



BROOKE HENDERSON
2018 & 2025 CHAMPION

2026

VOLUNTEER MANUAL

PLAYER TRANSPORTATION

AUGUST 17 - 23, 2026 • ROYAL MAYFAIR GOLF CLUB





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Committee Job Description

The Player Transportation Committee is responsible for providing transportation to players, officials, caddies, and a limited number of other tournament guests to and from the airport, and between the golf course and accommodation. Accommodations include hotels, Billet homes, and short term rentals. Volunteer roles include drivers, airport greeters, and dispatch desk.

The committee also distributes courtesy cars to a select group of LPGA players. This group includes past champions in the field, touring Canadians, and LPGA Player Directors.

Key Information

- All volunteers **must be 25 years of age and have a valid drivers' license**. Golf Canada vehicle insurance requires that provincial driver records (“drivers abstract”) be supplied and Golf Canada will request these from the authorities on behalf of all volunteers. These are requested through an online system that Golf Canada administers.
- Golf Canada requires all drivers to go through a Background Check process. This is also requested online through the same system as the driver records.
- Golf Canada rents the vehicles that are used by Player Transportation. Volunteers are not permitted to use their personal vehicles for transporting tournament personnel.
 - 15 vehicles are available to the committee.
 - Mini vans are the main vehicles in this fleet, with a few full-size cars.
 - Approximately 15-20 vehicles are distributed as courtesy vehicles to players.
 - All vehicles will be delivered to the Golf Course the weekend leading into the tournament. Starting on Monday after the tournament vehicles are picked up by the rental company.
- This committee is not responsible for the Evacuation Vehicles that Golf Canada rents for on-course evacuation.



- Vehicles in the Player Transportation fleet will be provided with on-site parking at the golf course.
- This committee is provided a phone line and email address to use for the tournament.
 - The phone number is set closer to the tournament date.
 - The email address is playertransportation@golfcanada.ca
 - A laptop is also provided by Golf Canada for use by this committee.
- A relationship will need to be developed with the local airport. The following will need to be coordinated:
 - A location for vehicles to pick-up players, caddies, and other guests will be required. A waiting area will likely be needed.
 - A greeter inside the airport to help direct arriving players to the vehicle.
 - The large majority of players will be arriving from international locations.
- Golf Canada will set-up an account at a local gas station for fuelling vehicles.
 - Alternatively gift cards for gas stations will be provided for refuelling.
- Radios are not provided to this committee for communication. The Player transportation phone number and cell phones are used for communication.
 - The majority of trips are set before the driver leaves the golf course.
 - Volunteers should connect their cell phone via Bluetooth to the vehicle they are driving so they can accept calls from dispatch.
- The recording and tracking of ride requests will need to be developed with Golf Canada. Different formats have been used by past committees, it is ultimately up to the committee chairs to determine what will work best for their committee.
- This committee generally works out of an indoor space, or an office trailer.



Ideal number of volunteers: 80

Committee Hours of Operation

| | |
|--------------------------------------|---|
| Saturday (Advance Week) | 10:00 – 4:00 PM Vehicle Set-up and Staging |
| Sunday (Advance Week) | 5:00 AM – 10:00 PM Start time on this day depends on first pick-up time requested |
| Monday – Sunday (Tournament Week) | 5:00 AM – 10:00 PM Timing day to day will vary slightly with tee times, and pick-up drop off requests. |
| Monday (After Tournament) | 5:00 AM – 2:00 PM Volunteer needs would be based on requests. |

Tasks and Timelines

| | |
|-----------------|--|
| Pre-Tournament | <ul style="list-style-type: none"> • Actively recruit volunteers • 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. • Connect with the local airport to coordinate drop off and pick-up areas and permission for the greeters. |
| Tournament Week | <ul style="list-style-type: none"> • Work with the Golf Canada staff to ensure successful operation of the player transportation area. • Inventory and label the vehicles with number decals provided by Golf Canada. • Notify Golf Canada of any incidents or accidents whether or not there is damage to the vehicles. • Organize and label keys as needed. • Lead and manage the volunteers. |

| | |
|-----------------|--|
| | <ul style="list-style-type: none"> • Act as an on-site supervisor to the volunteers and help with any on site training for volunteers. • Coordinate replacements, or act as a replacement for any volunteers that cannot attend a shift. • Ensure volunteers get adequate breaks and are rotated through the various positions. |
| Post Tournament | <ul style="list-style-type: none"> • Complete post-event committee chair feedback report. |

Other Committee Interactions

| Other committees Player Transportation may interact with | Reason |
|--|---|
| Caddie Services | Caddies are able to use Player Transportation. Caddie Services volunteers should be made aware of the Player Transportation phone number and office location so they can help direct Caddies to you. |
| Golf Carts and Evacuation | If this committee was ever short on volunteers, the drivers from the Player Transportation committee may be called on to help drive vehicles in the case of an evacuation. |
| Player Services | Player Services will help direct players to your office if they are in need of a ride or need to pick-up a courtesy vehicle. Player Services volunteers should be made aware of where your office location is and the phone number so they can help with booking rides. |



