



Caddie Services

Royal Mayfair Golf Club | August 17th – 23rd, 2026





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Committee Description

The Caddie Services committee has specific roles leading up to the tournament and during the tournament.

Prior to the tournament the Caddies Services Co-Chairs will assist with recruitment and assignment of caddies for two scenarios:

- Professionals playing in the CPKC Women's Open request the use of a local caddie. (Referred to as Local Pro Caddies for the rest of this document).
- Amateurs playing in the Pro-Am on Monday and Wednesday who do not bring their own caddie. (Referred to as Pro-Am Caddies throughout this document).

The co-chairs of the Caddies Services Committee must be prepared to provide professional and amateur participants with competent caddies.

During tournament week Caddie Services Committee organizes the caddie services area, either in a tented structure or trailer. At this location, the Caddie Services Committee will register caddies, give out yardage books, distribute caddie bibs and answer questions on tournament logistics.

Key Information

Local Pro Caddies

- An estimated 20-25 local pro caddies will need to be recruited.
 - It is recommended that these caddies be connected to the club in some way (assistant professionals, backshop staff, professionals from other clubs, experienced members.). Generally, players are looking for individuals with caddy experience and/or knowledge of the golf course.



- Golf Canada will maintain the master list of local pro caddies. The co-chairs will work with the assigned Golf Canada staff person to maintain the list.
- All individuals who are recruited as a local pro caddie will be subject to a background check, administered by Golf Canada. No one should be allowed to caddie unless they have completed all of the requirements. All professional caddie inquiries can be directed to cpkcplayerservices@golfcanada.ca.
- It is most easy to distribute caddy bibs on the 1st and 10th tees for Professional Caddies. Have a rack with all bibs ready to go.
- Collect bibs on the 9th and 18th greens following rounds.
- It is easiest to collect the bibs each evening to ensure all are organized and ready to go for the next day.

Amateur Pro-Am Caddies

- Up to 100 Caddies will be needed for both Monday & Wednesday Pro-Am's.
 - Golf Canada creates an interest form for these caddies.
- Please note that Golf Canada Staff will handle the majority of Pre-Tournament caddie recruitment and assignment for the Monday Pro-Am. Additional pre-tournament support from the committee co-chairs is required for the Wednesday Pro-Am.

Ideal number of volunteers for Committee: 15

Differences between Pro Am Caddies and Local Pro Caddies

	Pro-Am Caddies	Local Pro Caddies
Pre-Tournament Caddie Recruitment	Persons interested in caddying for the Monday and Wednesday Pro-Am's are to fill-out a Pro-Am caddie application form available on the CPKC Women's Open website. A link to this form will be provided by Golf Canada. The only purpose of this form is to gather contact information and interest. Filling out the form does not guarantee that the person will be a caddie.	Based on the experience from past events, it is recommended that the Caddies Services Co-Chairs recruit local pro caddies from their networks, and the networks of other club members. Compile these individuals into a list with contact information and caddie experience/history.
Instruction and communication to Caddies	Communication with all selected caddies should be regular to ensure that they are still able and interested in being involved. Golf Canada coordinates with the committee chairs to communicate relevant information to each of the Pro-Am caddies in advance of the tournament. Committee co-chairs will be provided with access to a Golf Canada email account to communicate with Pro-Am caddies. Information on selection and assignment (morning vs. afternoon wave) should start to be communicated 2 months in advance of the tournament. Some caddies may register in the winter, and their availability may change leading into the tournament. Please ensure that caddies write back to confirm they are still available about 2 weeks prior to the tournament.	The chair and their committee must be prepared to provide the competitors with competent, well-trained caddies. Most LPGA Tour players today use professional caddies who travel with them on tour. Caddies who are allowed to work during the tournament must be briefed on what will be expected of them. The LPGA caddie regulations are available and should be emailed to all caddies.
Credentials	Golf Canada will provide each confirmed available Pro-Am caddie with a digital CPKC Women's Open Pro-Am Caddie grounds badge and parking voucher for Monday and/or Wednesday. Once on-site, Caddie Services will provide each caddie who receives a bag ONLY with a "Pro-Am Guest" badge and lanyard for the day, so that they can join their player in the clubhouse for pre- and post-round dining. <u>These caddies are not permitted into areas that are for professional caddies.</u>	The majority of tour caddies will have an LPGA Tour-issued photo ID. This credential will get the caddie access to dining. A separate parking pass may be issued for caddies. Local pro caddies will be provided a tournament issued credential for the week. Caddie Services will distribute these credentials at registration, as required.



