

Ken-Wo Women's Division

Policy Manual

Updated July, 2021

Ken-Wo Women's Division Policy Manual

Welcome and Introduction

Excerpt from the By-Laws of the Ken-Wo Country Club

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On behalf of the Executive, welcome to the Ken-Wo Women's Division.

The Executive of the Women's Division is responsible for the smooth running of this Division. We meet on a regular basis to ensure that all the needs of the Division are being met. The Executive includes a Past President, President, Vice-President, Secretary, Treasurer, House Chair, Match Chair, Match Assistant, Match 9-Hole Player Representative, Prize Chair, and Publicity Chair. Note: The Handicap Chair is appointed annually and is not an executive position.

- The President oversees the Executive.
- The Vice-President takes on responsibilities of President if she is not available. She has the option of (or not), chairing the Women's Club Championship.
- The Secretary takes minutes, is responsible for record keeping and correspondence.
- The Treasurer is responsible for managing the financial matters of the Division.
- House arranges for the meals (Opening, Club Championship, and Closing, as well as the locker room.
- Match is responsible for all Thursday Women's Days and Matches.
- Prizes arranges for the prizes for all the events during the season except weekly Thursday prizes.
- Publicity makes sure we have coverage of our events and does several newsletters during the season.

Ken-Wo maintains a website, which has information on the Ken-Wo Women's Division, to assist our members in finding information that is pertinent to them. Our up-to-date policies are also on the website for your information.

from the By-Laws of the Ken-Wo Country Club (as amended 2013)

ARTICLE 14

Women's Division

- a) The name of the association shall be the Ken-Wo Women's Division (the "Division") and is comprised of all female members of Ken-Wo aged 19 and over.
- b) The Executive shall consist of a Past President, President, Vice-President, Secretary, Treasurer, Match/Handicap Chair, Prize Chair, House Chair and Publicity Chair. These positions will be for a two year term. Reappointment, as recommended by the Division's Nominating Committee, can occur if agreed to by the individual, the Executive and the membership of the Division.
- c) The Division shall nominate a Shareholder Member as its representative on the Board. The name shall be provided to the Nominating Committee who will recommend nomination to the Board in its report to the Annual General Meeting of shareholders.
- d) Rules of Golf - The Rules of Golf as adopted from time to time by Golf Canada shall govern play on the course except where local rules of the Club apply.
- e) Objectives
 - i) To provide a focus for the expression of the opinions and recommendations of the Division's members in matters affecting their interests as Women Ken-Wo members.
 - ii) To promote greater interest and participation in the Club's golf and social activities.
 - iii) To advance friendship and opportunities for women's golf at Ken-Wo.

Note: In 2020 we asked the Ken-Wo Board of Directors to change the wording of paragraph b) to: The Executive shall consist of a Past President, President, Vice-President, Secretary, Treasurer, Match Chair, Match Assistant, Match 9-Hole Player Representative, Prize Chair, House Chair and Publicity Chair. These positions will be for a two-year term. Reappointment, as recommended by the Division's Nominating Committee, can occur if agreed to by the individual, the Executive and the membership of the Division. Note: The Handicap Chair is appointed annually and is not an executive position.

Ken-Wo Women's Division Policy

Policy Title: Policy Development Procedure	Policy #: 1.0	Subject:
Section:	Creation Date: May 2010	Responsibility: Executive

The following is the procedure for the development and revision of policies by the Executive of the Women's Division at Ken-Wo Golf Club.

Timeline:

- The President will present a draft copy of a policy for approval. The draft may be a newly developed policy or a revised policy. (Meeting# 1)
- Members of the Executive have at least two weeks to review the draft.
- At the next regular meeting of the Executive, the draft will be tabled for discussion and/ or recommended change(s), if applicable. (Meeting#2)
- Approval of the policy will be finalized via regular Executive procedure for approvals: i.e. a motion and vote.
- Within two weeks of approval by the Executive, the final draft will be ready for signatures. The President and the Secretary/Treasurer will work together to complete the signing of the appropriate documents.
- At the next regular meeting, members of the Executive will be presented with a signed copy of the policy to be added to their notes. (Meeting#3).
- The original copy will be placed in a policy manual that is kept by the President.

