



BROOKE HENDERSON
2018 & 2025 CHAMPION

2026

VOLUNTEER MANUAL

PRACTICE FACILITY

AUGUST 17 - 23, 2026 • ROYAL MAYFAIR GOLF CLUB





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Committee Job Description

The Practice Facility Committee is responsible for managing both the driving range and the practice greens. This includes the sorting and bagging golf balls, distribution of golf balls, and player name signs and other assigned duties. This committee will be responsible for managing both the driving range and the practice greens. The Practice Facility, like the golf course, is the player's office. She readies her equipment, arranges and discusses her game plan with her caddie, and works on all aspects of her game. The player will, in most cases, return to the Practice Facility after her round to work on areas of her game that may need attention. It will be vital for the Practice Facility Committee to keep any distractions to the players to a minimum.

This committee will have the assistance of the host club staff for washing and retrieving practice balls from the Practice Facility itself.



Key Information

- This committee will work out of a tent on the range. The tent is set-up by Golf Canada's tent supplier.
- The work of this committee is physical in nature. There is a lot of standing, kneeling, walking back and forth on the range, and some lifting (boxes or bins of golf balls). This is a great committee for junior volunteers.
- The practice facility is available to players the Sunday prior to the tournament starting at noon.
- Golf Canada work with a number of Golf Ball manufacturers to provide different golf balls for the players to use on the driving range.
- A number of supplies are needed for this committee that are provided by Golf Canada.

They include:

- Tables and Chairs
 - Coolers with bottled water and ice
 - Small signs for player names (referred to as name plates)
 - Inventory of player names
 - Golf Ball sorting table
 - Golf Balls from different manufacturers
 - Mesh bags
 - Tees
 - Pencils
 - Clock
- Working with the host club facility staff is an important part of the success of this committee. The host club will operate their equipment for picking up and washing range balls.



- Practice Greens and Short Game areas are also monitored by this committee. These areas should be kept orderly with regular ball pick up.
- Volunteer Security will control access to the practice range. A security chart will be provided at the entrance to the practice range by Golf Canada, which will show the types of tickets/badges that gain access to the range and practice area.
- If play is suspended or delayed, the Practice Facility committee is still required to be present at the course. Once a decision has been made to resume play, you will be notified immediately. All players will then proceed to the practice facility and will be permitted a short warm up period. Vehicles will pick up players and proceed out onto the golf course. This will be a very busy time.

Ideal number of volunteers: 30

Golf Balls

- As mentioned above, Golf Canada works with a number of golf ball manufacturers to provide different types of balls for the players.
 - These balls are true name brand balls, and not a run of the mill practice ball.
 - They will be stamped with the word “tour” or “practice”
- The balls need to be sorted once they are picked and cleaned. Small mesh bags are provided for sorting.
 - Golf Canada provides a special sorting table that makes sorting an easier task.
 - The bags will hold between 40 and 50 golf balls.
- Tour players or their caddies will take a bag or two of the brand/type of ball of their choice. When the player is done, collect the unused balls and bags and bring them back to the practice facility headquarters.



- Golf balls are also available to the Monday and Wednesday pro-am contestants. However, because of the limited space at the practice facility, Pro-Am contestants will be limited to a reduced quantity (i.e. 20 balls each) of balls to hit at a predetermined hitting station. This is also to help with the flow of Pro-Am contestants using the practice facility and to give them all equal opportunity to practice prior to their round.
 - The host clubs practice balls are often used for the amateur participants.
- All Golf Balls need to be put back in their boxes following Sunday's final round. Make sure the boxes are kept in a dry location so they can be reused.

Practice Facility Signs (Plates and Names)

- An inventory of names and plates will be located in the Practice Facility Committee tent. The plates can be set up each morning; but the names will change with each player that hits balls from that station.
- When a player selects a station at the practice tee, place her name in the corresponding plate behind the tee. If the player is not recognized, look on her golf bag or ask her caddie when the player is not within earshot.
 - Name plates are not used at the practice greens or short game areas.
- Once the player is finished, remove the name and place it back in inventory, in alphabetical order.
- During the Monday and Wednesday Pro-Ams the name plates are to be used for the professionals only.
- At the end of each day, the plates should be returned back to the Practice Facility Committee headquarters as the greens staff will need to cut the grass on the tee deck.
 - Names should also be placed back in their receptacles in alphabetical order.



- Every morning the Practice Facility Committee volunteers should move the ropes so that players are hitting off a fresh area.
- The Chair should work with Golf Canada Operations and maintenance staff on placement of these ropes.

Committee Hours of Operation

- A good rule to follow is to have the Practice Facility ready to be open at sun-up and to keep the practice facility open until the last player leaves.
- On the final Sunday, the Practice Facility will be closed after the last players have teed off. A small group of Practice Facility volunteers will have to remain on duty if there is a possibility of a play-off.
 - Any players with the chance of going into a play-off will want to practice, especially if they have finished much earlier than the other players.
- The practice facility will open at noon on the Sunday prior to the tournament. Players will begin to arrive and want to practice.

Sunday (prior to the tournament)	12:00-6:00pm You may want volunteers to arrive early or come on Saturday to make sure everything is set-up for Sunday.
Monday - Sunday	5:30am – 30 minutes after play

**Opening times of the range may vary depending on LPGA requirements and tee times for the tournament.

Tasks and Timelines

Pre-Tournament	<ul style="list-style-type: none">• Actively recruit volunteers• Attend Committee Chair Meetings
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	<ul style="list-style-type: none"> • Connect with Golf Canada to ensure roles and responsibilities are understood. Golf Canada will ensure host club staff are aware of their roles and responsibilities during the tournament. • Work on volunteer schedule and assign volunteers to shifts in the Trust Event Volunteer Management System. • Attend the general volunteer orientation. • Connect with host club staff to ensure open lines of communication.
Tournament Week	<ul style="list-style-type: none"> • Work with the Golf Canada staff and host club staff to ensure successful operation of the practice facility area. • Have the practice facility operating by Sunday at noon. • Section the range so there is an area of amateurs for both the Monday and Wednesday Pro Ams. • Lead and manage the volunteers. • 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 Admissions and Spectator Services may interact with	Reason
Grounds and Course	Volunteers for this committee are responsible for delivering water and ice for the coolers at the practice range.



Shuttle (if required)	Volunteers will be responsible for transporting players and caddies from the practice area to their starting hole. (Dependent year to year on golf course layout.)
Volunteer Security	Volunteers are responsible for controlling the access to the driving range and short game practice areas.