



## **Zone 4 Women's Committee**



## **POLICIES AND PROCEDURES MANUAL**

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### **Purpose of the Policy and Procedures Manual**

This manual is created as a guide for Executive, Volunteers and all Members of British Columbia Golf Zone 4 Women – a member-based organization governed by British Columbia Golf.

### **Role as Representatives of British Columbia Golf Zone 4 Women**

It is imperative for Executives and Volunteers to recognize that their actions are a direct reflection on Zone 4 Women 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 Zone 4 Women or to compromise its reputation for integrity.

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

### **Purpose of the Committee**

The function of this Committee will be in accordance with the guidelines set out in British Columbia Golf’s - *Zone 4 Women’s Committee Constitution and By-Laws*.

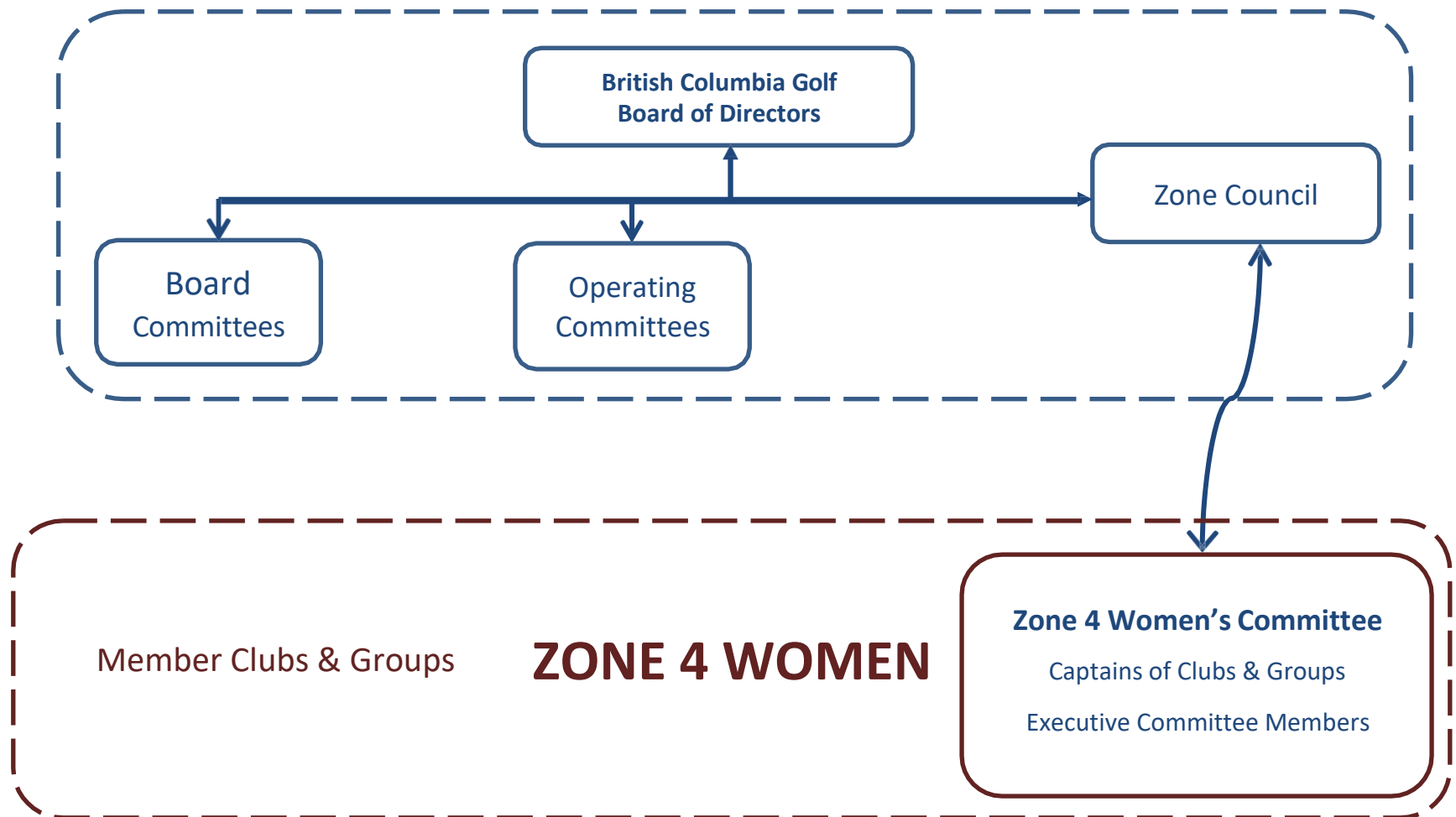
Our Zone Women’s Committee is committed to fostering and developing the game of golf, promoting good sportsmanship and fair play through the management and organization of Zone tournaments, and providing a source of reference to all Zone 4 Club and Group Captains regarding Rules, Handicaps, Course Rating and Golf Canada and British Columbia Golf Junior Girl’s Development and Women’s programs.

