



Last Updated: October 6, 2025

**2026 CPKCWO – Key Dates
For Committee Co-Chairs**

* All Dates subject to change

Date	Task	Status
October 8, 2025	Committee Co-Chair Orientation Meeting (Hybrid – in person and Microsoft Teams)	
October 14, 2025	Chair Resource Page available	
Starting October 14, 2025	1 on 1 Committee Co-Chair Meetings <i>Golf Canada will initiate 1 on 1 meetings with each of the Committee Co-Chairs. Don and Marilyn will be invited to join each call as well.</i>	
January 12-30, 2026	Royal Mayfair Golf Club Volunteer Registration Open <i>Internal registration for members only. Early Bird pricing (\$65)</i>	
February 1, 2026	Deadline: Committee Co-Chairs Background Check and Safe Sport Training Course completion.	
February 2, 2026	Public Volunteer Registration Opens at Early Bird pricing (\$65)	
February 10, 2026	Committee Co-Chair Meeting #2 <i>Microsoft Teams</i>	
March 2, 2026	Volunteer Registration fee goes up to regular price (\$80)	
March 25, 2026	Committee Co-Chair Meeting #3 <i>Microsoft Teams</i>	
March 31, 2026	Deadline: Committee Co-Chair Wishlist <i>Committee Co-Chairs will have the opportunity to submit a list of volunteers that they wish to have on their committee</i>	
April 6, 2026	1 st Wave of Volunteers Assigned <i>All volunteers registered up to this point will be put into Committees.</i>	
April 19-25, 2026	National Volunteer Week	
April – June 2026	1 on 1 Committee Chair Meetings <i>Second round of 1 on 1 meetings for each committee with Golf Canada.</i>	
May 7, 2026	Committee Co-Chair Meeting #4	
May 31, 2026	Deadline to send welcome email from Committee Co-Chairs to Volunteers	
June TBD	Volunteer Management System (VMS) Training Session	



	<i>Committee Co-Chairs will receive training in Golf Canada's VMS for scheduling and communication purposes.</i>	
June or July TBD	Media Day	
June or July TBD	Committee Co-Chair Meeting #5 <i>*Usually hosted in person during same trip as Media Day.</i>	
July 4, 2025	Volunteer Background Check and Screening Deadline	
July TBD	Tournament Build begins	
July 24, 2025	Volunteer withdrawal and refund deadline	
August 3, 2025	Deadline: Committee Co-Chair to send out Volunteer Schedules	
August 4, 2026	Volunteer Orientation Online	
Between August 4 and August 19	Committee Specific Volunteer Orientation <i>Committees to hold volunteer orientation specific to their committees' roles and responsibilities. Can be virtual or in-person.</i>	
August 6, 2026	Volunteer Uniform Packing Day <i>Location: TBD</i>	
August 7-8, 2026	Volunteer Uniform Distribution <i>Location: TBD</i>	
August 10, 2026	Committee Chair Meeting #6 (In-Person)	
August 17-23, 2026	2025 CPKCWO Tournament Week	
August 18-24, 2025	Committee Co-Chair Meetings at 4:00pm each day during the Tournament	
September 15, 2026	Committee Co-Chair Post-Event Reports Due	
TBD	Committee Co-Chair Wrap Up and Debrief Meeting	