



Committee Co-Chair Meeting #3



Agenda

Welcome

Review Week at a Glance

Volunteer Registration Update

Committee Working Locations

Committee Integration Activity

Volunteer Scheduling Preparation

Operations Update

Other Opportunities to Get Involved

Next Steps & Questions



AUGUST 17 – 23, 2026

ADVANCE WEEK & PRACTICE ROUNDS

SATURDAY AUGUST 15 ADVANCE WEEKEND	MONDAY AUGUST 17 CELEBRITY PRO-AM	TUESDAY AUGUST 18 PRACTICE ROUNDS	WEDNESDAY AUGUST 19 CHAMPIONSHIP PRO-AM
TBD	PRACTICE ROUNDS 7:00AM – 12:00PM	PRACTICE ROUNDS 7:00AM – 5:00PM	CHAMPIONSHIP PRO-AM 6:30AM – 5:00PM
SUNDAY AUGUST 16 ADVANCE WEEKEND	GOLF CANADA FOUNDATION CELEBRITY PRO-AM 10:00AM – 7:00PM *12:00PM SHOTGUN	CPKC WOMEN'S LEADERSHIP SUMMIT @ FAIRMONT HOTEL MACDONALD 10:00AM – 3:00PM BDO BREAKFAST @18 TH HOSPITALITY TIME TBC PRO-AM DRAW PARTY @ FAIRMONT HOTEL MACDONALD 6:30PM – 9:30PM	WALK WITH A PRO @ THE RINK ALL DAY OPENING CEREMONIES @ TBD 3:30PM COMMUNITY TOUR(S) AND CLINIC(S) 5:00 – 8:00PM CEO DINNER PRESENTED BY BDO 6:30PM – 9:30PM
PRACTICE FACILITIES OPEN 12:00 – 6:00PM			

COMPETITION ROUNDS

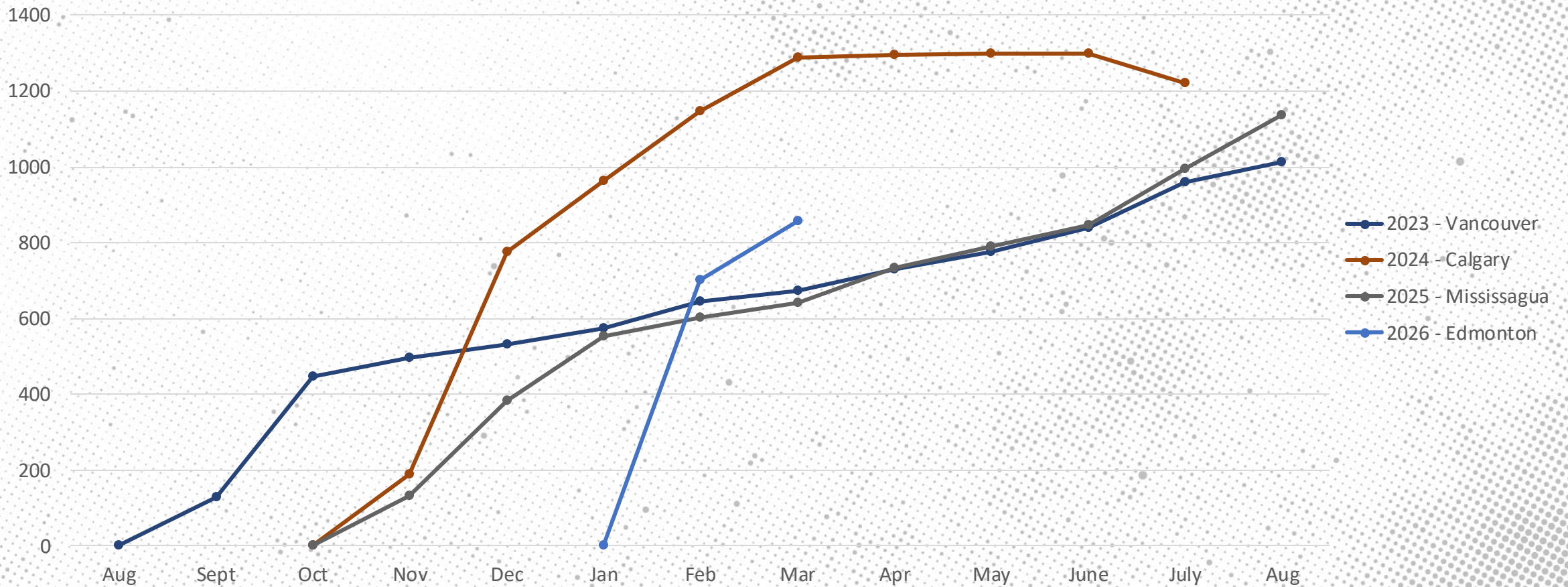
THURSDAY AUGUST 20 OPENING ROUND	FRIDAY AUGUST 21 RED & WHITE DAY	SATURDAY AUGUST 22 VOLUNTEER APPRECIATION DAY	SUNDAY AUGUST 23 CHAMPIONSHIP SUNDAY	MONDAY AUGUST 24 MONDAY AFTER
NETWORK TV TIMES 6:00- 7:00 (DIGITAL) 7:00 – 9:00 [GOLF CHANNEL]	NETWORK TV TIMES 6:00- 7:00 (DIGITAL) 7:00 – 9:00 [GOLF CHANNEL]	NETWORK TV TIMES 6:00- 7:00 (DIGITAL) 7:00 – 9:00 [GOLF CHANNEL]	NETWORK TV TIMES 6:00- 7:00 (DIGITAL) 7:00 – 9:00 [GOLF CHANNEL]	MONDAY AFTER MORNING & AFTERNOON GROUPS
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 & 10 TEES	JUNIOR STARTERS PROGRAM 1 & 10 TEES	VOLUNTEER APPRECIATION BREAKFAST 7:30AM – 10:00AM	JUNIOR STARTERS PROGRAM 1 & 10 TEES	
	CADDIE APPRECIATION NIGHT @ EDMONTON ELKS GAME 9:30PM	VOLUNTEER APPRECIATION HAPPY HOUR 3:30PM	CHEQUE PRESENTATION @ 1 ST TEE 3:00PM	
		JUNIOR STARTERS PROGRAM 1 & 10 TEES	CLOSING CEREMONIES 6:00PM – 7:00PM	
			CHAMPIONS RECEPTION 7:00PM - 9:00PM	