Signatures: All new or revised policies will be signed by the President and the Secretary/Treasurer.

Revocation: To have an existing policy revoked, a member of the Executive must make a motion to do so at a regular meeting of the Women's Division Executive. The motion will then follow normal Executive procedure.

Other Notes: Editorial and/or grammatical changes may be made prior to signing, without requiring further approval of the Executive. Each Executive member is responsible for passing any new/or revised policies onto their replacement once their term is finished.

Original signed by Winnie Horton
Signature: President

Original signed by Catherine Coates
Signature: Secretary/Treasurer

Review date: January 21, 2014; April, 2020

Revised date: April 9, 2014

Ken-Wo Women's Division Policy

Policy Title: Code of Conduct	Policy #: 2.1	Subject: Code of Conduct
Section: Membership	Creation Date: June 2, 2014	Responsibility: Executive

1.0 Values Statement

The Ken-Wo Women's Division commits to uphold the values of Respect, Integrity and Trust. We conduct ourselves in a fair, consistent and compassionate manner. We are honest, open and transparent. We are reliable, dependable and accountable for our actions.

2.0 Policy:

Ken-Wo Women's Division is committed to providing an environment in which all individuals are treated with respect and prohibits discriminatory practices.

Members of Ken-Wo Women's Division and participants in Ken-Wo Women's Division activities are expected to conduct themselves at all times in a manner consistent with the values of the Ken-Wo Women's Division. Conduct that violates these values may be subject to sanctions pursuant to Article 6 of the Ken-Wo Country Club By-Laws.

Ken-Wo Women's Division and its members will:

- Maintain and enhance the dignity and self-esteem of members and participants
- Focus comments or criticism appropriately and avoid public criticism
- Consistently demonstrate the spirit of sportsmanship, sports leadership and ethical conduct and practices
- Ensure that the rules of the sport and the spirit of such rules are adhered to

Amateur Code of Conduct

The Ken-Wo Women's Division has a goal, consistent with the Nova Scotia Golf Association, of having its tournaments and activities to be the best they can be.

In order to make the Ken-Wo Women's Division tournaments/events/activities an enjoyable experience for all participants, spectators, club staff and volunteers who assist in organizing the events, Ken-Wo Women's Division requires all the participants in its events adhere to an Amateur Code of Conduct. The Amateur Code of Conduct is a guideline that participants are expected to follow while participating in our tournaments/events/activities.

The Code of Conduct requires that, while on the Golf Course, all players:

- Adhere to the Rules of Golf in competitive tournament play
- Refrain from displays of temper, such as throwing clubs
- Complete all competitive rounds of golf, unless otherwise approved
- Refrain from using abusive or profane language and including behaviour that

constitutes sexual harassment

- Demonstrate respect to volunteers, spectators, tournament/event/activities officials, the host course and staff, and their fellow golfers
- Adhere to the dress code, where applicable
- Not demonstrate any other conduct not becoming of a Ken-Wo Women's Division member

Officials of the Ken-Wo Women's Division may bring to the Ken-Wo Board of Directors violations of the Amateur Code of Conduct - see Article 6 of the Ken-Wo Country Club By-Laws.

To address a situation needing immediate clarification at a tournament/event, the Ken-Wo Women's Division will ensure there are at least two executive members on call (one preferably the President), who in collaboration with the event Chairperson and the Club Pro will assess the situation and deliver a decision. The tournaments/events to have this designation will be determined prior to the start of each golf season.

Any player, whose membership is under suspension, will not be considered for post season rankings, exemptions for future events, or selection for teams representing the Ken-Wo Women's Division.