Welcome to the British Columbia Golf Zone 4 Women’s Committee. The following is a summary of general information for your term of office.



## POLICIES & PROCEDURES MANUAL

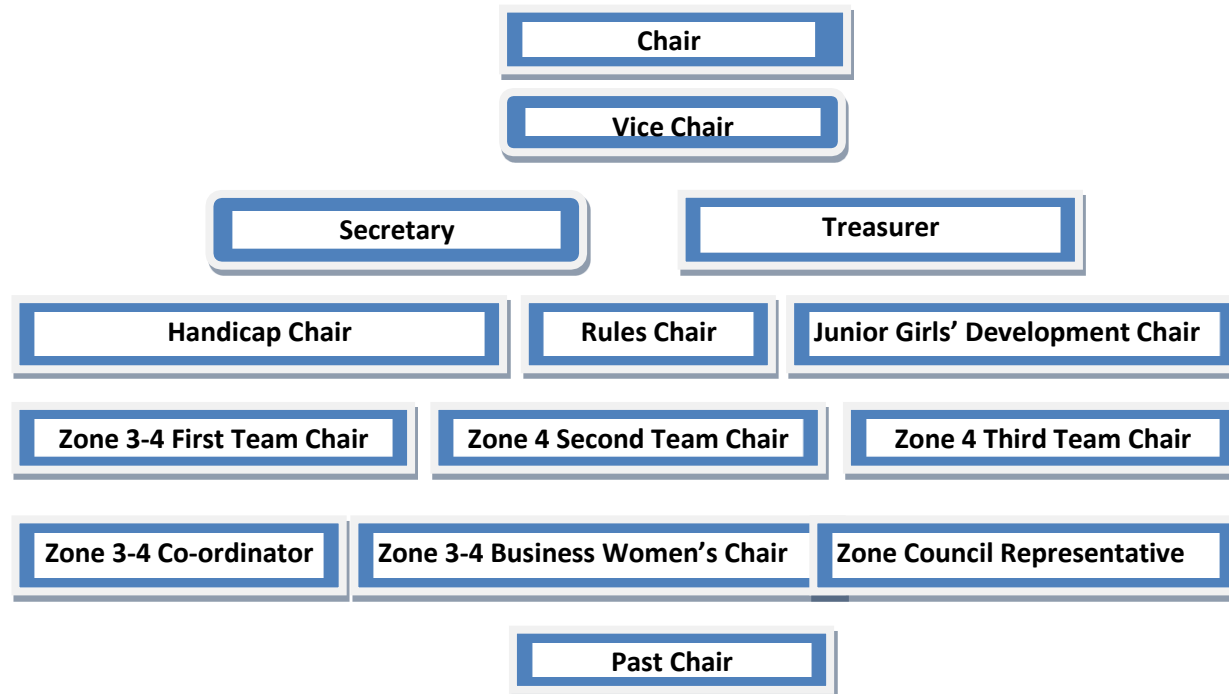
### ORGANIZATION CHART





## POLICIES & PROCEDURES MANUAL

# ZONE 4 WOMEN'S EXECUTIVE COMMITTEE





## MEMBERSHIP

### Member Club

A Member Club is a club that owns or leases a golf course and maintains, on a regular and continuing basis, women's membership and golf committees for the benefit of the members of such club, which has been approved by the British Columbia Golf Board for membership in line with the definition in BC Golf By-Laws – Category I.

### Member Group

A Member Group is a group with a minimum number of individuals [10], as set by Golf Canada, who have become organized for the purpose of playing golf together, without owning or leasing a golf course, which has a name and an organizational document acceptable to the British Columbia Golf Board and which has been approved by the British Columbia Golf Board for membership in accordance with the BC Golf By- Laws –Category II.

### Public Players Club

The BC Golf Players Group is a “virtual” Group for individuals established by British Columbia Golf for any resident of British Columbia. These are individuals without a membership to a Club or Group.

Zone 4 Public Players are Members of the Vancouver Region.

As of 2018, each Zone will receive \$1.00 per Player's Club member within their Zone. This fee is in place of the zone levy. Public Players, eligible to play in Zone sponsored events, must pay an additional \$4.00 fee to cover tournament entry costs.

### Membership in the Zone

For the purposes of the Association, the Province of British Columbia is divided into eight geographical Zones.

**Thereafter, each Club or Group becomes a voting member, and as such, each Club or Group is entitled to one vote. The Captain or their appointed designate may carry this vote.**



## Membership Policy

### Course Rating Policy

As of January 27, 2016, British Columbia Golf announced a change to the structure of course rating from zone-based to provincial based. Under the new structure, there will be no need for zones to elect Course Rating Chairs; current course raters in all zones will automatically be members of the Provincial Course Rating Committee.

As a facility member of British Columbia Golf, the official Golf Association of British Columbia, each golf course will be rated by the BC Golf Course Rating Committee.

Any member Club or Group may request a re-rating of a golf course for the following conditions:

1. The property is a newly established golf course facility;
2. The golf course has not been automatically scheduled for re-rating every ten years;
3. The golf course has been renovated.

