



IGF POLICIES & CHARTERS

Version March 2018

International Golf Federation / Executive Director's Office

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This document is published by the International Golf Federation (IGF) and comprises all IGF policies and Charters of IGF Committees and Commissions

The work of the International Golf Federation is governed by its Board Members:

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1. IGF POLICIES

Policy Title		1. ASSIGNMENT OF AUTHORITY	
Lead Functional Area		EXECUTIVE DIRECTORS OFFICE	
Policy Number	ED01	Last update	12 December 2010

<u>POLICY OBJECTIVES</u>	
Stipulate who has the legal authority to represent and sign documents on behalf of the IGF	
<u>POLICY DESCRIPTION</u>	
As per the Board resolution dated 12 December 2010, the IGF President, IGF Vice President and IGF Executive Director, are a representative of the IGF and a signatory be able to sign documents on behalf of the IGF	
All cheques, promissory notes, bankers, drafts, bills of exchange and other negotiable instruments, and all receipts for money paid to the Association, shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, by any two (2) of the above duly authorised.	
Other Functions impacted by policy	ALL
<u>POLICY APPROVED</u>	
Date: 12 December 2010	
<u>ATTACHMENT</u>	
NIL	

Policy Title		2. CASH FLOW MANAGEMENT	
Lead Functional Area		EXECUTIVE DIRECTORS OFFICE	
Policy Number	ED02	Last update	12 December 2010

<u>POLICY OBJECTIVES</u>	
Provide robust cash flow controls and management within IGF	
<u>POLICY DESCRIPTION</u>	
<ul style="list-style-type: none"> IGF Executive Director can authorise expenditure on individual goods / services no greater than CHF10000. Expenditure on individual goods / services greater than CHF10000 require approval by any two of the assigned representatives and signatories of the IGF- the IGF President, IGF Vice President and IGF Executive Director 	
Other Functions impacted by policy	ALL
<u>POLICY APPROVED</u>	
Date: 12 December 2010	
<u>ATTACHMENT</u>	
NIL	

Policy Title		3. REIMBURSEMENT OF BUSINESS RELATED EXPENSES	
Lead Functional Area		EXECUTIVE DIRECTORS OFFICE	
Policy Number	ED03	Last update	12 December 2010

<u>POLICY OBJECTIVES</u>	
Provide robust management and approval of business related expenses incurred by IGF staff and executive officers	
<u>POLICY DESCRIPTION</u>	
Where IGF staff and executive officers incur expenses that should be funded by the IGF an expense claim can be made completing an Expense Claim Form.	
All claims must be:	
<ul style="list-style-type: none"> • Supported by receipts or other relevant evidence • Signed as authorised by the IGF Executive Director • Where the IGF Executive Director is making a claim the IGF President or Vice President must authorise the claim. 	
Other Functions impacted by policy	ALL
<u>POLICY APPROVED</u>	
Date: 12 December 2010	
<u>ATTACHMENT</u>	
IGF EXPENSE CLAIM FORM	

Policy Title		4. APPROVAL OF BANK TRANSFER OF FUNDS	
Lead Functional Area		EXECUTIVE DIRECTORS OFFICE	
Policy Number	ED04	Last update	20 June 2011

<u>POLICY OBJECTIVES</u>	
Provide robust management and approval of the transfer of funds from the IGF Bank Accounts for expenses incurred by the IGF.	
<u>POLICY DESCRIPTION</u>	
In order for funds to be transferred from any of the IGF Bank Accounts an IGF Payments Form must be completed. All Bank transfers must be: <ul style="list-style-type: none"> • Supported by receipts or other relevant evidence • Signed as authorised by the IGF Executive Director and counter signed and authorised by the IGF President or Vice President. Once authorised the details of the Bank transfers are entered into the Payments section of the IGF secure section of the Bank's website. These payments are then securely electronically approved by the IGF Executive Director and counter signed and authorised by the IGF President or Vice President.	
Other Functions impacted by policy	ALL
<u>POLICY APPROVED</u>	
Date: 20 June 2011	
<u>ATTACHMENT</u>	
IGF PAYMENTS FORM	

Policy Title		5. IGF CONTRACTOR / SERVICE AGREEMENTS	
Lead Functional Area		EXECUTIVE DIRECTORS OFFICE	
Policy Number	ED05	Last update	20 April 2011

<u>POLICY OBJECTIVES</u>	
Standardise contracts with suppliers and contractors of products and services to the IGF and minimise contract risk.	
<u>POLICY DESCRIPTION</u>	
All suppliers and contractors of products and services to the IGF must sign the standard IGF Contractor / Service Agreement.	
Other Functions impacted by policy	ALL
<u>POLICY APPROVED</u>	
Date: 20 April 2011	
<u>ATTACHMENT</u>	
IGF Standard Contractor / Service Agreement	

Policy Title		6. ASSIGNMENT OF AUTHORITY	
Lead Functional Area		EXECUTIVE DIRECTORS OFFICE	
Policy Number	ED06	Last update	12 December 2010

<u>POLICY OBJECTIVES</u>	
Provide guidelines on tendering for products / services that are to be provided to the IGF	
<u>POLICY DESCRIPTION</u>	
For any supply of products and services that are above CHF 50,000 a competitive tendering process is to be conducted	
Other Functions impacted by policy	ALL
<u>POLICY APPROVED</u>	
Date: 12 December 2010	
<u>ATTACHMENT</u>	
NIL	

Policy Title		7. KEEPING OF BOOKS & RECORDS	
Lead Functional Area		EXECUTIVE DIRECTORS OFFICE	
Policy Number	ED07	Last update	20 April 2011

POLICY OBJECTIVES

The International Golf Federation (IGF) shall establish and maintain proper records and minutes concerning all transactions, business, meetings and dealings of the IGF and the Board and shall produce these as appropriate at each Board or General Meeting.

POLICY DESCRIPTION

The following books and records of the IGF must be kept:

Notices, meetings and correspondence

1. The IGF must record, by mechanical, electronic or other means, all details of notices or orders served on it. These records must be kept for at least ten (10) years. The following information must be recorded for each notice:

- the date and manner of service
- the date for obeying the order
- the date the order was obeyed.

2. The IGF must keep by mechanical, electronic or other means minutes of IGF Board, administrative and executive meetings, including details of motions passed, for at least ten (10) years.

3. The IGF must keep by mechanical, electronic or other means:

- copies of all correspondence received and sent, inclusive of emails, for at least ten (10) years
- notices of IGF Board, administrative and executive meetings for at least ten (10) years
- proxies given to the IGF for at least ten (10) years after the proxy expires
- voting papers for resolutions at IGF meetings for at least ten (10) years
- voting papers for election of the executive committee and officers of the committee for at least ten (10) years
- records served on the IGF by the managing agent for at least ten (10) years
- notices specifying an address for service for at least ten (10) years.

Financial records and statements

1. The IGF must keep by mechanical, electronic or other means accounting records and financial statements. The books of account shall be kept in the care and control of the Executive Director.

2. The IGF shall retain such records for ten (10) years after the completion of the transactions or operations to which they relate.

3. The Executive Director shall submit to the Board audited statements of account of the IGF

4. The Executive Director, in Accordance with 13.6 of the Constitution shall cause to be sent to all persons entitled below a copy of the statements of accounts and the auditor's report;

- each national Federation Member
- each Professional Member;
- each member of the Administrative Committee; and
- each member of the Executive Committee

<p>Membership register</p> <p>The IGF must prepare, maintain and keep a membership register. The register must have separate entries for each member and include:</p> <ul style="list-style-type: none"> - the name of each member - their registered address and postal address; - telephone number and fax number - email address - website address 	
<p>Other Functions impacted by policy</p>	<p>ALL</p>
<p><u>POLICY APPROVED</u></p> <p>Date: 20 April 2011</p>	
<p><u>ATTACHMENT</u></p> <p>NIL</p>	

Policy Title		8. RISK MANAGEMENT	
Lead Functional Area		EXECUTIVE DIRECTORS OFFICE	
Policy Number	ED08	Last update	12 December 2010

POLICY OBJECTIVES

The purpose of this Policy is to outline the principles that govern the management of risk at the International Golf Federation (IGF), and to define associated responsibilities for IGF's risk management process.

POLICY DESCRIPTION

1. Principles

1.1 The Board recognises that risk is inherent in all of its activities and that effective management of risk is necessary in order to protect the organisation against potential loss.

1.2 The Board will maintain a risk management framework

1.3 The Board will ensure that risk management is integrated into IGF's corporate culture and business operations at a strategic, operational and project level.

1.4 The Board will be mindful of the need to achieve a balance between the costs of managing risk and the anticipated benefits.

1.5 The Board will ensure that risks are identified, reviewed and monitored on an on-going basis.

2 Responsibilities

2.1 The Board has ultimate responsibility for approving and monitoring the effectiveness of the risk management framework and assessing whether the organisation has in place adequate risk management and internal control mechanisms.

2.2 The Board delegates to Management the responsibility for undertaking risk reviews and the design and implementation of appropriate risk management systems.

2.3 The Audit & Risk Committee is responsible for overseeing of the processes for the identification and assessment of risks, reviewing the outcomes of risk management processes and for advising the Board as required.

2.4 The Executive Director is responsible for ensuring that a risk management process is established, implemented and maintained in accordance with this Risk Management Policy, and is ultimately responsible for the management of risks in the business.

3. Implementation

This Policy is effective from 12 December 2011. It should be read in conjunction with IGF's:

(a) Risk Management Plan; and

(b) Risk Register.

Other Functions impacted by policy	ALL
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POLICY APPROVED

Date: 12 December 2010

ATTACHMENT

Risk Management Plan

Risk Register

Policy Title		9. IGF CODE OF ETHICS	
Lead Functional Area		EXECUTIVE DIRECTORS OFFICE	
Policy Number	ED09	Last update	12 December 2010

OBJECTIVE OF THE CODE

The Code of Ethics clarifies the standards of behaviour that are expected of the IGF staff of the in the performance of their duties. It gives guidance in areas where they need to make personal and ethical decisions.

CODE DESCRIPTION

The IGF and its members, the IGF officials and any persons or organisation belonging in any capacity whatsoever to the IGF or to one of its affiliated members, the Organising Committee of the IGF Competitions and Tournament Support Personnel at the Olympic Games (the Golf Parties) shall be bound by and shall comply with all the provision of this code (the "Code") and restate their commitment to the IGF Constitution.

"Tournament Support Personnel" refers to any tournament director, owner, operator, employee, volunteer, referee, technical official, IGF employee, and any of their respective agents, delegates, commissioners, or contractors, and any similarly situated person at an Olympic Golf Competition and any other person who receives accreditation for an Olympic Golf Competition at the request of Tournament Support Personnel.

Within the framework of IGF's activities, the Golf Parties and the participants in the IGF Competitions undertake to respect and ensure respect of the following rules:

DIGNITY

1. Safeguarding the dignity of the individual is a fundamental requirement of the IGF.
2. There shall be no discrimination between participants on the basis of race, sex, ethnic origin, nationality, religion, philosophical or political opinion, marital status, sexual orientation, age or other grounds.
3. No practice constituting any form of physical or mental injury to the participants will be tolerated. All doping practices, at all levels, are strictly prohibited.
4. All forms of harassment against participants, be it physical, mental, professional or sexual, are prohibited.
5. To the extent within their reasonable control, the Golf Parties shall guarantee to the athletes, conditions of safety, well-being and medical care favourable to their physical and mental equilibrium.

INTEGRITY

1. The Golf Parties or their representatives shall not, directly or indirectly, solicit, accept or offer any concealed remuneration, commission, benefit or service of any nature connected with the organisation of the IGF activities and / or IGF Competitions.
2. Only gifts of nominal value, in accordance with prevailing local customs, may be given or accepted by the Golf Parties, as a mark of respect or friendship. Any other gift must be passed on to the organisation of which the beneficiary is a member.
3. The hospitality shown to the members and staff of the Golf Parties and the persons accompanying them shall not exceed the standards prevailing in the host country.
4. The Golf Parties shall avoid any conflict of interest. The Golf Parties shall register a personal or close family member's interest in areas that relate to the IGF's activities. If a conflict of interest arises, or if there is a danger of this happening, the parties concerned must inform the IGF Integrity Committee Chairman or the IGF Executive Director who will take appropriate measures.

5. The Golf Parties shall use due care and diligence in fulfilling their mission. They must not act in a manner likely to tarnish the reputation of the IGF.
6. The Golf Parties must not be involved with firms or persons whose activity is inconsistent with the principles set out in the IGF Constitution and this Code.
7. The Golf Parties shall neither give nor accept instructions to vote or intervene in a given manner within the organs of IGF.

RESOURCES

1. The resources of the Golf Parties, as defined in the preamble but excluding the natural persons mentioned therein, may be used only for golf purposes.
2. The income and expenditures of the Golf Parties as defined in section 1 above shall be recorded in their accounts, which must be maintained in accordance with generally accepted accounting principles. An independent auditor will check these accounts.
3. The Golf Parties recognise the significant contribution that broadcasters, sponsors, partners and other supporters of sports events make to the development and prestige of the golf competitions throughout the world. However, such support must be in a form consistent with the rules of sport and the principles defined in this Code. They must not interfere in the running of sports institutions.

CANDIDATURES

1. The Golf Parties wishing to organise IGF Competitions shall, inter alia, refrain from approaching another party or a third authority with a view to obtaining any financial or political support and shall respect in all points the guidelines regarding cities bidding to host the World Amateur Team Championships (WATC) in the WATC Manual and bidding questionnaire.

RELATIONS WITH NATIONS

1. The Golf Parties shall work to maintain harmonious relations with national authorities, in accordance with the principle of universality and of political neutrality of the IGF Competitions.
2. The Golf Parties are free to play a role in the public life of the nations to which they belong. They may not however abuse their IGF position, engage in any activity or follow any ideology inconsistent with the principles and rules defined in this Code.
3. The Golf Parties shall endeavour to protect the environment on the occasion of any events they organise. In the context of the IGF Competitions, they undertake to uphold generally accepted standards for environmental protection.

CONFIDENTIALITY

1. The Golf Parties shall not disclose information entrusted to them in confidence. Disclosure of information must not be for personal gain or benefit, nor be undertaken maliciously to damage the reputation of any person or organisation.

IMPLEMENTATION

The Golf Parties shall see to it that the principles and rules of this Code are applied.

Any allegation or suspicion of a violation of this code shall be reported to the IGF Integrity Committee Chairperson

PROCEDURES FOR DETERMINING BREACHES OF THE CODE OF ETHICS

Not every breach of the Code must be the subject of a formal investigation and determination. A warning given by a manager or a counselling session may be more appropriate. The process used will be determined by the seriousness of the breach, and whether the breach is a repeat offence or an isolated incident.

Where it is determined that the breach is of serious matter, the IGF Integrity Committee Chairperson will appoint the IGF Integrity Unit to investigate the facts and material relevant to the allegation(s).

The IGF Integrity Unit will determine the manner in which the investigation will be held in order to uphold the principle of natural justice.

The procedure used will be determined by the nature and the seriousness of the breach. Not every breach of the Code must be the subject of a formal investigation and determination. In some cases, the IGF Integrity Committee Chairperson will appoint the IGF Integrity Unit to investigate the facts and material relevant to the allegation(s). In other cases, the IGF Integrity Committee Chairperson may determine the sanction and/or may decide to refer, at his/her sole discretion, the case to the IGF Tribunal for Hearing and/or to the relevant Professional Member to which the athlete is a member.

SUSPENSION FROM DUTY OR RE-ASSIGNMENT TO OTHER DUTIES

The Golf Parties who are alleged to have committed a serious breach of the Code may be suspended from duty with or without pay until such times as the IGF Integrity Committee Chairperson has determined the matter as set forth above.

A decision to suspend a person from duty or to re-assign them to other duties during an investigation will be exercised by the IGF Integrity Committee Chairperson in writing to the Golf Parties concerned. Should a golf party be suspended without pay and a serious breach is not proven, he/she will be reimbursed for the loss of pay. Serious misconduct may result in removal from an IGF Competition and/or withdrawal of accreditation and/or re-assignment of job responsibilities, and/or dismissal from the IGF.

Other Functions impacted by policy	ALL
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<p><u>POLICY APPROVED</u></p> <p>Date:</p>

<u>ATTACHMENT: NIL</u>

Policy Title		10. IGF CODE OF CONDUCT FOR ALL ATHLETES AND SUPPORT PERSONNEL	
Lead Functional Area		EXECUTIVE DIRECTORS OFFICE	
Policy Number	ED10	Last update	12 December 2010

OBJECTIVE OF THE CODE

The aim of this Code is to provide fair and reasonable standards of conduct for all athletes, to ensure and maintain an orderly and fair administration and conduct for an event or competition under the jurisdiction of the IGF and to protect the athletes' rights and the respective rights of the IGF.

CODE DESCRIPTION

1) INTRODUCTION

Athletes participating in an event or competition under the jurisdiction of the IGF shall observe the Rules of Golf and Local Rules or Conditions in effect for the conduct of the Competition, and at all times shall conduct themselves in a manner that will not reflect unfavourably on the IGF and its members, officers or representatives.

The Executive Director shall be the final authority for the interpretation of this Code as to all matters arising that requires immediate resolution at the competition site.

2) RULES OF GOLF & IGF REGULATIONS

Any athlete who breaches the Rules of Golf or the Local Rules or Conditions or the any other relevant IGF Regulations in effect for the conduct of the Competition, shall be subject to the penalties provided in such Rules, Regulations or Conditions, as well as any other penalties determined by the IGF Rules Committee. The decision of the IGF Rules Committee for the competition with respect to such breach(es) shall be final and conclusive.

3) ATHLETE ON-SITE OFFENCES

a) GENERAL

Every athlete shall, during the competition and at all times while within the precincts of the competition site, conduct themselves in an orderly and sportsmanlike manner and in accordance with the normally accepted standards of courtesy and golf etiquette. The following provisions shall apply to each athlete's conduct while within the precincts of the site.

b) AUDIBLE OBSCENITY

Athletes shall not use audible obscenity within the precinct of the competition site. For the purposes of this Rule, audible obscenity is defined as the use of words commonly known and understood to be profane and uttered clearly and loudly enough to be heard by the IGF Rules Committee, spectators or television viewers.

c) VISIBLE OBSCENITY

Athletes shall not make obscene gestures of any kind within the precincts of the competition site. For the purposes of this Rule, visible obscenity is defined as the making of signs by an athlete with their hands and/or equipment that commonly have an obscene meaning.

d) VERBAL ABUSE

Athletes shall not at any time directly or indirectly verbally abuse any official, other athlete, spectator or other person within the precincts of the competition site. For the purposes of this Rule, verbal abuse is defined as a statement about an official, opponent, sponsor, spectator or other person that implies dishonesty or is derogatory, insulting or otherwise abusive.

e) PHYSICAL ABUSE

Athletes shall not at any time physically abuse any official, other athlete, spectator or other person within the precincts of the competition site. For the purposes of this Rule, physical abuse is the unauthorised touching of an official, opponent, spectator or other person.

f) ABUSE OF EQUIPMENT

Athletes shall not violently or with anger hit, kick or throw a golf ball, club or other equipment within the precincts of the competition site. For the purposes of this Rule, abuse of golf clubs or equipment is defined as intentionally and violently destroying or damaging clubs or equipment, or intentionally and violently hitting the course or other fixture during the competition or practice rounds out of anger or frustration.

g) UNSPORTSMANLIKE CONDUCT

Athletes shall at all times conduct themselves in a sportsmanlike manner and give due regard to the authority of officials and the rights of opponents spectators and others. For the purposes of this Rule, Unsportsmanlike Conduct is defined as any misconduct by an athlete that is clearly abusive or detrimental to the Sport, but that does not fall within the prohibition of any specific on-site offence contained herein. In addition, Unsportsmanlike Conduct shall include, but not be limited to, the giving, making, issuing, authorising or endorsing any public statement having, or designed to have, an effect prejudicial or detrimental to the best interests of the competition and/or the officiating thereof.

h) BEST EFFORTS

An athlete shall use their best efforts when competing in an event or competition under the jurisdiction of the IGF.

i) LEAVING THE COURSE

An athlete shall not leave the course area during a round without the permission of the Chief Referee.

j) FAILURE TO COMPLETE COMPETITION

An athlete must complete a competition in progress unless he/she is reasonably unable to do so. A violation of this Section shall subject an athlete to immediately default and shall also constitute the Major Offence of "Aggravated Behaviour".

k) CEREMONIES

An athlete must attend and participate in the medal ceremony unless reasonably unable to do so.

l) MEDIA CONFERENCE

Unless injured and physically unable to appear, an athlete must attend, if requested, the post-competition media conference(s) organised after the conclusion of each round whether the athlete was leading the round or not. In addition, all athletes must participate, if requested, in a pre-event press conference to be arranged during the two days before the start of the event. All media obligations include, but are not limited to, interviews with the host and athlete's national broadcaster.

4) FAILURE TO REPORT A BREACH OF THE CODE

Athletes shall report a breach of the Code by another athlete when the breach is known to that athlete or in circumstances where he/she should reasonably have realised that a breach of the Code may have occurred. Furthermore, athletes shall fully co-operate in any enquiry or proceedings relating to a breach or suspected breach of the Code.

5) DETERMINATION AND SANCTIONS

Any allegation or suspicion of a Violation of the Code of Conduct shall be reported to the IGF Integrity Committee Chairperson. The procedure used will be determined by the nature and the seriousness of the breach. Not every breach of the Code must be the subject of a formal investigation and determination. In some cases, the IGF Integrity Committee Chairperson will appoint the IGF Integrity Unit to investigate the facts and material relevant to the allegation(s). In other cases, the IGF Integrity Committee Chairperson may determine the sanction and/or may decide to refer, at his/her sole discretion, the case to the IGF Tribunal for Hearing and/or to the relevant Professional Member to which the athlete is a member.

