



Committee Co-Chair Meeting #5



Agenda

Welcome

Volunteers – Final reminders and information

Evacuation Plan

Tournament Week Reminders

Post Tournament

Next Steps & Questions

Volunteer Uniform Pick-up

Alternative Uniform Pick-Up

- **Date:** Sunday, August 16th
- **Location:** Volunteer Centre – Volunteer Services Desk
- **Hours:** 12pm – 4pm

Park in Hawerlak Park

Uniform Pick-Up and exchanges only

Starting Monday, August 17th – Saturday, August 22nd

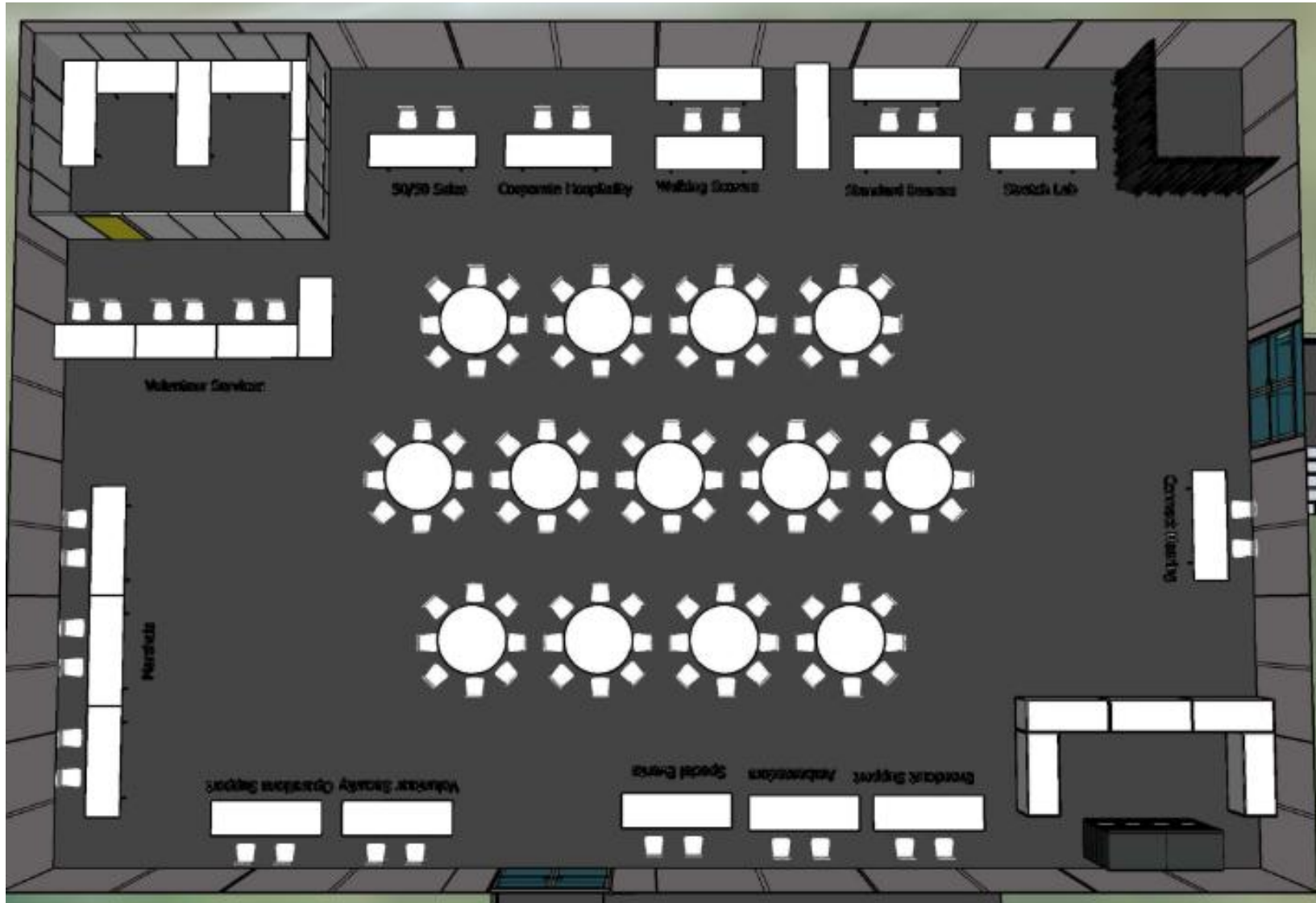
- Pick up uniform in the Volunteer Centre at the Volunteer Services Desk
- Tournament parking is in effect. Volunteers should register for parking as usual, board the shuttle then proceed to the Volunteer Centre to pick up uniform
- All volunteers are required to pick up their package in order to receive credentials and access the tournament grounds.
- Uniform pick-up is only available during the Volunteer Services Desk Hours (see next slide)