The procedure for requesting a re-rating is as follows:

1. Individual Clubs may contact the BC Golf Association for information or assistance, but cannot request a course re-rating.
2. The official re-rating request must be received from the Club Administrator or Pro, not from the Club or Group.

Further information about Course Rating may be found in the *British Columbia Golf Policies for Clubs and Zones Manual*.

### Handicap Policy

All new Club / Group Members must join the Golf Canada Scoring Centre as part of the British Columbia Golf membership criteria.

Handicap questions may be answered by:

1. The Club Handicap Chair or member of Handicap Committee (certification is recommended);
2. The Zone Handicap Chair;
3. British Columbia Golf Handicap Chair
4. The British Columbia Golf Office.

### Active Season for Handicaps

The active season is defined by British Columbia Golf for the purposes of the Golf Canada Handicap System.



### Membership in Zone 4 Policy

The Zone levy is to be paid by every golfing member, in an amount to be determined by the Executive committee and passed by the Zone 4 Women's Committee.

This annual levy will be billed to Member Clubs and Member Groups based on their Active, Intermediate and Junior female members from the previous year's totals, as calculated by British Columbia Golf. [Approved AGM 2006] This levy is due and payable upon receipt of an invoice from the Zone Treasurer.

Immediately after its annual election, each Member Club and Member Group must send to the Zone Secretary, the names and contact information of its officers, and that of the Business Women's group, if applicable.

### Zone Levies

Fees are payable by each individual Member of a Member Club or Group. Zone levies are set by the Zone and voted on by the Members and are set at an amount per playing Member, per year.

Zone levies are collected for the purposes of educating, promoting and operating golf events and programs for women, as mandated by British Columbia Golf and defined in the *Constitution and By-Laws of the British Columbia Golf Zone 4 Women's Committee*.

### Payment Due

Golf Clubs and Member Groups are invoiced for levies and are payable to British Columbia Golf Zone 4 Women's Committee.

British Columbia Golf Zone 4 Women's Committee must receive the levy payment no later than May 1<sup>st</sup> of each year.

Any Member of a Member Club or Group whose payment has not been received by May 1<sup>st</sup> or has not made alternate arrangements, will not be in good standing and are not eligible to enter British Columbia Golf Zone 4 Events or receive program benefits.

### Zone 4 Women's Committee Spring & Fall Meeting & Seminar Cancellation Fee/Charge

Cancellation of registration for all Zone 4 Women's Committee Meetings and Seminars must be received by the Chair and Secretary 5 days prior to the event. Substitutions are allowed however, an associated "Cancellation Fee/Charge" would be charged to the individual's Club if a cancellation was received less than 5 days prior to the event and no substitute/designate was named as the representative of the Club. [2015-Fall Captains' & Vice Captains' Meeting]



## COMMITTEE OPERATIONS

### Meetings of the Membership

#### 1. Captains and Vice-Captains Spring Meeting

- a. The Spring Meeting should be held in March.
- b. Introduction of the Executive Committee.
- c. Distribution of all event information is to be provided, and all new business is to be announced.
- d. Written Reports from the Executive are left to the discretion of the presiding Zone Chair for the Spring Meeting only.
- e. The Treasurer will present a Budget approved by the Executive and request its approval.

#### 2. Zone 4 Women's Committee Fall Annual General Meeting (AGM).

- a. The Zone Meeting must be held prior to October 31.
- b. All business of the year is concluded at the AGM.
- c. The Treasurer will present a year-end financial statement and request its approval.
- d. Presentation of awards, trophies and announcements of the year's results from various events.
- e. Elections or declaration by acclamation of all Executive positions open must be completed.
- f. Election of a Zone 4 Representative to the British Columbia Zone Council, if required.
- g. Vote on the acceptance of any Motions duly presented for approval.

#### 3. Notice of Meetings

- a. The date and location of the Fall AGM is to be announced at the conclusion of the Spring Meeting.
- b. The date and location of the Spring Meeting is to be announced at the conclusion of the Fall AGM.
- c. First Notice of Meeting to be sent to all Clubs and Groups no later than forty-two (42) days prior to Meeting.
- d. Second Notice of Meeting to be sent to all Clubs and Groups no later than fourteen (14) days prior to the scheduled Meeting date.
- e. For the Spring Meeting, the Agenda, a copy of the previous Fall Meeting's Minutes, a financial Statement and draft Budget are to be circulated with the Second Notice of Meeting. For the Fall Meeting, an Agenda, Minutes of the Spring Meeting, Financial Statements and the Nomination Committee's Slate of Candidates will be sent with the Second Notice of Meeting.

#### 4. Procedure of Meetings

- a. Meetings to be conducted in accordance with Roberts Rules of Order.
- b. A "Quorum" of a meeting is defined by the *Constitution and By-Laws of the British Columbia Golf Zone 4 Women's Committee*.
- c. The Order of Business is outlined in the above mentioned By-Laws.
- d. Minutes of each meeting will be recorded.
- e. All reports are to be filed with the Secretary for attachment with the respective Minutes of the meeting to which these apply.



