

EMERITUS GOLF MEMBERSHIP MANUAL



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Purpose

The purpose of this document is to ensure the Executive Director and the Board of Directors is communicating effectively with the membership.

If you believe there is any ambiguity, uncertainty, or clarity needed, you are encouraged to forward your concerns to info@emeritusgolf.ca.

Disclaimer

Emeritus Golf is politely reminding all players that whether you are playing competitively or not, the sole purpose of the tour is for fun and socially supporting our brothers and sisters in arms.

If your intent is to play competitive golf for the competition alone, we suggest that you consider following this link:

https://www.golfcanada.ca/competitions-calendar/

We are all here for fun!



MISSION STATEMENT

Emeritus Golf is committed to providing access to the game of golf to members of the Canadian Armed Forces, RCMP, first responders, both retired, serving and their families, in recognition of their selfless service to Canada.

MESSAGE FROM THE EXECUTIVE DIRECTOR

On behalf of the Board of Directors and fellow members welcome to Emeritus Golf!

Emeritus Golf co-founders and now the collective membership believes that veteran mental and physical health and wellbeing is best achieved through a community of their peers and families. Although, you will find opportunity at Emeritus Golf for competitive play, we primarily exist to support veteran comradery and fun play. If you are joining Emeritus Golf for those reasons, we will exceed your expectations.

Emeritus Golf is registered as a national soliciting not for profit cooperation and is governed under the Canada Not For Profit Act. Emeritus Golf is also registered as a "golf club without property" under the Golf Association of Ontario which enables us to operate as a multi course tour-based golf club across all provinces in Canada. Refer to Annex A for the Duties and Liabilities of the Directors.

The membership representation is made up of a Board of Directors that provides direction and guidance on the conduct and operations of Emeritus Golf. The 2021 Board of Directors are as follows:

Executive Director – Bruce Phillips CD – <u>bruce.phillips@emeritusgolf.ca</u>
Secretary – Duncan Phillips MMM, KStJ, CD – <u>Duncan.phillips@emeritusgolf.ca</u>
Treasurer – Daniel Archambault – <u>Daniel.archambault@emeritusgolf.ca</u>
Director – Troy Killingbeck CD – <u>troy.killingbeck@emeritusgolf.ca</u>
Director – Riad Byne CD – <u>riad.byne@emeritusgolf.ca</u>
Director – Tom Martineau CD – <u>tom.martineau@emeritusgolf.ca</u>
Director – vacant

Members are encouraged to engage with Directors about ideas and concerns they have or if you wish to volunteer. Alternatively, you can email us at info@emeritusgolf.ca.

Now that you have a membership you can vote at the Annual General Meeting (AGM) and have input in the future of Emeritus Golf.

Thank you for joining Emeritus Golf and hope you enjoy golfing with us!

Warm Regards, Bruce Phillips Executive Director

MEMBERSHIP



Membership with Emeritus Golf provides all members the opportunity to compete in any event in any city or province in Canada, given availability. Fun players play simply for fun!

Competitive players will be competing for a position on the Order of Merit. The membership fee is \$25.00 per person, per calendar year.

Eligibility

- Serving Canadian Armed Forces and veterans
- Serving RCMP and veterans
- First responders
- · Any family members of above

Types of Membership

- Veteran
- Family/Supporter

Player Category Requirements

- Non-Competitive Players:
 - Have an Emeritus Golf Membership in good standing
 - Adhere to the Players Code of Conduct
- Competitive Players:
 - Have an Emeritus Golf Membership in good standing
 - Have a Golf Canada Membership with valid HDCP
 - Adhere to the Player Code of Conduct
 - Adhere to the Rules of golf

Note:

Golf Canada membership is normally included with your course membership, otherwise you can purchase a Golf Canada membership with Emeritus Golf at a reduced fee. Information is found on our website or Golf Canada at https://join.golfcanada.ca/

Become a member and pay the membership fee using the Golf Genius app.

Go to the following portal to register and pay: www.golfgenius.com/ggid/2021emeritus
You are encouraged to download the app to your cell phone to keep score when playing in a tournament.

How we use Golf Genius:

- Members register to play an event. Registrations are not accepted after the cut-off date, no exceptions.
- Members pay for the event using a credit card. Cash is not accepted at events, no exceptions.
- If you are a member of a course, ensure you indicate the full name of the course when you register for that event. If a tournament is hosted at your home course, where you are a member, the course manager may elect to waive tee fees for you. There is no guarantee of waived fees.

Member Acknowledgement

By joining Emeritus Golf you accept and agree that you have read and understand the following:

Annex B - Bylaws

Annex E - Use of Logo

Annex F - Assumption of Risk and Release from Liability

Annex G - Code of Conduct Policy

Annex H - Code of Conduct Player Agreement

SCHEDULE

The tournament schedule is available on our website and updated as information becomes available. Refer to: https://emeritusgolf.ca/schedule

DRESS CODE



Emeritus Golf members and guests must adhere to the dress code of the course where the tournament/event is held.

