



(Updated June 2, 2016)

AMATEUR COMPETITIONS COMMITTEE TERMS OF REFERENCE

Mandate

The Amateur Competitions Committee is an Operating Committee of the CEO of the Royal Canadian Golf Association, (operating as Golf Canada), hereinafter referred to as “Golf Canada”. It is responsible for assisting the CEO in fulfilling his oversight responsibilities relating to all national amateur competitions.

Key Duties of Chair

In fulfilling its role, the Chair will work closely with staff on the following tasks:

- Establish starting, scoring and rules duty rosters, working with the Rules Committee and Professional Championships Committee chairs;
- Review tournament budgets with staff rep and provide recommendations if necessary
- Working with the staff support person to plan meetings
- Supporting committee members between meetings to complete tasks
- Provide written reports to the CEO as required

Key Duties of the Committee

In fulfilling its mandate, the Committee will perform the following key tasks:

- Determine and approve all competition venues, a minimum of three years in advance;
- Review and provide input regarding site selection guidelines;
- Provide input to tournament operations/agronomy manuals for each event;
- Ensure that periodic pre-tournament visits are conducted by Golf Canada staff beginning a minimum of 12 weeks prior to competition date;
- Review and provide input on significant sponsorships and contracts;
- Review and determine action on disciplinary cases involving participants (as required) for amateur competitions;
- Provide annual input as part of the Golf Canada strategic planning process;
- Review and provide input on specific tournament budget items as determined by the chair;
- Approve exemption policies and exemptions granted;
- Review and provide input on all amateur championship and all professional qualifier (CPWO & RBCCO) materials. (Entry forms, tournament manuals, etc.); and
- Review all amateur championship policies and all professional qualifier policies (CPWO & RBCCO).
- Develop and implement an annual work plan in accordance with these terms of reference and;
- Perform such additional tasks as may be delegated to the Committee by the CEO from time to time;

Appointment

Members shall be appointed to the Committee by the Board within 30 days after each annual general meeting and will serve terms of one year. Committee members will be expected to serve a minimum of three one-year terms. Should a vacancy occur on the Committee, for whatever reason, the Board may



appoint a qualified person to fill that vacancy for the remainder of the vacant position's term. The Board may remove any member of the Committee.

Composition

The Committee shall be composed of the Chair of the Committee and 5 to 8 additional members, including the current Rules Committee Chair, who will be identified by the Officers and CEO in consultation with the Chair and Staff representative.

Members selected to the Committee should reflect, to the extent possible, the diverse nature of Golf Canada's membership including language, gender, geographic location, and ethnicity.

The Board will designate the Chair of the Committee, who shall be a Governor or a Director. The Chair may serve a maximum of four one-year terms. For resolutions that require a vote, the Chair shall have a vote but will not have a second vote in the event of a tie.

Staff Representative

The CEO will designate a staff representative(s) to provide support to the committee.

Meetings and Resources

The Committee may meet by telephone or in person, at least quarterly, and as required. The Chair will schedule meetings. The Committee will receive the necessary resources from Golf Canada to fulfill its mandate and will have staff persons assigned to assist the Committee with its work.

Reporting

The Committee shall report to the CEO. Minutes of all meetings will be kept, and minutes and reports will be sent to the CEO within 60 days after each meeting of the Committee. The minutes will then be accessible for review on the Governors web page.

Review and Approval

These terms of reference were approved by the Board on June 2, 2016 and may be reviewed and revised from time to time by the Board.