Shuttle Drop-off & Path to Volunteer Centre



Volunteer Centre Layout



Volunteer Services Desk Hours

Sunday 12:00 – 4:00pm

Monday-Tuesday 11:00am - 5:00pm

Wednesday-Friday 6:30am - 7pm

Saturday 7:00am - 7pm

Sunday 8:00am - 7pm

Volunteer Concession Hours

Monday 10:00am - 6:00pm

Tuesday-Wednesday 6:30am - 6pm

Thursday-Friday 6:30am - 8pm

Saturday 9:00am - 8pm

Sunday 8:00am - 8pm

Volunteer Meal Vouchers Distribution

- One Committee Co-Chair is responsible to pick up meal vouchers bundle from the Volunteer Services desk in the Volunteer Centre.
- Fay & Ellen at Volunteer Services will have the meal vouchers prepared. You will only be able to pick up your bundle for the next day.
- Chairs eat in Staff Dining and **DO NOT** receive a meal voucher.
- The count is based on your committee shift schedule in Trust Event. Exact shift numbers is what will be received.
- **It will be on the co-chair to give out the meal voucher and on the volunteer to keep their meal voucher safe for the day.**
- If a volunteer does not show up for their shift, we trust that you will return the meal voucher to Volunteer Services.
- Pick-Up for Monday, August 17th will be available from 2pm – 4pm on Sunday August 16th.
- Please pick-up your committee meal vouchers by the 4pm Chair Meeting



VOLUNTEER MEAL VOUCHER

This ticket is redeemable for one (1) food item and one (1) non-alcoholic beverage only at a CPKC Women's Open Concession Stand or in the Volunteer Centre.

This ticket is non-transferable, non-refundable, and cannot be exchanged for cash. No change or modification for amount differences can be issued. This ticket is valid for one-time use only between Monday, August 17th and Sunday, August 23rd, 2026.

ROYAL MAYFAIR GOLF CLUB
AUGUST 17 - 23, 2026



Golf Canada Volunteer Conduct and Response Policy

Golf Canada is committed to providing a safe, respectful, inclusive, and positive volunteer environment. The purpose of this policy is to establish a fair, consistent, and transparent process for addressing volunteer conduct concerns while ensuring that all concerns are reviewed objectively, promptly, and consistently.

Committee Co-Chair Roles and Responsibilities

Play an important role in supporting a safe, respectful, and positive volunteer environment by:

- Communicating role expectations, responsibilities, and procedures
- Fostering a respectful, inclusive, and supportive volunteer environment.
- Addressing minor conduct concerns through feedback or clarification, and escalating concerns that require Golf Canada review.
- Documenting concerns, where required, by completing or supporting the completion of a Volunteer Incident Report.
- Maintaining confidentiality and seeking guidance from Golf Canada staff when appropriate.



Golf Canada Volunteer Conduct and Response Policy

Reporting Conduct Concerns

Should be reported promptly. Minor concerns should be normally addressed through feedback or clarification by the Volunteer Leader. More serious concerns should be referred to Golf Canada and documented using the incident report

Example Conduct Levels & Response

Conduct Level	Example Conduct	Example Response
Minor	• First instance of lateness • Failure to follow reasonable instructions	• Provide feedback and clarification of expectations
Moderate	• Repeated failure to follow instructions after feedback • Inappropriate or disrespectful communication • Leaving assigned area without authorization	• Documented feedback/warning • Temporary removal from duties for the day
Serious	• Significant insubordination (Not listening to direction by leadership) • Behaviour causing significant risk (Unsafe, harassment, bullying, discrimination) • Breach of Code of Conduct (Asking for autograph and pictures from players)	• Notify Golf Canada immediately. Fill out incident report • Temporary or full suspension and removal from volunteer role • Future Volunteer eligibility review
Critical	• Criminal Conduct (Ex. Violence/assault, theft) • Threats to safety or well-being of others • Serious impairment while in role	• Notify Golf Canada immediately. Fill out incident report • Involvement of security where appropriate • Permanent removal from Golf Canada Volunteer Program

Volunteer Appreciation

Matt & Steve's Volunteer Happy Hour – Thursday, Aug 20 - 12pm – 2pm

- Location: Putting Green – Matt & Steve's deck

Pastries Presented by Connect Hearing – Friday, Aug 21 – 6:30am

- Location: Volunteer Centre
- *While Supplies last

Volunteer Appreciation Social – Friday, Aug 21 – 2pm – 5pm

- Location: Volunteer Centre
- Light snacks, live music, photo booth

Volunteer Appreciation Breakfast – Sat. Aug 22nd – 8am – 11am

- Volunteer Appreciation Day + Red & White Day
- Location: Volunteer Centre
- Breakfast, presentations, entertainment, raffle prize draw

Wellness Activation

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



Volunteer Circle of Excellence Program

- Two tokens per each co-chair to be picked up from the volunteer services desk in the volunteer centre during their hours of operations
- Please give one out to a volunteer who you would like to recognize as going above and beyond
- **Take a picture with the volunteer and email it to cpkcwovolunteers@golfcanada.ca.** Please include a few sentences about why you gave the volunteer the token
- Submissions will be recognized in the daily newsletter and entered into a raffle to win a prize.