CADDIES & SPECTATORS

Caddies are not permitted on the Emeritus Golf Tour unless the host course provides them in lieu of golf carts. Spectators are welcome at Emeritus Golf tournaments. However, spectators must never be on the player's tee-box, fairway or putting green. Additionally, spectators are not authorized to ride in a competitive player's cart without permission from the Tournament Director. It is not guaranteed that all courses authorize spectators.



GUEST POLICY

Each member can invite, and be paired with a guest, once a year. We hope that you will invite a potential new Emeritus Golf member, although, if you have a visitor in town and want them to play golf in an event, invite this guest.

The following rules apply:

- 1. Register your guest in Golf Genius.
- 2. Pay the regular event entry fee for your guest.
- 3. You and your guest acknowledge that they are not permitted to play competitive golf and are not part of the tournament in anyway.
- 4. Your guest will be paired with you.

WEATHER GUIDELINES



If there is extreme weather and the course is open to play, the Emeritus Golf Tournament will proceed as scheduled, unless the course deems it unsafe.

Weather delay:

Any delays will be determined by the golf course staff. If it becomes unplayable the tournament will be declared official, only if all players have completed at least nine holes.

Weather cancellation:

If a tournament is cancelled, a makeup date will be announced as soon as one is determined. There are no refunds. Your registration fee will be applied to the rescheduled game.

TOURNAMENT POLICIES

Only Emeritus Golf members may participate in Emeritus Golf tournaments and events, except for the guest policy, previously defined.

TOURNAMENT CANCELLATIONS AND NO SHOWS

All withdrawals from an Emeritus Golf tournament must be done before the event registration closes: 7 days prior to the event cut-off date.

The following applies:

- If a player withdraws from a tournament after the cut-off date their registration fee will be forfeited.
- If a player withdraws before the registration cut-off date their tournament fee can be transferred to another event.
- In the case that a player does not play in another tournament, their registration fee is non-refundable.

TOURNAMENT CHECK IN

Players are required to:

- Register at the sign-in table at least 20 minutes before the assigned tee time.
- After you have registered, go find your cart with your name on it and stow your gear.
- Be at the first tee box ten minutes prior to the assigned tee time.
- For shotgun starts, be at your cart 20 minutes prior to the start time to hear the local course brief and regulations.

TOURNAMENT TEE BOXES

All players will select their custom tee on registration. The following guidelines are used for determining length. <u>Use this formula to determine your custom tee:</u>



6500-6800 yards, commonly blue tees. 6000-6300 yards, commonly white tees. 6000-6300 yards, commonly white tees, between the ages of 50-59.

5700-5900 yards, commonly gold tees.

Ladies & Senior, aged 55+, most use the forward tee, the red tees.

An amputee may move up one tee box from their assigned tee box.

Note: These are the typical yardages that will be used for the regional and national Emeritus Golf Championships.

ON THE FIRST TEE

- Ensure you have the Golf Genius app on your cell phone to keep score.
- Keep score honestly for yourself, as known as player integrity.
- One of the group players can keep score for the group in Golf Genius.
- Each player should identify his ball with a distinctive marking and show it to their playing partners.
- Players must have no more than 14 clubs.

DURING THE ROUND

- Keep golf carts away from greens and bunkers.
- Follow course markings to keep golf carts on the paths and properly enter and exit the fairway.
- After each hole, players should announce their score for the hole, to be properly recorded to their attester.

PACE OF PLAY

• The goal is to play a round of golf within 4.5 hours. In order to do that, every player needs to play ready golf, defined as HIT WHEN READY. If you reach your ball and are ready to hit, even though the other members of your group are not yet prepared, go ahead and hit. Make sure your teammates are not in the way. Keep in mind that in stroke play competitions there are no penalties under the Rules of Golf for playing out of turn.



Non-Competitive players only - Additional Pace of Play Rules/Guidelines apply.
 Players must only post a maximum of double par on any one hole. After double par has been reached, the player must pick up the ball and move on to the next hole.

TOUR FORMAT

All tournaments are net stroke play and follow the Official Rules of Golf, with the following exceptions:

- 1. <u>Non-competitive Players only</u> can score a maximum of double par on any hole. At any time on a hole, if a player reaches double par (including penalty strokes) and the ball is not holed out, the player must pick up their ball.
- 2. <u>Competitive players</u> are reminded that the rules of golf apply including knowingly allowing other players to violate rules. There are no gimmies or mulligans permitted in competitive golf, players must hole out, period. Lift, clean, and place is a general rule and is imposed by courses.
- 3. All Players have a maximum of 3 minutes to locate a lost ball. When a player suffers a lost ball, after looking for 3 minutes, the group must determine where the ball was last seen, then the player must drop a ball as per the rules and continue to play.

FLIGHTS

Each Tournament will have 3 competitive flights called: A, B, C. Based on individual player HDCP index.

A: 0-9 B: 10-19 C: 20+

ORDER OF MERIT

The intent of the Order of Merit (OOM) is to award points for both consistent play and attendance.

Points will be awarded for each tournament played and to every player in each tournament based on their overall finish, in descending order, from lowest to highest net score.

For example: If there are 35 players, the first place net score will receive 35 points, second place will receive 34 and so on, with last place receiving 1 point.

Points will be calculated throughout the year to establish the OOM winners in each flight. If a player changes flights during the year due to an increase or decrease of their index (handicap), they will take their OOM points with them to their next flight.

SKINS

Skins is not considered part of the Emeritus Golf tournament, however, to facilitate this option the Golf Genius app can be used. All players in the tournament are eligible to play Skins as long as they are in the competitive category. Although, Golf Genius will score skins players that elect to play will be required to administer it by themselves.

Note: Skins is considered side betting.

SPONSORS

Emeritus Golf is dependent on donations and sponsorship to operate.

We happily accept donations in the following form:

Money

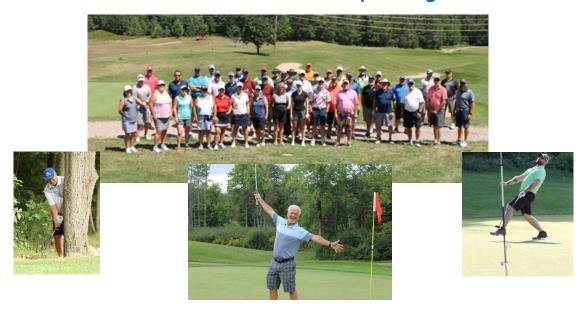
- Cheque, cash or money order
- Website online donations
- Member no cost fundraising <u>Fundscrip</u> In-Kind
- Volunteering: photography, fundraising and more
- Gifts: meals at a tournament event or prizes such as gift cards

FUNDRAISING

Membership involvement in fundraising is key to supporting not for profit organizations. Emeritus Golf member benefits are directly related to fundraising, such as: prizes at the tournament events.

We encourage all members and their families to fundraise and support Emeritus Golf using the no cost fundraising system <u>Fundscrip</u>. It's easy and beneficial to all members!

Ya like to have fun... let's keep having fun!



ANNEX A - DUTIES AND LIABILITIES OF DIRECTORS AND OFFICERS OF EMERITUS GOLF INC.

Approved with amendments on 7 January 2021-01-07

The Directors of Emeritus Golf Inc. are responsible for supervising the activities of the organization and for making decisions regarding those activities. The Officers are responsible for executing those decisions and for day-to-day operations. Directors are required by Canadian law to fulfill two principal duties: a fiduciary duty and a duty of care. Failure to comply with either duty can subject a director to personal liability. It is the fiduciary duty of a Director to act honestly and in good faith, with a view to the best interests of Emeritus Golf Inc. The duty of care requires Directors to take appropriate steps to make informed decisions by ensuring that they have the necessary information.

BOARD MEMBER - MEMORANDUM OF AGREEMENT (MOA)

As a member of the Board of Directors of Emeritus Golf Inc., I understand that I have a legal and ethical responsibility to ensure that the organization achieves its stated purpose. I also understand that my duties include:

- 1. Legal, fiscal and moral responsibility. Therefore, I will undertake to:
 - Be familiar with our budget and take an active part in the budget planning process.
 - Participate in developing policies and programs and oversee their implementation.
 - Take responsibility for making board related decisions.
 - Represent the organization to the public and to serve as a spokesperson.
 - Keep up to date on the operation of the organization.
 - Excuse myself from discussions, decisions and votes where I might have a conflict of interest.
- 2. Attendance at two board meetings per year (four are normally scheduled). Should I not be able to attend a meeting in person, I will, if needed, be available for telephone consultation.
- 3. Active participation in fundraising activities.

Should I not be able to fulfill these commitments to the organization, I understand that the Chair or Vice Chair of the Board of Directors (BoD) will call upon me to discuss my responsibilities. Should there come a time where I am no longer able to fulfill my obligations to the organization, it will be my responsibility to resign from the Board of Directors.

As a board member, I understand that the organization will be responsible to me in the following ways:

- 1. I will be provided with financial statements and reports of the organizations activities that allow me to meet the "prudent person" standards of Canadian Law.
- 2. Opportunities will be provided for me to discuss with the Chair or Vice Chair of the BoD, and all board members the organization's programs, goals, activities and status.
- 3. It is expected that board members and the Chair of the BoD will respond in a straightforward manner to questions that I feel are necessary to carry out my fiscal, moral and legal responsibilities to the organization.
- 4. The Chair, Vice Chair, Board members and the Executive Director will work in good faith with me towards achievement of the organization's goals.
- 5. If the organization does not fulfill its commitment to me, I may call on the Chair or Vice Chair of the BoD to discuss the organization's responsibilities to me.

ANNEX B - BY LAWS

As amended 15 Sept 2019

Article 1 - Name and Purpose

Section 1 - Name:

The name of the organization shall be Emeritus Golf. It shall be a not-for-profit organization incorporated under the Canada Not-For-Profit Corporations Act.

Section 2 - Purpose:

Emeritus Golf is committed to providing access to the game of golf to members of the Canadian Armed Forces, First Responders, both retired, serving and their families, in recognition of their selfless service to Canada. We are also prepared to offer assistance to under-resourced groups.

Article 2 - Membership

Section 1 - Eligibility:

Application for voting membership shall be open to anyone in the following: Canadian Armed Forces (CAF) serving member, CAF retired or veteran, serving or retired First Responder (police, firefighter, and paramedic) and families of the afore mentioned over 18.

Section 2 - Membership Conditions:

The amount required for annual dues shall be \$25.00 CDN for the first calendar year and \$25.00 for each subsequent year. A life time membership is available for \$250.00. All of the membership fees are based on the calendar year and are not refundable. A \$10.00 non-refundable fee will be charged for each individual tournament to cover onsite costs. Future annual dues rates may be established by the Board of Directors (BoD) and published annually. Membership is granted after completion and submission of a membership application and annual dues. To have voting privileges and playing rights, each member in good standing must possess a valid Golf Canada (GC) membership that provides a valid handicap index. A GC membership may be obtained through an applicant's local golf course or directly from GC. As all communication within the organization will be by e-mail, it is the individual member's responsibility to advise the organization of a current e-mail address.

Section 3 - Rights of Members:

Each member shall have the right to cast one vote in the organization's elections. A member may resign from the organization by filing an e-mail notice with the Secretary. A member can have their membership terminated by a majority vote of the BoD.

Article 3 - Meetings of Members

<u>Section 1 - Annual General Meeting:</u>

An annual general meeting (AGM) of the members shall take place in the fall of each year, the specific time, date and location of which shall be designated by the BoD. At the AGM the members will elect Directors and Officers, receive reports on the activities of the organization and determine the direction of the organization for the coming year.

Section 2 - Special Meetings:

Special Meetings may be called by the BoD. A petition signed by ten (10) voting members may also call a Special Meeting.

Section 3 - Notice of Meetings:

Notice of meetings will be by e-mail only and not less than two (2) weeks before the meeting. There is no requirement to mail proxies under this system. Once the e-mail notice has been sent, voting can begin immediately after a second e-mail is sent with the issues to be voted on. The member simply clicks on the ballot and votes and sends it back to the BoD. Voting by e-mail will continue up to 1(one) hour before the planned start of the meeting.

Section 4 - Quorum:

The members present or participating by e-mail or audio/video conferencing technology, at any properly called meeting will constitute a quorum.

Section 5 - Voting:

All issues to be voted on shall be decided by a simple majority of those physically participating at the meeting as well as those who are not able to attend in person and are using e-mail or audio/video conferencing technology, which are the only other authorized means.

Article 4 - Board of Directors (BoD)

Section 1 - Role, Size, and Compensation:

The BoD is responsible for overall policy and direction of the organization and may delegate day-to-day operations to any staff member or committee. The BoD has seven (7) members currently; however, this may be increased by a vote of members at an AGM. The BoD shall never have more than ten (10) members. The BoD shall receive no compensation other than reasonable expenses.

Section 2 - Terms:

All BoD members shall serve two (2) year terms and are eligible for re-election for up to five (5) consecutive terms.

Section 3 - Meetings and Notice:

Regular meetings of the BoD shall be held at least quarterly, at an agreed time and place. Notice must be given at least one (1) week in advance. Special meetings of the BoD may be called with forty-eight (48) hour notice. A Director may participate in an annual, regular or special meeting by or through the use of any means of communication by which all participating may simultaneously hear each other. Meetings may be conducted in person or by audio/video conferencing technology.

Section 4 - Election Procedures:

New and current Directors shall be elected or re-elected by the voting members at an AGM. Directors will be elected by a simple majority. A Board Development Committee will be established to nominate a slate of prospective candidates, representing our organization's diverse membership. In addition, any member can nominate a candidate to the slate of nominees providing this is received by the Secretary no later than two (2) weeks prior to the date of the AGM.

Section 5 - Quorum:

A quorum must be attended by at least forty (40) percent of BoD members for business transactions to take place and motions to pass.

Section 6 - Officers and Duties:

There shall be three (3) Officers of the BoD consisting of a Chair, Secretary and Treasurer. Their duties are as follows:

The Chair (for our purposes at this time is named the Executive Director but normally is the senior paid staff position responsible to the BoD) shall convene and preside over meetings of the BoD.

The Secretary shall be responsible for keeping records of BoD actions, including overseeing the taking of minutes of BoD meetings, sending out meeting announcements, distributing records of meetings and agendas to BoD members and assuring that corporate records are maintained.

The Treasurer shall be responsible for making financial information available to the BoD as well as to the members and the public. The Treasurer will make a report at each BoD meeting as well as prepare a budget.

Section 7 - Vacancies, Resignation, Termination:

If a vacancy occurs in mid-term the Secretary must receive nominations from serving BoD members one (1) week in advance of a BoD meeting. The vacancy will be filled only to the end of the term of the previous BoD member. Resignations from the board must be received by the Secretary by e-mail. A BoD member may be removed by a simple majority vote of the remaining Directors.

Section 8 - Conflict of Interest:

Any Officer, Director or staff member of the organization shall have a duty to disclose any potential conflict of interest by virtue of business or charitable affiliation. Any conflict of interest real or potential shall be disclosed by the BoD member affected. Said BoD

member will render the material facts. The BoD member will not be able to take part in any discussion or vote on the subject.

Article 5- Committees

Section 1 - Committee Formation:

The BoD can create committees whether they are Standing/Permanent Committees or ad hoc committees raised for a specific purpose and subsequently disbanded. The BoD chair appoints all committee chairs.

Section 2 - Executive Committee:

The three Officers serve as members of the Executive Committee. The executive committee shall have all the power and authority of the BoD in the intervals between meetings of the BoD and is subject to the direction and control of the full BoD. That authority however does not extend to amending the Articles of Incorporation and these by laws, which is the prerogative of the full membership and must come before them at an AGM.

Section 3 - Finance Committee:

The Finance Committee is chaired by the Treasurer who is aided by at least one other BoD member. The Finance Committee is responsible for developing and reviewing fiscal procedures, fundraising plans and the annual budget. The BoD must approve the budget and all expenditures must be within the budget. Any change in the budget must be approved by the BoD or the Executive Committee. The fiscal year shall be the calendar year. Annual reports are required to be submitted to the BoD showing income, expenditures and pending income. The financial records of the organization are public information and shall be made available to the membership, the BoD and the public.

Section 4 - Advisory Council:

The Advisory Council is comprised of the incumbent National and Provincial Golf Tournament Coordinators as well as the Public Relations Coordinator (PRC) and the Sponsorship Coordinator (SC). The task given to this committee is to plan and execute golf tournaments across Canada. The process, including the safeguarding of our name and logo will be managed by the National Tour Coordinator (NTC) in close cooperation with the respective Provincial Coordinators (PC). The Emeritus Golf Tournament Aide Memoire at Annex A provides details as to the execution of the tournaments.

Article 6- Executive Director and Staff

(Although we do not have one now there may come a time when it would be convenient to have some terms of reference)

Section 1 - Executive Director:

The Executive Director (ED) is hired by and reports to the BoD to carry out the day-to-day operation of the organization including directing the work of any staff. The ED will attend all meetings of the BoD and the AGM. The ED will report progress of the

organization and answer any questions asked and carry out the duties spelled out in the job description.

Article 7- Use of Copyright Logo and Trademarks

Section 1

The use of our copyrighted materials, logo and trademarks will be strictly controlled by the BoD. Permission to use these may be delegated for use at tournaments and elsewhere upon request.

Article 8- Amendments

Section 1 - Amendments:

These Bylaws may be amended when necessary by two-thirds majority of the members attending an AGM. Proposed amendments must be received by the Secretary at least two (2) weeks before the planned meeting.

Certification:

These initial Bylaws were approved at a meeting of the BoD on 21 March 2019 and amended by the membership at an AGM held on 15 September 2019.

ANNEX C - FUNDRAISING COMMITTEE TERMS OF REFERENCE

Committee Name

Emeritus Golf Fundraising Committee (EGFC)

Type

The Emeritus Golf Fundraising Committee (EGFC) is a standing committee that provides advice, guidance, and recommendations to the Board of Directors in all matters related to fundraising.

Purpose

The EGFC was created to develop, implement and deliver Emeritus Golf's 3-Year Fundraising Strategy.

Membership

The EGFC will have four (4) to six (6) members. The only mandatory EGFC member is the Chair of the committee, who will be the Treasurer of Emeritus Golf. The other members of the EGFC will be on a volunteer basis. Volunteers can be anyone who has a link to Emeritus Golf (i.e., other Board of Director members, playing members, family members of playing members, friends of Emeritus, etc.). The only criteria for becoming a volunteer are believing in Emeritus Golf's mandate and a passion for fundraising.

Authority

The EGFC has the authority to develop and recommend for approval by the Board of Directors, a 3-Year Fundraising Strategy for Emeritus Golf.

Roles and Responsibilities

Board of Directors

- Discuss and approve the recommended yearly fundraising targets submitted by the Treasurer on behalf of the EGFC.
- Provide spending authority to the EGFC in accordance with the fundraising strategy.

Committee Chair

- Lead the EGFC.
- Report to the Board of Directors on behalf of the EGFC.
- Approve expenditures based on the Board approved Fundraising Strategy.
- Provide a guarterly fundraising and expenditures report to the Board of Directors.
- Manage the fundraising budget according to the requirements set forth by the Board of Directors

Volunteer members

- Actively participate in all EGFC meetings.
- Lead one of the fundraising activities in the 3-Year Fundraising Strategy.
- Handle all monies collected at various fundraising events with *probity* (i.e., the quality of having strong moral principles, honesty and decency).
- Provide quarterly updates on results of the fundraising activities they are leading.

Meeting arrangements

Meetings will take place monthly and will be organized by the Chair. Ad-hoc meetings may be required during peak fundraising blitzes. The following meetings are mandatory:

- January Board of Directors meeting Present new yearly fundraising targets for approval by the Board of Directors.
- Monthly EGFC meetings 2nd Tuesday of every month.
- November EGFC meeting Prepare year-end fundraising report.
- December Board of Directors meeting Present year-end fundraising report to the Board of Directors for approval.
- December EGFC meeting Prepare new yearly fundraising targets.

Reporting

The EGFC will report to the Board of Directors through the Treasurer.

Budget

 The 3-Year Fundraising Strategy will include a section on budget detailing the monies required to deliver the strategy. This budget must be approved by the Board.

Deliverables

- The following are the deliverables the EGFC will be responsible for:
- Develop a draft 3-year Fundraising Strategy for Emeritus Golf.
- Recommend the draft 3-year Fundraising Strategy to the Board of Directors for approval.
- Report monthly on the status of the Fundraising Strategy.
- Maintain a detailed record of monies raised and budget spent throughout the year.

ANNEX D - TOURNAMENT COMMITTEE TERMS OF REFERENCE

Committee Name

Emeritus Golf Tournament Committee (EGTC)

Purpose

The purpose of the Tournament Committee is to aid in the development, organization and execution of all Emeritus Golf tournaments. The committee will ensure that tournaments are carried out in accordance with direction received by the Board of Directors and deal with all issues relating to golf tournaments including player relations, Order of Merit and code of conduct.

Membership

The only mandatory EGTC member will be the Chair of the committee who will be appointed by the Board of Directors. The committee will not exceed five members; the Chair may appoint other committee members who will be volunteers drawn from the general membership. Criteria for volunteering with the EGTC is dedication and a good knowledge of golf as well as the process required to organize a successful tournament.

Roles and Responsibilities

- Develop and execute planned tournaments directly with courses and/or support members who accept the responsibility of organizing a tournament in their area.
- Enhance and maintain a positive and professional relationship between Emeritus Golf, members and host courses.
- Develop and implement the Player Code of Conduct.
- Develop and maintain a standardized tournament design template that includes: golf policies, communication of tournament details, use of the Golf Genius application, and categorization of players, player recognition and Order of Merit (OOM).
- Provide budget details to the Treasurer.
- Bring player concerns to the Board of Directors should the committee not be able to resolve issues at hand.

Reporting

The EGTC will report to the Board of Directors through the Committee Chair.

Budget

The EGTC budget will be approved by the Treasurer.

ANNEX E - LOGO

The Emeritus Golf Logo is a registered trademark with the Canadian Intellectual Property Office of Innovation, Sciences and Economic Development Canada (ISED).

The Emeritus Golf Logo was registered on September 30, 2019.

The issued file number is: 1986088

Using the Official Emeritus Golf Logo:

To use the Official Emeritus Golf logo refer to the By Laws section in this document, Article 7 - Use of copyright logo and trademarks

ANNEX F - ASSUMPTION OF RISK AND RELEASE FROM LIABILITY

By signing or electronically submitting a membership application on our website, and registering to participate in an Emeritus Golf Tour event, the player understands and agrees to indemnify and hold harmless Emeritus Golf Inc.

Players understand that there are certain dangers involved with participating in a golf event, including but not limited to being struck by lightning, getting hit by a golf club, suffering from heat exhaustion, heart attack, or injury from uneven terrain. The player assumes and solely accepts these risks.

By participating in an Emeritus Golf event, the player waives all claims of injury to body or property against the Emeritus Golf and/or the Emeritus Golf Directors or volunteers.

Additionally, the player agrees that while on the premises of sites hosting the Emeritus Golf Tour (Event), as well as all other presenting sponsors, co-sponsors and representatives affiliated with the tournament, the player, and any guest, relative or anyone else affiliated with the player, shall be present at their own risk, and that the Emeritus Golf Inc and/or Board of Directors or volunteers shall not be liable for any claims for injuries or damages whatsoever to the person or property of the player.

ANNEX G - CODE OF CONDUCT POLICY

Emeritus Golf takes great pride in the quality of its players both competitive and non-competitive, host facilities and broad community involvement at each tournament. In order to continue making Emeritus Golf tournaments enjoyable for everyone, all competitors are required to adhere to the Emeritus Golf Code of Conduct. The Emeritus Golf Code of Conduct must be followed by all players, guests and caddies, on and off the golf course, throughout the entire tournament, including practice rounds.

Emeritus Golf will not tolerate swearing, vulgar language, club throwing, alcohol abuse, lack of golfing etiquette, improper use of golf carts, or other such behavior. Such conduct may result in tournament disqualification, suspension or permanent expulsion from Emeritus Golf.

Violations of the Code of Conduct:

- Unsportsmanlike conduct,
- Abusive language, club throwing, disrespect to volunteers, officials or fellow-competitors, or abuse of golf course property.
- Consumption of alcoholic beverages or drugs that cause behavioural problems.
- Competitive player's failure to accept official rulings and penalties.
- Competitive player repeatedly breaking the rules of golf or permitting other players to do so.
- Failure to adhere to the dress code policy while on the host facility property.
- Any vandalism at a host course or hotel, abusive behaviour to host guest or their property.
- Any other conduct unbecoming of an Emeritus Golf player that is to be viewed by the Board of Directors as a discredit to Emeritus Golf.

Code of Conduct Penalties:

A player's entry may be withdrawn at any time by Emeritus Golf without refund as well as suspension from future Emeritus Golf tournaments. Stolen valour is grounds for immediate termination of your membership with Emeritus Golf and any events associated.

Emeritus Golf is the sole judge in determining conduct unbecoming and may assess any or all the preceding penalties based on the severity and frequency of the violation(s). Any violation will result in a written letter to the player. Any competitor who is under suspension will not be eligible for championships.

The player acknowledges that Emeritus Golf has a discipline policy for conduct in recreational programs, tournaments and facilities. They further understand that Emeritus Golf has full authority and discretion on how it interprets the Code of Conduct Policy and is the final authority to determine the outcome of any player that violates our Code of Conduct.

ANNEX H - CODE OF CONDUCT PLAYER AGREEMENT

As a member of Emeritus Golf, I pledge to:

- 1. Cooperate with other players, Emeritus Golf staff/volunteers, golf course staff and officials at all times.
- 2. Refrain from the use of vulgar language, profanity, and obscene gestures.
- 3. Refrain from becoming intoxicated or drinking excessively.
- 4. Never cause physical, verbal or emotional harm to another player, Emeritus Golf staff/volunteers, golf course staff or officials.
- 5. Treat the Emeritus Golf staff, golf course staff, officials, other players and spectators with respect at all times.
- 6. Listen to and follow all given directions/instructions from staff and officials.
- 7. Ask officials or staff, in a calm manner, to explain any rules I do not understand.
- 8. Respect the golf courses and facility amenities.
- 9. Always Participate in a sportsmanlike and safe manner.
- 10. Read the Emeritus Golf tournament rules and adhere to them at all times.
- 11. Uphold the Emeritus Golf ethos of fun healthy competition and sportsmanship.

If I fail to abide by the Emeritus Golf Code of Conduct, then depending on the seriousness of the offense(s), any or all of the following consequences may occur:

- 1. Verbal Warning
- 2. Removal from the tournament.
- 3. Temporary suspension from league play
- 4. Permanent expulsion from the Emeritus Golf
- 5. Disqualification from advancing to a Championship or any event in the future

Note: There is no refund of registration fee or membership fee.

ANNEX I - HOW TO HOST A TOURNAMENT

Any member of Emeritus Golf can organize a golf tournament at their host course, the organizer becomes what is known as Tournament Director (TD).

To host a tournament, follow these instructions:

Speak to the golf staff and ask about hosting an event. Negotiate a price with carts. Negotiate prizes (complimentary rounds/gift cards, or other gifts) with the course Director. You are bringing players to the course so be aware that it is a Return on Investment (ROI) for the course director to negotiate some prizes. TD should manage expectation of Emeritus Golf, only prizes described in Tournament Awards are provided.

Good planning strategies: Check the club schedule to avoid club championships; never plan for a long weekend; Mother's/Father's Day. You can sometimes get better rates given time of day or day of the week. Check the current Emeritus Golf Tour Schedule for local tournaments close to you, too much overlap will bring down attendance. Avoid competing with other popular events, such as the Army Run where our veterans attend.

Reminders:

- 1. Get as much information as possible, such as: fees, rain delays and cancellation policies, start time, type of start, tee intervals, and the like.
- 2. Email all the information to info@emeritusgolf.ca including the course name, fees (including taxes), location with a complete address and the courses website link, their phone number, contact person, etc.
- 3. Once the TD reports these details to Emeritus Golf and we add an eCommerce fee from Stripe and any possible credit card fees (we do not absorb any fees as a not for profit).
- 4. The fee must be a firm amount and including HST.
- 5. Any additional costs for extra carts or meals will not be absorbed by Emeritus Golf. If you include a free meal and it is inclusive in price for all, that is accepted and appreciated.
- 6. Your request to host an event will be reviewed by Emeritus Golf. If approved, you will be contacted to proceed with the event preparation. Emeritus Golf advertises using Golf Genius.
- 7. As the host, prepare yourself to answer random questions from the group. For example: what time does the kitchen close? are their good restaurants nearby? It is also your responsibility to introduce the starter and run-down local rules. Basically, you are there to ensure a positive playing experience for all participants.
- 8. Last note and very important, do not become personally liable by signing a contract. If the course requires a signed contract email it to our Treasurer:

 <u>Dan Archambault</u> prior to the event and with ample time (at least 7 days). The Treasurer has sole signing authority for Emeritus Golf.

