



Golf Canada Member Club and Facility Policies & Procedures

The Royal Canadian Golf Association operating as Golf Canada (hereinafter referred to as “Golf Canada”) is the governing body and national sport organization for golf in Canada. It was founded in 1895 and is comprised of member golf clubs and individual members as more particularly described in Golf Canada’s general [by-laws](#).

This document describes the relationship between Golf Canada and its member clubs and facilities (herein referred to as “CLUB”).

Where applicable, policies of membership that are specific to the membership relationship between CLUB and its Provincial Golf Association are outlined in Appendix A.

1. **Status as a member.** Remittance of the applicable annual Club Membership Fee and/or remittance of member payments for the Individual Membership Fees confirms the CLUB’s status as a member of Golf Canada and acceptance of the policies in this document.
2. **Term of membership.** The term of membership shall be one year. Membership will automatically renew upon remittance of the applicable annual Club Membership Fee and/or Individual Membership Fees and CLUB continues to be a member in good standing.
3. **Voting rights.** Member clubs of Golf Canada are entitled to vote at the annual general meeting. The number of votes depends upon club type and size of membership, as outlined in Appendix B.
4. **Entitlements of membership.** Golf Canada will provide a CLUB in good standing with the following benefits during the term. The delivery of these programs may also involve the Provincial Golf Association.
 - a. **Access to World Handicap System.** CLUB and its members will be provided with access to the World Handicap System.
 - b. **Course rating services.** Golf Canada and the applicable Provincial Golf Association will provide scheduled course rating services to CLUB to ensure an accurate and updated course rating.
 - c. **Golf Canada Score Centre.** CLUB will be listed in the Golf Canada Score Centre, enabling golfers to post scores from CLUB for their official handicap index. In

addition, Golf Canada will provide CLUB personnel with training to administer Score Centre, upon request.

- d. **Listing on “find a course” tool.** CLUB will be listed on Golf Canada’s “find a course” search tool on golfcanada.ca and the mobile application.
- e. **Rules of Golf and Rules of Handicapping education.** Golf Canada will provide educational materials and seminars to CLUB, its members and personnel about the Rules of Golf and Rules of Handicapping, upon request.
- f. **Hosting eligibility for sanctioned competitions and national championships.** If it meets technical and logistical requirements, CLUB will be eligible to host Golf Canada and Provincial Golf Association-sanctioned competitions, including provincial and national championships.
- g. **Access to customer service support.** CLUB and its members will be provided with access to Golf Canada’s customer service support team, which includes a team of Regional Directors that support each individual market within Canada. In many cases, customer support is also provided by the Provincial Golf Association.
- h. **Club anniversary recognition program.** CLUB will be provided with Golf Canada anniversary gifts if celebrating their 50th, 100th, 125th and 150th anniversaries during the term.
- i. **Member club resources and assets.** CLUB will receive professionally designed marketing assets as part of Golf Canada’s national promotional campaigns to promote their facility and encourage participation.
- j. **Junior golf support.** CLUB is eligible to become a First Tee or Youth on Course program location. First Tee and Youth on Course program locations are assigned based on funding support and Golf Canada’s growth strategy. In addition, CLUB will receive Golf Canada’s junior golf support curriculum.
- k. **Facility recognition program.** CLUB will be eligible to be recognized as part of Golf Canada’s National Facility Awards for Junior Golf.
- l. **Access to Golf Canada’s independent third-party Safe Sport reporting service¹.** CLUB and its members will be provided access to use Golf Canada’s independent third-party reporting service, ITP Sport, for Safe Sport reporting and complaint review.

5. Conditions of Golf Canada membership.

As a member in good standing of Golf Canada, CLUB agrees to the following conditions of membership.

- a. **Golf Canada by-laws.** CLUB agrees to operate in accordance with the [by-laws](#) of Golf Canada.
- b. **Club Membership Fee.** CLUB agrees to pay the membership fee according to the applicable rate for its club type and province within 30 days of receiving the invoice or in accordance with Provincial Golf Association Policy. In most cases,

¹ Golf Canada covers the cost of reporting and initial complaint review. If an investigation or dispute resolution process is necessary, additional costs are the responsibility of involved parties, which might include CLUB.

the Club Membership Fee is invoiced and collected by the Provincial Golf Association.

- c. **Individual Membership Fee.** CLUB agrees to collect membership fees from its club members who are individual members of Golf Canada and remit these membership fees according to the applicable rate for its club type and province within 30 days of receiving the invoice or in accordance with Provincial Golf Association Policy. In most cases, the Individual Membership Fee is invoiced and collected by the Provincial Golf Association.
- d. **Commitment to Safe Sport.** In its role as the governing body and national sport organization for the game of golf in Canada, Golf Canada has the leadership responsibility to promote a sport environment that is free from maltreatment and prohibited behaviour. Accordingly, as a member of Golf Canada, CLUB agrees to the following:
 - i. CLUB agrees to support an environment free from maltreatment and prohibited behaviour in a manner materially aligned with the Golf Canada's [Safe Sport policies](#) and any specific provincial policies related to Safe Sport.
 - ii. CLUB agrees to inform its Provincial Golf Association or Golf Canada of any credible allegations of maltreatment, prohibited behaviour or known material breaches of Golf Canada's [Safe Sport policies](#).
- e. **Commitment to diversity, equity, and inclusion.** In its role as the governing body and national sport organization for the game of golf in Canada, Golf Canada has the leadership responsibility to promote a sport environment that is inclusive of golfers from all backgrounds and free from discrimination. Accordingly, as a member of Golf Canada, CLUB is expected to adhere to the following:
 - i. CLUB will not have by-laws that discriminate on the basis of sex, sexual orientation, gender identity or expression, race, ethnicity, disability, or language. Please note the following additional clarifications:
 1. This commitment refers specifically to CLUB by-laws and does not contemplate CLUB activities, such as men's and women's golf leagues.
 2. This commitment does not apply to virtual clubs or virtual leagues that do not own or operate a golf course.
 3. If CLUB primarily serves equity-deserving individuals or groups, as defined by Sport Canada, CLUB shall be considered in compliance with this term. Sport Canada uses the following definition: *Equity-deserving individuals and groups are defined as those facing significant barriers to participation in different facets of society, primarily due to policies and practices that produce inequitable treatment. This marginalization could be created by attitudinal, historic, social, economic, legal and/or environmental obstacles, based on such factors as age, ethnicity, disability, economic status, gender, nationality, sexual orientation, and transgender*

