



OTTAWA HUNT AND GOLF CLUB

AUGUST 11-17, 2008

VOLUNTEER APPLICATION FORM

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: cncanadianwomensopen@rcga.org

Applications may also be dropped off at Ottawa Hunt and Golf Club to be forwarded to the tournament office for processing.

Thank you for your support of our national championship!

Consult www.cncanadianwomensopen.com for more championship information.

VOLUNTEER INFORMATION

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 Package** - Each volunteer is required to purchase the volunteer uniform package for **\$65** (taxes included).

This package includes:

One high quality golf shirt, one hat or visor and one official championship back pack - \$90 value. All volunteers are asked to provide their own plain khaki golf pants (no jeans or denim) or shorts. In addition, women may wear skorts or capri pants.

One Non-transferable weekly admission volunteer badge - \$50 value

Two Any day admission passes for your guest(s) - \$50 value

One Weekly parking pass - \$20 value

Volunteer party admission

That's a value of more than \$210 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 sixteen (16) hours** during the week of the tournament.

Each volunteer shift is approximately **four (4) to six (6) hours** in length. Some shifts may be longer due to the nature of the volunteer position.

TOP 5 FAQ'S:

1) How will I know my application has been processed and what committee I am on?

- a. You will receive a confirmation of application by mail starting in mid January. You will find out what volunteer committee you are on via a letter from your committee chairperson by May 2008.

2) When do I pay for my volunteer package?

- a. You must provide payment with your application form. Your credit card will be charged starting in mid January for those who applied prior to this time. For those who apply after January, you will be charge two to four weeks after receipt of your application 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 16 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 at the training session for your committee. 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 mail 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 locations of volunteer parking and the volunteer tent.

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

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



OFFICE USE ONLY
Volunteer ID#:

2008 CN CANADIAN WOMEN'S OPEN
OTTAWA HUNT AND GOLF CLUB
AUGUST 11-17, 2008
VOLUNTEER APPLICATION FORM

Return applications to: CN Canadian Women's Open Tournament Office, 1333 Dorval Drive, Suite 1, Oakville, ON, Canada, L6M 4X7
Once we have received and processed your volunteer application, a confirmation letter will be forwarded to you.

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 last 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 Wherever I'm needed

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 OR

Days:	M	T	W	T	F	S	S
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.

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

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 prior notice. I acknowledge that my image or likeness may be included in a photograph, recording, transmission or other reproduction of this event and consent to the rcca's use of my image and likeness in publicity for this event and other events, programs and services offered by the rcca, its agents or partners, without further compensation or notice..

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 vests 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 minors and as a result, may be subject to a background check prior to the tournament.

Caddies – Pro-Am: Caddies are required for the amateurs in the Monday and Wednesday Pro-Ams. **As this is not a volunteer position, you will be paid through the RCGA tournament office after the round if you get a bag.** Please complete the following and return this to the RCGA Tournament Office to get on the caddie list.

Name: _____ Address: _____ City: _____ Prov: _____
Postal Code: _____ Phone #: _____ Email: _____

Communications:

Volunteers will handle and forward all incoming calls from the general public and other committees regarding the event along with fielding calls from on-course radios. Volunteers will sign out and sign in on-course radios, ensuring that all radios are charged for the next day.

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.

Ecology:

Ensure cleanliness of championship grounds through maintenance of garbage receptacles and litter. Some lifting required.

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-site. Duties 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 hour shifts and walk to and from their hole assignments.**

Medical:

Doctors, nurses and paramedics are needed to manage onsite emergency services and two satellite first aid stations.

Parking/Shuttle:

Volunteers will coordinate parking and shuttle services for players, officials, media and spectators.

Player Services:

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

Day Care - Volunteers will assist off-site LPGA daycare staff. Some positions require that volunteers work with minors and as a result, may be subject to a background check prior to the tournament.

Player Transportation:

Volunteers will transport LPGA 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.**

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.

Range:

Volunteers will assist in the operation of the range to distribute practice balls, change nameplates and control access to the range, putting and chipping greens.

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 as well as a strong knowledge of golf etiquette.

Greenside Reporter: Volunteers will input data into a palm pilot (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 18th green. Be aware, you may have to work on elevated platforms.

Special Events:

Volunteers will assist with events such as player functions, 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 claim checks at the spectator entrance. 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 area during the tournament.