



Policies for Clubs & Zones

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 the BCGA and is part of a much larger manual which includes policies and procedures for all aspects of British Columbia Golf and the BCGA.

British Columbia Golf Policies for Clubs & Zones

TABLE OF CONTENTS

Purpose of the Policy and Procedures Manual	3
Organizational Chart	4
Internal Organizational Chart	5
MEMBER SERVICES AND MEMBERSHIP SECTION	
British Columbia Golf Membership Categories	6
Membership Policies	6
Membership Fees; Membership Cards; Payment Due; Payment Overdue; Replacement Cards	
Members belonging to more than one British Columbia Golf member club	7
Course Rating Policies	7
Handicap Policies	8
Recognition Committee	8
Distinguished Service Award; Zone Level Recognition Award	
Women's Fund	9
Zones	10
Zone By-Laws; Zone AGM; Zone Levy Collection; Zone Chairs/Presidents; Playing Privileges for Zone Executive	
British Columbia Golf Association Meetings	10
Disputes and Disciplinary Matters Policy	10
Interpretation; Committee Terms of Reference; Policy Implementation; Tournament Disputes/Discipline; Notice of Suspension from Competition	
Zone Discipline and Disputes Policy (2008)	13
Policy Implementation; Appeals from the Zone Discipline Committee Tournament Disputes/Discipline; Notice of Suspension from Competition	
Harassment Policy	15
Complaint Procedure	16
Volunteer and Employee Screening	18
Code of Conduct ~ Volunteers, Board Members, and Staff Members	18
Use of Alcohol at all British Columbia Golf Championships and /or Events; Disciplinary Action Expenses for reimbursement to Volunteers, Board members, and staff members	
Logo Use Policy	19
British Columbia Golf Consumer Facing Logo; BCGA Crest; BCGA Shield	
CHAMPIONSHIP SECTION	
British Columbia Golf General Tournament Policies	21
Qualifying Allocations and Exemptions for BC Junior Boys and BC Amateur	21
Selection to Provincial Teams	21
Provincial Allocations Requirements	21
Amateur Code of Conduct	21
Junior Code of Conduct	22
Dress Code; Etiquette; Spectators; Non-compliance	
Parent and Spectator Code of Conduct	23
Cancellation Policy	24
British Columbia Golf Motorized Transportation Policy for Competitions	25
Policy on Participation of Individuals who have Undergone Sex Re-assignment	26
Public Players' Program	27
PLAYER DEVELOPMENT SECTION	
Qualifying Allocations and Exemptions for BC Junior Boys and BC Amateur	27
Provincial Allocations Requirement	28
Order of Merit	28

British Columbia Golf Policies for Clubs & Zones

The Hall of Fame Committee	28
The Player Development Trust Fund	28

INDEX ~ Alphabetical

British Columbia Golf Policies for Clubs & Zones

Purpose of the Policy and Procedures Manual

This manual has been created as a guideline for Executive, Volunteers and all Members of British Columbia Golf – a member-based organization governed by the British Columbia Golf Association (BCGA). This manual has been approved by the Board of Directors of the BCGA and is part of a much larger manual which includes policies and procedures for all aspects of British Columbia Golf and the BCGA.

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

Role as Representatives of British Columbia Golf

It is imperative for Executives and Volunteers to recognize that their actions are a direct reflection on British Columbia Golf and should refrain from engaging in conduct detrimental to the organization. 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.

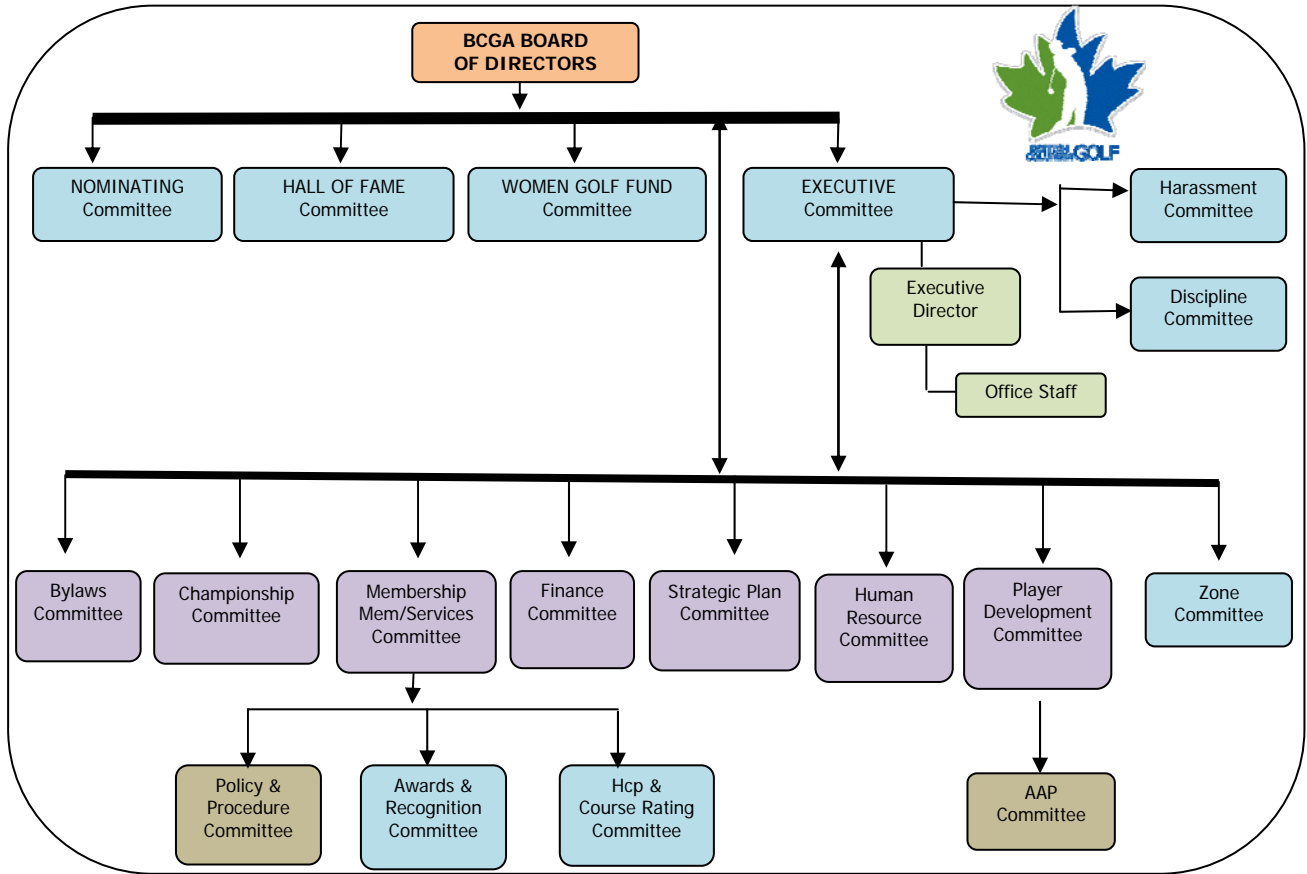
They should avoid situations that might cause, or appear to cause, their personal interests to conflict with the interests of British Columbia Golf or to compromise its reputation for integrity.

