



# 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](mailto: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/](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 corporation](#) 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 2022 Board of Directors are as follows:

Executive Director – Daniel Archambault - [daniel.archambault@emeritusgolf.ca](mailto:daniel.archambault@emeritusgolf.ca)

Secretary – Duncan Phillips MMM, KStJ, CD – [duncan.phillips@emeritusgolf.ca](mailto:duncan.phillips@emeritusgolf.ca)

Treasurer – Daniel Archambault – [daniel.archambault@emeritusgolf.ca](mailto:daniel.archambault@emeritusgolf.ca)

Director – Tom Martineau CD – [tom.martineau@emeritusgolf.ca](mailto:tom.martineau@emeritusgolf.ca)

Director – Jim Myler CD - [jim.mylers@emeritusgolf.ca](mailto:jim.mylers@emeritusgolf.ca)

Director - Sarah Bardelli - [sarah.bardelli@emeritusgolf.ca](mailto:sarah.bardelli@emeritusgolf.ca)



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](mailto: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,

Daniel Archambault  
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. The membership fee is \$25.00 per person, per calendar year.

Fun players play simply for fun!

Competitive players will be competing for a position on the Order of Merit.

## Eligibility

- Serving Canadian Armed Forces members and veterans
- Serving RCMP members and veterans
- First responders
- Any family members or supporters of Emeritus

## 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 directly through Golf Canada.

Information can be found @ Golf Canada at <https://join.golfcanada.ca/>

## **Using the Golf Genius app.**

Club Link manages Golf Genius for us and will issue a different URL annually which you will be notified of when you register each year. Go to the portal to register and pay, then use your cell phone to manage your golf season with Emeritus Golf.

Members use Golf Genius to:

- Contact the league managers
- View the season schedule
- Register for rounds
- Keep track of hole-by-hole scoring
- Track the live leaderboard
- Record all scores, and
- Track your Order of Merit points

## **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. Spectators are welcome at Emeritus Golf tournaments.



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. Not all courses may authorize spectators.

## GUEST POLICY

Each member can invite and be paired with a guest(s). However, guests may not play competitively nor be part of the scoring system. We hope that you will invite potential new Emeritus Golf members.

The following rules apply:

1. Register your guest by emailing one of the tournament committee members thru the Golf Genius app.
2. Guest will be added to the round and will pay at the course pro shop during registration.
3. You and your guest acknowledge that they are not permitted to play competitive golf but will be entered into the draw for non-competitive prizes.
4. In the event your guest is a no show the member will be responsible for any fee's owed.
5. Your guest will be paired with you for the round.



## 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:

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. Refunds given in exceptional circumstances only.

## TOURNAMENT CHECK IN

Players are required to:

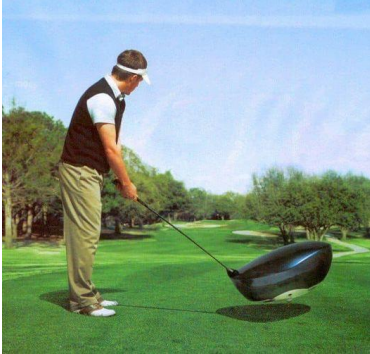
- Register at the sign-in table at least 30 minutes before the assigned tee time.
- After you have registered, go find your cart with your name on it and stow your gear.
- Be at the first tee box ten minutes prior to the assigned tee time.
- For shotgun starts, be at your cart 20 minutes prior to the 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.  
[Use this formula to determine your custom tee:](#)

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.

An amputee may move up one tee box from their assigned tee box. Due to permanent physical injuries Golf Disabilities rules will apply.

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

### ON THE FIRST TEE

- Ensure one player is selected to use the Golf Genius app on your cell phone to keep score.
- Keep score honestly for yourself, also known as player integrity.
- 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, bunkers and tee boxes.
- 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. Non-competitive Players only 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. Competitive players 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.
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.

## COMPETITIVE FLIGHTS

Each Tournament will have 4 competitive flights: A Flight, B Flight, C Flight and Ladies Flight, based on individuals index.