6) ATHLETE MAJOR OFFENCES

a) AGGRAVATED BEHAVIOUR

No athlete or Athlete Support Personnel in an event or competition under the jurisdiction of the IGF shall engage in "Aggravated Behaviour" which is defined as follows:

One or more incidents of behaviour designated in this Code as constituting “Aggravated Behaviour”.

One incident of behaviour that is flagrant and particularly injurious to the success of an event or competition under the jurisdiction of the IGF, or is singularly egregious.

A series of two (2) or more violations of this Code which singularly do not constitute “Aggravated Behaviour”, but when viewed together establish a pattern of conduct that is collectively egregious and is detrimental or injurious to the event or competition under the jurisdiction of the IGF.

In addition, any Athlete or Athlete Support Personnel who, directly or indirectly, offers or provides or receives any money, benefit or consideration to or from any other Covered Person or third party in exchange for access and/or accreditation to the competition site shall be deemed to have engaged in Aggravated Behaviour and be in violation of this Section.

Furthermore, neither athletes nor other individuals acting on such athletes’ behalf shall solicit or accept any compensation, gratuity or other thing of value offered for the purpose of guaranteeing their appearance in in an event or competition under the jurisdiction of the IGF.

Conversely, neither athletes nor other individuals acting on such athletes’ behalf shall offer anything of value to the IGF in return for special treatment of any kind.

Violation of this Section by an athlete, directly or indirectly through Athlete Support Personnel or others, shall be reported to the IGF Integrity Committee Chairperson who will examine possible breaches of this Policy. The procedure used will be determined by the nature and the seriousness of the breach. Not every breach of the Code must be the subject of a formal investigation and determination. In some cases, the IGF Integrity Committee Chairperson will appoint the IGF Integrity Unit to investigate the facts and material relevant to the allegation(s). In other cases, the IGF Integrity Committee Chairperson may determine the sanction and/or may decide to refer, at his/her sole discretion, the case to the IGF Tribunal for Hearing and/or to the relevant Professional Member to which the athlete is a member

Violation of this Section shall subject Athlete Support Personnel to a maximum penalty of permanent revocation of accreditation and denial of access to the event or competition under the jurisdiction of the IGF.

b) CONDUCT CONTRARY TO THE INTEGRITY OF THE GAME

No athlete or Athlete Support Personnel shall engage in conduct contrary to the integrity of the game of golf.

If an athlete has at any time behaved in a manner severely damaging to the reputation of the Sport, he/she may be deemed by virtue of such behaviour to have engaged in conduct contrary to the integrity of the Game of Golf and be in violation of this Section. Violation of this Section by an athlete, directly or indirectly through Athlete Support Personnel or others shall be reported to the IGF Integrity Committee Chairperson. The procedure used will be determined by the nature and the seriousness of the breach. Not every breach of the Code must be the subject of a formal investigation and determination. In some cases, the IGF Integrity Committee Chairperson will appoint the IGF Integrity Unit to investigate the facts and material relevant to the allegation(s). In other cases, the IGF Integrity Committee Chairperson may determine the sanction and/or may decide to refer, at his/her sole discretion, the case to the IGF Tribunal for Hearing and/or to the relevant Professional Member to which the athlete is a member.

Other Functions impacted by policy

ALL

POLICY APPROVED

Date: 8 April 2015

ATTACHMENT

IGF Games Registration & Regulations Form for Athletes - Games of the XXXI Olympiad – Rio2016

IGF Games Registration & Regulations Form for Athletes - Games of the XXXI Olympiad – Rio2016

To be eligible for participation in the Olympic Games, all athletes must comply with the Olympic Charter, including the conditions of eligibility established by the IOC, as well as with the rules of the International Federation. An athlete must respect the spirit of fair play and non-violence, and behave accordingly; and respect and comply in all aspects with the World Anti-Doping Code.

In order to comply with the rules of the International Golf Federation, all athletes must complete and sign the **International Golf Federation (IGF) Games Registration & Regulations form for Athletes** in order to be permitted to participate at the Rio 2016 Olympic Games, thereby confirming their acceptance of the rules laid out in the IGF Olympic Golf Regulations and the IGF Anti-Doping programme for the Olympic Games.

1. I hereby agree to abide by and be governed by the IGF Olympic Golf Regulations and its appendices and the Rules of Golf, in accordance with which the Olympic Golf Competition will be conducted.
2. I specifically agree that as a member of the IGF Registered Testing Pool (RTP) to come under the jurisdiction of the IGF for the purpose of the anti-doping programme in place from 6 May 2016 to 21 August 2016, to submit to the doping control tests (including out of competition tests by the IGF, the World Anti-Doping Agency (WADA) or any organization commissioned by the IGF or WADA), to accept the results of such tests and to abide by the respective regulations. I hereby confirm that I am aware of the regulations and penalties in force relating to the fight against doping.
3. I acknowledge that information, including personal information about me, can be shared between anti-doping organisations for anti-doping purposes and such information will only be used in a fashion that is fully consistent with the limitations and restrictions contained in the World Anti-Doping Code International Standard for Protection of Privacy and Personal Information.
4. I hereby represent that I have obtained personal liability insurance from an insurer covering liability which may arise from my participation in the Olympic Games in a minimum amount of \$1,000,000 for each occurrence.
5. I agree that any dispute arising between myself and IGF which cannot be settled amicably and which remains unsettled once the procedures provided for in the IGF Olympic Golf Regulations have been exhausted, shall be settled finally by a tribunal composed in accordance with the Statute and Regulations of the Court of Arbitration for Sport, Lausanne, Switzerland, to the exclusion of any recourse to ordinary courts. The parties undertake to comply with the said Statutes and Regulations and to accept in good faith the award rendered and in no way hinder its execution.

I, the undersigned, hereby agree with the conditions as stated within this IGF Games Registration and Regulations form and understand these conditions must be agreed to in their entirety.

Athlete name

Athlete signature

Parent/Guardian name (if athlete is a minor)

Parent/Guardian signature (if athlete is a minor)

Date (day/month/year)

ATHLETE INFORMATION

I, the undersigned, hereby give my consent to provide the IGF with my personal contact details as follows: (TO BE COMPLETED IN BLOCK CAPITALS)

Athlete's family name (s)		First Name(s)	
Nationality		Date of Birth	
Gender			
Current Home address (Street, City, Country)			
Current Home Tel. number			
Mobile Tel. number			
Email			
Professional Tour name(s)			
Caddie name(s) <i>(all potential caddies)</i>			

Athlete name

Athlete signature

Parent/Guardian name (if athlete is a minor)

Parent/Guardian signature (if athlete is a minor)

Date (day/month/year)

If in the first instance this form is sent by e-mail, the original must also be sent by post or courier to the: International Golf Federation, Maison du Sport International, Ave de Rhodanie 54, 1007 Lausanne, Switzerland.

IGF Registered Testing Pool (RTP) – Whereabouts Filings

Delegation to a Third Party/ Athlete Agent

The IGF Registered Testing Pool (RTP) is a pool of top-level athletes established by the IGF. RTP Athletes are required to provide the IGF with the whereabouts information in accordance with Article I.3 of the International Standard for Testing and Investigations. Repeated failure to provide such information or to be available for Testing at the location(s) specified will constitute an Anti-Doping Rule Violation (ADRV) under the IGF Anti-Doping Rules.

I, the Undersigned Athlete, hereby request to delegate to a third party the making of some or all of my Whereabouts Filings to the Undersigned third party.

I am aware that despite delegating some or all of my Whereabouts Filings to a third party, I remain entirely responsible for any failure to comply with the requirements of the IGF Anti-Doping Rules. Any consequences and periods of Ineligibility that are imposed due to an ADRV under the IGF Anti-Doping Rules will still apply. As with any other Anti-Doping Rule Violation (ADRV), a tribunal would not accept a plea that I had delegated the task to a third party.

Athlete's Name (First name, Last name) _____

Signed on (date: day/month/year) _____

Signature _____

The Undersigned third party hereby agrees to such delegation.

Third party (First name, Last name) _____

Mailing address _____

Phone number _____

Email address _____

Signed on (date: day/month/year) _____

Signature _____

Policy Title		11. IGF CODE OF CONDUCT FOR TOURNAMENT SUPPORT PERSONNEL AND OFFICIALS	
Lead Functional Area		EXECUTIVE DIRECTORS OFFICE	
Policy Number	ED11	Last update	25 November 2016

OBJECTIVE OF THE CODE

To ensure all Tournament Support Personnel of an event or competition under the jurisdiction of the IGF conduct themselves in accordance with the IGF values.

SCOPE OF THE CODE

The content of this code (the “Code”) applies all tournament support personnel of an event or competition under the jurisdiction of the IGF. “**Tournament Support Personnel**” refers to any tournament director, owner, operator, employee, volunteer, referee, technical official, IGF employee, and any of their respective agents, delegates, commissioners, or contractors, and any similarly situated person at an the event or competition under the jurisdiction of the IGF and any other person who receives accreditation for an the event or competition under the jurisdiction of the IGF at the request of Tournament Support Personnel.

The Code is aligned to the IGF values. The Code acknowledges that all Tournament Support Personnel, through their actions and behaviours, are essential to the effectiveness and reputation of the IGF and the sport of golf.

The Executive Director shall be the final authority for the interpretation of this Code as to all matters arising that requires immediate resolution at the competition site.

Breaches of any this Code shall be reported to IGF Integrity Committee Chairperson.

All Tournament Support Personnel during the event or competition under the jurisdiction of the IGF and / or while they are on or off the course,

- Must behave professionally, honestly and with integrity, and in a way that upholds the IGF Values and the good reputation of the IGF and golf at all times.
- Must give priority to the tournament schedule and adjust his/her own personal schedule accordingly.
- Must advise the IGF Technical Delegate as soon as possible if taken ill or becoming otherwise unfit to perform his/her duties during the event or competition under the jurisdiction of the IGF;
- Must treat everyone with respect, courtesy, and without harassment.
- Must not act in such a way as to exhibit racial, national, ethnic or religious intolerance, by language or other conduct, to any person/s.
- Must act with care and diligence and perform work duties in a manner that is conducive to the health and safety of both himself/herself and others.
- Must be accountable for his/her own behaviour and actions when dealing with members of the public, athletes, stakeholders, other employees or volunteers of the IGF and others involved with the organisation of an event or competition under the jurisdiction of the IGF.

- Must not verbally abuse or intimidate in any form such as shouting or making gestures, or in any other way distract any spectator, team official, caddy, player, any other Tournament Support Personnel or anyone involved in the organisation of an event or competition under the jurisdiction of the IGF.
- Must not make, or attempt to make, any unwelcome, abusive or intimidating physical contact in any way with any spectator, player, caddy, team officials, any other Tournament Support Personnel or anyone involved in the organisation of an event or competition under the jurisdiction of the IGF.
- Must, at all times, respect the players' right to privacy. On no account should he/she attempt to talk to any player while the player is physically or mentally preparing for his/her competition, nor immediately after the competition;
- Must not make improper use of inside information, nor of his/her status, power or authority.
- Must ensure all non-public information and documentation he/she is provided with, works with or generates in the course of his/her duties, is confidential and at all times remain the property of the IGF.
- Must disclose and take appropriate steps to avoid any conflict of interest (real or apparent) with his/her employment or engagement by the IGF.
- Must not, directly or indirectly, solicit, accept or offer any concealed remuneration, commission, benefit or service of any nature connected with the organisation of the IGF activities and/or the event or competition under the jurisdiction of the IGF.
- With respect to gifts given or received to or from any actual or potential competitor in the event or competition under the jurisdiction of the IGF, or any person or entity that could reasonably be expected to have a direct or indirect business or financial interest in the outcome of the event or competition under the jurisdiction of the IGF, or any person or entity that could reasonably be expected to give or require influence to or from any Tournament Support Personnel in connection with the event or competition under the jurisdiction of the IGF (together, the "**Sensitive Persons**"), Tournament Support Personnel may accept or give only gifts of nominal value from or to Sensitive Persons, in accordance with prevailing local customs, as a mark of respect or friendship.
- Must use IGF resources and facilities in a correct and responsible manner.
- Must adhere to all IGF policies and procedures such as but no limited to:
 - IGF Olympic Golf Regulations
 - IGF Code of Ethics
 - IOC Olympic Charter
 - IOC Code of Ethics
- Must comply with any lawful and reasonable directions given by anyone in the IGF who has authority to give the direction.

- Must present a neat appearance in both clothing and personal grooming and whenever required wear the appropriate team uniform.
- Must not participate in media interviews or meetings with journalists, where any statement relating to golf can be printed or broadcast, without approval of the IGF Executive Director.
- May not use his/her position to grant commercial exposure to any person or entity in connection with the event or competition under the jurisdiction of the IGF, including the IGF.
- May not use his/her position to make any political, social or religious statements to the general public.
- May not participate in any illegal wagering or gaming activity, and may not participate in any wagering or gaming activity (regardless of legality) in connection with any event or competition under the jurisdiction of the IGF.

Procedures for Determining Breaches of the Code of Conduct

Any allegation or suspicion of the Code shall be reported to the IGF Integrity Committee Chairperson.

The procedure used will be determined by the nature and the seriousness of the breach. Not every breach of the Code must be the subject of a formal investigation and determination. In some cases, the IGF Integrity Committee Chairperson will appoint the IGF Integrity Unit to investigate the facts and material relevant to the allegation(s). In other cases, the IGF Integrity Committee Chairperson may determine the sanction and/or may decide to refer, at his/her sole discretion, the case to the IGF Tribunal for Hearing and/or to the relevant Professional Member to which the athlete is a member.

Suspension from Duty or re-Assignment to other Duties

A Tournament Support Personnel who is alleged to have committed a serious breach of the Code may be suspended from duty with or without pay until such times as the IGF Integrity Committee Chairperson has determined the matter following completion of a formal investigation.

A decision to suspend a person from duty or to re-assign them to other duties during an investigation will be exercised by the IGF Integrity Committee Chairperson in writing to the Tournament Support Personnel(s) concerned. Should a Tournament Support Personnel be suspended without pay and a serious breach is not proven, then the employee will be reimbursed for the loss of pay. Serious misconduct may result in removal from the Tournament and/or withdrawal of accreditation and/or re-assignment of job responsibilities, and/or dismissal from the IGF.

Other Functions impacted by policy

ALL

POLICY APPROVED

Date: 8 April 2015

ATTACHMENTS: IGF Games Registration & Regulations Form for IGF Tournament Personnel

**IGF Games Registration & Regulations Form for IGF Tournament Personnel - Games of the XXXI Olympiad
– Rio2016**

All IGF International Technical Officials, National Technical Officials, Staff and Contractors must complete and sign the **International Golf Federation (IGF) Games Registration & Regulations form for IGF Tournament Personnel** in order to be permitted to participate at the Rio 2016 Olympic Games, thereby confirming their acceptance of the rules laid out in the IGF Olympic Golf Regulations, the Policies of the IGF and the Duties laid out in the IGF Delivery Plan for Rio2016.

6. I hereby agree to abide by and be governed by the IGF Olympic Golf Regulations and its appendices, the Rules of Golf, in accordance with which the Olympic Golf Competition will be conducted and, where applicable, the Policies of the IGF and the IGF Code of Conduct for Tournament Personnel.
7. I confirm that I have read, understand and will undertake the Duties laid out in the IGF Delivery Plan for Rio2016.
8. I hereby understand that if I do not comply with the IGF Regulations, Duties and Policies, I will be subject to losing the privilege to participate at the Olympic Games, at the sole discretion of the IGF. In addition, I may be referred by the IGF Integrity Committee Chairperson to the IGF Tribunal and /or to the organisation of which I am a member.
9. I agree that any dispute arising between myself and IGF which cannot be settled amicably and which remains unsettled once the procedures provided for in the IGF Olympic Golf Regulations have been exhausted, shall be settled finally by a tribunal composed in accordance with the Statute and Regulations of the Court of Arbitration for Sport, Lausanne, Switzerland, to the exclusion of any recourse to ordinary courts. The parties undertake to comply with the said Statutes and Regulations and to accept in good faith the award rendered and in no way hinder its execution.

SIGNATURE

I, the undersigned, hereby agree with the conditions as stated within this IGF Games Registration and Regulations form:

Name Organisation

Email address Mobile phone number

Emergency contact

Signature

Date (day/month/year)

Policy Title		12. IGF BETTING AND ANTI-CORRUPTION POLICY	
Lead Functional Area		EXECUTIVE DIRECTORS OFFICE	
Policy Number	ED12	Last update	25 November 2016

POLICY OBJECTIVE

To be able to safeguard the integrity of the sport of golf by prohibiting any conduct that may impact improperly on the outcome of its events and competitions and to establish a mechanism of enforcement and sanction for those who, through their corrupt conduct, place the integrity of the sport at risk.

POLICY DESCRIPTION

1. INTRODUCTION

1.1 The integrity of sport depends on the outcome of sporting events and competitions being based entirely on the competing merits of the participants involved. Any form of corruption that might undermine public confidence in the integrity of a sporting contest is fundamentally contrary to the spirit of sport and must be eradicated at all costs.

1.2 The IGF has adopted this Policy ("Policy") as a means of safeguarding the integrity of the sport of golf by (i) prohibiting any conduct that may impact improperly on the outcome of its events and competitions and (ii) establishing a mechanism of enforcement and sanction for those who, through their corrupt conduct, place the integrity of the sport at risk.

1.3 The IGF is committed to taking all practical steps within its power to prevent corrupt practices undermining the integrity of the sport of golf. This commitment shall include:

- (a) raising awareness of this Policy at all levels, including using existing and/or suitably adapted educational programmes and tools to provide information and educational materials to the widest possible target audience;
- (b) establishing the best means of monitoring sports betting at the event or competition under the jurisdiction of the IGF, including monitoring any irregular betting patterns that may occur;
- (c) establishing the best means for the receipt of third party information on a confidential basis, for example, by establishing an information 'hot-line';
- (d) establishing and, where appropriate, making use of effective channels for the exchange of intelligence and information related to the investigation and/or prosecution of Violations under this Policy;
- (e) co-operating with competent national and international authorities where information in its possession may also amount to or evidence infringements of other applicable laws or regulations; and
- (f) exchanging information with partners in the Olympic Movement (through the IOC Integrity Betting Intelligence System or otherwise) on acknowledged areas of best practice in relation to combatting corruption in sport.

2. APPLICATION AND SCOPE

2.1 This Policy shall apply to all Participants who participate or assist in an event or competition under the jurisdiction of the IGF and each Participant shall be automatically bound by, and be required to comply with, this Policy by virtue of such participation or assistance.

2.2 It shall be the personal responsibility of every Participant to make himself aware of this Policy including, without limitation, what conduct constitutes a Violation of the Policy and to comply with those requirements. Participants also be aware that conduct prohibited under this Policy may also constitute a criminal offence and/or a breach of other applicable laws and regulations. Participants must comply with all applicable laws and regulations at all times. Further, each Athlete shall have a duty to inform Athletes Support Personnel with whom they are connected of all the provisions of this Policy and shall instruct them to comply with the Policy.

2.3 Each Participant submits to the exclusive jurisdiction of the IGF Tribunal convened under this Policy to hear and determine charges brought by the IGF.

3. RULE VIOLATIONS

The following conduct shall constitute a Violation of this Policy (in each case whether effected directly or indirectly):

3.1 Betting

(a) Participation in, support for, or promotion of, any form of Betting related to an event or competition under the jurisdiction of the IGF (whether the Participant is directly participating or is otherwise taking place in Organisation in which the Participant is participating), including Betting with another Person on the result, progress, outcome, conduct or any other aspect of an event or competition under the jurisdiction of the IGF.

(b) Inducing, instructing, facilitating or encouraging a Participant to commit a Violation set out in this Rule 3.1.

3.2 Manipulation of results

(a) Fixing or contriving in any way or otherwise improperly influencing, or being a party to fix or contrive in any way or otherwise improperly influence, the result, progress, outcome, conduct or any other aspect of an event or competition under the jurisdiction of the IGF.

(b) Ensuring or seeking to ensure the occurrence of a particular incident in an event or competition under the jurisdiction of the IGF which occurrence is to the Participant's knowledge the subject of a Bet and for which he/she or another Person expects to receive or has received a Benefit.

(c) Failing in return for a Benefit (or the legitimate expectation of a Benefit, irrespective of whether such Benefit is in fact given or received) to perform to the best of one's abilities in an event or competition under the jurisdiction of the IGF.

(d) Inducing, instructing, facilitating or encouraging a Participant to commit a Violation set out in this Rule 3.2.

3.3 Corrupt Conduct

(a) Accepting, offering, agreeing to accept or offer, a bribe or other Benefit (or the legitimate expectation of a Benefit, irrespective of whether such Benefit is in fact given or received) to fix or contrive in any way or otherwise to influence improperly the result, progress, outcome, conduct or any other aspect of an event or competition under the jurisdiction of the IGF.

(b) Providing, offering, giving, requesting or receiving any gift or Benefit (or the legitimate expectation of a Benefit, irrespective of whether such Benefit is in fact given or received) in circumstances that the Participant might reasonably have expected could bring him/her or the sport into disrepute.

(c) Inducing, instructing, facilitating or encouraging a Participant to commit a Violation as set out in this Rule 3.3.

3.4 Inside Information

(a) Using Inside Information for Betting purposes or otherwise in relation to Betting.

(b) Disclosing Inside Information to any Person with or without Benefit where the Participant might reasonably be expected to know that its disclosure in such circumstances could be used in relation to Betting.

(c) Giving and/or receiving a Benefit for the provision of Inside Information regardless of whether any Inside Information is actually provided.