ON-SITE EVENT

OFF-SITE EVENT

BROADCAST TIMES

VOLUNTEER REGISTRATIONS BY MONTH



Total Volunteers: 875 - as of 10am April 8th



Registration Update

Total: 875/1200

*These numbers represent people who have been assigned to each committee. As of 10am April 8th.

- 50/50 Sales 27/30
- Admissions & Spectator Services 39/60
- Ambassadors 18/30
- Broadcast Support 14/15
- Caddie Services 15/15
- Communications 14/20
- Corporate Hospitality 34/50
- Golf Carts and Evacuation 11/35
- Grounds and Course 24/30
- Marshals 322/500
- Medical 8/8
- Operations Support 11/15
- Player Services 9/12
- Player Security 10/15
- Player Transportation 63/80
- Practice Facility 31/30
- Pro Am and Special Events 25/25
- Scoring Control 12/12
- Shuttle 9/30
- Standard Bearers 46/75
- Volunteer Security 13/35
- Volunteer Services 22/25
- Walking Scorers 75/75

Committee Operating Locations

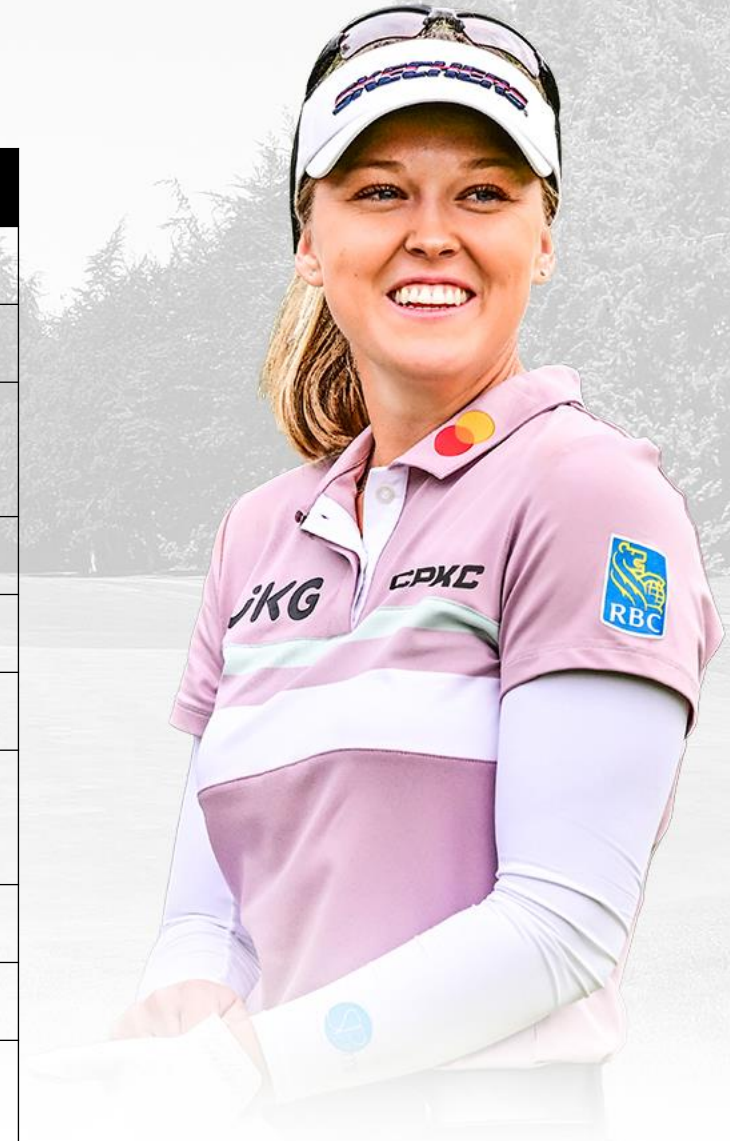
Volunteer Centre

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



Committee Operating Locations

Committee	Location
Admissions and Spectator Services	Admissions Area tents
Caddie Services	Mayfair Women's Locker Room
