



(Updated April 13, 2018)

RULES OF GOLF AND AMATEUR STATUS COMMITTEE

TERMS OF REFERENCE

Mandate

The Rules of Golf and Amateur Status Committee is an Operating Committee that reports to 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 their oversight responsibilities relating to Golf Canada's Rules of Golf and Amateur Status.

Key Duties of Chair

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

- Work with Committee members and the staff representative to plan meetings;
- Support Committee members and subcommittees between meetings to complete tasks;
- Collaborate as a Member of the Duty Roster Selection Panel to establish the starting, scoring and rules duty rosters;
- Provide input to CEO on selection of staff/volunteer rules delegates at international meetings and championships.
- Provide input and represent Golf Canada on the R&A Rules Committee and the Joint Rules Committee of the R&A and USGA to formulate changes to the Rules of Golf; and
- Provide written reports to the CEO as required.

Key Duties of Committee

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

1. Govern the Rules of Golf and Amateur Status in Canada;
2. Maintain the organization's position and reputation as the authority in Canada for all matters relating to the Rules of Golf and Amateur Status;
3. Ensure the Rules of Golf are upheld at all Golf Canada competitions;
4. Provide Golf Canada, the PAs, and Member clubs with qualified referees;
5. Develop Rules of Golf educational programs and materials; increase Rules awareness for all levels of players, members and officials;
6. Continue Canada's unique role in the administration of the Rules of Golf and recommend changes in the Rules to the Board of Directors;
7. Review all Rules of Golf related policies and manuals;
8. Enforce the Rules of Amateur Status;
9. Provide annual input to Golf Canada's 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 as required.

Appointment

Members shall be appointed to the Committee by the Board within 30 days of each annual general meeting and shall serve terms of one year. Appointments are annual, but members normally 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 or add any member of the Committee.



Composition

The Committee shall be composed of the Chair of the Committee and 5 to 8 additional members, who shall be nominated by the Officers and CEO in consultation with the Chair and Staff Representative and approved by the Board. The members must be certified to Level Four in accordance with the current Rules Certification program in Canada.

Members selected to the Committee shall possess appropriate expertise or experience in the areas of the Committee's responsibility and should reflect, to the extent possible, the diverse nature of Golf Canada's membership, including language, gender, geographic location and ethnicity.

The Board shall 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 as determined by the Board. For resolutions that require a vote, the Chair shall have a vote but shall not have a second vote in the event of a tie.

Staff Representative

The CEO shall designate a staff representative(s) to provide support to the Committee.

Meetings and Resources

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

Reporting

The Committee shall report to the CEO. Minutes of all meetings shall be kept, and draft minutes and reports shall be sent to the CEO within fifteen days after each meeting. Minutes shall be posted on the Golf Canada electronic platform and shall be accessible to Committee members.

Review and Approval

These terms of reference were revised and approved by the Board on April 13, 2018 and may be reviewed and revised as required by the Board.