



(Updated May 2, 2019)

HANDICAP AND COURSE RATING TERMS OF REFERENCE

Mandate

The Handicap & Course Rating 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 the Golf Canada Handicap System & the Course Rating System in Canada.

Key Duties of Chair

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

1. Provide input on selection of staff/volunteer delegates to Provincial or international meetings;
2. Be consulted and provide input into handicap and course rating budgets for recommendation to the responsible manager or Chief Financial Officer as appropriate;
3. Work with committee members and the staff support person to plan meetings;
4. Support committee members between meetings to complete assigned tasks; and
5. Provide written reports to the Board and/or CEO as requested.

Key Duties of the Committee

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

1. Monitor and support the administration of the national Handicap system in Canada;
2. Monitor and support the administration of the national Course Rating system in Canada;
3. Maintain Golf Canada’s position and reputation as the final authority in Canada for all matters relating to the Handicap and Course Rating systems, including making recommendations as to the resolution of any disputes;
4. Monitor and support Golf Canada’s educational and awareness programs regarding the Handicap and Course Rating systems in order to assist the Provinces to increase use of the Handicap system and to ensure an adequate number of course raters are trained and available.
5. Conduct ongoing evaluations and reviews of the current Handicap and Course Rating systems and recommend any necessary improvements to the systems to ensure the best possible systems for Canada;
6. Oversee the licensing process of provincial golf associations and member clubs in the use of the Golf Canada Handicap and Course Rating systems;
7. Work in conjunction with the Member Services task force to establish and recommend the necessary actions needed to protect the Handicap and Course Rating systems to prevent clubs or groups from illegally using or referencing the systems;
8. Ensure uniform and correct use of the Golf Canada Handicap and Course Rating systems across Canada through promotional, educational and training programs for member clubs, member golfers and provincial golf association course rating volunteers;
9. Provide annual input as part of the Golf Canada strategic planning process;
10. Develop and implement an annual work plan in accordance with these terms of reference; and



11. Perform such additional tasks as may be delegated to the Committee by the CEO or the Board of Directors 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 should be composed of five to nine persons, who will be identified jointly by the Chair of the Committee and the CEO, taking into account their knowledge, experience and interest in the Golf Canada Handicap System & the Course Rating System. Members of the Committee must have their Level III Course Rating certification or equivalent and have completed the Handicap training required of club representatives.

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.

Meetings and Resources

The Committee may meet by telephone or in person, as required. Meetings will be as called by the Chair. 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 Board and/or 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 May 2, 2019 and may be reviewed and revised from time to time by the Board.