A Flight 0-9.9

B Flight: 10-19.9

C Flight: 20+

D Ladies Flight all competitive women

## ORDER OF MERIT

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

Stableford Format:

Points awarded: Bogey –1, Par – 2, Birdie – 3, Eagle – 4 Albatross - 5.

All players will receive 5 pts for every round they attend.

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.



## Prizes (Fundscript Gift Cards)

Flight A = \$35

Flight B = \$35

Flight C = \$35

Ladies Flight = \$35

Non-competitive Winner x 2 = \$35

Par 3 Winners x 4 = \$25

## 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 – [Fundscript](#) 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 [Fundscrip](#). 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. Membership fees are based on the calendar year and are not refundable. 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 play competitively members 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**

### **Section 1 - Annual General Meeting:**

An annual general meeting (AGM) of the members shall take place in the fall of each year. The AGM may be conducted virtually. The specific time, date shall be designated by the BoD. At the AGM the members will elect Directors, 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 authorized positions. 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. The officers will be elected by the BoD as soon as possible after the Annual General Meeting (AGM). Their duties are as follows:



The Chair, currently also named the Executive Director (ED) 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 Volunteers with particular expertise that is a benefit to Emeritus Golf who provide input to the BoD. The composition will vary dependant on circumstances. Members may be invited to sit with the BoD, on invitation, without voting rights.



## **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**

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 quarterly 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. These points are covered below in Roles and Responsibilities.

## 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, rules of golf including course local rules, 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.

## Meetings

The committee will hold the following meetings organized by the Chair:

- Pre-season meeting (first week of March) to discuss and confirm the upcoming season and schedule.
- Post tournament meetings throughout the tournament schedule.
- End season meeting (first week of October) to discuss results of the tournament season, review Terms of Reference, preparation and scheduling for the upcoming season.
- Emergency meetings if required due to scheduling or player issues.
- Minutes will be recorded and shall be provided to the Board of Directors ensuring oversight and transparency.

## Reporting

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



## **Budget**

The EGTC budget will be approved by the Treasurer.

## **Review**

During the end season meeting, the Terms of Reference will be reviewed and adjusted if required. The results of this review will be presented to the Board for approval.



# 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 a verbal warning, a 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 if possible (complimentary rounds/gift cards, or other gifts) with the course Director. TD to coordinate any additional prizes over and above what is provided by Emeritus Golf.

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 alike.
2. Email all the information to [info@emeritusgolf.ca](mailto: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 there 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 prior to the event and with ample time (at least 7 days). The Treasurer has sole signing authority for Emeritus Golf.



# Emeritus Golf Tournament Directors Checklist

## Before the Tournament

1. Put the trailer in position ☐
  - Have a pre-determined parking space allocated by the course (x2 truck and trailer)
  - Be prepared to help with the Emeritus Golf Registration set up and placement of flags and banners.
  
2. Emeritus TD will connect with the Course Point of Contact (POC) ☐
  - Introduce Tournament Committee members to club pro/staff
  - Final confirmation of the Tee sheet, carts
  - Any last-minute changes to the round will be handled here
  
3. Organize and direct the volunteers ☐
  - Display Emeritus signs and banners in the predetermined locations
    - ❖ Registration table, random locations around the club house and Banquet Room
  - Any tasks or games to be completed (i.e., ticket and clothing sales, putting competitions, hole in one judge(s), etc.)
  
4. Explain to the photographer (volunteer) where to set up and work during the entire round ☐
  - Connect with (inset photographer name) for camera and user instructions.
  - Is there a cart available for the photographer to use?
  
5. If local media is covering the event, create a list of who could be interviewed. ☐
  - Tournament Director
  - Committee member(s)
  - Emeritus Board Member(s), and
  - Emeritus member (Ex. of Qs: Why did you join Emeritus Golf? What has your experience been like so far?)



