

## Role Description

**Position:** Captain

**Committee:** *Transportation*

**Last Updated:** 2025

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**General Description:** Captains are responsible for assisting in the preparation and operation of the committee that they are assigned to.

**Level of Authority:** Captains report to the Committee Heads of Transportation

### **Captain Responsibilities:**

*\*All generic Captain responsibilities listed below are subject to individual committee's specific requirements and needs, and therefore not all may be applicable to every Captain on every Committee\**

- Invited to attend the Committee Head dinner in the Spring which is used as the launching point for each year's National Bank Open
- Encourage and be responsible for all volunteers (including themselves) to submit application and waiver forms before the deadline
- Maintain contact with their Committee Head regarding the status of the committee and work with them on any changes that may be required
- Attend and assist at the volunteer fairs with the hiring of new volunteers
- Be familiar with all the information in the Volunteer Handbook, the Emergency Response Manual and this Captain Role Description
- In conjunction with their Committee Head(s), update the Volunteer Role Description and Welcome Letter for their committee on a yearly basis
- Potentially be the point person for your Committee's volunteers for communication and questions from the time welcome letters go out till the end of the event
- Assist in submitting the site and supply requirements on a yearly basis by the deadline established by the Event Operations and Volunteer Coordinator
- Assist in the pre-tournament orientation meeting with the volunteers on your committee (i.e. detail volunteer benefits, tournament policies, volunteer role description)

- Potentially collect volunteer availability and create a schedule for your committee and submit to the Event Operations and Volunteer Coordinator
- Assist in confirming all catering requirements with the Event Operations and Volunteer Coordinator for your committee each year
- Liaise with their Committee Head regarding the distribution of accreditation, clothing, tickets, parking passes etc. for their Committee
- Work with the Event Operations and Volunteer Coordinator to confirm which volunteers will be eligible for service pins/awards
- Assist in ensuring that your area of the tournament is ready to go for the first day of operation by coming in ahead of time
- Assist in overseeing and managing the volunteers on your committee for the duration of the tournament
- Assist in the development of volunteers on your committee as potential Captains or Committee Heads moving forward
- Attend daily Committee Head meetings if invited to
- Assist in submitting daily reports (as required) to the Event Operations and Volunteer Coordinator (via Tournament Office), outlining any problems and providing suggestions
- Fill out volunteer personnel reports, as required
- Assist in completing volunteer ratings and final report and submit to the Event Operations and Volunteer Coordinator by the established deadline
- Attend the Committee Head Symposium in the Fall to work on improvements for the volunteer program and tournament

#### **Transportation Captain Responsibilities:**

- Take charge of their role areas in support of the Transportation Committee Heads
- Provide leadership in delivering transportation services to event guests with transportation access
- Assist with the supervision of transportation drivers in support of the Transportation Committee Heads
- Other relevant Transportation related tasks as assigned by the Transportation Committee Heads