



# Committee Chair Meeting #6

**Aug 12, 2025**





# ***Golf Canada Professional Championships Team***



**Claire Welsh**  
Tournament Director,  
CPKCWO



**Leanne Schellenberg**  
Ast. Tournament Director,  
CPKCWO



**Ryan Paul**  
Tournament Director  
RBCCO



**Brian Newton**  
Operations Director



**Alex Vanderlaan**  
Operations Manager



**Carter Seguin**  
Operations Coordinator



**Hannah Daniels**  
Tournament Coordinator



**Kendra Wynter**  
Tournament Coordinator



**Nolen Ritchie**  
Tournament Coordinator



**Garrett Ball**  
Chief Operating Officer



# Volunteer Package Pick-up

## Alternative Pick-up at the Volunteer Centre (MGCC Curling Rink)

**Sunday August 17<sup>th</sup>, 12:00 PM – 4:00 PM**

- Only bag pick-up and exchanges on Sunday
- Park in the MGCC parking lot. 30-min limit

**Starting Monday August 18<sup>th</sup> – Sat. August 23<sup>rd</sup>**

1. **Pick up Volunteer badge and parking pass from the Host Hotel – Hilton Mississauga** Meadowvale (6750 Mississauga Rd, Mississauga, ON L5N 2L3) at reception. All credentials and parking passes will be at this location.
2. Park at the volunteer lot and take the shuttle to the Mississauga Golf and Country Club. Enter through the admissions gate.
3. Pick up volunteer uniform from the Volunteer Centre (MGCC Curling Rink) at the Volunteer Services desk

\*Uniform Pick-Up only available during Volunteer Services Hours (see next slide)

No parking pass, no parking in the volunteer lot.



# Volunteer Services Hours

Date	Volunteer Services Desk Hours
Sunday, August 17 <sup>th</sup> *Uniform Pick-up/Exchanges Only	12:00 – 4:00 pm
Monday, August 18 <sup>th</sup>	11:00 am – 5:00 pm
Tuesday, August 19 <sup>th</sup>	11:00 am – 5:00 pm
Wednesday, August 20 <sup>th</sup> – Friday, August 22 <sup>nd</sup>	6:30 am – 7:00 pm
Saturday, August 23 <sup>rd</sup>	7:00 am – 7:00 pm
Sunday, August 24 <sup>th</sup>	8:00 am – 7:00 pm





# Volunteer Meal Vouchers Distribution

- One Committee Co-Chair is responsible to pick up meal vouchers bundle from the Volunteer Services desk in the Volunteer Centre.
- Rod & Dave at Volunteer Services will have the meal vouchers prepared. You will only be able to pick up your bundle for the next day, not for the whole week.
- Those committees who work(ed) pre-tournament and lunch was not provided will get a meal voucher for their shift that they can use during tournament week. They should bring their own lunch if they are working pre-tournament.
- Chairs eat in Staff Dining and **DO NOT** receive a meal voucher.
- The count is based on your committee shift schedule in Trust Event. Exact shift numbers is what will be received. **It will be on the co-chair to give out the meal voucher and on the volunteer to keep their meal voucher safe for the day.**
- If a volunteer does not show up for their shift you are required to return the meal voucher to Volunteer Services.
- **Golf Canada or Volunteer Services will not give out any additional meal vouchers.**
- Please pick-up your committee meal vouchers by the 4pm Chair Meeting



# Shift Schedules

Quick Note:

Please make sure to uncheck the “Hide Shift Schedules from Public View” box so volunteers can see their schedules when they sign into their account.

**Shift Management**

- Manage Shift Assignments
- Shift Assignment Summary
- Add Special Instructions to Shift
- ☐ Hide Shift Schedules from Public View