Since the development of British Columbia Golf 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 British Columbia Golf position, the Executive Director should be consulted for clarification.

The concept of "Teamwork" is essential to the success of British Columbia Golf.

British Columbia Golf Policies for Clubs & Zones

Organizational Chart

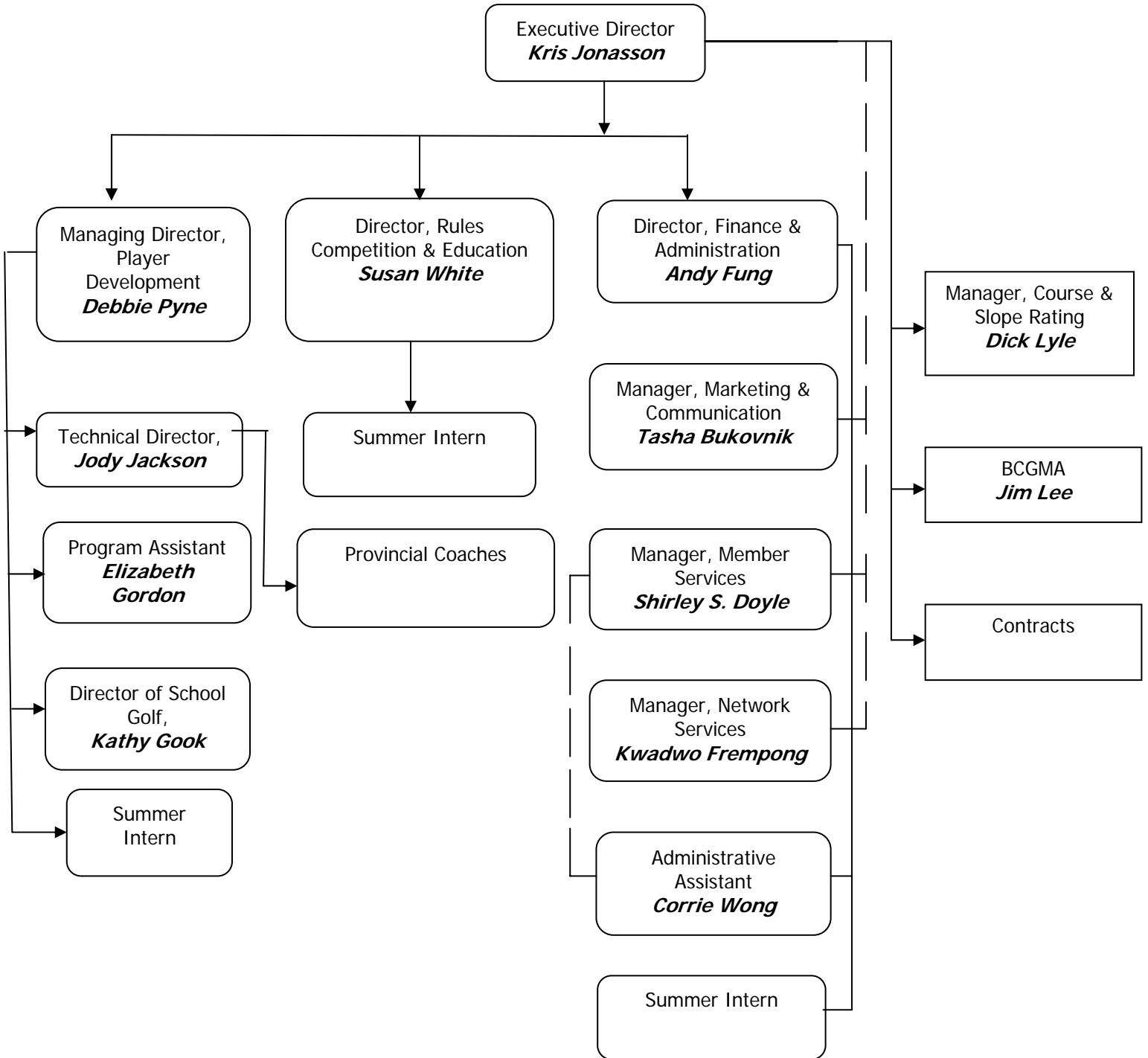


	Board of Directors
	Office Support Staff
	Standing Committees
	Other Committees
	Ad Hoc Committees

