



(Updated May 12, 2022)

SPORT COMMITTEE TERMS OF REFERENCE

Mandate

The Sport 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 junior golf programs, coaching development, high performance teams and long-term player development initiatives.

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(s) to plan meetings;
- Support Committee members between meetings to complete tasks; 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. Monitor the adherence to Long Term Player Development (LTPD) when assessing Golf Canada sport programs for developing both current and new initiatives;
2. Remain informed on participant engagement/satisfaction in PGA of Canada's Golf National Coaching Certification Program (NCCP);
3. Ensure that Team Canada policies are monitored and implemented as documented;
4. Monitor and track program performance of all Golf Canada sport programs, including First Tee—Canada, on an ongoing basis;
5. Ensure that programs adhere to Golf Canada’s Equity, Diversity and Inclusion Policy;
6. Provide input, as required, as part of the Golf Canada strategic planning process;
7. Ensure sport programming fosters a Safe Sport environment;
8. Develop and implement an annual work plan in accordance with these TOR; 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 (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 and 5 to 8 additional members, who shall be nominated by the Officers and CEO in consultation with the Chair and the staff representative(s) and approved by the Board.

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. The following areas of expertise and relevant experience will be taken into account when selecting Committee members:

- Knowledge and understanding of golf's LTPD framework,
- Sport experience in one or more of the following roles – coach, administrator, support personnel, volunteer, athlete;
- A demonstrated familiarity with Golf Canada sport programs; and
- Experience in the Canadian sport system at the club, provincial, university, national, and/or international level.

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

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.