



Policies for Board of Directors and Zone Council Representatives

British Columbia Golf

Governed by the
British Columbia Golf Association
2110 – 13700 Mayfield Place
Richmond, BC V6V 2E4
604.279.2580

www.britishcolumbiagolf.org

This manual has been approved by the Board of Directors of British Columbia Golf and is part of a much larger manual which includes policies and procedures for all aspects of British Columbia Golf.

British Columbia Golf Policies for Board of Directors & Zone Council

TABLE OF CONTENTS

| | |
|---|----|
| Purpose of the Policy and Procedures Manual | 3 |
| Organizational Chart | 4 |
| Internal Organizational Chart | 5 |
| BC Golf Meetings, Reports, Dress Guidelines | 6 |
| Reimbursement of Expenses | 7 |
| Travel, Accommodation, Meals, Playing Privileges | 7 |
| Business Cards, Conflict of Interest Guidelines | 8 |
| Disputes and Disciplinary Matters Policy | 8 |
| Interpretation; Committee Terms of Reference; Policy Implementation; Tournament Disputes/Discipline; Notice of Suspension from Competition | |
| Zone Discipline and Disputes Policy (2008) | 11 |
| Policy Implementation; Appeals from the Zone Discipline Committee Tournament Disputes/Discipline; Notice of Suspension from Competition | |
| Harassment Policy | 13 |
| Complaint Procedure | 14 |
| Volunteer and Employee Screening | 15 |
| Board of Directors and Zone Council Composition and Election Procedures | 16 |
| Code of Conduct ~ Volunteers, Board & Zone Council Members, and Staff Members | 16 |
| Use of Alcohol at all British Columbia Golf Championships and/or Events; Disciplinary Action Expenses for reimbursement to Volunteers, Board & Zone Council members, and Staff members | |
| Women's Fund | 17 |
| Logo Use Policy | 17 |
| | |
| CHAMPIONSHIP SECTION | |
| General Tournament Policies - 2014 | 18 |
| Official Time; Eligibility; Entry Procedures; Tournament Information; Withdrawals; Refund Policy; Power Carts and Caddies; Electronic Devices, Interprovincial Competition, Conditions of Competition and Local Rules | |
| Section A: Conditions of Competition | 19 |
| Section B: Local Rules | 20 |
| Standard Dress Code - 2014 | 21 |
| Spikeless Shoes, Women's Dress Code - 2014 (Tops, Bottoms, Footwear) | |
| Amateur Code of Conduct - 2014 | 23 |
| Junior Code of Conduct - 2014 | 23 |
| Dress Code; Etiquette; Spectators; Non-compliance | |
| Caddie Code of Conduct | 25 |
| Parent and Spectator Code of Conduct - 2014 | 26 |
| Cancellation Policy | 27 |
| Motorized Transportation Policy for Competitions - 2014 | 28 |
| Part A: Use of Motorized Transportation by a Person with Serious, Permanent Disability Part B: Use of Motorized Transportation | |
| Policy on Participation of Individuals who have Undergone Sex Re-assignment | 29 |
| | |
| FINANCE, AUDIT AND RISK COMMITTEE | |
| Investments Objectives and Policy | 30 |
| System of Financial Controls | 30 |
| Care of Assets; Purchasing; Receiving; Paid Outs – Expense Forms | |

British Columbia Golf Policies for Board of Directors & Zone Council

| | |
|---|----|
| Policy for Safety and Security of Cash and Related Instruments | 33 |
| Day to Day Operations; Special Situations | |
| Payables Policy | 34 |
| Supplier Invoices; Miscellaneous Payments | |
| Payroll and Payroll Processing Policy | 34 |
| Disposition of Assets Policy | 35 |
| Departmental Management | 35 |
| Budgeting; Managing Departmental Affairs; Segregation of Duties & Approvals; | |
| MEMBER SERVICES AND MEMBERSHIP SECTION | |
| Zone Levy Collection | 37 |
| Members belonging to more than one British Columbia Golf Member club | 37 |
| Member Groups | 38 |
| Recognition, Awards and Hall of Fame Committee | 38 |
| Distinguished Service Award; Zone Level Volunteer Recognition Award; Hall of Fame | |
| Public Player Program | 40 |
| Course Rating Policies | 41 |
| Handicap Policies | 41 |
| PLAYER DEVELOPMENT SECTION | |
| Volunteer Screening | 42 |
| Non-Playing Captains | 42 |
| Provincial Allocations Requirement | 42 |
| BC Junior Boys Qualifying Allocations and Exemptions | 42 |
| BC Amateur Qualifying Allocations and Exemptions | 43 |
| BC Athlete Assistance Program (BC AAP) | 43 |
| 1.0 General | 43 |
| 2.0 Administration of the BC Athlete Assistance Program (BC AAP) | 44 |
| 3.0 General Eligibility Requirements | 44 |
| 4.0 Selection Criteria | 46 |
| 5.0 Appeal Process and Timeline | 47 |
| Order of Merit | 47 |
| The Player Development Trust Fund | 47 |
| HUMAN RESOURCES SECTION | |
| | 48 |
| INDEX ~ Alphabetical | 48 |

British Columbia Golf Policies for Board of Directors & Zone Council

Purpose of the Policy & Procedures Manual

This manual has been created with the approval of the Board of Directors of British Columbia Golf as a guideline for Directors, Zone Representatives, Staff, Volunteers, and all Members as governed by British Columbia Golf. In this Manual the use of BC Golf means the same as British Columbia Golf.

This manual has three sections:

1. Administration
2. Board of Directors & Zone Council Representatives
3. Clubs & Zones

It must not be construed to form a contract between BC Golf and the aforementioned, rather, it describes some of the Association's selected policies and procedures.

Role as Representatives of British Columbia Golf and the British Columbia Golf Association

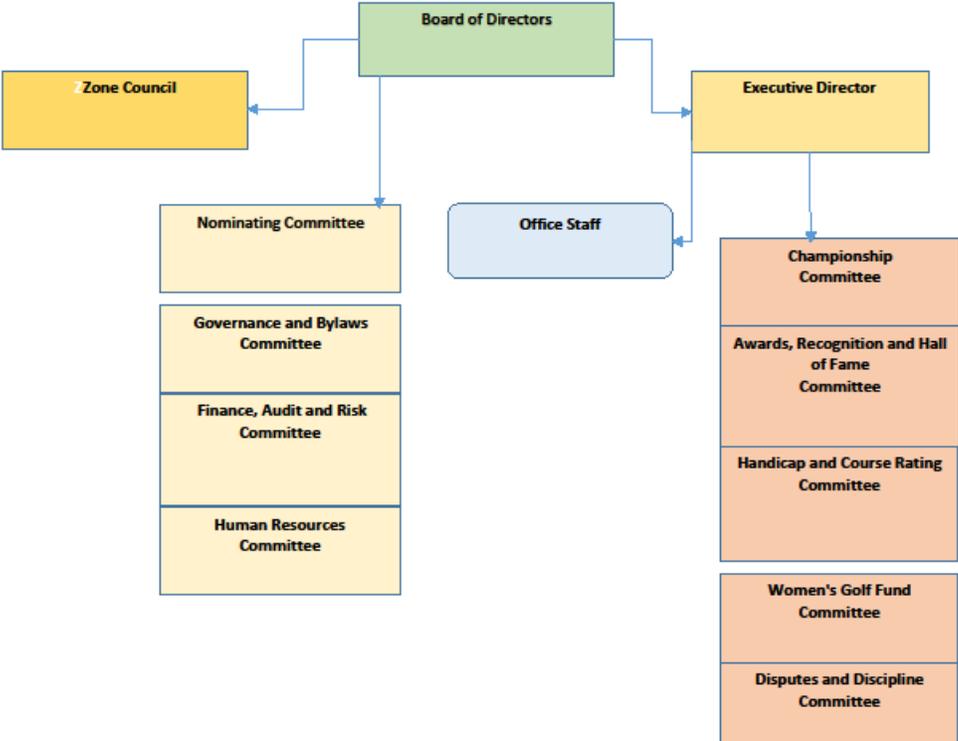
It is imperative for Staff Members, Directors, Zone Council Reps. and Volunteers to recognize that their actions are a direct reflection on the Association and should refrain from engaging in conduct detrimental to the Association. They should conduct themselves in a respectful, professional, and efficient manner, however, they do not have to tolerate abuse, such as loud and/or profane language.

They should avoid situations that might cause, or appear to cause, their personal interests to conflict with the interests of the Association or to compromise its reputation for integrity.

Since the development of the Association policy is an ongoing process between the Board of Directors and Staff, there are times when it is important to maintain confidentiality. If in doubt as to the confidentiality of a specific Association position, the Executive Director should be consulted for clarification.

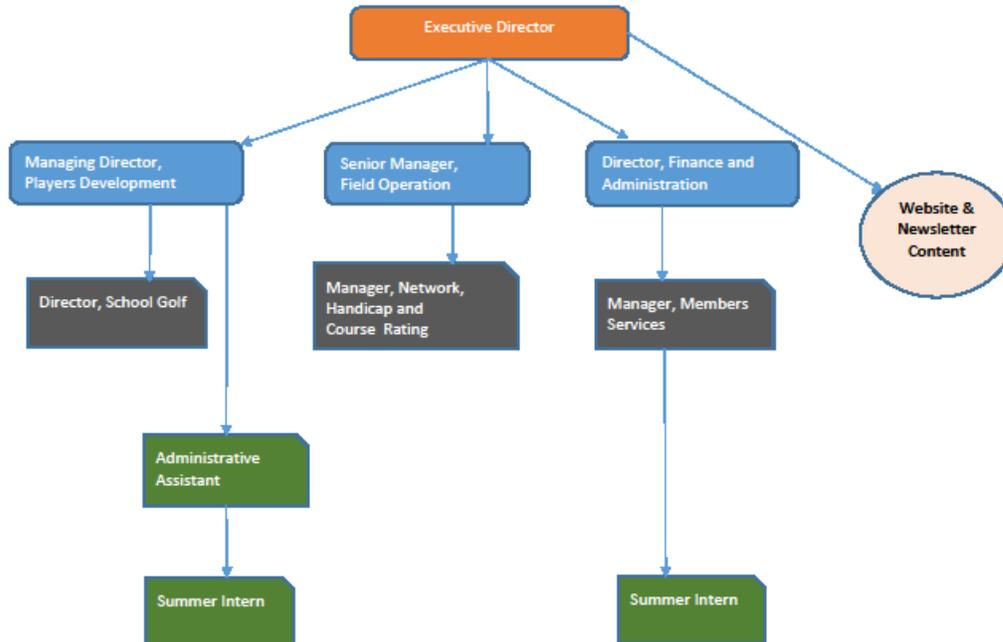
The concept of "Teamwork" is essential to the success of the Association.

Organizational Chart as of October 2014



British Columbia Golf Policies for Board of Directors & Zone Council

Internal Organizational Chart as of October 2015



Normal office hours for British Columbia Golf are from 8:30 a.m. to 4:30 p.m. Monday to Friday.

British Columbia Golf Policies for Board of Directors & Zone Council

Welcome to British Columbia Golf. The following is a summary of general information for your term of office.

General Information for all Board and Operating Committees

BC Golf Board & Council Meetings

1. Annual General Meeting held in the Spring.
2. Board Meetings when required.
3. Council Meetings when required.

Reports

1. Written reports are recommended from each Board Committee Chair for Board meetings.
2. Board & Operating Committee Chairs are to forward all approved Policy or Procedure Motions to the Governance/By-Law Committee Chair.
3. All Committees must submit written minutes within thirty (30) days of a meeting, including conference call meetings. Minutes must be submitted to all Committee Members.
4. Year-end reports may be required, and if so, such a need will be communicated to the Committee Chairs by the President or designate.

Dress Guidelines

The Board of Directors and the Zone Council are requested to follow the following Dress Guidelines for formal BC Golf events, and when representing BC Golf at external functions:

1. Board

- Jacket or Sweater (Black or Dark Navy recommended).
- BC Golf Pin and name tag provided by BC Golf.
- White Dress Shirt or BC Golf golf shirt.*
- **Amendment** November, 2008 - White mock or full turtle neck tops or golf shirts with BC Golf dress jacket are acceptable attire unless directed otherwise by the President or designate.

* Common sense should override the above suggestions in hot or other adverse weather conditions.

2. Zone Council

- Zone Council Members are to be provided with a sweater & golf shirt from the BC Golf Office.
- BC Golf Pin and name tag provided by BC Golf.
- These are to be worn when in attendance at the Annual General Meeting and when representing BC Golf at functions as requested.

3. Volunteer Uniforms – *as per the Tournament Official*

Part of conducting a proper tournament is to have all officials outfitted in a standard uniform. This makes it easier to identify officials and presents a professional appearance to host club, staff and members, the general public, and the players.

The BC Golf tournament uniform consists of:

- BC Golf Rules or BC Golf Tournament Official shirt
- BC Golf Tournament Badge
- BC Golf Rules or British Columbia Golf Tournament Official cap
- Grey slacks
- Weather related items as required; sweater, windbreaker, rain gear.

BC Golf provides all tournament volunteers with a BC Golf shirt, cap and Tournament Badge. Additional shirts may be purchased from BC Golf at wholesale costs.

British Columbia Golf Policies for Board of Directors & Zone Council

BC Golf staff and officials are expected to wear the BC Golf clothing designated for the tournament they are working.

The Tournament Director will advise all volunteer officials of the proper attire.

Officials must avoid wearing rain gear or other apparel displaying commercial logos.

Reimbursement of Expenses

1. The Association will cover expenses of BC Golf Board of Directors & Zone Council Representatives who are carrying out Association business.
2. Rates for kilometres and daily per diem will be determined on an annual basis by the Finance Committee.

Travel

1. From time to time it will be necessary for members of BC Golf to travel in order to carry out their assigned duties.
2. The following are guidelines recognizing that they will not be practical in all circumstances.
 - By automobile
 - Reimbursement on a per kilometer basis;
 - The rate will be set and annually approved by the Board as part of the budget process;
 - Car pooling, if possible, is recommended.
 - By ferries with receipts for actual costs
 - By taxi or bus with receipts for actual costs
 - By air
 - Economy class or seat sales whichever is least expensive;
 - Airline tickets to be purchased online or through the Travel Agent of your choice and submitted on an expense form to the office.
 - By car rental based on economy car rental basis and only in extreme cases when approved by the Executive Director

NOTE:

1. Should the car allowance exceed the cost of air transportation the equivalent airfare will be paid rather than the car allowance.
2. Expense Forms are available at www.britishcolumbiagolf.org

Accommodation

BC Golf feels that an overnight stay will be appropriate when the travel time one way will be in excess of two hours:

- Meetings should be scheduled so as to allow reasonable travel time;
- Extenuating circumstances or weather conditions are also a consideration;
- Accommodations for meeting will be made by the BC Golf office;
- Double accommodation will be the norm.

Meals

1. Non-receipted meals and incidental expenses will be reimbursed on a per diem basis.
2. Out of province travel may necessitate overspending these amounts.
3. Where meals are supplied at meetings, tournament banquets, etc., the maximum per diem will not be claimed.
4. The meal rate will be set and approved annually by the Finance, Audit and Risk Committee as part of the budget process.
5. **NOTE:** As per Code of Conduct no reimbursement for alcohol.
6. Expenses should be faxed, emailed, or mailed to the BC Golf office on BC Golf expense forms.
7. Receipts must accompany the forms whenever possible.
8. Expense reports must be submitted within six (6) weeks of date incurred.
9. Failure to comply may result in forfeiture of expenses.
10. BC Golf expense forms are available online at www.britishcolumbiagolf.org

British Columbia Golf Policies for Board of Directors & Zone Council

11. The President will approve the Executive Director's expense.

Playing Privileges

1. A Playing Privilege Card will be printed and distributed annually prior to the start of the season. Participating courses will recognize these cards and may offer reduced rates for green fee play to the owner of the card. Reduced rates will not apply to any guest play.
2. Clubs throughout the province will recognize a Green Card while a Red Card will only be recognized within the Zone that the holder resides.
3. The Zone Chair will receive a copy of the procedure for using the Playing Privilege Card and will be responsible for circulating a copy to anyone issued a Red Card. Green Cards are distributed by BC Golf. Cards will be distributed prior to the start of the season.
4. This is a privilege not a right and no abuse will be tolerated.