**Statistics**

**\*\* Chairs are not counted as assigned volunteers.**

- Volunteers Assigned to Committee 28/30 \*\*

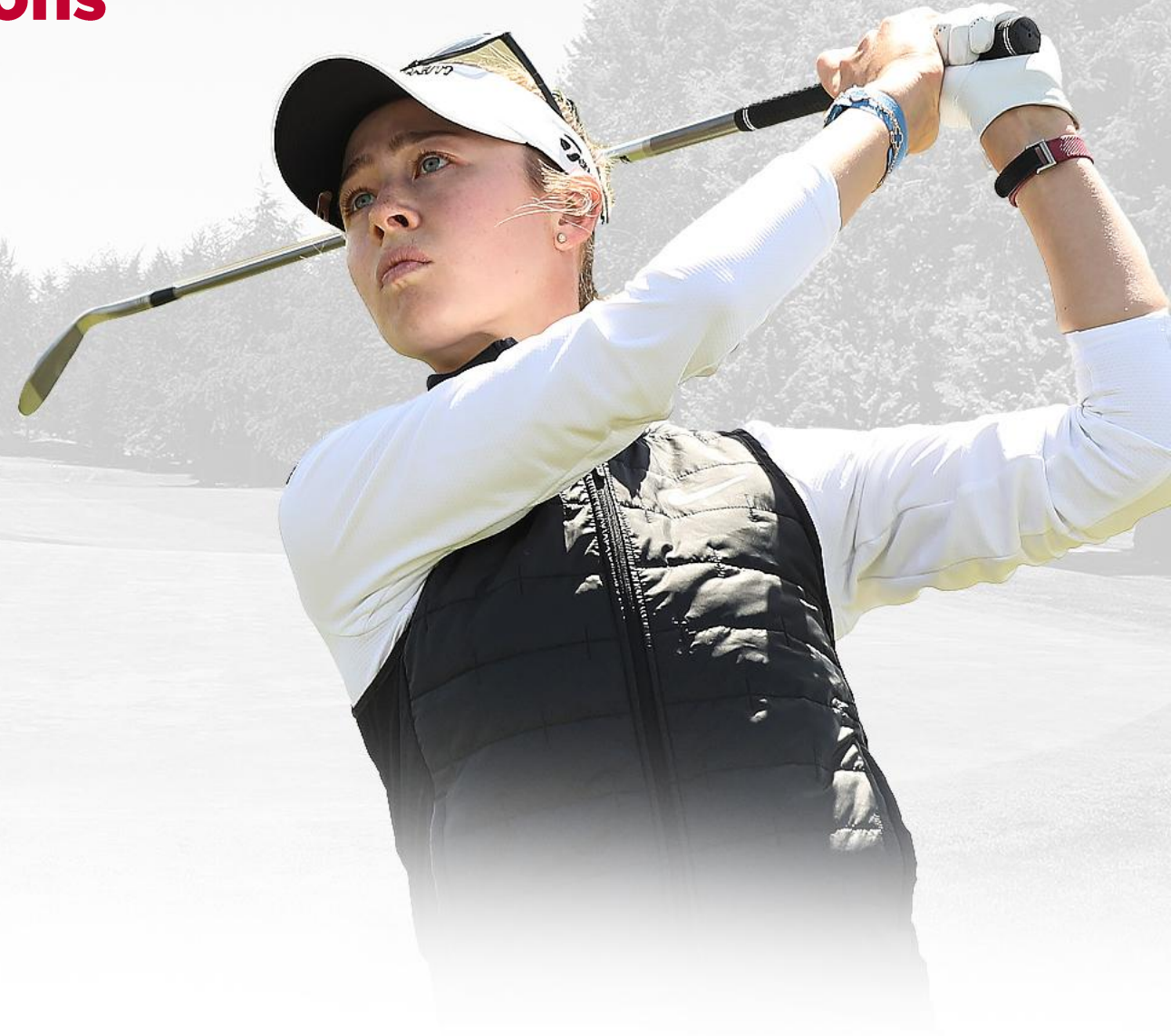




# Committee Operating Locations

## Volunteer Centre

- 50/50 Sales
- Ambassadors
- Broadcast Support
- Corporate Hospitality
- Golf Carts and Evacuation
- Marshals
- Operations Support
- Pro Am & Special Events
- Shuttle
- Standard Bearers
- Volunteer Security
- Volunteer Services
- Walking Scorers



# Committee Operating Locations

Committee	Location
Admissions and Spectator Services	Admissions Area tents
Caddie Services	Pro Shop
Communications	Pro Shop
Grounds and Course	Grounds and Course Tent
Medical	Fitness Studio
Player Services	Brydson Room
Player Transportation	Trailer in Parking lot
Practice Facility	Tent on Driving Range
Scoring Control	Curling Lounge/shop