Original signed by Winnie Horton
Signature: President

Original signed by Catherine Coates
Signature: Secretary/Treasurer

Review date: April, 2020

Revised date:

Ken-Wo Women's Division Policy

Policy Title: Meetings	Policy #: 2.2	Subject: Membership Meetings
Section: Membership	Creation Date: May 13, 2010	Responsibility: President

1.0 Purpose: To establish a schedule for meetings that the entire membership can attend

2.0 Policy: Women's Division membership meetings will be held twice each year:

- The semi-annual meeting will be held as close as possible to the first Thursday of May; and
- The annual meeting will be held as close as possible to the first Thursday of October.

Notice of the time and place of such meetings will be posted in the clubhouse and circulated to all women members by email at least ten days before the date of the meeting.

Meetings will inform the membership of finances, new policies, events, and awards. The annual meeting will vote on new executive members as recommended by the Nominating Committee.

Original signed by Winnie Horton
Signature: President

Original signed by Catherine Coates
Signature: Secretary/Treasurer

Review date: January 21, 2014, April, 2020

Revised date: April 9, 2014

Ken-Wo Women's Division Policy

Policy Title: Suggestions and Complaints	Policy #: 2.3	Subject: Dealing with Suggestions and/or Complaints
Section: Membership	Creation Date: June 3, 2010	Responsibility: Executive

1. Purpose: To establish clarity regarding how suggestions and complaints from the members are addressed by the Women's Division Executive

2. Policy: Suggestions and complaints are to be dealt with quickly and efficiently. They must be written down and brought to the attention the President or a member of the Executive.

The Executive will resolve the issue or delegate it to the appropriate individual. A course of action will be decided upon and recorded.

The President will provide a written update of outstanding items to the Executive and any other committee to whom the complaint or suggestion is relevant at their next scheduled meeting.

All records pertaining to suggestions and complaints and their resolutions will be kept by the President in a binder.

Original signed by Winnie Horton
Signature: President

Original signed by Catherine Coates
Signature: Secretary/Treasurer

Review date: January 21, 2014, April, 2020

Revised date: April 9, 2014

Ken-Wo Women's Division Policy

Policy Title: Board Position for the Women's Division	Policy #: 2.4	Subject: Non shareholder
Section: Membership	Creation Date: May 10, 2012	Responsibility: Executive

1.0 Purpose: To establish clarity regarding who represents the Women's Division on the Board of Directors

2.0 Policy: The President of the Women's Division must be a shareholder in order to sit on the Board of Directors.

If the elected President is not a shareholder or chooses not to sit on the Board, another member of the Women's Executive may represent the Division if she is a shareholder.

If there is no shareholder on the Women's Division Executive a member of the Women's Division will be appointed by the Executive to fill the position.

Original signed by Winnie Horton

Signature: President

Original signed by Catherine Coates

Signature: Secretary/Treasurer

Review date: January 21, 2014, April, 2020

Revised date: April 9, 2014

Ken-Wo Women's Division Policy

Policy Title: Handicap Records	Policy #: 2.5	Subject: Handicap
Section: Membership	Creation Date: July 26, 2018	Responsibility: Executive

1.0 Purpose: To establish guidelines for competitive golf within the Ken-Wo Women's Division. To support integrity in competitive golf through complete and accurate information about each participant's playing ability.

All members are encouraged to maintain current handicap records. However, it is not a requirement for those who choose not to play in competitive events.

Participation in competitive events is at the discretion of each individual.

2.0 Definitions:

Competitive Golf – any event sanctioned by the Women's Division or the Nova Scotia Golf Association (NSGA) requiring each player to have an established and current golf handicap. Examples of Ken-Wo sanctioned events are Women's Club Championship, PIN rounds, applicable trophy events, Home and Home events, Field Days, etc.

Handicap Record – an individual summary of the player's demonstrated playing ability, which is recorded on the Golf Canada web site. All of these scores are subject to *Golf Canada Rules of Handicapping*.

