



# 2023 Volunteer Manual

## Parking & Shuttle



A Golf Canada  
Championship

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## COMMITTEE DESCRIPTION

The Parking/Shuttle Committee is responsible to help ensure the smooth operation for parking for those attending the event.

A local service group is often hired to physically staff the parking lot in terms of: traffic flow, parking cars and collecting parking fee (if applicable). For lots that require a hang-tag or have restricted access (such as the parking lot near the golf course), Golf Canada may arrange to have a paid security company control the access point. A 'parking security chart' will be provided at each lot that requires controlled access. Examples of parking security charts are included in the appendix section.

The Committee would be able to have a role as greeters when spectators exit the shuttle bus from offsite parking lots. We have found that when volunteers greet, organize and inform spectators at the drop off point, their entire championship experience is enhanced.

While Golf Canada will hire and schedule the bus company, it will be important for the volunteers on this Committee to work with the bus company to ensure there are no issues. If there are problems with the shuttle buses during the championship, recommendations should be discussed with the Golf Canada Operations Coordinator who can make a decision on any changes required.

**Ideal number of volunteers:** To Be Discussed



## COMMITTEE FUNCTION

The main function of this role is to oversee all parking lots during tournament week. This involves working with volunteers, service groups/clubs, security, buses, spectators and Golf Canada tournament staff.

During championship week, parking is required for the following groups:

- Officials (LPGA and Golf Canada)
- Media
- Host club staff
- Volunteers (including Committee chairs)
- Pro-Am participants
- Caddies
- Concessionaires
- General public
- Television
- Sponsors / Corporate Buyers

The number within each of these groups will be obtained from Golf Canada. Parking lot locations will be determined well in advance of the tournament by Golf Canada, often involving the host club with municipal assistance.

## EVENT CHECKLIST

### Pre-tournament

- After parking sites have been identified and negotiated for, the Committee will assist Golf Canada staff in the following (See appendix B for a sample parking layout):
- Developing layouts of all available parking areas; generally 100 vehicles can fit per acre
- Organizing the Committee/service group
- Establish a local business contact for towing services
- Develop and execute an action plan for tournament week (if applicable)
- Set up the layout of the parking lot for tournament week. This should take place the weekend before the championship
- Create a schedule for volunteer work shifts **(if applicable)**

### Tournament Week

#### *Monday to Sunday*

- In the event of bad weather, make sure all entrances and exits remain open and look at alternative entrances/exits if existing ones become unusable.
- Ensure sufficient personnel are on hand to supervise parking operation and audit each lot for capacity
- Ensure that all cars entering lots have the correct credentials to park in that specific lot and greet cars as they enter the lot
- Monitor shuttle bus operation to and from golf course at all parking lot locations; if adjustments are needed, work with Golf Canada staff to discuss solutions. There might be a coordinator from the bus company at both, the pick-up point and the drop-off point. In most cases, any issues can be solved directly with the bus company (Any changes that may result in an additional cost must be approved by the Golf Canada Tournament Director)
- Help load shuttle buses at the end of the day and direct people to the appropriate bus
- Monitor flow of spectators coming to and from golf course from all off-site lots requiring shuttle service; in particular public parking lots and volunteer parking lot



## HOURS OF OPERATION

### Tournament Week

Monday - Sunday     4:45 A.M. – 8:00 P.M. (or as required)