# Volunteer Centre Layout

## Volunteer Concession Hours

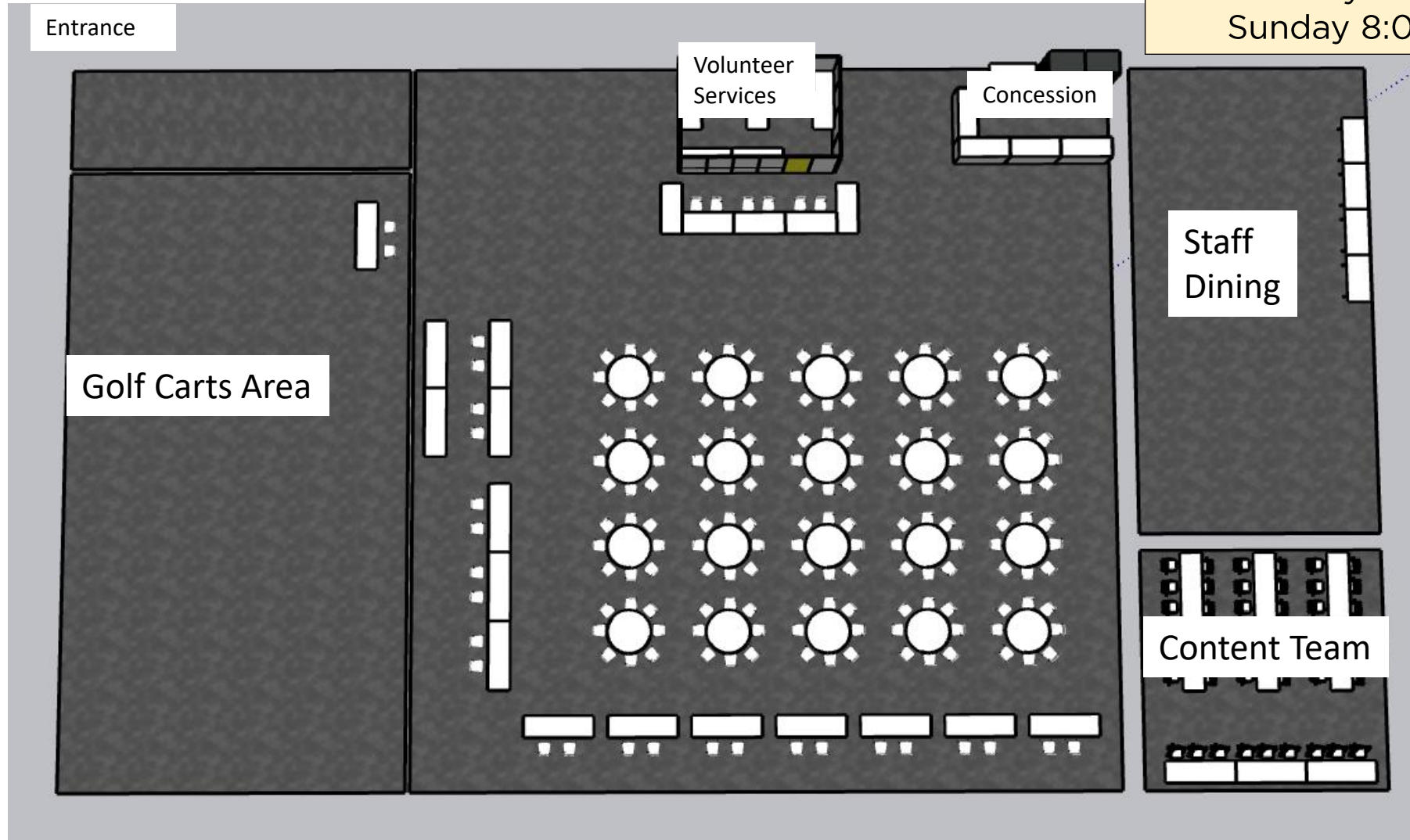
Monday 10:00am - 6:00pm

Tuesday-Wednesday 6:30am - 6pm

Thursday-Friday 6:30am - 8pm

Saturday 9:00am - 8pm

Sunday 8:00am - 8pm



# Volunteer Circle of Excellence Program

- Two tokens have been put into your credential envelope. Please give one out to a volunteer who you would like to recognize as going above and beyond
- Take a picture with the volunteer and email it to [cpkcwovolunteers@golfcanada.ca](mailto:cpkcwovolunteers@golfcanada.ca). Please include a few sentences about why you gave the volunteer the token
- Submissions will be recognized in the daily newsletter and entered into a raffle to win a prize.





