

# 2026 Committee Co-Chair Orientation Meeting



October 8, 2025





# Agenda

## Welcome & Introductions

.....

## Tournament Information

What the CPKC Women's Open is all about

.....

## What to expect as a Committee Chair

Roles and Responsibilities

.....

## Resources to help you

Manuals, Past Event Reports, Trust Event

.....

## Screening Requirements

Background Checks, Driver's Abstracts, Safe Sport

.....

## Timeline, Next Steps, Q&A

.....

# Introductions

1  
Name

2  
Committee you are  
leading

Describe what your committee  
does in your own words.



3

If you are a member, how  
long you have been a  
member at Royal Mayfair?

4

A favorite golf memory

Or a favorite sport  
memory.



# 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

# About the CPKC Women's Open

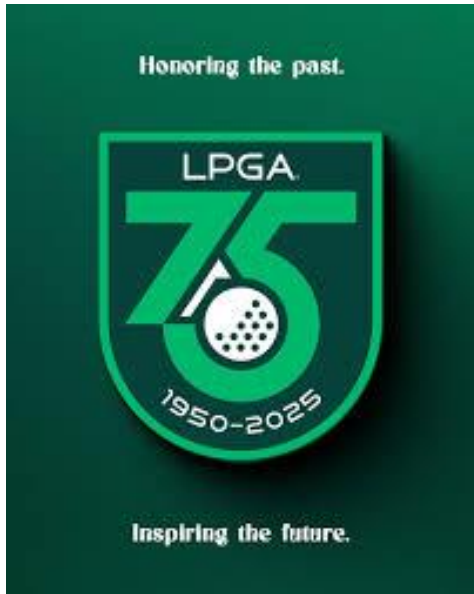
Royal Mayfair Golf Club | Edmonton, Alberta





**Some things have changed...  
Some things have stayed the same**



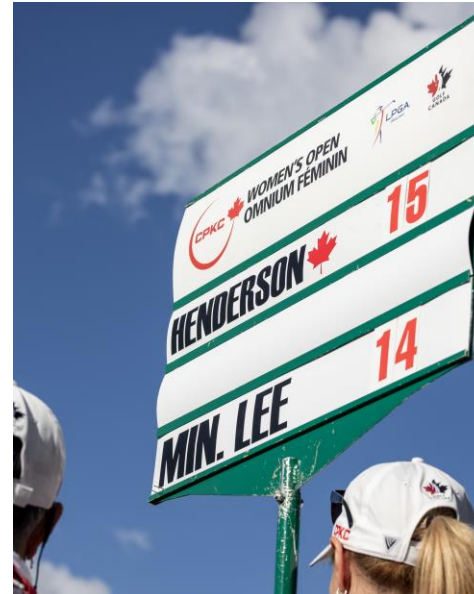


## THE ONLY CANADIAN STOP ON THE LPGA TOUR



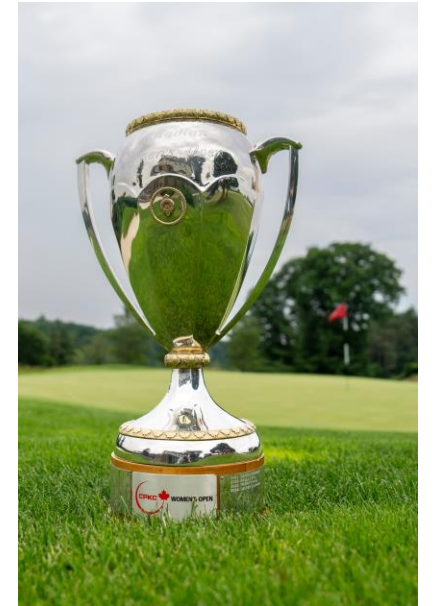
## AWARD WINNING

2025 Sport Tourism Canada  
International Sport Event of the Year  
Back to back LPGA tournament of the  
year in 2022 and 2023.



## OUTSTANDING FIELD

2025 featured six of the top  
10 and 19 of the top 25 in the  
Rolex World Golf Rankings.