2026 Evacuation Plan



Zone	Color	Transport
1	Yellow	Walk
2	Blue	Carts
3	Red	Vans
4	Purple	Carts

Vehicle icons indicate zone pick up location or van/cart staging



Zones and Player Movement

Hole	Tee	Fairway	Green	Hole	Tee	Fairway	Green
1	Zone 1 – Walk	Zone 1 – Walk	Zone 1 – Walk	10	Zone 1 - Walk	Zone 1 – Walk	Zone 1 - Walk
2	Zone 1 - Walk	N/A	Zone 1 - Walk	11	Zone 1 - Walk	Zone 1 – Walk	Zone 1 - Walk
3	Zone 1 - Walk	Zone 1 – Walk	Zone 1 - Walk	12	Zone 1 - Walk	Zone 1 – Walk	Zone 3 - Vans
4	Zone 1 - Walk	Zone 1 - Walk	Zone 1 - Walk	13	Zone 3 - Vans	N/A	Zone 3 - Vans
5	Zone 1 - Walk	Zone 1 - Walk	Zone 4 - Carts	14	Zone 3 – Vans	Zone 2 – Carts	Zone 2 – Carts
6	Zone 4 - Carts	Zone 4 - Carts	Zone 4 - Carts	15	Zone 2 – Carts	Zone 1 – Walk	Zone 1 - Walk
7	Zone 3 - Vans	N/A	Zone 3 – Vans	16	Zone 1 – Walk	Zone 1 - Walk	Zone 2 – Carts
8	Zone 3 – Vans	Zone 1 - Walk	Zone 1 - Walk	17	Zone 2 – Carts	N/A	Zone 1 - Walk
9	Zone 1 - Walk	Zone 1 - Walk	Zone 1 - Walk	18	Zone 1 - Walk	Zone 1 – Walk	Zone 1 - Walk



Working Staff/Volunteers – Golf Cart Zones

Zone 2	Zone 4
GC Partnerships (x3) GC Communications GC Championships (x2) The Team (x2 4 pass Cart) Operations Manager GC Operations (x2) Marshals Volunteers (x2 – 6 pass carts) Spectator Shuttle (4 pass)	GC Championships GC Experience GC Sales Operations Coordinator GC Operations (3 carts) GC Foundation Marshals Corporate Hospitality Volunteers (x2 – 6 pass)
29 Total	25 Total



Security and Public Safety



Rob MacLean
Director of Security & Emergency Management

24 Hour Security
Phone Number

(780) 306-8922



If you have a security issue?

DO

- Contact Security via radio or phone.
- Describe the activity.
- Report your Identity.
- Report your location.
- Stay a safe distance away from the activity, but in the area so Security/Police can find you.

DO NOT

- Touch a suspicious package.
- Approach a suspicious person.
- Start investigating the situation yourself.
- Talk about the situation to others, except your immediate supervisor and/or Security/Police.
- Wait . . . make the call.

Golf Canada Staff – Who is responsible?

Staff	Responsibility
Alex	Transportation & Parking Washrooms Signage
Carter	Temporary Infrastructure (tents, bleachers, etc.) Ecology and Sustainability Golf Carts Evacuation
Hannah	Special Events (Opening and Closing Ceremonies) Pro Am (including Pro Am Caddies) Honorary Observers, Junior Starters Player Services
Kendra	Volunteer Program
Leanne	Food & Beverage – Concessions and Hospitality Overall Volunteer Program Overall Special Events & Community
Nolen	Player and Caddie Services Accreditation
Tate	Volunteer Program

Tournament Week Reminders

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



CHAMPIONS RECEPTION

- Champions Toast will be taking place with the 2026 CPKC Women's Open winner on Sunday evening.
- This is an exclusive event for only Golf Canada staff, partners, and Volunteer Chairs.
- RSVP is on the hyperlink of the PDF invitation.
- Cocktails and appetizers will be provided.



Join us in celebrating the conclusion of the CPKC Women's Open with our newly crowned 2026 champion!

Begins at the conclusion of the Closing Ceremonies.

When: Sunday, August 23rd, 2026

Where: CPKC Clubhouse Suite

Cocktails & Appetizers will be provided

[CLICK HERE TO RSVP](#)

AUGUST 19-23, 2026
ROYAL MAYFAIR GOLF CLUB | EDMONTON, AB



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?

Questions?



**GOLF
CANADA**



Tee-it-up with us