To obtain an initial handicap record (*Rules of Handicapping, Rule 4.5*), a player must submit acceptable scores from a minimum of 54 holes (3 18-hole scores or 6 9-hole scores).

Player's Responsibility (*Rules of Handicapping, Rule 1.3, in part*)

- Act with integrity by following the *Rules of Handicapping* and refrain from using, or circumventing, the *Rules of Handicapping* for the purpose of gaining an unfair advantage,
- Submit acceptable scores for handicap purposes as soon as possible after the round is completed, to provide reasonable evidence of their demonstrated ability

Acceptable Scores for Handicap purposes – All scores from an authorized format of play which meet the provisions set out within the *Rules of Handicapping (Rule 2)*

3.0 Policy: All active members of the Women's Division are eligible to participate in any and all competitive golf events, provided they have an established and current handicap record in accordance with the *Golf Canada Rules of Golf* and *the Rules of Handicapping*.

Competitive rounds require that all eligible scores be attested and the scorecards signed.

The Women's Division Handicap Chairperson is responsible for monitoring score-posting compliance and providing handicap reports to the Match Committee and the Women's Executive, as required. The Roles and Responsibilities document in the Ken-Wo Women's Executive Binder contains detailed procedures to be followed by the Handicap Chair and the Women's executive with regard to compliance.

4.0 References:

Golf Canada *Rules of Golf*

Golf Canada *Rules of Handicapping – Handicap Manual*

Ken-Wo Women's Executive Binder – Roles and Responsibilities, including procedure for non-compliance

Original signed by Linda Durling

Signature: President

Original signed by Betty Mattson

Signature: Secretary

Review date: April, 2020

Revised date: June, 2020

Revised date: July, 2021

Ken-Wo Women's Division Policy

Policy Title: Women's Club Championship	Policy #: 3.1	Subject: Responsibilities
Section: Tournaments	Creation Date: June 3, 2010	Responsibility: Vice President or Designate

1. Purpose: To define who is responsible for coordinating the events of the Women's Club Championship

2. Policy: The Women's Club Championship is the responsibility of the Vice President or designate, with assistance from the following executive committees: House, Match, Publicity, Prizes, Treasurer and also the appointed Handicap Chair. Detailed guidance is in the job description for the Vice President.

The Executive will set the fee for the Club Championship. A committee will be appointed to deal with disputes and to render decisions.

In the absence of the Vice President's position being occupied the President has the responsibility to appoint an interim coordinator for the event.

3. Records: A group picture of all winners will be taken by the Publicity Chair. A framed copy will be placed in the Women's locker room. A copy will be sent to the local newspapers.

4. Dinner and Awards Presentation: Guests to be invited to the dinner and awards presentation will include: Director of Golf, Head Pro and others approved by the Executive.

Original signed by Winnie Horton
Signature: President

Original signed by Catherine Coates
Signature: Secretary/Treasurer

Review date: January 21, 2014; April, 2020

Revised date: April 25, 2014, typos corrected Sep 17, 2015; June, 2020

Ken-Wo Women's Division Policy

Policy Title: Women's Club Championship – 18 holes	Policy #: 3.2	Subject: Club Championship
Section: Tournaments	Creation Date: April 8, 2011	Responsibility: Vice President or Designate

1. **Purpose:** To establish guidelines for the Women's' Club Championship

2. **Eligibility:**
 - 2.1. Any woman member of the Ken-Wo Golf Club is eligible to compete in the Ken-Wo Women's Club Championship, provided she has a current established handicap. Exception: Non-Principal Family/Flex member cannot compete.
 - 2.2. Any female member of the Junior Division who has a current handicap factor of 14.0 or less, and is at least 14 years of age by the first day of competition, is eligible to compete in the Women's Club Championship.
 - 2.2.1. The Tournament Selection Committee reserves the right to consider applications for tournament entry for any junior female member who is not eligible for the Women's Club Championship under Item 2.2. provided they meet the following requirements:
 - They are at least 14 years of age by the first day of competition.
 - They have a current established handicap factor of 14.1 to 17.9.
 - They have previous tournament experience.
 - They have the endorsement of the Head Pro and/or the Director of Golf.
 - 2.2.2. Any junior member granted entry into the Women's Club Championship under items 2.2 and 2.2.1 will be placed in the 1st Division, regardless of handicap factor

3. **Format:** The Women's Club Championship is an 18-hole two-round competition using the rules of Stroke play. The Championship will typically have four divisions. Division 1, 2 and 3 play from red tees. Division 4 plays from yellow tees. Division 4 can only play for gross prizes within their division. They can vie for Low Net of the Field but not for Club Champion, Senior Champion nor Master Champion (gross scores)

4. **Age Categories:**

A Senior has reached the age of 50 by the date of the first day of competition.
 A Master has reached the age of 70 by the date of the first day of competition.

5. Awards: Trophies and Prizes

5.1. No person shall be eligible to win more than one of these listed awards.

Achievement	Cup/Trophy
Club Champion	George E. Graham Cup
Low Net of the Field 18 holes	Lillian Swanburg Cup & Low Net Pin
Senior Champion 18 holes	Mutual Life Cup
Master Champion 18 holes	Dorothy Herbin Cup
1 st Division 18 holes Low Gross	Gi Forsyth Trophy
2 nd Division 18 holes Low Gross	Penny King Trophy
3 rd Division 18 holes Low Gross	Troyte-Bullock Cup
4 th Division 18 holes Low Gross	Margaret Bishop Trophy

5.2. The following prizes will typically be awarded within each division: 1st Low gross, 1st Low Net, 2nd Low Gross, and 2nd Low Net.

5.3. Prizes are to be determined in the following order: Club Champion, Senior Champion, Master Champion, Low Net of Field, then by Division: 1st Low Gross, 1st Low Net, 2nd Low Gross, 2nd Low Net.

5.4. Prizes in the form of Pro Shop certificates will be given to all award winners, with a budgeted amount to be determined annually and approved by the Executive of the Women's Division.

Original Signed by Nikki Dolbaczuk
Signature: President

Original Signed by Cathy Coates
Signature: Secretary/Treasurer

Review date: January 21, 2014; March 10, 2016; April, 2020

Revised date: April 25, 2014; June 9, 2016; June, 2020

Ken-Wo Women's Division Policy

Policy Title: Women's Club Championship - 9-Holes	Policy #: 3.3	Subject: Club Championship
Section: Tournaments	Creation Date: April 8, 2011	Responsibility: Vice-President or Designate

1. **Purpose:** To establish guidelines for the Women's 9-Hole Championship
2. **Eligibility:** Any woman member of the Ken-Wo Golf Club is eligible to compete in the Ken-Wo Women's Club Championship – 9-Hole Division, provided she has a current established handicap. Exception: Non-Principal Flex members cannot compete.
3. **Format:** The Women's 9-Hole Championship Division is a 9-hole two-round competition played from the yellow tees using the rules of stroke play.
4. **Awards: Trophies and Prizes**

4.1 No person shall be eligible to win more than one of these listed awards

Achievement	Cup/Trophy
Low Gross 9 holes	George Gillis Trophy
Low Net of Field 9 holes	Helen Orr Trophy

4.2 Also awarded if entry numbers warrant: 2nd Low Gross and 2nd Low Net

4.3 Prizes in the form of Pro Shop certificates, will be given to all award winners, with a budgeted amount to be determined annually and approved by the Executive of the Women's Division.

Original signed by Winnie Horton

Signature: President

Original signed by Catherine Coates

Signature: Secretary/Treasurer

Review date: January 21, 2014; April, 2020

Revised date: April 25, 2014; March 14, 2017; June, 2020

Ken-Wo Women's Division Policy

Policy Title: Match Play - Single	Policy #: 3.4	Subject: 9 and 18 hole Single Match Play
Section: Tournaments	Creation Date: August 11, 2011	Responsibility: Match Committee

1. Purpose: To define the format for the Women's Division 9 and 18 hole single match play

2. Policy: All play is to be done in accordance with the rules of golf.

Handicaps must be current for all participants.

Either person arranges the match, without delay.

Players may play from the tee of their choice, as long as the handicap index for the specific tees are followed and adjustments are made in keeping with the NSGA course rating.

If after 9 or 18 holes (as appropriate) the match is square, sudden death play comes into effect (hole by hole).

In Match play, if a doubt or dispute arises between the players, a player may make a claim. If no duly authorized representative of the Committee is available within a reasonable time, the players must continue the match without delay (Rule 2.5)

Original signed by Winnie Horton

Signature: President

Original signed by Catherine Coates

Signature: Secretary/Treasurer

Review date: January 21, 2014; April 2020

Revised date: April 9, 2014; March 14, 2017; June, 2020

Ken-Wo Women's Division Policy

Policy Title: Match Play - Partners	Policy #: 3.5	Subject: 9 & 18 hole Partners Match Play
Section: Tournaments	Creation Date: August 11, 2011	Responsibility: Match Committee

1. Purpose: To define the format for the Women's Division 9-Hole and 18 Hole partners match play

2. Policy: All play is to be done in accordance with the rules of golf.

Handicaps must be current for all participants.

A calculation of 40% is applied to the higher handicap team.

Either team arranges the match, without delay.

Two balls are played by both partners at the tee box then alternate shots thereafter.

Teams may play from the tee of their choice, as long as the handicap factors for the specific tees are followed and adjustments are made in keeping with the NSGA course rating.

If after 9 holes or 18 holes the match is square, sudden death play comes into effect until one side wins a hole

In Match play, if a doubt or dispute arises between the players, a player may make a claim. If no duly authorized representative of the Committee is available within a reasonable time, the players must continue the match without delay (Rule 2.5)

Original signed by Winnie Horton

Signature: President

Original signed by Catherine Coates

Signature: Secretary/Treasurer

Review date: January 21, 2014; April, 2020

Revised date: April 9, 2014; March 14, 2017

Ken-Wo Women's Division Policy

Policy Title: NS Women's Bronze Tournament	Policy #: 3.6	Subject: Ken Wo Women's' Bronze Qualifiers
Section: Tournaments	Creation Date: August 17, 2012	Responsibility: Women's Executive

1. Purpose: To establish funding guidelines for Ken Wo Women qualifiers to the NS Bronze Tournament

2. Eligibility: The top 5 Women's Division members that have qualified to represent Ken Wo in the Bronze tournament through the rules set out by the Bronze officials and implemented by the Match Committee in the selection process.

3. Assistance: Funding will be supplied for all qualifiers by the Women's Division if the funds are available. If funding is not available, the qualifiers must pay all necessary expenses.

Original signed by Winnie Horton

Signature: President

Original signed by Catherine Coates

Signature: Secretary/Treasurer

Review date: January 21, 2014; April, 2020

Revised date: April 9, 2014

Ken-Wo Women's Division Policy

Policy Title: Home and Home	Policy #: 3.7	Subject: Organizing Home and Home
Section: Tournaments	Creation Date: October 2010	Responsibility: Past President

1. Purpose: To establish guidelines for home and home competitions

2. Policy: The Executive should decide whether they wish to pursue any home and home events at their first meeting after the Annual Meeting. The Past President is responsible for the organization of the competition. This duty may be delegated.

3. Procedures

Dates:

The coordinator will contact the club(s) involved by May to set dates in coordination with the Match Committee.

It is customary to have 12 golfers from each club.

Ken-Wo hosts on its regular Thursday Women's Day event. A rain date will be selected where possible. However, if it is necessary to use the rain date, it must be approved by the Director of Golf.

Inclement weather: If rain is forecast for the day of the home and home competition, the decision to cancel will be made by 8:00 pm the previous day by the Ken-Wo organizer and the organizer from the visiting club. If the decision is to cancel, another date will be attempted.

Food:

The coordinator will meet with the Food and Beverage Supervisor to set a menu. The coordinator and F & B Supervisor should keep in mind that the event could be cancelled if there is inclement weather.

Sign up:

Post a sign-up sheet a month before and have the golfers indicate whether they want carts at the visiting club or not

Cost:

Ken-Wo participants pay an amount to be determined (previously \$15) plus the cost of two meals. Confirm this arrangement with the Director of Golf. Collect the money from the participants (payable to Ken-Wo Golf Club- there is no need for this to go through the Women's Division books).

Organizing the event:

Determine how many power carts will be required by the visitors and notify them of the cost. Notify the pro shop how many carts will be needed.

Ask the Match Chair to reserve six tee times, allowing time for the visitors to get here.

Get the handicap factors from participants from both clubs. In concert with the Handicap Chair, determine the Ken-Wo handicap for each visitor. The maximum handicap is a committee decision, up to a maximum of 54*. Make the draw, and give it to the Match Committee chair.

*It was previously stated the handicap was 40 even if the golfer's handicap was higher.

Prepare cards for each foursome.

Determine the table set up and decorations.

Scoring:

After the event determine the net scores with the coordinator of the other club. Only the coordinators should know the results of the first competition.

Second event:

At the second event, make sure that the scoring from the first event is there and that the winner of last year's event brings the trophy.

Original signed by Winnie Horton
Signature: President

Original signed by Catherine Coates
Signature: Secretary/Treasurer

Review date: January 21, 2014; April, 2020

Revised date: April 9, 2014

Ken-Wo Women's Division Policy

Policy Title: Lifetime Achievement Award	Policy #: 4.1	Subject: Lifetime Achievement
Section: Awards	Creation Date: May 13, 2010	Responsibility: Women's Division

1. Purpose: To establish a Lifetime Achievement Award that acknowledges members who have contributed to the Women's Division.

2. Policy: The Lifetime Achievement Award acknowledges members who have contributed to the Women's Division by representing Ken-Wo in numerous Provincial or National tournaments or by their exceptional lifelong commitment in volunteerism for the women's membership and golf in general.

3. Procedures:

- Written nominations should be brought to the attention of the Women's Executive by any member of the Women's Division at least two months prior to a Semi-Annual or Annual membership meeting.
- The nomination should contain justification for the Award based on the member's lifetime contribution.
- The Executive will consider all nominations and make their decision by the next membership meeting.
- The recipient will be invited to attend the meeting where the Award will be presented as a guest of the Women's Division
- A commemorative Award will be given to the recipient at this time.
- This Award may be made posthumously, in which case a member of the recipient's family will be invited to accept the Award.

Original signed by Nikki Dolbaczuk

Signature: President

Original signed by Catherine Coates

Signature: Secretary/Treasurer

Review date: January 21, 2014; April 24, 2015; April, 2020

Revised date: June 4, 2015

KEN-WO WOMEN'S DIVISION POLICY

Policy Title: Record Keeping Policy and Procedures	Policy #: 5.1	Subject: Record Keeping
Section: Administration	Creation Date: May 20, 2016	Responsibility: Women's Executive

- 1. Purpose:** To establish criteria and time limits for Executive record keeping, in electronic and paper formats.
- 2. Policy:** Identified Executive members are responsible for keeping of specified records of their responsibilities in electronic and paper format, as below.

