



Operations Support

Royal Mayfair Golf Club | August 17<sup>th</sup> – 23<sup>rd</sup>, 2026





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## Committee Description

The committee will work alongside Golf Canada Operations staff to carry out operational tasks as they relate to the set-up, maintenance, and tear-down of the CPKC Women's Open.

This committee involves manual labour and hands-on, outdoor work. Committee members should have the ability to stand, lift, and walk for extended periods of time. Knowledge of golf etiquette and comfort working outdoors are considered assets as well.



## Key Information

- This committee assists Golf Canada staff to ensure the golf course is operationally prepared for the CPKC Women's Open, as well as assists with returning the golf course back to its pre-tournament condition following the event.
- Committee tasks include, but are not limited to: installing rope and stake around the golf course, assisting with the setup of directional signage around the course, and delivering supplies around the course. A more detailed list of roles and responsibilities is available below.
- Volunteers will receive training on required equipment under the supervision of Golf Canada Operations staff while volunteering. During Championship week, volunteers will take on more of an 'on-call' role, assisting with a variety of operational and labour-based tasks including fixing ropes, delivering supplies, and responding to other committee's needs.
- Committee members may be provided with a golf cart to complete required tasks.
  - Golf Canada staff will provide cart keys, as needed. Volunteers are not to take carts unless explicitly instructed by staff.
- Golf Canada Operations will provide all necessary equipment to committee members.
- Volunteers are not required to wear their volunteer uniform during their Advance Week & post-tournament shifts.
  - Volunteers are encouraged to bring gloves and must wear closed toe shoes.



## Ideal Number of Volunteers: 15

### Committee Tasks

Assist the Golf Canada Operations staff with set up of the tournament including:

#### Advance Week (The week prior to Tournament Week)

- Rope and Staking: Volunteers will assist in setting up the rope & stake that is set up around the course
- Enter/Exits: Volunteers will help put up directional signage around the course, including marking player entrances/exits and spectator crosswalks
- Road Signs: Volunteers will set up road signage in the neighborhood and surrounding area of the host course. This will be done using tournament-provided pickup trucks
- Charging Stations: Volunteers will assemble and distribute mobile charging stations to the required locations
- Committee Deliveries: Volunteers will put together & deliver equipment for other volunteer committees
- Other operational tasks as needed

#### Tournament Week

- Fixing ropes as needed
- Monitoring the status of signage and florals around the course, ensuring excellent presentation of each
- Replying to needs of other committees as requested



- Adjusting and moving onsite equipment as needed
- Creating and post signage as needed

*Note: Tournament week shifts may come with a lighter workload – if all set up goes according to plan the committee will act in an 'on-call' basis, responding to needs passed along by the Golf Canada Operations team. This allows volunteers the opportunity to watch golf and enjoy the tournament. The majority of the work done by the committee is completed either pre- or post-event.*

## Post-Tournament Week

Duties post-tournament will consist of assisting the Golf Canada Operations team in returning the host golf course to pre-tournament condition. A variety of tasks must be completed to accomplish this goal. Tasks include, but are not limited to:

- Retrieve, dismantle, and pack tournament equipment including:
  - Directional Signage
  - Ropes
  - Road Signs
  - Committee Supplies
- Pack up supplies from Tournament Office, LPGA TOUR Office, Player Transportation Office and other required spaces

## Committee Hours of Operation

The following is the Operation Committee's proposed schedule, created by Golf Canada staff based on what has been found to work well at past events. Time frames can be broken down further into smaller shifts based on volunteer numbers.



Due to the nature of the committee, we can be flexible and work with volunteers' availability to optimize their time on site.

<b>Date</b>	<b>Times</b>	<b># Of Volunteers Needed</b>
Advance Week Monday to Sunday	9:00 am to 3:00 pm	2-3 volunteers/shift
Tournament Week Monday to Sunday	8:00 am to 12:00 pm	2 volunteers/shift
Post Tournament Monday to Wednesday	9:00am to 3:00pm	3 volunteers/shift

## Tasks and Timelines

Pre-Tournament	<ul style="list-style-type: none"> <li>• Actively recruit volunteers</li> <li>• Attend Committee Chair Meetings</li> <li>• Connect with Golf Canada to ensure roles and responsibilities are understood.</li> <li>• Work on volunteer schedule and assign volunteers to shifts in the Trust Event Volunteer Management System.</li> <li>• Attend the general volunteer orientation.</li> <li>• Meet with Golf Canada Operations staff and work with them during Advance week.</li> <li>• Help with set-up of the golf course as required.</li> </ul>
Tournament Week	<ul style="list-style-type: none"> <li>• Work with the Golf Canada Operations staff to ensure the successful operation of the operations support committee.</li> </ul>



	<ul style="list-style-type: none"> <li>• Lead and manage the volunteers.</li> <li>• Act as an on-site supervisor to the volunteers and help with any on-site training for volunteers.</li> <li>• Coordinate replacements, or act as a replacement for any volunteers that cannot attend a shift.</li> <li>• Ensure volunteers get adequate breaks and are rotated through the various positions.</li> </ul>
Post Tournament	<ul style="list-style-type: none"> <li>• Assist with the removal of tournament items from the golf course. Assist with supervision of volunteers during this time.</li> <li>• Complete post-event committee chair feedback report.</li> </ul>

## Other Committee Interactions

<b>Other committees Operations Support committee may interact with</b>	<b>Reason</b>
Grounds and Course	The Grounds and Course committee may need assistance with the cooler stands or with the removal of garbage/recycling.
Marshalls	This committee may need assistance with fixing rope and stake in the morning.

