

## **Volunteer Position Description**

**Position Title:** Caddy Bibs

**Managed by:** Caddy Bibs Coordinator

**Description:** Distribute to & collect bibs from player's caddy.

**Key Responsibility:** Distribute assigned bib to caddy on 1<sup>st</sup> or 10<sup>th</sup> tee.

Collect bib from caddy at conclusion of round at 9<sup>th</sup> or 18<sup>th</sup> green.

Ensure that bibs with the correct names and all bibs are at the tee ready for distribution at beginning of play.

Ensure that bibs are returned to Volunteer Headquarters at the conclusion of play.

**Attributes:** A friendly and approachable demeanor.

**Time commitment:** Preferably, a minimum of two days over the four-day event.

**Approximate duration of shifts is:**

Distributing - 7:30am to 9:30am  
Collecting - 12pm to 2:30pm  
Distributing - 12:30pm to 2:30pm  
Collecting - 4pm to 6:30pm

Limited positions are available in this role.

Ability to stand for long periods of time with periods of down time during the shift.

## **Volunteer Position Description**

**Position Title:** **Wardrobe notes**

Managed by: Caddy Bibs Coordinator

Description: Take note of players clothing for television commentators.  
Work closely with volunteer distribution Caddy Bibs

Key Responsibility: Accurately and neatly record player clothing of all players.

Equipment Provided: Chair, clipboard, pen and template to record detail.

Attributes: A friendly and approachable demeanor.  
Ability to remain inconspicuous.

Time commitment: Preferably, a minimum of two days over the four-day event.

### Approximate duration of shifts:

#### Days 1 & 2

AM tee times - 7:30am to 9:30am (1<sup>st</sup> and 10<sup>th</sup> Tee)

PM tee times - 12pm to 2pm (1<sup>st</sup> and 10<sup>th</sup> Tee)

#### Days 3 & 4

Tee times approx. 8am to 12pm (1<sup>st</sup> Tee)

Limited positions are available in this role.  
Periods of down time during the shift.

## **Volunteer Position Description**

**Position Title:** Car Park Attendant

Managed by: Volunteer Coordinator

Description: Assist Carpark Management to manage VIP car park zones.

Key Responsibility: Check access passes and provide guidance for people ensuring maximum number of cars are placed into available space.

Ensure safety of all people utilising public car park areas.

Attributes: Ability to give clear directions to drivers.

Willingness to work with general public.

Ability to stand for long periods of time with periods of down time during the day.

Time commitment: Preferably, a minimum of two days over the four-day event.

Approximate duration of shifts is:

6.00am to 11am

11am to close (approx 6pm)

Limited car park attendant roles are available.

## **Volunteer Position Description**

**Position Title:** Carry Board Holder

Managed by: Carry Board Holder Coordinator

Description: Carry score board for the leading player groups

Key Responsibility: Carry large mobile score boards for leading player groups, ensuring good visibility for spectators and players.

Liaise with Walker Scorer to update score board after each hole is completed.

Note: when player's score is event par the number displayed should be a "0"

Attributes: Preference is for strong volunteers who are able to carry the boards for 18 holes. Harness with holder is provided.

Time commitment: Preferably, a minimum of two days over the four-day event.

Duration of shifts will be one 18 hole round, approx 4.5 hours.

Volunteers will not know exact start time until the Championship draw is released.

## **Volunteer Position Description**

**Position Title: Courtesy Car Driver**

- Managed by:** Courtesy Car Driver Coordinator
- Description:** Driving players and officials to and from golf course and their accommodation etc.
- Key Responsibility:** Driving participating players or officials to and from accommodation throughout tournament in sponsor provided courtesy cars.
- Attributes:** A friendly and welcoming demeanor. Drivers are often the first point of contact for the tournament and seen by the players as the 'face' of the event.
- Current full drivers licence (no L or P plates).
- Over 25 year of age.
- Ability to drive safely and responsibly in all conditions.
- No alcohol or drug intact whilst rostered on duty.
- Time Commitment:** Drivers work more days and longer hours than all other volunteers.
- Drivers must be prepared for early starts and late finishes.
- First pick-up could be at 5.30 am and last drop-off at 9.00pm.
- An "on-call" system is utilised for maximum benefit of players and drivers. Wherever possible, a shuttle service is provided to and from nominated accommodation points.
- There are often long periods of down time in middle of day, whilst players are on-course.
- Some drivers commence their duties the weekend prior to the tournament week and do not finish duties until the Monday after the tournament concludes. Please indicate your availability in your application form.
- Volunteers must be available for a briefing session of up to 2 hours, prior to the event, at the host Golf Club on a date to be confirmed.**

## **Volunteer Position Descriptions**

**Position Title: Drinks Distribution**

Managed by: Volunteer Coordinator

Description: Distribute drinks around the course

Key Responsibility: Ensure that drink barrels at tees are stocked for players and caddies.

Stock drink fridges at various locations.

Provide volunteer course Marshals with drinks as required.

Attributes: A friendly and approachable demeanor.

Reasonably fit as some heavier lifting of drinks is required.

Ability to drive large golf cart.

A calm and non-intrusive approach to ensure minimum impact on playing groups.

Time commitment: Preferably, a minimum of two days over the four-day event.

Approximate duration of shifts is:

7am to 1pm

1pm to 6pm

Volunteers may be required for Pro-Am day prior to the event. Please indicate your availability in the registration process. Limited positions are available in this role.

