



(Updated September 2024)

RULES AND AMATEUR STATUS COMMITTEE TERMS OF REFERENCE (TOR)

Mandate

The Rules and Amateur Status Committee (the Committee) is an Operating Committee that reports to the Chief Executive Officer (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 their 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;
- 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;
- Sit as a non-voting member of and provide input to the Amateur Competitions Committee;
- 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 Golf Canada’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 Provincial Associations, and Member Clubs with qualified referees;
5. Develop and deliver Rules of Golf education programs and materials; increase Rules awareness for all levels of players, members and officials;
6. Continue Golf Canada’s unique role as a member of the R&A Rules of Golf Committee and Joint Rules Committee;
7. Administer the Rules of Golf in Canada and recommended changes in the Rules to the Board of Directors;
8. Review and update all Rules of Golf related policies and manuals;
9. Administer and enforce the Rules of Amateur Status;
10. Provide input, as required, as part of the Golf Canada strategic planning process;
11. Develop and implement an annual work plan in accordance with these TOR; and
12. 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 7 and 12 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. The members must be certified at Level 3 – National, in accordance with the current Rules Education program in Canada.

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 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 TOR were revised and approved by the Board in September 2024 and may be reviewed and revised, as required, by the Board.