## 52ND PLAYING OF CANADA'S NATIONAL WOMEN'S OPEN





CPKC has a heart

DATE: 08/24/2025

PAY TO THE ORDER OF: MacKids \$4,000,000.00 XX/100

4 MILLION

MEMO: 2025 CPKC Women's Open MacKids CPKC



CPKC

9  
The L

Please do not climb on me  
SVP ne pas grimper  
CPKC

DIESEL

CAP. 2500 GALS

Charitable Impact



# AUGUST 17 – 23, 2026

## ADVANCE WEEK & PRACTICE ROUNDS

SATURDAY AUGUST 15 <i>ADVANCE WEEKEND</i>	MONDAY AUGUST 17 <i>CELEBRITY PRO-AM</i>	TUESDAY AUGUST 18 <i>PRACTICE ROUNDS</i>	WEDNESDAY AUGUST 19 <i>CHAMPIONSHIP PRO-AM</i>
TBD	PRACTICE ROUNDS 7:00AM – 12:00PM	PRACTICE ROUNDS 7:00AM – 5:00PM	CHAMPIONSHIP PRO-AM 6:30AM – 5:00PM
<b>SUNDAY AUGUST 16 <i>ADVANCE WEEKEND</i></b>	GOLF CANADA FOUNDATION CELEBRITY PRO-AM 12:00PM – 9:00PM	<b>CPKC WOMEN'S LEADERSHIP SUMMIT 10:00AM – 3:00PM</b>	WALK WITH A PRO @ THE RINK ALL DAY
PRACTICE FACILITIES OPEN 12:00 – 6:00PM		COMMUNITY TOUR(S) AND CLINIC(S) 5:00 – 8:00PM	OPENING CEREMONIES @ THE FAREWAY 3:30PM
		<b>PRO-AM DRAW PARTY @ TBC 6:30PM – 9:30PM</b>	COMMUNITY TOUR(S) AND CLINIC(S) 5:00 – 8:00PM
		<b>CPKC CADDIE APPRECIATION NIGHT @ TBC 7:00 – 10:00PM</b>	<b>CEO DINNER PRESENTED BY BDO 6:30PM – 9:30PM</b>

## COMPETITION ROUNDS

THURSDAY AUGUST 20 <i>OPENING ROUND</i>	FRIDAY AUGUST 21 <i>RED &amp; WHITE DAY</i>	SATURDAY AUGUST 22 <i>VOLUNTEER APPRECIATION DAY</i>	SUNDAY AUGUST 23 <i>CHAMPIONSHIP SUNDAY</i>
GOLF CHANNEL TBD	GOLF CHANNEL TBD	GOLF CHANNEL TBD	GOLF CHANNEL TBD
PARTNER ACTIVATIONS OPEN 7:00AM – 7:00PM	PARTNER ACTIVATIONS OPEN 7:00AM – 7:00PM	PARTNER ACTIVATIONS OPEN 7:00AM – 7:00PM	PARTNER ACTIVATIONS OPEN 7:00AM – 7:00PM
JUNIOR STARTERS PROGRAM 1 & 11 TEES	JUNIOR STARTERS PROGRAM 1 & 11 TEES	VOLUNTEER APPRECIATION EVENT TBD	JUNIOR STARTERS PROGRAM 1 & 11 TEES
		VOLUNTEER APPRECIATION EVENT TBD	CHEQUE PRESENTATION @ 1 <sup>ST</sup> TEE 3:00PM
		JUNIOR STARTERS PROGRAM 1 & 11 TEES	CLOSING CEREMONIES 6:00PM – 7:00PM
			CHAMPIONS RECEPTION 7:00PM - 9:00PM

## POST OPEN

MONDAY AUGUST 24 <i>MONDAY AFTER</i>
MONDAY AFTER MORNING & AFTERNOON GROUPS

# What to expect as a Committee Co-Chair

AUGUST 17-23, 2026 | ROYAL MAYFAIR GOLF CLUB | EDMONTON



# What to expect from Golf Canada

Golf Canada is committed to providing detailed direction and support to all Co-Chairs. Golf Canada will deliver:

- A detailed manual that provides information on your specific committee's roles and responsibilities.
- An updated and on-going Key Dates document that can readily be found and available on the 'Chair Resource Page'
- Specific task documents and timelines that cater to your specific committee as we work through the planning process of preparing for the 2025 CPKC Women's Open
- One-on-One committee meetings throughout 2025 and 2026 that focus on specific tasks that will be completed with the guidance of Golf Canada



# Committee Co-Chair Roles and Responsibilities Pre and Post Tournament

- Attending Committee Co-Chair Meetings
- Complete Screening Requirements
- Meet with Golf Canada staff to identify roles and responsibilities
- Understand your committee's roles and responsibilities
- Develop a Committee plan; which includes task breakdown and scheduling of volunteers
- Effectively communicate expectations and instructions to your volunteers
- Attend the general volunteer orientation and provide a committee specific orientation to your volunteers.
- Provide a final report upon completion of the tournament to help the next host club.