(d) Inducing, instructing, facilitating or encouraging a Participant to commit a Violation set out in this Rule 3.4.

3.5 Other Violations

(a) Any attempt by a Participant, or any agreement by a Participant with any other person, to engage in conduct that would culminate in the commission of any Violation of this Rule 3 shall be treated as if a Violation had been committed, whether or not such attempt or agreement in fact resulted in such Violation. However, there shall be no

Violation under this Rule 3 where the Participant renounces his /her attempt or agreement prior to it being discovered by a third party not involved in the attempt or agreement.

(b) Knowingly assisting, covering up or otherwise being complicit in any acts or omissions of the type described in Rule 3 committed by a Participant.

(c) Failing to disclose to the IGF or other competent authority (without undue delay) full details of any approaches or invitations received by the Participant to engage in conduct or incidents that would amount to a Violation as set out in this Rule 3.

(d) Failing to disclose to the IGF or other competent authority (without undue delay) full details of any incident, fact or matter that comes to the attention of the Participant that may evidence a Violation under this Rule by a third party, including (without limitation) approaches or invitations that have been received by any other party to engage in conduct that would amount to a Violation of this Rule;

(e) Failing to cooperate with any reasonable investigation carried out by the IGF or other competent authority in relation to a possible breach of this Policy, including failing to provide any information and/or documentation requested by the IGF or competent competition authority that may be relevant to the investigation.

3.6 The following are not relevant to the determination of a Violation of this Policy:

(a) Whether or not the Participant was participating, or a Participant assisted by another Participant was participating, in the specific event or competition under the jurisdiction of the IGF;

(b) The nature or outcome of any Bet in issue;

(c) The outcome of the event or Competition on which the Bet was made;

(d) Whether or not the Participant's efforts or performance (if any) in any event or competition under the jurisdiction of the IGF in issue were (or could be expected to be) affected by the acts or omissions in question;

(e) Whether or not the results in the event or competition in issue were (or could be expected to be) affected by the acts or omissions in question.

(f) Any form of aid, abetment or attempt by a Participant that could culminate in a violation of this Code shall be treated as if a violation had been committed, whether or not such an act in fact resulted in a violation and/or whether that violation was committed deliberately or negligently.

4. BURDEN AND STANDARD OF PROOF

4.1 The IGF or other prosecuting authority shall have the burden of proving that a Violation has occurred under this Policy. The standard of proof shall be whether the IGF or other prosecuting authority has proved a Violation to the comfortable satisfaction of the IGF Tribunal, a standard which is greater than the mere balance of probability but less than proof beyond a reasonable doubt.

4.2 Where this Policy place the burden of proof on the Participant alleged to have committed a Violation to prove facts or circumstances, the standard of proof shall be by a preponderance of the evidence.

4.3 The IGF Tribunal shall not be bound by judicial Policy governing the admissibility of evidence and facts may be established by any reliable means, including but not limited to, admissions, evidence of third parties, witness statements, expert reports, documentary evidence and other analytical information.

4.4 The IGF Tribunal shall have discretion to accept any facts established by a decision of a court or professional disciplinary tribunal of any competent jurisdiction which is not subject to a pending appeal as irrefutable evidence against the Participant to whom the decision relates unless the Participant establishes that the decision violated the principles of natural justice.

4.5 The IGF Tribunal shall be entitled to draw an inference adverse against any Participant who is accused of committing a Violation if that Participant fails to appear in front of the IGF Tribunal if requested to do so a reasonable time in advance of the hearing, or fails to comply with any information request that has been submitted in accordance with this Policy.

5. INVESTIGATING A BREACH

5.1 Any allegation or suspicion of a Violation of this Policy shall be reported to the IGF Integrity Committee Chairperson.

5.2 The IGF Integrity Committee Chairperson will examine possible breaches of this Policy, report on its inquiries and deliberations and refer the case to the IGF Integrity Unit to conduct an investigation into the activities of any Participant. Such investigation may be conducted in conjunction with relevant competent national or international authorities (including criminal, administrative, professional and/or judicial authorities) and all Participants must cooperate fully with such investigations. The IGF Integrity Unit shall have discretion, where it deems it appropriate, to stay its own investigation pending the outcome of investigations conducted by other competent authorities.

5.3 As part of any such investigation, if the IGF Integrity Unit reasonably suspects that a Participant has committed a Violation of this Policy, it may make a written demand to such Participant for information that is related to the alleged Violation and/or require the attendance of such Participant for interview, or a combination of the two. Any interview shall be at a time and place to be determined by the IGF Integrity Unit and the relevant Participant shall be given reasonable notice in writing of the requirement to attend. Interviews shall be recorded and the Participant shall be entitled to have legal counsel and an interpreter present.

5.4 By participation in an event or competition under the jurisdiction of the IGF, each Participant shall be deemed to have agreed for the purposes of applicable data protection laws and other laws, and for all other purposes, to have consented to the collection, processing, disclosure or any other use of information relating to his activities, including without limitation, (i) records relating to the alleged corruption offense (including without limitation, betting account numbers and information, itemized telephone billing statements, text of SMS messages received and sent, banking statements, Internet service records, computers, hard drives and other electronic information storage devices) and (ii) a written statement setting forth the facts and circumstances with respect to the alleged corruption offense.

5.5 Following an investigation, the IGF Integrity Unit shall provide the IGF Integrity Committee Chairperson with a report including the findings and facts, the conclusion and recommendation(s) of its investigation.

6. ISSUING A NOTICE OF CHARGE

6.1 Where, following the investigation's report from the IGF Integrity Unit, the IGF Integrity Committee Chairperson determines that there is a case for the Participant to answer under Rule 3, the IGF Integrity Committee Chairperson shall issue the Participant with a written Notice of Charge setting out the following:

- (a) The specific Violation(s) that the Participant is alleged to have committed;
- (b) The facts upon which such allegation(s) are based;
- (c) The range of sanctions applicable under the Policy for such Violations;
- (d) Details relating to the Participant's response to the Notice of Charge within a specified deadline; and
- (e) The Participant's right to have the matter determined by a hearing.

6.2 The Notice of Charge shall also specify that, if the Participant wishes to exercise his right to a hearing, he must submit a written request for a hearing so that it is received by the IGF as soon as possible but in any event within 14 days of receipt of the Notice of Charge. The request must state how the Participant responds to the charge and must explain (in summary form) the basis for such response.

6.3 If the Participant fails to file a written request for a hearing by the specified deadline, he shall be deemed to have:

- (a) waived his right to a hearing;
- (b) admitted that he has committed the Violation(s) specified in the Notice of Charge; and
- (c) acceded to the range of applicable sanctions specified in the Notice of Charge.

6.4 Where the Participant requests a hearing in accordance with Rule 6.2 the matter shall proceed to a hearing in accordance with Rule 7. Where the Participant is deemed to have waived his right to a hearing and to have admitted the Violation(s) in accordance with Rule 6.3, any hearing held at the IGF's discretion shall be limited to determining the applicable sanctions only.

6.5 In any case where the IGF decides to charge a Participant with a violation under this Policy, he/she shall have discretion, in circumstances where he/she considers that the integrity of the sport could otherwise be seriously undermined, to provisionally suspend the Participant pending the relevant tribunal's determination of whether he/she has committed a Violation. A provisional suspension shall be effective from the date of notification to the Participant in accordance with this Policy. Alternatively, the Participant may accept a voluntary suspension from competition provided that it is confirmed in writing to the IGF. A voluntary suspension shall be effective only from the date of receipt of the Participant's written confirmation of such to the IGF.

6.6 A decision to impose a provisional suspension on a Participant shall not be subject to appeal.

6.7 If a Participant retires whilst a disciplinary procedure under this Policy is underway, the IGF shall retain jurisdiction to complete the relevant procedure. If the Participant retires before any disciplinary procedure has begun, the IGF shall nevertheless have jurisdiction to conduct the relevant procedure.

7. RIGHT TO A FAIR HEARING

7.1 Where the IGF Integrity Committee Chairperson alleges that a Participant has committed a Violation of this Policy and the Participant denies the allegation and/or disputes the sanctions to be imposed for such Violation, then the matter shall be referred to a hearing before the IGF Tribunal.

7.2 The IGF Tribunal shall be appointed by the IGF in accordance with the principles set out in Rule 7.3 below, the members of the IGF Tribunal shall have had no prior involvement with the case and shall not, unless otherwise agreed between the parties.

7.3 The hearing process shall respect the following principles: a timely hearing, a fair and impartial IGF Tribunal, the right to be represented by counsel (at the Participant's expense), the right to respond to the asserted anti-corruption rule violation and range of resulting sanction; the right of each party to present evidence, including the right to call and question witnesses (subject to the IGF Tribunal's discretion to accept evidence by telephone or written submission), the Participant's right to an interpreter at the hearing (with the IGF Tribunal to determine the identity and responsibility for the cost of the interpreter) and a timely, written reasoned decision specifically including an explanation of the reason(s) for the sanction imposed.

7.4 Once the parties have made their submissions, the IGF Tribunal shall determine whether a Violation has been committed. Where the IGF Tribunal determines that a Violation has been committed and this Policy specifies a range of possible sanctions for such Violation, the IGF Tribunal shall also fix the appropriate sanction within that range after considering any submissions on the subject that the parties may wish to make.

7.5 The IGF Tribunal shall issue a decision in writing, with reasons, as soon as possible after the conclusion of the hearing. The decision will set out and explain:

- (a) the IGF Tribunal's findings as to whether any Violation has been committed;
- (b) the IGF Tribunal's findings as to what sanctions, if any, are to be imposed;
- (c) the date that any period of ineligibility shall commence; and
- (d) the rights of appeal described in Rule 9.

8. CONFIDENTIALITY

The principle of confidentiality shall be strictly respected by the IGF during all the procedure and information shall only be exchanged with entities having a need to know. It must also be strictly respected by any person concerned by the procedure until there is public disclosure of the Case.

9. SANCTIONS

9.1 If the Tribunal decides that a Participant has committed a Violation, the Tribunal shall be entitled to impose a period of ineligibility on the Participant. It shall fix the period of ineligibility within that range based on its assessment of what is proportionate in all of the facts and circumstances of the case, taking into account in particular:

- 9.1.1 The nature of the breach(es).
- 9.1.2 The degree of culpability of the Participant.
- 9.1.3 The harm that the breach(es) has/have done to the sport.
- 9.1.4 The need to deter future breaches, and
- 9.1.5 Any specific aggravating or mitigating factors.

9.2 Ineligibility

- (a) The period of ineligibility shall commence on the date the decision of the IGF Tribunal is published and shall end on date stated in the published decision. The IGF Tribunal may at its sole discretion reduce the period of ineligibility imposed by any period of provisional suspension already served by the Participant prior to the decision being reached.
- (b) No Participant shall participate in any capacity in any Event or Competition during his period of ineligibility as imposed by the IGF Tribunal save that, if directly invited by the IGF, an ineligible Participant may attend an Event in an educational capacity as part of anti-corruption program organised by the IGF.
- (c) If a Participant violates any prohibition on participation imposed in accordance with this Rule 8, such Participant shall be disqualified immediately from the relevant Event or Competition and the period of ineligibility originally imposed in accordance with this Policy shall recommence from the date of such violation.
- (d) This Policy shall continue to apply to any ineligible Participant and any Violation committed during a period of ineligibility shall be treated as a distinct Violation and separate proceedings shall be brought against the Participant in accordance with this Policy.

9.3 Financial Sanctions

The IGF Tribunal has the discretion to impose a fine in addition to ineligibility.

9.4 Disqualification of Results

If a Participant is found to have committed a Violation at Event(s) or Competitions that they have entered, the Participants results of the Event(s) or Competition(s) will be disqualified

9.5 Aggravating and Mitigating Factors

(a) In imposing a Sanction in accordance with this Rule 8, the IGF Tribunal shall be entitled to consider the existence of any aggravating and/or mitigating factors.

(b) Aggravating factors which may be considered by the IGF Tribunal shall include (without limitation and where applicable):

- (a) a failure to co-operate by the Participant with any investigation or requests for information;
- (b) any previous Violations by the Participant;
- (c) the Participant receiving or being due to receive a significant Benefit in connection with the Violation;
- (d) the Violation having or having the potential to affect the course or result of an Event or Competition;
- (e) the Participant displaying a lack of remorse (including, for example, refusing to take part in anti-corruption educational programs organised by the IGF); and
- (f) any other aggravating factor the IGF Tribunal deems relevant.

9.6 Mitigating factors which may be considered by the IGF Tribunal shall include (without limitation and where applicable):

- (a) co-operation by the Participant with any investigation or requests for information;
- (b) a timely admission of guilt by the Participant;
- (c) the Participant's clean disciplinary record;
- (d) the youth or inexperience of the Participant;
- (e) the Violation not having affected or not having the potential to affect the course or result of an Event or Competition;
- (f) the Participant displaying remorse (including, for example, agreeing to take part in anti-corruption educational programs organised by the IGF); and
- (g) any other mitigating factor the IGF Tribunal deems relevant.

10. RIGHT OF APPEAL

10.1 Appeals against decisions of the IGF Tribunal may be lodged with the IGF Appeals' Panel, either by the IGF or the respondent(s) who is the subject of the decision.

10.2. The time for filing an appeal to the IGF Appeals' Panel shall be fourteen (14) days from the date of receipt of the decision by the appealing party.

10.3. Any decision and any Sanctions imposed shall remain in effect while subject to the appeal process unless the Appeals' Panel directs otherwise.

11. FURTHER APPEAL

11.1 Any further appeal against the decision by the Appeals' Panel can only be lodged with the Court of Arbitration for Sport in Lausanne, Switzerland. The Court of Arbitration for Sport shall act as an arbitration tribunal and there shall be no right to appeal to any other jurisdictional body.

11.2 The time for filing an appeal to CAS shall be twenty-one (21) days from the date of receipt of the decision by the appealing party.

12. RECOGNITION OF DECISIONS

12.1 Final decisions of a Major Event Organisation in relation to a Participant that are within the Major Event Organisation's jurisdiction and based on the same or similar betting and anti-corruption Policy as this Policy shall be recognised and respected by the IGF upon receipt of notice of the same. Any disciplinary process, so far as determining a Participant's Sanction beyond the sanction imposed by the Major Event Organisation is concerned, shall be determined by the IGF in accordance with this Policy.

13. NOTICE OF THE TRIBUNAL DECISION

Within 48 hours, the Tribunal chairperson will:

- forward a notice of the Tribunal's decision to the IGF Integrity Committee chairperson, to the IGF Executive Director and including any disciplinary measures imposed.
- forward a notice of the Tribunal's decision to the relevant Professional Tour organisation to which the athlete is a member including any disciplinary measures imposed.

Upon request, the relevant Professional Tour will be granted access to all related documents, facts and findings of the investigations and hearing.

- forward a letter reconfirming the Tribunal's decision to the parties, including any disciplinary measures imposed. The letter should also outline the process and grounds for an appeal, if allowed. If matter is especially complex or important, the Tribunal chairperson may inform the parties in writing within 48 hours that the decision will be delayed for a further 48 hours.

14. STATUTE OF LIMITATIONS

14.1 No action may be commenced under this Policy against a Participant for a Violation of this Policy unless such action is commenced within eight (8) years from the date on which the Violation occurred.

14.2 Subject to Rule 12.1 above, the IGF may temporarily suspend any investigations under the Policy to avoid prejudice to and/or to give precedence to, investigations conducted by the relevant authorities into the same or related matters

15. AMENDMENTS AND INTERPRETATION

15.1 This Policy may be amended from time to time by the IGF.

15.2 Betting and anti-corruption Policy are, by their nature, competition rules governing the conditions under which the sport of golf is to be held. They are not intended to be subjected to or limited by the requirements and legal standards applicable to criminal proceedings or employment matters. The policies and standards set out in this Policy as a basis for the fight against corruption in the sport of golf represent a broad consensus of those with an interest in fair sport and should be respected by all courts and adjudicating bodies.

15.3 This Policy shall be interpreted as an independent and autonomous text and not by reference to existing law or statutes.

15.4 The headings and sub-headings in this Policy are for convenience only and shall not be deemed to be part of the substance of this Policy or to affect in any way the language of the provisions to which they refer.

15.5 The Glossary in section 7 of this document shall be considered an integral part of this Policy.

15.6 All references to the masculine gender in this Policy shall also include references to the feminine.

15.7 If any Rule or provision of this Policy is held to be invalid, unenforceable or illegal for any reason, it shall be deemed to be deleted and the Policy shall otherwise remain in full force and effect.

Other Functions impacted by policy	ALL
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POLICY APPROVED

Date: 8 April 2015

ATTACHMENT

Policy Title		13. CONFLICT OF INTEREST POLICY	
Lead Functional Area		EXECUTIVE DIRECTORS OFFICE	
Policy Number	ED13	Last update	25 November 2016

POLICY OBJECTIVE

To be establish a procedure to deal with an occurrence of conflict of interest with all IGF employees, Board Members, all members of committees, contractors, employees of contractors and subcontractors and any persons or organisations belonging in any capacity to the IGF.

POLICY DESCRIPTION

SCOPE OF APPLICATION

The IGF Conflict of Interest Policy ("Policy") applies to all IGF employees, Board Members, all members of committees, contractors, employees of contractors and subcontractors and any persons or organisation belonging in any capacity whatsoever to IGF.

CONFLICT OF INTEREST

When can a conflict of interest occur?

A conflict of interest occurs where an employee, a board member, a contractor or any other person or organisation bound by this policy's behaviour, actions or activities:

- conflict with the effective performance of duties;
- diminish the credibility, integrity or good standing of the IGF;
- provide an unfair advantage or inequitable treatment to a supplier, potential supplier, client or stakeholder of the IGF;
- results in the use of their position or any intellectual property of the IGF in outside activities, remunerated or not;
- provide an unfair advantage to a family member or family company.

Conflict of interest can occur through:

- receiving a pecuniary or financial interest;
- personal or business relationships or activities; and
- as a member, official or representative of an outside organisation.

PROCEDURES TO DEAL WITH CONFLICT OF INTEREST

The procedures for managing conflict of interest cover that:

- It is the personal responsibility of each person bound by this policy to avoid any case of conflict of interests.
- If faced with a situation of a real or potential conflict of interest, it is the responsibility of each person facing such real or potential conflict to notify the IGF Integrity Committee Chairman.

The person must then refrain from publicly expressing an opinion, from making or participating in making a decision, or accepting any form of benefit whatsoever in connection with the relevant matter.

However, if the person does not wish to withdraw from the relevant matter or if the person is uncertain as to the steps to take, the person must inform the IGF Integrity Committee Chairperson of the situation; the IGF Integrity Committee Chairperson then takes the steps described below. The information given will be kept confidential.

- It is the IGF Integrity Committee's responsibility to decide whether :
 - there is or could be a conflict of interest ;
 - to ask the person to remove the source of conflict;
 - the person should be forbidden to be involved from part or all of the action or from the decision of the IGF party at the root of the conflict;

Declaration of conflict of interest

- Prior to an election, appointment or in a selection process, as the case may be, every person bound by this policy will be required to declare any real or apparent conflict of interest.
- Before taking up his or her function, the person may be required to remove the source of any existing or potential conflict of interest.

Undeclared conflict of interest

In the event that a person neglects to declare a situation of a potential conflict of interest, the IGF Integrity Committee Chairperson may decide to refer the matter to the IGF Tribunal for review and potential disciplinary action.

Other Functions impacted by policy	ALL
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POLICY APPROVED
Date:

ATTACHMENT
Conflict of Interest Declaration Form



IGF CONFLICT OF INTEREST POLICY
ATTACHMENT A
CONFLICT OF INTEREST DECLARATION FORM

I acknowledge that I have read, understand and accept the IGF policy on Conflict of Interest. I do not have nor do I presently anticipate any real or potential conflict of interest as set out in this Policy. I agree to make immediate disclosure of any real or potential conflict of interest.

Name in full

Address:
.....
.....

Position held

Details of Conflict of Interest
(Actual or Potential)

Signature:

Date:/...../20.....

Policy Title		14. IGF TRIBUNAL POLICY	
Lead Functional Area		EXECUTIVE DIRECTORS OFFICE	
Policy Number	ED14	Last update	25 November 2016

POLICY OBJECTIVE

To establish the composition and framework of the IGF Tribunal and the procedures under which a hearing will be conducted

POLICY DESCRIPTION

This policy applies to the IGF National Federation Members (NFMs) and to the IGF Professional Members who are directly impacted by IGF and IOC policies and procedures.

The types of disputes that IGF Tribunal can hear and decide include:

- Anti-doping violations
- Betting and anti-corruption policy violations
- Code of Conduct for Olympic Golf Competition
- Code of Conduct for Tournament Support Personnel and Officials
- Code of Conduct for Athletes and Athletes Support Personnel
- IGF Code of Ethics' violations
- IGF Member Protection policy violations
- IOC Olympic Charter violations
- Any other matter referred to the Tribunal by the IGF Executive Director and/or the IGF Anti-Corruption Hearing Officer.

COMPOSITION OF THE IGF TRIBUNAL

The IGF Tribunal's chairperson must be either a retired judge of a court or statutory tribunal, or a senior barrister or solicitor. The Chairperson must also have significant understanding of and interest or experience in sport. At least one other Tribunal member must be lawyers with substantial experience in the legal issues affecting sport, or substantial involvement in sport in some capacity.

The other non-legal members of the Tribunal must have substantial experience in sport over a minimum of a 10-year aggregate period.

Members of the IGF Tribunal shall be appointed to a pool by the IGF Executive Director, and, for each dispute hearing, the Executive Director shall decide a minimum of three people (the Chairperson or one of the lawyers, and two others) who will adjudicate on a particular case. If possible, the Tribunal panel should include at least one person with knowledge or experience of the relevant laws/rules (e.g. anti-discrimination). If the Chairperson is not one of those nominated, the Executive Director shall designate an alternate Chairperson for the hearing (Deputy Chairperson).

