



BROOKE HENDERSON
2018 & 2025 CHAMPION

2026

VOLUNTEER MANUAL

BROADCAST SUPPORT

AUGUST 17 - 23, 2026 • ROYAL MAYFAIR GOLF CLUB





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Committee Description

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

This volunteer position is best filled by members who know the host club course and can navigate around the property easily. Golf knowledge is certainly an asset.

The Co-Chairs will work closely with the Golf Channel representatives and to ensure they have all the information they need to put on the best broadcast possible.

Key Information

- This committee works closely with Golf Channel. Golf Canada will ensure the Co-Chairs are connected to Golf Channel in the month leading up to the tournament.
- The contact from Golf Channel does not arrive on site until the week of the tournament.

Ideal number of volunteers: 15

Committee Functions

Spotters

Approximately 12-16 volunteers needed per day.

Spotters walk with an assigned group. They are given a headset with a microphone to wear in order to communicate scores after each hole for the group, who is the next to play in the group, what shot they are on, and other information about the play. The spotting scoring coordinator



positioned in the TV truck for Golf Channel takes this information to help direct camera coverage appropriately and cues the announcers in the booth on where to focus coverage. 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. Importantly, the spotters need to be mindful of being succinct and speaking on the open channel only when necessary.

Knowledge of golf scoring and terms is an asset but can be trained. Volunteers must be able to walk 18 holes for this role.

Yardage

One volunteer is generally needed for this role.

Yardage Assistants for On-Course Announcers is exactly what the title says. These volunteers will work with the on-course announcers and help get the yardage of a certain player for their next shot. They may also report club selection on par 3s for the on-course announcer. These volunteers can use their personal distance measuring devices and will be given a hole location sheet to ensure the distance is as accurate as possible.

This also needed to be the same volunteer each day per GC request. This is the most challenging job of the three. Understanding how to use a yardage book is important skill.

Cart Drivers

Two volunteers are required for this role.



Cart drivers will assist one of the Golf Channel's walking on-course announcers and camera people by driving their cart around the golf course as they follow the groups to which they are assigned. The golf cart is provided by Golf Channel. The announcer will instruct their driver as to where they need to go. Generally it involves shuttling them down a hole or to the next tee to get ahead of play or moving them on to other holes if the commentators changes groups. The driver will not be required to do any physical assistance. The drivers needed to be the same volunteers each day, per GC request. Knowledge of course layout is an asset for the volunteer, but not essential. Volunteers should understand golf cart driving etiquette.

Committee Hours of Operation

This committee only operates Thursday – Sunday of tournament week. Volunteers need to be available all four days to fulfill their 4 shifts.

Shift times generally start 1 hour prior to the start of the broadcast and end about 30 minutes following the broadcast. Traditionally the broadcast is about 3 hours long each day.

Broadcast times are published in January of February.

Tasks and Timelines

Pre-Tournament	<ul style="list-style-type: none">• 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.
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	<ul style="list-style-type: none"> • Attend the general volunteer orientation. • Initial introduction via email and/or phone call to Golf Channel staff.
Tournament Week	<ul style="list-style-type: none"> • Meet Golf Channel staff on site prior to the start of the broadcast. If possible, Tuesday or Wednesday of tournament week. • Work with the Golf Canada and Golf Channel staff to ensure successful operation of the broadcast. • Lead and manage the 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.
Post Tournament	<ul style="list-style-type: none"> • Complete post-event committee chair feedback report.

Other Committee Interactions

Other committees Broadcast Support may interact with	Reason
Marshals	Volunteers will be moving around the course and Marshals help control the movement from one hole to the next for players and spectators.