

STAFF HANDBOOK

Weather

- Average Temperature in April: 65°F (18°C)
- Temperature Highs: 78°F (26°C)
- Temperature Lows: 52°F (11°C)
- Humidity: 44%
- Sunrise: Approx. 6:15am
- Sunset: Approx. 6:55pm

Currency

- The local currency is Mexican Peso (MXN)
- Conversion rate – 1 GBP = 25.20 MXN
- Conversion rate – 1 USD = 17.80 MXN

Key Translations

- Hello – Hola
- How are you? ¿Cómo estás?
- Good morning, good afternoon & good evening – Buenos días, buenas tardes & buenas noches
- Mr, Mrs & Miss – Señor, Señora & Señorita
- Please – Por favor
- Thank you – Gracias
- Yes & No – Si & no
- I don't understand – No entiendo

Travel Risk – Mexico in Brief

- The main risks in Mexico City are petty and violent crime such as pickpocketing, bag-snatching, physical assault on taxi passengers, vehicle theft and break-ins. Theft, armed attacks and scams involving ATMs are also commonly reported crimes, even in the upscale neighbourhoods of the city such as Polanco. The presence of National Guards has substantially increased in these sectors to help combat crime.
- The road and highway systems are well developed by Latin American standards; however, the incidence of road traffic accidents is moderately high by the standards of most developed countries.
- Travellers should avoid overt displays of wealth and dress discreetly and appropriately to the environment. Do not display money, jewellery or valuables and keep a low profile. Travellers should be aware of their location and surroundings and should not travel alone outside of the hotel or golf course.



- This information is intended as a summary of the travel security environment; however, the risks can change at short notice during a crisis or evolving situation.

Holy Week

- Holy week is an important religious and cultural event in Mexico which is taking place from the 29th March – 5th April 2026.
- During this week, there will be public holidays due to religious celebrations.
- Many shops and businesses, including banks, government offices, and some restaurants, may close or have reduced hours during this week.
- While the atmosphere is generally festive, it's always wise to be cautious of pickpockets or crowded situations so keep your belongings secure, especially in busy areas.

Suggested Packing

Please be advised that the weather will be warm so we would recommend packing the following:

- Polo shirts
- Shorts & trousers for men & women
- Long sleeved cover up
- Jumper for morning / evenings
- Sunscreen
- Closed toe shoes / trainers

Arrival Information

The nearest, and recommended airport is Mexico City International Airport Benito Juárez in Mexico City. All information regarding the Airport can be found [here](#) & [here](#).

Airport Proximity to Key Locations

- Hyatt Regency – 10.6 miles
- JW Marriott – 10.8 miles
- Intercontinental Presidente – 10.8 miles
- Club de Golf Chapultepec – 14.6 miles

Entry Requirements /Visas

- All travellers who wish to visit Mexico (regardless of their nationality or itinerary), holding a valid multiple entry visa for the United States of America, Canada, Japan, the United Kingdom or the Schengen Space countries, DO NOT need to apply for a tourist, business or transit Mexican Visa.



- Additionally, permanent residents (passport holders / residence cards) in the United States, Canada, Japan, the United Kingdom or the Schengen Space countries who wish to travel to Mexico DO NOT require a visa to enter Mexico as tourists, transit or business visitors.
- If you do not fall into either of these categories, please consult the Embassy website for your country to find out further details on how to apply for a Mexican visa.

SIM Cards

On arrival, if you would like a local SIM card for personal use, you can buy one in Terminals 1 & 2 at MOBO, Telcel, OXXO & 7Eleven.

Prescription Medication

Please follow the link below to the airport website for more details on bringing prescription medication into Mexico City: [Prohibited and restricted items in carry-on and / or checked baggage](#)

Shuttles & Transportation

Shuttles between Hyatt Regency & Club de Golf Chapultepec:

- Transportation will run from Monday 13th – Sunday 19th April.
- Pickup / drop off at the hotel will be outside the entrance on the André Bello side of the hotel.
- Pickup / drop off at Club de Golf Chapultepec will operate in Car Park A.
- Enter site through Entrance B.