Communications	Trailer near Volunteer Centre, Shared with Scoring Control
Golf Carts and Evacuation	Tent at Golf Cart Charging Area
Grounds and Course	Grounds and Course Tent
Medical	Fitness area
Player Services	Outside Mayfair Men's Locker Room
Player Transportation	U of A
Practice Facility	Tent on Driving Range
Scoring Control	Trailer near Volunteer Centre, Shared with Communications
Shuttle	Tent at Golf Cart Charging Area

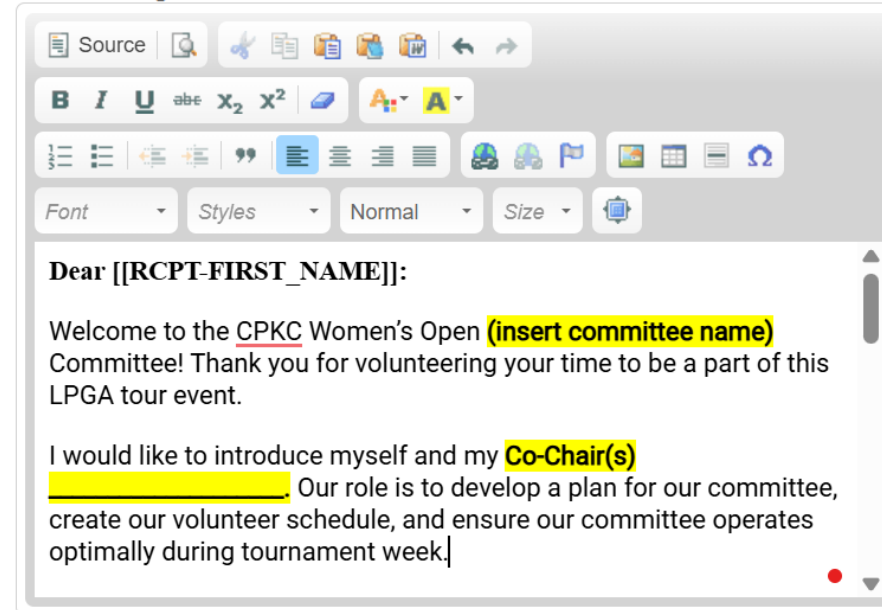


Committee Welcome Email

Subject:

Welcome to the [[ASSIGNED_COMMITTEES]] Committee

Email Message



The screenshot shows an email composition window with a rich text editor. The toolbar includes options for Source, Undo, Redo, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, and a Font Size dropdown. The email body contains the following text:

Dear [[RCPT-FIRST_NAME]]:

Welcome to the CPKC Women's Open (insert committee name) Committee! Thank you for volunteering your time to be a part of this LPGA tour event.

I would like to introduce myself and my Co-Chair(s) [redacted]. Our role is to develop a plan for our committee, create our volunteer schedule, and ensure our committee operates optimally during tournament week.