Business Cards

The BC Golf office will print a supply of business cards for the President. Business cards may be printed for other Volunteers as required.

Conflict of Interest Guidelines

1. At all times and particularly at any duly constituted meetings of the Board of Directors and Zone Council, Directors & Council Representatives are in a fiduciary capacity and must act in the best interests of BC Golf.
2. A Director or Zone Council Representative who is, directly or indirectly, interested in a proposed contract or transaction with the Association must disclose fully and promptly the nature and extent of his/her interest to each other Director or Zone Council Representative. (Section 27(1) of the Society Act).
3. A Director who has disclosed of his/her interest in a proposed contract or transaction may attend the meeting with the permission of the Chairman and take part in the discussion in respect to the proposed contract or transaction but may not be counted in the quorum or vote at such meeting.

Disputes and Disciplinary Matters Policy

It is the policy of British Columbia Golf, as governed by the British Columbia Golf Association, that procedures are in place by which disputes or discipline matters can be addressed openly, promptly, and fairly.

Interpretation

1. In this policy, **By-Laws** means the British Columbia Golf Association Constitution and By-Laws as amended from time to time.
2. "Association Appeal Committee" means the Association Appeal Committee appointed by the President in accordance with this policy.
3. "Association Discipline Committee" means the Association Discipline Committee appointed by the President in accordance with this policy.
4. "Defendant" includes a Member, a Golfing Member, a Zone Committee, or a Rules Official.
5. "Golfing Member" refers to Golfing Member as described in the By-Laws.
6. "Member" refers to member as described in the By-Laws.
7. "Member Club" refers to Member Club as described in the By-Laws.
8. "President" refers to President as described in the By-Laws.
9. "RCGA" means the Royal Canadian Golf Association or Golf Canada.
10. "Tournament Appeal Committee" means the Tournament Appeal Committee appointed by a chair of a tournament committee in accordance with this policy.
11. "Zone" has the same meaning as Zones.
12. "Zones" refers to the Zones described in the By-Laws.
13. "Zones Appeal Committee" means an appeal committee established by a British Columbia Golf Zone.
14. "Zone Discipline Committee" means a committee established by a British Columbia Golf Zone.

British Columbia Golf Policies for Board of Directors & Zone Council

Committee Terms of Reference

1. There must be established the Association Discipline Committee (the "Association Discipline Committee") from time to time that will be responsible for hearing;
 - a. All disputes and disciplinary matters arising between:
 - i. the Association and a Member; and
 - ii. the Association and a Golfing Member
 - b. Appeals of Zone Discipline Committee decisions
2. The Association Discipline Committee must promptly convene a hearing in accordance with this policy when a matter arising under section 14 is referred to it.
3. The Association Discipline Committee must ensure that all British Columbia Golf Zones have established a Zone Discipline Committee Chair.
4. The Association Discipline Committee must assist British Columbia Golf Zones in the implementation of their disputes and discipline policy when required.

Policy Implementation

1. The President will have the power to suspend a Defendant pending a hearing before the Association Discipline Committee should the President deem the actions of the Defendant warrants the suspension.
2. After the disciplinary procedure described in section 18 has been taken by the President, the President must promptly appoint the Association Discipline Committee and refer to it the matter which is the subject of the disciplinary procedure described in section 18.
3. The Association Discipline Committee must promptly convene a hearing to consider the suspension.
4. The Association Discipline Committee must give notice of the hearing to the Defendant as soon as possible but, in any event, at least 14 days prior to the hearing and the notice must state:
 - a. The date, time and place of the hearing which will be determined by the Chair of the Association Discipline Committee;
 - b. Discipline Committee;
 - c. The details of the suspension;
 - d. That the Defendant may appear at the hearing, in person and/or by a representative and all other interested parties may also appear at the hearing in person and/or by a representative;
 - e. That the Defendant may request that the hearing be carried out by telephone conference call and all other interested parties may also request that they be heard by a telephone conference call;
 - f. That the Defendant may request that the hearing be carried out by written submissions and all other interested parties may also request that they be heard by written submissions.
5. The Association Discipline Committee will have the power to suspend, or take such other action as it deems appropriate against the Defendant, for the latter's failure to comply with the Constitution, By-Laws or Rules of Golf of Golf Canada, or the By-Laws, regulations or policies of British Columbia Golf.
6. The Association Discipline Committee must give notice of its decision to the Defendant and the Complainant, if any, within seven days of the conclusion of the hearing.
7. The Defendant may appeal any decision of the Association Discipline Committee by delivering to the President, within 21 days from the receipt of the decision notice, a notice setting out the grounds for the appeal.
8. The President, after receiving the notice of appeal, must appoint an Association Appeal Committee.
9. The Association Appeal Committee must promptly convene a hearing to consider the appeal and must give notice of the hearing to the appellant at least 14 days prior to date of the hearing and, after conducting the hearing of the appeal, will have the power to confirm, vary or vacate the decision of the Association Discipline Committee as it deems appropriate.
10. The appellant may:
 - a. Appear at the hearing in person and/or by representative, and all other interested parties may also appear at the hearing in person and/or by a representative;
 - b. Request that the hearing be carried out by telephone conference call and all other interested parties may also request that they be heard by a telephone conference call;
 - c. Request that the hearing be carried out by written submission and all other interested parties may also request that they be heard by written submissions.

British Columbia Golf Policies for Board of Directors & Zone Council

11. The decision of the Association Appeal Committee is final and must be given in writing to all affected parties within seven days of the hearing.

Appeals from Zone Discipline Committee

1. A Golfing Member who is not satisfied with the decision of a Zone Appeal Committee may appeal that decision to British Columbia Golf by delivering a notice of appeal to the President within 21 days of the receipt of the notice of the decision from the Zone Appeal Committee, setting out the grounds for the appeal. The President must then appoint an Association Appeal Committee to hear the appeal;
2. The Association Appeal Committee will hear an appeal only on one or more of the following grounds;
 - a. New relevant evidence not used in the Zone Appeal Committee hearing and which may have an effect on the decision;
 - b. Irregularities in the proceedings of the original hearing which may have caused an unjust decision;
 - c. The decision of the original hearing was too severe; and
 - d. There is proof to establish that the decision of the original hearing was reached in an unjust manner.
3. The Association Appeal Committee, after accepting the appeal, will follow the policy laid out for an Association Appeal hearing.
4. The Association Appeal Committee will have the power to confirm, vary or vacate the decision of the Zone Appeal Committee as it deems appropriate, and the decision of the Association Appeal Committee will be final.

Tournament Disputes/Discipline

1. The chair of a tournament committee will have the power to suspend a competitor from playing during a tournament for unsportsmanlike conduct or for the failure of the competitor to comply during the tournament with the Constitution, By-Laws, Regulations and/or policies of either Golf Canada or British Columbia Golf pending a hearing before a Tournament Discipline Committee.
2. The Tournament Discipline Committee must immediately or as soon as practical convene a hearing into the competitor's conduct.
3. The Tournament Discipline Committee must give notice of the hearing to the competitor as soon as possible and the notice must state:
 - a. The date, time and place of the hearing which will be determined by the Chair of the Tournament Discipline Committee;
 - b. The details of the conduct or failure;
 - c. That the Defendant may appear at the hearing, in person and/or by a representative, and all other interested parties may also appear at the hearing in person and/or by a representative.
4. The Tournament Discipline Committee will have the power to suspend, or to take such other action as it deems appropriate against the competitor.
5. The decision of the Tournament Discipline Committee must be given to the competitor no later than one day following the hearing.
6. The competitor may appeal the decision of the Tournament Discipline Committee by delivering to the Chair of the Tournament Committee, within 14 days of the receipt of the decision of the Discipline Committee, an appeal notice setting out the grounds of the appeal.
7. The Chair of the Tournament Discipline Committee must, after receiving the notice of appeal, appoint a Tournament Appeal Committee to hear the appeal.
8. The appellant may appear at the hearing in person and/or by a representative, and all other interested parties may also appear at the hearing in person and/or by a representative.
9. After conducting the hearing of the appeal, the Tournament Appeal Committee will have the power to confirm, vary or vacate the decision of the Tournament Discipline Committee as it deems appropriate and the decision of the Tournament Appeal Committee will be final.
10. The Chair of the Tournament Committee must notify the Chair of the Association Discipline Committee of the details of any action which results in the suspension of a competitor.

British Columbia Golf Policies for Board of Directors & Zone Council

Notice of Suspension from Competition

1. A decision of an Association Discipline Committee or the Association Appeal Committee which results in a finding against a Defendant or Appellant will be forwarded to the
 - a. Defendant or Appellant's Member Club; and
 - b. Chair of the Zone Discipline Committee of the Member Club's Zone.
2. Each Member Club must advise its Zone Discipline Committee and British Columbia Golf in writing of the name, address, expulsion or length of suspension of any of its Golfing Members from competitions.
3. Each Zone Discipline Committee must advise British Columbia Golf and the Member Club in writing of the name, address and length of suspension of any Golfing Member who is suspended from competition within its Zone.
4. British Columbia Golf must advise Golf Canada in writing of the name, address and length of suspension of any Golfing Member who is suspended from competition within the province of British Columbia.

Zone Discipline and Disputes Policy (2008)

Policy Statement

It will be the policy of the Zone that procedures are in place by which disputes or discipline matters can be addressed openly, promptly, and fairly.

Policy Implementation

1. The Zone Chair will have the power to suspend a Member, a Golfing Member, or Rules Official pending a Hearing before a Zone Discipline Committee should the Zone Chair deem the actions of the Defendant warrants the suspension.
2. After the disciplinary procedure described in paragraph one has been taken by the Zone Chair, the Chair must promptly appoint a Zone Discipline Committee and refer to it the matter which is the subject of the disciplinary procedure described in paragraph one.
3. The Zone Discipline Committee must promptly convene a Hearing to consider the suspension.
4. Notice of the Hearing must be given by the Zone Discipline Committee to the Defendant as soon as possible but, in any event, at least 14 days prior to the Hearing and must state:
 - a. the date, time and place of the Hearing which will be determined by the Chair of the Zone Discipline Committee;
 - b. The details of the suspension;
 - c. that the Defendant may appear at the Hearing in person and/or by representative and all other interested parties may also appear at the Hearing in person and/or by a representative;
 - d. that the Defendant may request that the Hearing be carried out by telephone conference call and all other interested parties may also request that they be heard by a telephone conference call;
 - e. that the Defendant may request that the Hearing be carried out by written submissions and all other interested parties may also request that they be heard by written submissions.
5. The Zone Discipline Committee will have the power to suspend, or take such action as it deems appropriate against the Defendant for the failure to comply with the Constitution, By-Laws, and Rules of Golf of Golf Canada, the Association, or Zone Constitutions, By-Laws, regulations, or policies.
6. Notice of the decision of the Zone Discipline Committee must be given by the Zone Discipline Committee to the Defendant and the Complainant, if any, within seven days of the conclusion of the Hearing.
7. The Defendant may appeal any decision of the Zone Discipline Committee by delivering to the Zone Chair, within 21 days from the receipt of the Decision Notice, a notice setting out the grounds for the appeal.
8. The Zone Chair, after receiving the Appeal Notice, must appoint a Zone Appeal Committee.
9. The Zone Appeal Committee must promptly convene a Hearing to consider the appeal and must give notice of the Hearing to the Appellant at least 14 days prior to date of the Hearing and, after conducting the Hearing of the appeal, will have the power to confirm, vary or vacate the decision of the Zone Discipline Committee as it deems appropriate.
10. The Appellant may:
 - a. appear at the Hearing in person and/or by representative and all other interested parties may also appear at the Hearing in person and/or by representative;

British Columbia Golf Policies for Board of Directors & Zone Council

- b. request that the Hearing be carried out by telephone conference call and all other interested parties may also request that they be heard by a telephone conference call;
 - c. request that the Hearing be carried out by written submissions and all other interested parties may also request that they be heard by written submissions.
11. The decision of the Zone Appeal Committee must be given in writing to all affected parties within seven days of the Hearing.

Appeals from the Zone Discipline Committee

1. An Appellant who is not satisfied with the decision of the Zone Appeal Committee may appeal that decision to the Association by delivering a notice of appeal to the President within 21 days of the receipt of the notice of the decision from the Zone Appeal Committee, setting out the grounds for the appeal. The President must then appoint an Association Appeal Committee to hear the appeal.
2. The Association Appeal Committee will hear an appeal only on one or more of the following grounds:
 - a. New evidence not used in the Zone Appeals Committee and which may have an effect on the decision;
 - b. Irregularities in the proceedings of the Original Hearing which may have caused an unjust decision;
 - c. The decision of the Original Hearing was too severe;
 - d. There is proof to establish that the decision of the Original Hearing was reached in an unjust manner.
3. The Association Appeal Committee, after accepting the appeal, will follow the policy laid out for an Association Appeal Hearing.
4. The Association Appeal Committee will have the power to confirm, vary or vacate the decision of the Association Zone Appeals Committee as it deems appropriate. The decision of the Association Appeals Committee is final and must be given in writing to all affected parties within seven days of the Hearing.

Tournament Disputes/Discipline

1. The Chair of the Tournament Committee will have the power to suspend a Competitor from playing during a Tournament for unsportsmanlike conduct or for the failure of the Competitor to comply, during the Tournament, with the Constitution, By-Laws, Regulations or Policies of Golf Canada, the Association, or the Zone pending a hearing before the Tournament Discipline Committee.
2. The Tournament Discipline Committee must immediately convene a hearing into the competitor's conduct.
3. Notice of a Hearing must be given by the Tournament Discipline Committee to the Competitor as soon as possible and must state:
 - a. The date, time and place of the Hearing which will be determined by the Chair of the Tournament Committee;
 - b. The details of the conduct or failure to comply with Golf Canada, the Association, or Zone Constitution, By-Laws, Regulations or Policies;
 - c. That the Defendant may appear at the Hearing in person and/or by representative and all other interested parties may also appear at the Hearing in person and/or by a representative.
4. The Tournament Discipline Committee will have the power to suspend, or to take such other action as it deems appropriate against the Defendant.
5. The decision of the Tournament Discipline Committee must be given to the Defendant no later than one day following the Hearing.
6. The Defendant may appeal the decision of the Tournament Discipline Committee by delivering to the Chair of the Tournament Committee, within 14 days of the receipt of the Decision Notice, an Appeal Notice setting out the grounds for the appeal.
7. The Chair of the Tournament Committee must, after receiving the Appeal Notice, appoint a Tournament Appeal Committee to hear the appeal.
8. The Appellant may appear at the Hearing in person and/or by representative and all other interested parties may also appear at the Hearing in person and/or by a representative.
9. After conducting the Hearing of the Appeal, the Appeal Committee will have the power to confirm vary or vacate the decision of the Tournament Discipline Committee as it deems appropriate and the decision of the Tournament Appeal Committee will be final.

British Columbia Golf Policies for Board of Directors & Zone Council

10. The Chair of the Tournament Committee must notify the Chair of the Zone Dispute and Discipline Committee of the details of any action which results in the suspension of a competitor.

