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## **CANADIAN GOLF HALL OF FAME SELECTION COMMITTEE TERMS OF REFERENCE**

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### **Mandate**

The Canadian Golf Hall of Fame Selection Committee (the “Selection Committee”) is an Operating Committee of the CEO of the Royal Canadian Golf Association (operating as Golf Canada), hereinafter referred to as “Golf Canada”. It is responsible for assisting the CEO in fulfilling his oversight responsibilities relating to management of the Canadian Golf Hall of Fame induction process.

### **Key Duties of Chair**

In fulfilling its role, the Chair will work closely with staff on the following tasks:

- Work with the staff support person to plan meetings
- Support committee members between meetings to complete tasks
- Provide written reports to the CEO as required

### **Key Duties of the Selection Committee**

In fulfilling its mandate, the Selection Committee will perform the following key tasks in accordance with Appendix A (see below):

- Review nominations received in accordance with the Nomination Process attached at Appendix B (see below);
- Elect inductees from nominations and bring forward to the Board for final approval;
- Make recommendations for the induction ceremonies and participate in ceremonies as requested; and
- Perform such additional tasks as may be delegated to the Selection Committee by the Board from time to time.

Members of the Selection Committee may not propose or second a nomination for the Canadian Golf Hall of Fame.

The Selection Committee and the Board shall maintain all matters pertaining to deliberations relating to the Hall of Fame in strict confidence.

### **Appointment**

Members shall be appointed to the Selection Committee by the Board within 30 days after each annual general meeting, and will serve rotating terms of three years.

Selection Committee members will be expected to serve a minimum of one three-year term, and a maximum of two three-year terms. An exception to the maximum term may be made in the event that the person chosen as Chair should exceed the above terms in completing the Chair’s term.

Another exception to the maximum term is that Selection Committee members from the category of those who have been inducted into the Hall of Fame (“Honoured Members”) who may be asked to serve a maximum of three (3) three-year terms. Years of service as Chair or Past Chair are not restricted by the above terms of service maximums.

The Chair may serve a maximum of two (2) two-year terms and the immediate Past Chair will remain on the Selection Committee for two years. The Chair does not have to be a Governor of Golf Canada.

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Should a vacancy occur on the Selection Committee, for whatever reason, the Board may appoint a qualified person to fill that vacancy for the remainder of the vacant position's term. The Board may remove any member of the Selection Committee.

### **Composition**

The Selection Committee should be composed of ten persons who will be recommended by a sub-committee (the "Sub-Committee") composed of the immediate Past Chair of the Selection Committee, the Managing Director, Membership and Heritage Services and the CEO of Golf Canada, taking into account their knowledge, experience and interest in the Canadian Golf Hall of Fame. Members selected to the Selection Committee should reflect, to the extent possible, the diverse nature of Golf Canada's membership including language, gender, geographic location and ethnicity. The Chair will be recommended by the Sub-Committee and approved by the Board.

The Selection Committee will be composed of: three (3) Honoured Members of the Canadian Golf Hall of Fame nominated by the Sub-Committee, with a minimum of two from the "playing" category; one (1) representative of the PGA of Canada; six (6) representatives nominated by the Sub-Committee, including but not limited to members of the Golf Industry. There will not be any members of the Board on the Selection Committee. The Board will approve the members of the Selection Committee.

Selection Committee members who miss two consecutive meetings without valid reason will be replaced.

### **Meetings and Resources**

The Selection Committee may meet by telephone or in person, as required. Meetings will be as called by the Chair. The Selection Committee will receive the necessary resources from Golf Canada to fulfill its mandate, and will have staff persons assigned to assist the Selection Committee with its work.

### **Reporting**

Minutes of the Selection Committee meeting will be kept confidential due to the nature of the discussion. Results, i.e. elections, will be announced within 60 days of the Board's approval of the nominees.

### **Review and Approval**

These terms of reference were approved by the Board on October 3, 2015 and may be reviewed and revised from time to time by the Board.

## Appendix A – Protocol and Guidelines

The following Protocol and Guidelines shall apply to the work of the Canadian Golf Hall of Fame Selection Committee

### Protocol

1. The Selection Committee shall assess nominees taking into account, in the case of players;
  - The overall record of the nominees, including local, regional, national and international competition. Success in national or international competition shall be a pre-requisite of election to the Hall of Fame;
  - That records of nominees may be compared to the records of players already in the Hall of Fame and to players who played in the same era as the nominee; and
  - That consideration be given to the nominees' contribution to the game (i.e. stature in golf, character, sportsmanship, role model, etc.).
2. The Selection Committee shall assess nominees taking into account, in the case of builders;
  - Made a lasting and significant contribution to the game at the national or international level that has impacted the way golf operates across the country.
3. The expenses of the inductee and their guest will be accommodated within the Hall of Fame budget. Hall of Fame members are encouraged to attend as our guests at the event. Tickets will be sold to anyone else wishing to attend.
4. For nominations to be eligible for election in the following year, they must be received by July 31<sup>st</sup>, to be reviewed by the Selection Committee for the fall meeting.