British Columbia Golf Policies for Clubs & Zones

Internal Organizational Chart as of November 2010

Solid Line – direct reporting
 Broken Line – operational reporting



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

British Columbia Golf Policies for Clubs & Zones

MEMBER SERVICES & MEMBERSHIP SECTION

British Columbia Golf Membership Categories

Member Club

A Member Club shall mean a club which 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 BCGA Board for membership in accordance with the By-Laws.

Member Group

A Member Group shall mean a group of at least 10 individuals which has become organized for the purpose of playing golf together, without real estate, which has a name and an organizational document acceptable to the BCGA Board and which has been approved by the BCGA Board for membership in accordance with the By-Laws.

All new Member Groups must join the RCGA Network as part of the criteria. Carried December 2008 Board meeting.

Member Course

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

- a. Member Course – Category 1
A golf course which is operated for the convenience of the public and maintains on a regular or continuing basis a junior, men's and women's membership or golf committee for the benefit of its members.
- b. Member Course – Category 2
A golf course which is operated for the convenience of guest or the public and does not maintain on a regular or continuing basis a junior, men's and women's membership or golf committee for the benefit of its members.
Member courses that permit organized groups or member groups to play and use the RCGA Handicap system must insure that the groups are members of British Columbia Golf and Golf Canada. British Columbia Golf reserves the right to withdraw membership from any facility that fails to comply with this policy. Carried November 29, 2008, Board meeting

Membership Policies

Membership Fees

Fees are payable for each individual member.

Membership Cards

A membership card should be given to all members.

Payment Due

Golf Courses and Member Groups are invoiced and payable to British Columbia Golf.

Payment Overdue

British Columbia Golf must receive payment for all membership fees no later than June 15 each year. Any member of a Member Club, Group or Category 1 Course, whose payment has not been received by July 1 or has not made alternate arrangements, will not be eligible to enter British Columbia Golf Championships and may lose access to the RCGA Handicap System.

British Columbia Golf Policies for Clubs & Zones

Replacement Cards

Lost or damaged membership cards will be replaced at no charge upon contacting the British Columbia Golf office.

For more information regarding British Columbia Golf membership policies, please contact your Zone Director or Manager, Member Services at 604.279.2580, toll free 1.888.833.2242, shirley@bcga.org

Members belonging to more than one British Columbia Golf Member Club

Note: This policy is currently under review

Each member club is required to purchase a Golf Canada/British Columbia 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 British Columbia Golf and, using the following procedure, they can obtain a refund from British Columbia Golf for the additional Golf Canada/British Columbia Golf membership. It must be noted that this refund applies only to the Golf Canada and British Columbia 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 British Columbia Golf that they are a member of more than one club;
2. The member shall specify which club they will designate their membership in British Columbia Golf;
3. They will provide a photocopy of the British Columbia Golf membership card for the designated club and will return the original membership cards for the additional clubs;
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 RCGA Network, British Columbia 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 reimburse the member for each of the additional membership cards returned by the member;
7. All refunds from British Columbia Golf should be requested as soon as possible in the season and, in any event, no refunds shall 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, British Columbia Golf recognizes the member as being a full member in each club joined. These members will be used in calculating delegates from each club;
8. 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.

Course Rating Policies

1. Courses are rated or re-rated as outlined by the following guidelines:
2. New courses are rated every three years for the first ten years;
3. Established courses are re-rated a minimum of every ten years;
4. Golf clubs or course owners with changes to their courses may request re-ratings under the following procedures:
 - a. Club Captain and/or Club Manager can contact the Zone Course Rating Chair or the British Columbia Golf office,
 - b. Individuals contacting the Zone Course Rating Chair or the British Columbia Golf office for course rating will be referred back to their Club Captain and/or Club Manager.
5. BCGA Rating Manager (and/or support staff) will submit written reports semi-annually to the Course Rating/Handicap Committee Chair prior to Committee meetings;
6. BCGA Rating staff will communicate with the office staff when out of the Office on BCGA business;

British Columbia Golf Policies for Clubs & Zones

7. BCGA Zone Course Rater list is to be updated and issued as required by the BCGA HCP/Course Rating Committee;
8. BCGA to develop and train Course Raters in each Zone.

Handicap Policies

1. Handicap questions may be answered by:
 - The Club Handicap Chair or member of Handicap Committee (Certification recommended);
 - The Zone Handicap Chair (must be Certified);
 - The British Columbia Golf Office
2. BCGA Handicap list of Zone Handicap Chairs to be updated annually.
3. BCGA Network Manager in charge of the RCGA Network to communicate Network changes and/or updates to the HCP/Course Rating Committee on a regular basis as determined by the Committee.
Revised May 8th 2009.

Active Season for Handicaps

The active golf season in British Columbia for the purposes of the RCGA handicap system is March 1 to November 15.