Notice of Suspension from Competition

1. The Zone Disputes and Discipline Committee or the Zone Appeals Committee decision which results in the finding against a Defendant or Appellant will be forwarded to the Member's club.
2. The Zone Disputes and Discipline Committee or the Zone Appeals Committee decision which results in the finding against a Defendant or Appellant will be forwarded to the Chair of the Association Disputes and Discipline Committee.
3. Each Member club must advise its Zone Committee and the Association in writing of the name, address, expulsion or length of suspension of any of its Golfing Members from competitions.
4. Each Zone Committee must advise the Association and the Members Club in writing of the name, address and length of suspension of any Golfing Member who is suspended from competition within its Zone.

Harassment Policy

British Columbia Golf will appoint a Harassment Chair.

The policy sets out the principles and practices of BC Golf, as governed by the British Columbia Golf Association, regarding harassment.

1. BC Golf supports the principles set out in the Canadian and British Columbia Human Rights Codes.
2. BC Golf supports the right to freedom from harassment in all aspects of the athletic, volunteer or employment relationship between its members including sexual harassment.
3. British Columbia Golf will appoint a Harassment Advisor and Officer each year and communicate their names to the membership.
4. British Columbia Golf is also committed to communicate their names to the membership.
5. BC Golf is committed to make every reasonable effort to educate volunteer members and employees as to the problem of harassment and sexual harassment, and the procedures contained in this policy.
6. It is the responsibility of all BC Golf employees and volunteer members to ensure that they make every reasonable effort to comply with this commitment in the athletic, volunteer or employment relationship with athletes, volunteers and employees under their supervision and control.
7. If the Complainant is a minor, a "Responsible Adult" may bring the complaint forward. The Responsible Adult will have the right to act on behalf of the Complainant during all the proceedings under the complaint process.
8. Harassment takes many forms and is difficult to define but can be generally defined as behavior, one or a series of incidents, which includes comments, conduct or gestures, sexual advances, requests for sexual favors, verbal conduct of a sexual nature which are embarrassing, insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals or which relates to an uncomfortable work environment.
Harassment may include:
 - a. Written or verbal abuse or threats;
 - b. Physical assault;
 - c. Racial or ethnic slurs;
 - d. Unwelcome remarks, jokes, innuendo, or taunting about a person's body, sexual orientations, attire, age, marital status, ethnic or racial origin, religion etc.;
 - e. Displaying sexual explicit, racist or other offensive or derogatory material;
 - f. Sexual, racist, ethnic or religious graffiti;
 - g. Practical jokes which cause awkwardness or embarrassment, endangering a person's safety or negatively affecting performance;
 - h. Vandalism;
 - i. Hazing or initiation rites;
 - j. Leering or other suggestive or obscene gesture;

British Columbia Golf Policies for Board of Directors & Zone Council

- k. Intimidation;
 - l. Condescension, paternalism or patronizing behaviour which undermines self respect or adversely affect performance or working conditions;
 - m. Conduct, comments, gestures or contact of a sexual nature that is likely to cause offense in humiliation or, that might on reasonable grounds, be perceived as placing a condition of a sexual nature on employment or on any opportunity for training or advancement.
9. In the event the complaint is extreme in nature, (stalking, threats to kill, to cause serious bodily harm or to destroy property, assault with a weapon, assault causing bodily harm or aggravated assault, sexual assault with a weapon, sexual assault causing bodily harm or aggravated sexual assault, sexual interference, invitation to sexual touching or sexual exploitation) the concerned person shall be informed by the BC Golf Harassment Officer as to the avenues available to them regarding the discriminatory practice provision of the Canadian Human Rights Act that pertains to the rights of persons to seek redress under the Act and/or reporting the matter to the local Police Force for action under the Criminal Code of Canada or other legislation that may apply. In all cases of an extreme nature, the Harassment Advisor or Officer shall pursue the investigation even when the complainant decides they do not wish to pursue it further.
 10. Incidents brought to the attention of BC Golf will be addressed in an expeditious, sensitive, responsible and confidential manner with no reprisals to the concerned individuals. The names of the concerned individuals or the circumstances related to the complaint will not be disclosed to any person, except, where disclosure is necessary for the purposes of investigating the complaint or taking disciplinary measures.
 11. Disciplinary sanctions will be levied for violations of the Policy as appropriate up to and including dismissal from employment and/or expulsion from membership in BC Golf.
 12. Individuals who make allegations, which are clearly unfounded, false, vexatious, and frivolous or who make allegations for any collateral or otherwise improper motive, will be subject to potential discipline.

Complaint Procedure

1. A BC Golf member, volunteer, or employee who believes he or she is being harassed by a member, volunteer, or employee of BC Golf should, if practical, immediately inform the harassing individual that his or her behaviour is not welcome and is offensive.
2. Any concerned person (Complainant) who, after confronting the Respondent, and the conduct continues should seek the advice of a Harassment Advisor.
3. The Harassment Advisor must inform the Complainant of:
 - a. The option of pursuing an informal resolution of the complaint.
 - b. The right to have the formal written complaint investigated and dealt with formally.
 - c. The availability of counseling and other resources.
 - d. Confidentiality provisions of the policy.
 - e. The right to be represented by a person of his/her choice or legal counsel.
 - f. To proceed formally by filing a complaint under the Human Rights Act or by proceeding by taking the complaint to the local Police Force for investigation.
4. If the complaint cannot be resolved through informal mediation and the Complainant wishes the complaint to be investigated by a Harassment Officer and it is agreed that the conduct does constitute harassment, the Harassment Advisor will obtain a detailed statement in writing outlining the details of the incident(s), witness and date and have the Complainant sign the statement. The complaint will be forwarded to a Harassment Officer for investigation.
5. The Harassment Officer :
 - a. Review the written complaint and provide the Complainant and Respondent with a copy of the complaint and a copy of the BC Golf Harassment Policy.
 - b. Request a written response, within ten (10) days of receiving the written complaint, from the Respondent.
 - c. Within 60 days of receiving the initial written complaint, the Harassment Officer must conduct an investigation and prepare a written investigation report.
 - d. The written report should contain:
 - Did the acts in question constitute harassment;
 - Nature of the harassment;

British Columbia Golf Policies for Board of Directors & Zone Council

- Did it involve physical contact;
 - Relationship between parties;
 - Relative ages;
 - Respondent had previous incidents;
 - Any retaliation against complainant;
 - Severity of the conduct;
 - Number and frequency of encounters;
 - Apparent intent of the harasser;
 - Relationship of the people involved;
 - Victim's provocation;
 - Response of the victim;
 - Men/Women ratio;
 - Recommendation of disciplinary action;
 - Forward report to the President of BC Golf.
6. On receipt of the Harassment Officer's report, the President of BC Golf must:
- a. Within ten (10) days of receipt of the Harassment Officer's report refer the report to the Discipline Committee, consisting of a Chairman and two members for review;
 - b. The Discipline Committee, after considering the report, must:
 - Determine if the Respondent has engaged in conduct constituting harassment.
 - If it is determined that the Respondent has engaged in conduct that constitute harassment, order such discipline as they feel is appropriate under the circumstances.
 - That discipline may include:
 - A verbal apology; written apology;
 - Letter of reprimand; fine or levy;
 - Referral to counseling;
 - Sensitivity training on harassment issues;
 - Removal of certain privileges of membership or employment;
 - Demotion or pay cut;
 - Temporary suspension without pay;
 - Termination of employment contract;
 - Expulsion of membership.
 - c. The Discipline Committee must, within ten (10) days, send a notice to the Complainant and the Respondent setting out its decision.
7. If the Respondent or the Complainant is dissatisfied with the decision he/she may, within thirty (30) days, appeal that decision to British Columbia Golf by filing an appeal in writing and setting out the grounds for the appeal.
8. On receipt of the Appeal Notice, the President of BC Golf must appoint a Tribunal composed of three (3) persons, two (2) of whom must be Directors of BC Golf, one from the appellant's peers, to hear that appeal.
9. The Tribunal must, within seven (7) days, determine if there are sufficient grounds for an Appeal.
10. If the grounds are upheld, set the time and date for a Hearing and give notice to all parties thirty (30) days in advance of the date/time and location of the appeal.
11. The notice must contain advice to the parties that they should bring relevant witnesses, information, and that they are entitled to be represented at the hearing.
12. Within ten (10) days after completing the hearing, send a notice of the decision by registered mail to the Complainant and Respondent.

Volunteer and Employee Screening

This policy sets out who will be screened based on their activities in golf, the procedure and the type of screening in the Province of British Columbia.

1. British Columbia Golf recognizes the responsibility it has in the promotion of the game of golf in the Province of British Columbia. It follows that British Columbia Golf must develop a screening process to evaluate volunteers and employees who work to provide golfing services to the communities throughout this Province.

British Columbia Golf Policies for Board of Directors & Zone Council

2. Through the screening process it is hoped that it can identify and eliminate those people who might pose a risk to our member golfers. This is good risk management, but it does pose a potential legal liability if information about someone is made public.
3. The application form completed by both volunteers and employees must be kept confidential unless in the screening process the information received is such that the protection of the member golfer is more important than the right of the volunteer or employee.
4. This is a fine line but, for the protection of our member golfers, it must be done in a thorough manner and be followed up on an annual basis.
5. Who will be screened:
 - a. All volunteers and employees who work with persons in the junior golfing program for Zone or Provincial events;
 - b. All volunteer and employees who are involved in the selection and screening process.
6. What is the screening procedure:
 - a. Each volunteer or employee will fill in a Volunteer Screening Application form obtained from their own local police department .
 - b. The police department will conduct a criminal record check and provide the results.
 - c. A volunteer may request a letter from British Columbia Golf or Zone Executive on their letterhead indicating the volunteer is working with them. This service may be free with such a letter.
7. Additional Screening:
 - a. Reference(s) will be contacted and the information documented;
 - b. The criminal record check will be reviewed;
 - c. Previous volunteer organization/employment organization will be contacted and the information documented.
8. Any discrepancies in the information received from the screening process for volunteers and employees, will be forwarded to the appropriate Management Person.
9. A criminal check is required for all volunteers traveling with juniors. Depending on the RCMP detachment a person may be charged for the check. Any charges should be paid by the volunteer and be submitted to either, BC Golf or the Zone for reimbursement.

Board of Directors and Zone Council Composition & Election Procedures

Composition:

9 Directors at Large, 2 Zone Council Representatives, Past President & Executive Director (ex officio)

Election :

1. Directors at Large – see By-Laws Section 12.6
2. Zone Council Representatives – see By-Laws Sections 10.8, 10.9 & 10.10

Code of Conduct - Volunteers, Board & Zone Council Members & Staff Members

At all times and at all venues when representing British Columbia Golf, as governed by the British Columbia Golf Association, all Volunteers, Board members, Zone Council Representatives and Staff members are expected to act in a respectful and professional manner.

Use of Alcohol at all British Columbia Golf Championships and/or Events

British Columbia Golf maintains a strict and no tolerance policy on the use of all alcohol products at its Championships and/or events as follows:

1. **Players** – as per Junior and/or Players' Code of Conduct.
2. **Volunteers** - Any volunteer and/or staff member working at British Columbia Golf Championships and/or events or under the auspices of British Columbia Golf, who are required as a function of their duties and

British Columbia Golf Policies for Board of Directors & Zone Council

responsibilities to drive any type of motorized vehicle, are strictly forbidden from consuming any amount of alcohol immediately prior to or while on duty.

3. **Junior Events** - British Columbia Golf adheres to a "ZERO" tolerance of the consumption of any alcohol product by any Board member, Staff member, including Non-playing Captains, also any volunteer while on duty, at any British Columbia Golf sanctioned event while in the presence and/or control of any person under the legal age of drinking in that jurisdiction.

Disciplinary Action

Any and all infractions of the policy regulating the consumption or dispensing of alcohol products, as described in the above policy, will be dealt with by the Tournament Director in consultation with members of the BC Golf Tournament Disciplinary Committee.

Expenses for reimbursement to Volunteers, Board & Zone Council Members and Staff Members

1. British Columbia Golf will NOT reimburse volunteers, Board members or Staff members for any alcoholic beverages purchased at any time.
2. A glass of wine or equivalent may be provided at Board meeting dinners or special event dinners at the discretion of the President and/or Executive Director or designate.

Approved by the Executive Committee June 1, 2007, and to be effective immediately. This Policy is still in effect – 2014.

Women's Fund

1. Funds on deposit under "Members Equity" identified as the BC Women's Golf Fund in the amount of \$164,921.88 is the principal and the funds used to administer this program are to come directly from interest earned on this fund.
2. The Committee is authorized to use the interest earned each year from this fund for any approved applications.
3. The Committee is authorized to use no more than 2% of the principal yearly to fund any special one time or a project that meets the requirements of item #4 under "Purpose".
4. Should the Committee wish to fund a project outside the above guidelines (ie. annual interest earned or no more than 2% of the principal) approval must be granted from the Board of BC Golf.

Item #4 under Purpose:

To provide initial (seed) funding in developing new opportunities, programs and services for golf for girls and women in B.C.

Logo Use Policy

Zone Committees and Sponsors are authorized to use the BC Golf logo provided they adhere to the BC Golf Logo Standards Guide. A complete copy of this guide can be obtained by contacting the BC Golf office or by emailing the Executive Director.

Official British Columbia Golf Logo

As BC Golf continues to grow its profile, it is very important to promote the organization in a strong, unified and consistent manner.

BC Golf's logo is perhaps the strongest single visual identifier for the organization. Any use of the logo in communications, presentations or promotional material is a direct reflection of BC Golf. It is essential that the logo is displayed properly whenever and wherever it is used.

British Columbia Golf Policies for Board of Directors & Zone Council



This is the preferred logo version for use in all applications. The official BC Golf logo is the required version for official BC Golf communications materials and documents such as stationery, letterhead and business cards. The former BCGA logo is no longer permitted for use in any application.

Logo variation for letterhead:



Logo variation for clothing embroidery use only:



CHAMPIONSHIP SECTION

General Tournament Policies -2014

GENERAL TOURNAMENT POLICIES

All BC Golf tournaments are conducted using the Conditions of Competition and Local Rules adopted by BC Golf. Copies of these documents are available on the BC Golf web site and office and copies will be distributed to all players at the tournament. BC Golf reserves the right to decline or withdraw any entry at any time.

OFFICIAL TIME

The digital clock at the tee where the player begins his/her stipulated round indicates the official tournament time. Starters will not page players in advance of their starting time. Players should report to the tee one starting interval prior to their starting time.

ELIGIBILITY

All competitors must be a member of a recognized provincial, state or national golf association and may be requested to submit with their entry form a photocopy of their official membership card. Proof of membership card may also be requested for inspection at the registration table. **Note:** Entrants other than foreign players must be eligible to play in club and zone tournaments.

ENTRY PROCEDURES

All entries must be received by mail, fax or on-line by the entry deadline. Phone and email entries will not be accepted. Payment must accompany all entries.

British Columbia Golf Policies for Board of Directors & Zone Council

It is the player's responsibility to ensure entries arrive at the British Columbia Golf offices on time. Please check the BC Golf web site to ensure your entry has been received. BC Golf does not assume responsibility for entries lost in the mail or by courier or by fax.

TOURNAMENT INFORMATION

All information for specific tournaments, such as information regarding practice rounds, pairings and starting times will be available on the BC Golf web site approximately 7 days before the tournament commences. Email notification of pairings and starting times will be sent to players who have supplied valid email addresses.

WITHDRAWALS

A competitor withdrawing during the course of the event must immediately fill out a Withdrawal Form. The reason must be on medical or compassionate grounds acceptable to a tournament official. Failure to do so may result in suspension from events sanctioned or conducted by BC Golf. A "no-show" will be deemed an unauthorized withdrawal.