If an issue is particularly complex or significant, more Tribunal members may be involved in deciding the dispute. The Chairperson or presiding Deputy Chairperson is responsible for guiding the procedure of the hearing and for issuing the Tribunal's directions on the dispute.

IGF TRIBUNAL

A Tribunal may be convened to hear a formal complaint referred to it by the IGF Executive Director and/or the IGF Anti-Corruption Hearing Officer

The IGF Tribunal's Chairperson shall determine how the hearing will be conducted (in person, by telephone, by video conference, or through consultation in a written form).

The working language of the IGF Tribunal shall be English. Documents provided to the IGF Tribunal in a language other than English must be accompanied by a certified translation unless the IGF Tribunal Chairperson decides otherwise.

Any costs of witnesses, legal representation, etc. of the parties are at their own expense **PREPARING FOR A TRIBUNAL HEARING**

The IGF will follow the steps set out below to hear formal complaints made under our IGF Tribunal Procedures Policy.

1. A Tribunal panel will be established to hear a complaint that has been referred to it by the IGF Executive Director and/or the Anti-Corruption Hearing Officer.
2. The Tribunal panel members will be provided with a copy of all the relevant correspondence, reports or information received and sent by the IGF Executive Director and/or the Anti-Corruption Hearing Officer relating to the complaint/allegations.
3. The Tribunal hearing will be held as soon as practicable. However, adequate time must be provided for the parties to prepare for the hearing.
4. The Tribunal panel will not include any person who has any actual or perceived conflict of interest or bias regarding the complaint/allegations.
5. The IGF Executive Director will inform the parties in writing that a Tribunal hearing will take place. The notice will outline:
 - that the person has a right to appear at the Tribunal hearing to defend the complaint/allegations
 - the details of the complaint and of all allegations, as well as the clause of any policy or rule that has allegedly been breached
 - the date, time and venue of the Tribunal hearing that either verbal or written submissions can be presented at the Tribunal hearing
 - that a reasonable number of witnesses (to be agreed by the Chairperson) may be called at the Tribunal hearing to support the positions of the parties (declarations from witnesses not available to attend and from character witnesses may also be provided to the Tribunal hearing, provided that all such written declarations must be made under oath, signed by the witness, and officially notarized). Witnesses must, in the discretion of the Chairperson, be capable of supplying probative testimony to relevant facts.
 - that each party has the right to have one legal representative and one representative of its/his National Federation Member present to assist it/him at a hearing.
 - that, if the respondent party is a minor, he or she should have a parent or guardian present.
 - an outline of any possible penalties that may be imposed if the complaint is found to be true.
6. A copy of any information/documents that have been given to the Tribunal panel (e.g. investigation report findings) will be provided to the parties.
7. The parties will be allowed to participate in all IGF activities and events, pending the decision of the Tribunal, including any available appeal process, unless the IGF Executive Director believes it is necessary to exclude one or more of the parties from all or some activities and events because of the nature of the complaint.

TRIBUNAL HEARING PROCEDURE

8. The following people will be allowed to attend the Tribunal hearing:
 - Tribunal panel members
 - the respondent(s)
 - the complainant(s)

- any witnesses called by the respondent(s)
- any witnesses called by the complainant
- one legal representative and one representative of its/his National Federation Member
- any parent/guardian or support person required to support the respondent or the complainant.

9. If the respondent(s) is not present at the set hearing time and the Tribunal Chairperson considers that no valid reason has been presented for this absence, the Tribunal hearing will continue subject to the Chairperson being satisfied that all Tribunal notification requirements have been met. If the Tribunal Chairperson considers that there is a valid reason for the non-attendance of the respondent(s), or the Chairperson does not believe the Tribunal notification requirements have been met, then the Tribunal hearing will be rescheduled to a later date.

If any complainant is not present at the set hearing time and the Tribunal Chairperson considers that no valid reason has been presented for this absence, the complaint will be considered withdrawn with respect to any and all complainants not present, and no appeal will be permitted. If the Tribunal Chairperson considers that there is a valid reason for the non-attendance of the complainant(s), or the Chairperson does not believe the Tribunal notification requirements have been met, then the Tribunal hearing will be rescheduled to a later date.

10. The Tribunal Chairperson will inform the IGF Executive Director of the need to reschedule the hearing and the IGF Executive Director will arrange for the Tribunal to be reconvened.

11. The Tribunal Chairperson will read out the complaint, ask each respondent if he or she understands the complaint and if he or she agrees or disagrees with the complaint.

12. If the respondent agrees with the complaint, he or she will be asked to provide any evidence or witnesses that should be considered by the Tribunal when determining any disciplinary measures or penalties.

13. If the respondent disagrees with the complaint, they will be asked to respond to the complaint.

- Reference may be made to brief notes.
- The respondent may call witnesses.
- The respondent(s) shall have the opportunity to address the Tribunal on disciplinary measures which may be imposed.

14. The Tribunal may ask questions of the respondent and any witnesses.

15. The parties may be present when evidence is presented to the Tribunal hearing. Witnesses may be asked to wait outside the hearing until they are required.

16. The Tribunal may:

- Consider any evidence, and in any form, that it deems relevant (any documentary or other evidence relied on by a party must be properly authenticated upon presentation to the Tribunal)
- Question any person giving evidence
- Limit the number of witnesses presented to those who provide probative testimony on relevant facts
- Require (to the extent it has power to do so) the attendance of any witness it deems relevant
- Act in an inquisitorial manner in order to establish the truth of the issue/complaint before it.

17. Video evidence, if available, may be presented. Arrangements must be made entirely by the person(s) wishing to offer this type of evidence.

18. If the Tribunal panel considers that at any time during the hearing there is any unreasonable or intimidatory behaviour from anyone, the Tribunal Chairperson may deny further involvement of that person in the hearing.

19. After all the evidence has been presented; the Tribunal will make its decision in private. It must decide whether the complaint has, on the balance of probabilities, been substantiated. As the seriousness of the allegation increases, so too must the level of satisfaction of the Tribunal that the complaint has been substantiated. Any disciplinary measures imposed must be reasonable in the circumstances.

20. All Tribunal decisions will be by a simple majority vote. All members must take part in the deliberations of the Appeals' Panel and no member of the Appeals' Panel may abstain.

21. The Tribunal Chairperson will announce the decision in the presence of all those involved in the hearing and will declare the hearing closed. Alternatively, he or she may advise those present that the decision is reserved and will be handed down in written form at a later time.

22. Within 48 hours, the Tribunal Chairperson will:

- forward a notice of the Tribunal's decision to the IGF Integrity Committee Chairperson and to the IGF Executive Director, including any disciplinary measures imposed.
- forward a notice of the Tribunal's decision to the relevant Professional Tour organisation to which the athlete is a member including any disciplinary measures imposed.

Upon request, the relevant Professional Tour will be granted access to all related documents, facts and findings of the investigations and hearing.

- forward a letter reconfirming the Tribunal's decision to the parties, including any disciplinary measures imposed. The letter should also outline the process and grounds for an appeal, if allowed. If matter is especially complex or important, the Tribunal Chairperson may inform the parties in writing within 48 hours that the decision will be delayed for a further 48 hours.

23. The Tribunal does not need to provide written reasons for its decision.

PENALTIES

If the Tribunal decides that a Participant has committed a Violation, the Tribunal shall be entitled to impose a period of ineligibility on the Participant of a minimum of three (3) months and a maximum of life. It shall fix the period of ineligibility within that range based on its assessment of what is proportionate in all of the facts and circumstances of the case, taking into account in particular:

- The nature of the breach(es)
- The degree of culpability of the Participant
- The harm that the breach(es) has/have done to the sport
- The need to deter future breaches, and
- Any specific aggravating or mitigating factors.

APPEALS PROCEDURE

24. Appeals against decisions of the IGF Tribunal, with the exception of those related to any anti-doping violation, may be lodged with the IGF Appeals' Panel, either by the IGF or the parties who is the subject of the decision.

25. The time for filing an appeal to the IGF Appeals' Panel shall be fourteen (14) days from the date of receipt of the decision by the appealing party.

26. Any decision and any penalties imposed shall remain in effect while subject to the appeal process unless the Appeals' Panel directs otherwise.

27. Appeals against decisions of the IGF Tribunal related to anti-doping violations may be lodged exclusively to Court of Arbitration of Sport (CAS). The time for filing an appeal to CAS shall be twenty-one days (21) from the date of receipt of the decision by the appealing party. Any decision and any Sanctions imposed shall remain in effect while subject to the appeal process, unless CAS directs otherwise.

Other Functions impacted by policy

ALL

POLICY APPROVED

Date: 8 April 2015

ATTACHMENT NIL

Policy Title		15. IGF APPEALS PANEL POLICY	
Lead Functional Area		EXECUTIVE DIRECTORS OFFICE	
Policy Number	ED15	Last update	25 November 2016

POLICY OBJECTIVE

To establish a process whereby a party can appeal a decision made by the IGF Tribunal

POLICY DESCRIPTION

1. The IGF Appeals Panel shall hear appeals filed by a party that has been penalised by a decision of the IGF Tribunal with the exception of any anti-doping related decisions.
2. Appeals against decisions of technical officials or IGF chief referees made during a competition are dealt with in accordance with the Rules of Golf and are not subject to appeal to the IGF Appeal's panel.

GROUND OF APPEAL:

3. The grounds for an appeal shall only be one or more of the following:
 - (a) Natural justice was denied;
 - (b) The IGF Tribunal acted outside of its power and/or jurisdiction (i.e. acted ultra vires);
 - (c) Evidence which was not available or accessible prior to the IGF Tribunal hearing became available after the decision, and such evidence is reasonably likely to have resulted in a significantly different decision and/or a different penalty by the IGF Tribunal;
 - (d) In the case of a decision relating to misconduct, the penalty was either excessive or inappropriate;

COMPOSITION OF THE APPEALS PANEL:

4. The IGF Appeals Panel Chairperson must be either a retired judge of a court or statutory tribunal, or a senior barrister or solicitor. The Chairperson must also have significant understanding of and interest or experience in sport. The Chairperson shall oversee the activities of the IGF Appeals Panel.
5. Appeals to the Appeals Panel shall be heard by a panel of three (3) members acting as judges.
6. Members of the IGF Appeals Panel shall be appointed to a pool by the IGF Executive Director, and, for each dispute hearing, the Executive Director shall decide a minimum of three people, unless the Chairperson of the Appeals Panel decides that the matter can be ruled upon by a single Appeal's Panel representative because it is of minor importance, not of a difficult nature, or requires an immediate decision. If the Chairperson is not one of those nominated, the Executive Director shall designate an alternate Chairperson for the hearing (Deputy Chairperson). The Chairperson or presiding Deputy Chairperson is responsible for guiding the procedure of the hearing and for issuing the Appeals Panel directions on the dispute.
7. No member of the IGF Tribunal Panel who adjudicated on a particular case shall be permitted to hear the appeal of the case in question.
8. Appeals Panel representatives shall have legal training. Persons employed by IGF or holding a position within IGF cannot be appointed as judges.
9. In each case, the Appeals Panel representatives must be independent of the parties and must disclose immediately to the IGF Appeals Panel Chairperson any circumstance likely to affect their independence. The Appeals panel will not include any person who has any actual or perceived conflict of interest or bias regarding the complaint/allegations.

REQUEST FOR APPEAL, ADVANCE ON COSTS

10. An appeal before the IGF Appeals Panel is commenced by filing a valid Request for Appeal with the IGF Executive Director within fourteen (14) days following the day of receipt by the appealing party of the decision being appealed against. Failure to file a timely appeal in accordance with this paragraph is deemed to be a waiver of the right to appeal. The appeal shall be accompanied by a copy of the decision appealed against.
11. To be valid, the Request for Appeal must be in English language and satisfy the formal requirements set out in this policy. Without prejudice thereto, the notice shall be signed by the person bringing the Appeal (who shall be referred to as the "Appellant") or his authorised representative, must be accompanied by a copy of the decision that is being appealed and must identify:
 - The name, address and full contact details of the Appellant and/or their authorised representative

- The part(s) of the Decision that is/are being appealed; and
- The grounds of the Appeal.

12. The Request for Appeal may be accompanied by an Appeal Brief setting out the arguments in support of the Appeal, and any supporting witness statements, expert reports, or other evidence relied upon, as well as copies of any legal authorities cited in the Notice of Appeal. Where a transcript or recording of the first instance hearing is available, it shall also be filed, either with the Notice of Appeal or as soon thereafter as it becomes available.
13. The Appeal will not proceed until the non-reimbursable handling fee of CHF 2000. - is received.
14. In the event that the Appellant fails to pay the handling fee, no date for a hearing will be fixed or a hearing date already fixed will be cancelled.
15. The Chairperson of the Appeals Panel may fix a final date for the payment of the non-reimbursable handling fee, failing which, the request for Appeal shall be deemed withdrawn.

Advance on Costs

16. The Appeals Panel shall fix an advance on costs (and may adjust the same in the course of the proceedings) to be paid in equal shares by both parties (unless decided otherwise by the Appeals Panel Chairperson) into the IGF Bank account; in fixing the amount an advance of costs the Appeals Panel shall take into account inter alia the monetary value of the dispute and the complexity of the case.
17. If a party fails to pay its share, the other party may substitute for it.
18. The Appeals Panel will not proceed with the Hearing until the full amount of the advance on costs is received.
19. The Chairperson of the Appeals Panel may fix a final date for the payment of an advance on costs failing which the Request for Appeal shall be deemed withdrawn.

IGF AS RESPONDENT

20. In all Appeals to the IGF Appeals Panel, the IGF shall be the Respondent to the Appeal.

CONVENING A HEARING PANEL TO DETERMINE THE APPEAL

21. The IGF Executive Director will forward a copy of the Request for Appeal and accompanying documents to the IGF Appeals Panel Chairperson, with a request that he/she convenes a Hearing Panel to hear and determine the Appeal.

DECISION TO REMAIN IN EFFECT

22. Unless the Appeals Panel Chairperson orders otherwise, the Decision being appealed shall remain in full force and effect pending determination of the Appeal.

ANSWER

23. Within 20 days of receipt of the Request for Appeal and accompanying documents unless the parties agree to an alternate schedule, the IGF shall file with the Appeals Panel and serve on the Appellant an answer containing its defence to the Appeal (including any claim of lack of jurisdiction). The answer may be accompanied by any supporting witness statements, expert reports, or other evidence relied upon, as well as copies of any legal authorities cited in the answer.
24. Unless the parties agree otherwise or the Appeals Panel Chairperson orders otherwise for good cause shown, the parties shall not be permitted to supplement their written arguments or evidence with further written submissions after submission of the Request for Appeal and accompanying documents (in the case of the Appellant) or the answer and accompanying documents (in the case of the IGF).

HEARING

25. The IGF Appeals Panel Chairperson shall determine when (as soon as practicable), where and how the hearing will be conducted (in person, by telephone, by video conference, or through consultation in a written form) and will inform the Appellant that the hearing will take place. The notice will outline:
- that the person(s) has a right to have its appeal heard in a hearing
 - the date, time and venue of the Appeal hearing
 - that a reasonable number of witnesses (as agreed by the Chairperson) may attend the Appeal hearing to support the position of the Appellant
 - that a reasonable number of witnesses (as agreed by the Chairperson) may attend the Appeal hearing to support the position of the Respondent

- Witnesses must, in the discretion of the Chairperson, be capable of supplying probative testimony to relevant facts as described in section 3(c) above.
- Declarations from witnesses not available to attend and from character witnesses may also be provided to the Tribunal hearing, provided that all such written declarations must be made under oath, signed by the witness, and officially notarized.
- that the person(s) has the right to be represented by legal counsel.
- that if the respondent is a minor, he or she should have a parent or guardian present
- that new evidence should not be presented unless there is good cause for why it was not available for the original proceeding
- that the appealing party shall not communicate directly or take up direct contact with the members of the panel on matters relating to an appeal.

26. The working language of the IGF Appeals Panel shall be English.

27. Save where he/she orders otherwise, the following procedures shall be followed at the hearing:

- The Appellant shall address the Appeals Panel, summarising his case on Appeal.
- The IGF shall address the Appeals Panel, summarising its case.
- Any evidence shall be presented by the Appellant or the IGF. Any documentary or other evidence relied on by a party must be properly authenticated upon presentation to the Appeals Panel
- The IGF shall make closing statements
- The Appellant shall make closing statements.

28. If the Appeals Panel considers that at any time during the hearing there is any unreasonable or intimidatory behaviour from anyone, the Appeals Panel Chairperson may deny further involvement of that person in the hearing.

AWARD

29. The Appeals Panel hearing the Appeal shall rule on the Appeal by simple majority. All members must take part in the deliberations of the Appeals Panel and no member of the Appeals Panel may abstain. The award shall be rendered within four (4) weeks following the date of the Hearing.

30. The Appeals Panel shall have the power to:

- Dismiss the appeal;
- Exercise any power that the body against whose Decision the Appeal was made could have exercised, whether the effect is to increase or decrease any award, order or sanction originally imposed;
- Remit the matter for a new hearing;
- Determine whether and to what extent the Appellant is to be reimbursed for the costs advanced by it according to article 15 above, or whether and to what extent the Appellant is to pay an amount of costs in addition to the advance fixed;
- Determine the final amount of the costs of arbitration and which party shall bear those costs and in which proportion. The costs shall include the administrative and other costs of the Appeals Panel and the fees and costs of the judges. In addition, as a general rule, the award shall grant the prevailing party a contribution towards its reasonable legal fees and other expenses incurred in connection with the proceedings and, in particular, the costs of witnesses and interpreters. When deciding on the arbitration costs and on the parties' reasonable legal fees and expenses, the Appeals Panel shall primarily take into account the relief(s) granted compared with the relief(s) sought and, secondarily, the conduct and the financial resources of the parties;
- Make such further or other order as it considers appropriate either generally or for purpose of giving effect to its Decision.

31. The Appeals Panel shall publish a written statement of its Decision.

FURTHER APPEAL

32. A further appeal against the decision by the Appeals Panel can only be lodged with the Court of Arbitration for Sport in Lausanne, Switzerland. The Court of Arbitration for Sport shall act as an arbitration tribunal and there shall be no right to appeal to any other jurisdictional body.

33. The time for filing an appeal to CAS shall be twenty-one days (21) from the date of receipt of the decision by the appealing party.	
Other Functions impacted by policy	ALL
<u>POLICY APPROVED</u> Date: 8 April 2015	
<u>ATTACHMENTS</u>	

Policy Title		16. IGF NATIONALITY POLICY	
Lead Functional Area		EXECUTIVE DIRECTORS OFFICE	
Policy Number	ED15	Last update	25 November 2016

POLICY OBJECTIVE

To establish a process for the to the determination of the country which a competitor may represent in an *International Golf Competition*

POLICY DESCRIPTION

Any competitor in an *International Golf Competition* (Section II) must be a *National* of the country which the competitor is representing or under which the competitor is eligible for the competition.

The IGF publishes this Nationality Policy as it pertains to matters relating to the determination of the country which a competitor may represent in an *International Golf Competition* listed below, and from time-to-time will advise sanctioning organizations of *International Golf Competitions* as to guidelines and standards on making determinations on a competitor's Nationality.

Each sanctioning organization has adopted the IGF Nationality Policy and shares decisions based on nationality with the IGF and other sanctioning organizations. All matters relating to the determination of the country which a competitor may represent in an *International Golf Competition* listed below shall be resolved by the sanctioning organization for that event, in its sole discretion.

II. International Golf Competitions

For the purposes of this policy, *International Golf Competitions* are as follows:

Women's Competitions

Sanctioning Organization

Espirito Santo Trophy	International Golf Federation
Solheim Cup	LPGA and LET
International Crown	LPGA
Olympic Games	International Golf Federation
Youth Olympic Games	International Golf Federation

Men's Competitions

Sanctioning Organization

Eisenhower Trophy	International Golf Federation
Ryder Cup	European Tour & PGA of America
Presidents Cup	PGA TOUR
Olympic Games	International Golf Federation
Youth Olympic Games	International Golf Federation
World Cup	International Federation of PGA Tours

III. Nationality

A competitor will be considered a *National* of a country if the competitor is a citizen of the country, as defined by the laws of such country.

A competitor who is a *National* of two or more countries at the same time may represent either one of them, as the competitor may elect. However, after having represented one country in an *International Golf Competition*, the competitor may not represent another country unless first meeting the conditions set forth below that apply to persons who have changed their nationality or acquired a new nationality.

A competitor who has represented one country in an *International Golf Competition*, and who has changed nationality or acquired a new nationality, may participate in another *International Golf Competition* representing the new country provided that, as of the start of the qualification period for such event, at least four years have passed since the competitor last represented his/her former country. This period may be extended, reduced or even cancelled, with the agreement of the sanctioning organization, which takes into account the circumstances of each case and any applicable guidelines and standards provided by the IGF.

If an associated State, province or overseas department, a country or colony acquires independence, if a country becomes incorporated within another country by reason of a change of border, or if a country merges with another country, a competitor may continue to represent the country to which the competitor belongs or belonged. However, if the competitor prefers, the competitor may elect to represent the new country. This particular choice may be made only once.



Furthermore, in all cases in which a competitor would be eligible to participate in an *International Golf Competition*, either by representing another country than his/hers or by having the choice as to the country which such competitor intends to represent, the sanctioning organization may take all decisions of a general or individual nature with regard to issues resulting from nationality, citizenship, domicile or residence of any competitor, including the duration of any waiting period, taking into account the circumstances of each case and any applicable guidelines and standards provided by the IGF.