### Meetings of the Executive Committee and Ad Hoc Committee

1. Committee meetings are to be scheduled no later than five (5) days prior to the Zone AGM, and as otherwise required.
2. Meetings to be conducted in accordance with *Call to Order*.
3. Meetings may be held by in person, by telephone conference, or by electronic form.
4. A quorum – defined as a majority of Executive members are required to be present to conduct the business of the Meeting.
5. Prior to the Spring Meeting, the Treasurer will present a draft budget for the upcoming season for approval by the Executive.
6. Prior to the Spring Meeting, the Junior Development Chair will present a draft budget for the upcoming season for approval by the Executive.

### Officers of the Executive Committee

1. Members of the Executive Committee are elected from a slate of candidates, prepared by the Nominating Committee.
2. The Zone Representative for British Columbia Golf's Zone Council is elected in the even years for Zone 4, and is also a member of the Zone Executive Committee.
3. The Terms of Office and Duties and Responsibilities of each officer are prescribed in *Constitution and By-Laws of the British Columbia Golf Zone 4 Women's Committee* (Appendix 1).

### Nominating Committee

1. As per the *Constitution and By-Laws of the British Columbia Golf Zone 4 Women's Committee*, the Zone Chair appoints the Nominating Committee based on the rotation schedule (Appendix 2).
2. It is the responsibility of the Nominating Committee to recommend to the Membership, a slate of candidates for election who meet the desired qualifications to fill vacancies on the Executive Committee.
3. The Duties of the Nominating Committee will be to prepare a list of nominees for election to the Women's Zone Committee in order to fill necessary vacancies and include any additional nominations received from any Member Clubs or Groups.
4. Poll Executive Members who are eligible for re-election for their interest in continuing in their current position or to stand for election to another Executive position.
5. Poll the Member Clubs or Groups for possible nominees. Nominations are to be received no later than two (2) weeks prior to the date of the Fall Zone AGM.
6. Submit the Slate of Candidates to the Zone Past Chair. The Past Chair will present the list to the Executive Committee for review and approval, prior to it being circulated with the Second Notice of Meeting sent by the Secretary to Member Clubs and Member Groups.



### Reports and Record Keeping

1. The following documents must be forwarded to the Manager of Membership at the British Columbia Golf office:
  - a. Copy of the AGM Minutes and copy of the Year End Financials;
  - b. List of Zone Executive Committee Members with addresses, telephone numbers and electronic mailing addresses;
  - c. Club and Group Executive with telephone numbers and electronic mailing addresses;
  - d. Fixture Sheet for the following year.
2. The Zone 4 Women's Website is to be controlled and maintained by the Zone 4 Women's Executive, with a link to the British Columbia Golf website provided.
3. Archival material of each Portfolio is to be passed to the respective incoming Executive Member.

### Conflict Of Interest

*A Member of the Zone Executive who is, directly or indirectly, interested in a proposed contract or transaction with the Zone must disclose fully and promptly the nature and extent of her interest to the Executive. Refer to BC Golf - By-Law 13.6.*

### Privacy Policy

Zone 4 Women, as a Committee in British Columbia Golf, is the sole owner of the information collected from the Membership. We do not sell, share, nor rent this information to others, without your express permission or unless ordered to do so by a court of law.

### Communication Policy

As a Member of the British Columbia Golf Zone 4 Committee, the Women's section is responsible for receiving, replying to and disseminating Zone 4/British Columbia Golf/Golf Canada correspondence when applicable. (*B.C. Golf Women's Captains' Manual – 2014*)

In keeping with the requirements of the Anti-Spam Legislation that came into effect as of July 1<sup>st</sup>, 2014, all notices requesting personal information for the purposes of informing the Membership will include an option for the recipient to decline participation.

Contact information will be maintained for a two (2) year period, after which, each member may elect to renew for another term.



### **Harassment Policy**

Zone Committee does not interfere with the operations of a Member Club or Member Group.

With regards to the Zone 4 Executive Committee:

1. Address first by Zone Executive;
2. Address second by Zone Council Representative;
3. Address last by British Columbia Golf Harassment Committee.

### **Discipline Committee Chair**

As required by British Columbia Golf, the Zone Chair will be Discipline Committee Chair.

### **Appeals Committee Chair**

As required by British Columbia Golf, the Zone Chair will appoint an Appeals Committee Chair, if one is required.

### **Volunteer Screening**

1. In keeping with the Policies of British Columbia Golf, volunteers participating in the Junior Golfing Program must be screened.
2. A letter from British Columbia Golf or Zone Executive indicating the volunteer is working with the Committee may be requested by the volunteer.

### **British Columbia Golf Logo Use Policy**

1. In keeping with British Columbia Golf Policy.



# FINANCE

## Finance Committee

Committee members will be the Zone Chair and Zone Treasurer.

### Zone Levy

1. Amount of Zone Levy to be reviewed annually and adjusted accordingly.
2. Levy to be collected by the Zone Treasurer.
3. Levy to be paid to the Zone by May 1<sup>st</sup> of each year.
4. Members are not eligible to play in Zone events if their levy is not paid.