## **Volunteer Position Descriptions**

**Position Title: Hole Marshal**

Description: Managing public and player walkways near allocated hole.

Key Responsibilities: Marshals are predominantly responsible for crowd control and noise control.

Marshals are supplied 'quiet' batons to assist them with crowd noise control.

Attributes: Ability to give clear and concise direction to spectators.

A loud controlled voice with suitable cut-through to gain attention when required.

Ability to think and act logically with player and spectator safety in mind.

Sound knowledge and etiquette of the game of golf.

Time commitment: Preferably a minimum of two days over the four-day event.

Duration of shifts are approximately:

7:30am to 1.00pm.

1.00pm to 8.00pm - possibly.

Depending upon volunteer numbers & availability, some Hole Marshals will be rostered for a full day. These Marshals will be provided with regular breaks.

A group of club members can manage or "own" one hole for one or more days during the event.

## **Volunteer Position Descriptions**

**Position Title: Media Centre**

Description: Manage live scores during play.

Key Responsibility: Accept live radio scores from Walker-Scorers and relay scores to On Course Leaderboard Attendants.

Assist professional media staff where required to update online scoring.

Attributes: Ability to use a two-way radio.

Attention to detail.

Clear and direct voice.

Time commitment: Preferably, a minimum of two days over the four-day event.

Approximate duration of shifts is:

7.00am to 1.00pm

1.00pm to 8.00pm

Extremely limited positions are available in this role.

Preference will be given to volunteers who have prior experience working in the media centre.



## **Volunteer Position Descriptions**

**Position Title: On Course Leader Board Attendant**

Description: Maintain static Leader boards around the course.

Key Responsibility: Ensure leader boards are up-to-date with current player scores, at all times across the tournament.

Ensure end of day results are posted to the leader boards, in preparation for next day's play.

Assist Hole Marshal with player walkways and crowd control if required.

Attributes: Attention to detail and ability to update leader boards in a timely and efficient manner.

Ability to use a two-way radio (training will be provided).

Ability to work in a team  
(2 people per leaderboard are rostered at any one time).

Time commitment: A minimum of two days over the four-day event.

Approximate duration of shifts is:

Day 1, 2 & 3

9am to 1pm  
1pm to 6pm (or end of field)

Day 4

11am – 2pm  
2pm – 5pm (or end of play)

## **Volunteer Position Descriptions**

**Position Title: Roving Marshal**

Description: A key marshalling role with roving Marshals allocated to the leading player groups.

Key Responsibilities: Roving Marshals are primarily responsible for management of the larger crowds that follow the leading and high profile players. Roving Marshals walk 18 holes and assist Hole Marshals to manage player walkways.

Attributes:

- Ability to give clear and concise direction to spectators.
- Willingness to manage both volunteers and members of the public.
- A loud controlled voice with suitable cut-through to gain attention when required.
- Ability to think and act logically with player and spectator safety top-of-mind.
- Sound knowledge and etiquette of the game of golf.

Time commitment: A minimum of two days over the four-day event.

- Duration of shifts will be one 18 hole round, approx. 4.5 hours.
- Limited Roving Marshal roles are available for high profile groups & busy spectator times.
- On the first two days, shifts will begin between approximately 8am-10am and 12:30-2:30pm
- On the final two days shifts will begin between approximately 8am and 12 midday.
- Volunteers will not know exact start time until the Championship draw is released.

## **Volunteer Position Descriptions**

**Position Title: Walker Scorer**

Description: Allocated to each playing group, walker scorers keep the score and statistics of the players in their designated group.

Key Responsibility: Keeping accurate scores and statistics of each playing group. Providing score information back to the media centre via two-way radio, at the conclusion of each hole.

Attributes: A solid knowledge of golf. Attention to detail and ability to monitor player scores and statistics throughout the game.

Ability to use a two-way radio (training will be provided).

A clear voice that can be understood.

A calm and non-intrusive approach to ensure minimum impact on playing group.

Ability to walk 18 holes.

Time commitment: A minimum of two days over the four-day championship.

Duration of shifts will be one 18 hole round, approximately 4.5 hours.

Volunteers may not know exact start time until the Championship draw is released.

Other: Walker Scorer positions are limited.

Preference will be given to those with prior experience in this role.

**Volunteers must be available for a briefing session of up to 2 hours, prior to the event, at the host Golf Club on a date to be confirmed.**

## **Volunteer Position Descriptions**

**Position Title:** Program Sellers

Description: Sell programs to the public.

Key Responsibilities: Sell event programs to the public.

Keep track of income.

Distribute free draw sheets to patrons.

Attributes: A friendly and outgoing personality.

Location: In the championship village close to all the action.

Time commitment: Approximate duration of shifts:

8am to 12pm

12pm to 3pm

Two volunteers will be rostered for shifts.

## **Volunteer Position Descriptions**

**Position Title:** Locker Room Attendant

Description: Attend to the players in the locker room.

Key Responsibilities: Assign lockers and keep track of allocation.

Hand out locker keys.

Distribute and collect towels.

Attributes: Must be female.

A friendly and outgoing personality.

Location: In the female locker room

Time commitment: Approximate duration of shifts:

6.30 am to 11.30 am

11.30 am to 3.30 pm

3.30 pm to 7.00 pm

Several volunteers will be rostered for shifts.

Volunteers may be required from Monday 11<sup>th</sup> Feb. Please indicate your availability in the registration process.