Recognition Committee

The British Columbia 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

Distinguished Service Award

1. Nomination forms will be emailed to BCGA Directors, Honorary Directors, and Zone Chairs in the spring following the AGM. The criteria will include:
 - a) 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 British Columbia Golf or BCLGA;
 - b) A significant portion of the Candidate's contributions should have been or should be British Columbia Golf related at the Club, Zone, and Provincial level. However, service to other national, provincial, or regional golf associations may be taken into account;
 - c) While championship victories and general playing ability may be considered, **volunteer service** is the primary factor for selection;
 - d) Current BCGA Directors are ineligible to be recognized;
 - e) Posthumous candidates will not be considered unless there are unusual circumstances
2. Nominations must be submitted in writing to the BCGA President by any two BCGA Directors (including former Honorary Directors) and/or Zone Directors or Zone Committees. Such nominations will then be given to the Selection Committee.
3. Deadline for nomination papers to be received by the President is October 15. Carried September 2010 Board meeting.
4. The President will appoint a Selection Committee that will include a Past President of the BCGA. The Selection Committee will be chaired by the Chair of the Recognition Committee with no vote. The Committee will meet prior to the fall Executive Committee and Board meetings.
5. The Selection Committee will review the nominations and present its recommendations to the Executive Committee. The Executive Committee will recommend selected Candidates at the next Board meeting for ratification.
6. 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.

British Columbia Golf Policies for Clubs & Zones

7. Honorees will be invited to attend a Recognition Luncheon/Banquet at the BCGA AGM in the spring. Each Honoree will receive a BCGA SERVICE Lapel pin, a framed certificate, and a congratulatory letter from the BCGA President.
8. Expenses for travel and accommodation will be provided for the honorees.
9. Award recipients will be featured on the British Columbia Golf website and in the Annual Report.

Zone Level Volunteer Recognition Award

1. A Poster and nomination form for each Club will be sent out to the Zone Chairs in the spring mail out. A copy of the nomination form will also be available on the British Columbia Golf website.
2. Criteria: Must be a member of British Columbia Golf who has made a significant contribution to amateur golf at the Club and/or in his/her Zone.
3. Nominations must be submitted in writing to the Chair of the Recognition Committee, c/o the British Columbia Golf office. Club/Zone nomination forms of candidates not chosen can be kept for a period of three years.
4. Deadline for nomination papers to be received in the British Columbia Golf office is July 31.
5. The Recognition Committee will review the nominations and present its recommendations to the Executive Committee.
6. A maximum of 16 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 Executive Committee, the Chair of the Recognition Committee will contact the nominators by email and follow up with a phone call to each recipient.
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 BCGA Service Lapel pin, a framed certificate, and a congratulatory letter from the BCGA President.
9. Award recipients will be listed along with their pictures in the BCGA Annual Report.

Women's Fund

The BC Women's Fund was created at the time of merger from funds that the former British Columbia Ladies Golf Association possessed. The Fund's purpose is to provide financial assistance to female players who demonstrate a commitment to develop and improve their golfing or volunteer skills. The Women's Fund works together with the Player Development Trust Fund.

The Fund is administered by a Committee of Women Directors and a Member of the Player Development Trust Fund who is non-voting.

1. Funds on deposit under "Members Equity" identified as the BC Women's Golf Fund in the amount of \$164,921.88 is the principle 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 (i.e. annual interest earned or no more than 2% of the principal) approval must be granted from the Board of the BCGA.

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.

British Columbia Golf Policies for Clubs & Zones

Zones

Zone By-Laws

- The Zone By-Laws, Constitutions and policies must not contradict the practices of British Columbia Golf as Zones are a sub-section of British Columbia Golf. In any conflict with the BCGA's Constitution and By-Laws and this document, the former will prevail. A copy of the BCGA By-Laws can be found here: http://golfbritishcolumbia.ca/sites/all/files/BCGABylaws_March_202008.pdf

Zone AGM

1. The Zone AGM must be held prior to October 31.
2. Odd number Zones (1, 3, 5, 7) elect their Directors in the odd number years.
3. Even number Zones (2, 4, 6, 8) elect their Directors in the even number years.
4. The Zone Director is a member of the Zone Executive Committee.

Zone Levy Collection

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

Zone Chairs/Presidents

The following documents must be forwarded to the Manager, Member Services at the British Columbia Golf office:

- Copy of the AGM minutes and copy of Year End Financials;
- Year-end report (to be put on the British Columbia Golf website);
- List of Zone Executive Committee with addresses, phone numbers and email addresses;
- Club Executive (men and women) with phone numbers and email addresses;
- Fixture sheet for the following year.

Playing Privileges for Zone Executive

1. A playing privilege card will be issued each year from the British Columbia Golf office and entitles approved persons to play a complimentary round on courses participating in the Executive's Zone.
2. You will receive a copy of the booking procedures and rules and regulations prior to March.

This is a privilege and is not to be abused by repeated use at any course.

British Columbia Golf Association Meetings

1. Spring Board meeting held in March or April.
2. Fall Board meeting held in October or November.
3. Annual General Meeting held in conjunction with the Spring Board Meeting.

Disputes and Disciplinary Matters Policy

It is the policy of British Columbia Golf, a 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. "Defendant" includes a Member, a Golfing Member, a Zone Committee, or a Rules Official.
4. "Golfing Member" refers to Golfing Member as described in the By-Laws.