## Donations/Sponsorship

The Executive Committee may consider sponsorship or event donation opportunities. These will be awarded on a case by case basis.

## Zone Equipment

1. Laptop Computer, software, printer to be controlled by the Vice-Chair.
2. Radios to be controlled by the Zone Rules Chair.
3. Tournament Kit, Zone Banners to be controlled by the Chair.
4. Range Finder, CR Banners and signs to be controlled by the Handicap Chair.

## Expenses

1. Expenses for travel, and other expenses incurred by Members of the Women's Zone Executive for Meetings, Championships Tournaments, Seminars or other Zone business, will be paid by the Zone in such amounts as the Committee may determine.
2. Expenses for individuals, who are not a member of the Zone Executive, must have prior approval by the Chair.
3. Expense Reports, with receipts attached, must be submitted to the Treasurer for review by Treasurer and Zone Chair before reimbursement is provided.
4. The Zone will cover expenses for travel, meals, and accommodations of Executive committee who are carrying out Zone business.
5. Rates for kilometers and daily *per diem* to be determined on an annual basis as recommended by the Treasurer and passed by the Executive Committee.
6. Costs for Volunteer Screening, if incurred, will be reimbursed by the Zone to the volunteer.
7. Cost for Captains and Vice Captains Meetings are to be reviewed annually and set according to Zone finances.

## Recognition

Retiring Zone 4 Executive Committee members are to receive a non-monetary gift, a thank you card and sincere thanks from a most appreciative Zone.



### Financing Women's Programs

As defined in the Women's Captain's Manual produced by British Columbia Golf, Member Clubs and Member Groups are encouraged to participate in the events and competitions to support Women's and Junior Girl's Development Programs. Annual competitions that support Women's and Junior Girl's Development Programs are: Pin Rounds, Dorothy Olive Franklin Memorial and Beat the Champ. All funds and results will be collected by the Zone and submitted to British Columbia Golf by the deadlines.

### Player Development

#### BC Provincial Championship, Zone 4 Team Sponsorship

1. Criteria for the funding are as follows:
  - a. Competed in the Annual Zone Amateur or Senior Championship.
  - b. Participants are registered to play for the entire event.
  - c. Participants have begun play on the first day of the event.
2. Participants Funding for Zone 4 Team participants at Provincials is to be determined by the destination as well as Zone finances, to a maximum of \$500.00 per person. (March 2014)
3. Team Representatives
  - a. Two persons from the Zone 4 Women's Amateur are selected to represent Zone 4 at the Provincial Championship.
  - b. Two persons from the Zone 4 Senior Women's Amateur are selected to represent Zone 4 at the Provincial Championship.

### Junior Girls Development

#### BC Provincial Championship, Zone 4 Team Sponsorship

1. Criteria for the funding are as follows:
  - a. Competed in the Annual Zone 4 Junior Championship.
  - b. Participants are registered to play for the entire event.
  - c. Participants have begun play on the first day of the event.
2. Participants Funding for Zone 4 Team participants at Provincials is to be determined by the destination as well as Zone finances, to a maximum of \$500.00 per person. (March 2014)
3. Team Representatives
  - a. Two persons from the Zone 4 Junior Girls Championship are selected to represent Zone 4 at the Provincial Championship.

#### Zone 4 BC Games, Players Sponsorship

Biannual funding for participants at BC Games is to be funded from the Junior Development budget.

1. Representatives for the BC Games are determined by the zone designations of the BC Games Organizing Committee. For British Columbia Golf Zone 4, this represents BC Games Zone 4 and Zone 5; requiring funding for 8 representatives at the BC Summer Games.
2. A budget of \$2200, \$275 per player for Junior Girls participation in the BC Summer Games.



## TOURNAMENT AND CHAMPIONSHIPS

### Zone 4 Sponsored Tournaments

1. Zone 4 Women's Amateur Championship
2. Zone 4 Women's Senior Championship
3. Zone 4 Junior Girls' Championship and Tournaments
4. Zone 4 Senior Women's Open Tournament

### Tournament Eligibility

All players in Zone 4 events must have a registered Golf Canada Handicap and be Members in good standing of a Zone 4 Member Club or Member Group. This includes Public Player Members, both adult and junior, whose current membership status is to be confirmed by BC Golf Staff.

