



BROOKE HENDERSON
2018 & 2025 CHAMPION

2026

VOLUNTEER MANUAL

MEDICAL

AUGUST 17 - 23, 2026 • ROYAL MAYFAIR GOLF CLUB





Contents

Committee Description	2
Key Information.....	3
Ideal number of volunteers: 10	4
Committee Hours of Operation	4
Tasks and Timelines.....	4
Other Committee Interactions	5
Appendix 1 – Sample Medical Incident Form	6

Committee Description

The Medical Committee is responsible for the operation of medical services for players, caddies and their families. A hired EMS group will be responsible for spectator services and any injuries to spectators.

The Chair of the Medical Committee and all committee members should be doctors who practice in the local area. The volunteers on the Medical Committee will work with the hired EMS group to monitor all non-competitors on the grounds.

Depending on legalities at each venue, the Medical Chair and members on the committee could be asked to treat players during the event. Common requests for treatment are based around cold and flu, bee stings, heat exhaustion, and minor muscle injuries.



Key Information

- Golf Canada hires an EMS company to take care of injuries and ailments of Spectators. They provide their own equipment and supplies. A golf cart is also provided to this group to ensure they can access all areas of the golf course.
- The LPGA Tour brings two Physical Therapists with them. These Therapists are provided space within the clubhouse to provide treatment to all players.
- LPGA Players may travel with their own Private Therapists. These therapists are also provided with space within the clubhouse to treat their players.
- An appropriate communication structure should be set-up for players to request medical assistance.
 - Players may request assistance away from the course so plans to accommodate this should be in place.
- Previous committees have been able to access Sport Medicine Associations or other groups that have provided supplies to the committee.
 - If additional supplies or medications are required, Golf Canada can cover the costs of these. A list of supplies and approximate costs should be provided to Golf Canada for approval prior to purchase.
- It is beneficial to have other health care professionals on call or available to see Players, Caddies, and their families as required. These professionals may include Dentists, Paediatricians, Optometrists, and other specialists.
- If the committee has contacts with the local hospital, it is beneficial to let them know that the event is coming to the community.
- The Golf Canada Director of Security develops and writes the event emergency response plan. A copy will be provided to the committee co-chairs for review.
- Golf Canada has a generic medical incident form that can be used by doctors for documentation purposes, a copy is available in the appendix. If the committee has a form that is preferred, they can use as they wish.
 - Golf Canada does not record or keep copy of personal medical information.
 - General tally of medical incidents and types of incidents are required for final reporting to Golf Canada.
 - The EMS company will also report incidents to Golf Canada separately. The Medical Committee will not receive these reports.
- Many players are covered by LPGA travel insurance. Information on these policies can be provided from Golf Canada upon request.



Ideal number of volunteers: 10

Committee Hours of Operation

The Medical Committee is required to operate when Players are on site during Tournament week.

Monday & Tuesday 6:00 A.M. – 7:00 P.M.

Wednesday - Sunday 6:00 A.M. – 8:00 P.M.

**These hours may change based on Tee Times.

Tasks and Timelines

Pre-Tournament	<ul style="list-style-type: none">• Actively recruit volunteers (Doctors, Nurses, etc.)• Attend Committee Chair Meetings• Connect with Golf Canada to ensure roles and responsibilities are understood.• Work on volunteer schedule and assign volunteers to shifts in the Trust Event Volunteer Management System.• Attend the general volunteer orientation.• Ensure an adequate space is allocated for your committee to operate out of.• Work with Golf Canada on a communication structure for contacting medical staff when players make requests.• Develop a list of other health care professionals who are willing to treat players, caddies and families if required (dentists, optometrists, etc.)• Review Event Emergency Response Plan.
Tournament Week	<ul style="list-style-type: none">• Work with the Golf Canada staff to ensure successful operation of the Medical area.• Lead and manage the volunteers.• Act as a supervisor to the volunteers and help with any on site training for volunteers.



	<ul style="list-style-type: none"> • Coordinate replacements, or act as a replacement for any volunteers that cannot attend a shift.
Post Tournament	<ul style="list-style-type: none"> • Complete post-event committee chair feedback report.

Other Committee Interactions

Other committees Admissions and Spectator Services may interact with	Reason
Player Services	Player Services is the committee that works closest with the players. Players may ask them where they can find medical assistance if needed.
Player Transportation	Player Transportation can assist if a player or Caddie needed a ride to the hospital, pharmacy, or other location.

Appendix 1 – Sample Medical Incident Form

Medical Incident Form

Name of Patient			
Healthcare/ Insurance Information			
Patient Address			
Chief Complaint			
Date			
Time			
Subjective			
Objective			
Assessment			
Plan			
Referral	CT/MRI/Ultrasound	Hospital Emergency	Orthopedic
	Taping	Neurology/Neurosurgery	Physiotherapy
	Lab Testing	Infirmity	Certified Athletic Therapist
	Ambulance	Registered Nurse	X-Ray
	Medical Van	Massage Therapy	Psychiatric
	Chiropractic	Ophthalmologist	Other Medical Specialist
	Dentist	Optometrist	None
		Physical Assessment	
Treated by			
Signature			
Additional Comments			
Diagnostic Code			
Billing Code			