



(Updated May 12, 2022)

## **HANDICAP AND COURSE RATING COMMITTEE**

### **TERMS OF REFERENCE**

#### **Mandate**

The Handicap & Course Rating 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 Golf Canada’s oversight responsibilities relating to the World Handicap System (WHS) - including the *Rules of Handicapping* and the Course Rating System.

#### **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 and prepare for meetings;
- Support Committee members and sub-committees between meetings to complete tasks;
- Assist in strategic planning for committee; 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. Oversee Golf Canada responsibilities as outlined in the World Handicap Authority Handicap License Agreement in collaboration with the Provincial Golf Associations, including providing final interpretations of the WHS to resolve disputes.
2. Protect and support the integrity of the WHS.
3. Create educational resources, deliver, and support education of target audiences in the WHS.
4. Communicate relevant WHS topics to all audiences through a variety of delivery methods.
5. Maintain and foster strong relationships with industry partners and stakeholders including building long term plans.
6. Identify innovations that improve effectiveness and efficiencies of WHS and the Golf Canada Score Centre.
7. Provide input, as required, as part of the Golf Canada strategic planning process.
8. Develop and implement an annual work plan in accordance with these Terms of Reference.
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 of Directors (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 between 5 and 8 additional members, who shall be nominated by the Officers and the 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 Handicap and/or Course Rating 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.

Areas of expertise and experience may include, but not be limited to:

*Rules of Handicapping Certification*

Course Rating Certification

May require other areas of expertise for specific projects.

Each committee member is encouraged to sit on a sub-committee of the Handicap and Course Rating Committee, which include Education, Communication, Oversight and Innovation.

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 of Directors 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.