



Committee Co-Chair Meeting #2





Agenda

Welcome & Introductions

.....

Registration Update

Registrations by Committee 1st Preference

.....

Volunteer Uniforms

.....

Trust Event

Sending Emails & Reports

.....

Screening Update

Requirements, Safe Sport Update & OneBadge Dashboard

.....

Site Plan

.....

Tournament Tee Times & TV Times

.....

Next Steps & Q&A

Welcome to the Pro-Champs Team



Tate Smith
Tournament Coordinator

Welcome from Tournament Co-Chairs

Marilyn and Craig



Registration Update

Total: 507/1200

*These numbers represent people who have chosen the committee as their first choice. As of 10am February 10.

- 50/50 Sales 15/30
- Admissions & Spectator Services 17/60
- Ambassadors 16/30
- Broadcast Support 13/15
- Caddie Services 9/15
- Communications 5/20
- Corporate Hospitality 7/50
- Golf Carts and Evacuation 5/35
- Grounds and Course 11/30
- Marshals 140/500
- Medical 2/8
- Operations Support 8/15
- Player Services 8/12
- Player Security 8/15
- Player Transportation 39/80
- Practice Facility 28/30
- Pro Am and Special Events 13/25
- Scoring Control 6/12
- Shuttle 7/30
- Standard Bearers 21/75
- Volunteer Security 8/35
- Volunteer Services 10/25
- Walking Scorers 67/75

Volunteer Uniforms



General Volunteer Shirts



Hat Option – Ball Cap or Visor



Player Security Shirts



Volunteer Uniforms – Optional Items for Purchase



Layering Piece – Red Hoodie



Bucket Hat

Committee Co-Chair Uniforms



Red Committee Chair Shirt



Layering Piece – Black Quarter Zip

Trust Event – Co-Chair Management Access

Change My Username & Password

Logout

Welcome back John. Below you will see your Committee Assignments and many other helpful links on the side menu.

Assigned Committees

COMMITTEE	CHAIRS	EMAIL CHAIRS	MANAGE
Ambassadors - 16/30	John Davis  Mark Ohe 	  ALL	Manage
Tournament Co-Chair Committee - 44/58	Marilyn Cox Craig Gardiner 	  ALL	

Assigned Shifts

Kendra will now share screen for a demonstration of how to email and view reports

Screening Requirements Update

Co-Chair Screening Requirements

- Disclosure Form – Completed Annually
- Background check – Required every 3 years
- ***Safe Sport Module** – Completed Once

Additional:

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

How to Obtain Driver's Abstract

- **Online** – [Alberta E-Services](#)
- **OR In Person** – Any AMA Center
 - Bring Membership card, Driver's Licence and 2nd piece of ID
- Upload Driver's Abstract and Receipt to ISB
- Upload your void cheque or Direct Deposit Form to ISB
- Golf Canada will reimburse the cost



Sample Email from OneBADGE



Hi {{First_Name}} {{Last_Name}}

Welcome to Golf Canada's oneBADGE Screening & Compliance Platform!

We recommend you [click this link](#) for a one-minute video on how to log in and set up your profile!

Let's get started in 4 easy steps:

1. [Click Here](#) to log into the ISB platform using the credentials provided below:

Username: {{User_Name}}

Password: {{User_Password}}

If the above link is not working, please copy and paste this link in your browser's address bar: {{BaseUrl}}/{{Link}}

2. Click the **Get OTP** button and enter the OTP that is emailed to you. Note: the OTP is a one-time password. It is not your regular account password.
3. Read and accept the Terms and Conditions and Privacy Policy
4. Reset your Password

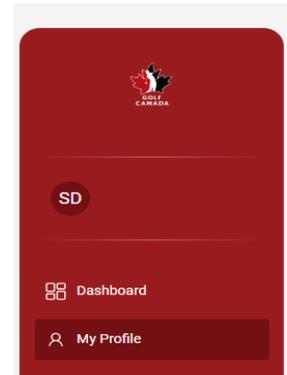
That's it! You will now be logged into your oneBADGE account.

The very first thing you need to do is **upload your photo** to your profile. After doing so you will see your "My Tasks" page, and you can begin working on completing your tasks.

We suggest **saving this email** for convenient access to the platform in the event of future updates or rescreening

Should you have any questions or require assistance, please don't hesitate to contact us at golfcanada@onebadgesport.com or 1.833.998.1277

Screening Tasks Dashboard



Dashboard / My Profile

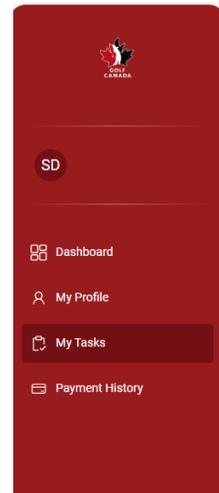
My Profile

Profile Info Documents Image



Upload Photo

Category



Dashboard / Tasks

Tasks

All Tasks Action Required Upcoming Completed

Mobile Identity Verification
Scan QR code using your smartphone camera
Submit To Vendor

Golf Canada Disclosure Form
Pending Task

Safe Sport Training Module
Pending Task

Resources

Trust Event – Volunteer Website: [CPKC Women's Open Volunteer Portal](#)

Co-Chair Resource Page:

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

- Includes Trust Event Tutorial – Written document and video recording of 2025 training
- Includes Committee Co-Chair & Golf Canada Staff Directory

General Volunteer Email: cpkcwovolunteers@golfcanada.ca



Volunteer Accommodations

- University of Alberta – Lister Centre
 - \$129/night – Queen and Double Rooms
- The King’s University
 - \$80/night – Tower Dorm Rooms

Details found on the [CPKCWO Volunteer Website](#)

More Information Coming Soon

Pro-Am Caddie Interest Form – Available in March

Billet Applications – Available in March



Site Plan Review



Tournament Tee Times

*Subject to Change

Date	Round	Timing
Wednesday	Official Pro Am	TBD Tees #1 & #10, 10 min intervals
Thursday	Round 1	7:00am - 9:12am & 12:15pm - 2:27pm Tees #1 & #10, groups of three, 11min intervals
Friday	Round 2	7:00am - 9:12am & 12:15pm - 2:27pm Tees #1 & #10, groups of three, 11min intervals
Saturday	Round 3	9:00am - 2:50pm Tee #1, groups of two, 10min intervals, based on 72 players*
Sunday	Round 4	9:00am - 2:50pm Tee #1, groups of two, 10min intervals, based on 72 players*

*Note: field of 156 is cut to top 65 and ties on Friday night after play

Tournament TV Times

Date	Times (Local Time)
Thursday	Golf Channel Digital: 4:00pm - 5:00pm Golf Channel: 5:00pm - 7:00pm
Friday	Golf Channel Digital: 4:00pm - 5:00pm Golf Channel: 5:00pm - 7:00pm
Saturday	Golf Channel Digital: 4:00pm - 5:00pm Golf Channel: 5:00pm - 7:00pm
Sunday	Golf Channel Digital: 4:00pm - 5:00pm Golf Channel: 5:00pm - 7:00pm



» ALL TICKETS «

**AVAILABLE
NOW**

AUGUST 19-23, 2026

ROYAL MAYFAIR GC | EDMONTON, AB



Next Steps

- Keep recruiting volunteers!
- Submit wish list of volunteers by March 31st
- Look out for Screening Instructions and OneBadge Login Email
- Next Co-Chair Committee Meeting week of April 6th



Questions?



**GOLF
CANADA**



Tee-it-up with us