status.

4. If CLUB is engaged in the modification of its by-laws during 2023 and so that fully compliant by-laws will take effect in 2024, CLUB shall be deemed in compliance with this commitment.
 - ii. CLUB agrees to materially align with the fundamental principles articulated in [Golf Canada's Policy on Equity, Diversity, and Inclusion](#) in its own policies and actions.
- 6. Handicapping.** Golf Canada has the leadership responsibility in Canada to oversee the World Handicap System and to ensure that the Rules of Handicapping are administered appropriately at the club and Provincial Golf Association level.

Accordingly, as a member of Golf Canada, CLUB agrees to the following:

- i. CLUB agrees to comply with the responsibilities as set out in the [Rules of Handicapping](#);
 - ii. CLUB agrees to comply with the [Member Club Handicap License Agreement](#); and
 - iii. CLUB agrees that Golf Canada software is the sole provider of official handicap calculations and services. CLUB may not use unauthorized software with the intent of replicating the official handicap.
- 7. Conditions of Provincial Golf Association membership.** CLUB agrees to operate in accordance with the by-laws and related policies of its Provincial Golf Association and any other terms and conditions of membership that are specific to its Provincial Golf Association, as outlined in Appendix A.
- 8. Non-compliance.**
- a. **Notification.** Upon discovery, Golf Canada will notify CLUB of the nature of the non-compliance issue.
 - b. **Meeting.** A meeting will be offered to CLUB by the Golf Canada Regional Director or a Provincial Golf Association representative to review the issue and discuss remedial steps.
 - c. **First instance of non-compliance within a one-year term.** If the non-compliance issue is not resolved during the initial meeting, a letter of reprimand will be issued. CLUB will have 30 days to remedy the non-compliance.
 - d. **Second instance of non-compliance within a one-year term.** If a second instance of non-compliance occurs, or the first instance is not remedied within the allotted time period, Score Centre access will be suspended for a 48-hour period and an explanation of the suspension will be emailed directly to CLUB members. CLUB will have 15 days to remedy the non-compliance.
 - e. **Third instance of non-compliance within a one-year term.** If a third instance of non-compliance occurs, or the second instance is not remedied within the

allotted time period, CLUB will be suspended from membership for the remainder of the one-year term.

Golf Canada reserves the right to take further action for repeated instances of non-compliance.

Appendix A: Conditions of Membership Specific to Provincial Golf Associations

Alberta

- CLUB agrees to operate in accordance with the [by-laws and related policies](#) of Alberta Golf.

British Columbia

- CLUB agrees to operate in accordance with the [by-laws and related policies](#) of British Columbia Golf.

Manitoba

- CLUB agrees to operate in accordance with the [by-laws and related policies](#) of Manitoba Golf.

New Brunswick

- CLUB agrees to operate in accordance with the [by-laws and related policies](#) of Golf New Brunswick.

Newfoundland and Labrador

- CLUB agrees to operate in accordance with the [by-laws](#) and [related policies](#) of Golf Newfoundland and Labrador.

Nova Scotia

- CLUB agrees to operate in accordance with the [by-laws and related policies](#) of Nova Scotia Golf Association.

Ontario

- CLUB agrees to operate in accordance with the [by-laws and related policies](#) of Golf Ontario.

Prince Edward Island

- CLUB agrees to operate in accordance with the [by-laws and related policies](#) of Prince Edward Island Golf Association.

Québec

- CLUB agrees to operate in accordance with the [by-laws and related policies](#) of Golf Québec.

Saskatchewan

- CLUB agrees to operate in accordance with the [by-laws and related policies](#) of Golf Saskatchewan.

Appendix B: Voting Rights

CLUB may participate in the Golf Canada Annual General Meeting and vote according to the following schedule.

Club Type	Size of Club Roster / Applicable Golf Canada Votes
Members only course	150 or less: 1 Vote 151 – 300: 2 Votes 301 – 450: 3 Votes 451 – 600: 4 Votes Over 600: 5 Votes
Hybrid course (i.e., member and public play)	150 or less: 1 Vote 151 – 300: 2 Votes 301 – 450: 3 Votes 451 – 600: 4 Votes Over 600: 5 Votes
Public play course	1 Vote
Resort course	1 Vote
Virtual club (i.e., “club without property”)	150 or less: 1 Vote 151 – 300: 2 Votes 301 – 450: 3 Votes 451 – 600: 4 Votes Over 600: 5 Votes
Off-course facility	1 Vote