British Columbia Golf Policies for Clubs & Zones

5. "Member" refers to member as described in the By-Laws.
6. "Member Club" refers to Member Club as described in the By-Laws.
7. "President" refers to President as described in the By-Laws.
8. "RCGA" means the Royal Canadian Golf Association.
9. "Tournament Appeal Committee" means the Tournament Appeal Committee appointed by a chair of a tournament committee in accordance with this policy.
10. "Zone" has the same meaning as Zones.
11. "Zones" refers to the Zones described in the By-Laws.
12. "Zones Appeal Committee" means an appeal committee established by a BCGA Zone.
13. "Zone Discipline Committee" means a committee established by a BCGA Zone.

Committee Terms of Reference

14. There shall be established the Association Discipline Committee (the "Association Discipline Committee") from time to time that will be responsible for a hearing.
 - a. All disputes and disciplinary matters arising between:
 - i. the Association and a Member; and
 - ii. the Association and a competitor
 - b. Appeals of Zone Discipline Committee decisions
15. The Association Discipline Committee shall promptly convene a hearing in accordance with this policy when a matter arising under section 14 is reported to it.
16. The Association Discipline Committee shall ensure that all BCGA Zones have established a Zone Discipline Committee Chair.
17. The Association Discipline Committee shall assist BCGA Zones in the implementation of their disputes and discipline policy when required.

Policy Implementation

18. The President shall 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.
19. After the disciplinary procedure described in section 18 has been taken by the President, the President shall promptly appoint the Association Discipline Committee and refer to it the matter which is the subject of the disciplinary procedure described in section 18.
20. The Association Discipline Committee shall promptly convene a hearing to consider the suspension.
21. The Association Discipline Committee shall 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 shall state:
 - a. the date, time and place of the hearing which shall be determined by the Chair of the Association Discipline Committee;
 - b. the details of the suspension;
 - 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;
 - 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.
22. The Association Discipline Committee shall 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 the RCGA, or the By-Laws, regulations or policies of the BCGA.
23. The Association Discipline Committee shall give notice of its decision to the Defendant and the Complainant, if any, within seven days of the conclusion of the hearing.
24. 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.
25. The President, after receiving the notice of appeal, shall appoint an Association Appeal Committee.
26. The Association Appeal Committee shall promptly convene a hearing to consider the appeal and shall give notice of the hearing to the appellant at least 14 days prior to date of the hearing and, after conducting

British Columbia Golf Policies for Clubs & Zones

the hearing of the appeal, shall have the power to confirm, vary or vacate the decision of the Association Discipline Committee as it deems appropriate.

27. 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.
28. The decision of the Association Appeal Committee is final and shall be given in writing to all affected parties within seven days of the hearing.

Appeals from Zone Discipline Committee

29. A Golfing Member who is not satisfied with the decision of a Zone Appeal Committee may appeal that decision to the BCGA 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 shall then appoint an Association Appeal Committee to hear the appeal;
30. 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.
31. The Association Appeal Committee, after accepting the appeal, will follow the policy laid out for an Association Appeal hearing.
32. The Association appeal Committee shall 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 shall be final.

Tournament Disputes/Discipline

33. The chair of a tournament committee shall 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 the RCGA or the BCGA pending a hearing before a tournament Discipline Committee
34. The Tournament Discipline Committee shall immediately convene a hearing into the competitor's conduct.
35. The Tournament Discipline Committee shall give notice of the hearing to the competitor as soon as possible and the notice shall state:
 - a. the date, time and place of the hearing which shall 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.
36. The Tournament Discipline Committee shall have the power to suspend, or to take such other action as it deems appropriate against the competitor.
37. The decision of the Tournament Discipline Committee shall be given to the competitor no later than one day following the hearing.
38. 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, and appeal notice setting out the grounds of the appeal.
39. The Chair of the Tournament Discipline Committee shall, after receiving the notice of appeal, appoint a Tournament Appeal Committee to hear the appeal.

British Columbia Golf Policies for Clubs & Zones

40. 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.
41. After conducting the hearing of the appeal, the Tournament Appeal Committee shall 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 shall be final.
42. The Chair of the Tournament Committee shall notify the Chair of the Association Discipline Committee of the details of any action which results in the suspension of a competitor.

Notice of Suspension from Competition

43. 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.
44. Each Member Club shall advise its Zone Discipline Committee and the BCGA in writing of the name, address, expulsion or length of suspension of any of its Golfing Members from competitions.
45. Each Zone Discipline Committee shall advise the BCGA 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.
46. The BCGA shall advise the RCGA 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 shall 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 shall 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 shall state:
 - a. the date, time and place of the Hearing which shall 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 shall 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 the RCGA, 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.

British Columbia Golf Policies for Clubs & Zones

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, shall 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, shall 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;
 - 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 shall be given in writing to all affected parties within seven days of the Hearing.

Appeals from the Zone Discipline Committee

12. 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 shall then appoint an Association Appeal Committee to hear the appeal.
13. 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.
14. The Association Appeal Committee, after accepting the appeal, will follow the policy laid out for an Association Appeal Hearing.
15. The Association Appeal Committee shall 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 shall be given in writing to all affected parties within seven days of the Hearing.