# Golf Carts

## Specific to the CPKC Women's Open:

- Golf carts should only be driven in authorized areas
- All golf carts must be returned for charging by 7pm or 1 hour after play if play has gone later
- Volunteers driving a golf must sign the golf cart waiver form

## Golf Cart Committee Hours (Volunteer Centre):

- Monday: 6:00am – 7:00pm
- Tuesday-Friday: 5:30am – 7:00pm
- Saturday: 7:30am – 7:00pm
- Sunday: 6:30am – 7:00pm

	
CART ALLOCATION CARD	
Corporate Hospitality	
Cart Sign: Corporate Hospitality	
Type of Cart: Electric - 2 Passenger	



# Radio Tips

1

## *Wait for the channel to be clear*

Please don't interrupt other conversations that are happening by pressing the talk button

2

## *State who you want to speak to and wait for them to respond*

Don't say your message until they have confirmed they are listening

3

## *Press and hold while speaking*



4

## *When in doubt, call Communications*

If you don't know if the person you need is on your channel, call communications.

5

## *Stay tuned for the weather reports each day*

6

## *Avoid Jargon*

No need to say "over and out" or 10-codes



# Staff Dining Hours

**Monday - Sunday**

**Breakfast 6:30am - 10:30am**

**Lunch 11am - 2pm**

**Afternoon Snack 3:00-5:00pm**

## Daily Committee Chair Meetings

**Monday and Tuesday - 4:00pm**

**Wednesday - 5:30pm**

**Thursday - Saturday - 4:00pm**

**Location- Staff Dining**

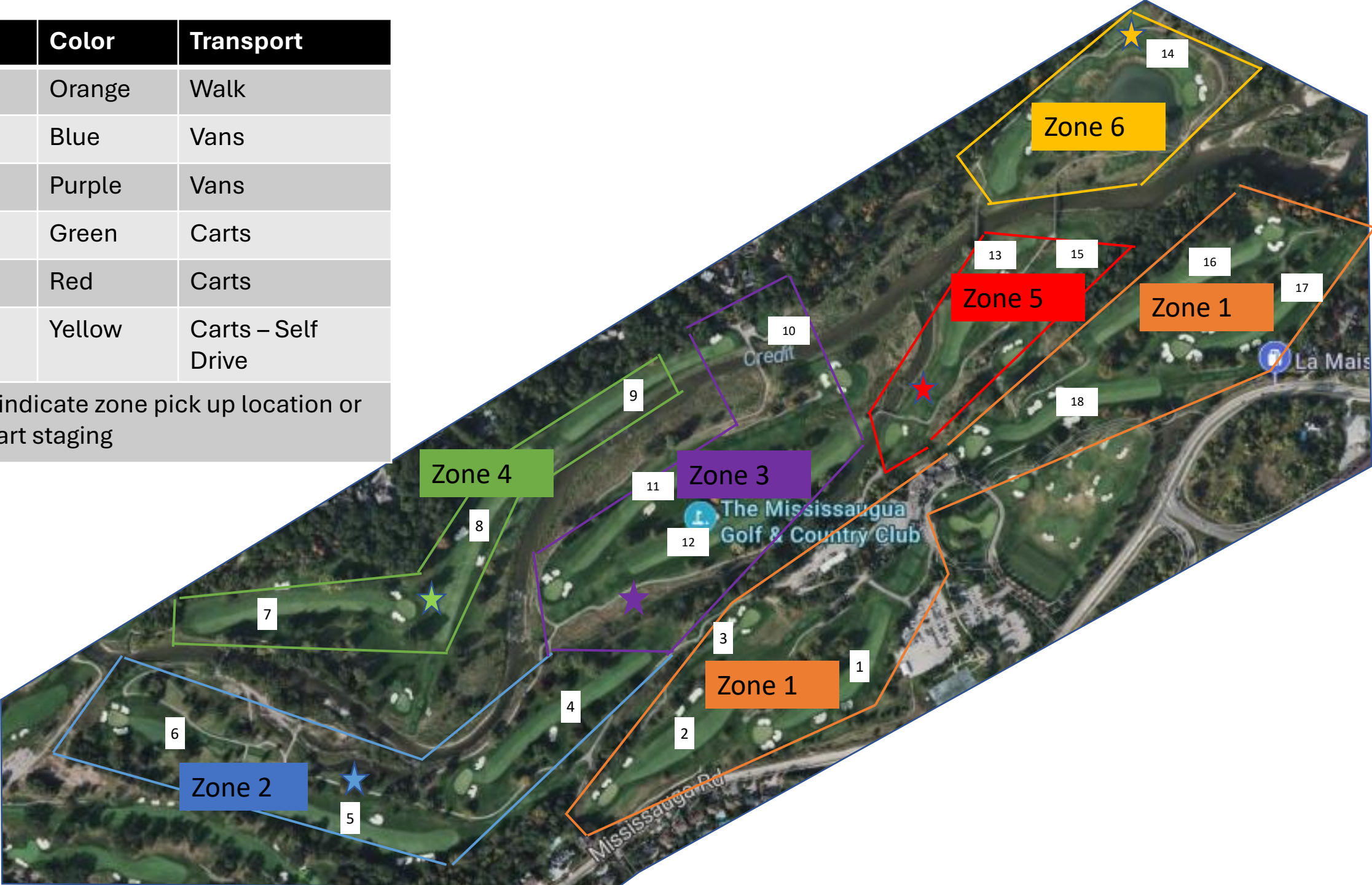


# 2025 Evacuation Plan





Zone	Color	Transport