Assigning Caddies	It is recommended that ~75-90 caddies be recruited and confirmed to work the Pro-Am's (approx. 40 for Monday and 80 for Wednesday will be needed). Caddies can work both days if they are interested and available. The Pro-Am participants are asked to request a caddie on their registration form. These requests will be forwarded to the Caddie Services Chair as an indication of the number required. It is important that a buffer of extra caddies are on hand for Pro-Am day to account for any last-minute caddie needs. Caddies will not be assigned a specific tee time ahead of time for the Wednesday Pro-Am. They will be assigned to either a morning or afternoon wave and provided with a recommended arrival time. They will be provided with a bag on a first-come, first-served basis. Not all caddies are guaranteed a bag. A caddie is not a volunteer position; those who caddie for an amateur guest will receive a caddie package that includes a voucher for the tournament merchandise tent (currently \$50.00), a Sunday grounds ticket, and a Sunday parking ticket. Please note this only applies to those who receive a bag. Pro-Am participants are given their caddie bib to keep. The Caddie does not keep the bib unless the participant gives it to them.	Players will contact Golf Canada through a dedicated player services email. Any other inquiries from potential professional caddies should also be forwarded to this email. A Golf Canada staff member will pair the local professional caddies with players who request a caddie. The staff member will rely on you (the volunteer chairs) for input on caddies with the most experience to best fit the needs of the player. Some players may ask for specific characteristics in a caddie. Best efforts will be made to assign someone that the player will find satisfactory. If the player subsequently finds the work of the caddie unsatisfactory, she can be assigned another caddie from those not yet assigned. If a player comes to caddie services looking for a new caddie, please direct them to contact the Golf Canada staff member. At minimum, two caddies should be kept on standby for players that are on the reserve list and who may receive a last-minute entry into the tournament. In 2024, we were asked by a couple of players for a Caddie for the Monday Qualifier. We want to assist with these requests when possible.
	Pro-Am Caddies	Local Pro Caddies
Caddie Check-in	Caddie Services will organize the Pro-Am caddie bibs alphabetically and should have the hanging racks out in the	Caddies will check in with Caddie Services prior to their players first round.



	caddie check-in tent by 10:00am on Monday and 5:15am on Wednesday. All Pro-Am caddies must report to a pre-determined "Caddie Check-In" spot (usually adjacent to Pro-Am registration) well in advance of their assigned time on Monday and Wednesday. For the Wednesday Pro-Am only, caddies will join a virtual waitlist upon arrival. The Caddie Services committee will assign caddies to bags on a first-come, first-served basis, based on the order in which they joined the virtual waitlist. The Caddie Services committee will monitor the virtual waitlist and notify caddies when a bag is ready for them, as players arrive and request caddies. Golf Canada staff will provide training on the waitlist software ahead of the Wednesday Pro-Am. Once caddies receive a bag, the Caddie Services committee will provide caddies with a guest badge/lanyard and \$50 merchandise gift card. Caddies will also receive their bib and be introduced to their player.	At check-in, yardage books are distributed. Local tourism information is also made available.
Yardage Books	No yardage books are provided.	Championship specific yardage books will be made available through the Caddie Services Committee for the professional caddies starting Sunday prior to the tournament. One (1) book is provided per caddie. Golf Canada will provide the yardage books and bring them to the Caddie Services ahead of tournament week. Books are provided in both yards and meters. Caddies can select their preference.