IV. Countries and Continents

For the purposes of defining a country (or territory, if applicable) of which a competitor is a *National*, the current list of National Olympic Committees as recognized by the International Olympic Committee will be used. For *International Golf Competitions* other than the Olympic Games and Youth Olympic Games, England, Scotland and Wales will be considered to be separate countries.

For the purposes of defining the continent of Europe as it relates only to certain *International Golf Competitions* which either include all countries within Europe as a team or exclude all countries within Europe from a team, the following countries will be considered to be within Europe and not part of regions other than Europe:

Albania	Estonia	Liechtenstein	Russian Federation
Andorra	Finland	Lithuania	San Marino
Armenia	France	Luxembourg	Serbia
Austria	Georgia	Macedonia	Slovak Republic
Azerbaijan	Germany	Malta	Slovenia
Belarus	Greece	Moldova	Spain
Belgium	Hungary	Monaco	Sweden
Bosnia and Herzegovina	Iceland	Montenegro	Switzerland
Bulgaria	Ireland	The Netherlands	Turkey

Croatia	Israel	Norway	Ukraine
Cyprus	Italy	Poland	United Kingdom
Czech Republic	Kazakhstan	Portugal	
Denmark	Latvia	Romania	
<p><u>V. Rankings</u></p> <p>A competitor should ensure that his/her nationality is correctly listed on the appropriate world golf ranking system. For women's <i>International Golf Competitions</i>, this shall be the Rolex Women's World Rankings. For men's <i>International Golf Competitions</i>, this shall be the Official World Golf Rankings. For the purposes of applying this policy, the competitor will be presumed to be a <i>National</i> of the country listed on the appropriate world rankings system, subject to verification in accordance with this policy. Any decisions taken related to a competitor's nationality in accordance with this policy shall be referred by the IGF to the appropriate ranking system, who shall display the correct nationality of each player within the rankings.</p> <p>A competitor eligible to participate in an <i>International Golf Competition</i> by representing another country to the one previously represented (by either changing nationality or acquiring a new nationality) in accordance with this policy will only be eligible for <i>International Golf Competitions</i> for which the qualification period has not yet started, unless otherwise allowed by the sanctioning organization.</p> <p>A competitor eligible to participate in an <i>International Golf Competition</i> by having the choice as to the country which such competitor intends to represent in accordance with this policy will only be eligible for <i>International Golf Competitions</i> for which the qualification period has not yet started, unless otherwise allowed by the sanctioning organization.</p> <p>A competitor who changes his/her nationality for an <i>International Golf Competition</i> prior to the qualifications and eligibility period beginning for such event, yet subsequently fails to qualify for the competition, is subject to the provisions of this policy including the time periods prescribed herein.</p>			
Other Functions impacted by policy		ALL	
<u>POLICY APPROVED</u>			
Date: 8 April 2015			
<u>ATTACHMENTS</u>			

Policy Title		17. IGF TRAVEL ARRANGEMENTS FOR OLYMPIC & YOUTH OLYMPIC GAMES POLICY	
Lead Functional Area		OLYMPIC GAMES	
Policy Number	ED18	Last update	February 2016
<p><u>POLICY OBJECTIVE</u></p> <p>As per the Olympic Charter, the IOC Executive Board sets the maximum number of Technical Officials and Staff that may participate in the Olympic Games, which must be adhered to by the IGF. The IGF selects the required personnel and confirms this selection through an official letter. Only persons who have received this official letter from the IGF will be accredited to participate in the event and should adhere to the travel arrangements policy as below.</p>			
<p><u>POLICY DESCRIPTION</u></p> <p style="text-align: center;"><u>INTERNATIONAL TECHNICAL OFFICIALS</u></p> <p>Travel Dates:</p> <p>The general policy for travel dates, as set by the IOC, is as follows: Technical Officials must be present at the Olympic Golf Course at least three days (i.e. including at least three nights' accommodation) prior to the first day of the Golf competition (two days prior for women's competition) and at least one day (i.e. including at least one night accommodation) after the last day of the Golf competition. The two weeks of competition will be covered with two waves of Technical Officials - specific travel dates will be provided. The IGF may agree with the Organising Committee to extend the stay of certain personnel if necessary and depending on accommodation availability.</p> <p>Flights:</p> <p>Flights are to be paid for by the IGF Member Organisation that the Technical Official belongs to. All flights should be booked directly by the Technical Official and the IGF notified of flight details at the latest by the deadline communicated by the IGF.</p> <p>Accommodation:</p> <p>The Organising Committee will provide and pay for accommodation in a standard double room, in a hotel located close to the Golf Course. Breakfast is included with the accommodation. Technical Officials are responsible for all other expenses they incur at the hotel.</p> <p>Room allocations will be made, through the IGF, according to the Technical Officials' specific travel dates.</p> <p>Transport:</p> <p>Transport to the Technical Officials hotel will be provided on arrival in the host city (and on departure back to the airport) by the Organising Committee in line with the flight information that has been provided to the IGF. On site, regular shuttle buses will be available to/from the Golf Course/hotel. Private transport around the city during the Games is likely to be challenging. Public transportation will be free of charge for all Olympic Accreditation holders.</p> <p>Daily meals:</p> <p>All Technical Officials will have access to the Athletes/ITO Lounge where meals will be provided during each day of practice and competition. Technical Officials will also have access to the IGF/Olympic Family Lounge at the golf course.</p> <p>Please note that this policy may be adapted, depending on the Olympic Games host city.</p> <p style="text-align: center;"><u>STAFF & SECONDEES</u></p> <p>Travel Dates:</p> <p>IGF staff and secondees will be required to stay the full length of the Olympic Games prior to the start of Golf competition until at least one day (i.e. including at least one-night accommodation) after the last day of the Golf competition. Specific travel dates will be provided.</p> <p>Flights:</p> <p>All IGF staff and secondees will be entitled to a business class flight from the nearest airport of their residence directly to the host city airport. The ticket will be paid for by the IGF in line with the IGF expenses policy, booked by the staff member/secondee and the itinerary provided to the IGF by the deadline communicated by the IGF. Rerouting of the flight is not permitted without permission from the IGF Executive Director and any additional costs will be borne by the staff member or secondee.</p>			

Accommodation:

The IGF will provide and pay for accommodation in a standard double room, in a hotel located close to the Golf Course. Breakfast is included with the accommodation.

Room allocations will be made, through the IGF, according to the IGF staff and secondees specific travel dates. Extended stays may not be permitted and will depend on accommodation availability.

Transport:

Transport to the hotel will be provided on arrival (and on departure back to the airport) by the Olympic Games Organising Committee in line with the flight information that has been provided to the IGF. On site, regular shuttle buses will be available to/from the Golf Course/hotel. Private transport around the city during the Games is likely to be challenging. Public transportation will be free of charge for all Olympic Accreditation holders.

Daily meals:

All IGF staff members and secondees will have access to the Athletes/ITO Lounge where meals will be provided during each day of practice and competition. Staff and secondees will also have access to the IGF/Olympic Family Lounge at the golf course.

Please note that this policy may be adapted, depending on the Olympic Games host city.

Other Functions impacted by policy

ALL

POLICY APPROVED

Date: 8 April 2016

ATTACHMENT

NIL

Policy Title		18. IGF EXPENSES AT OLYMPIC & YOUTH OLYMPIC GAMES POLICY	
Lead Functional Area		OLYMPIC GAMES	
Policy Number	ED19	Last update	February 2016
POLICY OBJECTIVE			
<p>To outline how expenses incurred by ITOs, Staff/Secondees, Volunteers, Equipment Technicians at the Olympic Games will be covered.</p>			
POLICY DESCRIPTION			
<p>Daily expenses/Per Diem: <u>ITOs:</u> No per diem will be provided to the ITOs, therefore all ITO personal expenses incurred at the Olympic Games are the responsibility of the IGF Member Organisation to which they belong, in accordance with their respective staff expenses policy.</p> <p><u>Staff and Secondees:</u> No per diem will be provided to IGF staff and Secondees, therefore all personal expenses incurred by them will be reimbursed by the IGF in line with this policy.</p> <p><u>Medical Volunteers:</u> No per diem will be provided to volunteers, therefore all personal expenses incurred at the Olympic Games are the responsibility of the IGF Member Organisation to which they belong, in accordance with their respective staff expenses policy.</p> <p><u>Equipment Technicians:</u> No per diem will be provided to Equipment Technicians, therefore all personal expenses incurred at the Olympic Games are the responsibility of the Organisation to which they belong, in accordance with their respective staff expenses policy.</p> <p>Flights: <u>ITOs:</u> Air travel is to be paid for by the IGF Member Organisation to which the ITO belongs.</p> <p><u>Staff and Secondees:</u> Air travel in business class from the nearest airport of residence directly to Rio de Janeiro International Airport will be paid for by the IGF. The ticket must be booked at the earliest convenience in order to secure preferential rates and the cost of the flight must be submitted to the IGF Executive Director prior to purchase. Any costs associated with changes to the original itinerary are the responsibility of the staff member/Secondee.</p> <p><u>Medical Volunteers:</u> Air travel is to be paid for by the IGF Member Organisation to which the volunteer belongs.</p> <p><u>Equipment Technicians:</u> Air travel is to be paid for by the Organisation to which the Equipment Technician belongs.</p> <p>Accommodation: <u>ITOs:</u> will receive complimentary hotel accommodations, paid for by the Organising Committee. Breakfast is included with the accommodation. All other expenses incurred at the hotel are the responsibility of the ITO and in accordance with their respective Organisation's staff expenses policy. Any costs associated with changes to the original dates of stay are the responsibility of the ITO.</p> <p><u>Staff and Secondees:</u> will receive complimentary hotel accommodations, paid for by the IGF. Breakfast is included with the accommodation. All other expenses incurred at the hotel will be reimbursed by the IGF, given the expenses incurred are necessary and within reason. Any costs associated with changes to the original dates of stay are the responsibility of the staff member.</p> <p><u>Medical Volunteers:</u> will receive complimentary hotel accommodations, paid for by the IGF. Breakfast is included with the accommodation. All other expenses incurred at the hotel are the responsibility of the Medical volunteer, and in accordance with their respective agreements with the Organisation to which they belong. Any costs associated with changes to the original dates of stay are the responsibility of the volunteer.</p>			

Equipment Technicians: hotel accommodation is provided by the IGF and paid for by the Equipment Technician Organisation. Breakfast is included with the accommodation. All expenses incurred at the hotel are the responsibility of the Equipment Technician. Any costs associated with changes to the original dates of stay are the responsibility of the Equipment Technician.

Transportation:

ITOs: Ground transportation to/from the airport in the country of residence are the responsibility of the ITO and in accordance with their respective Organisation's policy. The Organising Committee provides complimentary transport on arrival and departure to-from the host city airport and ITO hotel. Complimentary transportation will be provided to-from the Olympic Golf Course and ITO hotel, through the Olympic Transport Network.

Staff and Secondees: Ground transportation to/from the airport in the country of residence will be reimbursed by the IGF. The Organising Committee provides complimentary transport on arrival and departure to-from the host city airport and IGF hotel. Complimentary transportation will be provided to-from the Olympic Golf Course and IGF hotel, through the Olympic Transport Network.

Medical Volunteers: Ground transportation to/from the airport in the country of residence are the responsibility of the Medical Volunteers and in accordance with their respective agreements with the Organisation to which they belong. Medical Volunteers will be provided with transport by the IGF, where possible, for arrival and departure to-from the host city airport and IGF hotel. Complimentary transportation provided to-from the Olympic Golf Course and IGF hotel, may be available through the Olympic Transport Network.

Equipment Technicians: Ground transportation to/from the airport in the country of residence are the responsibility of the Equipment Technicians and in accordance with their respective agreements with their Organisations. Equipment Technician to organise their own transport for arrival and departure to-from host city airport and IGF hotel and daily to-from the Olympic Golf Course and IGF hotel.

Meals

ITOs: will be provided with breakfast in the hotel and lunch at the golf course. All other expenses incurred are the responsibility of the IGF Member Organisation to which the ITO belongs, in accordance with their respective staff expenses policy.

Staff and Secondees: will be provided with breakfast in the hotel and lunch at the golf course. All other expenses incurred for meals will be reimbursed by the IGF, given the expenses incurred are necessary and within reason.

Medical Volunteers: will be provided with breakfast in the hotel. For each shift, the Organising Committee, will provide the Medical Volunteers with a meal voucher for use at the golf course "workforce lounge". Alternatively, Medical Volunteers can access the Athletes/ITO Lounge for lunch. All other expenses incurred are the responsibility of the Medical Volunteer and in accordance with their respective agreements with the Organisation to which they belong.

Equipment Technicians: will be provided with breakfast in the hotel. Lunch and other meals at the golf course are the responsibility of the Equipment Technician, whereby, meal vouchers can be purchased in advance of the Games.

Other Functions impacted by policy

ALL

POLICY APPROVED

Date: 8 April 2016

ATTACHMENT

NIL

Policy Title		19. IGF EQUAL EMPLOYMENT OPPORTUNITY	
Lead Functional Area		EXECUTIVE DIRECTORS OFFICE	
Policy Number	ED20	Last update	February 2017
POLICY DESCRIPTION			
<p>The IGF recognises that Equal Employment Opportunity is a matter of employment obligation, social justice and legal responsibility. It also recognises that prohibiting discriminatory policies and procedures is sound management practice.</p> <p>This policy has been designed to facilitate the creation of a workplace culture that maximises organisational performance through employment decisions. These decisions will be based on real business needs without regard to non-relevant criteria or distinctions, and will ensure that all decisions relating to employment issues are based on merit.</p> <p>Purpose</p> <p>This policy is designed to ensure that the IGF complies with all of its obligations under the relevant legislation.</p> <p>Definitions</p> <p><i>Discrimination</i> occurs if a person treats, or proposes to treat, a person with an attribute unfavourably because of that attribute. It can also occur if a person imposes, or proposes to impose, a requirement, condition or practice that has, or is likely to have, the effect of disadvantaging persons with an attribute; and that is not reasonable.</p> <p><i>Equal Employment Opportunity</i> consists of ensuring that all employees are given equal access to training, promotion, appointment or any other employment related issue without regard to any factor not related to their competency and ability to perform their duties.</p> <p><i>Victimisation</i> means subjecting, or threatening to subject, a person to any detriment because they have:</p> <ul style="list-style-type: none"> • asserted their rights under equal opportunity law; • made a complaint; • helped someone else make a complaint; or • refused to do something because it would be discrimination, sexual harassment or victimisation. <p>Policy</p> <p>The IGF is an equal opportunity employer and will provide equality in employment for all people employed or seeking employment.</p> <p>Every person will be given a fair and equitable chance to compete for appointment, promotion or transfer, and to pursue their career as effectively as others.</p> <p>Employment decisions relating to appointment, promotion and career development will be determined according to individual merit and competence.</p> <p>Consistent with this, the IGF does not condone any form of unlawful discrimination or vilification, including that which relates to:</p> <ul style="list-style-type: none"> • gender; • pregnancy; • potential pregnancy; • marital/domestic status; • disability; • race, colour, national extraction, social origin, descent, and ethnic, ethno-religious or national origin; • age; • family responsibilities, family status, status as a parent or carer; • racial classification; • sexuality; • HIV/AIDS vilification; 			

- religious belief or activity;
- political belief or activity;
- industrial activity;
- employer association activity;
- trade union activity;
- physical features;
- breastfeeding;
- transsexuality;
- transgender;
- profession, trade, occupation or calling;
- medical record; and
- criminal record.

In all cases no factors other than performance and competence are to be used as the basis for performance assessment, training and development opportunities and promotions.

PROCEDURES

Responsibilities

It is the responsibility of the IGF Executive Director to ensure that:

- all managers understand and are committed to the principles and legislation relating to equal opportunity and applying it in the workplace;
- employment decisions relating to appointment, promotion and career development are determined according to individual merit and the individual's inherent ability to carry out the job;
- the organisation has a workplace culture that encourages equal employment opportunity; and
- sets an example by their own behaviour.
- all managers, supervisors and staff are aware of and understand their obligations, responsibilities and rights in relation to equal employment opportunity;
- all managers, supervisors and staff are committed to operating in accordance with the equal opportunity laws in the workplace;
- any matter which does not comply with the principles of equal employment opportunity are identified and addressed as promptly and sensitively as possible;
- immediate and appropriate steps are taken to minimise or eliminate unlawful harassment, discrimination, and bullying in the workplace; and
- ongoing support and guidance is provided to all employees in relation to equal employment opportunity principles and practice in the workplace.

It is the responsibility of all IGF officials and any persons or organisation belonging in any capacity whatsoever to the IGF or to one of its affiliated members, the Organising Committee of the IGF Competitions and Tournament Support Personnel and Officials (the Golf Parties), contractors and volunteers to ensure that they:

- comply with this policy and treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions;
- refrain from engaging in discriminatory or harassing behavior; and
- inform their manager if they believe that they (or someone else) has been treated unfairly.

“**Tournament Support Personnel**” refers to any tournament director, owner, operator, employee, volunteer, referee, technical official, IGF employee, and any of their respective agents, delegates, commissioners, or contractors, and any similarly situated person at an Olympic Golf Competition and any other person who receives accreditation for an Olympic Golf Competition at the request of Tournament Support Personnel.

Procedures

Employees who believe they are being treated unfairly as a result of discrimination should promptly notify the IGF Executive Director or the Integrity Committee Chairperson.

Should a complaint of discrimination or harassment be made, it will be investigated in a confidential and procedurally fair manner. If proven, the person responsible will be disciplined. In serious cases, this may involve dismissal.

Other Functions impacted by policy

ALL



<u>POLICY APPROVED</u> Date:
<u>ATTACHMENT</u> NIL

Policy Title		20. IGF ANTI DISCRIMINATION POLICY	
Lead Functional Area		EXECUTIVE DIRECTORS OFFICE	
Policy Number	ED21	Last update	28 February 2017

POLICY DESCRIPTION

The IGF endorses diversity, supports equal rights, and does not advocate, support or practice discrimination based on race, religion, age, national origin, language, sex, sexual orientation, or mental or physical handicap, whether covered by applicable legislation or not, except where affirmative action may be required to redress individual or social handicaps of people from disadvantaged groups.

Purpose

This document sets out

- The IGF's policy against such discrimination
- The governance structures, responsibilities and processes that have been established to give effect to that policy.

Policy

The IGF does not advocate, support or practice discrimination based on race, religion, age, national origin, language, sex, sexual orientation, or mental or physical handicap or any other personal attribute protected by law, except where affirmative action may be required to redress individual or social handicaps. The IGF will make all reasonable accommodations to allow people who experience difficulties in their dealings with the organisation to benefit equally from its work.

Responsibilities

1. The IGF Board will:

- Regularly review the leadership and commitment given to eliminating discrimination through active promotion of the organisation's Anti-Discrimination Policy.
- Monitor performance by way of periodic management reports and assurances.

2. The Executive Director will:

- Ensure that:
 - the organisation's practices and processes incorporate precautions against discrimination in such areas as hiring, client selection, and program delivery;
 - Reasonable accommodations are made to allow diverse groups to access benefits provided by the organisation;
 - Where appropriate, weight is given to the culture and experiences of individuals from disadvantaged groups.
- Where appropriate, delegate responsibility for compliance to officers with responsibility for particular sections.
- Oversee the performance of subordinate officers in these matters.
- Review and report to the Board, as appropriate, on the effectiveness of the management systems established to remove discrimination.
- Analyse material breaches and identified compliance system weaknesses for systematic trends and ensure that any adverse trends are addressed.
- Promote a culture of effective policy compliance across the organisation.

3. All IGF officials and any persons or organisation belonging in any capacity whatsoever to the IGF or to one of its affiliated members, the Organising Committee of the IGF Competitions and Tournament Support Personnel and Officials (the Golf Parties) will:

- Ensure that they are aware of the organisation’s policy against discrimination;
- Not act in a manner that would be considered to be discriminatory pursuant to this policy or any applicable legislation;
- Where appropriate, suggest ways in which practices, systems and procedures could be improved so as to reduce the likelihood of discrimination occurring.

“**Tournament Support Personnel**” refers to any tournament director, owner, operator, employee, volunteer, referee, technical official, IGF employee, and any of their respective agents, delegates, commissioners, or contractors, and any similarly situated person at an Olympic Golf Competition and any other person who receives accreditation for an Olympic Golf Competition at the request of Tournament Support Personnel.

Processes

The Executive Director will initially review the organisation’s procedures in all areas to ensure that these are in accordance with the principles expressed in this policy, and will report to the Board on this matter.

The Executive Director will review any changes to the organisation’s procedures in all areas to ensure that these are in accordance with the principles expressed in this policy.

The Golf Parties will follow these procedures.

Other Functions impacted by policy	ALL
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<u>POLICY APPROVED</u> Date:
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<u>ATTACHMENT</u> NIL

Policy Title		21. IGF SEXUAL HARRASMENT POLICY	
Lead Functional Area		EXECUTIVE DIRECTORS OFFICE	
Policy Number	ED22	Last update	28 February 2017

POLICY DESCRIPTION

The IGF recognises the right of every employee and volunteer to be able to attend work and to perform their duties without being subjected to any form of sexual harassment.

It is the obligation and responsibility of every employee and volunteer to ensure that the workplace is free from sexual harassment.

The IGF is fully committed to its obligation to eliminate sexual harassment in the workplace.

Purpose

The purpose of this document is to outline IGF's position on sexual harassment and to document the process which is to be followed should any grievances arise.