## Committee Co-Chair Roles and Responsibilities Tournament Week

- Required to be onsite each day; splitting tasks between Co-Chairs
- Execute the roles and responsibilities of your committee
- Check-in and supervise your volunteers as they arrive for their shift and work their shift
- Communicate volunteer concerns with Golf Canada staff
- Assist with troubleshooting any issues that arise in your area.
- Attend daily committee chair meetings at 4:00 pm



# Perks of being a Committee Co-Chair



- No volunteer registration fee
- 2 Committee Chair Polos
- Committee Chair Layering Piece
- Photo ID Accreditation Badge
- Committee Chair Parking Pass
- Receive other volunteer package items
  - Drawstring Bag
  - Lanyard
  - Guest Pass
  - Pin
  - Volunteer Appreciation Party Invite
- Breakfast and Lunch daily throughout tournament week in Staff Dining
- Group photo with the Tournament Champion on Sunday
- Invitation to the Champions Reception on Sunday

# LPGA Roles and Responsibilities

## Pre-Tournament

- Course Routing and Yardage
- Start Times
- Tournament Entries
- Local Qualifying Tournament Entries

## Tournament Week

- Tee Times and Pairings
- Hole Locations
- Course Marking
- Rules Officials
- Suspension of Play, due to weather, darkness, or other reasons

The LPGA communicates with Golf Canada Staff and Golf Canada will communicate important updates to Co-Chairs as required.



# Resources Available to Committee Chairs

Chair Resource Page

<https://www.cpkcwomensopen.com/volunteer-resources/>

Here you will find many resources to succeed such as:

- Specific Committee Tournament Manuals (under review and will be available soon!)
- Background & Screening Information for Chairs
- Reports from chairs from previous CPKC Women's Opens
- Minutes and Recordings of Committee Chair Meetings

Golf Canada Staff are also ready to help!



# Trust Event – VMS

ABOUT US CONTACT US LOCATION EVENT DESCRIPTION REGISTER HERE -- OR -- LOGIN

CPKC WOMEN'S OPEN LPGA Official Event GOLF CANADA BDO



2025 CPKC Women's Open  
Monday, August 18 - Sunday, August 24, 2025 • Mississauga Golf & Country Club

REGISTER HERE -- OR -- LOGIN

**CPKC Women's Open Volunteer Program Presented by BDO**

- Trust Event is the Volunteer Management System (VMS)
- Volunteers register here and will return to login with the account credentials they created
- Hub for all volunteer communication
- Used by Co-Chairs to email, schedule, review reports & statistics


# Trust Event – Chair Dashboard

## Communications COMMITTEE

<p><b>Email Functions / Bulletin Board</b></p> <ul style="list-style-type: none"> <li>Email Entire Committee</li> <li>Email Selected Volunteers</li> <li>Email by Specific Shifts</li> <li>Email by Specific Dates</li> <li>Email to Not assigned to shifts</li> <li>Email History</li> <li>Bulletin Board</li> </ul>	<p><b>Shift Management</b></p> <ul style="list-style-type: none"> <li>Manage Shift Assignments</li> <li>Shift Assignment Summary</li> <li>Add Special Instructions to Shift</li> <li><input checked="" type="checkbox"/> Hide Shift Schedules from Public View</li> </ul>
<p><b>Reports</b></p> <ul style="list-style-type: none"> <li>View Shift Assignments</li> <li>Selected this committee as a preference</li> <li>Communications Shift Preferences</li> <li>Communications Shift Breakdown</li> <li>All Registered Volunteers</li> <li>Notes on Shift Schedule</li> <li>Private Chair Notes</li> <li>Volunteer Pictures</li> </ul>	<p><b>Statistics</b></p> <p><small>** Chairs are not counted as assigned volunteers.</small></p> <ul style="list-style-type: none"> <li>Volunteers Assigned to Committee 20/20 **</li> <li>Volunteers Assigned to Shifts: 20</li> <li>Volunteers Not Assigned to Shifts 0</li> </ul>

 Send to Printer
  Export to Excel
  Print All Data Sheets
  Print All Schedules

✓ = Schedule Accepted

NAME	PHONE:		DATE ASSIGNED	SHIFTS ASSIGNED	PAYMENT STATUS
Justin Alexander Junior Volunteer <ul style="list-style-type: none"> <li>Manage Shifts</li> </ul>					

