

# Volunteer Manual



**2011**

*'We are the governing body of golf in Alberta. Our mission is to grow participation in and passion for the sport while upholding the integrity and traditions of the game'*

## **President's Message to the Volunteers**

On behalf of Alberta Golf, I would like to welcome you to the 2011 golf season. My incredible journey started back in 2001 when I first began volunteering with the Alberta Golf Association. I came into the organization as an individual who had a passion for the game that millions of us have enjoyed for years and wanted to give something back. The opportunity to serve as President for this storied association is both a privilege and honour.

We are pleased that you have made the commitment to become a Volunteer with Alberta Golf. We provide our volunteers with a succession pathway, appropriate training, a service award structure and support province wide and other important details, which will help you in your volunteer experience. As a Volunteer, you have the potential to make an important difference towards our continue success as an organization to be the best. The Alberta Golf Association depends upon and honors the contributions of its cherished volunteers. Volunteers are one of the most important resources within our organization. Your dedication and commitment to ensure that our organization will be able to grow amateur golf in the province is greatly appreciated.

It is our hope that you will have a sense of fulfillment and your experience will be an enjoyable and rewarding one as a member of the volunteer team. I look forward to the upcoming year.

*Tyrone*

Tyrone Edwards  
President

## **Executive Director's Message**

The Alberta Golf Association's greatest resource is its deeply talented base of volunteers. Stretching to all parts of the province, the myriad number of services provided by this provincial golf association simply couldn't happen without this passionate, dedicated workforce.

In the 1980's, both the Alberta Golf Association and Alberta Ladies Golf Association developed comprehensive policy manuals to provide continuity to their daily activities. The policy manuals were melded together in 2000 with the merger of the two associations. Updated annually, the policy manual continues to provide a directional compass for our activities.

However, over the past few years the association has continued to expand its volunteer roster in an effort to enhance its responsiveness to the golf industry and membership. In response, we needed an easier reference tool for our new volunteers and as a result we developed the Alberta Golf Volunteer Manual.

Modeled after a similar resource created and used very successfully by the Golf Association of Ontario we are very excited to put our manual into circulation again in 2011. As with all things Alberta Golf, we will continue to evolve this product and look forward to your feedback.

*Brent*

Brent Ellenton  
Executive Director

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## **Alberta Golf History**

The Alberta Golf Association was formed in 1908 and incorporated as a society in 1912 to serve the best interests of its member clubs and to help grow the fledgling game. There were only five clubs as members in 1912 they being the Lethbridge Country Club; Fort Macleod Golf Club; Calgary Golf and Country Club; Calgary's St. Andrews Golf Club and the Edmonton Country Club.[1]

One of the early tasks of the volunteer based association was to conduct the provincial amateur championship as well as interclub competitions of the member clubs. C.W. Hague of the Calgary Golf and Country became the first champion in 1908 while the Edmonton Country Club's Miss Brown claimed the ladies title. Interestingly, a mixed championship was also staged and it was won by Miss Nora Polkinghorn and Mr. Arnison of the Calgary Golf and Country Club.[2]

The association held long drive competitions in the early years where in 1908 G. Shaw won the contest with a prestigious stroke of 270 yards while a Miss Mathieson's drive of 160 yards captured the ladies long drive event.[3]

Incorporated in 1912, the first executive of the Alberta Golf Association was: President A. McMahon of Calgary; Vice President Dr. Cobbett of Edmonton and Secretary-Treasurer T. Gillespie of Granum.[4]

In 1914, the Victoria Park Golf Club in Edmonton became the first public golf course in Canada. It was followed by the construction of the Shaganappi Golf Club in Calgary in 1915.

"Golf boomed after the conclusion of World War I with the number of clubs in Canada doubling from 114 in 1919 to 228 in 1922. The newest clubs offered the latest in architectural design (courses and clubhouses) to entice potential members into joining." [5] The scene in Alberta mirrored the national front with construction of many new courses and the further evolution of existing tracks.

The Canadian Ladies Golf Union was formed in 1913 and an Alberta branch developed in 1922 with the mandate to organize and implement provincial women's programs. The Alberta branch would successfully meet their mission for the next seventy eight years before merging back with the men's Alberta Golf Association in 2000.

Over the decades the associations were led by dedicated volunteers committed to delivering golf industry goodwill through the delivery of course ratings and golf championships. In the 1980's the provincial men's and ladies associations expanded their services dramatically, introduced professional staff members to assist a strong volunteer base and grew into multi-faceted organizations that could meet the challenges of their burgeoning memberships.

[1],[2],[3],[4] — Sport in Early Calgary, William M. McLennan

[5] — The Calgary Golf and Country Club Centennial Book, Tyler Trafford

# Strategic Plan



We are the governing body of golf in Alberta. Our mission is to grow participation in and passion for the sport while upholding the integrity and traditions of the game.

**Alberta Golf Association  
Strategic Plan**  
As approved by the  
Board of Directors  
November 25, 2010

Vision: Successfully shaping golf's future in Alberta through innovation and interaction.

Core Values: Purposeful, Inclusive, Respectful, Responsive

<p><b>Enhanced Membership Value</b></p> <ol style="list-style-type: none"> <li>1. Develop and communicate current value proposition</li> <li>2. Grow membership</li> <li>3. Develop future membership strategy for clubs and golfers</li> <li>4. Leverage the RCGA Network (Handicap and Communication System)</li> </ol>	<p><b>Excellence &amp; Participation</b></p> <ol style="list-style-type: none"> <li>1. Increase youth participation at entry level</li> <li>2. Increase participation and passion of grassroots golfers</li> <li>3. Enhance Team Alberta Performance Program</li> <li>4. Clarify pathway for high performance juniors</li> <li>5. Support young pro transition strategy</li> </ol>	<p><b>Best in Class</b></p> <ol style="list-style-type: none"> <li>1. Conduct quality events and services</li> <li>2. Grow stature of amateur championships</li> <li>3. Grow stature of the Alberta Open</li> <li>4. Support in-province RCGA events</li> </ol>
<p><b>Financial Sustainability</b></p> <p>1. Control costs 2. Execute holistic sponsorship and partner model 3. Diversify revenue sources</p>		
<p><b>Organization Effectiveness</b></p> <p>1. Continue to develop and enhance relationships with industry partners 2. Evolve governance model 3. Improve technology to support program delivery 4. Improve brand health and communications effectiveness 5. Optimize people resources</p>		

# Code of Conduct

## 1. Overview

Alberta Golf expects its Employees and Volunteers to conduct themselves ethically and to demonstrate a courteous, conscientious manner when representing Alberta Golf. All Employees and Volunteers are obliged to sign this Code of Conduct. A copy of these signed documents will be kept in the Alberta Golf office in the care of the Executive Director.

## 2. Definitions

“Member” means any current or prospective member club or individual with whom a Volunteer or Employee has contact in the course of his or her role on behalf of Alberta Golf;

“Volunteer” means a person who has signed this Code and gives unpaid service to Alberta Golf on a regular or occasional basis, and includes Directors and Associate Directors;

“Employee” means a person (other than a Volunteer) who is employed by Alberta Golf and engaged in its operations on a regular or occasional basis, and includes full or part-time staff, a student or intern.

“Stakeholder” means any other individual or organization involved in the work of Alberta Golf.

## 3. Procedural Details

Employees and Volunteers are required to:

- a) Treat all Members, Volunteers, Employees and Stakeholders of Alberta Golf with respect,
- b) Behave courteously, conscientiously, and ethically while representing Alberta Golf,
- c) Contribute to a positive and healthy operating environment by demonstrating positive interpersonal relation; appreciating differences; and acting with honesty, integrity and transparency,
- d) Abide by applicable laws.

## 4. Breaches Regarded as Serious Misconduct

The following are considered serious acts of misconduct:

- a) Action or speech which is humiliating, insubordinate, dishonest, threatening, degrading, bullying, exploitive, sexist, illegal, or racist,
- b) Acceptance of bribes,
- c) Breach of law for the protection of children, the integrity and safety of the person, or property,
- d) Disclosing, without authorization, information concerning Alberta Golf that has been identified as “confidential” by the Board of Directors, Executive Committee, or Executive Director,
- e) Accessing inappropriate websites and/or electronic message boards; sending e-mail related to sites/subjects that advocate illegal activities, or are sexual and/or pornographic in nature, using Alberta Golf computers/systems.

## 5. Reporting of Breaches

- a) Anyone who believes that a serious act of misconduct has occurred must report such concerns,
- b) Anyone who has concerns about other breaches is encouraged to report such concerns,
- c) Anonymous reporting of breaches is discouraged, as it less credible. Such reports will be considered in light of the seriousness of the alleged breach, and the likelihood of confirming the allegation,

- d) Breaches should be reported to an immediate supervisor, any member of the Executive Committee, or to the Executive Director of Alberta Golf, who will determine appropriate action or referral.

**6. Protection from Retaliation**

No one shall be penalized, discharged, suspended, threatened, harassed, transferred to an undesirable assignment or location or discriminated against for communicating information about a suspected breach of the Code of Conduct that the person reasonably believes is true and is not being reported either for personal gain or for any ulterior motive.

Retaliation by any Volunteer or Employee of Alberta Golf will be treated as serious misconduct and will result in disciplinary action.. All reports of incidents that are made maliciously or otherwise not in good faith will also be treated as serious misconduct.

**7. Confidentiality**

All concerns reported will be treated as confidential to the fullest extent permitted by law. Persons are encouraged to give their names with any information they communicate, as this will usually assist in the investigation of the matter disclosed. Information communicated will only be disclosed to those persons who have a need to know so that they can respond to the reported concern.

**9. Off Duty Conduct**

Volunteers/Employees may be seen as Alberta Golf representatives at any time. Off duty activities which adversely affect Members, Volunteers, Employees or Stakeholders of Alberta Golf, or discredit Alberta Golf will also be considered under this Code of Conduct.

**10. Responsibilities**

- a) The Board of Directors is responsible for communicating, monitoring, and revising this policy.
- b) The Discipline Committee is responsible for investigating complaints about Volunteers or the Executive Director and determining any disciplinary action to be taken.
- c) The Executive Director is responsible for investigating complaints about Employees and determining any disciplinary action to be taken.
- d) The Executive Committee is the appeal body, should any individual wish to appeal the decision of the Discipline Committee or the Executive Director.
- e) Volunteers and Employees are responsible for upholding this Code of Conduct and reporting any concerns to their supervisors, a member of the Executive Committee or the Executive Director.

**11. Compliance**

I agree to abide by and uphold this Code of Conduct.

