



**ST. CHARLES COUNTRY CLUB  
AUGUST 23 - 29, 2010**

## **VOLUNTEER APPLICATION FORM**

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Be a part of the only Canadian stop on the LPGA Tour!

The CN Canadian Women's Open is always an event to remember. To make this a successful championship, the Royal Canadian Golf Association relies on the hard work and dedication of our volunteer team. If you are interested in volunteering, please complete and return this form to the tournament office.



**PLEASE RETURN COMPLETED APPLICATION TO:** CN CANADIAN WOMEN'S OPEN - TOURNAMENT OFFICE  
1333 Dorval Drive, Suite 1  
Oakville, Ontario  
Canada L6M 4X7  
Telephone: 1-800-263-0009 ext. 434  
Email: [mlagzdins@rcga.org](mailto:mlagzdins@rcga.org)

Applications may also be dropped off at St. Charles Country Club to be forwarded to the tournament office for processing.

**Thank you for your support of our national championship!**

Visit [www.cncanadianwomensopen.com](http://www.cncanadianwomensopen.com) for more championship information

# VOLUNTEER INFORMATION

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*Please keep this information for your reference*

**1. Volunteer Application -** Please complete, detach and return the volunteer application as soon as possible. **All information on this form must be clearly completed in its entirety.**

**2. Volunteer Benefits -** Each volunteer is required to purchase the volunteer uniform for **\$65** (taxes included). Once registered, volunteers automatically become members of the Volunteer Club and will receive exclusive benefits.

This Volunteer Club package includes:

- One high-quality adidas golf shirt, one adidas hat or visor and one official championship back pack - \$140 value.
- One non-transferable weekly admission volunteer badge - \$60 value
- Two any day admission passes for your guest(s) - \$60 value
- One weekly parking pass - \$35 value
- Volunteer party admission
- Opportunity to buy additional uniform items

**That's a value of more than \$295 not including the unique experience of being 'inside the ropes' as a volunteer at an LPGA Tour event!**

*Please complete the payment portion of the enclosed application. Payment can be made by VISA, MasterCard, or Amex. It is RCGA's policy that we do not accept cash or personal cheques.*

**3. Shift Assignments -** Each volunteer will be required to work a **minimum of twenty (20) hours** during the week of the tournament. Volunteer shifts are approximately **four (4) to six (6) hours** in length. Some shifts may be longer due to the nature of the volunteer position. Please note: Any requests for shifts with friends/family are to be made in May 2010 and directed to your committee chairperson. Requests made on this application form will not be forwarded.

## TOP 5 FAQ'S:

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**1) How will I know what committee I am on?**

- a. You will find out what volunteer committee you are on via a letter from your committee chairperson in May 2010.

**2) When do I pay for my volunteer package?**

- a. You must provide payment with your application form. Your credit card will be charged in spring 2010 by the RCGA.

**3) Do I have to work every day?**

- a. You do not have to work every day of the championship. As a volunteer you **must** be able to commit to at least 20 hours in at least 3 shifts (depending on the committee). The chairperson for each committee will make the schedule for their respective committee. This schedule will be given to you at your orientation meeting.

**4) When are the volunteer orientation meetings held?**

- a. Volunteer orientation meetings are held at or near the host golf club one to three weeks prior to the event. Meetings are typically held in the evening to facilitate your attendance. The date, place and time of the volunteer orientation meeting for your committee will be communicated to you in the volunteer newsletters that you will receive by email in the months leading up to the championship. These meetings include a detailed description of your duties as well as an explanation of championship week operations such as the location of volunteer parking and the volunteer centre.

**5) When do I receive my volunteer uniform, badge and guest passes?**

- a. You will receive your uniform, badge and guest passes at your orientation meeting.