Appendix Sample Ride Log Spreadsheet

| 2024 Player Transportation Spreadsheet | | | | | | | | | | | | | |
|---|-------------------------|--------------|---|-----|--|----------------|--------------------------|--------------|---|----------------------------|--------------|-----------|------------------|
| Search for tools, help, and more (Alt + Q) | | | | | | | | | | | | | |
| File Home Insert Share Page Layout Formulas Data Review View Automate Help Draw | | | | | | | | | | | | | |
| Calibri (Body) 12 B General \$€ ¥ ¢ 0.00 | | | | | | | | | | | | | |
| A697 | | | | | | | | | | | | | |
| | Date Requested | Pick Up Time | # | Bag | Passengers | Contact | Pick Up At | Flight | Drop Off At | Driver Assigned | Vehicle Sent | Time Sent | Vehicle Returned |
| 2 | Saturday, July 20, 2024 | 1:00 PM | 1 | yes | Fraser Riddle | 44779367135 | YVC Intl | W561 | 315 Chaparral Dr SE | Dave King | | | |
| 3 | Saturday, July 20, 2024 | 5:10 PM | 3 | 6 | Hee Young (H Y) Park & Family (2 vans) | (909) 489-6673 | YVC | W587 | 4115 15th St SW | Tom Moffat & Cody Johnson | | | |
| 4 | Sunday, July 21, 2024 | 1:00 AM | 1 | 1 | Mark Wellington | (702) 266-0393 | YVC | | | Paul Levesque | | | |
| 5 | Sunday, July 21, 2024 | 11:30 AM | 1 | 2 | Lori Kane (Jordan Snowie 905-251-6858) | (905) 251-6858 | YVC | AC137 | Transportation bring her vehicle | | | | |
| 6 | Sunday, July 21, 2024 | 11:37 AM | 1 | 1 | Joshua Udelhofen | (608) 732-5000 | | | | | | | |
| 7 | Sunday, July 21, 2024 | 12:42 PM | | | Ryan Smith | | YVC | EGGC | | | | | |
| 8 | Sunday, July 21, 2024 | 1:00 PM | | | Mark Wellington | (702) 266-0393 | Sandman Airport Hotel NE | EGGC | | | | | |
| 9 | Sunday, July 21, 2024 | 1:49 PM | 2 | Yes | Adrian Choi | (419) 450-6613 | YVC Intl | UA2459 | Double Tree Hilton North 2120 16th Ave NE | | | | |
| 10 | Sunday, July 21, 2024 | 2:00 PM | | | Mark Wellington | (702) 266-0393 | EGGC | | Sandman Signature | | | | |
| 11 | Sunday, July 21, 2024 | 3:00 PM | 1 | 3 | Yealimi Noh | (925) 822-4342 | YVC Intl | UA205 | 2328 23 Ave SW | | | | |
| 12 | Sunday, July 21, 2024 | 3:50 PM | 2 | 2 | Melanie Green | (706) 306-6876 | YVC Intl | Delta 7367 | | | | | |
| 13 | Sunday, July 21, 2024 | 4:55 PM | 1 | yes | In Kyung Kim | (760) 896-5718 | YVC Intl | W51565 | Courtyard Marriott- 525 5th Ave SW | | | | |
| 14 | Sunday, July 21, 2024 | 6:13 PM | 3 | yes | Ariya Jutanugarn | (443) 639-1536 | YVC Intl | UA 2204 | CPKCWO Car to use | | | | |
| 15 | Sunday, July 21, 2024 | 6:13 PM | | | Saun Clews | | YVC | Travelodge S | | | | | |
| 16 | Sunday, July 21, 2024 | 6:30 PM | 2 | 1 | M H Lee | (803) 403-6797 | YVC | AC147 | 6539 Laurentian Way SW | John Carswell & Dave Natti | | | |
| 17 | Sunday, July 21, 2024 | 6:30 PM | 1 | Yes | Savannah Grewal | (403) 361-1133 | YVC | AC147 | Transportation bring her vehicle | Jason Chung | 263 | 18:30 | |
| 18 | Sunday, July 21, 2024 | 6:30 PM | 1 | yes | Gemma Dryburgh | (480) 616-8747 | | | | | | | |
| 19 | Sunday, July 21, 2024 | 6:45 PM | 2 | yes | Eun Hee Ji (LPGA), Adrian Choi (Manager) | (419) 450-6613 | YVC Intl | UA5954 | Hilton Double Tree 2120 16th Ave NE | | | | |
| 20 | Sunday, July 21, 2024 | 7:55 PM | 2 | 4 | Moriya Jutanugarn | (443) 639-1535 | YVC Intl | DL7065 | 5507 6th St SW | | | | |
| 21 | Sunday, July 21, 2024 | 8:00 PM | | | Weiwei Zhang | | YVC | EGGC | | | | | |
| 22 | Sunday, July 21, 2024 | 8:25 PM | 1 | yes | Bailey Tardy (Mary Katelyn-Manager) | (404) 433-9548 | YVC Intl | DL 3485 | 3019 14th St SW | | | | |
| 23 | Sunday, July 21, 2024 | 8:30 PM | 1 | yes | Paul Fusco | (905) 233-1708 | YVC Intl | W51593 | Earl Grey Golf Course | | | | |