



Rules Committee Charter

Mandate

The Rules Committee is responsible for providing support in the development of all rules-related activities.

It plays an advisory role to the Executive Director and the Competition Director. It may submit projects and initiatives that would be interesting to develop to support training, mentoring, and the delivery of rules services.

Composition

By default, the Executive Director is a member of all operational committees.

The Executive Director appoints the committee members and chairperson. It is composed of nine (9) certified referees (provincial or national level). Of this number:

- A minimum of four (4) members must be nationally certified.
- The chairperson must be a nationally certified individual who has already completed at least two (2) terms on the committee.
- It would be advisable to have at least four (4) members of each gender.
- It would be advisable for each regional golf association to be represented.

The members of the current committee may submit a recommendation to the Executive Director regarding the selection of an eligible referee who has indicated his or her desire to join the committee.

Generally speaking, the hours and levels of competition worked in recent years at both Golf Québec and Golf Canada will be considered.

Procedures

1. The committee shall hold a minimum of four (4) meetings per year.
2. The quorum at meetings is a simple majority of committee members.
3. The committee should draw up an annual action plan to determine its priorities and objectives.
4. A summary report will be drawn up after each meeting and submitted to the Executive Director.
5. The committee will submit an annual written report on the implementation of its work plan over the past year.
6. The committee may invite external experts and consultants to assist it in carrying out its duties.
7. The term of office of committee members is one (1) year and may be renewed by the Executive Director.
8. Each member shall hold office until his or her successor is duly appointed by the Executive Director, unless he or she resigns or is removed from office.

Roles

- Review competition policies annually and make recommendations.
- Annual review of the Referee Manual.
- Contribute to presentations at the annual meeting with all referees.
- Liaise with Golf Canada's Rules Committee when changes/clarifications are made to the Rules of Golf.
- Recommend *Conditions of Competition* and *General Local Rules* for all Golf Québec competitions.
- In their designated territories, committee members will be chosen to help enforce the rules of golf, offer ruling services or provide advice when questions arise.
- Guide and support certified referees and oversee the mentoring program.
- Appoint a coordinator to oversee the organization of rules training; this person must hold national-level certification and must be a member of the Rules Committee.

Chairperson's Additional Duties

- Work with Golf Canada staff and Rules Committee to align provincial and national rules services.
- Work with Golf Québec staff to schedule committee meetings.
- Establish an action plan with Golf Québec staff and follow up periodically.
- Support committee members between meetings to accomplish their tasks.
- Advise on referee assignments for provincial competitions.

Rules Training Coordinator's Additional Duties

- Work with Golf Canada Committee to align provincial training with national requirements on an annual basis.
- Work with Golf Québec staff and Rules Committee to prepare provincial rules certification seminars.
- Conduct weekly provincial certification webinars.