# General Volunteer Email

[cpkcwovolunteers@golfcanada.ca](mailto:cpkcwovolunteers@golfcanada.ca)

Helps Golf Canada centralize general volunteer questions

For General Volunteers that need help with:

- Registering to volunteer
- Any change to their volunteer account (Trust Event)
  - Ex. Change to email, change to availability, change to committee preferences, merchandise help, etc.
- Can no longer volunteer & removal from list/refund
- General Tournament Questions



# Chair Screening Requirements

- Golf Canada is in the process of finalizing screening process and requirements for 2026
- Golf Canada Screening completed with ISB Global. Each committee co-chair will need to create an account
- Receive an email from oneBADGE with link and instructions to create account and complete the requirements.

## Requirements

- Background check (Every 3 years)
- Safe Sport Training (TBD through CAC, completed once)

## Additional:

- Player Transportation & Evacuation Chairs to complete Driver's Abstract – Completed annually



# Screening – General Volunteers

The following committee members will be required to complete a background check and/or driver's abstract through ISB Global.

- Golf Carts & Evacuation (Driver's Abstract)
- Player Transportation (Background Check & Driver's Abstract)

All volunteers agree they will complete any required screening when they register

## Additional Volunteers Screened

- Billet Families
- Professional Caddies
- Player Security

Golf Canada will send out instructions to these volunteers after the 1<sup>st</sup> wave of assignments are completed. Essentially same process as committee chairs go through



# Volunteer Registration and Uniform Package

## Cost:

\$65 – January 12 – , 2026 - Early Bird (Royal Mayfair Members)

\$65 – February 2 –March 1, 2026 – Public & Royal Mayfair Members

\$80 – March 2 – July 24, 2026

## Package Includes

- Official Volunteer Polo
- Official Volunteer Hat
- Drawstring Bag
- Lanyard
- Volunteer Accreditation – allows access all tournament week
- Volunteer Parking Pass
- Weekly Guest Pass – transferrable (**Digital Ticket**)
- Pin
- Invitation to Volunteer Appreciation Events
- Meal Voucher for each shift worked



# Timeline \*subject to change

October 8, 2025 – Committee Co-Chair Meeting #1 – Orientation. Committee chair resource page available.

October 13, 2025 – 1 on 1 Committee Chair Meetings with Golf Canada begin

January 12-30, 2026 – Royal Mayfair Golf Club volunteer registration for members only – early bird pricing.

February 1, 2026 – Deadline for Co-Chairs to complete background check and safe sport training.

February 2, 2026 – Public Volunteer Registration Opens at Early Bird Pricing.

February 10, 2026 – Committee Co-Chair Meeting #2 – Microsoft Teams

March 2, 2026 – Volunteer Registration fee goes to Regular Price

March 25, 2026 – Committee Co-Chair Meeting #3 – Microsoft Teams

March 31, 2026 – Deadline for Committee Chair Wishlist

April – June, 2026 – 1 on 1 Committee Chair Meetings with Golf Canada

April 6, 2026 – 1<sup>st</sup> Wave of Volunteers Assigned

May 7, 2026 – Committee Co-Chair Meeting #4

May 31, 2026 – Deadline to send welcome email to committee volunteers



# Timeline \*subject to change

June TBD, 2026 – Volunteer Management System Training Session

June and July 2026 – Volunteer Scheduling

Early July 2026 Committee Co-Chair Meeting #5

July 4, 2026 – Deadline Volunteer Background Check

July TBD, 2026 – Tournament build begins

July 24, 2026 – Volunteer withdrawal and refund deadline

August 3, 2026 – Deadline to send out volunteer schedules

August 4, 2026 – General Volunteer Orientation. Committee specific volunteer orientation to be scheduled following general orientation.

August 7-8, 2026 – Volunteer Uniform Distribution

August 10, 2026 – Chair Meeting #6 – week prior to 2026 CPKC Women's Open

August 17-23, 2026 – 2025 CPKC Women's Open Tournament Week

September 15, 2026 – Committee Co-Chair Post-Event Reports Due



# Next Steps

1. Email from Leanne with the following:
  - Link to committee resource page
  - Link to book one-on-one meeting for your committee. Please work with your co-chair to pick a time that works for both of you.
2. Review your Committee Manual
3. Review the reports from the past co-chairs of your committee.



**GOLF  
CANADA**



Tee-it-up with us

