



BROOKE HENDERSON
2018 & 2025 CHAMPION

2026

VOLUNTEER MANUAL

GOLF CARTS & EVACUATION

AUGUST 17 - 23, 2026 • ROYAL MAYFAIR GOLF CLUB





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Committee Job Description

This Committee has two main responsibilities:

1. Responsible for the care and control of most of the golf cart fleet throughout tournament week. This involves distribution, charging, and oversight of the golf carts for the week.
2. Responsible for the safe evacuation of players and caddies from the course, if necessary, during the tournament. This is done with large SUVs and Minivans that are positioned on the course.

The volunteers on this committee are required to have additional screening in the form of a drivers abstract.

Key Information Golf Carts

The Committee will control all carts presently under the control of the club and if needed, leased carts brought in by Golf Canada to complement those belonging to the club. The Committee will work in an area that will be set-up for cart distribution and charging. Golf carts used for tournament functions are electric and therefore will require charging on a nightly basis. All carts will have their tops removed and the reverse buzzers disconnected. The host club/golf cart provider is responsible for removing the tops and disconnecting the reverse buzzers. There are a few groups that will maintain their own carts that includes maintenance, catering, television, suppliers, LPGA, and Golf Canada operations.

Any carts not assigned for tournament use, will be stored and not released to anyone, unless there is direct approval from the Tournament Director or Golf Canada Operations staff. It is also important to note that gas carts are very limited during tournament play and are only used in approved areas.



Types of Golf Carts

There are several styles of golf carts of varying size that the Golf Carts Committee may be responsible for issuing: the standard 2-passenger cart, bucket carts, 4-passenger carts and people movers (6 or 8 passenger). When storing the carts it is important to organize the carts to ensure that each cart can be charged.

Cart List

This list is developed by Golf Canada and approved by the Tournament Director. There are only a limited number of golf carts available. The Golf Carts Committee will receive many requests for a cart by people who are not on the list. Careful consideration is given when developing the cart list and only those who need a cart will be on the list. If the person wishes to pursue the matter, refer them to the Tournament Office where they can speak with the Tournament Director.

Under no circumstances will a cart be released to a person who does not have an allocation card, unless there is direct approval from the Tournament Director, or their names are on the exceptions list. A good rule to follow is “No card, no cart”.

Please note that the Tournament Director, on occasion, may need to use a cart or borrow a cart for a sponsor, LPGA official or other VIP. The Tournament Director has the authority to take a cart without presenting a card.

Cart Card

This is a laminated card (similar in size to the accreditation badge) that will be presented to the volunteer by the person picking up the cart. The card has such information as the organization they are with, the Committee they are from and the type of cart that they should be given. The card will be held by the Golf Carts Committee while the cart is out and returned to the person when the cart is returned. The motto for the Golf Carts Committee is **“no card, no cart”**.

Exceptions to the rule include LPGA Tour Rules staff who show their LPGA Tour credential or the

Tournament Director. If the Tournament Director or Golf Canada operations staff designate a spare cart to a third party, they do not require the use of a cart card.

A rectangular card with a black border. At the top center is the CPKC Women's Open logo. Below it, the title "Cart Allocation Card" is centered in bold. Under the title, the text "Cart Sign: Golf Canada Partnerships" and "Type of Cart: Two-Passenger" are listed. A vertical line is positioned to the left of a large blank space for a signature. In the bottom right corner is the Golf Canada logo.


Cart Allocation Card
Cart Sign: Golf Canada Partnerships
Type of Cart: Two-Passenger
|


Cart Sign

Golf Canada will supply the Committee with a compliment of cart signs; that will have the names of each committee/function (i.e. Grounds & Course, Medical, Admissions, etc.) When a cart is picked up, the appropriate sign must be attached to the cart. When the cart is returned, the sign must be removed, and the cart is to be taken to the charging area and plugged in to the charger. Golf Canada will supply the Golf Carts Committee with plastic sleeves to attach the signs to the cart. While no cart should leave the cart compound without a sign, it is important that the correct sign is affixed to the cart. For example, a cart assigned to the Marshals Committee should say 'Marshals'. If the sign seems to be missing, please contact the Golf Canada Tournament Office for assistance and to get a replacement sign.



Golf Cart Rules & Guidelines

Golf Canada will supply the Golf Cart Committee with the Golf Cart Guidelines forms. This must be signed by everyone who takes out a golf cart. Drivers only need to sign on the first day they take out a cart. These guidelines are to ensure proper use of the carts and safety for the riders. See Appendix A for the form.

Cart Damage

Periodically, a driver will return with a damaged cart. If this occurs, please contact the Tournament Office and have the driver complete the Damage Record form. See Appendix B for the form.

Golf Cart Charging

A temporary charging area is set-up so all golf carts can be charged each night.

Half an hour after play finishes, it is recommended to send an announcement across the 2-way radio system that all carts are to be returned to the Golf Carts Committee; the Communications Committee can be used to assist with this. The committee does not have to wait until all carts are returned before they leave for the night. The cart will likely be returned the next day as it will need to be charged.

Golf Canada Operations staff will help out if a golf cart battery runs low and the cart can't be returned on its own power.

Key Information Evacuation

Volunteers will oversee a specific Evacuation area and the vehicles allocated to that zone. There are generally four to six zones depending on the course layout. One or two of the zones will be evacuated by the use of large SUVs and Mini Vans. This committee drives the vehicles.



The Evacuation Committee is an essential committee to ensure the safety of the golfers and their caddies. Golf Canada creates an Evacuation Plan which will be in place with clear procedures to follow and distributed to all members of the committee, players and tournament officials. Golf Canada can provide samples of past evacuation plans. Stoppage of play will be determined by the LPGA Meteorologist, and the LPGA Tournament Advance Official. **Do not begin to evacuate the golf course until the horn has been heard. The horn is blown over the radios.**

There are a few reasons that play may be stopped:

- Weather (lightning, severe winds, very heavy rain)
- Darkness
- Other unsafe playing conditions as deemed by the LPGA and Tournament Director

In the cases of weather, the evacuation process begins 45 minutes to 1 hour prior to the actual evacuation if the meteorologist is tracking weather. Please note if the host club has a weather detection system it will be disabled, the LPGA weather system will be the only one used.

Below are the stages of evacuation that are used by the LPGA.

PRE-STAGE	STAGE 1	FINAL STAGE	EVACUATION
BE AWARE Standby situation. There is a potential for inclement <u>weather or weather related</u> event in the next 12 hours and we are mobilizing the evac committee.	MOBILIZE The weather event has accelerated and there is a potential for an evacuation.	BE READY The weather event is close at hand and an evacuation potential is imminent.	TAKE ACTION Play has been suspended with the sounding of the evacuation horn signal and everyone should seek shelter.
Those involved in an evacuation should be prepared to go to stage 1,	Primary resources should take positions in evac zones and prepare for an evacuation signal.	All resources should be in position in evac zones and assigned areas and prepare for the evacuation signal.	All resources to take their assigned action item to clear the playing field and inform spectators/workers to seek shelter.



The Committee Co-Chair is responsible for collecting the Evacuation vehicle keys from the Tournament Office and radios from the Communications office each morning and distributing to the Evacuation volunteers. At the end of the day the Chair will collect the radios and keys, returning them to their respective areas. The Chair is responsible for ensuring that the radios and keys are properly transferred during any shift changes during the day. It is extremely important to keep track of all keys and radios. Volunteers ending their shift are asked to check their bag and pockets to be sure they have returned the equipment. It may be helpful to name a zone captain for each evacuation zone each day. The captain is then responsible for ensuring volunteers are in place and that the transition between shifts goes smoothly.

At the beginning of each shift, the volunteers are asked to introduce himself/herself to the Marshal Hole Captain at the hole(s) they are helping to evacuate. Marshals may help direct players to the evacuation vehicles. Evacuation volunteers must always monitor their radios but can venture around their assigned Evacuation area and watch golf. There is a chance that volunteers will not have to perform any evacuations during the week. If the weather is playable, volunteers will be able to watch a lot of golf but must constantly monitor their radios. The Chair is asked to check in with the volunteers during the day to be sure they are still ready if an evacuation becomes necessary.

If an evacuation is necessary, the Golf Canada Staff Evacuation lead will make an announcement on the Evacuation radios and a horn will blow. Regular announcements will be made on the radios to let everyone know which stage of the evacuation we are in. Please note that currently it is also possible to receive an "All Clear" over the radio if the storm changes direction or subsides.

There will also be an Evacuation route map in each vehicle. Each driver will move the vehicles to a more accessible area (if necessary), or away from the other vehicles so players can enter



vehicles easily. Open the trunk and all doors so players and caddies can enter. In the circumstance of severe weather, just unlock the doors.

Once the horn sounds volunteers are to assist player and caddies into the vehicles. Some players may be protective of their clubs and not want assistance loading them into the vehicle. Some players may have to walk across a couple holes to get to the vehicles and this may take a few minutes.

Most likely there will not be space in the vehicles for Standard Bearers or Walking Scorers. These volunteers will have to begin walking to the Volunteer Centre and will be picked up by golf carts after all players and caddies are off the course. Please wait until all vehicles are ready to depart before leaving. All vehicles will drive to the designated drop off zone and drop off players and caddies.

If players choose to walk in when the evacuation is called, they are able to do so.