### Tournament Committee

1. The Zone Executive will form the operating committee for all tournaments. Assistance will be asked of the host facility and/or club as required.
2. The Chair will determine the date, location, time of play.
3. The Rules Chair will inspect, mark the course and will then set the local rules and conditions of play for each event.
4. Format for these events is by the established precedents set in past years. The Tournament Committee has the responsibility in this regard. Refer to the Tournament booklet from British Columbia Golf and to past files on these events. Guidelines will be determined by the Tournament Committee in charge of each event in conjunction with established traditions of the zone.
5. Entry fee will be charged for all Zone 4 Tournaments in an amount determined by the Tournament Committee and approved by the appropriate Executive.
6. Notice of Zone events will be distributed at the Spring Meeting and will appear on the Zone 4 website. All other terms of a competition will appear via this notice and website.
7. Tournaments should be cancelled if a minimum number of participants are not registered by the established deadlines, and in accordance with the facility requirements.(2011)
8. Dress code will be determined by Chair of the Tournament Committee.
9. Policies of the host facilities are to be respected. Use of a Cell phone is not allowed on the Course.
10. Pace of Play Policy is to be determined and followed at all Zone tournaments.
11. Player Cancellation policy is to be in keeping with the guidelines of British Columbia Golf.
12. Amateur Code of Conduct is in keeping with the guidelines of British Columbia Golf.



## **Zone 4 Sponsored Junior Girls' Competitions**

### **Junior Girls Development, Competitions Eligibility**

1. All players in Zone 4 Events must have a registered Golf Canada Handicap and be Members in good standing of a Member Club or Member Group. This includes Public Player Members.
2. Must attend Etiquette and Rules Seminar prior to the beginning of the season.

### **Zone 4 Junior Girls Championship Eligibility**

1. Participation in a previous event sponsored by the Junior Girls' Development Committee in the same year of the competition.

### **Zone Representation for British Columbia Golf Junior Championships**

1. Participation in the Zone 4 Junior Girls Championship.

### **BC Games Representative**

1. Participation in the designated BC Games Zone qualifier.

### **Junior Girls Development Competitions Committee**

1. The Zones 3 and 4 Junior Development Chairs will form the Operating Committee for all competitions, with assistance from the Executive Committees. Assistance will be asked of the host facility and/or club as required.
2. The Junior Development Chairs will determine the date, location, time of play.
3. The Rules Chair will inspect, mark the course and will then set the local rules and conditions of play for each event, if requested.
4. Records of any persons under the age of the majority will be kept private, and destroyed as per the Privacy Act and requirements of the laws in British Columbia and Canada.



## Zone 4 Sponsored Competitions

### Inter-Club and Team Match Play

1. Zone 4 Team Match Play to be organized and run by Zone 4 Team Chairs.
2. In keeping with *Zone 3 and 4 Interclub and Team Match Play Manual*.
3. Changes discussed at the Zone 3 and 4 Joint Committee meeting are to be incorporated into the *Zone 3 and 4 Interclub and Team Match Play Manual* (Revised -2015).
4. For Interclub and Team Match Play, the number of 2<sup>nd</sup> and 3<sup>rd</sup> Teams is to be capped at 22 Teams each (2009).
5. **Application for Participation**
  - a. Clubs and Groups wishing to be considered for participation in the annual schedule for Team Match Play or to participate in the Business Women Team Match Play are to make their requests, in writing, to either the Zone Chair, or the Business Women Chair, respectively.
  - b. Applications are to be received no later than September 5<sup>th</sup> of each year.
6. **Withdrawal from Participation**
  - a. Clubs and Groups wishing to withdraw from participation from Team Match Play or Business Women Team Match Play are to make their requests, in writing, to either the Zone Chair, or the Business Women Chair, respectively.
  - b. Letters are to be sent to the respective Chairs no later than September 15<sup>th</sup> of each year.

### Trophies, Awards and Prizes

1. It is recommended that a minimum 25% of participants, in a tournament, receive a prize.
2. Trophies are to be kept at the BC Golf House and may only be signed out by a member of the Zone Executive.
3. Zone 4 Women's Amateur Championship Trophy – *1922 McIlreevy Cup presented for Ladies' City Golf Championship*
4. Zone 4 Senior Women's Open Tournament Trophy
5. Zone 4 Women's Senior Championship Trophy – first awarded in 2009
6. First Team Trophy – *1915 MacAdam Cup*
7. Second Team Trophy - *Marpole Cup*
8. Third Team - Plaque
9. Dorothy Olive Franklin Memorial – Awarded annually at the AGM as per Rules of Play.
10. 9-Hole Pin Round – Awarded annually at the AGM as per Rules of Play.
11. 18-Hole Pin Round – Awarded annually at the AGM as per Rules of Play
12. Beat the Champ – Awarded annually at the AGM as per Rules of Play.



### Appendix 1.

Excerpt from *Constitution and By-Laws of the British Columbia Golf Zone 4 Women's Committee*.