Definitions

Sexual harassment means any unwelcome sexual advance, unwelcome request for sexual favours, or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated or intimidated, and where that reaction is reasonable in the circumstances. Examples of sexual harassment include, but are not limited to,

- staring or leering
- unnecessary familiarity, such as deliberately brushing up against you or unwelcome touching
- suggestive comments or jokes
- insults or taunts of a sexual nature
- intrusive questions or statements about your private life
- displaying posters, magazines or screen savers of a sexual nature
- sending sexually explicit emails or text messages
- inappropriate advances on social networking sites
- accessing sexually explicit internet sites
- requests for sex or repeated unwanted requests to go out on dates
- behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications

Behaviour that is based on mutual attraction, friendship and respect is not sexual harassment.

Policy

The IGF will not tolerate sexual harassment under any circumstances. Responsibility lies with every IGF officials and any persons or organisation belonging in any capacity whatsoever to the IGF or to one of its affiliated members, the Organising Committee of the IGF Competitions and Tournament Support Personnel to ensure that sexual harassment does not occur.

"Tournament Support Personnel" refers to any tournament director, owner, operator, employee, volunteer, referee, technical official, IGF employee, and any of their respective agents, delegates, commissioners, or contractors, and any similarly situated person at an Olympic Golf Competition and any other person who receives accreditation for an Olympic Golf Competition at the request of Tournament Support Personnel.

This policy applies to conduct that takes place in any work-related context, including conferences, work functions, social events and business trips.

No employee or volunteer at any level should subject any other employee, volunteer, customer or visitor to any form of sexual harassment.

A breach of this policy will result in disciplinary action, up to and including termination of employment. The IGF strongly encourages any employee who feels they have been sexually harassed to take immediate action. If an employee or volunteer feels comfortable in doing so, it is preferable to raise the issue with the person directly with a view to resolving the issue by discussion. The employee or volunteer should identify the harassing behaviour, explain that the behaviour is unwelcome and offensive and ask that the behaviour stops.

Alternatively, or in addition, they may report the behaviour in accordance with the relevant procedure. Once a report is made the organisation has the right to determine how the report should be dealt with in accordance with its obligations and this policy.

Any reports of sexual harassment will be treated seriously and promptly with sensitivity. Such reports will be treated as completely confidential up to the point where a formal or informal complaint is lodged against a particular person, at which point that person must be notified under the rules of natural justice.

Complainants have the right to determine how to have a complaint treated, to have support or representation throughout the process, and the option to discontinue a complaint at any stage of the process.

The alleged harasser also has the right to have support or representation during any investigation, as well as the right to respond fully to any formal allegations made. There will be no presumptions of guilt and no determination made until a full investigation has been completed.

No employee or volunteer will be treated unfairly as a result of rejecting unwanted advances. Disciplinary action may be taken against anyone who victimises or retaliates against a person who has complained of sexual harassment, or against any employee or volunteer who has been alleged to be a harasser.

All employees and volunteers have the right to seek the assistance of the relevant tribunal or legislative body to assist them in the resolution of any concerns.

Managers or Supervisors who fail to take appropriate corrective action when aware of harassment of a person will be subject to disciplinary action.

PROCEDURES

Complaint Process

Sexual harassment can occur at any level of the organisation, can be experienced by both men and women and may involve a co-worker, volunteer, supervisor, manager, service provider, client or customer. Lack of intent is no defense in sexual harassment cases.

Any person covered by this policy who believe he/she is the subject of sexual harassment should take firm, positive and prompt action.

Where possible, he/she should make the perceived harasser(s) aware that he/she find their behaviour offensive, unwelcome, unacceptable, and that it needs to stop immediately.

If the behaviour continues, or if he/she feels unable to speak to the perceived harasser(s) directly, he/she should contact their Supervisor, Manager or Integrity Committee Chairperson. Alternatively, he/she may contact the Executive Director or another Manager he/she feels comfortable with.

The Manager will provide support and ascertain the nature of the complaint and the wishes of the complainant.

Informal Intervention

The Manager will explain the person's rights and responsibilities under organisation's policy.

Informal intervention may be undertaken through a process of mediation or conciliation. During informal intervention the alleged harasser will be made aware of the allegations being made against them and given the right to respond.

This procedure will be complete when the complainant and the respondent come to an agreement on the procedure to be followed. If this occurs, no record will be made of the proceedings, and any subsequent proceedings will begin *de novo*. If this does not occur, the formal procedure should be followed.

Formal Complaints Procedure

The Manager may be obliged to carry out a formal investigation in relation to a complaint of sexual harassment.

The formal procedure will be co-ordinated by the Manager, who will be guided by the Integrity Committee Chairperson.

Formal investigations may be conducted internally (by a manager or officer) or by the IGF Integrity Unit.

An investigation involves collecting information about the complaint and then making a finding based on the available information as to whether or not the alleged behaviour occurred. Once a finding is made, the Integrity Committee Chairperson will make recommendations about resolving the complaint.

The investigator may need to interview the parties involved (which may include the complainant, the respondent, and any witnesses) to obtain information regarding the complaint. The investigator will comprehensively and accurately document all information obtained during the interviews including the parties involved, timing, location, and nature of conduct complained against.

If the Integrity Committee Chairperson considers it appropriate for the safe and efficient conduct of an investigation, workplace participants may be stood down from work or provided with alternative duties during an investigation in which case they will be paid their normal pay during any such period.

Throughout the investigation process, all parties involved in the investigation will be regularly kept informed about the investigation.

Records are to be kept and filed in a confidential and secure place. If no confidential area is available, these notes may be sealed and forwarded to the Integrity Committee Chairperson, where they will be maintained, unopened, in a confidential filing system. These records should be kept for a period of seven years. Under no circumstances will records be placed on the complainant's personnel file.

The findings as to whether sexual harassment has occurred will be determined on the basis of the evidence, and on the balance of probabilities.

On the basis of the findings, possible outcomes of the investigation may include, but will not be limited to, any combination of the following:

- Counselling;
- Disciplinary action against the harasser (e.g. demotion, transfer, suspension, probation or dismissal);
- Official warnings that are noted in the respondent's personnel file;
- Disciplinary action against the person who complained if there is strong evidence that the complaint was vexatious or malicious;
- Formal apologies and undertaking that the behaviour will cease;
- Conciliation/mediation conducted by an impartial third party where the parties to the complaint agree to a mutually acceptable resolution;
- Reimbursing any costs associated with the harassment;
- Re-crediting any leave taken as a result of the harassment.

On completion of the investigation, all parties will be informed about the investigation findings and the outcome of the investigation.

Following an investigation concerning a sexual harassment complaint (irrespective of the findings), the Manager will:

- consult with the parties involved to monitor the situation and their wellbeing; and
- educate and remind all employees and volunteers of their obligations and responsibilities in relation to providing a workplace free from bullying

Outcomes will depend upon factors such as:

- The severity and frequency of the harassment;
- The weight of the evidence;
- The wishes of the person who was harassed;
- Whether the harasser could have been expected to know that such behaviour was a breach of policy;
- The level of contrition;
- Whether there have been any prior incidents or warnings.

If the investigation determines that sexual harassment has occurred, the Integrity Committee Chairperson must forward a summary of the complaint and the action taken to the Executive Director. A copy may be placed in the respondent's personnel file by the Executive Director.

The Manager will monitor the outcome to ensure that the offensive behaviour has ceased, and that neither party has been victimised. This may involve follow-up interviews.

If there has been any substantiated victimisation, the Integrity Committee Chairperson will refer the case to the IGF Tribunal.

Procedures for Dealing with Criminal Conduct

Some forms of severe sexual harassment (e.g. sexual assault, stalking, indecent exposure, physical molestation, obscene phone calls) may constitute criminal conduct.

While the IGF is committed to treat most sexual harassment complaints at a company level as far as possible, this type of conduct is not suited to internal resolution. Such complaints should be treated by the criminal justice system.

In relation to alleged criminal offences such as rape or sexual assault, the matter must be immediately referred to the Integrity Committee Chairperson. The complainant should be advised of the option of police support or intervention. It is not the obligation or duty of the company to report such matters to the police on behalf of the complainant

Other Functions impacted by policy	ALL
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POLICY APPROVED

Date:

ATTACHMENT

NIL

Policy Title		22. CHILD PROTECTION POLICY	
Lead Functional Area		EXECUTIVE DIRECTORS OFFICE	
Policy Number	ED17	Last update	28 February 2017

POLICY DESCRIPTION

The IGF is committed to promoting and protecting at all times the best interests of children involved in its programs.

All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse.

The IGF has zero tolerance for child abuse. The IGF and its members, the IGF officials and any persons or organisation belonging in any capacity whatsoever to the IGF or to one of its affiliated members, the Organising Committee of the IGF Competitions and Tournament Support Personnel (the Golf Parties) shall be bound by and shall comply with all the provision of this policy. The Golf Parties are responsible for the care and protection of the children within our care and reporting information about suspected child abuse.

“Tournament Support Personnel” refers to any tournament director, owner, operator, employee, volunteer, referee, technical official, IGF employee, and any of their respective agents, delegates, commissioners, or contractors, and any similarly situated person at an Olympic Golf Competition and any other person who receives accreditation for an Olympic Golf Competition at the request of Tournament Support Personnel.

The IGF will consider the opinions of children and use their opinions to develop child protection policies.

The IGF supports and respects all children, staff and volunteers. The IGF is committed to the cultural safety children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children living with a disability.

If any person believes a child is in immediate risk of abuse, please contact the IGF at integrity@igfmail.org or via the IGF Integrity hotline: <http://www.igfgolf.org/integrity/reporting-a-breach/>

PURPOSE OF THIS POLICY

The purpose of this policy is

1. To facilitate the prevention of child abuse occurring within the IGF.
2. To work towards an organisational culture of child safety.
3. To prevent child abuse within the IGF.
4. To ensure that all parties are aware of their responsibilities for identifying possible occasions for child abuse and for establishing controls and procedures for preventing such abuse and/or detecting such abuse when it occurs.
5. To provide guidance to the Golf Parties as to action that should be taken where they suspect any abuse within or outside of the organisation.
6. To provide a clear statement to the Golf Parties forbidding any such abuse.
7. To provide assurance that any and all suspected abuse will be reported and fully investigated.

RISK MANAGEMENT

The IGF will develop and implement a risk management strategy, including a review of our existing child protection practices, to determine how child-safe our organisation is and to identify any additional steps we can take to minimise and prevent the risk of harm to children because of the actions of an employee, volunteer or another person.

CHOOSE SUITABLE EMPLOYEES AND VOLUNTEERS

The IGF will take all reasonable steps to ensure that it engages suitable and appropriate people to work with children, especially those in positions that involve regular unsupervised contact with children. This will include using a range of screening measures.

The IGF will ensure that Working with Children Checks are conducted for all employees and volunteers who work with children. If a criminal history report is obtained as part of their screening process, the IGF will handle this information confidentially and in accordance with the relevant legal requirements. Refer to [Attachment A: – Screening Requirements](#) and [Attachment B: - Member Protection Declaration](#).

SUPPORT, TRAIN, SUPERVISE AND ENHANCE PERFORMANCE

The IGF will ensure that all its employees and volunteers who work with children have ongoing supervision, support and training. Our goal is to develop their skills and capacity and to enhance their performance so we can maintain a child-safe environment.

EMPOWER AND PROMOTE THE PARTICIPATION OF CHILDREN

The IGF will encourage children and young people to be involved in developing and maintaining a child-safe environment for our sport.

REPORT AND RESPOND APPROPRIATELY TO SUSPECTED ABUSE AND NEGLECT

Any staff member, volunteer or contractor who has grounds to suspect abusive activity must immediately notify the appropriate child protection service or the police. They should also advise the IGF Integrity Committee Chairperson about their concern.

Refer to [Attachment C: Procedure for Handling Allegations of Child Abuse](#).

PRIVACY

All personal information considered or recorded will respect the privacy of the individuals involved unless there is a risk to someone’s safety. The IGF will have safeguards and practices in place to ensure any personal information is protected.

Everyone is entitled to know how the personal information is recorded, what will be done with it, and who will be able to access it.

REVIEWING

Every two years, and following every reportable incident, a review shall be conducted to assess whether the organisation’s child protection policies or procedures require modification to better protect the children under the organisation’s care.

Other Functions impacted by policy	ALL
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POLICY APPROVED

Date:

ATTACHMENTS

- A: Screening Requirements
- B: Member Protection Declaration
- C: Procedure for Handling Allegations of Child Abuse

ATTACHMENT A:
SCREENING REQUIREMENTS

This attachment explains the process we will use to screen the people associated with our organisation who work, coach or have regular unsupervised contact with children and young people under the age of majority.

1. We will identify all positions where people work, coach or have regular unsupervised contact with children and young people under the age of majority.
2. Before a person is offered such a position, we will ask him or her to complete a Member Protection Declaration (MPD). (See Attachment B below)
3. If a person is unable to provide a MPD, or if he or she cannot satisfactorily answer the questions in the MPD, we will ask for an explanation. We will then make an assessment about the person's suitability to work with children and young people. If we are not fully satisfied, we will not appoint him or her to the position.
4. Where possible, we will check a person's referees (verbal or written) about his or her suitability for the position.
5. We will ask each person to sign a consent form for a criminal record and background security check and explain why our policy requires a check to be undertaken.
6. If a person does not agree to a criminal record and background security check, we will make an assessment about his or her suitability to work with children and young people.
7. If the criminal record and background security check indicates that a "relevant offence" has been recorded, we will ask the person to provide an explanation. We will then make an assessment about the person's suitability to work with children and young people. If we are not fully satisfied, we will not appoint him or her to the position.
8. We will protect the privacy of each person who undertakes the screening process and keep all information we obtain strictly confidential.
9. We will return all the information collected as part of the screening process (e.g. completed MPD forms, national police checks and referee reports) to the relevant person if he or she is not appointed to the position. Alternatively, all records will be destroyed within 28 days of the date of the decision or the expiry of any appeal period unless, within that time, the person requests the documents to be returned to him or her. The records of all people appointed to our organisation will be kept on file in a secure location.

ATTACHMENT B:

MEMBER PROTECTION DECLARATION

The IGF has a duty of care to all those associated with our organisation and our sport. It is a requirement of our IGF Child Protection Policy that we check the background of each person who works, coaches or has regular unsupervised contact with children and young people under the age of majority.

I (name) of

..... (address) born/...../.....

sincerely declare:

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment or acts of violence.
4. To my knowledge, there is no other matter that the IGF may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
5. I will notify the IGF Executive Director immediately upon becoming aware that any matter set out above has changed.

Declared in the city/country of

on/...../.....(date) Signature



Consent of parent/guardian (on behalf of a person under the age of majority)

I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every particular.

Name:

Signature:

Date:

ATTACHMENT C:

PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE

If you believe a child is in immediate danger or a life-threatening situation, contact the Police immediately.

We will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity.

Any person covered by this policy has a duty to report any concerns to the appropriate authorities, following the steps outlined below.

Step 1: Receive the allegation

If a child or young person raises with you an allegation of child abuse or neglect that relates to them or to another child, it is important that you listen, stay calm and be supportive.

Do	Don't
Make sure you are clear about what the child has told you.	Do not challenge or undermine the child.
Reassure the child that what has occurred is not his or her fault.	Do not seek detailed information, ask leading questions or offer an opinion.
Explain that other people may need to be told in order to stop what is happening.	Do not discuss the details with any person other than those detailed in these procedures.
Promptly and accurately record the discussion in writing.	Do not contact the alleged offender.

Step 2: Report the allegation

Immediately report any allegation of child abuse or neglect, or any situation involving a child at risk of harm, to the police and/or the relevant child protection agency. You may need to make a report to both.

Contact the relevant child protection agency or police for advice if there is any doubt about whether the allegation should be reported.

If the allegation involves a person to whom this policy applies, then also report the allegation to the IGF Integrity Committee Chairperson so that he can manage the situation.

Step 3: Protect the child and manage the situation

The IGF Integrity Committee Chairperson will assess the immediate risks to the child and take interim steps to ensure the child's safety and the safety of any other children. This may include redeploying the alleged offender to a position where there is no unsupervised contact with children, supervising the alleged offender or removing/suspending him or her until any investigations have been concluded. Legal advice should be sought before any interim steps are made if the person is in paid employment with the IGF.

The Integrity Committee Chairperson will consider what services may be most appropriate to support the child and his or her parent/s.

The Integrity Committee Chairperson will consider what support services may be appropriate for the alleged offender.

The Integrity Committee Chairperson will put in place measures to protect the child and the alleged offender from possible victimisation and gossip.

Step 4: Take internal action

Up to three different investigations could be undertaken to examine allegations that are made against a person to whom this policy applies, including:

1. a criminal investigation (conducted by the police)
2. a child protection investigation (conducted by the relevant child protection agency)
3. a disciplinary or misconduct inquiry/investigation (conducted by the IGF Integrity Unit).

If the appropriate child protection service, the police or the IGF Integrity Unit decide to conduct an investigation of this report, everyone covered by this policy must co-operate fully with the investigation.

Regardless of the findings of the police and/or child protection agency investigations, the IGF will assess the allegations to decide whether the alleged offender should return to his or her position, be dismissed, be banned or face any other disciplinary action.

The IGF Integrity Committee Chairperson or the IGF Tribunal, if convened, will consider all information relevant to the matter – including any findings made by the police, the child protection authority and/or court – and then set out a finding, recommend actions and the rationale for those actions.

If disciplinary action is recommended, we will follow the procedures set out in the IGF Tribunal Policy.

Policy Title		23. WHISTLE BLOWER POLICY	
Lead Functional Area		EXECUTIVE DIRECTORS OFFICE	
Policy Number	ED18	Last update	25 November 2016

INTRODUCTION

The International Golf Federation (IGF) is committed to operating legally (in accordance with applicable legislation and regulation), properly (in accordance with organisational policy and procedures), and ethically (in accordance with recognised ethical principles). Employees are expected to cooperate with the organisation in maintaining legal, proper, and ethical operations, if necessary by reporting non-compliant actions by other people. Correspondingly, employees who do assist in maintaining legal, proper, and ethical operations should not be penalised in any way.

POLICY OBJECTIVES

The objectives of this policy is to:

- a) encourage the reporting of matters that may cause harm to individuals or financial or non-financial loss to the IGF for damage to its reputation;
- b) enable the IGF to deal with reports from whistleblowers in a way that will protect the identity of the whistleblower and provide for the secure storage of the information provided;
- c) establish the policies for protecting whistleblowers against reprisal by any person internal or external to the entity;
- d) provide for the appropriate infrastructure;
- e) help to ensure the IGF maintains the highest standards of ethical behaviour and integrity.

POLICY DESCRIPTION

Concerns regarding illegal or corrupt behaviour

Where an IGF employee believes in good faith on reasonable grounds that any other employee, volunteer, or contractor has breached any provision of the general law that employee must report their concern to

- their supervisor: or, if they feel that their supervisor may be complicit in the breach,
- the Executive Director or, if they feel that the Executive Director may be complicit in the breach,
- the organisation's nominated Whistleblower Protection Officer; or, if they feel this to be necessary,
- a person or office independent of the organisation nominated by the organisation to receive such information, or
- the duly constituted authorities responsible for the enforcement of the law in the relevant area.

The person making their concern known shall not suffer any sanctions from the organisation on account of their actions in this regard provided that their actions

- are in good faith, and
- are based on reasonable grounds, and
- conform to the designated procedures.

Any person within the organisation to whom such a disclosure is made shall

- if they believe the behaviour complained of to be unquestionably trivial or fanciful, dismiss the allegation and notify the person making the allegation of their decision;

- if they believe the behaviour complained of to be neither trivial nor fanciful, ensure that the allegation is investigated, a finding is made, and the person making the allegation is informed of the finding.

Any such investigation shall observe the rules of natural justice and the provisions of procedural fairness.

Disclosures may be made anonymously, and this anonymity shall as far as possible be preserved by the organisation.

Concerns regarding improper or unethical behaviour

Where an IGF employee of believes in good faith on reasonable grounds that any other employee, volunteer, or contractor has breached any provision of the organisation’s constitution, or its bylaws, or its policies, or its code of conduct, or generally recognised principles of ethics, that employee may report their concern to

- their supervisor: or, if they feel that their supervisor may be complicit in the breach,
- the Executive Director: or, if they feel that the Executive Director may be complicit in the breach,
- a person or office independent of the organisation nominated by the organisation to receive such information.

The person making their concern known shall not suffer any sanctions from the organisation on account of their actions in this regard provided that their actions

- are in good faith, and
- are based on reasonable grounds, and
- conform to the designated procedures.

Any person within the organisation to whom such a disclosure is made shall

- if they believe the behaviour complained of to be unquestionably trivial or fanciful, dismiss the allegation and notify the person making the allegation of their decision;
- if they believe the behaviour complained of to be neither trivial nor fanciful, ensure that the allegation is investigated, a finding is made, and the person making the allegation is informed of the finding.

Any such investigation shall observe the rules of natural justice and the provisions of procedural fairness.

Disclosures may be made anonymously, and this anonymity shall as far as possible be preserved by the organisation.

Other Functions impacted by policy

ALL

POLICY APPROVED

Date: 8 April 2015

ATTACHMENT

Policy Title		24. IGF ANTI DOPING INTELLIGENCE & INVESTIGATIONS POLICY	
Lead Functional Area		EXECUTIVE DIRECTORS OFFICE	
Policy Number	ED19	Last update	25 November 2016

POLICY OBJECTIVE

To be able to safeguard and protect the rights of clean athletes the IGF needs to move beyond drug-testing alone to develop additional ways of gathering information and evidence about the supply to and use of prohibited substances and methods by athletes under our jurisdiction. This policy outlines the collation of information of all allegations or suspicions of a violation of the IGF Anti-Doping Policy and the analysis and investigation that ensues having collated this information.

POLICY DESCRIPTION

1. INTRODUCTION

1.1 Non-analytical anti-doping rule violations in the IGF Anti-Doping Policy may require proof of other facts that may not always be linked to the drug-testing process.

1.2 Therefore, the IGF needs to facilitate the reporting and collation of information of all allegations or suspicions of a violation of the IGF Anti-Doping Policy. This has been achieved through the creation of the IGF Whistle-blower Policy and Play Clean Hotline.

1.3 Any collected information will be passed on to the IGF Integrity Committee Chairperson (ICC), who will conduct an analysis to assess possible breaches of the IGF Anti-Doping Policy, report on its inquiries and deliberations and refer the case to the IGF Integrity Unit to conduct an investigation into the allegations.

1.4 Following receipt of the investigation's report from the IGF Integrity Unit, the IGF Integrity Committee Chairperson determines that there is a case to answer, a written Notification will be issued to the individual(s).

1.5 The Notification will set out the alleged Anti-Doping Rule Violation with the basis of this allegation and outline the defendant's rights and the hearing process.

2. APPLICATION AND SCOPE

2.1 The IGF Anti-Doping Policy shall apply to all Players participating in an event or competition under the jurisdiction of the IGF, Player Support Personnel and other Persons, each of whom is deemed, as a condition of his/her membership, accreditation and/or participation in the activities of the IGF, or any of its National Federation Members to have accepted and to be bound by this Anti-Doping Policy, hereafter "Participant".

2.2 It shall be the personal responsibility of every Participant to make himself aware of the IGF Anti-Doping Policy including, without limitation, what conduct constitutes a Violation of this Policy and to comply with those requirements. Participant must also be aware that conduct prohibited under the Anti-Doping Policy may also constitute a criminal offence and/or a breach of other applicable laws and regulations. Participants must comply with all applicable laws and regulations at all times. Further, each Player shall have a duty to inform Player Support Personnel with whom they are connected of all the provisions of the Anti-Doping Policy and shall instruct them to comply with the Anti-Doping Policy.

2.3 Each Participant submits to the exclusive jurisdiction of the IGF Tribunal convened under this Policy to hear and determine charges brought by the IGF.

3. REPORTING BREACHES

3.1 All allegations or suspicions of a violation of the IGF Anti-Doping Policy will be treated seriously and be the subject of a thorough investigation with the objective of locating evidence that either substantiates or refutes the claims/allegations made by the informant.

4. INVESTIGATING A BREACH

4.1 Any allegation or suspicion of a Violation of the Anti-Doping Policy shall be reported to the IGF Integrity Committee Chairperson.

4.2 The IGF Integrity Committee Chairperson will examine possible breaches of the IGF Anti-Doping Policy, report on its inquiries and deliberations and refer the case to the IGF Integrity Unit to conduct an investigation into the activities of any Participant. Such investigation may be conducted in conjunction with relevant competent national or international authorities (including criminal, administrative, professional and/or judicial authorities) and all Participants must co-operate fully with such investigations. The IGF Integrity Unit shall have discretion, where it deems it appropriate, to stay its own investigation pending the outcome of investigations conducted by other competent authorities.

4.3 As part of any such investigation, if the IGF Integrity Unit reasonably suspects that a Participant has committed a Violation of the Anti-Doping Policy, it may make a written demand to such Participant for information that is related to the alleged Violation and/or require the attendance of such Participant for interview, or a combination of the two. Any interview shall be at a time and place to be determined by the IGF Integrity Unit and the relevant Participant shall be given reasonable notice in writing of the requirement to attend. Interviews shall be recorded and the Participant shall be entitled to have legal counsel and an interpreter present.

4.4 By participation in an event or competition under the jurisdiction of the IGF, each Participant shall be deemed to have agreed for the purposes of applicable data protection laws and other laws, and for all other purposes, to have consented to the collection, processing, disclosure or any other use of information relating to his activities, including without limitation, (i) records relating to the alleged corruption offense (and (ii) a written statement setting forth the facts and circumstances with respect to the alleged violation.

4.5 Following an investigation, the IGF Integrity Unit shall provide the IGF Integrity Committee Chairperson with a report including the findings and facts, the conclusion and recommendation(s) of its investigation.

5. ISSUING A NOTIFICATION

5.1 Where, following the investigation's report from the IGF Integrity Unit, the IGF Integrity Committee Chairperson determines that there is a case for the Participant to answer, the IGF Integrity Committee Chairperson or his/her delegatee shall issue the Participant with a written Notification setting out the following:

- (a) The specific Violation(s) that the Participant is alleged to have committed;
- (b) The facts upon which such allegation(s) are based;
- (c) The range of sanctions applicable under the Anti-Doping Policy for such Violations and explanations regarding Eliminating, Reducing or Suspending part of the period of Ineligibility;
- (d) Details relating to the Participant's response to the Notification within a specified deadline;
- (e) The Participant's right to have the matter determined by a hearing.
- (f) A Request for Explanation regarding the alleged Violation(s).

5.2 The Notification shall also specify that, if the Participant wishes to exercise his right to a hearing, he must submit a written request for a hearing so that it is received by the IGF as soon as possible but in any event within 10 days of receipt of the Notification. The request must state how the Participant responds to the allegation and must explain (in summary form) the basis for such response.

5.3 If the Participant fails to return the Hearing Request Form by the specified deadlines, he shall be deemed to have:

- (a) Waived his right to a hearing and the IGF Tribunal will issue its reasoned decision without the need for a hearing;
- (b) admitted that he has committed the Violation(s) specified in the Notification ; and
- (c) acceded to the range of applicable sanctions specified in the Notification.

5.4 Where the Participant requests a hearing in accordance with 5.2 the matter shall proceed to a hearing in accordance with IGF Anti-Doping Policy. Where the Participant is deemed to have waived his right to a hearing and to have admitted the Violation(s), any hearing held at the IGF's discretion shall be limited to determining the applicable sanctions only.

5.5 In any case where the IGF decides to charge a Participant with a violation under the Anti-Doping Policy, the IGF shall apply the sanctions according to the World Anti-Doping Code, the IGF Tribunal shall have discretion, in circumstances where it considers that the integrity of the sport could otherwise be seriously undermined, to provisionally suspend the Participant pending the relevant tribunal's determination of whether the Participant has committed a Violation.

5.6 Where applicable, any provisional suspension imposed by the IGF shall be effective from the date of notification to the Participant in accordance with this Policy. A decision to impose a provisional suspension on a Participant shall not be subject to appeal. The time served under the provisional suspension will be deducted from any period of ineligibility that may be received.

5.7 If a Participant retires whilst a disciplinary procedure under this Policy is underway, the IGF shall retain jurisdiction to complete the relevant procedure. If the Participant retires before any disciplinary procedure has begun, the IGF shall nevertheless have jurisdiction to conduct the relevant procedure.

6. STATUTE OF LIMITATIONS

6.1 The IGF may temporarily suspend any investigations under the Policy to avoid prejudice to and/or to give precedence to, investigations conducted by the relevant authorities into the same or related matters.

7. AMENDMENTS AND INTERPRETATION

7.1 This Policy may be amended from time to time by the IGF.

7.2 Anti-Doping Policies are, by their nature, competition rules governing the conditions under which the sport of golf is to be held. They are not intended to be subjected to or limited by the requirements and legal standards applicable to criminal proceedings or employment matters. The policies and standards set out in this Policy as a basis for the fight against doping in the sport of golf represent a broad consensus of those with an interest in fair sport and should be respected by all courts and adjudicating bodies.

7.3 This Policy shall be interpreted as an independent and autonomous text and not by reference to existing law or statutes.

7.4 The headings and sub-headings in this Policy are for convenience only and shall not be deemed to be part of the substance of this Policy or to affect in any way the language of the provisions to which they refer.

7.5 All references to the masculine gender in this Policy shall also include references to the feminine.

7.6 If any Rule or provision of this Policy is held to be invalid, unenforceable or illegal for any reason, it shall be deemed to be deleted and the Policy shall otherwise remain in full force and effect.

Other Functions impacted by policy	ALL
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POLICY APPROVED
Date: 8 April 2015

ATTACHMENT

Policy Title		25. INFORMATION PRIVACY POLICY	
Lead Functional Area		EXECUTIVE DIRECTORS OFFICE	
Policy Number	ED20	Last update	25 November 2016

POLICY OBJECTIVE	
To ensure that all International Golf Federation Staff and Officials who are responsible for handling personal and/or health information do so in a manner that protects every individual's right to privacy.	
POLICY DESCRIPTION	
The International Golf Federation (IGF) is fully committed to protecting everyone's right to privacy. IGF officials in collecting information will comply with all aspects of the Swiss Federal Act on Data Protection (FADP) and the Ordinance to the Federal Act on Data Protection	
It is the IGF's responsibility to ensure that relevant staff and officials are familiar with their obligations under the Acts and that the handling of both personal and health information is done so in accordance with the law.	
In particular:	
<ul style="list-style-type: none"> • The International Golf Federation will only collect personal and health information that is required for its activities • Information will only be used for the purpose for which it was collected • If information is required for other purposes other than those for which it was collected, agreement will be sought beforehand • Information will only be accessed by IGF Staff, Officials and Board Members • Information will be securely stored and as long as required for us to perform our activities or to the extent that we are required to do so by law. • Information will be destroyed if it is no longer needed for any purposes 	
POLICY PROCEDURES	
Other Functions impacted by policy	ALL
POLICY APPROVED	
Date: 8 April 2015	
<u>ATTACHMENT</u>	

2 IGF CHARTERS

Charter Title		1. ANTI-DOPING COMMITTEE CHARTER	
Lead Functional Area		EXECUTIVE DIRECTORS OFFICE	
Charter Number	IC01	Last update	25 November 2016

CHARTER DESCRIPTION

1. Role and Key Responsibilities

The IGF Anti-Doping Committee is an advisory body that has been established to oversee and advise on all anti-doping aspects related to the sport of Golf. The duties of the IGF Anti-Doping Committee fall into the broad areas of:

- Planning and implementing anti-doping practices in line with the WADA Code and International Standards
- Reviewing and approving anti-doping policies for implementation
- Devising an anti-doping testing strategy for golf

Key areas of responsibility include:

- Overseeing development of IGF Registered Testing Pool, Test Distribution Planning, collation of Athlete Whereabouts and other aspects related to the implementation of the IGF Anti-Doping Programme.
- Developing education programme for all athletes participating in the International Events listed in IGF Anti-Doping Policy.
- Collaborating with WADA, IOC, National Anti-Doping Organisations (NADOs) and IGF national members to deliver a uniform Anti-Doping Programme for golf athletes.

2. Composition and meetings

The Anti-Doping Committee is an advisory body appointed by the Board who appoints its chair. The Committee shall comprise of.

- i) IGF Chief Medical Officer
- ii) PGA TOUR representative
- iii) European PGA Tour representative
- iv) Ladies PGA Tour representative
- v) Ladies European Tour representative
- vi) R&A Representative
- vii) USGA Representative

viii) Two (2) Appointed members: Being members appointed by the IGF Board.

Ex Officio member: IGF Executive Director (ED)

It shall meet at least once per year with the quorum for meetings being three members.

Meetings of the Committee may be held face-to-face or through any technological means by which members can participate in a discussion.

The notice and agenda of meetings will include relevant supporting papers, as appropriate.

3. Secretariat Duties

The ED shall be the secretary to the Committee and be responsible, in conjunction with the Committee Chair, for drawing up the agenda and circulating it, supported by explanatory documentation, to Committee members prior to each meeting.

The ED will also be responsible for keeping and circulating minutes. The minutes of meetings will be distributed to all Committee members, after the preliminary approval of the Committee Chair. They are to be approved by the Committee and signed by the Committee Chair.

The Committee Chair will table or report on the outcome of deliberations at the next Board meeting.

4. Committee Review of the Charter

The Committee will review this Charter from time to time to provide assurance that it remains consistent with the IGF's objectives and responsibilities.

The Board approves the Charter.

5. Confidentiality

Unless otherwise required by law or the IGF Constitution, the members of the Committee are required to keep Committee discussions, Committee papers and deliberations confidential.

6. Inconsistency with IGF Constitution

Whilst this Charter does not form part of the IGF Constitution, this Charter (as in force from time to time) is nevertheless binding on the Committee and each of the Committee members.

To the extent there is any inconsistency between this Charter and the IGF Constitution, the IGF Constitution will prevail.

7. Access to Charter

This Charter will be made available to all members of the Board, senior management and staff. It shall be posted on the IGF website www.igf.golf

CHARTER APPROVED

Date:

ATTACHMENT

NIL

Charter Title		2. AUDIT & RISK COMMITTEE CHARTER	
Lead Functional Area		EXECUTIVE DIRECTORS OFFICE	
Charter Number	IC02	Last update	25 November 2016

CHARTER DESCRIPTION

1. Role and Key Responsibilities

The primary role of the Audit & Risk Committee (Committee) is to assist the Board to fulfil its corporate governance and overseeing responsibilities relating to:

- The financial reporting process.
- The system of internal control and management of financial and other risk.
- The audit process.
- assisting the Board to discharge its responsibility to manage the budgetary processes and strategic financial management of the IGF;

The IGF's process for monitoring compliance with: -

- laws, regulations, and contracts;
- the IOC Code of Ethics, and
- the IGF Code of Conduct for the Board and Commissions.

Specifically, the Committee's role is to report to the Board and provide appropriate advice and recommendations on matters relevant to this Charter in order to facilitate decision making by the Board.

The role of the Committee is not a Board role. Specifically, it is the duty of Management to plan and conduct audits and, in conjunction with the auditors, ensure that the IGF's financial statements are complete and accurate and are in accordance with generally accepted accounting principles, applicable rules and regulations.

1. Responsibilities

The Committee shall:

- (1) monitor the establishment and maintenance of an appropriate governance, risk and internal control framework including integrity of IGF policies and consider enhancements;
- (2) review external audit reports to ensure that any major breakdown in controls has been identified and that appropriate and prompt remedial action has been taken by management;
- (3) monitor compliance with laws, regulations and codes of conduct and ethics;
- (4) review the risk and control frameworks for the IGF;

- (5) review financial information presented to the Board and to the members through the Annual Report;
- (6) oversee and appraise the coverage and quality of audits conducted by external auditors;
- (7) maintain open lines of communication between the Committee and the auditors to exchange views and information as well as confirm the auditor's authority, responsibilities and independence; and
- (8) examine any other matters referred to it by the Board.

The specific duties of the Committee shall be:

Finance

- (1) reviewing and recommending annual and event budgets to the Board and approving any variations thereto within the approved budget framework;
- (2) determining finance policies;
- (3) approving capital expenditure proposals;
- (4) approving / or recommending financing proposals; and
- (5) monitoring:
 - i. financial performance against all budgets;
 - ii. cash flow projections;
 - iii. debtors;
 - iv. foreign exchange requirements and exposure;
 - v. compliance with the financial policies in the Policy Manual approved by the Board;
 - vi. monthly management accounting; and
 - vii. finance reporting generally.

Internal Control

- (1) Ensure that an appropriate "control culture" has been embedded in the IGF by communication of the importance of internal control and the management of risk and ensuring that all employees have an understanding of their roles and responsibilities.
- (2) Assess the internal processes for determining and managing key risk areas, particularly:
 - compliance with laws, regulations, standards and best practice guidelines
 - important judgements and accounting estimates
 - litigations and claims
 - fraud and theft
 - relevant business risks
 - security of computer systems and applications.
- (3) Evaluate the effectiveness of control systems and processes
- (4) Regularly review and monitor compliance with the IGF Policies Manual.

- (5) Ensure that it receives from management reports on all actual and suspected breaches of laws, including fraud and theft.
- (6) assisting the Board to discharge its responsibility to manage the budgetary processes and strategic financial management of the IGF;
- (7) providing a formal forum for communication between the Board and the Executive Director;
- (8) improving the quality of internal and external reporting of financial and related information; and
- (9) developing and maintaining a financial management culture within the IGF that ensures integrity and credibility in financial reporting and ensures rigorous review of the financial implications and outcomes of all IGF programs proposed or adopted by the Board.

Risk Management

- (1) Review for currency and appropriateness, the risk management process, crisis management plan, and associated procedures for effective identification and management of the IGF's financial and business risks and those of each of the IGF's Teams including fraud, corruption and the security of Team members.
- (2) Understand the IT strategy and the information technology security arrangements.
- (3) Review the impact of the IGF's risk management process on its control environment and insurance arrangements.
- (4) Review whether a sound and effective approach has been followed in establishing the IGF's business continuity and security planning arrangements, and those of each of the IGF's Teams, including whether disaster recovery and crisis management plans have been tested periodically.
- (5) Review the IGF's fraud control plan and satisfy itself that the IGF has appropriate processes and systems in place to capture and effectively investigate fraud related information.
- (6) At each meeting review the business risks summary which has been developed by management to safeguard the IGF's activities and which is to be a standard agenda item.
- (7) Consider any other business risks that are not dealt with by another committee or commission.
- (8) Review significant cases of employee conflict of interest, misconduct or fraud.

Financial Accounting Compliance

- (1) Evaluate the adequacy and effectiveness of the IGF's administrative, operating and accounting policies through active communication with management and the auditors.
- (2) Request and review reports from management and the auditors on any significant regulatory, accounting or reporting announcements and assess the potential impact upon the IGF's financial reporting process.
- (3) Monitor the standard of corporate conduct in areas such as arms-length dealings and potential conflicts of interest.

External Reporting

- (1) Review all financial reports and any correspondence regarding the IGF's financial reporting or related matters prior to their release to members (through the Annual Report).
- (2) Review any significant transactions outside the IGF's normal activities.
- (3) Review the annual financial statements with the President, CEO, the IGF Accountant and the auditors, prior to submission to the Board, with particular reference to:
 - i) the nature and impact of any changes to accounting policies and practices.

- ii) major judgmental areas, including any significant accounting estimates.
- iii) outstanding contingent liabilities, including existing and potential legal actions and claims against the IGF or its Board.
- iv) significant adjustments resulting from the audit.
- v) compliance with accounting standards and other relevant legislative and reporting requirements.
- vi) the disclosure of the IGF's main corporate governance practices.

(4) Review the other sections of the Annual Report before its release and consider whether the information is understandable and consistent with members' knowledge about the IGF and its activities.

Audit

- (1) Recommend to the Board annually the appointment of auditors and the level of their fees.
- (2) Discuss and agree with the auditor before the audit/review commences the nature and scope of the audit/review procedures.
- (3) Review reports prepared by the auditors and management's response. Review all representation letters signed by management and be satisfied that the information provided is complete and appropriate. Discuss problems and reservations arising and any other matters the auditor may wish to discuss.
- (4) Monitor and critique managements responsiveness to the auditors findings and recommendations
- (5) The Committee will meet at least once annually with the auditors, in the absence of management, and on any occasion during the year as requested by either the Committee or the auditors.
- (6) Periodically assess the auditor's independence by considering the relationships and services provided by the auditors and others that may lead to actual or perceived lack of
- (7) The Committee will require the auditors to confirm, in writing, that they have complied with all professional and regulatory requirements relating to auditor independence prior to expressing an opinion on the Financial Statements for each year.
- (8) Review the relationship with the auditors and evaluate the overall effectiveness of their audit.

Other responsibilities

- (1) Perform other oversight functions as requested by the Board.
- (2) Identify and direct any special projects or investigations deemed necessary.
- (3) Review policies to avoid conflicts of interest and review any past or proposed transactions between the IGF and members of the Board, contractors and other employees to ensure compliance with the IGF Policies Manual in this regard.

2. Authority

The Committee is authorised by the Board to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to co-operate with any requests made by the Committee.

The Committee is authorised by the Board to obtain outside legal or other independent professional advice and to secure the assistance of outsiders with relevant experience and expertise if it considers this necessary.

The Committee shall have unrestricted access to the auditors, contractors and employees of the IGF.

3. Composition and meetings

The Committee is a committee of the Board who appoint the committee and its chair. The Committee shall comprise no less than three members of the Board. It shall meet at least two times per year and report to the Board. The quorum for meetings is two members.

Membership of the Committee is to be confirmed annually by the Board. Meetings of the Committee may be held face-to-face or through any technological means by which members can participate in a discussion.

The notice and agenda of meetings will include relevant supporting papers, as appropriate.

Meetings would normally be held to review the:

- plan for the audits; and
- annual financial statements prior to the Board approving the annual report.

The Committee may call such additional meetings as the Chair of the Committee decides are necessary for the Committee to fulfil its duties. In addition, the Chairman of the Committee is required to call a meeting of the Committee when requested to do so by a Committee member, the President, Executive Director (ED) or the auditors.

It is expected that the President, ED and the IGF Accountant will usually attend each meeting – in order that, inter alia, the Committee may be made directly aware of the views of the IGF's management. Representatives of the auditors will also attend at the discretion of the Committee.

The Committee may invite any such other persons to attend as it sees fit and consult with other persons or seek any information it considers necessary to fulfil its responsibilities.

4. Secretariat Duties

The ED shall be the secretary to the Committee and be responsible, in conjunction with the Committee Chair, for drawing up the agenda and circulating it, supported by explanatory documentation, to Committee members prior to each meeting. In preparing the agenda, the Committee Chair and ED shall consult with the auditors where appropriate. The ED will also be responsible for keeping and circulating minutes. The minutes of meetings will be distributed to all Committee members, after the preliminary approval of the Committee Chair. They are to be approved by the Committee and signed by the Committee Chair.

5. Reporting

To the Board

- the Committee Chair will communicate the activities and findings of the Committee to the Board after each Committee meeting and make appropriate recommendations. The Committee will ensure the Board is aware of matters which may significantly impact the financial condition or affairs of the IGF. To the extent practicable, copies of the minutes of each Committee meeting will be included in the papers for the next Board meeting after each meeting of the Committee;

To the membership (through the Annual Report)

- the Committee will disclose the fees received by the auditor, including an analysis of any non-audit services

6. Committee Review of Charter

The Committee will review this Charter from time to time to provide assurance that it remains consistent with the IGF's objectives and responsibilities.