Signature:

Date:

## Staff Contact List

**Brent Ellenton, Executive Director** - [brent.ellenton@albertagolf.org](mailto:brent.ellenton@albertagolf.org)

- *Golf Industry Questions*
- *Sponsorship Questions*
- *Handicapping Questions*

**Eric Rogers, Accountant** - [eric.rogers@albertagolf.org](mailto:eric.rogers@albertagolf.org)

- *Account and Billing Inquiries*

**Lori Evans, Tournament Events Manager** - [lori.evans@albertagolf.org](mailto:lori.evans@albertagolf.org)

- *Tournament Questions*
- *Amateur Status Questions*
- *Rules Questions*

**Matt Rollins, Player Development Manager** - [matt.rollins@albertagolf.org](mailto:matt.rollins@albertagolf.org)

- *Future Links Inquiries*
- *Player Development Questions*
- *Scholarship and Post-Secondary Inquiries*

**Donald Stewart, Membership Services Manager** - [donald.stewart@albertagolf.org](mailto:donald.stewart@albertagolf.org)

- *Membership Inquiries*
- *Public Players Club Questions*
- *Communications*

**Jack Lane** - [jack.lane@albertagolf.org](mailto:jack.lane@albertagolf.org)

- *Volunteerism Inquiries*
- *Handicap & Course Rating Questions*
- *RCGA Network Questions*

**Stewart Thibodeau, Social Media Intern** – [stewart@albertagolf.org](mailto:stewart@albertagolf.org)

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### Contact Alberta Golf

Alberta Golf Association  
#22, 11410 27 Street SE  
Calgary, AB T2Z 3R6

**T:** (403) 236-4616 **F:** (403) 236-2915

**Toll Free:** 1-888-414-4849

**Web Address:** [www.albertagolf.org](http://www.albertagolf.org)

**General Email Address:** [info@albertagolf.org](mailto:info@albertagolf.org)

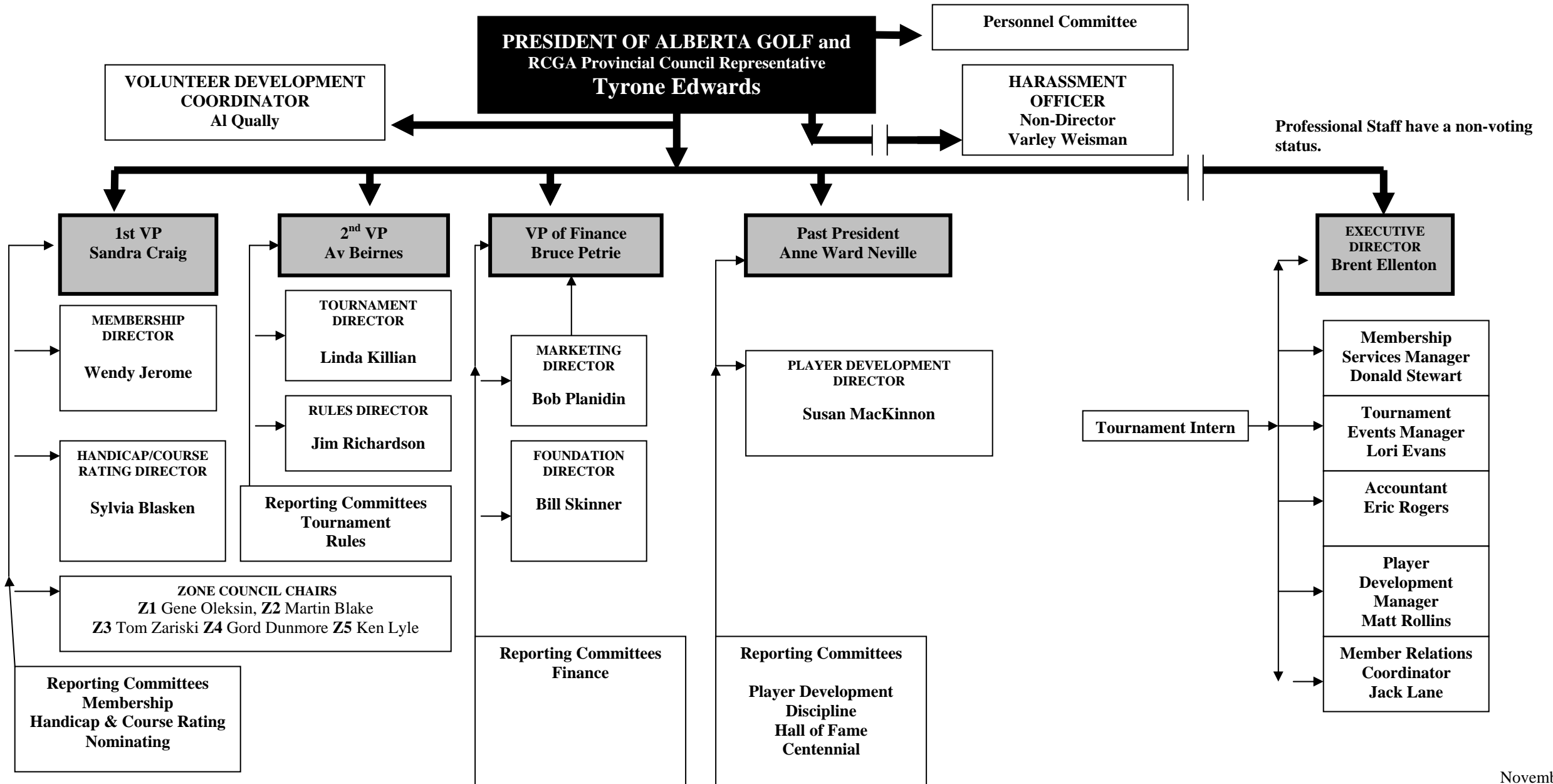
**Hours of Operation:** 8:30 am – 5:00 pm Monday to Friday

## **2011 Board of Directors**

<b>President of Alberta Golf</b>	<i>Tyrone Edwards</i>
<b>1<sup>st</sup> Vice President</b>	<i>Sandra Craig</i>
<b>2<sup>nd</sup> Vice President</b>	<i>Av Beirnes</i>
<b>VP of Finance</b>	<i>Bruce Petrie</i>
<b>Past President</b>	<i>Anne Ward Neville</i>
<b>Membership Director</b>	<i>Wendy Jerome</i>
<b>Marketing Director</b>	<i>Bob Planidin</i>
<b>Handicap/Course Rating Director</b>	<i>Sylvia Blasken</i>
<b>Tournament Director</b>	<i>Linda Killian</i>
<b>Rules Director</b>	<i>Jim Richardson</i>
<b>Foundation Director</b>	<i>Bill Skinner</i>
<b>Player Development Director</b>	<i>Susan MacKinnon</i>
<b>Volunteer Development Coordinator</b>	<i>Al Qually</i>
<b>North Zone Council Chair</b>	<i>Ken Lyle</i>
<b>Edmonton Zone Council Chair</b>	<i>Gord Dunmore</i>
<b>Central Zone Council Chair</b>	<i>Tom Zariski</i>
<b>Calgary Zone Council Chair</b>	<i>Martin Blake</i>
<b>South Zone Council Chair</b>	<i>Gene Oleksin</i>

# **2011 Board and Zone Structure Charts**

# ALBERTA GOLF BOARD and STAFF 2010-2011



# Alberta Golf Zone Structure – 2010-2011

<b>SOUTH</b>	<b>CALGARY</b>	<b>CENTRAL</b>	<b>EDMONTON</b>	<b>NORTH</b>
Zone Council Chair <b>Gene Oleksin</b> (Director)	Zone Council Chair <b>Martin Blake</b> (Director)	Zone Council Chair <b>Tom Zariski</b> (Director)	Zone Council Chair <b>Gord Dunmore</b> (Director)	Zone Council Chair <b>Ken Lyle</b> (Director)

<b>ASSOCIATE DIRECTORS</b>	<b>ASSOCIATE DIRECTORS</b>	<b>ASSOCIATE DIRECTORS</b>
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Member Club Liaison <b>Vacant</b>	Member Club Liaison <b>Vacant</b>	Member Club Liaison <b>Joan Qually</b>	Member Club Liaison <b>Bob McGinn</b>	Member Club Liaison <b>Troy Suddaby</b>
Player Development Captain <b>Sue Edwards</b>	Player Development Captain <b>Chris Leach</b>	Player Development Captain <b>Cathy McMillan</b>	Player Development Captain <b>Dani Keller</b>	Player Development Captain <b>Perky McCullough</b>
Rules Captain <b>Bette Flannigan</b>	Rules Captain <b>Lyle Cuthbert</b>	Rules Captain <b>Les Swelin</b>	Rules Captain <b>Herb Schlotter</b>	Rules Captain <b>Tim Meyer</b>
Handicap & Course Rating Captain <b>Jeff Motherwell</b>	Handicap & Course Rating Captain <b>Howard Jaquish</b>	Handicap & Course Rating Captain <b>Jack Brooks</b>	Handicap & Course Rating Captain <b>Borden Woytkiw</b>	Handicap & Course Rating Captain <b>Ken Lyle</b>
<b>Other Associates</b> Jean Buchan Thelma Coutts Esther Dyck Elan Eisenberg Darrell Laidlaw Donna Motherwell Chris Wilson Jack Wilson	<b>Other Associates</b> Peter Boland Raymond Bosch Vern Davidson Al Dowdell Leslie Dunning Court Fortems Barbara Howes Lee Misura Keith Scrimger Gary Selman Geri Spring Chris Thompson Curtis Walsh	<b>Other Associates</b> Dave Brosteaux Cal David Don Nobert	<b>Other Associates</b> Ian Baker Florin Bergh Ernie Boruk Enid Botchett Bob Cormier Shirley Fowler Debbie Keller Janice Lamarre Robert Lavallee Fran Marsden Duncan Mills Kelay Ohlhauser Lonny Petersen Larry Rywak Ted Thresher Wayne Vande Vyvere Cliff Watt	<b>Other Associates</b> Diane Bootle

<b>VOLUNTEERS IN RESERVE</b>	<b>VOLUNTEERS IN RESERVE</b>	<b>VOLUNTEERS IN RESERVE</b>
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<b>South Zone</b> Warren Boschee	<b>Calgary Zone</b> Valerie Bittner Adrian Feregotto David Lewko Derek Norman Helen Okihiro Dave Peterson Gord Rowan Mike Smith Bob Wright	<b>Central Zone</b> Peter Davies Wendy Davies Herb Draney Chris Flaman-Haley Lois Gilbertson	<b>Edmonton Zone</b> Bill Bamber Jeannette Calder Brian Clifford Eileen Dubetz Doug Folk Bill Hartford Marg Hatch Barb Hildebrand Lenore Kishiuchi Ken Knowles Art Mercer Claudette Roy Alan Skoreyko Sue Turner Carol Whiteman	<b>North Zone</b> Leta Alloway Leanne Beaupre Rhona Law Joanne Smith
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# **Volunteer Contact List**

