

VOLUNTEER COMMITTEE DESCRIPTIONS

COMMITTEES & CONDITIONS	TASKS	VOLUNTEERS NEEDED
Accreditation Indoor / Computer skills	Responsible for preparing credential passes on a computer system. Must have basic computer skills.	10
Ball Crew Outdoor / Sun / Standing	Ball crew must participate to the selection camp as well as training camp (which will be held in beginning of July) prior to be a member of the ball crew.	100
Catering Indoor / Outdoor / Physical effort	Responsible for delivering catering supplies throughout the site.	5
Communications Indoor / Outdoor / Bilingual	Responsibilities include photocopying press releases, getting information from web sites and answering the phone. Assist official tournament photographer(s) in managing daily photo requirements, including cataloguing and distribution to media and sponsors.	17
Corporate & V.I.P. hospitality	Responsible for greeting and directing guests to their Sky lounges. Responsible of the hosting of the box holders lounge and champions Club.	45
Court Services Outdoor	Responsibilities include accompanying players to and from the tennis courts and from the tennis courts to the players lounge in carts, to display the scores on the secondary courts. Members of this committee must be 18 years old and over. It is possible that we ask for them to be available a few days before the tournament	17
Customer service Indoor / Outdoor / Sun / Shade / Standing	Responsible for making sure that the spectators and guests are provided with the best service possible in addition to providing information about the tournament to the public.	10
Finances Indoor / Accounting knowledge	Assist Tennis Canada's Finance team in their daily duties.	5
Gofers Indoor / Outdoor / Physical effort	Responsible for delivering material on site and acting as relay between the different committees.	15
Green Committee Outdoor / Sun / Shade / Standing / Bilingual / Dynamism	Tennis Canada Green Plan representative. Answering Spectator's questions on-site regarding the environmental actions of the organization. (recycling, composting, biodegradable dishes, etc)	8
Henri-Rochon lounge Indoor	Responsible for greeting and taking care of Tennis Canada guests, bartending and making sure that the Henri-Rochon lounge is always clean.	8
Information Indoor / Outdoor / Sun / Shade / Standing / Bilingual	Providing tournament information to the public on site and/or over the phone.	50
Locker rooms Indoor	Host and provide services to fulfill the needs of the players and their guests. Make sure they have enough refreshments, food and towels.	13
Official program sales Outside / Sun / Shade / Standing	Responsible for selling and distributing the tournament's souvenir program.	18
Pass control Inside / Outside / Sun / Shade / Standing	Responsibilities include verifying credentials for access into restricted areas and helping with crowd control.	85
Ticket Takers Indoor / Outdoor / Sun / Shade / Standing	Responsible for making sure no one with incorrect tickets or passes is permitted onto the grounds.	

Player hospitality at hotel Indoor / Standing / Bilingual	Responsibilities include welcoming tennis players at the official hotel of the tournament, to answer their various questions and making sure they enjoy their stay in Montreal.	8
Promotions Outdoor / Sun / Shade / Dynamism 16 years old and over	Volunteers on this committee interact with the spectators on behalf of the sponsors: operating contests, special events and give-aways. The volunteers must be 16 and over.	70
Transportation At least 25 years old / Valid driving licence	Responsible for driving the players, officials and VIPs around the city, between major destinations like the airport, official hotels and tournament site. The volunteers must be 25 and over. Tennis Canada is reserving the right to verify the hired drivers file record. Drivers who have accumulated penalty points during the past three years will be automatically refused. It is possible that we ask for them to be available a few days before the tournament.	96
Ticketing Will Call Indoor	To distribute and receive tickets that are left at the will call.	15
Volunteer restaurant Indoor / Physical effort	Volunteers are responsible for hosting and overseeing the restaurant during meal times by keeping it clean and well stocked.	17
Ushers Outdoor / Sun / Shade / Standing	Responsible for making sure no one with incorrect tickets or passes is permitted onto the grounds (minimum age is 18 years old).	340

VOLUNTEER COORDINATOR / TENNISCANADA
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