



## VOLUNTEER COMMITTEE DESCRIPTIONS

(NOTES: VOLUNTEER SHIFTS MAY START AS EARLY AS 5:00 AM. MINIMUM AGE TO VOLUNTEER IS 15 YEARS OLD.)

### **Caddie Services:**

Volunteers will issue and retrieve caddie bibs as well as ensure that the proper caddie name is on the correct caddie bib for the following day. You will also distribute towels and yardage books and oversee the caddie hospitality area during the tournament. Some positions require that volunteers work with money and as a result, may be subject to a background check prior to the tournament.

### **Communications:**

Volunteers will handle calls from on-course radios and relay that information through the proper channels. Volunteers will sign out and sign in on-course radios and ensuring that all radios are charged for the next day. Volunteers will handle incoming calls from the general public and process sales orders.

### **Corporate Hospitality:**

Volunteers are liaisons between corporate patrons and the tournament at corporate product areas such as skyboxes, marquee tents etc. Volunteers will check credentials and will direct corporate patrons to the correct areas.

### **Golf Carts:**

Volunteers will sign out/in golf carts to authorized personnel, ensuring that all carts are returned and ready for use the next day.

### **Grounds & Course:**

Volunteers assist with the distribution of signs, water, deliveries, etc to designated drop off points on-course. Duties may also include assisting with pre-tournament setup as well as post tournament takedown. Volunteer must be able to lift 25 lbs.

### **Marshals: (Strong knowledge of golf etiquette is required)**

Volunteers will provide crowd control and enforce golf etiquette among spectators along the course so that play is not disturbed. Marshals should have the physical ability to work six (6) hour shifts and walk to and from their hole assignments.

### **Medical:**

Doctors, nurses and paramedics are needed to manage on-site emergency services and any satellite first-aid stations.

### **Player Services:**

Volunteers will assist in registering players for the championship, coordinating local activities, gathering material for information packages as well as handling general hospitality inquiries from players and their families.

### **Player Transportation:**

Volunteers will transport LPGA professionals and tournament officials to and from airports, official hotels, private housing and the golf club. Volunteers on this committee may be asked to work the weekend prior and the Monday after the tournament. Drivers must be 25 years of age, with a valid driver's license and must complete the requested driver information on the volunteer application.

### **Pro-Am:**

Volunteers will assemble gift packages and serve as hosts during the Pro-Ams. They will staff the amateur registration tables, distribute gift packages, assist with the draw party and coordinate the Pro-Ams as needed. All shifts will be between Sunday and Wednesday.

### **Range:**

Volunteers will assist in the operation of the range; distribute practice balls, change nameplates and control access to the practice areas.

**Scoring - Leaderboard:** Volunteers will operate a manual leaderboard located near the 18th green. Be aware, you may have to work on elevated platforms. Mandatory shift on Wednesday (Pro-Am) for training purposes.

**Scoring - Scoring Central:** Duties include collecting competitors' scorecards, distributing copies to media centre and the scoring trailer, assisting at main scoreboards, stats validation and recording scores as they are radioed from the golf course. Mandatory shift on Wednesday (Pro-Am) for training purposes.

**Scoring - Standard Bearer:** Volunteers will walk the golf course with the LPGA players while carrying a standard, changing the scores during the round. Standard bearers must have the endurance to walk 18 holes while carrying the 10lb (approx.) standard. Mandatory shift on Wednesday (Pro-Am) for training purposes.

**Scoring - Walking Scorer:** Record unofficial scores and statistics as you walk the golf course with a group of LPGA professionals during championship play. Walking scorers must be able to walk 18 holes and have a strong knowledge of golf etiquette. Mandatory shift on Wednesday (Pro-Am) for training purposes.

### **Special Events:**

Volunteers will assist with events such as CN Family Fun Zone, CN Miracle Match fundraising, junior clinics and on-site promotions. Some positions require that volunteers work with minors and as a result, may be subject to a background check prior to the tournament.

### **Spectator Services:**

Volunteers will sell tickets, check credentials, and operate will call and the check stand at the main admissions area. Spectator Services will also deliver daily pairing sheets and programs, operate the locator board and assist individuals with special needs. Volunteers will direct spectators to different areas of the golf course and answer general tournament questions.

### **Volunteer Security:**

Assist with access control to restricted areas on-site, including the player services area, clubhouse and other secured areas. Experience as a security guard or in law enforcement is not required.

### **Volunteer Services:**

Volunteers will assist with uniform packaging, uniform and credential distribution at the volunteer orientation meetings in the month prior to the championship and staff the volunteer centre during the event. Volunteers will be asked to help solicit raffle prizes and donations.