



Committee Co-Chair Meeting #4



Agenda

Welcome

Getting Ready

Tournament Week

Post Tournament

Next Steps & Questions



CONFIRMED



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AUGUST 19-23, 2026

ROYAL MAYFAIR GC | EDMONTON, AB

Getting Ready

Committee Co-Chair Checklist

- ☐ Headshot uploaded to Trust Event for Committee Co-Chair Credentials
- ☐ Screening completed
- ☐ RSVP and attend the General Volunteer Orientation (August 4, at 6:00pm local) held online
- ☐ Send out volunteer schedule prior to orientation to all volunteers. Work through changes that come back from your volunteers.
- ☐ Set-up Committee Specific Orientation and let Golf Canada know about the date and time. Communicate this orientation to your volunteers.
- ☐ Pick-up your volunteer package

General Volunteer Orientation

Tuesday, August 4 at 6:00pm

Held online – volunteers must register to receive the link to the orientation.

[Link to register](#) went out Friday, July 17th

Committee Specific Orientation

Held at a time of your choosing (after Aug 4th)

Online or in-person is up to you.

Please email Kendra to schedule your orientation. Kendra will provide a Microsoft Teams link for online orientations that you will email to your committee.

One Golf Canada staff attends all committee specific orientations to help support with tournament questions.



Volunteer Uniform Pick-up

Friday, August 7: 12:00pm – 6:00pm

Saturday, August 8: 9:00am – 3:00pm

Location:

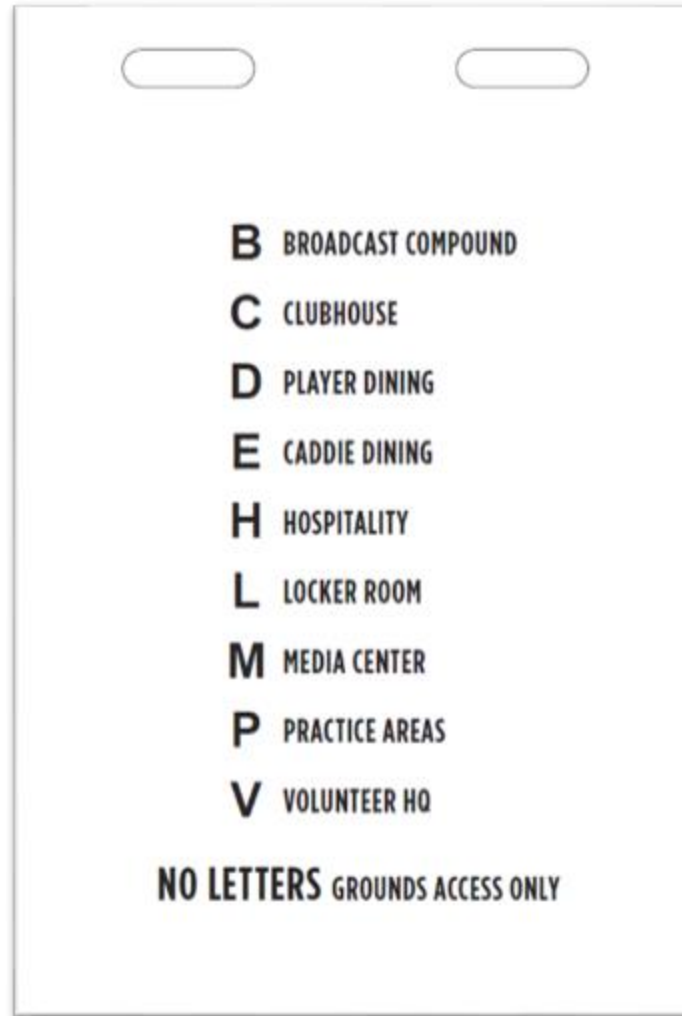
Glenora Community League

10426 136 St. NW

Volunteers can pick-up for other volunteers. Friends or family can also pick-up on a volunteers behalf. Anyone who picks up a bag needs to sign for it and be prepared to show proof of the arrangement (email, text, direct message, etc).



Volunteer Credentials



- Photo ID badges
- Committee Co-Chairs
 - Caddie Services
 - Medical
 - Player Security
 - Player Services



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

Volunteer Parking

All volunteers will be sent a link for Offstreet which is the University of Alberta's parking system.

Volunteers will register their vehicle in Offstreet by using their license plate. They will need to register their vehicle for each day that they have a shift, or plan to come to the tournament.

Complimentary parking is a part of the volunteer package and we ask that all volunteers keep this link to themselves. This link is not to be shared with friends and family.



Parking Update

Recommended Parking Lots:

- Windsor Carpark
- Stadium Carpark
- Jubilee Carpark
- Lot U
- Lot N

Shuttle Hours:

Monday – Friday: 4am – 9pm
Saturday & Sunday: 5am - 9pm



Tournament Week

Staff Dining Hours

Monday - Sunday

Breakfast 6:30am - 10:30am

Lunch 11am - 2pm

Afternoon Snack 3:00-5:00pm

Players left of tournament 18 hole by the
Media Centre

Daily Committee Chair Meetings

Tuesday – Saturday

4:00pm at the Staff Dining Tent



Golf Carts

- Golf Carts are provided to committees that need them to operate efficiently.
- Not all committees are provided golf carts
- A Cart Card will be provided to committees that require a golf cart. The Card is traded in daily for a Cart.
- Carts are picked up and dropped off with the Golf Cart Committee daily so they can be charged overnight.



Radios

- Most Committee Chairs are assigned radios.
- Radios are picked up and dropped off daily at the Communications trailer near the volunteer centre.
- The communications committee will provide basic training on how to use the radio.



Radio Tips

1

Wait for the channel to be clear

Please don't interrupt other conversations that are happening by pressing the talk button

2

State who you want to speak to and wait for them to respond

Don't say your message until they have confirmed they are listening

3

Press and hold while speaking



4

When in doubt, call Communications

If you don't know if the person you need is on your channel, call communications.

5

Stay tuned for the weather reports each day

6

Avoid Jargon

No need to say "over and out" or 10-codes

Volunteer Appreciation

Volunteer Appreciation Social – Friday, Aug 21st

- Location: Volunteer Centre
- More details to come

Volunteer Appreciation Breakfast – Sat. Aug 22nd

- Volunteer Appreciation Day + Red & White Day
- Location: Volunteer Centre. 8:00am start.
- Breakfast, presentations, entertainment, raffle prize draw and more details to come

Wellness Activation

- Strech Lab onsite through tournament week. More details to come

Continue to work with Royal Mayfair, Explore Edmonton and Golf Canada Partners



Tournament Scenario 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 & Player 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	

Tournament Time Scenarios



1. It is 5:00 pm on Friday. The LPGA meteorologist has determined that tee times are going to be pushed back 90 minutes on Saturday morning due to the weather. The new starting time will be 10:30 am.
2. You have a volunteer on your committee that has not shown up two days in a row. It is the end of the second day and this volunteer is scheduled for a shift first thing tomorrow.

Post Event Report

1

Responsibilities

Your committee responsibilities as you experienced them.

2

What went well?

3

What could have gone better?
What would you suggest to
future committee chairs?



4

What do you wish you
would have known prior to
tournament week?

5

What advice would you give the
next committee chair?

6

What is your favorite memory
from the CPKC Women's Open?

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Questions?



**GOLF
CANADA**



Tee-it-up with us



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