



(Updated October 2, 2019)

CANADIAN GOLF HALL OF FAME SELECTION COMMITTEE TERMS OF REFERENCE

Mandate

The Canadian Golf Hall of Fame Selection Committee, hereinafter referred to as the “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 their oversight responsibilities relating to management of the Canadian Golf Hall of Fame induction process.

Key Duties of Chair

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

- Work with the staff support person to plan meetings;
- Support Committee members between meetings to complete tasks; and
- Provide written reports to the CEO, as required.

Key Duties of the Committee

In fulfilling its mandate, the Committee shall perform the following key tasks in accordance with Appendix A (see below):

- Review nominations received;
- Elect inductees from nominations and bring forward to the Board for final approval;
- Make recommendations for the induction ceremonies and participate in ceremonies as requested; and
- Perform such additional tasks as may be delegated to the Committee by the Board from time to time.

Members of the Committee may not propose or second a nomination for the Canadian Golf Hall of Fame.

The Committee and the Board shall maintain all matters pertaining to deliberations relating to the Hall of Fame in strict confidence.

Appointment

Members shall be appointed to the Committee by the Board within 30 days after each annual general meeting and will serve rotating terms of three years.

One exception to the maximum term is Committee members from the Honoured members category who may be asked to serve a maximum of three (3) three-year terms. Years of service as Chair or Past Chair are not restricted by the above terms of service maximums.

Committee members shall be expected to serve a minimum of one three-year term, and a maximum of two three-year terms. An exception to the maximum term may be made in the event that the person chosen as Chair should exceed the above terms in completing the Chair’s term. 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 ten persons who will be recommended by a sub-committee composed of the Chair of the Committee, past Chair of the Committee, the Managing Director, Heritage Services, and the CEO of Golf Canada, taking into account their knowledge, experience and interest in the Canadian Golf Hall of Fame. 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 Chair shall be recommended by the sub-committee and approved by the Board and will serve a maximum of two (2) two-year terms. The Past Chair shall remain on the Committee for one (1) two-year term.

The Committee shall be composed of: three (3) Honoured Members of the Canadian Golf Hall of Fame, with a minimum of two from the playing category; one (1) representative of the PGA of Canada; six (6) representatives selected by the Nominating Committee of the Canadian Golf Hall of Fame, including but not limited to members of the golf industry. There shall not be any members of the Board on the Committee.

Committee members who miss two consecutive meetings without valid reason shall be replaced.

Meetings and Resources

The Committee may meet by telephone or in person, as required. Meetings will be as called 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

Minutes of the Committee meetings shall be kept confidential due to the nature of the discussions. Outcomes of the selection process shall be announced within 60 days of the Board's approval of the nominees.

Review and Approval

These terms of reference were approved by the Board on October 2, 2019 and may be reviewed and revised from time to time by the Board.



Appendix A

Protocol and Guidelines

Protocol

1. The Committee shall assess nominees, taking into account in the case of players:
 - The overall record of the nominees, including local, regional, national, and international competition. Success in national or international competition shall be a pre-requisite of election to the Hall of Fame;
 - That records of nominees may be compared to the records of players already in the Hall of Fame and to players who played in the same era as the nominee; and
 - That consideration be given to the nominees' contribution to the game (i.e. stature in golf, character, sportsmanship, role model, etc.).
2. The Committee shall assess nominees, taking into account, in the case of builders:
 - Made a lasting and significant contribution to the game at the national or international level that has impacted the way golf operates across the country.
3. The expenses of the inductee and their guest will be accommodated within the Hall of Fame budget. Hall of Fame members are encouraged to attend as our guests at the event. Tickets will be sold to anyone else wishing to attend.
4. For nominations to be eligible for election in the following year, they must be received by July 31st, to be reviewed by the Committee for the fall meeting.

Guidelines

1. ELIGIBILITY

Eligible for election to membership in the Hall of Fame shall be:

- (a) Players, amateur or professional;
- (b) Builders who have rendered distinguished service to the game.

Individuals shall be persons either living or deceased who are or have at some time been Canadian citizens. Exceptionally, non-Canadian citizens may be elected, provided that the number of non-Canadian members shall never exceed 10% of total members. Individuals must be at least forty (40) years of age to be nominated or elected, provided however, that the age requirement can be waived by the Committee if an individual is deceased or if, as a result of a career-ending injury, the individual has been retired for at least five (5) years.

2. LIMITATIONS

In any one calendar year, except with the approval of the Board of Directors of Golf Canada:

- (a) A maximum of three members may be elected; and
- (b) Not more than one (1) person, who is not a player, may be elected.



3. SELECTION PROCEDURE

- (a) The Committee shall have the sole responsibility and authority to elect nominees to the Canadian Golf Hall of Fame. All such elections shall be subject to the approval of the Board of Directors of Golf Canada. The Golf Canada Board shall not have the authority to elect nominees on its own or to be involved in the voting procedures of the Committee. If a nominee is rejected by the Board, the nomination shall be returned to the Committee for further consideration and shall not be reconsidered unless a nominee is re-nominated to the Board by the Committee at a future date.
- (b) The Committee shall consider all nominations for election to the Hall of Fame. Such nominations shall be accompanied by brief biographies of the nominees and their qualifications for election.
- (c) No member of the Committee shall be nominated to the Hall while serving on the Committee.
- (d) No nomination for any staff member who works directly, or indirectly, with the Committee shall be considered while that person is actively serving the Canadian Golf Hall of Fame.
- (e) Should a nomination be brought forward which constitutes any apprehension of bias with either a Committee member or a staff member, as a relative or close personal acquaintance, the person in conflict will absent themselves from both the deliberation and the vote.
- (f) Nominations cannot be made or seconded by any member of the Committee.

The Committee and the Board shall maintain all matters pertaining to deliberations of the Hall of Fame in strict confidence.

4. DELIBERATIONS AND QUORUM OF THE COMMITTEE

The Committee may conduct its deliberations and make its decision either at meetings called from time to time by its Chair, or by correspondence, or by telephone conference, if necessary. Not more than one election meeting shall be held in each calendar year. A quorum for a meeting shall be six (6) of the ten (10) members of the Committee. Election to the Hall of Fame shall require an affirmative vote by a minimum of eight (8) of the ten (10) members of the Committee.

5. FURTHER COMMITTEE POWERS

Subject to the approval of the Board of Golf Canada, the Committee may determine and provide suitable awards, mementoes, or certifications to be presented to persons elected to the Hall of Fame or their representatives.

6. REVIEW AND APPROVAL

These terms of reference were approved by the Board of Directors on October 2, 2019 and may be reviewed and revised from time to time by the Board.