching people (outgoing personalities encouraged). While tickets will be sold over the course of 4 days, there will only be ONE 50/50 draw, which will take place Sunday evening. The winning number will be announced online and across social media channels – all this information, along with the contest rules, are printed on the physical tickets. Proceeds from the raffle will benefit junior golf initiatives and help to grow the game across the nation.

### Admissions & Spectator Services

This committee is a dedicated group of customer service oriented volunteers that will be working very close with the public in various capacities. The main duties include Admissions, where daily tickets are sold at the entrance to the course; Check Stands, where spectators can securely store personal items; Will Call, the distribution of advance ticket purchases; Special Services, for spectators who require assistance on the grounds. Volunteers will be needed Monday to Sunday.

### Broadcast Support

Volunteers on the Broadcast Support Committee will assist Golf Channel with their on-site operations during tournament week. There are two different positions available within the committee: **spotters** and **cart drivers**.

**Spotters** walk with an assigned group. They are given a headset to wear in order to communicate scores after each hole for the group, and most importantly, who is the next to play in the group and what shot they are on. This is communicated, as requested, by the spotting scoring coordinator positioned in the TV truck for Golf Channel. Volunteers should stay about half a hole ahead of their assigned group in order to see what the hitting order is. They should be near the Referee on any rulings so that they can hear what is going on and relay it to the spotting scoring coordinator. They should also inform the coordinator of any eagle putts or chip-ins, as well as anything interesting and out of the ordinary. Volunteers will be trained on site by the spotting scoring coordinator. Knowledge of golf scoring and terms is an asset but can be trained.

**Cart drivers** will assist one of the Golf Channel's walking on-course announcers by driving their cart around the golf course as the announcer follows the groups to which the announcer is assigned. The announcer will instruct their driver as to where they need to go. The driver will not be required to do any physical assistance. Knowledge of course layout is an asset for the volunteer, but not essential. Volunteers should understand golf cart driving etiquette. Positions will be assigned on-site by the production manager



### **Caddie Services**

Volunteers will issue and retrieve caddie vests as well as ensure that the proper caddie name is on the correct caddie bib for the following day. You will also distribute towels and yardage books and oversee the caddie hospitality area during the tournament. Shift assignments may require being on-site for extended periods of time exceeding 4 hours. Volunteers will be needed Sunday through Sunday and must be available at least two days between Wednesday, Thursday, or Friday. Please note, shifts begin as early as 5:30 am and end as late as 9:00 pm.

### **Communications**

Volunteers will handle and forward all incoming calls from the general public and other committees regarding the event along with fielding calls from on-course radios. Volunteers will sign out and sign in on-course radios, ensuring that all radios are charged for the next day. Volunteers will be needed Monday to Sunday.



### **Corporate Hospitality**

Volunteers on the hospitality committee will work in corporate areas throughout the golf course. Volunteers will assist in the admissions process and act as a concierge for the designated corporate areas such as Skyboxes and Tents. Volunteers will be needed Monday to Sunday with the majority of volunteers being needed Thursday to Sunday.

### **Golf Carts & Evacuation**

The primary job of the cart committee is the distribution and maintenance of carts. Volunteers will sign out/in golf carts to authorized personnel, ensuring that all carts are returned and ready for use the next day. Volunteers will be needed Sunday to Sunday.

This committee is also responsible for the safe evacuation of players and caddies from the course if necessary during the tournament. Volunteers will be in charge of specific Evacuation area and the vehicles allocated to that zone. There are usually two to four areas depending on the course layout. Volunteers will be needed Monday to Sunday and must be at least 25 years of age.

### **Grounds & Course/Ecology**

Volunteers will be responsible for keeping liquid refreshments stocked and replenished on course for LPGA TOUR professionals and LPGA TOUR officials. Volunteers will also assist with the distribution of signs, deliveries, etc to designated drop off points on-site. Volunteers will be needed Monday to Sunday.

This committee will also assist and support the CP Women's Open through environmental initiatives. Volunteers will be tasked with collecting waste, recyclables, and assist in maintaining the integrity of the course.

### **Marshals**

Golf knowledge is essential. Marshals are the largest and one of the most important groups of volunteers. This committee works on the course to assist LPGA TOUR players and enforce golf etiquette among spectators to ensure play is not disturbed. Responsibilities also include the following: spot balls on the fairway, watch for errant shots and keep play proceeding smoothly. Marshals should have the physical ability to work 6 hour shifts and walk to and from their hole assignments. Marshals must work four shifts total and at least one on Monday, Tuesday and or Wednesday for training. Volunteers will be needed Monday to Sunday.