Alberta Golf Volunteer Roster Contact List 2011

Name	Title	Email	Home Phone	Address	City	Postal Code	Home Club
Baker, Ian	Associate Director	bakes123@shaw.ca	(780) 487-4761	8032 180th St	Edmonton	T5T 0T3	Edmonton Country Club
Bamber, Bill	Volunteer	bbamber@telus.net	(780) 905-7689	3516 McLean Crescent SW	Edmonton	T6W1M2	Black Bull Golf & CC
Beaupre, Leanne	Volunteer	lbeaupre@countypg.ab.ca	(780) 814-3121	RR 3 Site 4 Box 13	Grande Prairie	T8V5N3	The Dunes Golf & Winter Club
Beirnes, Av	2nd Vice President	avb1@telus.net	(780) 460-8923	78 Aspen Crescent	St. Albert	T8N 2L8	Sandpiper Golf Club
Bergh, Florin	Associate Director	tbbergh@shaw.ca	(780) 458-2368	26 Enderby Crescent	St. Albert	T8N 6Y1	Highlands Golf Club
Blake, Martin	Zone Council Chair	blakema@telus.net	(403) 256-2830	322 Somerside Park SW	Calgary	T2Y 3G6	Canyon Meadows Golf & CC
Blasken, Sylvia	Handicap and Course Rating Director	sylvia@blasken.com	(403) 249-5996	5812 Lakeview Dr. SW	Calgary	T3E 5S4	Earl Grey Golf Club
Boland, Peter	Associate Director	peter.boland@ptbaconsulting.com	(403) 240-3735	67 Tuscan Springs Blvd NW	Calgary	T3L2E9	Cottonwood Golf & CC
Bootle, Diane	Associate Director	jfordeb@telusplanet.net	(780) 532-7455	8117 - 106 Street	Grande Prairie	T8W 2G9	Grande Prairie Golf & CC
Boruk, Ernie	Associate Director	jbork@aol.com	(780) 434-4309	10823 35A Ave	Edmonton	T6J 0A2	Highlands Golf Club
Bosch, Raymond	Associate Director	boschr@shaw.ca	(403) 271-4834	443 Parkvalley Dr SE	Calgary	T2J4V5	McKenzie Meadows Golf Course
Boschee, Warren	Volunteer	wboschee@shaw.ca	(403) 381-8342	104 Heritage Point	Lethbridge	T1K7K9	Lethbridge Country Club
Botchett, Enid	Associate Director	enidbotchett@shaw.ca	(780) 482-1346	#1402 11710 100th Ave	Edmonton	T5K 2G3	Glendale Golf & CC
Brooks, Jack	Handicap and Course Rating Captain	rjbroo@telusplanet.net	(403) 782-2523	4739 - 49 'A' Avenue	Lacombe	T4L1N4	Lacombe Golf & CC
Brosteaux, David	Associate Director	dabrosteaux@shaw.ca	(403) 887-2865	240 Jarvis Bay Drive	Jarvis Bay	T4S 1R8	Sylvan Lake Golf & CC
Buchan, Jean	Associate Director	jabuchan@telus.net	(403) 381-6626	101 Kodiak Crescent N.	Lethbridge	T1H6T7	Henderson Lake Golf & CC
Calder, Jeannette	Volunteer	calderd@shaw.ca	(780) 457-1059	12932 - 157 Avenue	Edmonton	T6V1A3	Cardiff Golf & CC
Clifford, Brian	Volunteer	bgclifford@shaw.ca	(780) 701-1556	343 22560 Wye Road	Sherwood Park	T8A4T6	Belvedere Golf & CC
Cormier, Bob	Associate Director	squeek40@shaw.ca	(780) 450-6158	22 Round Rd	Edmonton	T6P1B3	Sherwood Golf & CC
Coutts, Thelma	Associate Director	ladygolf@telus.net	(403) 328-2930	3608 20th Ave S	Lethbridge	T1K 4G4	Henderson Lake Golf & CC
Craig, Sandra	1st Vice President	mara@telusplanet.net	(403) 242-7977	6914 Christie Estates Blvd SW	Calgary	T3H 2R2	Pinebrook Golf & CC
Cuthbert, Lyle	Rules Captain	lvcuthbert@shaw.ca	(403) 242-2951	2941 Lindstrom Dr. SW	Calgary	T3E6E5	Elbow Springs Golf Club
David, Cal	Associate Director	4davids@telus.net	(403) 783-3930	P.O. Box 4266	Ponoka	T4J1R6	Ponoka Community Golf Club
Davidson, Vern	Associate Director	vjdinaz@msn.com	(403) 244-0688	2262 246 Stewart Green SW	Calgary	T3H3C8	Pinebrook Golf & CC
Davies, Peter	Volunteer	peterdavies@royalpage.ca	(403) 845-6318	5915-58ST	Rocky Mountain House	T4T1J1	Pine Hills Golf Club
Davies, Wendy	Volunteer	wdavies11@gmail.com	(403) 845-7583	5815-59 St.	Rocky Mountain House	T4T1K1	Pine Hills Golf Club
Dowdell, Al	Associate Director	adowdell@benefit-planners.com	(403) 242-0033	168 Christie Park View SW	Calgary	T3H2Z3	Pinebrook Golf & CC
Draney, Herb. J	Volunteer	jhdraney@shaw.ca	(403) 782-3687	4902 52 St.	Lacombe	T4L1N4	Lacombe Golf & CC
Dubetz, Eileen M.	Volunteer	eileen.dubetz@yosedu.ca	(780) 424-1544	10207 89 Street NW	Edmonton	T5H1R2	Edmonton Riverside Golf Course
Dunmore, Gordon	Zone Council Chair	gdunmore@shaw.ca	(780) 998-0743	10306 101 Avenue	Fort Saskatchewan	T8L2A6	The Legends Golf & CC
Dunning, Leslie	Associate Director	leslie.dunning@redcross.ca	(403) 249-4674	6535 Laurentian Way SW	Calgary	T3E 5N4	Earl Grey Golf Club
Dyck, Esther	Associate Director	fr.esdyck@telus.net	(403) 652-7675	607, 8 Street SE	High River	T1V 1L1	Highwood Golf & CC
Edwards, Sue	Player Development Captain	fishtiger@hotmail.com	(403) 528-9724	1610 8th Ave NE	Medicine Hat	T1A 6E8	Medicine Hat Golf & C C
Edwards, Tyrone	President	tyrone.edwards@albertahealthservices.ca	(403) 528-9724	1610 8th Ave NE	Medicine Hat	T1A 6E8	Medicine Hat Golf & C C
Eisenberg, Elan	Associate Director	ilaa@telus.net	(403) 938-2574	4203 Brandon St. SE	Calgary	T2G 4A7	Nanton Golf Club
Feregatto, Adrian	Volunteer	adrianfe@microsoft.com	(403) 274-1187	192 MacEwan Park Green NW	Calgary	T3K4E6	Country Hills Golf Club
Flaman-Haley, Chris	Volunteer	haqnslash@gmail.com	(403) 346-5123	43 MacFarlane Avenue	Red Deer	T4N5S9	Red Deer Golf & CC
Flannigan, Bette	Rules Captain	bettefla@telus.net	(403) 329-0279	1901 Lakeshore Rd S	Lethbridge	T1K3P7	Lethbridge Country Club
Folk, Doug	Volunteer	dboldfolks@hotmail.com	(780) 458-3482	9 Durham Ave	St. Albert	T8N4W5	Public Players Club
Fortems, Court	Associate Director	ccfortems@shaw.ca	(403) 752-3882	1203 Kerwood Cr. SW	Calgary	T2V2N7	Heritage Pointe Golf Course
Fowler, Shirley	Associate Director	safowler@telus.net	(780) 987-4120	# 4 Peace River Drive	Devon	T9G 1M4	Devon Golf & Curling Club
Gilbertson, Lois	Volunteer	the3jays@telus.net	(780) 682-2388	Site 4, Box 7, RR1	Winfield	T0C 2X0	Drayton Valley Golf Club
Hartford, Bill	Volunteer	hartford_golf@shaw.ca	(780) 462-2927	1304 72 St.	Edmonton		Public Players Club
Hatch, Marg	Volunteer	mbhatch@telusplanet.net	(780) 763-3632	Box 252	Mannville	T0B 2W0	Mannville Riverview Golf Club
Hildebrand, Barb	Volunteer	brab74@gmail.com	(780) 460-1901	#107 - 30 St. Joseph St.	St. Albert	T8N7C9	Cardiff Golf & CC
Howes, Barbara	Associate Director	bjhowes@shaw.ca	(403) 288-8423	5535 Dalwood Way NW	Calgary	T3A 1S6	Country Hills Golf Club