When it is time for play to resume, the drivers will drive the players and caddies back out to the same zone where they came from and park cars back at the Evacuation area. Golf Canada staff will assist in organizing this procedure with the Committee Chair.

During the evacuation process the Chair can assist by being a driver. They also need to check on the other locations via the radio.

Ideal Number of Volunteers 35

Committee Hours of Operation

Golf Carts

Monday -Tuesday: 6:00am – 6:00pm



Wednesday – Sunday: 5:30am – 7:30pm (or 30 minutes after play finishes)

On Wednesday, the Golf Cart Committee may need to open at 5:00am to allocate carts that will be used by Committees working on the Pro-Am.

The times above may change based on the tournament tee times.

Evacuation

Evacuation volunteers should be in position with their radios and keys by the start of play. Golf Canada will share Tee Times for volunteer scheduling ahead of time. The shift will end when the play has ended or when all players have passed through the evacuation zone.

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.• Attend the general volunteer orientation.• Meet with Golf Canada staff to review and understand the evacuation plan.• Host an onsite orientation with your committee (usually the weekend before the tournament) to ensure volunteers are comfortable. There may be the opportunity to go out and drive the evacuation route.
Tournament Week	<ul style="list-style-type: none">• Work with the Golf Canada staff to ensure successful operation of the golf carts and evacuation area.• Assist with placing the Evacuation Vehicles in their appropriate location.• Keep track of the evacuation vehicle keys and return them to the tournament office each evening.• Ensure the golf cart fleet is maintained and charged. Report any damage of carts that are not working.

	<ul style="list-style-type: none"> • 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 Admissions and Spectator Services may interact with	Reason
Communications	Radios are a key piece of equipment for the evacuation part of this committee. The communications committee will be helpful in ensuring that your committee knows how to use their radios.
Marshals	Marshals can assist with directing players to vehicles when an evacuation is called.
Other committees who use golf carts	Everyone will be your friend and ask you for a golf cart. Remember “no card, no cart”
Player Transportation	If there is a time that you are short evacuation volunteers, this committee has volunteers that have completed required screening and may be able to help.

Appendix A – Golf Cart Guidelines form to be signed



GOLF CART GUIDELINES

The following guidelines shall apply to the operation of golf carts at all Golf Canada championships or events that a golf cart is in use.

SPECIFIC TO THE RBCCO & CPKCWO:

- Golf carts on the golf course must be electric. Unless specifically approved by the Tournament Director, gas-powered golf carts are prohibited during tournament week;
- The golf cart should only be driven in areas authorized by the Tournament Director;
- All Carts MUST be returned 1 HOUR after play has finished.

GENERAL RULES THAT APPLY TO ALL TOURNAMENTS:

- For all Golf Canada championships, the Tournament Director and Rules Committee shall have final authorization over the on course use of golf carts. For other Golf Canada functions, we must abide by golf cart rules of that member club;
- All carts must have appropriate signage that indicates their purpose;
- At no time shall a cart be used to spectate golf;
- In general, the golf cart should be kept as far away from tournament play as possible so as to avoid distracting the competitors.

SAFETY:


- Only individuals with a valid driver's license are allowed to drive a golf cart;
- When stopping, and leaving the driver seat of the golf cart, ALWAYS set the parking brake, turn the key switch to OFF and REMOVE the key, and place the forward/reverse handle in NEUTRAL;
- This is to ensure your full safety while the golf cart is unoccupied;
- No more than two (2) people may be on the golf cart at one time, or in the case of a multi-seat golf cart, no more than the maximum number of people permitted by the Owner's Manual may be on the golf cart at one time;
- The driver must be able to see in all directions at all times. This means that occupants must not pack boxes, linens, and other items so high that the driver cannot see in certain directions when driving;
- The golf cart may only be operated from the driver's seat;
- The golf cart should not be started until the occupants are safely seated and equipment, if any, has been properly secured. Only 2 occupants per cart;
- Prior to starting, the driver should check to see if the golf cart is set to go forward or backward and make the required adjustments if necessary. Further, the driver should ensure the path of intended travel is clear before starting the golf cart;
- To prevent falls from the golf cart, occupants must remain seated when the golf cart is moving and must keep their entire body inside the golf cart;
- To avoid the possibility of losing control of the golf cart, the driver should drive at a safe speed and further reduce the speed for adverse driving conditions such as wet grass or rough terrain;
- The golf cart must be driven with caution at all times, assuring the safety of the occupants and spectators.

I have read, understood, and acknowledge the information as written above;

Signed: _____

Print Name: _____ Date of acknowledgement: _____

Appendix B – Cart Damage Report Form

											
Golf Cart Damage Report											
Date and Time of Report											
Cart Number and Type											
Cart Sign											
Person Reporting Damage (Name and Phone)											
Description of Damage											