Insert Data Merge Fields into your email

NOTE: The following functions will insert a [[MERGE-FIELD]] into your email message below. These merge codes will display "recipient specific" data. First, please place

Please send first touchpoint introductory email by May 31st

Committee Integration Activity

Group 1	Group 2	Group 3	Group 4
Pro Am & Special Events Caddie Services Shuttles	Ambassadors 50/50 Sales Volunteer Services	Communications Admissions & Spectator Services	Corporate Hospitality Marshals Volunteer Security Sales
Group 5	Group 6	Group 7	
Grounds & Course Golf Carts & Evacuation Operations Support Broadcast Support	Player Services Medical Player Transportation Practice Facility	Scoring Control Walking Scorers Standard Bearers	



Committee Integration Activity

1. Explain the roles and responsibilities of your committee to each other.
2. Discuss how you may need to work together during tournament week.

Volunteer Scheduling Preparation

1. Review the 2025 Volunteer Schedule that will be sent to you.
2. Committee Operating dates, tee times, TV Times, and draft admissions times are included in the following slides.
3. The course is closed to the public on Monday and Tuesday.
4. During our Volunteer Orientation, we ask volunteers to arrive at the Volunteer Centre 30 minutes before their shift. This would be arriving on site they should consider extra time to take the shuttle from parking.



Volunteer Scheduling Preparation

[illegible]

Tournament Tee Times

*Subject to Change

Date	Round	Timing
Wednesday	Official Pro Am	TBD - 7:00am - 9:12am & 12:15pm - 2:27pm 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

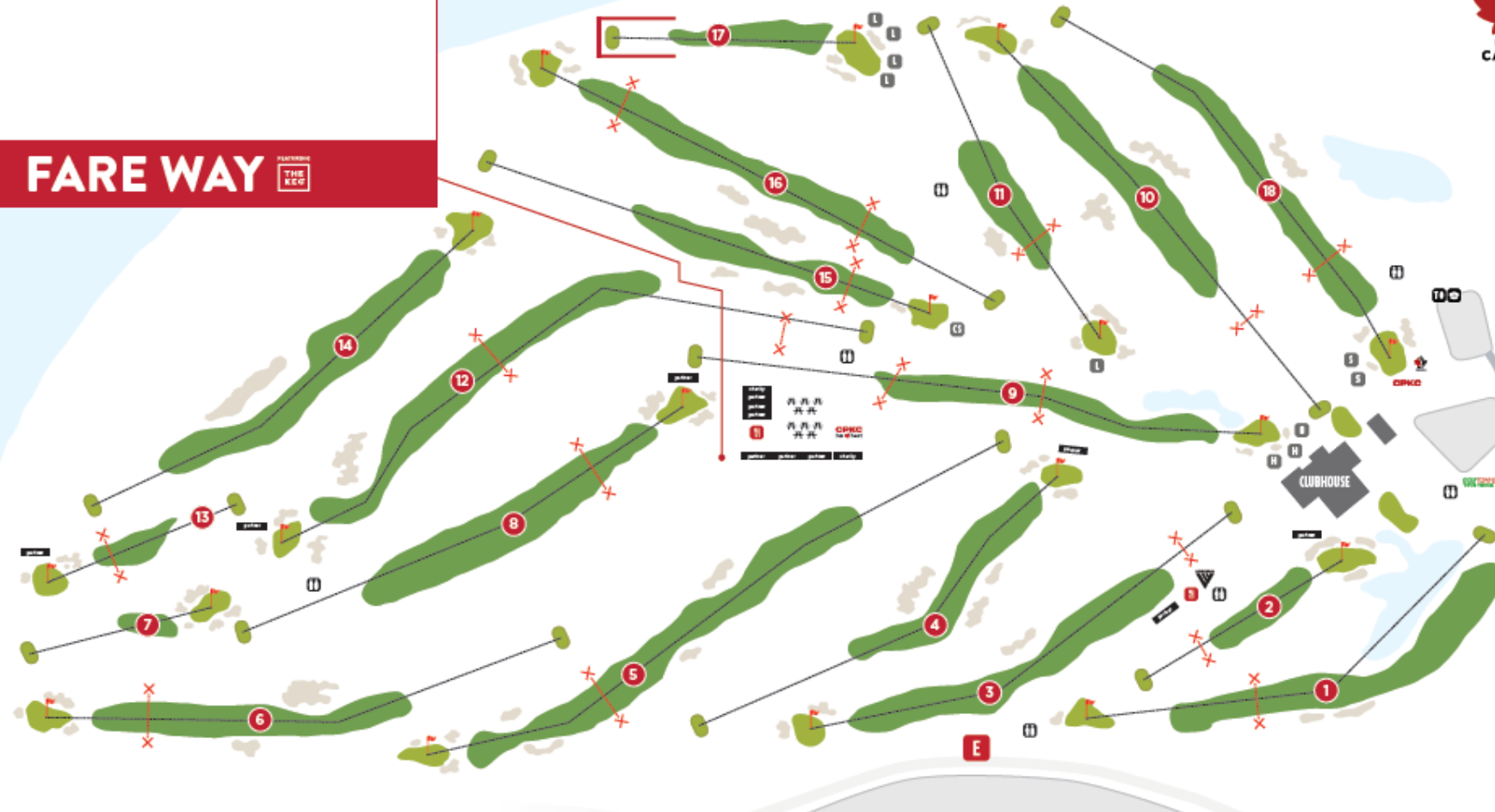
Date	Times (Local Time)
Thursday	Golf Channel Digital: 4:00pm - 5:00pm Golf Channel: 5:00pm - 7:00pm
Friday	Golf Channel Digital: 4:00pm - 5:00pm Golf Channel: 5:00pm - 7:00pm
Saturday	Golf Channel Digital: 4:00pm - 5:00pm Golf Channel: 5:00pm - 7:00pm
Sunday	Golf Channel Digital: 4:00pm - 5:00pm Golf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