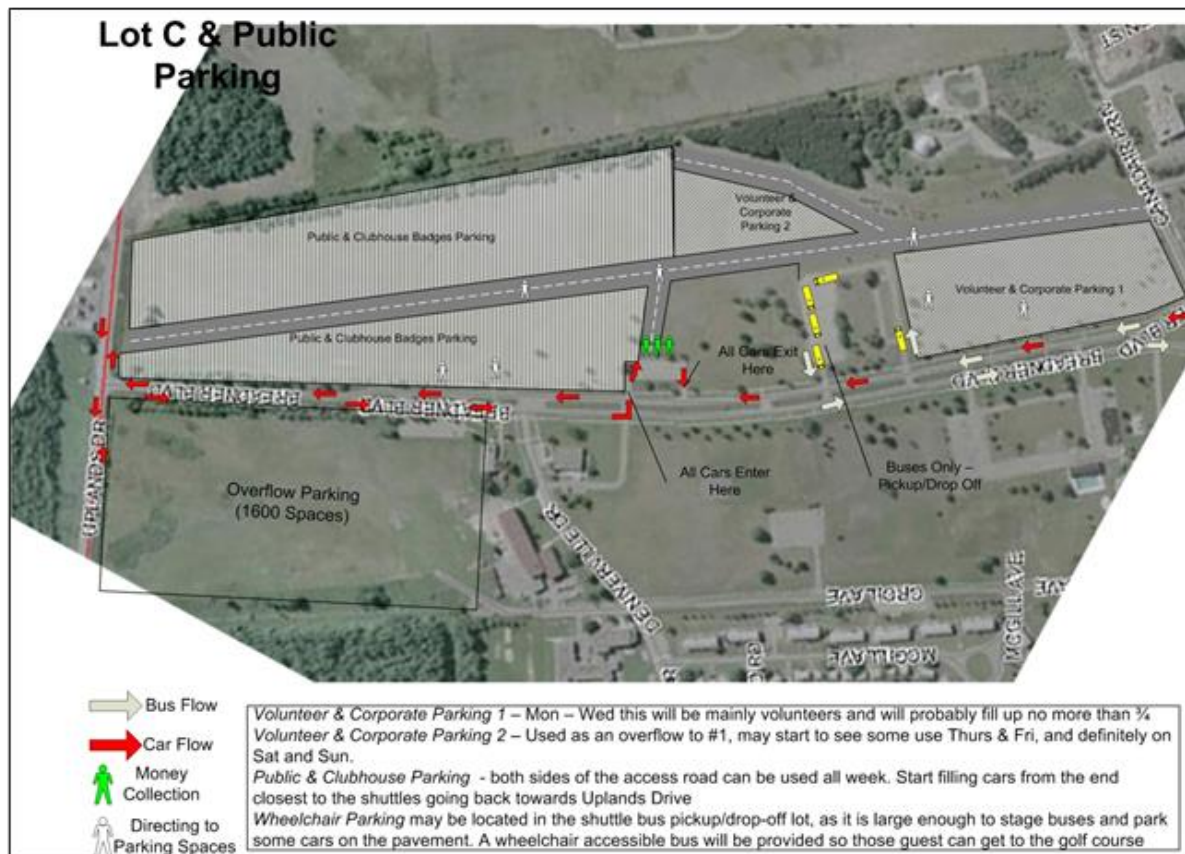
## EQUIPMENT AND SUPPLIES

Golf Canada will furnish and supply the following items the Friday preceding tournament week. Please ensure that all the supplies have arrived and are accounted for. Additionally, this is not an exhaustive list supplies may be added by Golf Canada staff if necessary.

- Depending on location, the Committee may have access to bottled water and coolers in parking lots
- Office Supplies (pens, note pads, etc.)
- Pylons and tape (create parking rows and spaces)







**Appendix B: Sample Parking Layout**





## **Appendix C: Sample Prohibited Items Sheets**

Please take note of the following items that are prohibited from entering the grounds:

- Cameras (allowed Monday through Wednesday)
- Video cameras
- Televisions and radios
- Noise making devices
- Food and beverage/Alcoholic beverages (1 sealed water bottle permitted)
- Containers and coolers
- Pets (other than service animals)
- Oversized or non-folding patio chairs
- Bicycles
- Ladders
- Signs and banners
- Metal spiked golf shoes
- Bags (12" x 12" x 12" or smaller allowed)

Any of the above will be confiscated by security and stored at the Check Stand.

All items are subject to inspection at Admissions

Mobile devices are welcome at the Open. You must put your device on silent prior to entering the tournament. It must not at any time be used as a video nor as a camera Thursday - Sunday. Violators will be subject to confiscation of the device while on the tournament grounds.