



BROOKE HENDERSON
2018 & 2025 CHAMPION

2026

VOLUNTEER MANUAL

GROUPS & COURSE

AUGUST 17 - 23, 2026 • ROYAL MAYFAIR GOLF CLUB





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Committee Job Description

Volunteers will use golf carts to distribute bottled water and ice to coolers located on tee boxes and other player areas. This committee may be asked to make deliveries to designated drop-off points on-site. Volunteers should be able to lift items such as cases of bottled water and bags of ice (typically 12 kg) regularly as well as be able to drive a golf cart in a safe manner through the crowds of spectators on the golf course.

Key Information

- The Grounds & Course Committee will usually base itself in close proximity to the Golf Canada Operations compound in a large tent. Water is stored in the tent and the ice supply is nearby in a freezer.
- Golf Carts are picked up from the Golf Carts Committee each morning and Radios are picked up from the communications office.
- This committee is constantly on the move and roaming around the golf course. This makes it one of the most visible committees to players, officials, volunteers, and spectators. As such, members of this Committee will probably be asked questions and are encouraged to familiarize themselves with events during the week and the location of major structures (i.e. Spectator Village, skyboxes, concessions, pro shop, practice facility, etc).
- Since this committee is on the course and driving around all day, they may be the first to see things out of place or see that something needs service. This committee can radio these things into Communications to ensure that it is taken care of quickly.
- Golf Canada works with a local service group or hires a local company to help with garbage and recycling clean-up. This committee can assist with keeping the grounds clean by helping to clear away full garbage or recycling bags.
 - There are garbage and recycling in the cooler stands. If these are getting full it is helpful if the committee can empty them out or let communications know.
- The majority of the work for this committee will be early in the morning when the initial restocking of ice and water happens. Restocking continues throughout the day during competition hours.
- Golf Canada sets up cooler stands on each tee box and supplies coolers to the Practice Range and practice areas. Water and ice are delivered to all of these areas.



- The coolers will generally hold 2 cases of bottled water plus ice
- Water can be stored near the stands out of the cooler to help with replenishment and reduce trips that need to be made. Ask the Marshals to help refill the cooler.
- It is a good idea, when creating the schedule, to try and have someone familiar with the golf course on each golf cart (team) who knows the potential shortcuts through the course as well as the location of the holes.
- Splitting up the course into different zones and having teams focus on a zone is a good way to organize the work of this committee. Creating maps that highlight each zone and paths through the zones is also helpful.
 - For split tee starts, ensure that water and ice is delivered to both the first and tenth tees first thing in the morning and fill all other holes in numerical order.
- Each golf cart is also provided with a radio. It is recommended that the volunteers are paired up and one person drives the golf cart and the other person wears the earpiece and listens to the radio.

Ideal number of volunteers: 30

Committee hours of operation

The hours of operation are approximately one hour prior to the start of play until the end of play.

Monday - Sunday 6:00 A.M. – 7:00 P.M.

Tasks and Timelines

Pre-Tournament	<ul style="list-style-type: none">• Actively recruit volunteers• Attend Committee Chair Meetings
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	<ul style="list-style-type: none"> • 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. • Host an onsite orientation with your committee (usually the weekend before the tournament) to ensure volunteers are comfortable with the golf course set-up and know where the water and ice is located.
Tournament Week	<ul style="list-style-type: none"> • Work with the Golf Canada staff to ensure successful operation of the grounds and course committee. • 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 Grounds & Course Committee may interact with	Reason
Communications	Picking up radios each day for use. This committee can also provide training on how to use the radios to your volunteers.
Golf Carts and Evacuation	Picking up the golf carts for the committee each day.
Practice Facility and Marshals	These volunteers will help ensure you have access to the coolers for restocking if you need to go inside the ropes, or into other secure areas.
Player Transportation and Player Services	Sometimes these committees request a supply of water to be provided to them if the players are asking for it.