OFFICE USE ONLY

Volunteer ID#:

# 2010 CN CANADIAN WOMEN'S OPEN

ST. CHARLES COUNTRY CLUB  
AUGUST 23- 29, 2010

## VOLUNTEER APPLICATION FORM

Return applications to: CN Canadian Women's Open Tournament Office, 1333 Dorval Drive, Suite 1, Oakville, ON, Canada, L6M 4X7

### GENERAL INFORMATION – please print clearly

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ Suite: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Business or Cell: \_\_\_\_\_

Email (please include): \_\_\_\_\_ Club Affiliation: \_\_\_\_\_

Volunteer experience: \_\_\_\_\_

**VOLUNTEER ASSIGNMENTS:** Please indicate your top 3 committee preferences (see next page for descriptions). Volunteers are assigned to committees on an as needed basis and therefore cannot be guaranteed a position. We will endeavor to assign you to one of your top choices; however you may be placed on a committee that requires additional volunteers.

First Choice: \_\_\_\_\_ Second Choice: \_\_\_\_\_

Third Choice: \_\_\_\_\_

If you selected **SCORING** please indicate which role you would prefer:

- Walking Scorer  Standard Bearer  Greenside Reporter  Scoring Central  Leaderboard

If you selected **PLAYER TRANSPORTATION:** Due to RCGA insurance requirements all volunteers applying for this committee must complete the information below in order for a driver's abstract to be obtained.

Driver Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Signature: \_\_\_\_\_

### PLEASE CHECK OFF THE DAYS THAT YOU ARE AVAILABLE TO WORK:

All Week <input type="checkbox"/>	<u>OR</u>	Days:	M	Tu	W	Th	F	Sa	Su
		Morning:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Afternoon:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### VOLUNTEER PACKAGE: PLEASE CHECK BOTH YOUR SHIRT SIZE AND HEADWEAR PREFERENCE.

PLEASE NOTE: WOMEN'S SHIRTS TEND TO FIT SMALL

Men's  or Women's  XS  S  M  L  XL  XXL  Cap  or Visor  (choose only one)  
(Women's Only) (Men's Only)

PLEASE INDICATE YOUR METHOD OF PAYMENT:  MASTERCARD  VISA  AMEX

PLEASE NOTE: IT IS THE RCGA'S POLICY THAT WE DO NOT ACCEPT CASH OR PERSONAL CHEQUES

NUMBER: \_\_\_\_\_ EXP (MM/YY): \_\_\_\_\_

I understand that my volunteer position is not guaranteed, nor if granted, guaranteed for any length of time and that the RCGA may deny or end my volunteer opportunity at any time, for any reason, with or without notice. I accept that I may be subject to a security/or criminal records screening. I accept that if I obtain my volunteer package and cancel or do not perform my schedule duties I shall be charged the full value of the items listed on page 2 of the application. I acknowledge that my image or likeness may be included in a photograph, recording, transmission or other reproduction of this event, and grant the RCGA the right to use such image and likeness in publicity for this event and other events, programs and services offered by the RCGA, its agents or partners, without further compensation or notice. I hereby release the RCGA from all claims relating to the use of my image and likeness for such purposes, including, without limitation, all claims for invasion of privacy, right of publicity or defamation.

SIGNATURE: \_\_\_\_\_

## VOLUNTEER COMMITTEE DESCRIPTIONS

(NOTES: VOLUNTEER SHIFTS MAY START AS EARLY AS 5:00 AM. MINIMUM AGE TO VOLUNTEER IS 15 YRS 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:** All scoring volunteers must be available for a shift on Wednesday (Pro-Am) for training purposes. This committee works closely with the LPGA scoring staff to provide live scoring and statistics to the LPGA website and media.

**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.

**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.

**Greenside Reporter:** Volunteers will input data into a hand held electronic device (training provided) while stationed greenside during championship play. The greenside reporter works closely with the walking scorers and scoring central. You will have to walk to your assigned green.

**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.

**Leaderboard:** Volunteers will operate a manual leaderboard located near the 18<sup>th</sup> green. Be aware, you may have to work on elevated platforms.

### **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.