### **Operations Support**

This committee is responsible for assisting in the preparation and operations of the CP Women's Open. Working closely with the Golf Canada Operations Manager and Operations Coordinator, this committee is responsible for preparing key areas of the tournament including signage, course ropes, and committee spaces. This committee requires flexibility, as new tasks may arise throughout the day. Additionally, volunteers will assist in deliveries throughout the course, assist spectators and other committees. Volunteers may be needed from Monday of the week before the tournament until Tuesday post-tournament. Minimum 18-years of age to volunteer.

### **Player Services**

Volunteers will assist in registering players for the championship, coordinating local activities, gathering material for information packages as well as handling general hospitality inquiries from players and their families. Volunteers will be needed Monday to Sunday.



### **Player Transportation**

Volunteers will transport the golf professionals and tournament officials to and from airports, official hotels, private housing and the golf club. Drivers must be 25 years of age, with a valid driver's license and must complete the requested driver information on the volunteer application. The majority of volunteer shifts will be Monday to Sunday. Shifts may start as early as 5:00am and end as late as 1am. A number of volunteers will be needed the Saturday and Sunday before the tournament as well as the Monday following the tournament.

### **Practice Facility**

Volunteers will assist in the operation of the range to distribute practice balls, change nameplates and control access to the range, putting and chipping greens. Volunteers will be needed Sunday to Sunday.

### **Pro-Am**

Volunteers will serve as hosts during the Pro-Ams on Monday and Wednesday of tournament week. They will staff the amateur registration tables, assist with the draw party and coordinate the Pro-Ams as needed. Volunteers will be needed on Monday, Tuesday afternoon/evening and all-day Wednesday.

### **Scoring Control**

Duties include stats validation and recording scores as they are radioed from the golf course. Volunteers will be needed Wednesday to Sunday.

### **Special Events**

This committee assists with special events that occur on site at the golf course or off site in other locations. This committee may work very closely with the public, volunteers and high-end clientele and must be comfortable working in a flexible environment. Volunteers will be needed Monday to Sunday of tournament week.

### **Volunteer Security**

The committee is responsible to assist with access control to restricted areas on-site, including media centre, corporate hospitality areas, range area and other secured areas. Volunteers will also ensure patrons display the proper credentials. Experience as a security guard or in law enforcement is not required as volunteers will not be expected to encounter any physical disturbances. Volunteers will be needed Monday to Sunday.

### **Standard Bearers**

A Standard Bearer's job is to show the gallery who is playing in the group and to display the players' scores. Volunteers must be able to walk 18 holes and have strong golf knowledge and etiquette. Volunteers will be needed Monday and Wednesday to Sunday. Must be available Monday or Wednesday.

### **Ambassadors**

The Ambassadors Committee should operate under the supervision of the Ambassadors Chair and Vice-Chair. The committee's objective is to have spectators leave the CP Women's Open having had a positive experience. The Ambassadors will assist patrons with various questions which may include; location of washrooms, directions to specific holes, locations of concessions, directing guests to the exit/bus pick up at the end of the day and general tournament inquiries. Volunteers are often asked for the location of certain players on course.



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This committee will also be responsible for Bag Security, where the main responsibility is securely signing in and out players clubs throughout championship week and check caddie credentials to make sure all bags are going to the appropriate people.

Members of this committee should be well organized and have basic security knowledge. The Bag Security committee is called upon to organize the bag drop area orderly and efficiently. Volunteers will be needed Monday to Sunday.

### **Volunteer Services**

The committee is responsible for assisting with uniform packaging, uniform and credential distribution at the volunteer orientation meetings prior to the championship and to staff the volunteer area during the tournament. The committee will also be responsible for ensuring all 1,200 volunteers have a positive CP Women's Open experience. Volunteers will be needed during orientation meetings in August, the week prior to the event and Monday to Sunday of tournament week.

### **Walking Scorer**

Record unofficial scores and statistics as you walk the golf course with a group of professional golfers during championship play. Walking Scorers must be able to walk 18 holes and have a strong knowledge of golf etiquette. Must be available on Wednesday. Please visit <https://www.r2it.com/volunteer> for additional information.