

CPKCWO Volunteer Committee Descriptions

Committee	Description	Days of operation	Working Inside (Building)	Working in a Tent	Working Outside	Working on a Golf Hole	Standing for extended periods	Walking for extended periods	Sitting	Lifting and other physical work	Radio Use	Using Technology	Customer Service Required (Public, other volunteers, other stakeholders.)	Additional Screening Required.
50/50 Sales	Volunteers are needed to assist the Golf Canada Foundation in selling 50/50 tickets on-site at the CPKC Women's Open. Volunteers will be given a caddy bib to wear and will be assigned to particular areas of the course to sell. There will also be a few roaming sellers. Volunteers will be given a handheld terminal that will accept payment and print tickets. Training will be provided on how to use the terminals. Volunteers must be comfortable handling the terminal and actively approaching people. While tickets will be sold over the course of the tournament, there will only be ONE 50/50 draw, which will take place Sunday evening. The winning number will be announced online and across social media channels - all this information, along with the contest rules, are printed on the physical tickets. Proceeds from the raffle will benefit junior golf initiatives and help to grow the game across the nation.	Wednesday - Sunday of Tournament Week.	No	No	Yes	No	Yes	Yes	No	No	No	Yes	Yes	No
Admissions and Spectator Services	This committee is a dedicated group of customer service oriented volunteers that will be working very close with the public in various capacities. The main duties include Admissions, where daily tickets are sold at the entrance to the course and scanned prior to guests entering the site; Check Stands, where spectators can securely store personal items; Will Call, the distribution of advance ticket purchases; Special Services, for spectators who require assistance on the grounds.	Tuesday - Sunday of Tournament Week.	No	Yes	yes	No	Yes	No	Yes	No	No	Yes	Yes	No
Ambassadors	This committee makes the ultimate first impression and works to ensure guests and spectators have an excellent experience at the CPKC Women's Open. The Ambassadors will assist patrons with various questions which may include; location of washrooms, directions to specific holes, locations of concessions, directing guests to the exit/bus pick up at the end of the day and general tournament inquiries. Volunteers are often asked for the location of certain players on course. A cheat sheet is provided for volunteers, as well as a pre-tournament tour of the course. Ambassadors may be stationed near large maps of the course or be roaming the course to assist volunteers. Knowledge of the golf course is a major asset for this committee.	Tuesday - Sunday of Tournament Week.	No	No	Yes	Location Dependent	yes	no	no	no	yes	yes	yes	no
Broadcast Support	Volunteers on the Broadcast Support Committee will assist Golf Channel with their on-site operations during tournament week. There are two different positions available within the committee: spotters and cart drivers. Cart drivers assist with moving commentators and camera people throughout the golf course. Spotters assist the broadcast by providing basic updates on play. On site training is provided by Golf Channel.	Thursday - Sunday of tournament week.	no	no	yes	yes	yes	yes	no	No	yes	yes	no	no
Caddie Services	Volunteers will issue and retrieve caddie bibs as well as ensure that the proper name is on the correct caddie bib for the following day. You will also distribute towels and yardage books during the tournament. Volunteers will be needed Sunday through Sunday. Please note, shifts begin as early as 5:30 am and end as late as 9:00 pm.	Sunday to Sunday of tournament week.	yes	yes	yes	no	yes	no	yes	no	no	no	yes	no
Communications	Volunteers will handle a variety of communication needs for the tournament operations. This involves both telephone and radio communication. Volunteers will answer telephone and answer questions or forward the call to the proper person. A document with answers to many of the questions that will be asked will be provided in the communications office. The committee will also field calls from the on-course radios and monitor the various channels that are used by different groups. Volunteers will sign out and sign in on-course radios, ensuring that all radios are charged for the next day.	Monday - Sunday of Tournament Week.	yes	no	no	no	no	no	yes	no	yes	no	yes	no
Corporate Hospitality	Volunteers on this committee will work in the various hospitality areas throughout the golf course. These volunteers will help with ticket scanning and providing wristbands to guests. General tidying and upkeep of the spaces is also required, this may include tidying up tables, wiping dew in the mornings, etc. Volunteers in this area are also often asked to provide directions to other areas of the course, so knowledge of the course and locations of tournament areas is an asset. Guests in the corporate hospitality spaces make a significant investment in the tournament and volunteers are asked to be hosts and ambassadors of the tournament and ensure guests have an excellent experience.	Thursday - Sunday of tournament week.	no	yes	yes	yes	yes	no	yes	no	no	yes	yes	no
Golf Carts and Evacuation	This committee has two main roles. The first is the distribution and maintenance (charging) of golf carts. Carts will be signed in and out through this committee to authorized personnel. Volunteers assist in charging the carts for the next day. The second role is the assistance with the safe evacuation of players and caddies from the golf course as needed. Evacuation is usually caused by a weather event. Volunteers will drive large vans or SUVs with players and caddies from far areas of the golf course back to the clubhouse.	Monday - Sunday of Tournament Week.	no	yes	yes	no	no	no	yes	no	no	no	yes	yes
Grounds and Course	Volunteers will be responsible for keeping liquid refreshments (water and ice in coolers) stocked and replenished on course for LPGA Tour professionals and LPGA Tour officials. Volunteers will also assist with the distribution of buckets of water for towels, checking and removal of garbage/recycling and maintaining the integrity of the venue, and other deliveries to designated drop off points on-site.	Monday - Sunday of Tournament Week.	no	yes	yes	no	no	no	no	yes	yes	no	no	no
Marshals	Marshals are the largest and one of the most important groups of volunteers. This committee works on the course to assist LPGA Tour players and enforce golf etiquette among spectators to ensure play is not disturbed. Responsibilities also include the following: spot balls on the fairway, watch for errant shots, managing crosswalks for spectators, and keep play proceeding smoothly. Marshals should have the physical ability to work 6 hour shifts and walk to and from their hole assignments.	Tuesday - Sunday of Tournament Week.	no	no	yes	yes	yes	no	no	no	no	no	yes	no