REFUND POLICY

Tournament entry fees, less a \$25.00 service charge, will be refunded when BC Golf is notified by phone, email or through on-line cancellation at least 7 days prior to the tournament. Refunds, less the service charge, for any cancellation within 7 days of the tournament will only be given for medical or compassionate reasons. Such cancellations require written confirmation. No refund will be given for any reason once the tournament begins.

POWER CARTS AND CADDIES

Power carts are not permitted in BC Golf Championships, except Men's Mid-Amateur/Master 40, Senior Men's Master-40 Women and Senior Women's events. Caddies are permitted in all tournaments except junior events.

ELECTRONIC DEVICES

As provided in the Etiquette Section of the Rules of Golf, players should ensure that any electronic device taken onto the course does not distract other players. The use of any electronic devices, such as a mobile phone or handheld device is not of itself a breach of Rule 14-3 (Artificial Devices), as long as they are not used in such a manner that would breach the Rule.

The use of electronic devices to communicate with others, except in the case of a medical emergency, is strictly prohibited.

Players using Distance Measuring Devices should check the "Distance Measuring Device Flow Chart" to ensure their device conforms.

INTERPROVINCIAL COMPETITION

Only players belonging to BC Golf are eligible to represent British Columbia in interprovincial competitions. Further, they must have been residing in Canada for one year and in BC for at least three months. Selection will be based in part on play in BC events. BC Golf reserves the right to consider other matters in the team selection at its sole discretion.

CONDITIONS OF COMPETITIONS AND LOCAL RULES

Play is governed by the 2012 Rules of Golf of the Royal Canadian Golf Association (RCGA), the 2014-2015 RCGA Decisions on the Rules of Golf and where applicable, by the following Local Rules and Conditions of Competition, subject to changes, additions or deletions for particular Championships by the Rules Committee of BC Golf.

Unless otherwise noted, penalty for breach of a Condition or Local Rule is:

Stroke Play – two strokes

Match Play – loss of hole

SECTION A: CONDITIONS OF COMPETITION

1. SPECIFICATION OF THE BALL – The ball the player plays must be named on the current List of Conforming Golf Balls recognized by the RCGA. The current List of Conforming Balls is available in the BC Golf Tournament Office.

British Columbia Golf Policies for Board of Directors & Zone Council

Penalty for Breach of Condition: Disqualification.

2. SPECIFICATION OF DRIVER HEAD – Any driver the player carries must have a club head, identified by model and loft, that is named on the current List of Conforming Driver Heads recognized by the RCGA. The current List of Conforming Driver Heads is available in the BC Golf Tournament Office.

Penalty for Breach of Condition: See Penalty Statement for Rules 4-1 and 4-2

3. PACE OF PLAY - See posted BC Golf Pace of Play Policy.

4. CADDIES – In a stroke play competition, a player is prohibited from having another competitor serve as his caddie during the stipulated round. Caddies must be at least 12 years of age.

Penalty for breach of Condition: See Penalty Statement for Rule 6-4.

5. DISCONTINUANCE OF PLAY – Note to 6-8b is in effect

All practice areas are closed when play is suspended for a dangerous situation until the BC Golf Rules Committee has declared them open. A player using such practice areas will be subject to disqualification.

Note: A suspension for a dangerous situation will be signalled by one prolonged air horn note. All other types of suspensions will be signalled by three consecutive air horn notes. Resumption of play will be signalled by two short air horn notes.

6. PRACTICE – In stroke play competition, a player may not practice on or near the putting green of the hole last played or roll a ball on the putting green of the hole last played.

7. TRANSPORTATION – Players must not ride on any form of transportation during a stipulated round unless authorized by the Committee. See the BC Golf Transportation Policy for medical exemptions.

Penalty for Breach of Condition: See Penalty Statement in Appendix 1, Part C, Section 9.

8. TIES – Ties for first place and places on provincial teams will be decided by hole by hole playoff, Match Play Matches will be extended hole by hole and all other ties will be broken by matching scorecard, as per RCGA recommendations.

9. CLOSE OF COMPETITION - The Competition is deemed to have closed when the trophy has been presented to the winner or, in the absence of a prize ceremony, when all scores have been approved by the Committee.

SECTION B: LOCAL RULES

1. ABNORMAL GROUND CONDITIONS – Rule 25

Ground Under Repair includes:

- a. Areas defined by white lines;
- b. French Drains filled with stones;
- c. Seams of cut Turf – Through the green, seams of cut turf (not the turf itself) are deemed to be ground under repair. All seams in the cut turf area are considered the same seam.

2. EMBEDDED BALL THROUGH THE GREEN – Local Rules as prescribed in Appendix I, Part B, Section 4a is in effect.

3. OBSTRUCTIONS – Rule 24

White line areas tying into artificially surfaced roads, paths or obstructions are deemed to have the same status as the road, path or obstruction and are not ground under repair.

4: STONES IN BUNKERS

Stones in bunkers are movable obstructions. Rule 24-1 applies.

British Columbia Golf Policies for Board of Directors & Zone Council

5. WOOD CHIPS AND MULCH

Wood chips and mulch are loose impediments. Rule 23-1 applies.

6. INTEGRAL PARTS OF THE COURSE

- a. Wrappings, wires, cables and other objects when closely attached to trees;
- b. Artificial walls and/or pilings used to define the margin of bunkers. Such walls and/or pilings are through the green.

7. PERMANENT ELEVATED POWER LINES OR CABLES

If a ball strikes a permanent elevated power line or cable, the stroke MUST be cancelled and the player must play a ball as nearly as possible at the spot from which the original ball was last played in accordance with Rule 20-5.

8. OUT OF BOUNDS – Rule 27

When white stakes or fences are used, the out of bounds is determined by the nearest inside points of the stakes or fence posts at ground level (excludes angled supports). When a white line defines out of bounds, the line itself is out of bounds. A ball is out of bounds when all of it lies out of bounds. A ball that crosses a public road defined as out of bounds and comes to rest beyond that road is out of bounds, even though it may lie on another part of the course.

9. DISTANCE MEASURING DEVICES –

In this competition, a player may obtain distance information by using a device that measures distance only. However, if, during a stipulated round, a player uses a distance-measuring device that is designed to gauge or measure other conditions that might affect his play (e.g., gradient, wind-speed, temperature, etc.), the player is in breach of Rule 14-3, for which the penalty is disqualification, regardless of whether any such additional functions are actually used.

Standard Dress Code – 2014

The following dress code applies to both players and caddies.

Acceptable attire includes full length golf slacks, plus fours, tailored rugby pants, tailored golf shorts and golf shirts. Hats must be worn properly and shirts must be tucked in except shirts designed to be worn un-tucked. A dress code established by a host club, facility or tournament committee, if more restrictive, will apply.

Competitors must adhere to the dress code during or after practice, qualifying or tournament rounds, and event meetings, award ceremonies, and other event related activities.

Violations of the Dress Code include, but are not limited to:

Cutoffs, jeans, sweat pants, warm up pants, non-golf shirts such as sport uniforms, t-shirts & muscle shirts.

Commercial logos, except logos of golf equipment companies or golf clubs and commercial logos as being part of the team uniform, numbers or offensive illustrations are not permitted on any attire or equipment.

A competitor may be prohibited from further play until they comply with the code. A competitor must comply without undue delay and may be subject to penalties for lateness or pace of play. Failure to comply may result in disqualification. BC Golf may disqualify a competitor who has a record of repeat dress code violations without giving them a chance to comply.

Women should refer to the Women's Dress Code.

"Spikeless" Shoes

It is a condition of all BC Golf competitions (including practice rounds) that contestants must wear spikeless or "softspike" shoes; traditional steel or ceramic spikes may not be used. Contestants in non-compliance with the "spikeless" policy will not be permitted to start. In accordance with Rule 6-3, players must arrive on the tee

British Columbia Golf Policies for Board of Directors & Zone Council

ready to play and extra time will not be afforded for non-metal spike installation or changing shoes. Failure to comply with the "spikeless" policy at any time once play has commenced will result in immediate disqualification.

Caddies must wear flat, rubber-soled shoes (running, tennis, basketball shoes). Spiked or spikeless golf shoes of any kind must not be worn.

A player or caddie violating this dress code will not be permitted to start the competition. A violation of this dress code by either the player or caddie during the stipulated round must be rectified without undue delay or the player will not be allowed to continue play or the caddie will not be allowed to perform the acts of a caddie.

Women's Dress Code- 2014

The following dress code applies to both players and caddies.

This Dress Code governs all BC Golf's Women's Tournaments and all Players representing BC Golf's Women's Division. The philosophy of this Dress Code is to respect the game, maintain Golf's culture and traditions while providing performance clothing to today's woman golfer that is comfortable, stylish and offers variety. This Dress Code Policy is part of the BC Golf Code of Conduct and is governed within that policy.

The Host Club Policy, if more restrictive, will apply.

TOPS:

- Polo shirts with or without sleeves
- Sleeveless shirts with or without collar but MUST have minimum 4 inch seam at the shoulder. TANK TOPS ARE NOT PERMITTED
- Dress T-shirt with or without collar or sleeves including V-neck, Mock neck and Turtle neck
- Tops may be worn tucked-in or un-tucked but NO midriff or cleavage can be shown
- Tops may be fitted

BOTTOMS:

- Pants, capris
- Shorts must have an inseam not less than 4 inches. Dresses, skirts or skorts must be no shorter than equivalent shorts.
- No denim, spandex or fleece (sweatshirt) fabrics
- Bottoms should be tailored i.e., generally of a style and kind sold in golf shops.

FOOTWEAR:

- It is a condition of all BC Golf competitions (including practice rounds) that contestants must wear spikeless or "softspike" shoes; traditional steel or ceramic spikes may not be used. Contestants in non-compliance with the "spikeless" policy will not be permitted to start. In accordance with Rule 6-3, players must arrive on the tee ready to play and extra time will not be afforded for spike installation or changing shoes. Failure to comply with this policy at any time once play has commenced will result in immediate disqualification.

All hats must be worn properly. No commercial logos, such as those of alcoholic beverages or of other similar products or with slogans, numbers or offensive illustrations will be accepted on hats or any other piece of clothing or equipment, except logos of golf equipment companies or golf clubs and commercial logos as being part of the team uniform.

A player or caddie violating this dress code will not be permitted to start the competition. A violation of this dress code by either the player or caddie during the stipulated round must be rectified without undue delay or the player will not be allowed to continue play or the caddie will not be allowed to perform the acts of a caddie.

British Columbia Golf Policies for Board of Directors & Zone Council

Amateur Code of Conduct - 2014

British Columbia Golf takes great pride in the caliber of play and player conduct displayed at all of our sanctioned events and partnerships. In order to maintain that fun and professional atmosphere and to show respect for the involvement of our host clubs, facilities, staff and their volunteers, we ask that you observe the following Code of Conduct.

British Columbia expects all contestants, caddies, gallery, and guests to exhibit proper conduct and behaviour on the golf course and anywhere on the property during a BC Golf sanctioned event or partnership. Unbecoming conduct or behaviour may be grounds for immediate disqualification, at any time, from any BC Golf sanctioned event or partnership. The following are some examples of unbecoming conduct or behaviour:

Violations of Code of Conduct on the Golf Course/Facility

- Unsportsmanlike conduct, including:
 - abusive language,
 - club throwing,
 - disrespect to volunteers, officials or fellow competitors,
 - abuse of golf course or facility property
- Use of drugs or alcohol
- Intentionally engaging in a criminal act
- Engaging in activities that result in the potential endangerment of others
- Intentionally violate stated club or facility policies
- Failure to adhere to the dress code during practice round or tournament play

Violations of Code of Conduct off the Golf Course/Facility

- Any vandalism at a host hotel, abusive behaviour to host family or their property.
- Any other conduct not becoming of a BC Golf participant.

Code of Conduct Penalties

- A participant's entry is subject to rejection at any time (including during the sanctioned event and partnership) by the BC Golf. The reasons for rejection may include unbecoming conduct.
- Any Code of Conduct violation will result in a written letter to the participant.
- Disqualification from future BC Golf sanctioned events or partnerships for which he/she has been accepted.

The BC Golf Tournament Committee, or if not at a tournament, BC Golf Discipline Committee, may assess any or all of the preceding penalties based on the severity and frequency of the violations(s). In the event of a suspension, the participant will be required to submit a written account of the Code of Conduct violation to the BC Golf Discipline Committee within 30 days of the suspension. The Committee will determine the length of the suspension after reviewing all submitted materials, including a BC Golf staff account of the violation. Any participant who was under suspension may not be eligible for post-season honours.

JUNIOR CODE OF CONDUCT - 2014

BC Golf, in conjunction with Golf Canada, takes great pride in the quality of its competitors, host facilities, sponsors and community support associated with all its junior events. To maintain and further enhance the quality of its events, BC Golf requires all competitors to comply with the code of conduct in all BC Golf sanctioned events or partnerships. The junior code of conduct is:

A junior competitor will behave in a manner becoming of a BC Golf/Golf Canada member at all times by:

British Columbia Golf Policies for Board of Directors & Zone Council

- Acting with integrity and honor,
- Respecting fellow competitors, officials and volunteers,
- Displaying proper etiquette,
- Wearing appropriate attire, and
- Being polite.

Code of conduct violations include, but are not limited to:

- Possession, use or association with alcohol, tobacco products (chewing or smoking) or illegal drugs including drug paraphernalia,
- Gaming and/or gambling, i.e. any wagering, betting or contests where a prize, other than that offered by the event, is involved,
- Cheating,
- Abusive language or disrespectful behavior towards fellow competitors, tournament officials, marshals, volunteers, spotters, club members, guests, spectators, course employees, or anyone otherwise associated with the tournament including host families, drivers, hotel employees and hotel guests,
- Club throwing,
- Spitting,
- Intentionally damaging or vandalizing the course, equipment or property,
- Theft,
- Violent behavior,
- Failure to appear for a tournament without just cause and/or prior notification,
- Breaking curfew or any other rule established by a Tournament Committee, team captain or official,
- Failure to attend any mandatory functions,
- Leaving the course during a stipulated round and/or
- Any other conduct unbecoming a BC Golf member.

The penalty for a code of conduct violation may be immediate disqualification or dismissal from an event. For an on-course violation, BC Golf may opt to issue a warning for a 1st offence. Where circumstances warrant, BC Golf team captain, official or supervisor may send a competitor home in which case the competitor and his/her parent(s) or guardian(s) will be responsible for all costs incurred.

Dress Code

Players must adhere to the dress code as set out in the BC Golf Standard Dress Code. Junior Girls should refer to the Women's Dress Code.

CADDIES ARE NOT PERMITTED AT JUNIOR EVENTS.

Etiquette

See Section 1 of "The Rules of Golf."

All players are strongly encouraged to attend all award presentations and closing ceremonies.

A serious breach of etiquette may result in disqualification of the competitor under Rule 33.7. Repeated infractions may be dealt with by the BC Golf Disciplinary committee.

Spectators

Rule 8 prohibits a competitor from receiving advice, except under specified circumstances. Competitors are advised to ask parents, spectators and companions to follow at a distance (recommended minimum of 25 yards) so there can be no question that communication can be construed to be advice.

A competitor is subject to a 2-stroke penalty for each infraction or disqualification in extreme circumstances.

Non-Compliance

The Tournament Committee will impose penalties for Code of Conduct violations. All violations or infractions will be recorded, referred to the Disciplinary Committee for further investigation, and kept on file as part of a competitor's permanent record. Where deemed necessary a written letter of warning will be sent to the competitor, with a copy to his/her parent(s) or guardian(s). The Disciplinary Committee may impose additional

British Columbia Golf Policies for Board of Directors & Zone Council

penalties or sanctions. In the event that the Disciplinary Committee decides that a suspension is warranted, the competitor and his/her parents or guardian and the Management Committee/Zone Committee will be advised of the suspension in writing. A competitor may appeal a Disciplinary Committee decision to the Disciplinary Committee. The competitor and his/her parents or guardian will be notified of the date when the appeal will be heard. The Disciplinary Committee will review all submitted materials and presentations then issue a written decision within 30 days of such a hearing. The decision of the Disciplinary Committee is final.