6. Registration Table set up (if possible, have power for laptop) ☐
- Have the Tee Sheet available and participants checked off as they arrive
  - Have a list of Cart #'s with names (if available)
  - 50/50 Ticket sales
  - Door Prize Tickets
  - Set-up any swag to give to the members
  - Pass on any pertinent info regarding Tee Times, food and drink deals, washrooms and the meeting location after the round for presentations of prizes.
7. Hitting the green on Par 3's ☐
- Ensure Markers are available on 4x par 3's
  - Inform who will bring the markers to each hole
  - Inform who will bring back the markers after the round

## During the Tournament

8. 20 minutes prior to the start of the tournament, all members will be at their assigned carts ☐
- BOD Welcome
  - TD Local rules explanations
  - Shotgun start instructions to be given for movement to the holes.
9. 10 minutes prior to the start of the tournament, all members at the first tee ☐
- Starter will give instructions as required
  - Picture with groups here
10. Pace of Play ☐
- TD and TC to work with the local marshals
  - If there is a rules violation the TD, a member of the TC or Course Pro to make ruling.
  - Play golf and have fun.



## After the Tournament

11. Competitive awards 4x 35.00 Fundscript card ☐
  - A flight Winner
  - B Flight Winner
  - C Flight Winner
  - Ladies Flight Winner
12. Non-Competitive awards 2 x 35.00 Fundscript card ☐
  - 2x Draws from non-comp players
13. "On the Green in One" ☐
  - 4 x \$25.00 Fundscript cards
  - Names will be drawn from everyone that landed on the green.
14. 50/50 Winner ☐
15. Door Prize draws ☐
16. Quilt of Valour – Jim ☐
17. Sponsors' Acknowledgement ☐
18. Board of Directors final words ☐
19. Thank the course staff, etc. ☐
20. Signage taken down ☐
21. Trailer packed and hooked up ready to depart the course ☐



# 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](mailto:info@emeritusgolf.ca)



# **ANNEX K – COMMUNICATIONS AND SOCIAL MEDIA GUIDANCE**

## **GENERAL**

This communications and social media guidance will serve to ensure standardization, consistent application and a common approach to our internal and external communications and promotional activities. All communications from written correspondence, media releases, social media posts etc., must reflect positively and professionally on Emeritus Golf. Use of our intellectual property to include copyright and trademark materials will be strictly controlled (see Annex E).

## **HOW OUR ORGANIZATIONAL MODEL WORKS**

We are governed by an elected Board of Directors (BoD) who through the establishment of a committee structure including tournaments, fundraising and finance coordinates all of our activities. The various committees gather information from the membership and other sources in order to present proposed budgets to the Treasurer who will in turn bring recommendations to the BoD. All activities are dependant on sufficient funding.

## **MESSAGING**

Messaging must be consistent with our policies. The key messages being:

- A. Who are we: Emeritus Golf is a Canadian registered not for profit corporation organized and run by volunteers.
- B Our mission: We are committed to providing access to the game of golf to serving and retired members of the Canadian armed forces, first responders, and their families, in recognition of their selfless service to Canada.
- C. Our vision: To provide a well-organized network of competitive golf tournaments for our membership across Canada conducted in a friendly and supportive atmosphere. Which will foster goodwill among them and keep them active and engaged in a healthy, productive manner. We play golf “barrier free “that is in accordance with the modification of the rules of golf for golfers with disabilities from golf Canada.
- D. Partnerships: we are interested in actively pursuing partnerships, sponsorships and reciprocal supportive relationships with other similarly minded groups and individuals. We appreciate the support of our current sponsors, without whom we could not deliver our programs, and welcome new opportunities.

## **CORE VALUES**

Our core values are:

- A. Openness- As a registered not for profit, all activities are conducted under the guidance of an elected board of directors and our financial records are open and transparent.
- B Fairness-By playing in accordance with established Golf Canada rules, we recognize the challenges that some of our membership face.
- C. Partnerships - We can best achieve our mission through meaningful and mutually beneficial partnerships with other individuals or groups who share our focus and values.