Official Hotels

Hotel Information – Hyatt Regency

- Campos Elíseos 204, Polanco, Polanco Chapultepec, Miguel Hidalgo, 11560 Ciudad de México, CDMX, Mexico
- Check in: 3pm | Check out: 12pm
- In room dining and the reception desk is available 24 hours
- Complimentary Wi-Fi
- Click [here](#) for more information on the hotel

Hotel Amenities – Hyatt Regency



- Gym: 24/7
- Swimming Pool, Sauna & Steam Room: 06:30 – 21:30 daily
- Rulfo
 - Mexican, Argentinian & Peruvian cuisine
 - Open Monday to Sunday from 06:30 to 00:00
- Yoshimi
 - Japanese cuisine
 - Open Monday to Sunday from 13:00 to 23:00
- Teppan Grill
 - Meat & sushi cuisine
 - Open Monday to Sunday from 13:30 to 23:00
- Please see the transportation section for how you get to and from Club de Golf Chapultepec

Hotel Information – JW Marriott

- Andrés Bello 29, Polanco, Polanco IV Secc, Miguel Hidalgo, 11560 Ciudad de México, CDMX, Mexico
- Check in: 3pm | Check out: 12pm
- In room dining and the reception desk is available 24 hours
- Complimentary Wi-Fi
- Click [here](#) for more information on the hotel

Hotel Amenities – JW Marriott

- Gym: 24/7 daily
- Swimming Pool, Sauna & Steam Room: 24/7 daily
- Sendero Polanco
 - Mexican & Latin American cuisine
 - Open Monday to Sunday from 06:30 to 23:00
- Tahona Mezcal Room
 - Mexican cuisine
 - Open Monday to Sunday from 13:00 to 21:00
- Archiebald
 - American-style steakhouse
 - Open Monday to Wednesday from 12:30 to 01:00
 - Open Thursday to Saturday from 12:30 to 02:30
 - Open Sunday from 12:30 to 10:30
- Corsi
 - Italian cuisine
 - Open Monday to Wednesday from 12:30 to 01:30
 - Open Thursday to Saturday from 12:30 to 02:30
 - Open Sunday from 12:30 to 11:00
- Chunky Dragon
 - Asian cuisine
 - Open Monday to Wednesday from 12:30 to 01:30
 - Open Thursday to Saturday from 12:30 to 02:30
 - Open Sunday from 12:30 to 11:00
- Estacion 29 Bar



- Coffee & cocktail bar
- Open Monday to Sunday from 06:30 to 00:00
- Hostess Desk:
 - Mon 13th: 06:30 – 11:30 | 16:00 – 21:00
 - Tues 14th: 06:30 – 11:30 | 16:00 – 22:00
 - Wed 15th: 07:30 – 11:30 | 16:00 – 22:00
 - Thurs 16th: 06:00 – 10:30 | 16:00 – 22:00
 - Fri 17th to Sun 19th: 07:00 – 12:00 | 17:00 – 22:00
- Please see the transportation section for how you get to and from Club de Golf Chapultepec

Nearby Restaurants & Cafes

- Mexican
 - Azul Histórico
 - San Ángel Inn
 - El Bajío
- Italian
 - Lavo
 - Osteria Del Becco
 - Prego
- Argentinian
 - Puerto Madero
 - Cambalache
 - Rincon Argentino
- Japanese
 - El Japonéz
 - Morimoto
 - Tori Tori
- Chinese
 - Pf Chang
 - China Grill
 - Hunan
- Spanish
 - Zeru
 - Centro Asturiano
 - La Aceituna
- French
 - Au Pied De Cochon
 - Lipp
 - Ivoire
- Vegan
 - Mora Mora
 - Ojo De Agua
 - Frutos Prohibidos
- Breakfast / Brunch
 - Saks



- Café Toscano
- El Cardenal
- Coffee
 - Aida Café
 - Madre Café
 - Casa Ó
- Bakery
 - La Rosenda
 - Matisse
 - Ruta De Seda

COURSE INFORMATION

- Club de Golf Chapultepec
- Av. del Conscripto 425, Lomas Hipodromo, 53900 Naucalpan de Juárez, Méx., Mexico
- [Click here](#) for more information on Club de Golf Chapultepec

Distance from Hotels

- Hyatt Regency – 4.7 miles
- JW Marriott – 4.4 miles

Course Entrances

- Entrance A – Player, Caddies, Player Guests & C-Suite
- Entrance B – Officials & Media
- Entrance C – Members & Suppliers
- Entrance D – Club 54, 18th Premier & Torque, Banorte, Terraza 18, Fireballs, Grupo Salinas & Suppliers
- Entrance E – GA, GA+, Volunteers & Suppliers
- Entrance F – Club Staff

Accreditation

- For those collecting accreditation on site, please visit the Accreditation Office situated next to Entrance D.
- Accreditation Office timings:
 - 12th April: 12:00 – 18:00
 - 13th to 19th April: 08:00 – 17:00
- The Accreditation Office is located as follows:



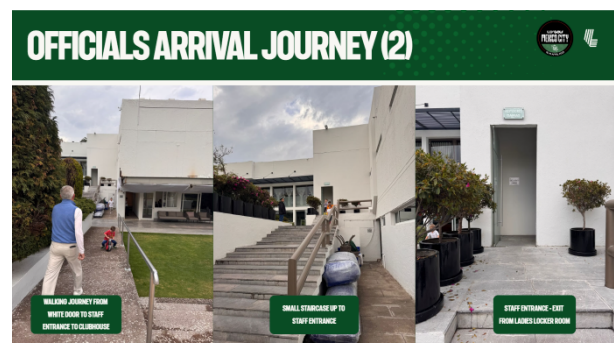


First Aid

On course first aid is located at Entrance E, the concert area, the Clubhouse and at the Greenkeepers compound. Staff can seek medical treatment from Dr. Suppiah, who can be contacted on +1 (516) 279-9540.

Office Space

- **Tournament Office:** Located through Entrance B. Once you walk through, please follow the path to the right-hand side via a large white door and enter the Clubhouse through a small flight of stairs (directions can be found below).
- **LIV Golf Executive Office:** Located in Clubhouse on first floor.
- **Media Center:** Next to 2nd Tee.
- **Media Dining:** Ground floor of Clubhouse.
- **Officials Dining:** Next to Swimming Pool.
- **Tournament Office directions:**



Staff Catering

- All LIV Golf Staff will dine at Officials Dining.
- LIV Golf Media should eat in Media Dining.
- Staff meals will be served from Monday April 13th to Sunday April 19th.
- Officials Dining is located next to the swimming pool, behind the Clubhouse.
- Snacks and refreshments will be available throughout the day in Officials Dining

Meal	Timings
Breakfast	07:00 – 10:00
Snacks	10:00 – 18:00
Lunch	12:00 – 15:00
Dinner	18:00 – 21:00

Golf Carts

- Most LIV Golf staff carts will be parked and charged in the Cart Charging Area, which is located to the left of the Clubhouse, adjacent to the 1st Green.
- The remaining LIV Golf staff carts can be found in the Caddy Master, and this is located underneath the Clubhouse.
- Your cart can be collected from its charging point. Please return it to this location at the end of the day and ensure it is left charging.
- When collecting your golf cart, you will need to sign a form in the Cart Charging Area / Caddy Master. Please ensure you do this every time you use a golf cart.
- Some LIV Golf staff will be assigned their own golf cart, which will be named and located in the Cart Charging Area. A list of names and locations will be placed on the Tournament Office notice board.

Radios

Radios can be collected from the following locations:

- Staff & Ticketing Radio allocation – Tournament Office
- Rules Radio Allocation – Rules Office
- Accreditation Allocation – Accreditation Office
- SMT & Scoring – SMT Office

KEY LOCATIONS

Hospital / Emergency Room

- Hospital Español
- Google Maps link is [here](#)
- Approx. 10 min drive from Hyatt Regency & JW Marriott

- Please call 911 for medical emergencies

Pharmacy

- Farmacias La Generosa
- Google Maps link is [here](#)
- Approx. 5 min drive from Hyatt Regency & JW Marriott

Grocery Store

- Walmart Express Horacio
- Google Maps link is [here](#)
- Approx. 8 min drive from Hyatt Regency & JW Marriott