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Operations Support	This committee is responsible for assisting in the preparation and operations of the CPKC Women's Open. Working closely with the Golf Canada Operations Manager and Operations Coordinator, this committee is responsible for preparing key areas of the tournament including signage, course ropes, and committee spaces. This committee requires flexibility, as new tasks may arise throughout the day. Additionally, volunteers will assist in deliveries throughout the course, assist spectators and other committees. Volunteers may be needed from Monday of the week before the tournament until Wednesday post-tournament.	Week before tournament, tournament week, and week after tournament.	no	no	yes	no	yes	yes	no	yes	no	no	no	no
Shuttles	The Shuttle Committee ensures the efficient and smooth transportation of spectators who require the accessibility shuttle and volunteers throughout the golf course. Committee volunteers will also serve as greeters at pick-up and drop-off points, assisting with directions and ensuring a smooth flow of traffic. Volunteers must be 25 years of age and have a valid driver's licence.	Monday - Sunday of Tournament Week.	no	no	yes	no	yes	no	yes	no	yes	no	yes	no
Player Services	Volunteers will assist in registering players for the championship, coordinating local activities, operating the locker room, handling ticket and general hospitality inquiries from players and their families.	Sunday to Sunday of tournament week.	yes	no	no	no	no	no	yes	no	no	no	yes	no
Player Transportation	Volunteers will transport the golf professionals and tournament officials to and from airports, official hotels, private housing, and the golf club. Drivers must be 25 years of age, with a valid driver's license and must complete the requested driver information on the volunteer application. Shifts may start as early as 5:00am and end as late as 11:00 pm. Completion of a background check, driver's abstract & Safe Sport Training is required.	Saturday prior to the tournament, to Monday after the tournament.	yes	no	no	no	no	no	yes	no	no	no	yes	yes
Practice Facility	Volunteers will assist in the operation of the range to organize and distribute practice balls, change name plates and control access to the range, putting and chipping greens.	Sunday to Sunday of tournament week.	no	yes	yes	no	yes	yes	no	yes	no	no	yes	no
Pro-Am and Special Events	Volunteers will serve as hosts during the Pro-Am on Wednesday of tournament week. They will staff the amateur player check-in tables, assist with the draw party, setting up the gifting area, and help distribute player gifts post-golf. This committee assists with other special events that occur on site at the golf course or off site in other locations. This committee may work very closely with the public, volunteers and high-end clientele and must be comfortable working in a flexible environment. Volunteers must be available to work a shift on Wednesday for the Championship Pro-Am – the busiest day for this committee.	Sunday to Sunday of tournament week.	yes	yes	yes	no	yes	no	yes	yes	no	no	yes	no
Scoring Control	This committee works with the LPGA Tour scoring provider to ensure scores and statistics are accurate. Radios are utilized heavily by this committee. This role is indoors in a trailer, or building and is seated for most of the time.	Wednesday - Sunday of Tournament Week.	yes	yes	no	no	no	no	yes	no	yes	yes	no	no
Standard Bearers	A Standard Bearer's job is to carry a standard that shows spectators who is playing in the group and to display the players' scores. Scores are updated throughout the round. Volunteers must be able to walk 18 holes and have strong golf knowledge and etiquette. This committee works closely with Walking Scorers.	Wednesday - Sunday of Tournament Week.	no	no	yes	yes	yes	yes	no	yes	no	no	no	no
Volunteer Security	The committee is responsible to assist with access control to restricted areas on-site, including media centre, corporate hospitality areas, practice facility, and other secured areas. Volunteers will also ensure patrons display the proper credentials. Experience as a security guard or in law enforcement is not required as volunteers will not be expected to encounter any physical disturbances.	Tuesday - Sunday of Tournament Week.	no	yes	yes	no	yes	yes	no	no	no	no	yes	yes
Volunteer Services	The committee is responsible for assisting with both pre-tournament and tournament week activities. Pre-tournament this committee assists with uniform and credential packaging and distribution. During the tournament this committee assists with any last-minute uniform distribution, uniform exchanges, and uniform sales. This committee helps to operate the volunteer centre and provide support to volunteers as needed. The committee helps to ensure all 1,200 volunteers have a positive CPKC Women's Open experience. Volunteers will be needed during the week prior to the tournament and Monday to Sunday of tournament week.	Pre-tournament Uniform package packing, Sunday to Sunday of Tournament Week.	no	yes	no	no	no	no	yes	no	no	no	yes	no
Walking Scorers	This committee records unofficial scores and statistics as you walk the golf course with a group of professional golfers during championship play. A handheld device is provided by the LPGA Tour's scoring provider. Training prior to the event is provided to all volunteers. Walking Scorers must be able to walk 18 holes and have a strong knowledge of golf etiquette. Must be available on Wednesday. Please visit https://www.r2it.com/volunteer for additional information.	Wednesday - Sunday of Tournament Week.	no	no	yes	yes	yes	yes	no	no	yes	yes	no	no