1	Orange	Walk
2	Blue	Vans
3	Purple	Vans
4	Green	Carts
5	Red	Carts
6	Yellow	Carts – Self Drive
Stars indicate zone pick up location or van/cart staging		



# Zones and Player Movement

Hole	Tee	Fairway	Green	Hole	Tee	Fairway	Green
1	Zone 1 – Walk	Zone 1 – Walk	Zone 1 – Walk	10	Zone 3 – Vans	N/A	Zone 3 – Vans
2	Zone 1 - Walk	Zone 1 – Walk	Zone 1 - Walk	11	Zone 3 – Vans	Zone 3 – Vans	Zone 3 – Vans
3	Zone 1 - Walk	N/A	Zone 1 - Walk	12	Zone 3 – Vans	Zone 3 – Vans	Zone 5 - Carts
4	Zone 1 - Walk	Zone 2 - Vans	Zone 2 - Vans	13	Zone 5 – Carts	Zone 5 – Carts	Zone 6 – Carts Self Drive
5	Zone 2 - Vans	Zone 2 - Vans	Zone 2 - Vans	14	Zone 6 – Carts Self Drive	N/A	Zone 6 – Carts Self Drive
6	Zone 2 - Vans	N/A	Zone 2 - Vans	15	Zone 6 – Carts Self Drive	Zone 5 – Carts	Zone 5 – Carts
7	Zone 2 – Vans	Zone 4 – Carts	Zone 4 – Carts	16	Zone 1 – Walk	Zone 1 – Walk	Zone 1 – Walk
8	Zone 4 – Carts	Zone 4 – Carts	Zone 4 – Carts	17	Zone 1 – Walk	Zone 1 – Walk	Zone 1 – Walk
9	Zone 4 – Carts	Zone 4 – Carts	Zone 3 – Vans	18	Zone 1 – Walk	Zone 1 – Walk	Zone 1 – Walk







# Security and Public Safety



**Rob MacLean**  
Director of Security & Emergency Management

**24 Hour Security**  
**Phone Number**  
**236-312-0111**





# If you have a security issue?

## DO

- Contact Security via radio or phone.
- Describe the activity.
- Report your Identity.
- Report your location.
- Stay a safe distance away from the activity, but in the area so Security/Police can find you.

