

Player Transportation Volunteer Training



Dominion Energy[®]
Charity Classic



CHAMPIONS

Official Vehicle Sponsor

- 72 Player Courtesy Cars
- 6 Player Transportation Pool Cars
- Vans: dedicated to Evacuation Committee but available for Player Transportation if needed



PEARSON
Signature
DEALERSHIPS

Vehicle Delivery

- Vehicles will be delivered on the morning of Saturday, October 13
- Help to inventory and inspect vehicles upon arrival
- Tournament staff will provide Inspection Forms
- Stage vehicles in Golf Channel Compound next to James River Clubhouse Parking Lot

Player Arrival

- Players will mostly arrive on Sunday, October 14 and Monday, October 15
- Players may drive (from SAS Championship in Raleigh, NC) or fly to Richmond

Arrivals from SAS Championship

- SAS Championship competitors driving Enterprise rental vehicles will be able to drive the vehicle to Richmond
- Players will be instructed to drop their Enterprise rental cars at the West Broad location upon arrival in Richmond
- Players will advise the Transportation Committee of their anticipated arrival in Richmond, via Tournament Staff or Player Transportation direct line

Arrivals from SAS Championship

- If players arrive in Richmond **before 10 p.m. on Sunday, October 14** or **before 5 p.m. on Monday, October 15**, volunteers will bring the player's courtesy car to the Enterprise location.
- Players will be notified that all Enterprise vehicles must be turned in no later than Monday, October 15 at 5 p.m. or there will be a late fee.
- Players arriving into Richmond after Player Transportation hours will get independent transportation to their hotel. Volunteers will stage the player's car at their hotel and drop keys at the front desk under the player's name.

Arrivals to RIC

- Tournament staff will have flight information and transportation requests and communicate to Player Transportation
- The individual volunteer assigned to pick-up will be staged in the Cell Phone Lot at the airport prior to the party's arrival
- The volunteer is responsible for texting or call the main point of contact to let the party know to contact the volunteer once they have landed and picked up their luggage
- The volunteer will meet the player in baggage claim or curbside
- Volunteers should let each party know the make, model and color of vehicle, as well as telling the party the car will have Dominion Energy Charity Classic golf branding

Arrivals to RIC

- Prior to 5 p.m., players are to be transported to James River Course to pick-up courtesy car
- After 5 p.m., players are to be transported to their hotel. Volunteers will stage the player's car at their hotel and drop keys at the front desk under the player's name. A pool car will follow the volunteer to the hotel to transport them back to the course.
- Players arriving into Richmond after Player Transportation hours will get independent transportation to their hotel. Volunteers will stage the player's car at their hotel and drop keys at the front desk under the player's name.

Arrivals to Chesterfield Airport

- Tournament staff will have flight information and transportation requests and communicate to Player Transportation
- Player Transportation will stage the player's cars at the airport prior to their arrival and leave the keys at the main desk under the player's name

Player Departure

- Players will depart on Sunday, October 21 and Monday, October 22
- Tournament staff will have flight information and transportation requests and communicate to Player Transportation
- There will be different protocol based on when players depart:
 - Sunday, October 21: Players will report to Player Transportation for their ride to the airport. Player Transportation will take them to the airport
 - Monday, October 22: Players will either report to Player Transportation or Player Transportation will pick-up the player at his hotel at a scheduled time to transport him to the airport
- Ensure all vehicles are returned to the staging area and cleaned upon return

VIP Guests and Tournament Staff

- Player Transportation will also receive transportation requests for VIPs and Tournament Staff
- These requests may come through the Staff Liaison, or Player Transportation may just receive a call directly from the individual

Volunteer Duties

- Vehicle Maintenance
- Ensure vehicles are refueled
- Ensure vehicles remain clean
- Maintain fuel log
- Report any damage or other problems to tournament staff

Tournament Staff Contacts

- Steve Schoenfeld, Executive Director
- Mary Beth Fleegle, Tournament Services Manager
- Stephenie Finchem, Housing & Transportation Coordinator
- Steven Wood, Operations Manager