#### Election and Appointment of Officers

##### Terms of Office

1. *Executive Members will be elected for two (2) year terms and may stand for re-election for a further two (2) year term at which time they must step aside from that office but may run for a different office. Due to the experience and knowledge required to perform the Zone Representative position, the two (2) Year terms may serve longer at the pleasure of the Executive.*
2. *A vacancy in an unexpired term may be filled by appointment of the Chair, with approval of the Executive. Said appointment to be approved by the Captains at the next Meeting.*

#### Duties and Responsibilities

##### 1. Zone Chair

- a. *Responsible for the administration, organization and financial solvency of the Women's Committee;*
- b. *Responsible for any Zone 4 or Zone 3 and 4 Tournaments designated to Zone 4 except Junior Tournaments and Championship and the Business Women's Championship, which will be under their respective Chairs;*
- c. *Preside at all meetings of the Zone Executive;*
- d. *Appoint a Zone Discipline Chair;*
- e. *Appoint special or other committees as required including Zone Discipline and Zone Appeal Committees;*
- f. *Make appointments to fill vacancies for unexpired terms on the Women's Executive with approval of the Executive and subsequently the Committee;*
- g. *Ensure that all reporting and any other requirements of the Association are completed;*
- h. *Be a Member of the Zone 3 and 4 Joint Executive Committee;*
- i. *Liaise with the Zone 3 and 4 Business Women's Group.*

##### 2. Past Chair

- a. *Assist the Chair and be vested with all the powers of the Chair in the absence of the Chair and Vice Chair.*
- b. *Undertake any duties requested by the Chair.*
- c. *Act as the liaison between the Executive Committee and the appointed Ad-hoc Nominating Committee.*
- d. *Update or revise, as required, the Zone 4 Women's Committee Policies & Procedures Manual.*

##### 3. Vice-Chair

- a. *Is Chair-elect and will assume that position upon expiration of the Chair's term or should a vacancy occur in that position. If the Vice-Chair is appointed, she must be elected to the Chair's position.*
- b. *Assist the Chair and be vested with all of the powers of the Chair in her absence.*
- c. *Assist the Chair with preparing and conducting Tournaments and with Tournament Committee duties as required.*
- d. *Conduct the election at the Annual Meeting.*

##### 4. Secretary

- a. *Keep records of all Meetings of the Zone.*
- b. *Issue Meeting Notices as required by the Association in keeping with Section 26. B.C. Golf By-Laws.*
- c. *Register Captains and/or designates and confirm quorum at all Zone Meetings.*
- d. *Forward copies of Zone Minutes to Captains and Zone Executive and copies of the Annual Meeting Minutes to the B.C. Golf Executive Director.*
- e. *Keep a roll of Member Clubs and Member Groups.*
- f. *Share Secretary Duties, on a rotational basis for Zone 3 and 4 Executive Committee meetings.*

### 5. Treasurer

- a. *Keep a complete and accurate record of monies received and deposits made in the Bank designated for the Zone and Junior Account.*
- b. *Issue the invoices for the Zone Annual Levy to all Member Clubs and Groups, based on their previous year's membership numbers.*
- c. *Receive all monies payable to the Women's Committee and issue receipts, when requested.*
- d. *Pay all authorized expenses of the Zone, including those incurred by the Junior Chair. All cheques to be signed by designated officer(s). The signing officers are the Treasurer, Chair and Vice Chair.*
- e. *Submit a year-end financial statement to each Zone Executive member and Captains at the Annual Meeting in the fall following an independent review. Present a written year-end financial statement at the Annual Meeting, submit to the Secretary for the records and forward to the Association.*
- f. *Circulate an updated financial report to the Executive.*
- g. *Prepare with the Chair, the draft Budget prior to the Spring Captains' Meeting, to be reviewed by the Executive, circulated to the Captains and approved at the Spring Captains' Meeting.*
- h. *Circulate the spring and fall financial reports to the Captains at least one week prior to the meetings.*

### 6. Handicap Chair

- a. *Provide support and assist a Member Club's, a Member Group's Handicap Chair and individual Zone 4 Women members with handicap related questions and issues.*
- b. *Be available to consult with the Tournament Chair for any handicap breaches during a tournament*
- c. *Chair a Handicap Review Committee as required.*
- d. *Submit a report at each Woman's Zone and Executive Meeting.*

### 7. Junior Development Chair

- a. *Keep and maintain all materials issued by the Association. i.e. waiver forms, Parental permission forms.*
- b. *Working with the Association, the Zone 3 Junior Chair and subject to the approval of the Zone Executive and/or Board, plan programs and tournaments to promote the development of Junior Girl's golf in Zone 4.*
- c. *Consult with the B.C. Golf Player Development staff as necessary and attend meetings and workshops called by the Association.*
- d. *Maintain an accurate accounting of all junior activities, providing the Zone Treasurer with copies of all expenses and receipts.*
- e. *Assist the Zone Treasurer with preparation of the year-end junior budget and financial statement.*
- f. *Submit a report at each Zone Meeting including the AGM at which time a Financial Statement is also presented.*

### 8. Rules Chair

- a. *Answer any rules questions coming from the members.*
- b. *Organize and conduct Rules seminars.*
- c. *Liaise with Zone 3 Rules Chair regarding Zone 3 and 4 Tournaments.*
- d. *Be the Head Rules official for all Zone 4 Tournaments.*
- e. *Liaise with Tournament Chairs re additional volunteer requirements for Tournaments.*
- f. *Develop Rules Sheets on each Tournament Course and Conditions of Play Information Sheets for Participants.*
- g. *Attend meetings and workshops called by the BC Golf Senior Manager of Field Operations or Rules Chair.*
- h. *Submit a report at each Zone 4 Women's Zone and Executive Meeting.*