The Board approves the Charter

7. Confidentiality

Unless otherwise required by law or the IGF Constitution, the members of the Committee are required to keep Committee discussions, Committee papers and deliberations confidential.

8. Inconsistency with IGF Constitution

Whilst this Charter does not form part of the IGF Constitution, this Charter (as in force from time to time) is nevertheless binding on the Committee and each of the Committee members.

To the extent there is any inconsistency between this Charter and the IGF Constitution, the IGF Constitution will prevail.

9. Access to Charter

This Charter will be made available to all members of the Board, senior management and staff. It shall be posted on the IGF website www.igf.golf

CHARTER APPROVED

Date:

ATTACHMENT

NIL

Charter Title		3. DEVELOPMENT & SPORT FOR ALL COMMITTEE CHARTER	
Lead Functional Area		EXECUTIVE DIRECTORS OFFICE	
Charter Number	IC03	Last update	25 November 2016

1. Role and Key Responsibilities

The Development & Sport for All Committee is an advisory body that has been established to oversee and advise on the IGF Coaching and Development programmes, leveraging the educational resources and golf professional expertise of leading PGAs and the International Golf Federation (IGF) membership, to deliver a unified global golf coach training platform in collaboration with the International Golf Federation (IGF) and its national federation members (NFs) that can drive global golf participation and growth.

The duties of the IGF Development & Sport for All Committee fall into the broad areas of:

- Coach development framework
- Assessment of country/market needs
- Development and delivery of coach educator programme

Key areas of responsibility include:

- ensuring strategic alignment through the represented governing bodies and contributing to the development and delivery of content
- providing the National Golf Federations with the opportunity to request education for their coaches
- assessing coach education requests with the aim of identifying the correct course of action for the request (ie follow the IGF Coach Education Programme or follow up by the R&A).

2. Composition and meetings

The Development & Sport for All Committee is an advisory body appointed by the Board who appoints its chair. The Committee shall comprise of:

- ix) R&A representative
- x) USGA representative
- xi) PGA of America representative
- xii) PGA of GB&I representative
- xiii) PGAs of Europe representative
- xiv) Ex Officio member: IGF Executive Director (ED)

It shall meet at least once per year with the quorum for meetings being three members.

Meetings of the Committee may be held face-to-face or through any technological means by which members can participate in a discussion.

The notice and agenda of meetings will include relevant supporting papers, as appropriate.

3. Secretariat Duties

The ED shall be the secretary to the Committee and be responsible, in conjunction with the Committee Chair, for drawing up the agenda and circulating it, supported by explanatory documentation, to Committee members prior to each meeting.

The ED will also be responsible for keeping and circulating minutes. The minutes of meetings will be distributed to all Committee members, after the preliminary approval of the Committee Chair. They are to be approved by the Committee and signed by the Committee Chair.

The Committee Chair will table or report on the outcome of deliberations at the next Board meeting.

4. Committee Review of the Charter

The Committee will review this Charter from time to time to provide assurance that it remains consistent with the IGF's objectives and responsibilities.

The Board approves the Charter.

5. Confidentiality

Unless otherwise required by law or the IGF Constitution, the members of the Committee are required to keep Committee discussions, Committee papers and deliberations confidential.

6. Inconsistency with IGF Constitution

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7. Access to Charter

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CHARTER APPROVED

Date:

ATTACHMENT

NIL

Charter Title		4. GOLFERS WITH DISABILITIES COMMITTEE CHARTER	
Lead Functional Area		EXECUTIVE DIRECTORS OFFICE	
Charter Number	IC04	Last update	25 November 2016

1. Role and Key Responsibilities

The IGF Golfers With Disabilities Committee is an advisory body appointed by the Board that has been established to advise on all matters related to disabled golf

Key areas of responsibility include:

- Promote and encourage participation and accessibility of disabled golf
- Encourage the International development of disabled golf
- Create a pathway across all disabled golf classifications for elite disabled golf competitions from club level through to establishment of international events
- Support and encourage National Federations to actively affiliate existing disabled golf organisations and promote integration of disabled golfers into their membership
- Establishment of an international classification system for disabled golf
- Develop the bid for golf's inclusion as a sport on the 2024 Paralympic Games programme

2. Composition and meetings

The Golfers With Disabilities is an advisory body appointed by the Board who appoint its chair. The IGF Impaired Golf shall comprise of.

- xv) R&A representative
- xvi) USGA representative
- xvii) European PGA Tour representative
- xviii) IGF Administrative Committee representative
- xix) Three (3) Appointed members: Being members appointed by the IGF Board.
- xx) Ex Officio member: IGF Executive Director (ED)

It shall meet at least once per year with the quorum for meetings being four members.

Meetings of the Committee may be held face-to-face or through any technological means by which members can participate in a discussion.

The notice and agenda of meetings will include relevant supporting papers, as appropriate.

3. Secretariat Duties

The ED shall be the secretary to the Committee and be responsible, in conjunction with the Committee Chair, for drawing up the agenda and circulating it, supported by explanatory documentation, to Committee members prior to each meeting.

The ED will also be responsible for keeping and circulating minutes. The minutes of meetings will be distributed to all Committee members, after the preliminary approval of the Committee Chair. They are to be approved by the Committee and signed by the Committee Chair

The Committee Chair will table or report on the outcome of deliberations at the next Board meeting.

4. Committee Review of the Charter

The Committee will review this Charter from time to time to provide assurance that it remains consistent with the IGF's objectives and responsibilities.

The Board approves the Charter

4. Confidentiality

Unless otherwise required by law or the IGF Constitution, the members of the Committee are required to keep Committee discussions, Committee papers and deliberations confidential.

5. Inconsistency with IGF Constitution

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6. Access to Charter

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CHARTER APPROVED

Date:

ATTACHMENT

NIL

Charter Title		5. MEDICAL COMMISSION CHARTER	
Lead Functional Area		EXECUTIVE DIRECTORS OFFICE	
Charter Number	IC05	Last update	26 November 2016

1. Mission

The IGF Medical Commission is an advisory body that has been established to oversee and advise on all medical aspects related to the sport of Golf. The duties of the IGF Medical Commission fall into the broad areas of healthcare, education and research. The commission has responsibility for athlete's health in accordance with IGF's obligations to the Olympic Movement Medical Code

2. Role and Key Responsibilities

The IGF Medical Commission encourages measures to ensure that the sport of golf is practised without danger to the health of the athletes and with respect for fair play and sports ethics. To that end, it fosters those measures necessary to protect the health of participants and to minimise the risks of physical injury and psychological harm. It also promotes measures that will protect athletes in their relationships with physicians and other health care providers.

Key areas of responsibility include:

Healthcare

- * To provide advice on the healthcare of players at elite and recreational level
- * To provide advice on health benefits to the general population through the use of golf
- * To identify golf-specific medical issues
- * To monitor medical and safety services at IGF events

Education

- * To promote golf as a safe sport
- * To promote golf as an enjoyable healthy physical activity
- * To contribute educational material for IGF publications
- * To assist in the basic medical education of coaches, captains and athletes
- * To support the continuing education of physicians, scientists and other health care providers in golf sports medicine
- * To provide advice and recommendations on request to the Council, Captains and national golf federations.
- * To formulate and publish guidelines for medical services.
- * To document literature related to exercise physiology, sports medicine and biomechanics.
- * To provide information by way of published material. research
- * To investigate and promote the prevention of sports injuries
- * To investigate healthy attitudes that foster best performance

* To study, monitor and publicize biological (biomechanical) aspects of training.

* To facilitate golf sports medicine congresses, seminars and clinics

* To make investigations into aspects of golf which have or may have an effect upon the physical or mental health of golfer

Guidelines and research activities on topics such as:

* Injury surveillance during championships of IGF events

* Exercise based programmes

* Fair play (not necessary in golf- is not a contact sport!!)

* Regulation for equipment/venues guidelines

* Preparticipation medical examination

* Return to play after injury

* First aid

* Nutrition/hydration

3. Composition and meetings

The Medical Commission is an advisory body appointed by the Board who appoint its chair. The Commission shall comprise of.

i) IGF Chief Medical Officer

ii) PGA TOUR Chief Medical Officer

iii) European PGA Tour Chief Medical Officer

iv) Ladies PGA Tour Chief Medical Officer

v) Ladies European Tour Chief Medical Officer

vi) Two (2) Appointed members: Being members appointed by the IGF Board.

vii) Ex Officio member: IGF Executive Director (ED)

It shall meet at least once per year with the quorum for meetings being three members.

Meetings of the Commission may be held face-to-face or through any technological means by which members can participate in a discussion.

The notice and agenda of meetings will include relevant supporting papers, as appropriate.

4. Secretariat Duties

The ED shall be the secretary to the Commission and be responsible, in conjunction with the Commission Chair, for drawing up the agenda and circulating it, supported by explanatory documentation, to Commission members prior to each meeting.

The ED will also be responsible for keeping and circulating minutes. The minutes of meetings will be distributed to all Commission members, after the preliminary approval of the Commission Chair. They are to be approved by the Commission and signed by the Commission Chair

The Commission Chair will table or report on the outcome of deliberations at the next Board meeting.

5. Commission Review of the Charter

The Commission will review this Charter from time to time to provide assurance that it remains consistent with the IGF's objectives and responsibilities.

The Board approves the Charter

6. Confidentiality

Unless otherwise required by law or the IGF Constitution, the members of the Commission are required to keep Commission discussions, Commission papers and deliberations confidential.

7. Inconsistency with IGF Constitution

Whilst this Charter does not form part of the IGF Constitution, this Charter (as in force from time to time) is nevertheless binding on the Commission and each of the Commission members.

To the extent there is any inconsistency between this Charter and the IGF Constitution, the IGF Constitution will prevail.

8. Access to Charter

This Charter will be made available to all members of the Board, senior management and staff. It shall be posted on the IGF website www.igf.golf

CHARTER APPROVED

Date:

ATTACHMENT

NIL

Charter Title		6. OLYMPIC GAMES COMPETITIONS COMMITTEE CHARTER	
Lead Functional Area		EXECUTIVE DIRECTORS OFFICE	
Charter Number	IC06	Last update	25 November 2016

1. Role and Key Responsibilities

The IGF Olympic Games Competitions Committee is an advisory body appointed by the Board that has been established to advise on all matters related to the running of the competition for the Olympic Games.

Key areas of responsibility include:

- overseeing the management and presentation of the Olympic Golf Competition.
- Ensuring that all athletes nominated to compete in the Olympic Golf Competition are eligible to participate.
- Recommending Referees/Officials for the Olympic Golf Competition.
- Undertaking such other duties as may be laid down in the Olympic Golf Regulations and IGF Delivery Plan.

2. Composition and meetings

The Olympic Games Competitions Committee is an advisory body appointed by the Board who appoint its chair. The Committee shall comprise of.

- xxi) PGA TOUR representative
- xxii) European PGA Tour representative
- xxiii) Ladies PGA Tour representative
- xxiv) Ladies European Tour representative
- xxv) R&A representative
- xxvi) USGA representative
- xxvii) PGA of America representative
- xxviii) Host IGF National Member representative
- xxix) Ex Officio member: IGF Executive Director (ED)

It shall meet at least once per year with the quorum for meetings being four members.

Meetings of the Committee may be held face-to-face or through any technological means by which members can participate in a discussion.

The notice and agenda of meetings will include relevant supporting papers, as appropriate.

3. Secretariat Duties

The ED shall be the secretary to the Committee and be responsible, in conjunction with the Committee Chair, for drawing up the agenda and circulating it, supported by explanatory documentation, to Committee members prior to each meeting.

The ED will also be responsible for keeping and circulating minutes. The minutes of meetings will be distributed to all Committee members, after the preliminary approval of the Committee Chair. They are to be approved by the Committee and signed by the Committee Chair

The Committee Chair will table or report on the outcome of deliberations at the next Board meeting.

4. Committee Review of the Charter

The Committee will review this Charter from time to time to provide assurance that it remains consistent with the IGF's objectives and responsibilities.

The Board approves the Charter

5. Confidentiality

Unless otherwise required by law or the IGF Constitution, the members of the Committee are required to keep Committee discussions, Committee papers and deliberations confidential.

6. Inconsistency with IGF Constitution

Whilst this Charter does not form part of the IGF Constitution, this Charter (as in force from time to time) is nevertheless binding on the Committee and each of the Committee members.

To the extent there is any inconsistency between this Charter and the IGF Constitution, the IGF Constitution will prevail.

7. Access to Charter

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CHARTER APPROVED

Date:

ATTACHMENT

NIL

Charter Title		7. REMUNERATION COMMITTEE CHARTER	
Lead Functional Area		EXECUTIVE DIRECTORS OFFICE	
Charter Number	IC7	Last update	25 November 2016

1 Role and Key Responsibilities

The role of the Remuneration and Nominations Committee (Committee) is to: -

- (a) review and determine, on behalf of the Board, the remuneration of the Executive Director (ED);
- (b) review the EDs recommendations regarding remuneration of the IGF's staff and any senior consultants reporting to the ED;
- (c) review any employee grievance or staff complaints about remuneration;
- (d) ensure that the IGF's remuneration policies, practices and performance indicators are aligned to the IGF's mission, values and overall business and sporting objectives and are appropriately designed to:
 - i. motivate the IGF staff and the ED to pursue the long-term objectives and success of the IGF; and
 - ii. demonstrate a clear relationship between the IGF's objectives and the ED's and staff performance and remuneration.

The Committee may obtain independent advice.

2 Succession planning, education and culture

The Committee shall review: -

- (a) and advise the Board on the succession plans prepared by the ED for the ED, senior management and staff;
- (b) and authorise the education plans proposed by the ED for the ED, senior management and staff;
- (c) the IGF's corporate culture and report to the Board.

3 Composition and meetings

The Committee is a committee of the Board who appoint the committee and its chair. The Committee shall comprise no less than three members of the Board none of whom will be receiving any salary or consulting fees from the IGF. It shall meet at least two times per year and report to the Board. The quorum for meetings is two members.

The President, if not a member of the Committee, and the ED shall be invited to meetings to discuss management performance and remuneration for all management, any consultants and staff other than for themselves. Meetings of the Committee may be held face-to-face or through any technological means by which members can participate in a discussion.

The notice and agenda of meetings will include relevant supporting papers, as appropriate.

The Committee may invite any such other persons to attend as it sees fit and consult with other persons or seek any information it considers necessary to fulfil its responsibilities.

4 Secretariat Duties

The Committee Chair or a delegated Committee member will minute the matters arising from all meetings. The minutes will be ratified by members in attendance and signed by the Committee Chair.

The Committee Chair will table or report on the outcome of deliberations at the next Board meeting.

5 Committee Review of the Charter

The Committee will review this Charter from time to time to provide assurance that it remains consistent with the IGF's objectives and responsibilities.

The Board approves the Charter

6 Confidentiality

Unless otherwise required by law or the IGF Constitution, the members of the Committee are required to keep Committee discussions, Committee papers and deliberations confidential.

8 Inconsistency with IGF Constitution

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To the extent there is any inconsistency between this Charter and the IGF Constitution, the IGF Constitution will prevail.

9 Access to Charter

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CHARTER APPROVED

Date:

ATTACHMENT

NIL

Charter Title		8. WATC COMPETITIONS COMMITTEE CHARTER	
Lead Functional Area		EXECUTIVE DIRECTORS OFFICE	
Charter Number	IC08	Last update	25 November 2016

1. Role and Key Responsibilities

The IGF WATC Competitions Committee is an advisory body appointed by the Board that has been established to advise on all matters related to the running of the competition for the World Amateur Team Championships

2. Composition and meetings

The WATC Competitions Committee is an advisory body appointed by the Board who appoint its chair. The Committee shall comprise of.

- i) R&A representative
- ii) USGA representative
- iii) Host IGF National Member representative
- iv) Ex Officio member: IGF Executive Director (ED)

It shall meet at least once per year with the quorum for meetings being three members.

Meetings of the Committee may be held face-to-face or through any technological means by which members can participate in a discussion.

The notice and agenda of meetings will include relevant supporting papers, as appropriate.

3. Secretariat Duties

The ED shall be the secretary to the Committee and be responsible, in conjunction with the Committee Chair, for drawing up the agenda and circulating it, supported by explanatory documentation, to Committee members prior to each meeting.

The ED will also be responsible for keeping and circulating minutes. The minutes of meetings will be distributed to all Committee members, after the preliminary approval of the Committee Chair. They are to be approved by the Committee and signed by the Committee Chair

The Committee Chair will table or report on the outcome of deliberations at the next Board meeting.

4. Committee Review of the Charter

The Committee will review this Charter from time to time to provide assurance that it remains consistent with the IGF's objectives and responsibilities.

The Board approves the Charter

5. Confidentiality

Unless otherwise required by law or the IGF Constitution, the members of the Committee are required to keep Committee discussions, Committee papers and deliberations confidential.

6. Inconsistency with IGF Constitution

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To the extent there is any inconsistency between this Charter and the IGF Constitution, the IGF Constitution will prevail.

7. Access to Charter

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CHARTER APPROVED

Date:

ATTACHMENT

NIL

Charter Title		9. YOUTH OLYMPIC GAMES COMPETITIONS COMMITTEE CHARTER	
Lead Functional Area		EXECUTIVE DIRECTORS OFFICE	
Charter Number	IC09	Last update	25 November 2016

1. Role and Key Responsibilities

The IGF Youth Olympic Games Competitions Committee is an advisory body appointed by the Board that has been established to advise on all matters related to the running of the competition for the Youth Olympic Games.

Key areas of responsibility include:

- overseeing the management and presentation of the Youth Olympic Golf Competition.
- Ensuring that all athletes nominated to compete in the Youth Olympic Golf Competition are eligible to participate.
- Recommending Referees/Officials for the Youth Olympic Golf Competition.
- Undertaking such other duties as may be laid down in the Olympic Golf Regulations and IGF Delivery Plan.

2. Composition and meetings

The Youth Olympic Competitions Committee is an advisory body appointed by the Board who appoint its chair. The Committee shall comprise of:

- i) R&A representative
- ii) USGA representative
- iii) Host IGF National Member representative
- iv) Ex Officio member: IGF Executive Director (ED)

It shall meet at least once per year with the quorum for meetings being four members.

Meetings of the Committee may be held face-to-face or through any technological means by which members can participate in a discussion.

The notice and agenda of meetings will include relevant supporting papers, as appropriate.

3. Secretariat Duties

The ED shall be the secretary to the Committee and be responsible, in conjunction with the Committee Chair, for drawing up the agenda and circulating it, supported by explanatory documentation, to Committee members prior to each meeting.

The ED will also be responsible for keeping and circulating minutes. The minutes of meetings will be distributed to all Committee members, after the preliminary approval of the Committee Chair. They are to be approved by the Committee and signed by the Committee Chair

The Committee Chair will table or report on the outcome of deliberations at the next Board meeting.

4. Committee Review of the Charter

The Committee will review this Charter from time to time to provide assurance that it remains consistent with the IGF's objectives and responsibilities.

The Board approves the Charter

5. Confidentiality

Unless otherwise required by law or the IGF Constitution, the members of the Committee are required to keep Committee discussions, Committee papers and deliberations confidential.

6. Inconsistency with IGF Constitution

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CHARTER APPROVED

Date:

ATTACHMENT

NIL

Charter Title		10. ATHLETE COMMITTEE CHARTER	
Lead Functional Area		EXECUTIVE DIRECTORS OFFICE	
Charter Number	IC10	Last update	25 November 2016

2. Role and Key Responsibilities

The IGF Athlete Committee is a consultative body that has been established to create a link between active athletes and the International Golf Federation (IGF).

Key areas of responsibility include:

The Athlete Committee provides the athletes a forum to provide feedback regarding the planning for and delivery of the Olympic Games, with the goal of delivering an exceptional Olympic experience for all athletes in the golf competition.

Overall, the IGF Athlete Committee will:

- Involve the athletes in the decision making process and ensure their interests are protected
- Educate athletes on various topics related to the Olympic Games
- Gauge athlete expectations for the competition and overall experience
- Provide a framework for the IGF to shape the athlete experience

The goal is to create a diverse, global group of internationally recognized players who are likely to compete in the current edition of the Olympic Games. Athletes must commit to participate in the meetings, and be open to sharing their thoughts, ideas and concerns.

3. Composition and meetings

The Athlete Committee is a consultative body appointed by the Board who appoints its chair. The Committee shall comprise of.

- i. Four (4) Professional Athletes
- ii. PGA TOUR representative
- iii. European PGA Tour representative
- iv. Ladies PGA Tour representative
- v. Ladies European Tour representative
- vi. Ex Officio member: IGF Executive Director (ED)

It shall meet at least once per year with the quorum for meetings being three members.

Meetings of the Committee may be held face-to-face or through any technological means by which members can participate in a discussion.

The notice and agenda of meetings will include relevant supporting papers, as appropriate.

4. Secretariat Duties

The ED shall be the secretary to the Committee and be responsible, in conjunction with the Committee Chair, for drawing up the agenda and circulating it, supported by explanatory documentation, to Committee members prior to each meeting.

The ED will also be responsible for keeping and circulating minutes. The minutes of meetings will be distributed to all Committee members, after the preliminary approval of the Committee Chair. They are to be approved by the Committee and signed by the Committee Chair.

The Committee Chair will table or report on the outcome of deliberations at the next Board meeting.

5. Committee Review of the Charter

The Committee will review this Charter from time to time to provide assurance that it remains consistent with the IGF's objectives and responsibilities.

The Board approves the Charter.

6. Confidentiality

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CHARTER APPROVED

Date:

ATTACHMENT

NIL