		Players will receive their yardage books from player services, caddie services is not to give out multiple to the caddie.
Caddie Towels	No towels provided.	Towels will be provided by Golf Canada and distributed to the caddies on an as needed basis through the Caddie Services Committee. An ample supply should be available throughout the week with additional towels available if inclement weather occurs. Used towels collected should be placed in the proper receptacles (laundry or garbage bags) for pick-up and cleaning.
Caddie Food and Beverage	Pro-Am Caddies are provided food and Beverage for the Monday Pro-Am. Pro-Am Caddies are provided food and beverage on Wednesday by using their Guest accreditation badge that is provided upon receiving a bag.	Complimentary food and beverage will be supplied for local professional caddies working the tournament in the clubhouse, courtesy of CPKC. Caddies are permitted to eat breakfast and lunch in player dining, located in the clubhouse.

Committee Hours of Operation

The Caddie Services Committee is typically operational by 5:30 a.m. each day of the tournament. Although the first tee time may not be until 7:00 a.m. or later, caddies and players will arrive well before their tee time to practice and get ready for the day. Typically, the Caddie Services Committee finish their duties about 1 hour after tournament play, or when caddies have all left for the day. A 9:00 p.m. finish is not abnormal.

Saturday, August 16	Set-up Day – confirm all supplies are there and set-up space. • Bibs • Hangers • Racks • Yardage Books • Caddie Backs (Name Bars)
Sunday, August 17	Registration begins Noon to 6:00pm Prepare bibs for Monday Pro Am if required.
Monday, August 18 and	6:00 AM – 8:00 PM Registration for Pro Caddies 10:00 AM – Noon** Foundation Pro Am Day – Pro Am Caddies check-in and bib distribution
Tuesday August 19	6:00 AM – 8:00 PM Registration for Pro Caddies Prepare bibs for Wednesday Pro AM
Wednesday, August 20	5:00 AM – 9:00 PM Championship Pro Am – Caddie check-in, assignment and Caddie Bib distribution Professional Caddie registration and bib distribution for pros playing in the pro-am
Thursday, August 21	5:30 AM – 8:00 PM Competition Day 1 Pro Caddie bib distribution and collection
Friday, August 22	5:30 AM – 8:00 PM Competition Day 2



	Pro Caddie bib distribution and collection
Saturday, August 23	7:30 AM – 8:00 PM** Competition Day 2 Pro Caddie bib distribution and collection
Sunday, August 24	7:30 AM – 8:00 PM** Competition Day 2 Pro Caddie bib distribution and collection Repack caddie bibs into boxes and tidy up caddie services area.

*****Times are approximate and subject to change based on tee times.***

Tasks and Timelines

Pre-Tournament	• Actively recruit volunteers • Attend Committee Chair Meetings • Connect with Golf Canada to ensure roles and responsibilities are understood. • Work on volunteer schedule and assign volunteers to shifts in the Trust Event Volunteer Management System. • Recruit local pro caddies and send their information to Golf Canada Staff to add to our master list for when players start to request them. • Assist Golf Canada with recruitment and communication to pro-am caddies (Wednesday Pro-Am). • Attend the general volunteer orientation.
Tournament Week	• Work with the Golf Canada staff to ensure successful operation of caddie services. • Lead and manage the committee volunteers. • Act as an on-site supervisor to the volunteers and help with any on-site training for volunteers. • Coordinate replacements, or act as a replacement for any volunteers that cannot attend a shift. • Ensure volunteers get adequate breaks and are rotated through the various positions. • Operate Pro Caddie Registration

	• Operate Pro-Am Caddie check-in, bib distribution, and caddie package distribution.
Post Tournament	• Complete post-event committee chair feedback report.

Other Committee Interactions

Other committees Caddie Services may interact with	Reason
Player Services	Player Services and Caddie Services both distribute yardage books, pin sheets, and tourism information to their respective groups. Sharing information between these two groups can be helpful.
Player Transportation	Caddies have access to the player transportation and can set-up rides to and from the course and their accommodations.
Pro Am and Special Events	This group of volunteers will be checking in pro-am participants on Wednesday and will be working in close proximity to the Caddie Services group. Pro-Am participants in need of a caddie will be sent to the Pro-Am caddie check-in tent.