FARE WAY

THE KEG

Host Nation

Host Organization



GENERAL INFORMATION

MUST VISIT DESTINATION

CORPORATE HOSPITALITY

OPERATIONS

TRANSPORTATION

- E** Entrance/Admission
- C** Concessions
- W** Washrooms

- LG** Little General
- GTT** Golf Town Tour Truck
- LMT** Levelwear Merch Tent
- CHHZ** CPKC Has Heart Family Zone

- H** Heritage Lounge
- L** Lodges
- CS** Club Seats

- X-X** Crosswalks
- TO** Tournament Office
- S** Security

Hole	Par	Yards
1	4	0
2	4	0
3	3	0
4	4	0
5	5	0
6	3	0
7	4	0
8	4	0
9	4	0
OUT	35	0
10	3	0
11	4	0
12	5	0
13	5	0
14	3	0
15	4	0
16	4	0
17	4	0
18	4	0
IN	36	0
TOTAL	71	0

Download the official Golf Canada CPKC Women's Open app for tee times, player tracking, leaderboards & more.



Parking Update



Host Family Program

The CPKC Women's Open offers the unique opportunity to host some of the game's finest talents in your home! Roughly 50-70 players every year look for accommodations in the form of billeting.

Benefits

- Opportunity to share different social and cultural experiences
- Shows your support of the event and aspiring athletes

Requirements

- Fill out the application form
- Provide two (2) character references (non-family)
- All household members over the age of 18 must complete a background check
- Must have accommodations available for the entirety of tournament week
- Complete an education model in the form of a self-guided orientation

Host families will then be matched with visiting players/caddie(s) as appropriate



Caddying

Caddies are required for the two Pro-Am events:

- Golf Canada Foundation Celebrity Pro-Am – **Monday, August 17th**
- CPKCWO Championship Pro-Am – **Wednesday, August 19th**

All interested caddies **must** complete our Pro-Am Caddie Interest Form, also available on our website at

<https://www.cpkcwomensopen.com/caddie-opportunities/>

Important Details:

- Caddie assignments will be first-come, first-served and Golf Canada **cannot** guarantee a bag for any caddies.
- Caddies who fill out an interest form will receive assignments mid-July.
- Caddies who are given a bag will receive the following: Sunday grounds ticket & spectator parking pass, \$50 gift card to the tournament merchandise tent.



Next Steps

- Co-Chair Background Check Screening Due **April 10th (Friday)**
- Review 2025 Volunteer Schedule and provide feedback to Kendra and Tate by **May 31st**
- Send initial welcome email to committee by **May 31st**



Questions?



**GOLF
CANADA**



Tee-it-up with us



Resources

Trust Event – Volunteer Website: [CPKC Women's Open Volunteer Portal](https://www.cpkcwomensopen.com/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: cpcwovolunteers@golfcanada.ca