Competitors are responsible for their own decisions and are encouraged to consult with BC Golf or RCGA representatives or event organizers before undertaking any action or activity that may be considered a violation of the code of conduct.

Misconduct in other jurisdictions and non-British Columbia Golf events

Should the BC Golf be informed or become aware of misconduct by a competitor in non-BC Golf sanctioned events either in British Columbia or other jurisdictions, BC Golf reserves the right to impose additional penalties, discipline or sanctions against the competitor, including, but not limited to, non-selection or removal from teams and denial of entry into BC Golf sanctioned events.

CADDIE CODE OF CONDUCT

BC Golf permits caddies at some of our competitions. The Committee restricts that all caddies must be at least 12 years of age. In a stroke play competition, a player is prohibited from having another competitor as a caddie.

Definition of a Caddie – A “caddie” is one who assists the player in accordance with the Rules, which may include carrying or handling the player’s clubs during play.

When one caddie is employed by more than one player, he is always deemed to be the caddie of the player sharing the caddie whose ball (or whose partner’s ball) is involved, and equipment carried by him is deemed to be that player’s equipment, except when the caddie acts upon specific directions of another player (or the partner of another player) sharing the caddie, in which case he is considered to be that other player’s “caddie”.

BC Golf Expectations of Caddies:

When on the golf course

- The caddie must wear the designated caddie identification apparel at all times when caddying on the course.
- The caddie is one who assists the player in accordance with the Rules of Golf.
- The caddie may carry or handle the player’s clubs. The clubs may be carried or transported in a pull cart by the caddie.
- The caddie is responsible for knowing the Rules of Golf. During the stipulated round, for any breach of a rule by his caddie, the player incurs the applicable penalty.
- The player may only be assisted by one caddie at a time. A player may have different caddies during the round, but only one caddie at a time.
- The caddie may, without the player’s authority:
 - Search for a player’s ball (the caddie should ask the player prior to beginning the search)
 - Place the player’s clubs in a hazard
 - Repair old hole plugs and ball marks
 - Remove loose impediments
 - Mark the position of a ball, without lifting it

British Columbia Golf Policies for Board of Directors & Zone Council

- Clean the player's ball
- Remove movable obstructions
- A caddie may not deem a player's ball to be unplayable
- A caddie must not position himself behind the player or position himself on the line of play or putt or an extension of that line beyond the hole while the player is making a stroke.
- When a player is making a stroke a caddie must not purposely stand close to the player to shade the player or his ball from the sun, or protect the player from wind or other elements.
- A caddie may practice on or test the putting green surfaces on the course before the competitor begins his stipulated round.

Respecting other players

Caddies should be familiar with our other standard policies, as they apply to caddies during the competition.

- Amateur Code of Conduct
- Junior Code of Conduct
- Standard Dress Code – Caddies must wear flat, rubber-soled shoes (running, tennis, basketball shoes). Spiked or spikeless golf shoes of any kind must not be worn.
- Women's Dress Code
- Transportation Policy

Any caddie who is a distraction to players or otherwise in breach of Policies may be asked to leave the course.

Parent & Spectator Code of Conduct – 2014

BC Golf takes great pride in the caliber of play, player conduct and parental dedication displayed at all of our sanctioned events. In order to maintain the fun and professional atmosphere that BC Golf Championships have become known for, and to show respect for the involvement of our host clubs, facilities, staff and their volunteers, we ask that you observe the following Code of Conduct throughout the entire event.

BC Golf's Expectations from Parents and Spectators:

When on the golf course

- No advice is to be given to your player during the tournament rounds.
- Make sure to avoid all communication, verbal and non-verbal, which may be construed by others (competitors, parents, spectators and our Rules Officials) as advice.
- Keep your distance from your player (approx. 25 yards) while following them during play.
- Walk in the rough when following your player except when necessary to cross the fairway.
- Help us maintain the pace of play by assisting to spot and search for golf balls.
- Try to avoid distracting competitors at all times on the golf course.
- Do not use cell phones or radios on the golf course.
- Feel free to ask your player if they need anything to eat or drink at the turn.

Regarding the Rules of Golf

Allow BC Golf Rules Officials to administer rulings. You will be brought into a situation ONLY if the Rules Official asks you.

Encourage your player to familiarize them self with the rules of golf and the supplementary local rules specific to the championship so that they are aware of the options available to them.

British Columbia Golf Policies for Board of Directors & Zone Council

Respecting the host club, facility and golf etiquette

Familiarize yourself and adhere to the host facility's dress code. Some facilities may not allow blue jeans, T-shirts, etc.

If you are going to wear golf shoes as you walk the course, make sure they do not have metal or traditionally designed spikes.

After the event

Encourage your player to write thank-you notes to those persons who contributed to the success of the respective event.

We welcome any and all letters of suggestion to BC Golf that will ultimately help us in making these events even more special for all involved. Feel free to include comments you may have about BC Golf Championships with regards to the development of junior golf in Canada.

This information was compiled not because of recurring problems, but rather in order to have a reference for parents and spectators for frequently asked questions. BC Golf and our host facilities thank you for your cooperation.

Misconduct in British Columbia Golf events or other jurisdictions

Should BC Golf be informed or become aware of misconduct by a parent or spectator in non- BC Golf sanctioned events either in British Columbia or other jurisdictions, BC Golf reserves the right to impose its own discipline or sanctions against the parent or spectator, including, but not limited to, denial of entry into BC Golf sanctioned events.

Cancellation Policy

Cancellation for event prior to start:

- In extreme circumstances that the safety of our players would be in jeopardy from such things as a tornado, flood, an act of terrorism, pending hurricane etc, a meeting in consultation with the Executive Director, Senior Manager Field Operations, On Site Chair, Rules Chair & the Superintendent should occur.
- If the decision is to cancel the tournament, and time permits, then every effort must be made to contact the players prior to arrival and to refund their entry fees.

Rules of Golf – Course Unplayable:

- Rule 33-2D
If the Committee or its authorized representative considers that for any reason the course is not in a playable condition or that there are circumstances that render the proper playing of the game impossible, it may, in match play or stroke play, order a temporary suspension of play or, in stroke play, declare play null and void and cancel all scores for the round in question. When a round is cancelled, all penalties incurred in that round are cancelled.

Cancellation Policy for an event already in Progress:

- If course or weather conditions are such that postponement or cancellation may become a concern, a meeting to develop a strategy will be held between the Senior Manager Field Operations, the On Site Chair, the Rules Chair and the Course Superintendent.
- Every effort must be made to complete scheduled rounds.
- Champions and team members can be named as long as a minimum of 18 holes has been played.
- If 18 holes can't be played refer to the following, in sequence:
 - Try to reschedule the event with a full field at any available venue for a minimum of 18 holes,
 - Try to reschedule the event with a limited field at any available venue for a minimum of 18 holes,
 - Emergency meeting will be held by tournament committee if above options cannot be utilized.
- Considerations may include:

British Columbia Golf Policies for Board of Directors & Zone Council

- Prior years' performance at same tournament,
- Order of Merit Points,
- Performance history.
- No entry fee refunds for players will be considered for events already in progress as fees to the host club and other BC Golf expenses are still incurred.

Motorized Transportation Policy for Competitions - 2014

As a general policy, players and their caddies are expected to walk at all times at BC Golf competitions.

There are exceptions to this policy-

1. A competitor with a serious, permanent physical disability may request the use of motorized transportation for himself at any BC Golf competition by following the approved application procedure. If motorized transportation is approved for a player at a competition that would otherwise prohibit the use of motorized transportation, the conditions described in Part A below must be in place.
2. In senior competitions and men's mid-amateur/master 40 competitions, competitors will be permitted to use motorized transportation. The conditions described in Part B below must be in place.
3. If it can save time, a Rules official can, and indeed should, transport a player proceeding under stroke and distance penalty.

Part A:

Use of Motorized Transportation by a Person with a Serious, Permanent Disability

When using motorized transportation, the player must not:

1. Permit anyone else to drive the cart (other than moving it a very short distance to facilitate play);
2. Permit anyone else to ride in the cart;
3. Unnecessarily, drive past any player's ball to gauge distance or gather any other information about the hole.

A player in breach of this condition is subject to penalty as follows:

Match play - At the conclusion of the hole at which the breach is discovered, the state of the match is adjusted by deducting one hole for each hole at which a breach occurred; maximum deduction per round - Two holes.

Stroke play - Two strokes for each hole at which any breach occurred; maximum penalty per round -Four strokes.

Match or stroke play -In the event of a breach between the play of two holes, the penalty applies to the next hole.

Any subsequent breach of this rule may result in disqualification.

Part B:

Use of Motorized Transportation

There is a limit of two golf carts per group.

1. If a cart is shared by two or more players, the cart and everything in it are deemed to be the equipment of the player whose ball is involved except that, when the cart is being moved by one of the players sharing it, the cart and everything in it are deemed to be that player's equipment.
2. When using motorized transportation, the player must not:
 - i) Permit anyone other than a player or caddie to drive the cart (other than moving it a very short distance to facilitate play);
 - ii) Permit anyone other than a player or caddie to ride in the cart;
 - iii) Unnecessarily drive past any player's ball to gauge distance or gather any other information about the hole.

A player in breach of this condition is subject to penalty as follows:

Match play - At the conclusion of the hole at which the breach is discovered, the state of the match is adjusted by deducting one hole for each hole at which a breach occurred; maximum deduction per round—Two holes.

British Columbia Golf Policies for Board of Directors & Zone Council

Stroke play - Two strokes for each hole at which any breach occurred; maximum penalty per round—four strokes.

Match or stroke play - In the event of a breach between the play of two holes, the penalty applies to the next hole.

Any subsequent breach of this rule may result in disqualification

POLICY ON PARTICIPATION OF INDIVIDUALS WHO HAVE UNDERGONE SEX REASSIGNMENT (MALE TO FEMALE AND CONVERSE) IN BC GOLF EVENTS

- Individuals who have undergone sex reassignment of male to female before puberty should be regarded as girls and women (female). This applies as well for female to male reassignment, who should be regarded as boys and men (male).
- Individuals undergoing sex reassignment from male to female after puberty (and the converse) are eligible for participation in female or male competitions, respectively, under the following conditions:
 - Surgical anatomical changes have been completed, including external genitalia changes and gonadectomy
 - Legal recognition of their assigned sex has been conferred by the appropriate official authorities
 - Hormonal therapy appropriate for the assigned sex has been administered in a verifiable manner and for a sufficient length of time to minimize gender-related advantages in sport competitions.
- Eligibility may begin no sooner than two years after gonadectomy
 - A confidential case-by-case evaluation will occur. In the event that the gender of a participant is questioned, the medical delegate (or equivalent) as nominated by the BC Golf Championship Committee shall have the authority to take all the appropriate measures for the determination of the gender of a participant.

FINANCE, AUDIT AND RISK COMMITTEE

1. The Finance Committee must review the monthly financial statements to ensure that the financial affairs of the Association are being managed in a prudent manner. Such review will include receiving and reviewing reports from the Association's Management with respect to financial matters of the Association.
2. The Finance Committee will meet in person or by teleconference or similar means, at least four times during the golf season and at least once during the winter months, in order to perform its oversight responsibilities as set out in the Committee Terms of Reference.
3. Develop and periodically review the System of Financial Controls that meet or exceed commonly accepted accounting principles and are in accordance with the requirements of the Association's Auditors. The Committee must ensure that the controls are in place and consistently applied by the staff and the officers of the Association.
4. In cooperation with other standing committees and key staff, develop and review the annual operating and capital budgets of the Association for presentation and approval of the Board of Directors and for presentation at the Annual General Meeting of the Association.
5. Meet annually with the Auditors relative to the audited financial statement to review any recommendations they have relative to the operations of the Association.

British Columbia Golf Policies for Board of Directors & Zone Council

6. Recommend appointment of the Auditors to the Board of Directors and to the Annual General Meeting.
7. Oversee the investments and the investment strategy of the Association in accordance with investment goals established by the Board of Directors.
8. Periodically review contracts, leases, and agreements that affect revenues and expense streams that bind the Association for periods greater than one year.
9. Review and consider recommendations of the Human Resources Committee relative to compensation levels and their affect on the financial well being of the Association.
10. The Executive Director and the Director of Finance be authorized to sign checks up to \$2000.00. Carried Executive Committee August 2009

Investment Objectives & Policy

1. BC Golf is a non-profit organization registered under the Societies Act in the Province of British Columbia.
2. The Investment responsibilities of BC Golf are delegated to the Finance Committee.
3. The Investment Objectives and Policies of BC Golf are to provide the best available interest income with capital preservation.
4. The permissible investments of cash on hand must be in the money market or bank paper, Federal and Provincial Bonds or Treasury Bills.
5. The Finance Committee will provide the Board of Directors at their Annual meeting the Association's investments through the audited Financial Statement.
6. All investment transactions must be arms length in nature. Should an actual or potential conflict of interest occur, it must be reported immediately to the President, or the Chair of the Finance, Audit and Risk Management Committee for action and resolution.

System of Financial Controls

Goal

A system of financial controls is required to ensure the integrity of the financial systems of BC Golf in accordance with generally accepted accounting principles.

These controls have been developed with a view of properly protecting the assets of the Association, minimizing the risks of loss, and to provide an orderly manner of executing the financial affairs of the Association.

The systems involve appropriate checks and balances as well as segregation of duties, where possible such that when followed, all concerned can be satisfied that appropriate care and attention was taken in the execution of duties.

This system is subject to periodic review and any changes required will be provided in writing to all those authorized by the Executive Director or the President of BC Golf.

British Columbia Golf Policies for Board of Directors & Zone Council

Care of Assets

The Management of British Columbia Golf Association is entrusted with the care of assets on behalf of the Association and its Board of Directors. Assets take many forms, from liquid assets such as cash and inventory, to longer term assets such as equipment, buildings and land. Each is important in their own right.

For example, appropriate procedures are required for the receipt of, care of, counting of all liquid assets to make sure money and inventory are properly accounted for and handled appropriately. The same care is required with equipment to make sure it is kept in good working order with preventative maintenance programs and proper training of its use. The same is true of buildings and property in general.

Finally, one of the most important assets of any service organization, is the staff, and as such the Management is entrusted to make sure that the staff of the organization is properly managed. Proper management of staff involves both appropriate hiring, training and as well as compensation, including remuneration and benefits.

Purchasing

Purchasing on behalf of the company is required to ensure that the company possesses the appropriate goods and services with which to operate. When purchasing, a principle of "best value" should be used to ensure that the company receives the best product for the purpose intended at the best price. It is inevitable that purchases cannot be compared, however, where possible, a minimum of two competitive quotes on items exceeding \$1000 or more should be acquired prior to purchasing.

The following personnel can make purchases according to budget:

Executive Director
Managing Director, Player Development
Senior Manager of Field Operations
Director, Finance and Administration

All other personnel must have approval from the Director of Finance and Administration to authorize any purchase over \$100.00

The following types of purchases may be required from time to time.

Regular purchases from a supplier with whom the Association has an account and established credit.

Regular purchases from a supplier with whom the Association has an account but require either pre-payment or payment at the time of purchase.

Irregular or one time purchases from a supplier with whom the Association does not have an account but is prepared to offer the Association credit.

Irregular or one time purchases from a supplier that requires either pre-payment or payment at the time of pick up or delivery.

Depending on the type of purchases, a variety of controls are required to ensure that both the purchasing and the payment is executed in accordance with accepted accounting principles.