Item	Electronic	Paper
Members Meeting Minutes (AGM and Semi-Annual meeting), including Treasurer's report, Financial Summary, and Committee Reports	Secretary puts permanent copy on Google Drive.	Secretary puts paper copies in a binder for Members, which is kept in the Womens Locker Room or other accessible location.
Executive Meeting Minutes (AGM and semi-annual meeting), including Treasurer's report, Financial summary, and committee reports.	Secretary puts minutes for previous 5 years on Google Drive. Other copies are deleted.	Executive members keep their own current paper copies in their Executive Binders and pass on to new Chairs.
Executive Binder contains Roles & Responsibilities and Policies and other useful information	Secretary puts current electronic PDF and source (Word) documents on the Google Drive.	A current binder is kept by each Executive member and passed on to new Chair.
Policies	The Executive members review and update policies annually. Secretary puts electronic PDF and source (Word) documents on Google Drive, including any changes for the past 3 years. Current policies in PDF form are posted on the website.	Secretary distributes updated paper copies to Executive members.
Detailed Financial Records , including deposit slips, bank statements and detailed receipts	Treasurer retains detailed records, which are deleted after three years.	Treasurer retains detailed records, which are destroyed after three years.

Member Email Addresses

President (or delegate) at the beginning of the season and periodically throughout the season, coordinates with Club administration to receive and update the email addresses on the KenWoWomen gmail account of all current women members.

Emails to and from Members
(gmail account)

President (or delegate) at the end of the season reviews all emails on the gmail account. All emails are deleted except for emails considered useful background in explaining policies or procedures. These are converted to PDF form and stored on Google Drive. No emails to/from individual members are to be retained after the end of the season.

Newsletters: to include

- i) Club Championship winners, photos, results
- ii) Annual Closing Trophy/prize winners, photos/results
- iii) Current Executive Photo
- iv) Weekly winners/results
- v) NSGA/RCGA & other provincial (field days) results attended by Ken-Wo women golfers
- vi) Reports from KWW Committee Chairs

Publicity puts permanent electronic copy of Google Drive. Newsletters for the current season are posted on website.

Publicity posts on main & lower floor bulletin boards. At end of each year the Newsletters are filed in a binder in Women's Locker Room.

Annual Trophy winners, photos & results

Publicity Chair puts in Newsletter which is stored on Google Drive. She may optionally create an electronic photo album to be used as a slide show at Division events.

Publicity posts Newsletters on bulletin boards during the year and files in a binder at end of year in Locker Room.

Championship winners, photos & results

Publicity Chair puts in Newsletter which is stored on Google Drive. She may optionally create an electronic photo album to be used as a slide show at Division events.

Publicity posts Newsletters on bulletin boards during the year and files in a binder at end of year in Locker Room. She frames Award winners photo and displays in Locker Room on Wall of Fame.

Executive Photo

Publicity Chair takes a photo each Spring of the new Executive & puts in Newsletter which is stored on Google

Publicity frames new Executive photo & displays in Locker Room.

Drive.

Previous year's photo is filed in Locker Room.

Weekly winners - results

Match Chair keeps a record of weekly winners for current season. She notifies Publicity of each week's winners. Treasurer keeps record of 50/50 winners for the current season. She notifies Match & Publicity of each week's winner. Publicity publishes the winners in the Newsletter which is put on Google Drive.

Match maintains a master list of winners, gift certificate numbers & amounts and gives to Treasurer at end of season.

Photos

Casual/social/Club Championship/
Opening & Closing/Scramble/other

Publicity Chair puts compilation on Google Drive. She may optionally create an electronic photo album to be used as a slide show at Division events. At the end of each year the flash drive is stored in Locker Room and the year is clearly marked on the envelope.

Publicity Chair posts a selection of photos on Division bulletin boards and at end of year files in Locker Room.

**Club Champions & Presidents
Plaques**

Publicity Chair includes new President and Club Champion in Newsletter which is electronically stored on Google Drive.

Publicity arranges for engraving on Club President and Club Champion plaques displayed on upper level.

Signature: President
Linda Durling

Signature: Secretary
Betty Mattson

Review date:

Revised date: