



Last Updated: March 23, 2023

2023 CPWO – Critical Path & Key Date Proposal

Volunteer Program

Task	Approximate Completion Date	Status
Shaughnessy G&CC Volunteer Registration Opening <i>Internal registration for Ottawa Hunt & Golf Club members only.</i>	September 14, 2022	Completed
Committee Chair Org. Chart <i>Determine which Committees could be combined for 2023</i>	September 28, 2022	Completed
Early Bird Registration (External) <i>Opening of external general registration to the public</i>	September 28, 2022	Completed
Committee Chair Recruitment Deadline	October 31, 2022	Completed
General Registration Opening <i>End of the early bird registration and general registration cost now in effect.</i>	November 1, 2022	Completed
Committee Manuals Distributed	November 17, 2022	Completed
Shaughnessy – Chair Introduction Meeting <i>Meet and Greet for Committee Chairs to meet each other and ask general questions</i>	November 22, 2022	Completed
1 on 1 Committee Chair Meetings Begin <i>Golf Canada will initiate 1 on 1 meetings with each of the Committee Chairs. Diana, Mac and Patrick will be invited to join each call as well, if available.</i>	November 22, 2022	In Process
Committee Chair Meeting #2 (In-Person) <i>First full meeting with Chairs for 2023 with GC Staff</i>	April 18, 2023	Not Started
Committee Chair Wishlist Deadline <i>Committee Chairs will have the opportunity to submit a list of volunteers that they wish to have on their Committee</i>	April 21, 2023	Not Started
1st Wave of Volunteers Assigned <i>All volunteers registered up to this point will be put into Committees.</i>	April 31, 2023	Not Started
Committee Chair Meeting #3 (Virtual) <i>Meeting with Chairs for 2023</i>	TBD May	Not Started
Volunteer Management System (VMS) Training Session	TBD May	Not Started



<i>Committee Chairs will receive training in Golf Canada's VMS for scheduling and communication purposes.</i>		
Welcome Email from Committee Chairs to Volunteers	May 15, 2023	Not Started
Committee Chair Meeting #4 (In-Person or Virtual?) <i>Meeting with Chairs for 2023</i>	TBD June	Not Started
Committee Chair Schedules for Volunteers Due	July 31, 2023	Not Started
Volunteer Orientation	August 7 – 8, 2023	Not Started
Volunteer Uniform Pack, Pickup & Distribution	August 10 – 13, 2023	Not Started
Final Committee Chair Meeting Pre-Tournament (In-Person) <i>Meeting with Chairs for 2023</i>	August 14, 2023	Not Started
2023 CPWO	August 21 – 27, 2023	Not Started
Committee Chair Meetings During the Tournament	August 24 – 27, 2023	Not Started
Committee Chair Post Reports Due	September 15, 2023	Not Started
Committee Chair Wrap Up Call	September 30, 2023	Not Started