Tournament Disputes/Discipline

16. The Chair of the Tournament Committee shall 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 the RCGA, Association, or the Zone pending a hearing before the Tournament Discipline Committee.
17. The Tournament Discipline Committee shall immediately convene a hearing into the competitor's conduct.
18. 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 shall be determined by the Chair of the Tournament Committee;
 - b. the details of the conduct or failure to comply with the RCGA, 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.
19. The Tournament Discipline Committee shall have the power to suspend, or to take such other action as it deems appropriate against the Defendant.
20. The decision of the Tournament Discipline Committee must be given to the Defendant no later than one day following the Hearing.

British Columbia Golf Policies for Clubs & Zones

21. 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.
22. The Chair of the Tournament Committee shall, after receiving the Appeal Notice, appoint a Tournament Appeal Committee to hear the appeal.
23. 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.
24. After conducting the Hearing of the Appeal, the Appeal Committee shall 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 shall be final.
25. The Chair of the Tournament Committee shall 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

26. 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.
27. 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.
28. Each Member club shall 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.
29. Each Zone Committee shall 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

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

1. British Columbia Golf supports the principles set out in the Canadian and British Columbia Human Rights Codes.
2. British Columbia 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 shall 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. British Columbia 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 British Columbia 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;

British Columbia Golf Policies for Clubs & Zones

- 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;
 - 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 BCGA 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 British Columbia 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 British Columbia 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. British Columbia Golf member, volunteer, or employee who believes he or she is being harassed by a member, volunteer, or employee of British Columbia 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, the conduct continues should seek the advice of a Harassment Advisor.
3. The Harassment Advisor shall 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 shall 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 shall be forwarded to a Harassment Officer for investigation.
5. The Harassment Officer shall:

British Columbia Golf Policies for Clubs & Zones

- a. Review the written complaint and provide the Complainant and Respondent with a copy of the complaint and a copy of the British Columbia 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 shall 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;
 - 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 the BCGA.

6. On receipt of the Harassment Officer's report, the President of the BCGA shall:
 - 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, shall:
 - 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 shall, 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 the BCGA shall appoint a Tribunal composed of three (3) persons, two (2) of whom shall be Directors of the BCGA, one from the appellant's peers, to hear that appeal.
9. The Tribunal shall, 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 shall 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.

British Columbia Golf Policies for Clubs & Zones

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.
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. The President of the BCGA must appoint a committee who will have the responsibility of following up on the information received from the screening process for volunteers and employees and recommend to the President the name of those who are to be appointed.
9. A criminal check is required for all volunteers traveling with juniors.

Code of Conduct - Volunteers, Board Members and 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 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 responsibilities to drive any type of motorized vehicle, are strictly forbidden from consuming any amount of alcohol immediately prior to or while on duty.

British Columbia Golf Policies for Clubs & Zones

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, shall be dealt with by the Tournament Director in consultation with members of the BCGA Tournament Disciplinary Committee.

Expenses for reimbursement to Volunteers, Board 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.

Logo Use Policy

Zone Committees and Sponsors are authorized to use the British Columbia Golf logo provided they adhere to the British Columbia Golf Logo Standards Guide. A complete copy of this guide can be obtained by contacting the British Columbia Golf office or by emailing marketing@bcga.org

Official British Columbia Golf Logo

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

British Columbia 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 British Columbia Golf. It is essential that the logo is displayed properly whenever and wherever it is used.



This is the preferred logo version for use in all applications. The official British Columbia Golf logo is the required version for official British Columbia 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:



British Columbia Golf Policies for Clubs & Zones

British Columbia Golf Association Logo Standards

Crest



The British Columbia Golf Association Crest should only be used for ceremonial and formal British Columbia Golf Association activities such as formal proclamations, formal invitations, ceremonial flags, banner and signage. USAGE OF THE CREST REQUIRES AUTHORIZATION FROM THE BRITISH COLUMBIA GOLF OFFICE by emailing marketing@bcga.org

The British Columbia Golf Association Formal Crest incorporates the "BCGA Shield" with words "British Columbia Golf Association" added along the bottom. The Crest incorporates elements from the flag of British Columbia. The official colours of the Crest are Blue, Red, and Gold.

Colour uses of the Crest must incorporate all three colours. The grey-scale version of the Crest is acceptable in appropriate non-colour print situations. Tone on tone usage is also acceptable for clothing.

The Crest may be used "stand alone" and no other references to the British Columbia Golf Association are required. Care must be given to ensure that size of the logo is not reduced to point where the words "British Columbia Golf Association" are illegible.

Shield



The British Columbia Golf Association Shield should only be used for British Columbia Golf Association activities. USAGE OF THE CREST REQUIRES AUTHORIZATION FROM THE BRITISH COLUMBIA GOLF OFFICE by emailing marketing@bcga.org

The BCGA Shield is derived from the formal Crest. The official colours and pantone values of the Shield are the same as those of the Crest.

Colour uses of the Shield must incorporate all three colours. The grey-scale version of the Shield is acceptable in appropriate non-colour print situations. Tone on tone usage is also acceptable for clothing.

The Shield is the preferred format for use for the embroidered pocket on a BCGA sport jacket.

In other applications, the Shield should not be used "stand alone". Whenever it is used, the words "British Columbia Golf Association" should appear in close proximity. For example, if one were to use the Shield on a printed piece the words "British Columbia Golf Association" must be visible elsewhere on the printed piece to provide context for the letters "BCGA" in the Shield.

British Columbia Golf Policies for Clubs & Zones

CHAMPIONSHIP SECTION

General Tournament Polices

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

Qualifying Allocations and Exemptions for BC Junior Boys and BC Amateur

Allocations and Exemptions change annually. For the current allocation information refer to the Championship Section on the British Columbia Golf website Championship Section.

Selection to Provincial Teams

Selection to teams representing BC is open only to players belonging to British Columbia Golf and who 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. British Columbia Golf reserves the right to consider other matters in the team selection at its sole discretion.

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

Amateur Code of Conduct

British Columbia Golf takes great pride in the caliber of play and player conduct displayed at all of British Columbia Golf sanctioned events and partnerships. In order to maintain that the 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 Golf expects all contestants, caddies, gallery, and guests to exhibit proper conduct and behaviour on the golf course and anywhere on the property during a British Columbia Golf sanctioned event or partnership. Unbecoming conduct or behaviour may be grounds for immediate disqualification, at any time, from any British Columbia 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,
 - or 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 violated stated club or facility policies,
 - Failure to adhere to the dress code during practice round or tournament play.

British Columbia Golf Policies for Clubs & Zones

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 British Columbia 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 British Columbia 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 British Columbia Golf sanctioned events or partnerships for which he/she has been accepted.

The BCGA Tournament Committee, or if not at a tournament, BCGA 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 BCGA Discipline Committee within 30 days of the suspension. The Committee will determine the length of the suspension after reviewing all submitted materials, including a British Columbia Golf staff account of the violation. Any participant who is under suspension will not be eligible for post-season honours.

Junior Code of Conduct

British Columbia 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, British Columbia Golf requires all competitors to comply with the code of conduct in all British Columbia Golf sanctioned events.

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

- 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 on contests where a prize, other than that offered by the event, is involved,
- Cheating,
- Abusive language or disrespectful behaviour 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.
- Leaving the course during a stipulated round or any other activity where one's presence is required, and/or
- Any other conduct unbecoming a British Columbia Golf member.

British Columbia Golf Policies for Clubs & Zones

The penalty for a code of conduct violation may be immediate disqualification or dismissal from an event. For an on-course violation, British Columbia Golf may opt to issue a warning for a first offence. Where circumstances warrant, the British Columbia 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 British Columbia Golf Standard Dress Code. Junior Girls should refer to the Women's Dress Code.

Etiquette

See Section 1 of "The Rules of Golf."

A serious breach of etiquette may result in disqualification of the competitor under Rule 33.7. Repeated infractions may be dealt with by the BCGA 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 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 Management Committee/Zone Committee. The competitor and his/her parents or guardian will be notified of the date when the appeal will be heard. The Management Committee/Zone Committee will review all submitted materials and presentations then issue a written decision within 30 days of such a hearing. The decision of the Management Committee/Zone Committee is final.

Competitors are responsible for their own decisions and are encouraged to consult with British Columbia Golf or Golf Canada 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-BCGA events

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

Parent & Spectator Code of Conduct

British Columbia 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 the British Columbia 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.

British Columbia Golf Policies for Clubs & Zones

British Columbia Golf 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 and our Rules Officials) as advice.
- Please 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 golf balls for players.
- Try to avoid distracting competitors at all times on the golf course.
- Please do not use cell phones or radios on the golf course.
- Please feel free to ask your player if they need anything to eat or drink at the turn.

Regarding the Rules of Golf:

- Allow BCGA Rules Officials to administer rulings. You will be brought into a situation ONLY if the Rules Official asks you.
- Encourage your players 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.

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 British Columbia 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 the British Columbia 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. British Columbia Golf and our host facilities thank you for your cooperation.

Misconduct in other jurisdictions and non-British Columbia Golf events

Should British Columbia Golf be informed or become aware of misconduct by a parent or spectator in non-British Columbia Golf sanctioned events either in British Columbia or other jurisdictions, British Columbia 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 British Columbia 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, Manager - Rules & Competitions, 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.

British Columbia Golf Policies for Clubs & Zones

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 Manager, Rules & Competitions, 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:
 - 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 British Columbia Golf expenses are still incurred.

Motorized Transportation Policy for Competitions

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

There are exceptions to this policy

- A competitor with a serious, permanent physical disability may request the use of motorized transportation (for himself/herself) at any British Columbia 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.
- In senior competitions, competitors will be permitted to use motorized transportation. The conditions described in Part B below must be in place.
- 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:

- Permit anyone else to drive the cart (other than moving it a very short distance to facilitate play);
- Permit anyone else to ride in the cart;
- When practical, 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 Clubs & Zones

- **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.

- 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.
- When using motorized transportation, the player must not:
 - Permit anyone other than a player or caddie to drive the cart (other than moving it a very short distance to facilitate play);
 - Permit anyone other than a player or caddie to ride in the cart;
 - When practical, 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

Policy on Participation of Individuals who have Undergone Sex Reassignment (male to females and converse)

Policy on Transitioned Athletes November 2006

- 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 BCGA Championship Committee shall have the authority to take all the appropriate measures for the determination of the gender of a participant.

British Columbia Golf Policies for Clubs & Zones

Public Players' Program

Mission Statement

The Mission Statement of British Columbia Golf, as governed by the BCGA, 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.

British Columbia Golf shall 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.
- British Columbia Golf Zones are and should be the leaders of golf within the region of the province that they service.
- British Columbia Golf knows and understands how the RCGA 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

- British Columbia Golf, in cooperation with the Zones, establish 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.
- British Columbia Golf through the Provincial office would populate the website for each of the Public Player Clubs.
- British Columbia Golf provincial office would work in conjunction with the Allied Associations to bring them on board.
- The Zone Committees would work with the clubs in the Zone to create awareness of the Public Player Club in the Zone.

Pricing

Pricing in the Public Player Club in each Zone will be set by the Executive Committee. The price is available on the website or by contacting the British Columbia Golf Office.

British Columbia 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.

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

PLAYER DEVELOPMENT SECTION

Qualifying Allocations and Exemptions for BC Junior Boys and BC Amateur

Allocations and Exemptions change annually. For the current allocation information, see British Columbia Golf website, Championship Section.

British Columbia Golf Policies for Clubs & Zones

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 Association 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

Order of Merit

The Orders of Merit are used to identify and give recognition to top performing amateur & junior golfers across British Columbia who has 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 counter parts across the province.

Hall of Fame Committee

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 zone and regional committees with playing records of golfers that may be worthy of local recognition. The Committee relies heavily on the efforts and expertise of Golf Museum staff and volunteers.

Player Development Trust Fund

The Player Development Trust Fund (PDTF) is the charitable arm of golf in British Columbia. Its mandate is to provide financial support to deserving junior and graduating juniors who might not otherwise have the opportunity to participate in British Columbia Golf sanctioned championships and receive the coaching required to fully develop their golfing potentials. The PDTF also offers ten \$1000.00 scholarships each year. The PDTF relies on \$3.00 from every junior membership, Fund-Raisers from member clubs, and donations from individuals. Clubs holding events in support of the PDTF may contact the Manager of Member Services at the British Columbia Golf office for additional help in organizing their project. Further and more complete information about the PDTF can be found on the British Columbia Golf website (www.britishcolumbiagolf.org) using the link to the PDTF.

The PDTF provides:

- Financial assistance to attend British Columbia Golf sanctioned events;
- Bursaries and scholarships for post secondary education;
- Funding for coaching at local, provincial and national events as well as support for individual coaching programs.

What you can do:

- **Support** the PDTF with a tax deductible donation.
- **Organize** a fund raiser – see British Columbia Golf website for contacts for ideas
- **Inform** juniors about the program and where to look for information.

British Columbia Golf Policies for Clubs & Zones

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

British Columbia Golf Policies for Clubs & Zones

INDEX ~ Alphabetical

Active Season for Handicaps	8
Alcohol at all British Columbia Golf Championships and/or Events (Use of)	18
Amateur Code of Conduct	21
Appeals from Zone Discipline Committee (Disputes and Disciplinary Matters)	12
Appeals from Zone Discipline Committee (Zone Discipline)	14
British Columbia Golf Official Logo	19
British Columbia Golf Association Crest (Logo Use)	20
British Columbia Golf Association Meetings	10
British Columbia Golf Association Shield (Logo Use)	23
Cancellation Policy (Tournament)	24
CHAMPIONSHIP SECTION	21
Code of Conduct Volunteers, Board Members, and Staff Members	18
Committee Terms of Reference (Disputes and Disciplinary Matters)	11
Complaint Procedure (Harassment)	16
Course Rating Policies	7
Disciplinary Action (Use of Alcohol)	19
Disputes and Disciplinary Matters Policy	10
Dress Code (Junior)	23
Distinguished Service Award	8
Expenses for reimbursement to Volunteers, Board members, & Staff members (alcohol)	21
Hall of Fame Committee	28
Handicap Policies	8
Harassment Policy	15
Interpretation (Disputes and Disciplinary Matters)	11
Junior Code of Conduct	22
Logo Use Policy	19
Member Clubs	6
Member Courses and Categories	6
Member Groups	6
MEMBER SERVICES AND MEMBERSHIP SECTION	6
Members belonging to more than one British Columbia Golf Member Club	7
Membership Categories	6
Membership Cards	6
Membership Card Replacement	7
Membership Fees	6
Membership Policies	6
Misconduct in other Jurisdictions and Non-British Columbia Golf Events	23
Motorized Transportation Policy for Competitions	25
Non-Compliance (Code of Conduct)	23
Notice of Suspension from Competition	13
Notice of Suspension from Competition (Zone Discipline)	15
Order of Merit	28
Organizational Chart	4
Organizational Chart (Internal)	5
Parent and Spectator Code of Conduct	23
Payment Due and Payment Overdue (Membership)	6
PLAYER DEVELOPMENT SECTION	27
Player Development Trust Fund	28
Playing Privileges for Zone Executive	10
Policy Implementation (Disputes and Disciplinary Matters)	11
Policy Implementation (Zone Discipline)	13
Policy on Participation of Individuals who have Undergone Sex Reassignment	26

British Columbia Golf Policies for Clubs & Zones

Policy Statement (Zone Discipline)	13
Provincial Allocations Requirements	21, 28
Public Players' Program	27
Purpose of the Policy and Procedures Manual	3
Qualifying Allocations and Exemptions for BC Junior Boys and BC Amateur	21, 28
Recognition Committee	8
Replacement of Membership Cards	7
Role as Representatives of the British Columbia Golf	3
Selection to Provincial Teams	21
Spectators	23
Tournament Disputes/Discipline	12
Tournament Disputes/Discipline (Zone Discipline)	14
Tournament Policies (General)	21
Volunteer and Employee Screening	18
Volunteer Recognition (Zone level)	9
Women's Fund	9
ZONES	10
Zone AGM	10
Zone By-Laws	10
Zone Chairs/Presidents	10
Zone Discipline and Disputes Policy 2008	13
Zone Level Volunteer Recognition Award	9
Zone Levy Collection by British Columbia Golf	10