The following systems will apply to the various forms of purchases:

Regular Purchases and Purchases from Suppliers who grant credit

From time to time the Executive Director shall authorize members of the staff to make regular purchases from suppliers who grant credit to the Association. While normally reserved for managers, the Executive Director may also grant this privilege to line staff, when it is practical to do so. When making such purchases, staff members are required to secure a quotation on items to be purchased, and that once purchased the quoted price is

British Columbia Golf Policies for Board of Directors & Zone Council

compared to the actual price charged on the invoice. Staff members shall code the invoices including the amounts to be charged to appropriate accounts.

One time purchases or purchases from a supplier that requires pre-payment or payment of cash or credit card.

In a case where it is practical to prepare a cheque in advance, a cheque requisition will be used and the supplier will be requested to forward an invoice or quotation to support the cheque requisition. The cheque requisition will include all appropriate information including correct coding to GL account(s).

Should a credit card be used, the quotation and receipt will be used to support the credit card charge.

BC Golf credit cards will be made available for the above four senior staff members.

Consulting and Contractor Agreements

All consulting/contractor agreements must clearly identify the purpose and term of the engagement, the remuneration associated with the services being provided and the specific time phased measurable deliverables that will be realized by the Association.

Record Keeping of Purchases

Record keeping of purchases is an important element of purchasing and each Department Head is responsible to ensure that appropriate records are kept. These records will ensure that there are appropriate checks and balances in the event that documents are lost or misplaced, or in case an error is made in coding.

All purchasing records are kept in the Finance Department for audit and future price comparison purposes.

Adhering to the above systems with respect to purchasing ensure that:

purchases are properly planned and that the price quoted at the time of purchase is the actual amount charged.

appropriate documentation is provided to the Finance Department in support of all purchases.

proper charges are made to the proper account for the correct period in which the transaction occurred.

Receiving

Receiving Orders with Purchase Orders or other Pre-payments

In order to ensure accuracy of ordering and payment it is important to ensure that there is a detailed receiving policy in place. Proper accounting principles indicate that the 'Receiver of Goods' may be a different person than the individual who ordered the goods.

When receiving an order, it should be compared to the purchase document, if any (purchase order, cheque requisition), or other form of order confirmation.

Most orders, will include a packing slip with the order, but it often will not have prices, but should contain the description of the item, the quantity and the supplier's product code number. This information should be compared to the purchase document.

Coding of Invoices

The coding of invoices is the responsibility of the person ordering the goods/services. It is important that invoices be coded in a timely and accurate manner and forwarded to the Finance Department as soon as practical. While it is not expected that invoices should necessarily be coded daily, they should be done at least once per week and as soon after the end of the month as possible. This will ensure that financial records are

British Columbia Golf Policies for Board of Directors & Zone Council

updated in a timely manner.

Paid Outs – Expense Forms

“Paid Outs” are required when a department head or designate is required to use either their personal funds, or, draw on funds from the departmental float to pay for an item. The BC Golf Expense Form is designed to permit staff members to submit a claim for out of pocket expenses. Receipts are required to support all expenditures identified on an Expense Form including appropriate information on the purpose of the purchase as well as appropriate coding. Expense Forms should be completed and forwarded at least monthly to ensure expenses are coded in the month in which they are incurred.

Policy for the Safety and Security of Cash and Related Instruments

Policy Goals

To ensure that all cash and related instruments, such as credit card receipts, and cheques are properly secured.

To ensure accurate record keeping with respect to the receipt and disbursements of cash and related instruments is maintained.

To delegate, where appropriate, the responsibilities for the handling of cash and related instruments to department managers and their staff and to hold them appropriately accountable for these responsibilities.

To ensure that all staff members are provided with clear and concise directions and training in order to properly execute their duties.

To ensure that all cash and related instruments are correctly processed when received by being forwarded to the Finance Department as soon as possible after the transaction has been completed.

Adherence to tight controls relative to the handling of cash will ensure that the opportunity for internal and external theft is minimized.

Day to Day Operations – Retail Sales

A Petty Cash fund has been established for the use of management and staff.

At no time should cash or daily receipts be left unattended unless secured.

All transactions received during the course of the day must be processed through the accounting system, **without exception**, at the time of receipt of payment.

The following forms of payment will be accepted:

Cash – the Finance Department should be contacted to provide appropriate dollar conversion for US funds.

Personal cheques from persons known to BC Golf.

Corporate cheques

Visa/MasterCard

All personal and corporate cheques must be made payable to British Columbia Golf.

All personal and corporate cheques must be stamped on the back with ‘For deposit only’ and BC Golf’s account number

Third party cheques are not to be accepted

Any deviations from these procedures must be pre-approved in writing by the Director, Finance and Administration and/or the Executive Director.

British Columbia Golf Policies for Board of Directors & Zone Council

Special Situations

From time to time special situations will arise that are unique and may require special processing from a financial and risk management perspective. When these situations arise it is the responsibility of the department head to meet with the Director, Finance and Administration to establish proper procedures for handling the special situation. These special situations may include, but are not exclusive of tournaments, meetings, merchandise purchases and membership payments. The Director, Finance and Administration must ensure that all staff members are properly trained to process these special situations through the development of written instructions as well providing on site training. In planning these procedures the same goals will be applied which effectively includes the need for processing the transaction at the time of receipt.

This policy is subject to change from time-to-time, and when changes are deemed necessary, they will be circulated in writing.

Payables Policy

Supplier Invoices

Invoices are coded by managers and staff members given such authority and submitted to the Director, Finance and Administration for payment

Invoices are paid according to the terms as set out by the suppliers (ie. 10 days, 30 days, 60 days). Invoices will not be paid in advance of the terms identified in a contractor/consulting Agreement or prior to the goods or services having been received.

Invoice payments may be processed every two weeks, opposite the processing of payroll

Physical invoices are matched to corresponding cheques

Cheques are presented to the Executive Director/ Director, Finance and Administration /Other Signing Officers for signature

Miscellaneous Payments

Occasionally it may be necessary to make an unexpected payment to a supplier outside of BC Golf's payment cycles or a payment for a service that requires a C.O.D. payment. Such payments should include either the appropriate invoice, or a cheque requisition with all proper coding and distribution information completed. The manager will then submit the Cheque Requisition to the Administration Assistant for payment. Department heads & supervisors should provide as much lead time as possible to ensure that payments are prepared in a timely manner and to avoid penalty charges. Managers should expect that these Miscellaneous Payments will be prepared within the latter of 24 hours or the next business day.

Policy on Payroll and Payroll Processing

The following outlines the policies and procedures that shall apply to the processing of payroll and the maintenance of payroll records.

An employee of BC Golf is defined as any individual hired by a department head for the express purpose of performing required work on a regular basis in accordance with approved budgets of the Association.

Prior to the start date of the employee, department heads are responsible for ensuring that the appropriate paper work is properly filled out and submitted to the Office Manager. This is especially important to ensure that employees are properly covered by Workers Compensation in the event of an accident.

This paper work includes the following:

TD1 – required by Revenue Canada

Employee Agreement (prescribed form which includes the agreed to wage and other compensation).

British Columbia Golf Policies for Board of Directors & Zone Council

Payroll is processed bimonthly, with the pay period ending on the 15th and the last day of each month.

Current BC Golf employees are salaried and paid bimonthly. Only summer students are hourly employees and the following applies to them:

Director, Finance and Administration is responsible for maintaining time sheets for hourly employees for each pay period. Employees are required to identify their starting and finishing time on each time sheet, and the Department Head is responsible for validating time sheets to ensure the start and finish time is accurate for each employee.

At the conclusion of the Pay Period, the Department Head is responsible for collecting time sheets, adding hours, and signing each time sheet to verify their accuracy. Time sheets are submitted to the Director, Finance and Administration for processing.

Disposition of Assets Policy

An asset for the purpose of this policy, is any item, whether or not a capital item, that was duly purchased by the British Columbia Golf Association and/or British Columbia Golf. Assets are treated in accordance with GAAP (General Accepted Accounting Principles).

From time-to-time, it may be in the best interests of BC Golf to dispose of an asset. When doing so, such disposition should follow the following guidelines:

If the asset is to be sold, a determination of market value should be made by either, offering the item for sale and acquiring quotes, or by such other means as may be deemed reasonable (acquiring information from suppliers, or through canvassing the marketplace).

Prior to the item being sold or disposed of, the approval of the Executive Director must be secured. If the Executive Director seeks to dispose of an asset, the approval of the President of BC Golf (on behalf of the Board of Directors) must be acquired.

A staff member, who wishes to purchase an asset from the Association, will also be required to follow the above steps to ensure that such purchases follow the general principles of being in the best interests of BC Golf.

Once the purchase is completed, details must be forwarded to the Office Manager, to ensure appropriate record keeping is executed in accordance with commonly accepted accounting principles.

Departmental Management

A. Budgeting

The Board of Directors of BC Golf, charge the Management of BC Golf to prepare the annual operating and capital budgets for the Association. Once completed, they are submitted with appropriate detailed explanation to the Board of Directors (BOD) and/or such sub-committees, for consideration, and if necessary amended, then submitted for final approval. The BOD, at its discretion, may appoint specific Directors or BOD committees to review in detail the submitted departmental budgets, and make recommendations to the BOD relating to the budgets that have been submitted for approval.

In an effort to make the budget as accurate as possible, the Executive Director directly involves the Departmental Managers in the budgeting process. A "zero base" budget approach is undertaken annually whereby every account, is reviewed as to the nature of the expenses required to ensure that it operates efficiently and effectively.

It is critically important that departmental standards be reviewed to determine if the types of products and services being offered by the Association as well as the desired service levels are appropriate. In addition,

British Columbia Golf Policies for Board of Directors & Zone Council

certain goals or objectives adopted by Management, may affect the budget preparation process for the coming year. All variable and fixed expenses must be reviewed when preparing staff budgets – it may be necessary to determine what shifts are required to perform the work, to ensure appropriate service and work production during busy times as well as during traditionally slower periods. From analysing what shifts are needed to perform the work needed as efficiently as possible, to ensuring appropriate service and work production during busy times as well as adjusting staff levels during traditionally slower periods.

Revenue budgets are generated in a similar fashion, through examining history and the cause and effect of present revenue streams, and considering what programs could be initiated to ensure a strong if not growing revenue stream. Non traditional revenue plans and programs may be dependent on the BOD approval.

Once approved by the BOD, the Budget is expected to be used by Department Managers as the “Operating Plan” and a true guide to the boundaries for revenues and expenditures. The minimum financial threshold that requires BOD approval is \$50,000.00 (fifty thousand dollars) of combined revenue, capital and/or expense impacts and/or any initiative that binds the Association to financial commitments for a period greater than 12 (twelve) months of elapsed duration. The initiative must be documented in “Business Case” format and submitted to the Finance, Audit and Risk Committee for review prior to circulating to the BOD for review and final approval.

The success of each Department is dependent on the health of the BC Golf membership and supporting club payments. Department Managers must be cognizant of how the Association is doing relative to actual revenue versus budgeted revenue. When revenues are below budget managers may be required to look at cost reductions to ensure that the operating budget is realistic and attainable.

Managing Departmental Affairs

Departmental Managers are charged with significant responsibility relative to the prudent management of their respective departments. Activities including:

- Developing an Operating Plan to meet or exceed departmental standards
- Developing a Work Plan to execute the Operating Plan
- Hiring, training, coaching and monitoring Staff performance
- Monitoring overall performance to ensure standards are being met
- Prudent financial management of Departmental revenue and expenditures
- Development and maintenance of appropriate Safety Standards
- Development and maintenance of appropriate Security Standards

The Executive Director’s responsibility includes the supervision of Departmental Managers to ensure compliance that the above prudent management practices, including requirements for the establishment of Operating Plans, Departmental standards and Work Plans. The Executive Director is responsible for ensuring that Managers are held accountable for the execution of their Departmental plans and also provide appropriate training, assistance and resource support to ensure that there is every opportunity for managers to be successful.

Segregation of Duties & Approvals

In order to maintain the integrity of the System of Financial Controls at BC Golf, some duties may be segregated to provide appropriate security and risk management. In addition, approvals of work completed may be requested, to ensure that appropriate supervision is in place.

The following outlines the segregation of duties:

British Columbia Golf Policies for Board of Directors & Zone Council

Accounts Payable is developed through Department heads approving invoices for payment, or submitting cheque requisitions, or processing Paid Outs and submitting them to the Director, Finance and Administration for payment or processing.

Two of: The Executive Director, Director Finance and Administration or Two Directors with Signing Authority are required to sign cheques up to \$2,000. Cheques over \$2,000 must be signed by one of the Executive Director or the Director, Finance and Administration and one Director with Signing Authority.

Financial Statements are prepared by the Director, Finance and Administration. Once finalized, monthly statements will be circulated to the Finance Committee to include comparatives to the monthly and annual budgets, and an explanation of any significant variances provided. Financial Information is circulated to the Board of Directors prior to each Board Meeting. A motion approving the financial statements should be passed at each BOD Meeting and a file copy signed by two Board Directors.

Prepared for consideration of Staff and the Finance Committee by Ken Oleschuk, June, 2007, edited by Andy Fung and Ken Oleschuk, May, 2009. Approved by the Finance Committee, March 2010.

Revised July 2013 – reviewed and updated by the Finance Committee.

Revised July 2014 – reviewed and updated by the Finance Audit and Risk Committee

MEMBER SERVICES & MEMBERSHIP

Zone Levy Collection

As a service, Zone fees may be collected by BC Golf if requested in writing by a Zone. BC Golf is not responsible for enforcement.

Members belonging to more than one British Columbia Golf Member Club

Each member club is required to purchase a Golf Canada/BC Golf membership card for each playing club member. In cases where a member of a member club has two or more membership cards that member can advise BC Golf and, using the following procedure, they can obtain a refund from BC Golf for the additional Golf Canada/BC Golf membership. It must be noted that this refund applies only to the Golf Canada and BC Golf portion of club membership and any other fees payable to the club are still the responsibility of the member.

The procedure for reimbursement is as follows:

1. The member, in writing, must advise BC Golf that they are a member of more than one club;
2. The member must specify which club they will designate their membership in BC Golf;
3. British Columbia Golf will verify that the member has purchased more than one membership and will advise as to how that verification will be completed;
4. The member should advise the handicap chair at each club that they have more than one club membership. If the clubs are on the Golf Canada Network, BC Golf will work with the member to have scores automatically updated in each handicap file;
5. The member, however, is responsible for ensuring all scores are returned to each club, if more than one handicap file is maintained;
6. British Columbia Golf will issue a cheque reimbursing the member for all verified duplicate memberships;
7. All refunds from BC Golf should be requested as soon as possible in the season and, in any event, no refunds will be made after June 30 of each year unless the member shows proof that they have joined an additional club within the previous 30 days. Provided that all other fees for membership in a club have been paid, BC Golf recognizes the member as being a full member in each club joined. These members will be used in calculating delegates from each club;

British Columbia Golf Policies for Board of Directors & Zone Council

- Members of more than one club are eligible to play in any events run by each of the clubs they belong to as long as they maintain eligibility under the club rules and regulations.

Member Group (Category II)

A Group with a minimum number, as set by Golf Canada, of individuals who have become organized for the purpose of playing golf together owning or leasing a golf course, which has a name and an organizational document acceptable to the Board and which has been approved by the Board for membership in accordance with the By-Laws.

All new Member Groups (Category II) must join the Network as part of the criteria. *Carried December 2008 Board Meeting.*

RECOGNITION, AWARDS AND HALL OF FAME COMMITTEE

BC Golf will recognize volunteers who have made extraordinary contributions to the sport of golf in British Columbia.

Individuals may be nominated for one of the following awards:

- Distinguished Service Award
- Volunteer Recognition Award
- Hall of Fame

Distinguished Service Award

- Nomination forms will be emailed to BC Golf Directors and Zone Council Representatives in the spring following the AGM. The nomination forms will be posted on the Board of Directors and the Zone Council Representatives website pages.

The criteria will be included ~

- Candidates must have resided in the Province of British Columbia when the majority of the contributions to golf were made and must be or have been a member of the BCGA/BCLGA and currently BC Golf.
 - A significant portion of the Candidate's contributions should have been or should be BC Golf related at the Club, Zone, and Provincial level. However, service to other national, provincial, or regional golf associations may be taken into account.
 - While championship victories and general playing ability may be considered, volunteer service is the primary factor for selection.
 - Current BC Golf Board of Directors are ineligible to be recognized.
 - Posthumous candidates will not be considered unless there are unusual circumstances.
- Nominations must be submitted in writing to the Chair of the Recognition Committee by any two BC Golf Directors and/or Zone Council Representatives, or Zone Committees. One of the nominators must be a Director or a Zone Council Representative.
 - Deadline for nomination papers to be received by the Chair of the Recognition Committee is October 15. (either, mailed to the BC Golf office or email to the Chair)

British Columbia Golf Policies for Board of Directors & Zone Council

4. The Recognition Committee will review the nominations and present its recommendations to the Board of Directors for approval.
5. The number of Honorees will be limited to a maximum of two per year; preferably a male and female. If a nominee is not selected, the nominator will be notified and ask to re-submit the nomination paper for the following year. The reason is to ensure the most up-to-date information is stated.
6. Honorees will be invited to attend the BC Golf Annual General Meeting in the Spring. Each Honoree will receive a BC Golf SERVICE Lapel pin, a framed certificate, and a congratulatory letter from the President of BC Golf.
7. Expenses for travel, accommodation, and meals will be provided for the honorees.
8. Award recipients will be featured on the BC Golf website and in the Annual Report.

Zone Level Volunteer Recognition Award

1. The Recognition Chair will email a poster and a nomination form to each Zone Council Representative and Zone Chair by March 15. A copy of the Nomination Form will also be available on the website.
2. Criteria ~
 - Must be a member of BC Golf in good standing who has made a significant contribution to amateur golf at the Club and/or Zone level.
3. Nominations must be submitted in writing to the Chair of the Recognition Committee. Club/Zone nomination forms of candidates not chosen will be kept for a period of 3 years. The Chair will confirm with the nominator in the 2nd or 3rd year of the nominee's standing with BC Golf and any further contributions.
4. Deadline for nomination papers to be received in the BC Golf office is July 31. (either mailed to the BC Golf office or email to the Chair)
5. The Recognition Committee will review the nominations and present its recommendations to the Board of Directors.
6. Maximum of sixteen honorees per year – two per zone; preferably a male and female. There is no minimum number.
7. Once the honorees have been approved by the Board of Directors, the Chair of the Recognition Committee will contact the nominators by email.
8. An email will be sent to the Zone Chairs requesting them to invite the honorees to the Zone AGM for the presentation. Each Honoree will receive a BC Golf SERVICE Lapel pin, a framed certificate, and a congratulatory letter from the President of BC Golf.
9. Award recipients will be listed in the BC Golf Annual Report.

Hall of Fame

The following paragraph is taken from the Policies and Procedures Manual, October, 2009

British Columbia Golf Policies for Board of Directors & Zone Council

The Hall of Fame Committee is responsible for tracking the accomplishments of British Columbia golfers and, when appropriate, make, nominations to Provincial, National, and International Halls of Fame. The Committee is also often able to provide Zones with playing records of golfers who may be worthy of local recognition. The Committee relies heavily on the efforts and expertise of Golf Museum staff and volunteers.

Mandate: To ensure that deserving British Columbia golfers are nominated to Provincial, National, and International Halls of Fame.

1. Become familiar with the acceptance criteria for a variety of Halls of Fame and keep a file of the various nomination papers.
2. Work with the Historian of BC Golf House Society and the BC Golf Executive Director to review playing records of golfers who may be worthy of recognition.
3. Ensure that supporting documentation is prepared for BC golfers who may qualify for acceptance into Halls of Fame.
4. When appropriate and with the assistance of the Historian of BC Golf House Society, provide to Zone and Regional Committees the playing records of golfers who may be worthy of local recognition.

Committee Expenses: One or two meetings per year. Cost of travel.

Public Players' Program

Mission Statement

The Mission Statement of British Columbia Golf, as governed by BC Golf, is to work cooperatively with the Zone Committees to develop and deliver programs to increase the level of participation and otherwise develop the game of golf in British Columbia.

BC Golf must foster and promote the game of golf in British Columbia, preserve the traditions and history of the game, operate golf related activities which contribute resources to deliver and improve programs, and provide a leadership role for golf in British Columbia.

Facts

- Golf in British Columbia and Canada is down from our highs whether measured by participation or rounds played.
- There is much research that shows that the more people who are part of organized golf the more golf they will play.
- BC Golf Zones are and should be the leaders of golf within the region of the province that they service.
- BC Golf knows and understands how the Golf Canada handicap system operates and what the role of a golf club and handicap committee is.
- Golf Clubs would like to increase rounds and would be interested in low cost advertising to golfers. Leagues are a popular way to increase rounds.

Solutions

- BC Golf, in cooperation with the Zones, establishes an internet based public player program in each Zone. As an example the East Kootenay Zone could form the Columbia Valley Golf Club.
- The Zone would find the representation to act as the handicap committee in each Zone.
- BC Golf through the Provincial office would populate the website for each of the Public Player Clubs.
- BC Golf provincial office would work in conjunction with the Allied Associations to bring them on board.
- The Zone Committees should work with the clubs in the Zone to create awareness of the Public Player Club in the Zone.

British Columbia Golf Policies for Board of Directors & Zone Council

Pricing

Pricing in the Public Player Club in each Zone will be set by the Board of Directors. The price is available on the website or by contacting the BC Golf Office.

BC Golf would receive the standard member dues and each Zone will receive \$5.00 for each member in their Zone. This would also be in place of the zone levy so that Public Players would be eligible to play in Zone sponsored tournaments.

BC Golf will work to automate the membership so it is all done online.

Course Rating Policies

1. Courses are rated or re-rated as outlined by the following guidelines:
 - a. New courses are rated every five years for the first ten years,
 - b. Established courses are re-rated at least every ten years.
 - c. Golf clubs or Course owners with changes to their courses may request re-ratings under the following procedures;
 - i. Authorized Club Representative can contact the Zone Course Rating Chair or BC Golf Office
 - ii. Individual's contacting the Zone Course Rating Chair or the BC Golf Office for course rating will be referred back to their Authorized Club Representative.
2. BC Golf Rating Manager (and/or support staff) will submit written reports semi annually to the Course Rating/Handicap Committee Chair prior to Committee meetings.
3. BC Golf rating staff will communicate with the office staff when out of the Office on BC Golf business.
4. BC Golf Zone Course Rater list to be updated and issued as required by the BC Golf Handicap/Course Rating Committee.
5. BC Golf to develop and train Course Raters in each Zone.

Handicap Policies

1. Handicap questions may be answered by
 - a. The Club Handicap Chair or member of Handicap Committee – Certification recommended
 - b. The Zone Handicap Chair – must be Certified
 - c. BC Handicap Chair
 - d. The BC Golf Office
2. BC Golf Handicap list of Zone Handicap Chairs to be updated annually.
3. BC Golf Network Manager in charge of the Golf Canada Score Centre to communicate Network changes and/or updates to the HCP/Course Rating Committee on a regular basis as determined by the Committee.
4. BC Senior Manager Field Operations to run Handicap Seminars.

Active Season for Handicaps

The Active golf Season in British Columbia for the purpose of posting scores for the Golf Canada Score Centre is March 1 until November 15.

Member Course

A Member Course means a golf course, which has been approved by the BC Golf Board for membership in accordance with the By-Laws with the following categories:

British Columbia Golf Policies for Board of Directors & Zone Council

a. Category I

A club that owns or leases a golf course and maintains on a regular and continuing basis a junior, men's and women's membership and golf committees for the benefit of the members of such club, which has been approved by the Board for membership in accordance with the By-Laws.

b. Category III

A golf course that is operated for the convenience of the public and allows on a regular or continuing basis affiliated Category II groups to be based on the course for regular play and competitions amongst members of the group and that has been approved by the Board for membership in accordance with the By-Laws.

Member courses that permit organized groups or member groups to play and use the Golf Canada Handicap system must insure that the groups are members of BC Golf and Golf Canada. BC Golf reserves the right to withdraw membership from any facility that fails to comply with this policy. *Carried November 29, 2008, Board Meeting.*

PLAYER DEVELOPMENT SECTION

Volunteer Screening

Volunteer screening must be done every three years for anyone working with juniors, this includes all Zone Junior Chairs. The volunteer screening will be reviewed annually, for expiration, by the Player Development Manager and/or the Executive director. Zones and Clubs should consider screening their members who are working with juniors.

Non-Playing Captains

"The policy of the BC Golf should be that Women's Non-Playing Captains accompany female teams and Men Non-Playing Captains accompany male teams. If teams consist of both female and male members a Non-Playing Captain of each gender must accompany the team". *Motion was CARRIED December, 2007.*

Duties and Guidelines for BC Golf Non-Playing Team Captains

Approved March 2009. Manual is available from the Player Development Manager upon request.

Provincial Allocations Requirements

"To be eligible for a British Columbia provincial team or to fill British Columbia's quota to the Canadian Men's Amateur and Mid-Amateur and Canadian Junior, competitors must be a member of a British Columbia Golf member club and a primary resident of British Columbia or the Yukon. Primary residence means the principle residence intended to be occupied on a permanent basis, and is the residence treated by the person as his property of first importance". *Motion was CARRIED December, 2007.*

BC Junior Boys Qualifying Allocations and Exemptions

Presented below are the Junior Boys Qualifying Allocation numbers.

Junior Boys – total of 156 spots allocated as follows:

- Top 10 and ties from prior year's junior boys' championship who meet age requirements
- Top 5 and ties from prior year's juvenile championship
- Champion from prior year's bantam championship
- BC School A, AA and AAA Medalists
- MJT/PGA of BC Champion
- Host Club Allocation
- Junior Exemptions (3)

British Columbia Golf Policies for Board of Directors & Zone Council

- Supplemental Qualifying (minimum 5)
- Zone Qualifying (128)
- Whitehorse (1)

BC Amateur Men Qualifying Allocations and Exemptions

BC Amateur Championship – total of 156 spots allocated as follows:

- Top 10 and ties from prior years Amateur Championship
- Champion from prior 5 years Amateur Championship
- Champions from Senior Men's, Men's Mid-Amateur & Junior Boys' Championships
- Doug Roxburgh (Lifetime)
- Presidential Exemptions (3)
- College Exemptions (5)
- Supplemental Qualifying (minimum 5)
- Zone Qualifying (128)
- Whitehorse (1)

BC Athlete Assistance Program (BC AAP) Guidelines for Selection of Athlete Recipients

The Managing Director of Player Development administers this program.

1.0 General

- 1.1 The **BC Athlete Assistance Program** (BC AAP) is an athlete-centered program of financial assistance funded by the Sport and Recreation Branch of the Ministry of Tourism, Sport and the Arts and is administered through British Columbia Golf based on their demonstrated commitment to high performance sport and excellence, and their potential to provide support to athletes to compete for British Columbia and Canada.
- 1.2 Athletes must meet sport-specific selection criteria based on the minimum standards outlined in this document.
- 1.3 BC AAP seeks to recognize and support BC high performance athletes striving to represent the Province and Canada in athletic competition.
- 1.4 Athletes who have demonstrated the potential and commitment to attain this level of excellence can qualify for different levels of financial support based on relative levels of development and competition achieved within the overall limits of funds available.
- 1.5 The program seeks to relieve some of the pressures associated with training and competition needs when participating in national and international sport.
- 1.6 The Sport and Recreation Branch and BC Golf intends that BC AAP focus on those athletes who are in the position to compete for Team BC and BC Golf on a national and/or international level and are just below those receiving Sport Canada funding.
- 1.7 This financial assistance will ensure a continuum of support for the development of national and international class BC athletes.

British Columbia Golf Policies for Board of Directors & Zone Council

2.0 Administration of the BC Athlete Assistance Program (BC AAP)

The Selection Committee

- 2.1 The BC Golf AAP Selection Committee is responsible for the identification, ranking and nominations of players for funding assistance through the BC Athlete Assistance Program.
- 2.2 The Selection Committee will be composed of the Provincial Coach, the Managing Director of Player Development, the Senior Manager of Field Operations and the Executive Director.

Obligations of the BC Golf Association

1. BC Golf is responsible for providing the opportunities that will allow an athlete to excel and fulfill their potential.
2. BC Golf is required to continuously meet the administrative, organizational, and programming criteria and standards necessary to provide the optimal competitive and training environment for its high performance athletes.

Allocation Procedure

1. BC Golf is responsible for forwarding to Golf Canada, funds for athletes selected for the BC AAP program on the national team and for informing athletes of the funding allocated to them, via a letter, which also recognizes the contribution of the Province of British Columbia to the BC AAP.
2. BC Golf is responsible to obtain receipts or financial documentation from athletes receiving funds under the BC APP program from their participation in Team BC and/or provincial/international level competition in compliance with the rules of amateur status.

3.0 General Eligibility Requirements

Training and Competition

- 3.1 This program is in support of the Canadian Sport for Life (CSL) – Long Term Player Development (LTPD) Model for Golf.
- 3.2 To be eligible, the athlete must be involved in programs and competitions that are within the LTPD stages of “Train to Compete” and/or “Learn to Compete” and/or “Train to Excel” as defined by Golf Canada and British Columbia Golf.
- 3.3 Athletes who meet the eligible stages of the CSL/LTPD model are expected to be involved in a training and competition plan, competing in an appropriate number of national and/or international competitions and regularly working with a BC Provincial/National coach for Golf.

Performance

1. Athletes are expected to be presently competing within the “Training to Compete” and/or “Training to Excel” stages of the Golf LTPD.
2. Funding within these stages is based on the level at which the athlete is currently competing, regardless of past performance or funding level.

British Columbia Golf Policies for Board of Directors & Zone Council

3. Athletes must meet the sport-specific selection criteria as established under the BC AAP Guidelines and outlined in section 6.

Note: Not all athletes who meet the eligibility criteria are guaranteed to receive BC AAP funding.

Citizenship and Residency

To be eligible for BC AAP funding, an athlete must be a Canadian citizen or be of landed immigrant status, and a resident of British Columbia for at least one year prior to the date of his/her nomination.

Use of Banned Substances and Methods

1. BC's Policy on Sport and Physical Activity clearly outlines the "ethical pursuit of excellence" – which includes competing without the use of banned substances – as one of its pillars of support to sport.
2. The Province of British Columbia and BC Golf strongly oppose the use of prohibited substances and methods as they are contrary to the ethics of sport and may be harmful to the health of athletes.
3. Since we look to our elite athletes to set the standards for all who aspire to the top level of competition, athletes who are suspended by the Canadian Centre for Ethics in Sport and/or BC Golf or Golf Canada for an anti-doping rule violation will be declared permanently ineligible for BC Athlete Assistance.

Coaching

To be eligible for funding assistance, athletes must be regularly coached by individuals who meet the established coaching qualification criteria such as the National Coaching Certification Program (NCCP) standards (see Section 6).

Professional/Semi-Professional Status

1. Athletes who receive or who have received funding in excess of normal living costs through exercising their skills as a professional or semiprofessional athlete within golf will not be eligible for BC AAP funding.
2. The responsibility is on the athlete to prove that this eligibility criteria is met.

Amateur Status

1. An amateur golfer must play the game and conduct himself/herself in accordance to the rules of amateur status.
2. A person who acts contrary to the *Rules* may forfeit his/her status as an amateur golfer and as a result be ineligible to play in amateur competitions.
3. Athletes are responsible to submit receipts or financial documentation to BC Golf and/or Golf Canada for funds awarded under the BC APP program in compliance with the rules of amateur status for golf.

National Collegiate Athletic Association

1. It is the Ministry's understanding that the National Collegiate Athletic Association (NCAA) stipulates that any athlete who accepts direct funding from a provincial or state government run program will likely forfeit their eligibility for an NCAA scholarship and their eligibility to participate in that sport or to participate in a non scholarship NCAA sport.
2. It is the responsibility of the athlete competing for an NCAA institution to confirm this regulation on a yearly basis.

Commitment to British Columbia Golf

Any athlete receiving financial assistance from the Province of British Columbia through BC AAP must be available for provincial team selections and, if selected, commit to train and represent British Columbia and the sport of golf in the applicable competition.

British Columbia Golf Policies for Board of Directors & Zone Council

Membership

Athletes receiving financial assistance must be registered members of the BC Golf and in good standing with the Association at the time the assistance is awarded. They are also expected to make themselves available to contribute to athlete development and coaching development programs delivered by BC Golf.

Federally Carded Athletes

1. Athletes in receipt of S1/S2 funding through Sport Canada's Athlete Assistance Program in a particular fiscal year are **not** eligible for BC AAP funding distributed by BC Golf in the same year.
2. Nationally carded athletes below the Sport Canada Athlete Assistance Program S1/S2 funding level may be considered to receive BC AAP funding if the athlete is available to represent the province in competition unless made unavailable due to national program commitments.

4.0 SELECTION CRITERIA

- 4.1 Athletes at differing levels of excellence will receive commensurate levels of financial support, based on the selection criteria and rankings established by BC Golf (see Section 6).
- 4.2 This process will give consideration to the educational or working environment of the athlete, the required time and financial commitment of the athlete to excel in the sport of Golf, and the overall limits of funds available for the sport.

Athlete Selection

1. Athlete selection will be made according to the criteria set out in Section 6 of this document, with preference given to developing high performance athletes.
2. Athletes must meet all the criteria to be nominated by BC Golf Selection Committee.

Note: The nomination of an athlete does not guarantee that the athlete will receive BC AAP funding.

The Selection Committee

BC Golf AAP Selection Committee is responsible for the identification, ranking and nominations of athletes for funding assistance through the BC Athlete Assistance Program. Refer to Section 2 for further information about the Selection Committee.

Selection Criteria

1. The BC AAP Selection Committee of BC Golf is responsible for developing and publishing the selection criteria and standards that will be utilized in the identification, ranking and selection of athletes.
2. It is the responsibility of the Selection Committee to ensure fair, equitable, and consistent application of the standards.

Funding Level

1. Consideration by the Selection Committee will be given to the required time and financial commitment to excel in Golf, and to the educational or working environment of the athlete.
2. A minimum of \$200 and up to a maximum of \$3500 can be awarded to one athlete.

Athletes Training Outside BC

1. Athletes leaving the province will only be considered for BC AAP funding support in the following cases:
 - a) pursuit of specialized program of studies not offered in BC;
 - b) participation with a National Sport Centre outside of BC; or
 - c) a suitable athlete development program in that sport is currently unavailable in BC

British Columbia Golf Policies for Board of Directors & Zone Council

2. BC athletes training outside of BC will only be considered for funding if there is a demonstrated commitment to provincial teams and other athlete development activities of BC Golf. Page 5 of 6 26/03/2008

Canada Games Funding Allocation

Sports that are involved in the Canada Games are expected to support selected long-list and short-list Team BC athletes beginning 2 years prior to the next Canada Games.

Gender Equity Funding Allocation

BC Golf will allocate funding equitably between male and female athletes unless receiving gender designated funding.

5.0 Appeal Process and Timeline

It is understood that athletes have an inherent right to submit an appeal regarding the BC Athlete Assistance Program if they believe that:

- a) the award level or amount for which they have been selected does not meet the BC Golf ranking and selection criteria as published; or
- b) as an athlete that has not been selected for an award, where he/she believes that, in accordance with the BC Golf published criteria for the ranking and selection of athletes, he/she deserve to be included as a nominated athlete.

BC AAP Appeals Committee

1. The BC Golf BC AAP Appeals Committee will be formed of three people, all members of BC Golf, with preferably one of them being a member of the Board, but must not be members of the Selection Committee.
2. In order to avoid the potential for conflict of interest in any given year (e.g. the parent of a nominated athlete being on the appeals committee), the membership of an appeals committee will be selected by the President.

Appeal Process

1. Any appeals to the BC AAP Selection Committee must be made in writing and submitted to the President.
2. Submission of the written appeal must include any, and all, supporting documentation that is to be considered as part of the appeal.
3. The appealing athlete may be invited to make representation at the meeting of the BC Golf AAP Appeals Committee.

Order of Merit

The Orders of Merit are used to identify and give recognition to top performing amateur & junior golfers across British Columbia who have achieved success in the golf season.

The Orders of Merit are based on those tournaments that represent an extremely high standard of competition. A point system is used based on the scores and results of the players in the approved tournaments in order to objectively rank each individuals performance.

The objective of the Orders of Merit is to provide an objective comparison/ranking system for British Columbia's top amateur players which will enable players to compare themselves to their counterparts across the province.

The Player Development Trust Fund (PDTF)

The Player Development Trust Fund is an independent organization with charitable status under the National Sport Trust, and provides financial support to deserving junior and graduating juniors who might not otherwise have the opportunity to participate in British Columbia sanctioned Championships, or National and PNGA

British Columbia Golf Policies for Board of Directors & Zone Council

events. The PDTF also offers ten, \$1,000 Scholarships each year. The PDTF relies on fund-raisers from member clubs, and donations from individuals and corporate sponsorships. To support the PDTF, you may contact the President or Vice-President of the British Columbia Junior Golf Association to assist with organizing your project or event. Complete information, Applications and contact names can be found at www.britishcolumbiagolf.org (click on "**FUNDING**" - scroll down to '**PLAYER DEVELOPMENT TRUST FUND**').

The PDTF provides:

- Financial assistance to attend British Columbia Golf sanctioned Championships, including National and PNGA events.
- Ten, \$1,000 Scholarships for post secondary education.

What you can do:

- **Support** the PDTF with a tax deductible donation.
- **Organize** a fund raiser - refer to www.britishcolumbiagolf.org website for contacts and ideas.
- **Inform** juniors about the program and where to look for information.

Additional information about the Player Development Trust fund can be found on the British Columbia Golf website at www.britishcolumbiagolf.org under 'FUNDING'. A brochure is available for distribution to club members who may wish to make a donation.

Contact: andy@britishcolumbiagolf.org

HUMAN RESOURCES POLICIES & PROCEDURES

When the information on this Committee is received & approved it will be added to the Manual

The complete Human Resource/Administration policies are available at the BC Golf office through the Executive Director or the Director of Finance.

INDEX - Alphabetical

| | |
|--|----|
| Accommodation | 7 |
| Active Season for Handicaps | 41 |
| Alcohol at all British Columbia Golf Championships and/or Events (Use of) | 16 |
| Amateur Code of Conduct | 23 |
| Code of Conduct Penalties | 23 |
| Violations off the Golf Course/Facility..... | 23 |
| Violations on the Golf Course/Facility..... | 23 |
| Appeals from Zone Discipline Committee (Disputes and Disciplinary Matters) | 10 |
| Appeals from Zone Discipline Committee (Zone Discipline) | 12 |
| BC Athlete Assistance Program..... | 43 |
| Administration | 44 |
| Allocation Procedure | 44 |
| Amateur Status | 45 |
| Appeal Process | 47 |
| Appeals Committee | 47 |
| Athlete Selection | 46 |
| Athletes Training Outside BC | 46 |

British Columbia Golf Policies for Board of Directors & Zone Council

| | |
|--|-------|
| Canada Games Funding Allocation | 47 |
| Citizenship & Residency | 45 |
| Coaching | 45 |
| Commitment to BC Golf | 45 |
| Federally Carded Athletes | 46 |
| Funding Level | 46 |
| Gender Equity Funding Allocation | 47 |
| General..... | 43 |
| General Eligibility Requirements | 44 |
| Membership | 46 |
| National Collegiate Athletic Association | 45 |
| Obligations of BC Golf | 44 |
| Order of Merit | 47 |
| Performance | 44 |
| Professional/Semi-Professional Status | 45 |
| Selection Committee | 44/46 |
| Selection Criteria | 46 |
| Training and Competition | 44 |
| Use of Banned Substances & Methods | 45 |
| BOD and Zone Council Composition & Election Procedure | 16 |
| BC Amateur Men Qualifying Allocations & Exemptions | 43 |
| BC Junior Boys Qualifying Allocations & Exemptions | 42 |
| BC Golf Board & Council Meetings | 6 |
| Bottoms (Tournaments)..... | 22 |
| Business Cards | 8 |
| British Columbia Golf Official Logo (Use Policy)..... | 17 |
| Caddie Code of Conduct..... | 25 |
| Cancellation Policy (Tournament) | 27 |
| Cancellation Policy (Event already in progress)..... | 27 |
| CHAMPIONSHIP SECTION | 18 |
| Code of Conduct Volunteers, Board Members, Zone Council and Staff Members | 16 |
| Committee Meetings Policy..... | 6 |
| Committee Terms of Reference (Disputes and Disciplinary Matters) | 8 |
| Complaint Procedure (Harassment) | 14 |
| Conflict of Interest Guidelines | 8 |
| Course Rating Policies | 41 |
| Departmental Management | 35 |
| Budgeting | 35 |
| Managing Departmental Affairs | 36 |
| Segregation of Duties & Approvals | 36 |
| Disciplinary Action (Use of Alcohol) | 16 |
| Disposition of Assets Policy | 35 |
| Disputes and Disciplinary Matters Policy | 8 |
| Distinguished Service Award | 38 |
| Dress Code (Standard - Tournament) | 21 |
| Dress Guidelines – Board, Zone Council | 6 |
| Expenses for reimbursement to Volunteers, Board, Zone Council, & Staff members (alcohol) | 17 |
| FINANCE , AUDIT & RISK SECTION | 29 |
| Footwear (Tournament)..... | 22 |
| Hall of Fame Committee | 39 |
| Handicap Policies | 41 |
| Harassment Policy | 13 |
| Headwear (Tournament)..... | 22 |
| HUMAN RESOURCES SECTION | 48 |

British Columbia Golf Policies for Board of Directors & Zone Council

| | |
|---|----|
| Interpretation (Disputes and Disciplinary Matters) | 8 |
| Investment Objectives and Policy | 30 |
| Junior Code of Conduct | 23 |
| Code of Conduct Violations | 23 |
| Dress Code | 24 |
| Etiquette | 24 |
| Misconduct in other jurisdictions or non-BCGA events | 25 |
| Non-compliance | 24 |
| Spectators | 24 |
| Logo Use Policy | 17 |
| Meals | 7 |
| Member Course | 41 |
| Member Group – Category II | 38 |
| MEMBER SERVICES AND MEMBERSHIP SECTION | 37 |
| Members belonging to more than one British Columbia Golf Member Club | 37 |
| Motorized Transportation Policy for Competitions | 28 |
| A. Use of Motorized Transportation by a Person with a Serious, Permanent Disability | 28 |
| B. Use of Motorized Transportation – Limit two carts per group..... | 28 |
| Non-Playing Captains | 42 |
| Notice of Suspension from Competition | 11 |
| Notice of Suspension from Competition (Zone Discipline) | 13 |
| Order of Merit | 47 |
| Organizational Chart | 4 |
| Organizational Chart (Internal)..... | 5 |
| Parent and Spectator Code of Conduct | 26 |
| Participation of Individuals who have Undergone Sex Reassignment | 29 |
| Payables Policy | 34 |
| Payroll & Payroll Processing Policy | 34 |
| PLAYER DEVELOPMENT SECTION | 42 |
| Player Development Trust Fund | 47 |
| Playing Privileges | 8 |
| Policy for Individuals who have undergone Sex Reassignment..... | 29 |
| Policy for the Safety of Cash & Related Instruments | 33 |
| Day to Day Operations – Retail Sales | 33 |
| Policy Goals | 33 |
| Special Situations | 33 |
| Policy Implementation (Disputes and Disciplinary Matters) | 9 |
| Policy Implementation (Zone Discipline) | 11 |
| Policy Statement (Zone Discipline) | 11 |
| Power Carts and Caddies | 19 |
| Provincial Allocations Requirements | 42 |
| Public Players’ Program | 40 |
| Facts | 40 |
| Mission Statement | 40 |
| Pricing | 41 |
| Solutions..... | 40 |
| Purpose of the Policy and Procedures Manual | 3 |
| Recognition, Awards and Hall of Fame Committee | 38 |
| Reimbursement of Expenses | 7 |
| Reports | 6 |
| Role as Representatives of British Columbia Golf | 3 |
| Rules of Golf – Course Unplayable | 27 |
| Spikeless Shoes..... | 21 |
| System of Financial Controls | 30 |

British Columbia Golf Policies for Board of Directors & Zone Council

| | |
|---|-------|
| Care of Assets | 30 |
| Coding of Invoices..... | 32 |
| Consulting & Contractor Agreements | 32 |
| Goal | 30 |
| One time purchases(s) from a supplier that requires pre-payment/Cash/Credit Card..... | 32 |
| Paid Outs – Expense Forms | 33 |
| Purchasing | 31 |
| Receiving | 32 |
| Record Keeping of Purchases | 32 |
| Regular Purchases from Suppliers who grant credit | 31 |
| Tops (Tournaments)..... | 22 |
| Tournament Disputes/Discipline | 10 |
| Tournament Disputes/Discipline (Zone Discipline) | 12 |
| Tournament Dress Code | 21 |
| Tournament Policies (General) | 18 |
| Caddie Code of Conduct..... | 25 |
| Conditions of Competitions & Local Rules..... | 19 |
| Electronic Devices..... | 19 |
| Eligibility | 18 |
| Entry Procedure | 18 |
| Interprovincial Competition..... | 19 |
| Official Time | 18 |
| Power Carts & Caddies | 19 |
| Refund Policy | 19 |
| Selection to Provincial Teams | 19 |
| Tournament Information | 19 |
| Withdrawals | 19 |
| Tournament Policies | |
| (Section A: Condition of Competition)..... | 19 |
| Caddies..... | 19 |
| Close of Competition..... | 20 |
| Discontinuance of Play – Note to 6-8B is in effect..... | 20 |
| Pace of Play (see posted BC Golf Pace of Play Policy)..... | 20 |
| Practice..... | 20 |
| Ties..... | 20 |
| Transportation..... | 20 |
| Specification of Driver Head..... | 20 |
| Specification of the Ball..... | 19 |
| Tournament Policies | |
| (Section B: Local Rules) | 20 |
| Abnormal Ground Conditions | 20 |
| Distance Measuring Devices..... | 21 |
| Embedded Ball Through the Green..... | 20 |
| Integral Parts of the Course..... | 21 |
| Obstructions | 20 |
| Out of Bounds | 21 |
| Permanent Elevated Power Lines or Cables..... | 21 |
| Stones in Bunkers | 20 |
| Wood Chips and Mulch | 21 |
| Travel | 7 |
| Uniforms – Volunteers | 6 |
| Volunteer and Employee Screening | 15/42 |
| Women’s Dress Code | 22 |
| Women’s Fund | 17 |

British Columbia Golf Policies for Board of Directors & Zone Council

Zone Discipline and Disputes Policy 2008 11
Zone Level Volunteer Recognition Award 39
Zone Levy Collection by British Columbia Golf 37