



**BROOKE HENDERSON**  
2018 & 2025 CHAMPION

# 2026

# VOLUNTEER MANUAL

## VOLUNTEER SECURITY

AUGUST 17 - 23, 2026 • ROYAL MAYFAIR GOLF CLUB





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## Committee Description

The main function of the Volunteer Security Committee is the wellbeing of the competitors and spectators.

There are two main roles on this committee:

1. Access control – controlling access to numerous points around the golf course which may include the practice facilities, clubhouse areas, hospitality areas, media areas, and others. Specific areas vary by venue.
2. Player Security – these volunteers walk with the marquee groups of players on the golf course who require additional security. Generally, these roles are filled by off duty or retired law enforcement.



The Volunteer Security Committee works closely with the Golf Canada Security Director and a paid security company to control access to numerous points around the golf course. Volunteer Security, police and/or private guards are assigned to various locations for the entire championship.

## Key Information

- The Golf Canada Security Director hires all paid security for the event. They also will connect with local or provincial enforcement agencies as needed for paid duty staff.
  - If the committee chairs have connections with police officers or the local agency that is helpful and a coordinated approach can be made to these agencies.
- The Chair of the Volunteer Security Committee must maintain open communications with the tournament's communication centre. Radios are provided so that emergency calls can be made with the least possible delay.
- Generally, there is a need for volunteer security in the following key areas. This varies from one event to another.
  - Player security
  - Practice Facility
  - Corporate hospitality areas
  - Volunteer Centre
- Golf Canada creates security charts for access control points. These charts indicate who can enter a specific area and who cannot.
  - These security charts outline which ticket/badge holder may gain access into a particular area.
  - See appendix for sample security charts.



- The Volunteer Security Committee is responsible for monitoring the areas assigned and it is important to remember that a Security Volunteer is strictly a volunteer and not a person to get into any physical confrontations with spectators.
- The spectators at a golf tournament in most cases are more subdued and aware of golf etiquette than those of hockey, soccer, or football events.
- Volunteer security must be on the watch for spectators with cameras. Should any of the volunteer security personnel witness a camera being used from Thursday-Sunday, they are instructed to contact paid security or Golf Canada. Only properly accredited media are allowed to use cameras during tournament rounds.
  - Cameras are permitted onsite on Tuesday and Wednesday only.
  - Cell phone cameras are permitted throughout the course.
- The Golf Canada Security Director writes the overall security and emergency plan for the tournament.
- Volunteer Security volunteers are provided with a different colored volunteer shirt (usually black) and are provided with a volunteer security accreditation badge.
- Radios with earpieces are provided to the volunteers who need them.

Ideal number of volunteers: 70

## Areas of Coverage for Paid Security

- Night patrol and security – the week prior to the tournament and week of the tournament
- Admission gates (access points of tournament site)
- Day Care
- Security command post



- Parking lots
- Clubhouse
- TV compound
- Locker room
- Player dining
- Any other area designated by Golf Canada

## Player Security

Approximately 10 to 12 off duty police officer/law enforcement volunteers are needed to escort high profile players around the grounds for security reasons. There are also several experienced volunteers who have done this role before.

Player Security is required for everyday of championship week. These volunteers will not be scheduled until the schedules of the individual players who require the extra attention are known. The LPGA Security Director determines which players will require security to walk with them.

This is a very high-profile position for a volunteer to obtain and experience in this role or a background in law enforcement is important.

**Note:** these volunteers will not be in police uniform but in a volunteer security uniform.

## Committee Hours of Operation

The Volunteer Security committee provides coverage from the time the gates open to the time the gates close each day. If there are volunteers, players, caddies, and spectators on site, security will be required at some level. Generally, this means the Volunteer Security committee will need to have coverage from 6:00 a.m. until 8:00 p.m. Overnight security coverage will be handled by the paid security firm.

Hours of operation will be confirmed when the tee times and admission gate hours are set.



2025 Admissions hours were as follows:

Wednesday: 6:50 am – 7:30 pm

Thursday: 6:50 am – 7:30 pm (or until end of play)

Friday 6:50 am – 7:30 pm (or until end of play)

Saturday 8:30 am – 7:00 pm (or until end of play)

Sunday 7:30 am – 7:00 pm (or until end of play)

## Tasks and Timelines

Pre-Tournament	<ul style="list-style-type: none"><li>• Actively recruit volunteers</li><li>• Attend Committee Chair Meetings</li><li>• Connect with Golf Canada to ensure roles and responsibilities are understood.</li><li>• Work on volunteer schedule and assign volunteers to shifts in the Trust Event Volunteer Management System.</li><li>• Attend the general volunteer orientation.</li><li>• Meet with Golf Canada Director of Security.</li><li>• Work with Director of Security for Player Security needs and assignments.</li></ul>
Tournament Week	<ul style="list-style-type: none"><li>• Work with the Golf Canada staff to ensure successful operation of the volunteer security committee.</li><li>• Lead and manage the volunteers.</li><li>• Act as an on-site supervisor to the volunteers and help with any on site training for volunteers.</li><li>• Coordinate replacements, or act as a replacement for any volunteers that cannot attend a shift.</li></ul>

	<ul style="list-style-type: none"> <li>• Ensure volunteers get adequate breaks and are rotated through the various positions.</li> </ul>
Post Tournament	<ul style="list-style-type: none"> <li>• Complete post-event committee chair feedback report.</li> </ul>

## Other Committee Interactions

Other committees Volunteer Services may interact with	Reason
Ambassadors	Ambassadors are located in high traffic areas of the golf course. It is good to check in with these folks on the golf course to see if they have seen or heard anything unusual.
Communications	Radio communication is very important for this committee and working closely with this committee is important. They will be relaying information to many different groups.
Corporate Hospitality	These volunteers are acting as access control to the various hospitality spaces. Certain areas may require additional assistance from volunteer security.
Marshals	<p>Marshals are located on every hole of the golf course. They will help Player Security move their players safely and efficiently throughout the golf course.</p> <p>Marshals may also see or hear things that are unusual before others and radio it in to communications.</p>
Shuttle Committee	Will operate the accessibility shuttles and any spectator shuttles available on site.

## Appendix – Sample Security Charts