Alberta Golf Volunteer Roster Contact List 2011

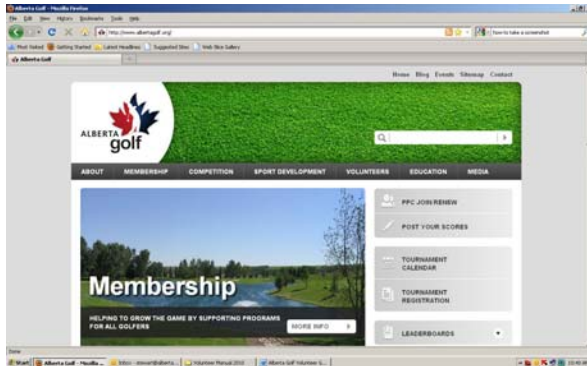
Jaquish, Howard	Handicap and Course Rating Captain	hjaquish@telus.net	(403) 933-7827	#8, 925 Imperial Drive S.E.	Turner Valley	T0L2A0	Turner Valley Golf & CC
Jerome, Wendy	Membership Director	wjerome@telus.net	(780) 489-5556	3-211 Lewis Estates Blvd.	Edmonton	T5T6X5	Devon Golf & Curling Club
Keller, Dani	Player Development Captain	kellerdk1983@gmail.com	(780) 760-3550	#3 14240 80th St	Edmonton	T5C1L6	Cardiff Golf & CC
Keller, Debbie	Associate Director	keller_d@shaw.ca	(780) 473-8878	#56 14428 Miller Blvd NW	Edmonton	T5Y2Y6	Cardiff Golf & CC
Kilian, Linda	Tournament Director	lkilian@telusplanet.net	(780) 939-2950	P.O Box 3330	Morinville	T8R 1S2	Cardiff Golf & CC
Kishiuchi, Lenore	Volunteer	lenore.k@shaw.ca	(780) 436-0049	2403-112 St.	Edmonton	T6J4N8	Highlands Golf Club
Knowles, Ken	Volunteer	kenknowles@shaw.ca	(780) 434-2753	701 Romaniuk Road	Edmonton	T6R1A4	Windermere Golf & CC
Laidlaw, Darrell	Associate Director	fourlaidlaws@shaw.ca	(403) 381-2106	22 Mount Blakiston Place	Lethbridge	T1K6M5	Lethbridge Country Club
Lamarre, Janice	Associate Director	janicel@telus.net	(780) 444-2111	1336 Potter Greens Dr.	Edmonton	T5T6A3	Edmonton Riverside Golf Course
Lavallee, Robert	Associate Director	robertlavallee@telus.net		10718 - 181 Street	Edmonton	T5S1K8	Highlands Golf Club
Law, Rhona	Volunteer	rlaw@thedunes.ca	(780) 532-5316	9656 77 Ave	Grande Prairie	T8V4L6	The Dunes Golf & Winter Club
Leach, Chris	Player Development Captain	cgleach@gmail.com	(403) 698-4677	63 Citadel Ridge Close NW	Calgary	T3G4V6	Public Players Club
Lewko, David	Volunteer	dlewko@platinum.ca	(403) 285-4985	17 Inglewood Grove SE	Calgary	T2G5R4	Elks Golf Club of Calgary
Lyle, Ken	Zone Council Chair	ken@frs.ab.ca	(780) 831-7305	RR#1, Site 14, Box 45	Grande Prairie	T8V2Z8	The Dunes Golf & Winter Club
MacKinnon, Susan	Player Development Director	susan.smsdist1@hotmail.com	(403) 271-7875	78 Willow Park Green S.E.	Calgary	T2J3L1	Willow Park Golf Course Ltd.
Marsden, Fran	Associate Director	franmarsden23@aol.com	(780) 487-3111	736 Wilkin Close	Edmonton	T6M 2H9	Glendale Golf & C C
McCullough, A. Perky	Player Development Captain	perkymccull@msn.com	(780) 538-1234	10501 - 124 Ave	Grande Prairie	T8V8J3	Grande Prairie Golf & CC
McGinn, Bob	Member Club Liaison	bob@beainc.ca	(780) 458-6795	78 Kingsbury Crescent	St. Albert	T8N6X7	Glendale Golf & CC
McMillan, Cathy	Player Development Captain	mcmillanec@shaw.ca	(403) 783-5067	4518 37 Ave	Ponoka	T4J 1A4	Ponoka Community Golf Club
Mercer, Art	Volunteer	awmerc@shaw.ca	(780) 460-1977	14 Delwood Place	St. Albert	T8W6Y5	Sturgeon Valley Golf & CC
Meyer, Tim	Rules Captain	meyert@telus.net	(780) 532-6901	7622 - 106 A Str	Grande Prairie	T8W2H8	The Dunes Golf & Winter Club
Mills, Duncan	Associate Director	dunc@parcom.ab.ca	(780) 443-1659	16205 100A Ave	Edmonton	T5P 0M2	Lewis Estates Golf Course
Misura, Lee	Associate Director	misural@davincibb.net	(403) 931-3494	RR#1	Priddis	T0L 1W0	Canyon Meadows Golf & CC
Motherwell, Donna	Associate Director	motherwellj@gmail.com	(403) 381-8427	391 Heritage Blvd W	Lethbridge	T1K7V9	Lethbridge Country Club
Motherwell, Jeff	Handicap and Course Rating Captain	motherwellj@gmail.com	(403) 381-8427	391 Heritage Blvd W	Lethbridge	T1K7V9	Lethbridge Country Club
Nobert, Donald	Associate Director	frankienobert@yahoo.com	(403) 845-3975	Box 91	Rocky Mountain House	T4T1A1	Pine Hills Golf Club
Norman, Derek	Volunteer	norm97@telus.net	(403) 541-1964	248 Springbank Villas SW	Calgary	T3H 5P7	D'Arcy Ranch Golf Club
Ohlhauser, Kelay	Associate Director	kohlhaus@its.jnj.com	(780) 436-1415	523 Heffernan Drive	Edmonton	T6R2K5	Royal Mayfair Golf Club
Okhiro, Helen	Volunteer	hokhiro@shaw.ca	(403) 242-8568	6712 Larch Crt SW	Calgary	T3E6E8	Earl Grey Golf Club
Oleksin, Gene	Zone Council Chair	g.oleksin@hotmail.com	(403) 380-2759	4 Canyoncrest Pt. W	Lethbridge	T1K7Y3	Paradise Canyon Golf & CC
Petersen, Lonny	Associate Director	ldpaga@shaw.ca	(780) 473-4042	14239 26th St.	Edmonton	T5Y 1G7	The Legends Golf & CC
Peterson, Dave	Volunteer	dalpe@shaw.ca	(403) 249-1830	15 Strathroy Bay SW	Calgary	T3H1H2	Elbow Springs Golf Club
Petrie, Bruce	Vice President of Finance	bpetrie@shaw.ca	(403) 244-0798	#31, 1359 - 69th Street SW	Calgary	T3H3W8	Pinebrook Golf & CC
Planidin, Bob	Marketing Director	bplanidin@hotmail.com	(403) 239-6525	40 Hawkdale Close NW	Calgary	T3G 2Z9	Redwood Meadows Golf Club
Qually, Al	Volunteer Development Coordinator	alqually@msn.com	(403) 556-6376	28 Winter Dr.	Olds	T4H 1W2	Olds Golf Club Association
Qually, Joan	Member Club Liaison	jaq1@telus.net	(403) 556-6376	28 Winter Drive	Olds	T4H1W2	Olds Central Highlands GC
Richardson, Jim	Rules Director	jamesrichardson@shaw.ca	(780) 467-3430	18 Carmel Road	Sherwood Park	T8A5A8	Sherwood Park Golf League
Rowan, Gord	Volunteer		(403) 255-7397	Suite 203, 9500 Oakfield Dr. SW	Calgary	T2V 0L1	Earl Grey Golf Club
Roy, Claudette	Volunteer	clermont_roy@hotmail.com	(780) 826-3208	Box 7579	Bonnyville	T9N 2H9	Bonnyville Golf & CC
Rywak, Larry	Associate Director	lrywak@telus.net	(780) 467-1064	786 Alder Avenue	Sherwood Park	T8A 2H8	Broadmoor Golf Course
Schlotter, Herb	Rules Captain	hschlot@telusplanet.net	(780) 988-6417	308 Tory View NW	Edmonton	T6R3A7	Windermere Golf & CC
Scrimger, Keith	Associate Director	kscrimger@shaw.ca	(403) 242-7967	6920 Coach Hill Road SW	Calgary	T3H1B9	Glencoe Golf & CC
Selman, Gary	Associate Director	gselman@shaw.ca	(403) 281-6821	107 Oakside Gate SW	Calgary	T2V4J5	Pinebrook Golf & CC
Skinner, William	Foundation Director	skinnerwilliamh@yahoo.com	(780) 624-8886	13409 92 St.	Peace River	T8S 1X4	Mighty Peace Golf & C C
Skoreyko, Alan	Volunteer	askoreyko@shaw.ca	(780) 468-5874	9725 - 96 A Street	Edmonton	T6C3Z9	Royal Mayfair Golf & CC
Smith, Joanne	Volunteer	joannez@telusplanet.net	(780) 523-3678	Box 1324	High Prairie	T0G1E0	High Prairie Golf Club
Smith, Mike	Volunteer	michsmith@deloitte.ca	(403) 686-6231	53 Uplands Ridge SW	Calgary	T3Z3N5	Pinebrook Golf & CC

Alberta Golf Volunteer Roster Contact List 2011

Spring, Geri	Associate Director	zamcat@shaw.ca	(403) 271-8379	83 Deercreek Close SE	Calgary	T2J5S2	McKenzie Meadows Golf Course
Suddaby, Troy	Member Club Liaison	1golfnut@telus.net	(780) 532-3048	9721 85th Ave	Grande Prairie	T8V 3K6	The Dunes Golf & Winter Club
Swelin, Les	Rules Captain	swelin@telus.net	(403) 638-3558	Box 945	Sundre	T0M 1X0	Sundre Golf Club
Thompson, Chris	Associate Director	cthompson@mainland.ca	(403) 547-2710	70 Arbour Lake Drive N.W.	Calgary	T3G4N7	Lynx Ridge Golf Club
Thresher, Ted	Associate Director	tthresher@shaw.ca	(780) 430-6119	632 Romaniuk Rd	Edmonton	T6R 1A6	Windermere Golf & CC
Turner, Sue	Volunteer	garthsue@shaw.ca	(780) 467-9699	145 - 52245 RR 232	Sherwood Park	T8B 1B6	Belvedere Golf & Country Club
Vande Vyvere, Wayne R.	Associate Director	golfervandy@hotmail.com	(780) 460-0015	20 Deane Crescent	St. Albert	T8N4Z7	Sandpiper Golf & Country Club
Walsh, Curtis	Associate Director	curtiswalsh@shaw.ca	(403) 243-5472	2006 - 52 Ave SW	Calgary	T3E1K1	Inglewood Golf & Curling Club
Ward Neville, Anne	Past President	annewn@telus.net	(780) 930-2151	827 Proctor Wynd	Edmonton	T5T6J3	Devon Golf & Curling Club
Watt, Cliff	Associate Director	cliffhw@shaw.ca	(780) 449-4242	59 Carmel Rd	Sherwood Park	T8A 5A7	Sherwood Golf & Country Club Estates
Weisman, Varley	Harassment Officer	v.weisman@shaw.ca	(403) 526-8331	34 Cook court SE	Medicine Hat	T1B3Y3	Medicine Hat Golf & C C
Whiteman, Carol	Volunteer	cwhiteman@shaw.ca	(780) 482-4666	1402, 10045-118 St.	Edmonton	T5K2K2	Highlands Golf Club
Wilson, Chris	Associate Director	wilsoncj@telus.net	(403) 329-6600	98 Heritage Place	Lethbridge	T1K6X7	Lethbridge Country Club
Wilson, Jack	Associate Director	wilsoncj@telus.net	(403) 329-6600	98 Heritage Place	Lethbridge	T1K6X7	Lethbridge Country Club
Woytkiw, Borden	Handicap and Course Rating Captain	maggieandborden@shaw.ca	(780) 434-0311	319 Tory View	Edmonton	T6R 3A7	Public Players Club
Wright, Bob	Volunteer	bob.wright@shaw.ca	(403) 225-2238	392 Doverview Cr SE	Calgary	T2B1Y6	Inglewood Golf & Curling Club
Zariski, Tom	Zone Council Chair	tzariski@telusplanet.net	(403) 823-4399	222-11 St. W	Drumheller	T0J0Y2	Dinosaur Trail Golf Club

# Volunteer Section Instructions

**Step 1:** Navigate your browser to [www.albertagolf.org](http://www.albertagolf.org)



**Step 2:** Click on the drop down menu 'Volunteers'. Then click on 'Volunteers Login'.

**Step 3:** Enter the password: **aga1912**  
Click on submit



**Step 4:** You will now be able to see the volunteer page, and can navigate any resources that you wish to.



**If you experience any difficulties please contact Golf House for assistance.**

# Volunteer Recognition

## V.9. Recognition

### V.9.1. Volunteer Recognition Program

V.9.1.1. It is the policy of Alberta Golf to provide a volunteer recognition program to Directors, Associate Directors and Volunteers contributing service to Alberta Golf.

V.9.1.2. Length of service is determined from each positions anniversary date of election or appointment (Annual General Meeting) and is recognized at the following Alberta Golf Spring Board of Directors meeting.

### V.9.2. Volunteer Recognition Procedures

V.9.2.1. This is a separate budget item and is overseen by the President and the 1<sup>st</sup> Vice-President.

V.9.2.2. The items covered by this budget are identified in the Operational Plan.

V.9.2.3. Directors, Associate Directors and Volunteers shall be recognized at the Alberta Golf Spring Board of Directors meeting after 5, 10, 15, 20 and 25 years of service. The recognition will be as follows:

V.9.2.3.i. 5 years of service: milestone will be recognized with a '5 Years' Alberta Golf Pin and \$50 gift certificate.

V.9.2.3.ii. 10 years of service: milestone will be recognized with a '10 Years' Alberta Golf Pin and \$100 gift certificate.

V.9.2.3.iii. 15 years of service: milestone will be recognized with a '15 Years' Alberta Golf Pin and \$150 gift certificate.

V.9.2.3.iv. 20 years of service: milestone will be recognized with a '20 Years' Alberta Golf Pin and \$200 gift certificate.

V.9.2.3.v. 25 years of service: milestone will be recognized with a '25 Years' Alberta Golf Pin and \$250 gift certificate.

The gift certificates shall be used at a member club or towards the Alberta Golf Clothing order the following year.

V.9.2.4. Low Cost Alberta Golf Crested Clothing will be made available on an annual basis in accordance with the Alberta Golf Clothing Policy. Name Tags, Business Cards and Alberta Golf Crests will be issued on request.

V.9.2.5. The President shall be recognized at their outgoing Annual General Meeting. The recognition will be a Presidential plaque. The President will also receive an embroidered briefcase at the beginning of their term.

V.9.2.6. Retiring Directors and Associate Directors who have at the opinion of the Executive Committee contributed greatly to the development of others through the association may be paid tribute to in the Alberta Golfer magazine.

V.9.2.7. The Executive Committee may decide to award at each Annual General Meeting an "Unsung Hero Award" to any Director, Associate Director or Volunteer who is identified as having contributed significantly to the association or golf industry. Recognition will be given in the form of a \$500 educational bursary contributed to the Alberta Golf Association Foundation. The one time educational scholarship will be presented in the name of the honored volunteer.

V.9.2.8. Training for various volunteer duties will be provided at 'No Cost' on an annual basis. Reimbursement of expenses for transportation, accommodations and meals for authorized Alberta Golf business will be in accordance with the Alberta Golf Expenditures Policy.

V.9.2.9. Retirement Recognition will be determined by length of tenure. A thank you letter from the President and Executive Director will be sent to those who have contributed less than 5 years of service. A certificate and thank you letter from the President and Executive Director will be sent to those who have contributed 5 to 9 years of service. A plaque and thank you letter from the President and Executive Director will be sent to those who have contributed 10 or more years of service. Retiring Directors, Associate Directors and Volunteers will be honored at the Annual General Meeting of their outgoing year of service.

**V.9.5. Distinguished Service Awards**

V.9.5.1. A nomination process occurs on an annual basis to honor the legacies of men and women who have made a difference on the Alberta Golf scene.

**V.9.6. Trophy and Award Name Recognition**

V.9.6.1. New trophies and awards shall not be named after Directors, Associate Directors, Volunteers.

# Duties of the Volunteers

## Duties of the Directors

- Attend general meetings and training seminars.
- Maintain and report on communications with assigned member clubs.
- Volunteer to chair and assist standing committees.
- Volunteer to work tournaments.
- Maintain contact with Golf House for administration needs.
- Observe the Alberta Golf applicable dress code.
- Be responsible for dressing appropriately at official functions while representing Alberta Golf.
- Assist Golf House with administrative tasks as requested.
- Be responsible to keep abreast of current Alberta Golf issues.
- Be responsible for submission of monthly personal expenses.
- Respect Association By-laws and Policies.
- Commit a minimum of 15 days a year to Alberta Golf business.
- Conduct themselves while on Alberta Golf business with due regard for the trust and responsibility integral to the position.
- Be familiar with and abide by, where applicable the Alberta Golf Code of Conduct.

## Duties of the Associate Directors

- Attend training Seminars.
- Volunteer to serve on or chair standing committees or act as members of zone councils.
- Volunteer to work tournaments.
- Maintain contact with Alberta Golf for administration needs.
- Observe the Alberta Golf applicable dress code.
- Assist Golf House with administrative tasks as requested.
- Be responsible to keep abreast of current Alberta Golf issues.
- On a regular basis send in expense claim forms for reimbursement of costs incurred while conducting Alberta Golf business.
- Respect Alberta Golf By-laws and Policy.
- Commit a minimum of 8 days a year to Alberta Golf business.
- Conduct themselves while on Alberta Golf business with due regard for the trust and responsibility integral to the position.
- Be familiar with and abide by, where applicable, the Alberta Golf Code of Conduct.

## Duties of the Volunteers

- Provide casual assistance (under 8 days) for Alberta Golf activities and committee work.
- There is no set minimum number of days to work per season or maximum set terms to serve as a volunteer.
- Observe the Alberta Golf applicable dress code where appropriate.
- Respect and abide by Alberta Golf bylaws and policy.

# Volunteer Roles

## Board of Directors:

### Executive Committee:

- President
- 1<sup>st</sup> Vice President
- 2<sup>nd</sup> Vice President
- VP of Finance
- Past President

### Provincial Directors:

- Volunteer Development Coordinator
- Membership Director
- Handicap and Course Rating Director
- Tournament Director
- Rules Director
- Foundation Director
- Marketing Director
- Player Development Director
- Zone Council Chairs (5 Directors)

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## Roles within each of the 5 Zones:

- Zone Member Club Liaison
- Zone Player Development Captain
- Zone Rules Captain
- Zone Handicap and Course Rating Captain
  
- Course Rater
- Tournament Scorer
- Tournament Starter
- Tournament Chair
- Rules Official
- Head Rules Official
- Non-playing Team Captain

## **Volunteer Resources**

All of the items below can be found on the Alberta Golf Volunteer section of the website. Please use this resource as much as possible.

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- **Volunteer Brochure**
  - **Volunteer Orientation Presentation**
  - **Volunteer Position Descriptions**
  - **Tournament Work Roster**
  - **Manuals**
  - **Bylaws**
  - **Golf Bytes Blog**
  - **Meeting Minutes**
  - **Registration Forms**
  - **Expense Claim Form**
-



**Position Title:** President of Alberta Golf

**Minimum / Maximum Term of Position:** Shall hold office for a period of 1 year with an option to extend the term for an additional 1 year with the consent of the Executive Committee

**Time Commitment:** A minimum of 15 days per year

**Purpose of Position:** In coordination with the Alberta Golf Executive Director, the President shall be the chief executive officer of Alberta Golf and shall preside at all meetings of Alberta Golf, the Board of Directors, Executive Committee and shall have general supervision of the affairs of Alberta Golf

**Duties / Tasks / Responsibilities:**

- Shall chair the Personnel Committee
- May serve as the Alberta RCGA Provincial Council Representative

**Skills / Attributes / Qualifications:**

- Leadership, vision, enthusiasm, progressive thinking, organizational and management skills are an asset in this position
- Familiarity and experience with the various areas of Alberta Golf

**Orientation and Training Required:**

- Volunteer Orientation (webinar)
- Reference the Duties of the Volunteers section of the Alberta Golf Policy Manual for further information on the Duties of the President
- Familiarity and understanding of the Alberta Golf Bylaws, Policy Manual, Strategic Plan and other Manuals is a necessity in this position

**Benefits:**

- Involved in the strategic planning and direction of Alberta Golf
- Opportunity to attend National meetings and interact with industry partners
- Meet and work with individuals around the province and country who share your enthusiasm and passion for the game of golf



**Position Title:** 1<sup>st</sup> Vice President

**Minimum / Maximum Term of Position:** 1 year minimum, 2 years maximum

**Time Commitment:** A minimum of 15 days per year

**Purpose of Position:** The 1<sup>st</sup> Vice President shall be vested with the powers and shall perform all the duties of the President in the event of his or her absence or disability and shall chair and oversee such committees as the Executive Committee shall designate from time to time

**Duties / Tasks / Responsibilities:**

- Shall chair the Nominating Committee
- Shall oversee the 5 Zone Council Chairs, Membership Director and Handicap/Course Rating Director

**Skills / Attributes / Qualifications:**

- Leadership, vision, enthusiasm, progressive thinking, organizational and management skills are an asset in this position
- Familiarity and experience with the various areas of Alberta Golf

**Orientation and Training Required:**

- Volunteer Orientation (webinar)
- Reference the Duties of the Volunteers section of the Alberta Golf Policy Manual for further information on the Duties of the 1st Vice President
- Familiarity and understanding of the Alberta Golf Bylaws, Policy Manual, Strategic Plan and other Manuals is a necessity in this position

**Supervision and Evaluation:**

- Reports to the President and serves on the Executive Committee

**Benefits:**

- Involved in the strategic planning and direction of Alberta Golf
- Opportunity to become familiar with membership initiatives
- Opportunity to provide leadership to the Nominating Committee and help shape the future structure of Alberta Golf
- Meet and work with individuals around the province who share your enthusiasm and passion for the game of golf



**Position Title:** 2<sup>nd</sup> Vice President

**Minimum / Maximum Term of Position:** 1 year minimum, 2 years maximum

**Time Commitment:** A minimum of 15 days per year

**Purpose of Position:** : The 2<sup>nd</sup> Vice President shall be vested with the powers and shall perform all the duties of the 1<sup>st</sup> Vice President in the event of that person's absence or disability and shall chair and oversee such committees as the Executive Committee shall designate from time to time

**Duties / Tasks / Responsibilities:**

- Working in coordination with the Alberta Golf Tournament Events Manager, the 2<sup>nd</sup> Vice President shall oversee the Tournament and Rules Committees

**Skills / Attributes / Qualifications:**

- Leadership, vision, enthusiasm, progressive thinking, organizational and management skills are an asset in this position
- Familiarity and experience with Tournament procedures and Rules officiating is an asset in this position

**Orientation and Training Required:**

- Volunteer Orientation (webinar)
- Reference the Duties of the Volunteers section of the Alberta Golf Policy Manual for further information on the Duties of the 2<sup>nd</sup> Vice President
- Familiarity and understanding of the Alberta Golf Bylaws, Policy Manual, Strategic Plan and other Manuals is a necessity in this position

**Supervision and Evaluation:**

- Reports to the President and serves on the Executive Committee

**Benefits:**

- Involved in the strategic planning and direction of Alberta Golf
- Opportunity to provide leadership to the Tournament and Rules Directors
- Meet and work with individuals around the province who share your enthusiasm and passion for the game of golf



**Position Title:** VP of Finance

**Minimum / Maximum Term of Position:** 1 year minimum, 2 years maximum

**Time Commitment:** A minimum of 15 days per year

**Purpose of Position:** The VP of Finance shall be responsible and accountable for the funds and securities of Alberta Golf. Shall chair and oversee such Committees as the Executive Committee shall designate from time to time

**Duties / Tasks / Responsibilities:**

- Shall present a full detailed account of the receipts and disbursements to the Executive Committee whenever requested and shall prepare for submission to the Annual Meeting a duly audited statement of the financial position of Alberta Golf
- Works in coordination with the Alberta Golf Executive Director to ensure the minutes of all Alberta Golf meetings are recorded and copies of the minutes are sent to all Directors
- Shall oversee the Finance Committee, Marketing Director and Foundation Director

**Skills / Attributes / Qualifications:**

- Leadership, enthusiasm, progressive thinking, organizational and financial management skills are an asset in this position
- Familiarity with financial management is an advantage in this position

**Orientation and Training Required:**

- Volunteer Orientation (webinar)
- Reference the Duties of the Volunteers section of the Alberta Golf Policy Manual for further information on the Duties of the VP of Finance
- Familiarity and understanding of the Alberta Golf Bylaws, Policy Manual, Strategic Plan and other Manuals is a necessity in this position

**Supervision and Evaluation:**

- Reports to the President and serves on the Executive Committee

**Benefits:**

- Involved in the strategic planning and direction of Alberta Golf
- Opportunity to be involved in the financial management of Alberta Golf and the Alberta Golf Association Foundation
- Meet and work with individuals around the province who share your enthusiasm and passion for the game of golf



**Position Title:** Past President

**Minimum / Maximum Term of Position:** 1 year minimum, 2 years maximum

**Time Commitment:** A minimum of 15 days per year

**Purpose of Position:** The Immediate Past President shall lend leadership to the Executive Committee

**Duties / Tasks / Responsibilities:**

- Shall serve on the Nominating Committee
- Shall chair the Player Discipline Committee
- Oversees the Player Development Director and Ad Hoc Committees

**Skills / Attributes / Qualifications:**

- Leadership, vision, enthusiasm, progressive thinking, organizational and management skills are an asset in this position
- Familiarity and experience with the various areas of Alberta Golf

**Orientation and Training Required:**

- Volunteer Orientation (webinar)
- Reference the Duties of the Volunteers section of the Alberta Golf Policy Manual for further information on the Duties of the Immediate Past President
- Familiarity and understanding of the Alberta Golf Bylaws, Policy Manual, Strategic Plan and other Manuals is a necessity in this position

**Supervision and Evaluation:**

- Reports to the President and serves on the Executive Committee

**Benefits:**

- Involved in the strategic planning and direction of Alberta Golf
- Opportunity to provide guidance and experience to the Executive Committee
- Meet and work with individuals around the province who share your enthusiasm and passion for the game of golf



**Position Title:** Volunteer Development Coordinator - Director

**Minimum / Maximum Term of Position:** 1 year minimum, 2 year maximum with an option to extend 1 year

**Time Commitment:** A minimum of 15 days per year

**Purpose of Position:** The Volunteer Development Coordinator will act as a resource for the Alberta Golf volunteer base. The Volunteer Development Coordinator provides advice, leads mentoring sessions and establishes training aids to enhance the proficiency of the volunteers

**Duties / Tasks / Responsibilities:**

- Works with all committee chairs to establish training needs
- Acts as a resource for committee chairs in developing training standards
- Champions the importance of following established policies and procedures
- Leads mentoring sessions on volunteer behavior and conduct
- Assists in leading volunteer orientation sessions
- Develops training aids

**Skills / Attributes / Qualifications:**

- Creativity and leadership are essential in this position.
- Interpersonal, communication and organizational skills are also an asset in this position

**Orientation and Training Required:**

- Volunteer Orientation (webinar)
- Reference the Duties of the Volunteers section of the Alberta Golf Policy Manual for further information on the Volunteer Development Coordinator

**Supervision and Evaluation:**

- Reports to the President and works with the Alberta Golf Member Relations Coordinator

**Benefits:**

- Contributes to the ongoing development and enhancement of the volunteer program
- Opportunity to be involved in the many diverse areas within Alberta Golf
- Gratification from providing leadership and mentorship to new volunteers
- Meet and work with individuals around the province who share your enthusiasm and passion for the game of golf



**Position Title:** Membership Director

**Minimum / Maximum Term of Position:** 1 year minimum, 2 year maximum with an option to extend 1 year

**Time Commitment:** A minimum of 15 days per year

**Purpose of Position:** The Membership Director chairs the Membership Committee which is comprised of the Zone Member Club Liaisons. The Membership Director leads the implementation of Alberta Golf membership initiatives, programs and services.

**Duties / Tasks / Responsibilities:**

- Chairs the Membership Committee
- Promotion of Alberta Golf programs and services to member clubs and individual members
- Assures that membership issues and concerns are dealt with in a timely fashion
- Provides leadership in designing periodic surveys regarding membership

**Skills / Attributes / Qualifications:**

- Management, communication, progressive thinking and organizational skills are an asset in this position

**Orientation and Training Required:**

- Volunteer Orientation (webinar)
- Reference the Duties of the Volunteers section of the Alberta Golf Policy Manual for further information on the Duties of the Membership Committee

**Supervision and Evaluation:**

- Reports to the 1<sup>st</sup> Vice President and works with the Alberta Golf Membership Services Manager

**Benefits:**

- Contributes to the ongoing development of member programs and services
- Opportunity to oversee the interaction between Alberta Golf and member clubs
- Meet and work with individuals around the province who share your enthusiasm and passion for the game of golf



**Position Title:** Handicap and Course Rating Director

**Minimum / Maximum Term of Position:** 1 year minimum, 2 year maximum with an option to extend 1 year

**Time Commitment:** A minimum of 15 days per year.

**Purpose of Position:** The Handicap and Course Rating Director chairs the Handicap/Course Rating Committee which is comprised of the Zone Handicap and Course Rating Captains and additional members selected by the committee chair and approved by the Board of Directors. The Handicap and Course Rating Director leads the execution of the course rating rotation

**Duties / Tasks / Responsibilities:**

- Chairs the Handicap/Course Rating Committee
- Works towards planning the long range course rating rotation
- Leads the planning of handicap certification seminars and course rating training seminars
- Provides leadership in organizing the course rating teams for their assignments

**Skills / Attributes / Qualifications:**

- The Handicap and Course Rating Director should have a keen interest in Course Rating to go along with extensive Course Rating experience
- Management and organizational skills are an asset in this position

**Orientation and Training Required:**

- Volunteer Orientation (webinar)
- The Handicap and Course Rating Director will have attended a course rating seminar for training purposes and a handicap certification seminar
- Reference the Duties of the Volunteers section of the Alberta Golf Policy Manual for further information on the Duties of the Handicap/Course Rating Committee

**Supervision and Evaluation:**

- Reports to the 1<sup>st</sup> Vice President and works with the Alberta Golf Membership Services Manager

**Benefits:**

- Work in a team environment
- Opportunity to use your extensive course rating experience to teach and mentor others
- Meet and work with individuals around the province who share your enthusiasm and passion for the game of golf



**Position Title:** Tournament Director

**Minimum / Maximum Term of Position:** 1 year minimum, 2 year maximum with an option to extend 1 year

**Time Commitment:** A minimum of 15 days per year

**Purpose of Position:** The Tournament Director chairs the Tournament Committee which is comprised of recruited committee members. The Tournament Director provides leadership and direction for all tasks charged to the Tournament Committee

**Duties / Tasks / Responsibilities:**

- Chairs the Tournament Committee
- Appoints and supervises Tournament Chairs and Head Rules Officials in conjunction with the Rules Director
- Oversees the annual revision and updating of the Tournament Manual
- Coordinates tournament training sessions
- Provides leadership in designing a survey for tournament volunteers

**Skills / Attributes / Qualifications:**

- A thorough understanding of the various tournament functions is a prerequisite for this position
- Management, organizational and interpersonal skills are an asset in this position

**Orientation and Training Required:**

- Volunteer Orientation (webinar)
- Reference the Duties of the Volunteers section of the Alberta Golf Policy Manual for further information on the Duties of the Tournament Committee
- Review of the Tournament Manual General Guidelines – Policy, Responsibility, Procedure

**Supervision and Evaluation:**

- Reports to the 2<sup>nd</sup> Vice President and works with the Alberta Golf Tournament Events Manager

**Benefits:**

- Opportunity to be involved in the selection of future tournament venues
- Opportunity to organize and work in a variety of tournament functions
- Meet and work with individuals around the province who share your enthusiasm and passion for the game of golf



**Position Title:** Rules Director

**Minimum / Maximum Term of Position:** 1 year minimum, 2 year maximum with an option to extend 1 year

**Time Commitment:** A minimum of 15 days per year

**Purpose of Position:** The Rules Director chairs the Rules Committee which is comprised of the Zone Rules Captains and additional members selected by the committee chair and approved by the Board of Directors. The Rules Director provides leadership and direction for all tasks charged to the Rules Committee

**Duties / Tasks / Responsibilities:**

- Chairs the Rules Committee
- Advises clubs of all changes in rules on a current basis
- Leads in the coordination of rules seminars for Alberta Golf volunteers and member clubs
- Works with the Tournament Committee to appoint Head Rules Officials and Rules Officials for the work roster
- Is a member of the Player Discipline Committee where situations warrant inclusion
- Oversees the annual revision and updating of the Alberta Golf Hard Cards

**Skills / Attributes / Qualifications:**

- A thorough understanding of the Rules of Golf and experience interpreting the Rules of Golf
- Management, organizational and interpersonal skills are an asset in this position

**Orientation and Training Required:**

- Volunteer Orientation (webinar)
- Reference the Duties of the Volunteers section of the Alberta Golf Policy Manual for further information on the Duties of the Rules Committee

**Supervision and Evaluation:**

- Reports to the 2<sup>nd</sup> Vice President and works with the Alberta Golf Tournament Events Manager

**Benefits:**

- Opportunity to be involved with Rules officiating at major events
- Sharing your knowledge of the Rules of Golf with others
- Meet and work with individuals around the province who share your enthusiasm and passion for the game of golf



**Position Title:** Foundation Director

**Minimum / Maximum Term of Position:** 1 year minimum, 2 year maximum with an option to extend 1 year

**Time Commitment:** A minimum of 15 days per year

**Purpose of Position:** The Foundation Director is the President of the Alberta Golf Association Foundation and serves as the chair of the Scholarship Committee

**Duties / Tasks / Responsibilities:**

- Assists in establishing scholarship award selection criteria and selecting scholarship recipients
- Works in conjunction with the Player Development Committee to coordinate the annual Scholarship Seminar
- Works to secure and issue scholarship funds
- Leads the recruitment of volunteers to work at Casino as required
- Liaises with executive committee to determine needs
- Liaises with the Alberta Golf Finance Committee

**Skills / Attributes / Qualifications:**

- Management and organizational skills are an asset in this position

**Orientation and Training Required:**

- Volunteer Orientation (webinar)
- Reference the Duties of the Volunteers section of the Alberta Golf Policy Manual for further information on the Duties of the Foundation Scholarship Committee and Casino

**Supervision and Evaluation:**

- Reports to the VP of Finance and works with both the Alberta Golf Accountant and Player Development Manager

**Benefits:**

- Opportunity to be involved in Alberta Golf fundraising efforts
- As part of the Scholarship Committee the Foundation Director has the opportunity to be a part of giving students the resources necessary to achieve their educational and athletic goals
- Meet and work with individuals around the province who share your enthusiasm and passion for the game of golf



**Position Title:** Marketing Director

**Minimum / Maximum Term of Position:** 1 year minimum, 2 year maximum with an option to extend 1 year

**Time Commitment:** A minimum of 15 days per year

**Purpose of Position:** The Marketing Director leads the brand of the association by designing and creating advertising and promotional materials for Alberta Golf programs and services

**Duties / Tasks / Responsibilities:**

- Chairs the Marketing Committee
- Responsible for association publicity
- Leads the recruitment of sponsorship
- Leads the organization of bi-annual fundraising casinos
- Establishes rapport with media and ensures press releases are being circulated
- Assists organization of Alberta Golf involvement in Trade Shows
- Works to ensure website is informative, entertaining and kept current

**Skills / Attributes / Qualifications:**

- Fundraising, management and/or media experience is an asset in this position
- Creative thinking, interpersonal skills, salesmanship and a passion for Alberta Golf events are desired attributes

**Orientation and Training Required:**

- Volunteer Orientation (webinar)
- Reference the Duties of the Volunteers section of the Alberta Golf Policy Manual for further information on the Duties of the Marketing Committee regarding publicity, sponsorship and casino

**Supervision and Evaluation:**

- Reports to the VP of Finance and works with the Alberta Golf Executive Director

**Benefits:**

- Opportunity to be involved in Alberta Golf fundraising efforts
- Opportunity to lend your knowledge and experience in marketing to enhance existing materials and tools
- Meet and work with individuals around the province who share your enthusiasm and passion for the game of golf



**Position Title:** Player Development Director

**Minimum / Maximum Term of Position:** 1 year minimum, 2 year maximum with an option to extend 1 year

**Time Commitment:** A minimum of 15 days per year

**Purpose of Position:** The Player Development Director chairs the Player Development Committee which is comprised of the Zone Player Development Captains and additional members selected by the committee chair and approved by the Board of Directors. The Player Development Director ensures the execution of the Long-Term Player Development program

**Duties / Tasks / Responsibilities:**

- Initiates and develops programs for competitive and overall player development
- Advises the Tournament Committee in regards to Junior tournament activities
- Assists in the organization of golf camps and the selection of players
- Training of Non-playing Team Captains
- Oversees the annual revision and updating of the Player Development Manual and various team manuals
- Coordinates schedules with Alberta Golf Provincial Coaches

**Skills / Attributes / Qualifications:**

- Management, organizational and interpersonal skills are an asset in this position
- NCCP Certification is recommended
- Past experience as a non-playing team captain and experience with Junior programming at the Club level
- Comprehensive understanding of Long-Term Player Development guidelines
- A police screening and child welfare check is required for this position

**Orientation and Training Required:**

- Volunteer Orientation (webinar)
- Reference the Duties of the Volunteers section of the Alberta Golf Policy Manual for further information on the Duties of the Player Development Committee
- Review of the Player Development Manual

**Supervision and Evaluation:**

- Reports to the Past President and works with the Alberta Golf Player Development Manager

**Benefits:**

- Opportunity to accompany a Provincial team as a non-playing team captain
- Involved in elite training camps
- Meet and work with individuals around the province who share your enthusiasm and passion for the game of golf



**Position Title:** Zone Council Chairs – Directors

**Minimum / Maximum Term of Position:** 1 year minimum, 2 year maximum with an option to extend 1 year

**Time Commitment:** A minimum of 15 days per year

**Purpose of Position:** The Zone Council Chair in each of the 5 Zones chairs their respective Zone Councils which are comprised of a Member Club Liaison, Player Development Captain, Rules Captain, Handicap/Course Rating Captain and Associate Directors at Large. The Zone Council Chairs provide leadership and organization to their Zone Councils

**Duties / Tasks / Responsibilities:**

- Zone Council Chairs are Directors on the Board and shall serve as Chairs of the Zone Councils
- Will organize and chair Zone Council meetings twice each year, once at the Alberta Golf Annual Spring Meeting and once in the fall
- Chair the annual spring member club meeting
- Act as a resource for member clubs and volunteers within the Zone; utilizing the Volunteer Development Coordinator where they see fit

**Skills / Attributes / Qualifications:**

- Leadership, organizational and management skills are an asset in this position
- Familiarity and experience with the various areas of Membership, Rules, Player Development, Tournaments and Handicap/Course Rating will be a benefit in this position

**Orientation and Training Required:**

- Volunteer Orientation (webinar)
- Reference the Duties of the Volunteers section of the Alberta Golf Policy Manual for further information on the Duties of the Zone Councils

**Supervision and Evaluation:**

- Reports to the 1<sup>st</sup> Vice President and works with the Alberta Golf Executive Director

**Benefits:**

- Opportunity to be involved in the many diverse areas within Alberta Golf
- Fulfillment from providing leadership and guidance to your Zone Council and volunteers
- Meet and work with individuals around the province who share your enthusiasm and passion for the game of golf



**Position Title:** Zone Member Club Liaison – Associate Director

**Minimum / Maximum Term of Position:** 1 year minimum, No maximum term

**Time Commitment:** A minimum of 8 days per year

**Purpose of Position:** The Member Club Liaison will act as a main contact between Alberta Golf and clubs in their respective zones for all matters pertinent to member relations

**Duties / Tasks / Responsibilities:**

- Membership Committee Member
- Organizes the zone member club spring meeting in coordination with the Membership Services Manager and the Zone Council Chair
- Organizes club visitations and special events
- Assists in recruiting clubs
- Monitors the compliance of bylaws and amateur status by member clubs and makes recommendations to the Executive Committee through the Zone Council Chair
- Responds to club concerns
- Conducts periodic surveys regarding member services
- Reports membership issues in the zone to the Alberta Golf membership committee and to the Zone Council Chair

**Skills / Attributes / Qualifications:**

- Interpersonal, communication, and organizational skills are an asset in this position

**Orientation and Training Required:**

- Volunteer Orientation (webinar)
- Visitation Training Session

**Supervision and Evaluation:**

- Responsible to the Membership Director for Membership Committee functions and to the Zone Council Chair for zone activities
- Works with the Alberta Golf Membership Services Manager

**Benefits:**

- Contributes to the effective communication between member clubs and Alberta Golf
- Contributes to the determination of the future benefits and services that are offered to clubs
- Meet and work with individuals around the province who share your enthusiasm and passion for the game of golf



**Position Title:** Zone Player Development Captain – Associate Director

**Minimum / Maximum Term of Position:** 1 year minimum, No maximum term

**Time Commitment:** A minimum of 8 days per year

**Purpose of Position:** The Player Development Captain will coordinate player development at member clubs within the zone through clinics, seminars and demonstrations etc. of RCGA Player Development programs. Will act as a liaison between member clubs and schools in their respective zones

**Duties / Tasks / Responsibilities:**

- Player Development Committee Member
- Promoting National Golf in Schools program to both member clubs and schools
- Promotes CN Future Links program and website to member clubs and families
- Work with the member clubs to identify up and coming junior golfers who have talent and potential to be involved in elite programs. ie. Canada Games, various camps and Future Legends / Ongoing Coaching
- Monthly correspondence with Provincial Coach within their zone
- Conduct a zone junior clinic in their zone
- Act as a Non-playing Team Captain when needed

**Skills / Attributes / Qualifications:**

- Interpersonal, communication and organizational skills are an asset in this position

**Orientation and Training Required:**

- Volunteer Orientation (webinar)
- Attend annual Player Development Workshop (January-February)
- Recommended to attend National Coaching Certification Program course
- Recommended to act as an assistant Non-playing Team Captain prior to leading a team

**Supervision and Evaluation:**

- Responsible to the Player Development Director for Player Development Committee functions and to the Zone Council Chair for zone activities
- Works with the Alberta Golf Player Development Manager

**Benefits:**

- Interact with member clubs and schools about opportunities for golfers new to the game.
- Opportunity to be involved with elite Player Development
- Meet and work with individuals around the province who share your enthusiasm and passion for the game of golf.



**Position Title:** Zone Rules Captain – Associate Director

**Minimum / Maximum Term of Position:** 1 year minimum, No maximum term

**Time Commitment:** A minimum of 8 days per year

**Purpose of Position:** The Rules Captain will act as a liaison between Alberta Golf and member clubs in their respective zones for all matters pertinent to the Rules of Golf

**Duties / Tasks / Responsibilities:**

- Rules Committee Member
- Advises member clubs of all changes in rules on a current basis
- Processes inquiries for decisions on rules and interpretations
- Arranges and conducts rules seminars/clinics for zone member clubs
- Maintains current list of certification levels of Alberta Golf Rules Officials in their zones
- Sends a letter of introduction to all the member clubs in the zone. Include your business card. Inform the member clubs that clinics are a service of Alberta Golf that is included in their membership. Follow up with a phone call or visitation
- Recruit an assistant
- Sign people up to be a part of the Ride Along program
- Work tournaments as required

**Skills / Attributes / Qualifications:**

- Interpersonal, communication and organizational skills are an asset in this position

**Orientation and Training Required:**

- Volunteer Orientation (webinar)
- Maintain at minimum Level 3 Rules Certification
- Recommended to attend National Certification course
- Attend Course set-up seminar

**Supervision and Evaluation:**

- Responsible to the Rules Director for Rules Committee functions and to the Zone Council Chair for zone activities
- Works with the Alberta Golf Tournament Events Manager

**Benefits:**

- Interact with member clubs regarding the Rules of Golf
- Opportunity to be involved with top provincial level tournaments and golfers
- Meet and work with individuals around the province who share your enthusiasm and passion for the game of golf



**Position Title:** Zone Handicap and Course Rating Captain – Associate Director

**Minimum / Maximum Term of Position:** 1 year minimum, No maximum term

**Time Commitment:** A minimum of 8 days per year

**Purpose of Position:** The Handicap and Course Rating Captain will coordinate all course ratings and handicap seminars within their zone

**Duties / Tasks / Responsibilities:**

- Handicap/Course Rating Committee Member
- Assists in the development of the long range course rating rotation
- Develops the zone course rating work roster
- Assists in the organization and implementation of handicap certification seminars
- Conducts course ratings as scheduled in the zone
- Coordinates all additional course rating requests and answers handicap inquiries
- Reports RCGA Handicap System non-compliance issues within the zone to Handicap and Course Rating Director and appropriate Golf House Staff

**Skills / Attributes / Qualifications:**

- Management, communication and organizational skills are an asset in this position
- Experience in conducting course ratings and a familiarity with the RCGA Handicap System requirements

**Orientation and Training Required:**

- Volunteer Orientation (webinar)
- Recommended to be RCGA Handicap System certified and have attended a Course Rating seminar for training purposes

**Supervision and Evaluation:**

- Responsible to the Handicap and Course Rating Director for Handicap/Course Rating Committee functions and to the Zone Council Chair for zone activities
- Works with the Alberta Golf Member Relations Coordinator

**Benefits:**

- Working in a team environment
- Opportunity to share your knowledge of course rating and handicapping with member clubs, individual members and other volunteers within your zone
- Provide leadership to the course rating teams
- Meet and work with individuals around the province who share your enthusiasm and passion for the game of golf.



**Position Title:** Course Rater

**Minimum / Maximum Term of Position:** No term for this position

**Time Commitment:** As available. Course Raters travel to various courses as a team and spend approximately seven hours working on each 18-hole assignment

**Purpose of Position:** Course Raters are part of a course rating team that evaluates courses in accordance with the course rating system. The course rating system is an integral part of the RCGA Handicap System

**Duties / Tasks / Responsibilities:**

- Conducts course ratings as scheduled on the zone work roster

**Skills / Attributes / Qualifications:**

- Interpersonal and communication skills, as well as attention to detail are an asset in this position
- A keen interest in course rating and the RCGA Handicap System

**Orientation and Training Required:**

- Volunteer Orientation (webinar)
- Have attended a Course Rating seminar

**Supervision and Evaluation:**

- Reports to the Zone Handicap and Course Rating Captain
- Responsible to the Team Captain while participating in a course rating

**Benefits:**

- Working in a team environment and the opportunity to gain knowledge of course rating
- Opportunity to use your knowledge of the game and playing ability to assist course ratings
- Meet and work with individuals around the province who share your enthusiasm and passion for the game of golf.



**Position Title:** Tournament Scorer

**Minimum / Maximum Term of Position:** No term for this position

**Time Commitment:** As available

**Purpose of Position:** Tournament scorers will ensure that the scoring area is set-up appropriately; that competitors are informed about scoring procedures and that scoring is completed as outlined in the Tournament Manual

**Duties / Tasks / Responsibilities:**

- Select a suitable location for the scoring area, tent, or trailer etc. in consultation with the Tournament Chair
- Tie-breaking procedures will be posted on the scoreboard
- Will ask competitors if they need any rules questions clarified before they sign their scorecard. Scorers will inform the competitors that the scorecard is official once they leave the designated scoring area
- Will verify that the card has been signed by the competitor and attested by the marker in the group
- Scorecards must be checked and initialed by two Alberta Golf scorers. It will then be passed to Golf House staff or posted on the scoreboard. The scorecards then come back to the scoring area where they are to be filed alphabetically
- Adhere to the guidelines and procedures outlined for scorers in the Tournament Manual
- Follows the Alberta Golf Dress Code as outlined in the Tournament Manual

**Skills / Attributes / Qualifications:**

- Interpersonal, communication and organizational skills are an asset in this position

**Orientation and Training Required:**

- Volunteer Orientation (webinar)
- Tournament Functions - Scorer Training Session (PowerPoint)
- Review of the Tournament Manual General Guidelines – Policy, Responsibility, Procedure

**Supervision and Evaluation:**

- Reports to the Tournament Chair

**Benefits:**

- Contributes to the effective fulfillment of Alberta Golf tournament activities while getting the opportunity to be interactive with players
- Scorers gain valuable knowledge and experience that will benefit them for future involvement in other tournament functions
- Meet and work with individuals around the province who share your enthusiasm and passion for the game of golf



**Position Title:** Tournament Starter

**Minimum / Maximum Term of Position:** No term for this position

**Time Commitment:** As available

**Purpose of Position:** Tournament starters oversee the first tee activities at a tournament, assuring that all procedures and announcements are performed in accordance with the Tournament Manual

**Duties / Tasks / Responsibilities:**

- Greet all competitors
- Distribute scorecards and inform players of tournament specific information
- Provide pencils, tees and other materials in the starter box as needed by the competitors
- Announce tee times and players, ensuring that they begin play on time
- Adhere to the guidelines and procedures outlined for starters in the Tournament Manual
- Follows the Alberta Golf Dress Code as outlined in the Tournament Manual

**Skills / Attributes / Qualifications:**

- Interpersonal, communication and organizational skills are an asset in this position

**Orientation and Training Required:**

- Volunteer Orientation (webinar)
- Tournament Functions - Starter Training Session (PowerPoint)
- Review of the Tournament Manual General Guidelines – Policy, Responsibility, Procedure

**Supervision and Evaluation:**

- Reports to the Tournament Chair and is responsible to the Head Rules Official for all activities within the competition of the tournament

**Benefits:**

- Contributes to the effective fulfillment of Alberta Golf tournament activities
- Starters gain valuable knowledge and experience that will benefit them for future involvement in other tournament functions
- Starters get the opportunity to be interactive with players
- Meet and work with individuals around the province who share your enthusiasm and passion for the game of golf



**Position Title:** Tournament Chair

**Minimum / Maximum Term of Position:** No term for this position

**Time Commitment:** As available. As much time as needed to ensure that the planning and operation of the tournament is completed successfully

**Purpose of Position:** Tournament chairs oversee the entire operation of a tournament.

**Duties / Tasks / Responsibilities:**

- Maintain contact between host club and Golf House regarding all pertinent tournament information
- Set meetings with the host club and the appropriate people as mentioned in the Tournament Manual to plan all aspects of the tournament. Coordinate the visits to the club with the Head Rules Official if possible
- Choose appropriate accommodations and request that Golf House posts the information and makes reservations for the designated Volunteers and Staff
- Ensures that all items prepared by Golf House are on site prior to registration
- Helps with registration and preparation of flights and draws. Arranges for gift certificates to be written up and does scoring for all competitors
- Coordinates all Volunteers and reviews procedures and guidelines for each position
- Follows the Alberta Golf Dress Code as outlined in the Tournament Manual

**Skills / Attributes / Qualifications:**

- Interpersonal, management, communication and organizational skills are an asset in this position

**Orientation and Training Required:**

- Volunteer Orientation (webinar)
- Tournament Functions – Tournament Chair Training Session (PowerPoint)
- Review of the Tournament Manual General Guidelines – Policy, Responsibility, Procedure

**Supervision and Evaluation:**

- Reports to the Tournament Director and works with the Alberta Golf Tournament Events Manager

**Benefits:**

- Contributes to the effective fulfillment of Alberta Golf tournament activities
- Tournament Chairs get the opportunity to be involved with the planning and implementation of all aspects of a tournament
- Meet and work with individuals around the province who share your enthusiasm and passion for the game of golf



**Position Title:** Tournament Rules Official

**Minimum / Maximum Term of Position:** Duration of assigned tournaments

**Time Commitment:** As available

**Purpose of Position:** Rules Officials make minor rules interpretations, requesting assistance from other Rules Officials as required

**Duties / Tasks / Responsibilities:**

- Make minor rules interpretations. ie. unplayable lies, water hazard relief. Situations other than routine infractions should be discussed with the Head Rules Official
- Serious rules situations must be discussed personally with the Head Rules Official. ie. disqualification
- Rules Officials should ensure that they have a copy of the draw, local rules (standard and supplementary), pin sheet, radio and headset, cart and binoculars (should bring their own). Rules Officials will be provided a rules kit and should ensure that it contains the contents listed on the kit and in the Tournament Manual
- Ensures that all serious infractions or incidents are recorded and forwarded by the Tournament Chair to the Alberta Golf Rules Director immediately following the completion of the event
- Follows the Alberta Golf Dress Code as outlined in the Tournament Manual

**Skills / Attributes / Qualifications:**

- Interpersonal, communication and organizational skills are an asset in this position

**Orientation and Training Required:**

- Volunteer Orientation (webinar)
- Tournament Functions – Rules Official Training Session (PowerPoint)
- Review of the Tournament Manual General Guidelines – Policy, Responsibility, Procedure

**Supervision and Evaluation:**

- Reports to the Head Rules Official and is supervised by the Tournament Chair

**Benefits:**

- Contributes to the effective fulfillment of rules activities at tournaments
- Rules Officials get the opportunity to be involved with various situations and interpret the Rules of Golf. They gain the satisfactory on-course experience as a Rules Official at regional or provincial events to satisfy their certification for Rules education
- Meet and work with individuals around the province who share your enthusiasm and passion for the game of golf



**Position Title:** Head Rules Official

**Minimum / Maximum Term of Position:** No term for this position

**Time Commitment:** As available. As much time as needed to ensure that the planning and operation of the Rules duties of a tournament are completed successfully

**Purpose of Position:** Head Rules Officials are in charge of all matters pertaining to the Rules of Golf during the course of a tournament

**Duties / Tasks / Responsibilities:**

- Visits the host club with the Tournament Chair if possible to prepare local rules, select hole placements and ensure the course is properly marked with the Greens Superintendent. Will advise on how many rules carts will be required
- Shall organize and conduct a rules clinic if scheduled for participants on the day of registration. The clinic should focus on local rules and other rules pertinent to the course
- Responsible for all rules officiating on the course. Shall conduct a meeting with all Rules Officials prior to commencement of the tournament to discuss the various topics listed in the Tournament Manual pertaining to rules
- Checks the course, tee markers, course markings, conditions, hole placements etc. each morning prior to the commencement of play
- Responsible for ensuring that the radios are charged and are in good working order. Distributes radios to Rules Officials and Tournament Chair daily
- Coordinates the return of paint, guns and radios to appropriate location
- Follows the Alberta Golf Dress Code as outlined in the Tournament Manual

**Skills / Attributes / Qualifications:**

- Interpersonal, management, communication and organizational skills are an asset in this position

**Orientation and Training Required:**

- Volunteer Orientation (webinar)
- Tournament Functions – Head Rules Official Training Session (PowerPoint)
- Review of the Tournament Manual General Guidelines – Policy, Responsibility, Procedure

**Supervision and Evaluation:**

- Reports to the Tournament Chair and works with the Alberta Golf Tournament Events Manager

**Benefits:**

- Contributes to the effective fulfillment of rules activities at tournaments
- Head Rules Officials get the opportunity to be involved with the planning and implementation of all aspects of the Rules of Golf at a tournament
- Meet and work with individuals around the province who share your enthusiasm and passion for the game of golf



**Position Title:** Non-playing Team Captain

**Minimum / Maximum Term of Position:** No term for this position

**Time Commitment:** As required for the assigned team

**Purpose of Position:** The Non-playing Team Captains act as a chaperone during the entirety of the event. The NPTC assists in the preparation of schedules and logistics prior to the event

**Duties / Tasks / Responsibilities:**

- Ensures that itinerary's are planned in coordination with the Alberta Golf Player Development Manager
- Confirms accommodation and travel arrangements
- Coordinates meal plans and daily schedules
- Contact team members after selection to introduce themselves and their role
- Support the team members and Alberta Golf Coaches
- Prepare a report and recommendations following the event

**Skills / Attributes / Qualifications:**

- Management, organizational and interpersonal skills are an asset in this position
- NCCP Certification is recommended
- Past experience as a NPTC and experience with Junior programming at the Club level is an asset in this position
- Comprehensive understanding of Long-Term Player Development guidelines
- A police screening and child welfare check is required for this position

**Orientation and Training Required:**

- Volunteer Orientation (webinar)
- Attend the NPTC Training Session at the Alberta Golf Spring Meeting
- Review of the Non-playing Team Captain section of the Player Development Manual

**Supervision and Evaluation:**

- Reports to the Player Development Director and works with the Alberta Golf Player Development Manager

**Benefits:**

- Opportunity to accompany a Provincial team as a NPTC
- Chance to be involved in elite training camps as an introduction to the prospective team members
- Meet and work with individuals around the province and country who share your enthusiasm and passion for the game of golf