## POLICIES & PROCEDURES MANUAL



### 9. 1st Team Chair

- a. The Chair is appointed by the Zone 3 and 4 Executive. 1<sup>st</sup> Team Chair is a member of the Zone 4 Executive Committee. She may be from either Zone 3 or 4.
- b. Set the dates for Zone 3 and 4 Team Matches and circulate the schedule for 1<sup>st</sup> Team Matches. Receive and record the team scores received from the participating after each playday.
- c. Respond to any questions or complaints from 1<sup>st</sup> teams. Any major issues with 2<sup>nd</sup> and 3<sup>rd</sup> Team Chairs should be referred to the 1<sup>st</sup> Team Chair, and if further discussion required refer to Zone 3 and 4 Executive Committee.
- d. Submit a report at each Zone Meeting, announcing results at the Fall Meeting.
- e. Maintain the Interclub and TeamMatch Play Manual.
- f. Present trophy to winning Team's Captain at the AGM

### 10. 2nd Team Chair

- a. Circulate the 2<sup>nd</sup> Team Schedule.
- b. Receive and record the team scores received from the host club after each play day.
- c. Respond to any questions or complaints from 2<sup>nd</sup> Teams. If further discussion is required, refer through 1<sup>st</sup> Team Chair to the Zone 3 and 4 Executive Committee.
- d. Submit a report at each Zone Meeting announcing the results at the Fall Meeting
- e. Present trophy to winning Team's Captain at AGM

### 11. 3rd Team Chair

- a. Circulate the 3<sup>rd</sup> Team Schedule.
- b. Receive and record the team scores received from the host club after each play day.
- c. Respond to any questions or complaints from 3<sup>rd</sup> Teams. If further discussion is required refer through 1<sup>st</sup> Team Chair to the Zone 3 and 4 Executive Committee.
- d. Submit a report at each Zone Meeting announcing the results at the Fall Meeting.
- e. Present trophy to winning Team's Captain at AGM.

### 12. Business Women's Chair

- a. Attend Zone 3 & Zone 4 Women's Executive Meetings, Spring and Fall Meetings and the Joint Zone 3 & 4 Joint Executive Meetings.
- b. Report on topics of interest from the Business Women's Executive and Zone 3 and 4 Business Women's Meetings.

### 13. Zone 3 and 4 Coordinator

- a. Arrange Courses for the Zone 3 and 4 Amateur, Senior and Junior Championships and negotiate fees when appropriate.
- b. Attend Zone Committee, Zone Executive and Zone 3 and 4 Joint Executive meetings.
- c. Be responsible for the Joint Zone 3 and 4 Executive Committee funds and budget.
- d. Chair the Joint Zone 3 and 4 Executive Committee Meetings.

### 14. Zone Representative

- a. Attend Zone Committee and Executive Meetings.
- b. Represent the Zone as a member of the Association Zone Council.
- c. Submit a report to the Zone on items from the Association and take items of concern from the Zone to the Zone Council. As part of the report, provide information to Membership regarding areas of involvement with the Association.



**Appendix 2.**

**NOMINATING COMMITTEE ROTATION – WOMEN'S ZONE 4**

Committees are formed based on an alphabetical listing of all Member Clubs/Groups in Zone 4. The Committee includes the Captain from each of the three Member Clubs/Groups listed below. The Captain of the first-listed Club/Group is named as the Chair of the Nominating Committee.

**2016**

Country Meadows  
Delta  
Fraserview

**2017**

Gleneagles  
Greenacres  
Langara

**2018**

Marine Drive  
Mayfair Lakes  
McCleery

**2019**

Mylora  
Musqueam  
Pender Harbour

**2020**

Point Grey  
Quilchena  
Richmond

**2021**

Seymour  
Shaughnessy  
Squamish Valley

**2022**

Sunshine Coast  
University  
Vancouver Chinese Ladies

**2023**

Vancouver G&CC  
Beach Grove  
Blue Ocean (Sechelt)

**2024**

Bowen Island  
Burnaby Mountain  
Capilano

**2025**

Country Meadows  
Delta  
Fraserview

**2026**

Gleneagles  
Greenacres  
Kings Links

**2027**

Langara  
Marine Drive  
Mayfair Lakes

**2028**

McCleery  
Mylora  
Musqueam

**2029**

Pender Harbour  
Point Grey  
Quilchena

**2030**

Richmond  
Seymour  
Shaughnessy

**2031**

Squamish Valley  
Sunshine Coast  
University

**2032**

Vancouver Chinese  
Ladies Vancouver G & CC  
Beach Grove

**2033**

Blue Ocean  
Bowen Island  
Burnaby Mountain

**2034**

Capilano  
Country Meadows  
Delta

**2035**

Fraserview  
Gleneagles  
Greenacres

**2036**

Kings Links  
Langara  
Marine Drive

**2037**

Mayfair Lakes  
McCleery  
Mylora

**2038**

Musqueam  
Pender Harbour  
Point Grey

**2039**

Quilchena  
Richmond  
Seymour