

## Volunteer Job Descriptions

### Marshals:

#### **Hole Marshal** – *on course*

Provide crowd control and safety at tees, greens and fairway landing zones. Help spot balls for players. Monitor access to player refreshments at tees. May be asked to assist at on course leader boards.

#### **Driving Range Marshal** – *off course; AM shift only*

Provide crowd control and safety at Driving Range / Practice Areas. Distribute caddie bibs and update player signage (if applicable). Monitor access to player refreshments and keep well stocked.

#### **Putting Green Marshal** – *off course; AM shift only*

Provide crowd control and monitor player access at practice putting green.

### **Leader Board** – *on (or near) course*

Update team scores on manually operated scoreboards at designated locations during play. Must have knowledge of golf. Use of mobile device (personal smartphone or tablet) and use of two-way radio required.

### **Scorer** – *on course; in cart*

Scorers are either assigned to a pairing group or to a Greenside Score Reporting location on course. Scorers assigned to a group are issued a golf cart and input hole scores for the players/teams in their group using the Golf Genius app and a smartphone. Hole scores are also recorded manually on an unofficial paper scorecard (for back up). Must have golf knowledge and be comfortable with smartphone functionality. Able to drive golf cart and work in all weather conditions. Two-way radio issued to all Scorers for communication with event staff. Use of personal smartphone and two-way radio required.

### **Standard Bearer** – *on course; in cart with Scorer (last 5-6 groups; Final Round only)*

Update players scores on scoring standard attached to back of golf cart; ride with Scorer. Must have golf knowledge and be able to work in all weather conditions. Assignment is by starting time.

### **Live Scoring Monitor** - *off course (typically indoors)*

Monitor live scoring submissions by Scorers using Golf Genius software on laptop computer or tablet. Must be located in a quiet location with adequate WiFi signal and access to power. Use of two-way radio required for communication with Scorers and event staff. Responsible for updating any missing/erroneous hole scores as needed. Confident computer skills and ability to work in fast paced environment required; golf knowledge and experience with Golf Genius software helpful. Use of personal laptop or tablet preferred.

### **Scoring Tent** – *off course (typically near 18 green); PM shift only*

Receive and check official scorecards of LPGA Legends professionals in official scoring area. Confident math skills required. Periodically (every few groups) bring scorecards from scoring tent to tournament office for processing. Record time flagstick is replaced in the hole after each group finishes play on pairings sheet (for pace of play data). Collect caddie bibs and scoring equipment after final round.

### Parking Attendants:

#### **VIP / Clubhouse Parking Attendant** – *off course*

Greet players and VIP patrons at VIP/Clubhouse parking entrance; check credentials and control access into VIP parking area. Direct non-credentialed individuals to designated Volunteer and Public Parking areas. Direct VIP patrons to Admissions/tournament entrance area. Friendly outgoing personality desired.

#### **Public Parking Attendant** – *off course*

Greet patrons at Public Parking area entrance. Direct patrons to Admissions/tournament entrance area. Interface with police detail handling vehicle traffic flow. Friendly outgoing personality desired.

**Admissions / Will Call / Fanbassador** – *off course (at/near tournament entrance area and high traffic areas)*  
Greet patrons; sell tickets; track attendance; manage Will Call pick-ups; distribute pairings card/course map, answer general questions (location of 1<sup>st</sup> tee, concessions, restrooms, etc.). Friendly outgoing personality desired.

**VIP Services (Security)** – *off course*  
Monitor access to "credentials only" areas (i.e., Players Only, VIP areas); help with other miscellaneous needs. Friendly outgoing personality desired.

**Ecology (On-Course Services)** – *on course; in cart*  
Supply designated tees w/ ice, water; replenish as needed. Requires heavy lifting and driving utility or golf cart. Assist with shuttling patrons/volunteers as needed. Knowledge of course layout helpful for maneuvering throughout the course to service coolers.

#### **Shuttle Operators:**

**Parking Area Shuttle** – *off course; in cart*  
Transport patrons to/from Public Parking area to tournament entrance area using multi-passenger "people mover" golf cart. Friendly outgoing personality desired.

**Volunteer / Patron Shuttle** - *on course; in cart*  
Transport volunteers to/from on-course marshal or leader board assignments and transport patrons needing assistance using multi-passenger "people mover" golf cart. Knowledge of course layout helpful for maneuvering throughout the course. Friendly outgoing personality desired.

**Volunteer Headquarters** – *off course (typically tented/protected area outside)*  
Assist Volunteer Coordinator with organizing and distributing uniforms, checking in volunteers, handing out lunch vouchers, checking out/in tournament equipment. Friendly outgoing personality desired.

**Volunteer Coordinator** – *off course*  
Interface with LPGA Legends staff before and during tournament. Assist with volunteer recruitment, communications, and assignment updates. Manage Volunteer Headquarters on site during tournament. Oversee distribution of uniforms, lunch vouchers, tournament equipment and other volunteer materials/information. Friendly outgoing personality desired.

#### **Player Registration:**

**Pro Registration** – *off course (typically outside clubhouse or inside – weather dependent)*  
Check in LPGA Legends golf professionals; distribute any player information/materials, credentials (player guests).

**Pro-Am Registration** – *off course (typically outside clubhouse or inside – weather dependent)*  
Check in Pro-Am participants before shotgun start, hand out swag bags and any player information. Friendly outgoing personality desired.