ANNEX J - VOLUNTEERS

Why volunteer?

With busy lives, it can be hard to find time to volunteer. However, the benefits of volunteering can be enormous. Volunteering offers vital help to people in need, worthwhile causes, and the community, and the benefits can be even greater for you, the volunteer. The right match can help you to find friends, connect with the community, learn new skills, and even advance your career.

Giving to others can also help improve your mental and physical health. It reduces stress, combats depression, keeps you mentally stimulated, and provides a sense of purpose. While it's true that the more you volunteer, the more benefits you'll experience, volunteering doesn't have to involve a long-term commitment or take a huge amount of time.

Benefits of volunteering:

- Improves mental health with a feeling of being healthier and happier
- Connects you to others
- Can advance your career by learning a new skill
- Brings fun and fulfillment to your life

Emeritus Golf like any other not for profit operates with volunteers including Board of Directors, Tournament Coordinators, photographers, and the like. If you are interested and motivated, with time to spare, we have volunteer opportunities, email us at: info@emeritusgolf.ca

ACKNOWLEDGEMENTS

Bruham Food Mart (Pembroke, ON)

Canadian Military Family Magazine

Clublink (ON)

Dany Assaf (Toronto, ON)

ERT Environmental Response Team (Kingston, ON)

Fielding's Tire and Auto (Kingston, ON)

FlagStick

Golf Association of Ontario (GAO)

Golf Canada

Hydrathletics (Kingston, ON)

IG Wealth Management (Kingston, ON)

Immerse Spa Kingston

Institut de psychotraumatologie - Sanctuaire des Héros (Gatineau, QC)

Kevin Haime Golf School (Ottawa, ON)

Lise Préfontaine Consulting Inc, Technical Writing/Editing Services (Kemptville, ON)

Management Design Inc, Human Resources Services (Gatineau, QC)

PGA Canada

Professional Pumps and Water Treatment Kingston (Kingston, ON)

Revell Ford (Kingston, ON)

Spartan Wellness (Ottawa, ON)

SpeedPro Signs Kingston (Kingston, ON)

Steve Jeffery Realty (Kingston, ON)

The Commissionaires (Kingston, ON)

The Live Well Centre (Kingston, ON)

Tobin Lake Trophy Adventures (Nipawin, SK)

Tony Graham Lexus (Ottawa, ON)

Voxlife

Wounded Warrior Weekend Foundation (Nipawin, SK)

YourTV Kingston (Kingston, ON)

COURSES

Alberta Edmonton Garrison Memorial Golf & CC

British Columbia

Manitoba Shilo Country Club

New Brunswick Gage Golf & Curling Club

Newfoundland

Nova Scotia Hartlen Point Golf Club

Ontario Eagle Creek Golf Club - Clublink

Smuggler's Glen Golf Course GreyHawk Golf Course – Clublink

Garrison Golf Course Petawawa Golf Club

Canadian Golf & Country Club

Kanata Golf & Country Club - Clublink

eQuinelle Golf Course
Metcalfe Golf Course
Timber Ridge Golf Course
Roundel Glen Golf Course
Southbrook Golf & Country Club
Woodington Lake Golf Course

Smith Falls Golf & Country Club

Prince Edward Island

Quebec Club de Golf Hautes Plaines – Clublink

Saskatchewan Evergreen Golf Course

ARTICLES & NEWS ABOUT EMERITUS GOLF

Canadian Military Family Magazine

Flagstick Magazine

Flagstick TeeTalk

Global News

TSN 1200 - Tee it Up! With Kevin Haime

BOARD OF DIRECTORS APPROVAL

The Secretary, Duncan Phillips, motions to adopt this document on March 25, 2021.

Motion is seconded by the Executive Director – Bruce Phillips.

Executive Director – Bruce Phillips CD

Signature: Bruce Phillips

Secretary - Duncan Phillips MMM, KStJ, CD

Signature: Duncan J Phillips

Duncan J Phillips (Mar 26, 2021 19:09 EDT)

Treasurer - Daniel Archambault

Signature: Daniel Archambault (Mar 28, 2021 17:04 EDT)

Director - Troy Killingbeck CD

Signature: Troy Killingbeck (Mar 28, 2021 07:33 EDT)

Director - Riad Byne CD

Signature: Riad Byne (Mar 29, 2021 14:06 EDT)

Director - Tom Martineau CD

Signature: **T.P.Martineau**

T.P.Martineau (Mar 28, 2021 18:28 EDT)