

(Updated May 12, 2022)



## **AMATEUR COMPETITIONS COMMITTEE**

### **TERMS OF REFERENCE**

#### **Mandate**

The Amateur Competitions 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 conducting Golf Canada’s competitions including: national amateur championships and qualifiers; professional championship qualifiers; NextGen championships; Junior Skills Challenge; and international competitions held within Canada.

#### **Key Duties of Chair**

In fulfilling their 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;
- Support staff as a member of the duty roster selection panel; 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. Ensure that Golf Canada conducts best in class competitions;
2. Provide input and support in the process of securing the best venues for all our competitions;
3. Provide input and support in the recruitment and training of our competition volunteers;
4. Review and provide input annually on all competition policies;
5. Provide input on tournament operations;
6. Review and determine action on disciplinary cases involving participants (as required) for amateur competitions;
7. Provide annual input as part of the Golf Canada strategic planning process;
8. Develop and implement an annual work plan in accordance with these terms of reference; and
9. 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 Chair of the Rules & Amateur Status Committee will be an ex-officio member and shall not have a vote.

Committee members shall possess appropriate expertise or experience in the areas of the Committee's responsibility and should reflect the diversity commitment and goals of the organization as outlined in the [Equity, Diversity, and Inclusion Policy](#). This includes, but is not limited to language, geographic location, ability, sex, sexual orientation, gender identity or expression, religion, age, Indigenous identity and ethno-cultural diversity. Consideration should be given to individuals with experience and knowledge of provincial and national tournaments (starting, scoring and officiating). Consideration should also be given to individuals with business or entrepreneurial backgrounds.

The Board shall designate the Chair of the Committee, who shall be a Member of Governors Council 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**

**Operating Committee Chairs** shall review their existing TOR with other Committee members annually to ensure Committee activities are in line with the TOR. At least once every 3 years (or earlier if required) the TOR must be updated to best reflect the Committee's activities, and recommended amendments, as appropriate, are to be submitted to the CEO and the Board for approval.

These terms of reference were revised and approved by the Board on May 12, 2022, and may be reviewed and revised as required by the Board.