D. Diversity and inclusiveness. There is a role for everyone from the Canadian Armed Forces and first responder communities committed to our vision, mission and values. We also welcome supporters and reciprocal partnerships to assist us both physically and monetarily. We seek to enrich our organization through diversity.

## **SOCIAL MEDIA**

Social media is one of the most effective awareness, member/sponsor recruitment, marketing and advertising tools we possess. They are relatively easy to use. The social media platforms primarily used by Emeritus Golf are, in descending order of priority:

- A. Website;
- B. Facebook.
- C. Twitter, and
- D. Instagram.

Emeritus Golf social media platforms will only be used for Emeritus Golf use. They are not a personal platform. The only non-emeritus golf content or posts allowed are those from authorized partners sponsors as identified by the board of directors. Social media will not be used to follow personal agenda, express individual opinions or engage in online debates.

Emeritus Golf authorized representatives using social media are to:

A. Be transparent and make it clear that they represent Emeritus Golf. Honesty is crucial in not-for-profit work. Be clear about their role, and always write in the third person plural, as Emeritus Golf, using pronouns such as “we”, “us” and “they”.

B. Never represent themselves or Emeritus Golf in a false or misleading way. All statements must be true and not misleading and all claims must be substantiated.

C. Post only meaningful, respectful comments no “spam” or remarks that are off topic or offensive.

D. Employ common sense and common courtesy, for example, ask permission to publish or report on conversations private or internal to Emeritus Golf, utilize only photos which we have permission to use. In the case of photos from third parties verify that they may be used in social media and ensure appropriate approvals are obtained before using pictures of those under 18. Do not violate privacy, confidentiality, and legal guidelines.

E. Stick to their area of expertise and do feel free to provide unique, individual perspectives on non-confidential activities, refer those matters to the appropriate person or seek advice before posting.

F. Do not disagree with others’ opinions. Should someone post information that is incorrect, politely clarify the policy on behalf of Emeritus Golf, keeping it appropriate and polite. Should an antagonistic situation occur, seek advice from the board of directors.,

G. Do not engage in comparisons to other charities or other not for profit organizations, only state our model and policy and refer those asking to the other organization. Never comment on anything related to legal matters.

H. Protect themselves, their privacy and Emeritus Golf logo and confidential information. What is published is widely accessible and even comments from years ago will appear in Internet searches.



## **CONCLUSION**

Creativity and adherence to the above guidelines will create a more streamlined and effective communication and social media campaign presence for Emeritus Golf. Should you require any additional information or have suggestions, contact the board of directors.



# ACKNOWLEDGEMENTS

Canadian Military Family Magazine Clublink (ON)

Dany Assaf (Toronto, ON)

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FlagStick

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IG Wealth Management (Kingston, ON)

Immerse Spa Kingston

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PGA Canada

Professional Pumps and Water Treatment Kingston (Kingston, ON)

Revell Ford (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

Manitoba	Shilo Country Club
New Brunswick	Gage Golf & Curling Club
Ontario	<ul style="list-style-type: none"><li>– Eagle Creek Golf Club</li><li>– Clublink Smuggler's Glen Golf Course</li><li>– GreyHawk Golf Course</li><li>– Clublink Garrison Golf Course</li><li>– Petawawa Golf Club</li><li>– Kanata Golf &amp; Country Club</li><li>– Clublink eQuinelle Golf Course</li><li>– Roundel Glen Golf Course</li><li>– Smith Falls Golf &amp; Country Club</li></ul>
Prince Edward Island	
Quebec	<ul style="list-style-type: none"><li>– Champlain Golf Club</li></ul>
Saskatchewan	<ul style="list-style-type: none"><li>– Evergreen Golf Course</li></ul>

## 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, moves to adopt this document on \_\_\_\_\_ 2022. Motion is seconded by the \_\_\_\_\_. Note the changes do not come into effect until approved at next AGM. However, they may be used by authority of The BoD in the interim.

Executive Director – Signature: