

Brudenell Golf Club Association

Tournament Committees

Terms of Reference

All Tournament Committees established by the Board, including, but not limited to, the Early Bird, Club Championship, Harvest Moon, Mixed Championship, Senior Championship, and the Closing Mixed Tournament, shall be bound by the following provisions and such additional provisions as the Board may from time to time establish:

- 1) The President (or designate) shall seek volunteers to assume the role of Chairperson of the associated Tournament committee before the start of the golf season. This position is not limited to board members. Should no volunteers be found, the President (or designate) can approach an individual to assume this role.
- 2) All Committees shall be responsible for and be under the direction of the respective Chairperson, who may recruit volunteers to assist as needed. Ideally, a committee will be assembled to share knowledge for future years.
- 3) Unless otherwise determined by the Board or noted for in the By-laws of the Association and Robert's Rules of Order, each Committee shall have the power to fix its quorum, which shall be not less than a majority of the members of the Committee, and to regulate its procedure.
- 4) The Chairperson shall submit to the Treasurer a budget for the upcoming tournament that outlines the anticipated revenue and expenses associated with the tournament. The budget shall be presented and approved by the Board.
- 5) No Committee or Committee Chair shall bind the Association in respect of any contract or other obligation unless the Board has approved such contract or other obligation;
- 6) No Committee or Committee Chair shall expend monies of the Association or commit the Association to the expenditure of any funds unless the Board has previously approved such expenditure or unless such expenditure has been specifically included in a budget prepared by such Committee and such budget has been approved by the Board;
- 7) The Committee's scope includes, but is not limited to, the following:
 - Confirm the date of the tournament with PEI's Finest Golf.
 - Ensuring the tournament is adequately advertised.
 - Ensure the Treasurer follows up with PEI's Finest Golf to collect entry fees as outlined in the approved budget.
 - Arranging for and securing prizes as outlined in the approved budget.
 - Arranging for the presentation of prizes after the tournament.

- Ensuring a licensed volunteer is secured to work at the bar whenever the clubhouse is open.
- Arranging for and securing food and beverages to be served at the tournament as per the approved budget.
- Liaising with PEI's Finest Golf leading up to and during the tournament to facilitate its smooth implementation and administration.

8) Prizes

- **Early Bird & Harvest Moon**
 - 60% of Entry Fees go to prizes; the remainder is BGCA revenue.
- **Club Championship**
 - 100% of entry fees plus an additional \$3500 is allocated by the BGCA for prizes.
- **All Other BGCA Club Tournaments**
 - 100% of Entry Fees go toward prizes.
- All BGCA Tournaments must have a minimum of one gross and one net winner.
- The minimum first prize amount is \$100 regardless of entry fee amounts collected for best gross and low net winners.
- Number of prizes and prize amounts will be determined based on the number of entry fees collected.
- Prizes are in the form of gift cards from PEIFinest Golf.
- There are no cash prizes for any BGCA Tournament.

- 9) After the tournament is completed, the chairperson shall submit a report to the Board that includes the revenue and expenses related to the approved budget and recommendations for improving future tournaments.