## DO NOT

- Touch a suspicious package.
- Approach a suspicious person.
- Start investigating the situation yourself.
- Talk about the situation to others, except your immediate supervisor and/or Security/Police.
- Wait . . . make the call.



# **Reminder: Red and White Day**

## **Volunteer Shirt must be worn on Red and White Day**







This ticket is non-transferable, non-refundable, and cannot be exchanged for cash. No change or certificate for unused differences can be issued. The physical gift voucher must be presented for validation at the CPKC Women's Open Volunteer Concession. This ticket is not redeemable at on-course concession stands or The Keg. This ticket is valid for one-time use on Saturday, August 23, 2025.

This ticket is redeemable for One (1) alcoholic or non-alcoholic beverage only at the CPKC Women's Open Volunteer Appreciation Happy Hour.

Saturday, August 23, 2025 | Volunteer Centre | 3:00pm - 8:00pm



# VOLUNTEER

## APPRECIATION DAY

Saturday, August 23, 2025 | Volunteer Centre | 7:30AM - 10:30AM

This ticket is redeemable for One (1) meal only at the CPKC Women's Open Volunteer Appreciation Breakfast.

This ticket is non-transferable, non-refundable, and cannot be exchanged for cash. No change or certificate for unused differences can be issued. The physical gift voucher must be presented for validation at the CPKC Women's Open Volunteer Concession. This ticket is not redeemable at on-course concession stands or The Keg. This ticket is valid for one-time use on Saturday, August 23, 2025.



# Volunteer Appreciation Breakfast

Saturday, August 23<sup>rd</sup>  
7:30am - 10:30am

Volunteer Happy Hour  
Saturday, August 23<sup>rd</sup>  
3:00pm - 8:00pm



# Championship Sunday

1. Committee Chair photo with the Champion on 18<sup>th</sup> Green
2. Champions Reception
  - Digital tickets for the Champions Reception will be dropped to your email. **Tickets are non-transferable.**
  - Instructions on how to accept the ticket will be emailed to you



Join us in celebrating the conclusion of the CPKC Women's Open with our newly crowned 2025 Champion!

Begins at the conclusion of closing ceremonies

**When:** Sunday, August 24, 2025

**Where:** CPKC Clubhouse Suite

Cocktails & Appetizers will be provided

[CLICK HERE TO RSVP](#)



AUGUST 20-24 | MISSISSAUGUA GOLF AND COUNTRY CLUB





# Committee Chair Final Reports

- Responsibilities (in your words)
- What went well?
- What could have gone better?
- Suggestions for future events (this can be for your committee specifically or the event as a whole).
- What do you wish you would have known prior to tournament week? Is there anything that Golf Canada could have done to better prepare you for the tournament?
- What is your favorite memory from the CPKC Women's Open?



# Timeline \*subject to change

~~June and July 2025 – Volunteer Scheduling and Shift Assigning~~

~~July 17, 2025 – Committee Chair Meeting #5~~

~~August 4, 2025 – Volunteer Schedules out to your committee~~

~~August 5, 2025 – General Volunteer Orientation (Online) and Deadline for Volunteer Shift Assignments – online~~

~~August 8-9, 2025 – Volunteer Uniform Distribution~~

August 12, 2025 – Chair Meeting #6 – week prior to 2025 CPKC Women' Open

August 18-24, 2025 – 2025 CPKC Women's Open Tournament Week

September 15, 2025 – Committee Chair Post-Event Reports Due







**GOLF  
CANADA**



Tee-it-up with us





# Volunteer Parking

## **The volunteer parking lot will be at**

Sheridan Centre  
2225 Erin Mills Pkwy, Mississauga, ON L5K 1T9, Canada

Committee chairs will also park at this location. A parking pass will be included with the volunteers uniform package.

## **Other options**

- Ride share and drop-off at main admissions (behind the 1st green)
- Bike Parking near main admissions – bring your own lock!

## **Shuttle Hours of Operation:**

Monday – Friday: 4:00am – 9:00pm

Saturday: 6:00am – 9:00pm

Sunday: 5:00am – 9:00pm







Shuttle Zone

Underground  
Parking

Underground  
Parking

Parking  
(Overflow)

Clarkson  
Employment Centre

Sheridan Library

Foundation  
driving school