### Guidelines

#### 1. ELIGIBILITY

Eligible for election to membership in the Hall of Fame shall be:

- (a) Players, amateur or professional;
- (b) Builders who have rendered distinguished service to the game.

Members may be persons either living or deceased who are or have at some time been Canadian Citizens. Exceptionally, non-Canadian Citizens may be elected, provided that the number of non-Canadian members shall never exceed 10% of total members.

#### 2. LIMITATIONS

In any one calendar year, except with the approval of the Board of Directors of Golf Canada:

- (a) A maximum of three members may be elected; and
- (b) Not more than one (1) person, who is not a player, may be elected in the “builders” category.

#### 3. SELECTION PROCEDURE



- (a) The Selection Committee shall have the sole responsibility and authority to elect nominees to the Canadian Golf Hall of Fame. All such elections shall be subject to the approval of the Board of Directors of Golf Canada. The Golf Canada Board shall not have the authority to elect nominees on its own or to be involved in the nominating procedures of the Selection Committee. If a nominee is rejected by the Board, the nomination will be returned to the Selection Committee for further consideration and shall not be reconsidered unless a nominee is re-nominated to the Board by the Selection Committee at a future date.
- (b) The Selection Committee will consider all nominations for election to the Hall of Fame. Such nominations should be accompanied by brief biographies of the nominees and their qualifications for election.
- (c) No member of the Selection Committee may be nominated to the Hall while serving on the Selection Committee.
- (d) No nomination for any staff member who works directly, or indirectly, with the Selection Committee shall be considered while that person is actively serving the Canadian Golf Hall of Fame.
- (e) Should a nomination be brought forward which constitutes any apprehension of bias with either a Selection Committee member or a Golf Canada staff member, as a relative or close personal acquaintance, the person in conflict will absent themselves from both the deliberation and the vote.
- (f) Nominations cannot be made or seconded by any member of the Selection Committee.

The Selection Committee and the Board shall maintain all matters pertaining to deliberations of the Hall of Fame in strict confidence.

#### 4. DELIBERATIONS AND QUORUM OF THE SELECTION COMMITTEE

The Selection Committee may conduct its deliberations and make its decision either at meetings called from time to time by its Chair, or by correspondence, or by telephone conference, if necessary. While more than one Selection Committee meeting may be held in any calendar year, not more than one meeting at which nominations are to be put forth by the Selection Committee to the Board of Golf Canada shall be held in any calendar year. A quorum for a meeting shall be six (6) of the ten (10) members of the Selection Committee. Election to the Hall of Fame shall require an affirmative vote by a minimum of eight (8) of the ten (10) members of the Selection Committee.

#### 5. FURTHER SELECTION COMMITTEE POWERS

Subject to the approval of the Board of Golf Canada, the Selection Committee may determine and provide suitable awards, mementoes or certifications to be presented to persons elected to the Hall of Fame or their representatives.



## **Appendix B – Nominating Process**

THE WORKSHEET IS ONLY A GUIDELINE TO INITIATE DISCUSSION AND ASSESS NOMINATION AGAINST CRITERIA. NO NOMINATION WILL BE EVALUATED SOLELY ON WORKSHEET RESULTS.

1. Nominations must be received by July 31st to be considered for election in the following year.
2. Verification of information provided on nomination form will be completed by staff.
3. Selection Committee members will review all nominations by utilizing the “Summary Sheet” for assessing achievements. Results will be tabulated and the average will be considered to determine whether they reach the standard for consideration.
4. The Selection Committee meets, usually via conference call, in the fall to review nominations – both new and carried over.
5. If desired by the Selection Committee, interviews of the nominators will be held between the fall and the Golf Canada Annual General Meeting. Interviews will be conducted by two members of the Selection Committee, selected by the Chair. Summaries of the interviews will be reported to all Selection Committee members.
6. The Selection Committee shall meet at the Annual General Meeting where nominations will be discussed and put to a vote.
7. Nominations must receive 8 votes to be elected to the Hall of Fame. Nominations receiving 8 votes shall be forwarded to the Golf Canada Board of Directors for final acceptance.
8. Nominations receiving less than 8 votes may be carried over to subsequent years up to a maximum period of 5 years.
9. Nominations receiving less than 3 votes shall be considered defeated.
10. Defeated nominations are removed from consideration, but new nominations may be submitted.