



CJGA POLICIES & PROCEDURES

2018

TABLE OF CONTENTS

CJGA TOURNAMENT ENTRY PROCEDURES	2
CJGA Members	2
Non-Members	2
Waiting List Policy.....	4
Championship Events (Performance Based Entry).....	4
Tournament Withdrawal Policy.....	5
CONDITIONS OF THE COMPETITION & STANDARD LOCAL RULES	7
Standard Local Rules.....	7
Conditions of the Competition.....	8
AGE DIVISION POLICY	10
CJGA CODE OF CONDUCT	11
CJGA DRESS CODE POLICY	11
SPECTATOR POLICY	13
PACE OF PLAY POLICY	14
AWARDS & PRIZE DISTRIBUTION	16
OFFICIAL RESULTS POLICY	17
CJGA PRIVACY POLICY	17

CJGA TOURNAMENT ENTRY PROCEDURES

General:

Any junior may apply to a CJGA event regardless of ability. Juniors may apply to as many events as they wish.

Members of the CJGA

A CJGA member may apply to enter any tournament regardless of ability, provided that they meet the following criteria.

- a) Must be a current season member of the Tour for which the event is part of.
 - a. *Junior Tour Member – may enter Junior or Linkster competitions*
 - b. *Linkster Tour Member – may enter Linkster competitions only.*
- b) Must meet any applicable age requirements for the event for which they are applying
 - a. *Must be 14 years of age or under to play events on the Linkster Tour*

Non-Members of the CJGA:

Juniors who are not current members of the CJGA may enter events under the following restrictions;

- a) The event the non-member is applying to enter must be considered an “Open” event by the CJGA and available to non-members.
- b) Must pay the Non-member entry fee for the event which they are applying to enter (if applicable).
- c) Must complete the non-member tournament application form and submit it along with full payment of the tournament entry-fee to the CJGA National office prior to the stipulated entry deadline for the event.
- d) Non-members may only participate in a maximum of two (2) CJGA events in a calendar season. Non-members who wish to participate in more than two (2) events in a season must become members of the CJGA before competing in their third event and must remit payment of any applicable membership dues (minus any non-member tournament fees which have already been paid in the current season.)
- e) Must meet any applicable age requirements for the event for which they are applying to enter
 - a. *Must be 14 years of age or under to play events on the Linkster Tour*

Important notes for non-members :

- In order to be eligible to utilize any exemptions awarded by the CJGA for any national or international competitions, juniors must be a member in good standing with the CJGA for the current calendar season. (Membership may be purchased retroactively of earning said exemption).
- Priority for entry into any events will first be awarded to current CJGA members in good standing.

Entry Procedures

1. All entrants must register directly with the Canadian Junior Golf Association (CJGA) through the CJGA online registration system or by completing a printable tournament application form and submitting it along with payment of entry to the CJGA national office prior to the tournament entry deadline for the stipulated event. (entries received after the deadline will not be guaranteed access to the competition)

2. Tournament entries for the:
 - a) **CJGA Junior Tour** is open to all persons aged 12-18. Juniors 11 & under must have CJGA approval before entering into a CJGA Junior Tour event. Juniors will compete in their respective age divisions based on their age as of August 1st of the current calendar year.
 - i. Juniors will compete in the following age divisions:

Boys	Junior – U19 (ages 15, 16, 17, 18)
	Bantam – U15 (ages 12, 13, 14)
Girls	Junior – U19 (ages 15, 16, 17, 18)
	Bantam – U15 (ages 12, 13, 14)

 - b) **CJGA Linkster Tour** is open to all persons aged 5-14. Juniors will compete in their respective age divisions based on their age as of August 1st of the current calendar year.
 - i. Linksters will compete in the following age divisions:

Boys	Bantam – U15 (ages 13, 14)
	Peewee – U13 (ages 11, 12)
	Atom – U11 (ages 9, 10)
	Novice – U9 (ages 5, 6, 7, 8) – play 9 holes
Girls	Bantam – U15 (ages 13, 14)
	Peewee – U13 (ages 11, 12)
	Atom – U11 (ages 9, 10)
	Novice – U9 (ages 5, 6, 7, 8) – play 9 holes

3. Applications for all regular CJGA Junior Tour and CJGA Junior Linkster Tour events are accepted on a first come first serve basis. Applicants may register ONLINE or send in their applications by mail or fax into the CJGA National Head Office or can call directly into the office to have an application filled out.

4. Entry fees and, if applicable, membership fees, must accompany the application for all events in the form of a cheque, money order or credit card (VISA, Mastercard, American Express). Proper payment must accompany all applications in order to be accepted.

- a) Policy for the treatment of nonsufficient funds (NSF) cheques returned from a participant's bank: A cheque returned due to insufficient funds will incur a NSF charge of \$25. The amount of the NSF charge along with the original document fee will be due and payable by money order, or credit card. Participants will not be permitted to register for any further tournaments unless the NSF charge has been paid.
5. All applicants will be notified regarding their acceptance into events via e-mail. If you are unsure whether or not you have been accepted into an event, please contact the CJGA National Head Office at 1.877.508.1069.
6. Membership and tournament entry fees are NON-REFUNDABLE once an application has been processed and the applicant is accepted.

Waiting List Policy

Waiting lists are available to CJGA participants for any tournament that has reached capacity. If a tournament is full, juniors may request to be put on the waiting list either by contacting the CJGA Head Office or through the CJGA online system (Payment information is required but not processed).

Juniors will be added to the waiting list according to age division and will gain entry on a first come, first serve basis. Please make sure you indicate your:

- Name
- Age/Division
- Phone Number
- Credit Card Info

If a spot becomes available prior to the day of the event, the junior first on the waiting list in their age division will be notified. Due to time constraints, if an immediate response is not received, the next junior on the waiting list for that age division will be contacted.

Waiting Lists have been initiated to ensure fairness. If the junior's name is not on the waiting list at the time a spot has become open in an event, he/she will not be considered.

Championship Events (Performance Based Entry)

All juniors are encouraged to apply to any CJGA regional or national championships. Priority will be given to those juniors (CJGA Members) that have performed well in local, provincial, regional, or CJGA events. Championships may have different criteria for acceptance depending on the tournament format.

1. Participants must fill out the Championship Application Form and provide information on past tournament accomplishments and other golfing credentials.
2. Applications must be sent into the CJGA National Office at least four weeks before the championship.
3. Any application with incorrect or falsified resume information will be ineligible for selection.

4. Credit card payment, money orders and cheques that accompany championship applications must be made separate from all Membership and/or regular CJGA Junior Tour events. Cheques must be dated four weeks prior to the date of the championship.
5. Entry fees are non-refundable once an applicant has been accepted into the championship.
6. The CJGA Selection Committee will select the field for the championship two weeks before the date of the event. The field will be posted on the CJGA website one week prior to the championship.
7. Juniors not accepted will be placed on the Alternate List. If a spot becomes available, the first available junior on the list will be accepted.

Championship Tournament Application

The Championship Tournament Application must be filled out in full to apply for the CJGA Championship events.

The two championship events are:

- the CJGA PING Canadian Junior Match Play Championship and
- the CJGA Mizuno National Golf Championship. Acceptance into CJGA Championship events will be determined by the CJGA committee based on 2017/2018 results.

Applications must be received by CJGA Head Office at least four weeks prior to the tournament date to be considered. A separate championship form must be filled out for each tournament when applying for multiple championship events.

Tournament Withdrawal Policy

Participants must understand that the CJGA guarantees its numbers to the golf courses up to 14 days prior to the event. Once the guarantee is submitted, the CJGA is required to uphold its commitment. In other words, we must pay for that participant whether they show or not.

However, the CJGA recognizes that withdrawals can occur over the course of the golfing season for a number of reasons some of which are illness, injury and personal emergency, as such the CJGA has implemented the following withdrawal policy.

1. The CJGA has a **NO REFUND** policy.
2. Once the junior has registered and been confirmed for an event, they are deemed to be accepted into the event. Participants are expected to show at the event and be prepared to play.

Withdrawals

The CJGA understands that there may be circumstances – illness, injury or personal emergency – that may result in the participant withdrawing from the event. Once the guarantee has been given to the golf course, they expect payment. As a result, the CJGA will review each application carefully. The CJGA may issue a credit on the player's account provided the withdrawal meets the requirements as set forth by the CJGA. Credits, if approved, may only be applied to further tournaments, NOT membership.

Withdrawals fall under 2 categories:

1. Withdrawal prior to 72 hours of the first scheduled day of competition – credit may be applied minus an administration fee (\$45.00)
2. Withdrawal less than 72 hours prior to the first scheduled day of competition – Members will forfeit their entire tournament fee.
3. Withdrawals can be performed online through the CJGA online registration system or by contacting the CJGA National Office at 1-877-508-1069. Requests for withdrawals after within 72 hours of the first scheduled round of competition must be requested by contacting the CJGA head office.

Administration Fee CJGA JUNIOR TOUR

General – Members of the CJGA derive many benefits from its programs. When changes occur on behalf of the member such as withdrawal from a tournament, there is an administration cost to the change.

Fee – If a participant withdraws from a tournament, an administration fee of \$45.00 per tournament will be deducted from the tournament entry fee. NO credits will be issued for withdrawals requested less than 72 hours prior to the first scheduled round of the competition.

Administration Fee CJGA JUNIOR LINKSTER TOUR

General - Members of the CJGA derive many benefits from its programs. When changes occur on behalf of the member such as withdrawal from a tournament, there is an administration cost to the change.

Fee - If a participant withdraws from a tournament, an administration fee of \$25.00 per tournament will be deducted from the tournament entry fee. NO Credits will be issued for withdrawals requested less than 72 hours prior to the first scheduled round of the competition.

Use of Credits

1. For withdrawals preformed 72 hours in advance of the first scheduled round of the competition, a credit will be applied to the participant's account less the applicable administration fee. Credits may be applied to entries for future events with the difference to be paid at time of entry. Credits will remain on the member's account for a period of ONE YEAR from the date of issue. Credits not used within the time period will lapse. Credits may not be applied to renewal of membership fees.

Tournament No Shows

The CJGA has a NO REFUND Policy. Juniors who do not show up for an event forfeit their entry fee and no credit will be received.

CJGA CONDITIONS OF THE COMPETITION & STANDARD LOCAL RULES

Play is governed by the 2016 Golf Canada Rules of Golf, the 2016-2017 Golf Canada Decisions on the Rules of Golf and where applicable, by the following Local Rules and Conditions of Competition, subject to changes, additions or deletions for particular championships. The player's attention is drawn to Conditions of Competition as printed on the forms accompanying applications for entry. Complete text of the Rules and Appendix 1 Parts A and B, may be found in the 2016 Golf Canada Rules of Golf.

Unless otherwise noted, the penalty for a breach of a Local Rule or Condition is: Stroke Play - Two Strokes; Match Play - Loss of Hole.

SECTION A: STANDARD LOCAL RULES

1. **The Exception to Rule 6-6d is modified as follows: Exception:** If a competitor returns a score for any hole lower than actually taken due to failure to include one or more penalty strokes that, before returning his scorecard, he did not know he had incurred, he is not disqualified. In such circumstances, the competitor incurs the penalty prescribed by the applicable Rule, but there is no additional penalty for a breach of Rule 6-6d. this Exception does not apply when the applicable penalty is disqualification from the competition.
2. **Accidental Movement of a Ball on the Putting Green:** Rules 18-2, 18-3 and 20-1 are modified as follows: When a player's ball lies on the putting green, there is no penalty if the ball or ball-marker is accidentally moved by the player, his partner, his opponent, or any of their caddies or equipment. The moved ball or ball-marker must be replaced as provided in Rules 18-2, 18-3 and 20-1.

This local Rule applies only when the player's ball or ball-marker lies on the putting green and any movement is accidental.

Note: If it is determined that a player's ball on the putting green was moved as a result of wind, water or some other natural cause such as the effects of gravity, the ball must be played as it lies from its new location. A ball-marker moved in such circumstances is replaced

3. **Embedded Ball Through the Green:** The Local Rule, including the exceptions, as prescribed in Appendix 1, Part A, Section 3a (Page 124) is in effect.
4. **Abnormal Ground Conditions - Rule 25:** Ground Under Repair includes:
 - a) Areas defined by white lines;
 - b) French Drains, which are exposed trenches filled with rocks or stones;
 - c) Seams of Cut Turf – through the green, seams of cut turf (not the turf itself) are deemed ground under repair. If the ball lies in or touches the seam or the seam interferes with the area of intended swing, relief is available under Rule 25-1. However, interference by

a seam with the player's stance is deemed not to be, of itself, interference under Rule 25- All seams within the cut turf area are considered the same seam.

- d) Cultivated Flower Beds and Turf Nurseries are ground under repair from which play is prohibited. If a player's ball lies in these areas, or it interferes with the player's stance or area of his intended swing, the player must take relief under Rule 25-1.
5. **Aeration Holes:** The Local Rule as prescribed in Appendix 1, Part A, Section 3d (Page 126) is in effect.
6. **Turf Plugs on Putting Greens:** On any putting green, turf plugs of any size have the same status as old hole plugs and may be repaired under Rule 16- 1c.
7. **Stones in Bunkers:** Stones in bunkers are movable obstructions. Rule 24-1 applies.
8. **Obstructions – Rule 24:** White lined areas tying into artificially surfaced roads, paths or obstructions are deemed to have the same status as the artificially surfaced road, path, or obstruction and not ground under repair. The line itself is part of the obstruction. Permanent curbs adjacent to artificially-surfaced roads and paths are deemed to be part of those paths.
9. **Temporary Immovable Obstructions:** The Local Rule as prescribed in Appendix 1, Part A, Section 4b (Page 129) is in effect and includes any temporary obstruction installed for the competition.
10. **Distance-Measuring Devices:** For all CJGA events, a player may obtain distance information by use of a distance-measuring device. If, during a stipulated round, a player uses a distance-measuring device to gauge or measure other conditions that might affect his play (e.g., elevation changes, wind speed, etc.), the player is in breach of Rule 14-3.
11. **Integral Parts of the Course:** Integral parts of the course include tree wrappings, electrical wires, cables and other objects when closely attached to trees unless otherwise posted in the "Notice to Players".
12. **Permanent Elevated Power Lines or Cables:** If a ball strikes a permanent elevated power line or cable, the stroke MUST be cancelled and the player must play a ball as nearly as possible at the spot from which the original ball was last played in accordance with Rule 20-5. If the original ball is not immediately recoverable, another ball may be substituted without penalty.

SECTION B: CONDITIONS OF THE COMPETITION

1. **Stipulated Round:** Unless otherwise posted in the "Notice to Players" a tournament round for a division will consist of two consecutive 9-hole stipulated rounds when all play in a division starts on the same hole. In the event that every player in a division is unable to complete 18 holes but has completed 9 holes and the event is subsequently cancelled, the 9-hole score will count. Every player in that division must complete nine holes for the event to count.

2. **Golf Balls:** The ball the player plays must be named on the current List of Conforming Golf Balls issued by Golf Canada. Penalty for Breach of Condition: Disqualification.
3. **Caddies:** A player is prohibited from using a caddie during a stipulated round on the CJGA Junior Tour. Penalty for Breach of this Condition: see the Penalty Statement for Rule 6-4.
4. **Pace of Play (Rule 6-7 Undue Delay):** The CJGA Policy for Pace of Play is in effect and posted. A player will be subject to penalty if he unduly delays play.
5. **Discontinuance of Play:** Note to Rule 6-8b (pages 50-51) is in effect for dangerous situations.

When play is suspended by the Committee for a dangerous situation, if the players in a match or group are between the play of two holes, they must not resume play until the Committee has ordered a resumption of play. If they are in the process of playing a hole, they must discontinue play immediately and not resume play until the Committee has ordered a resumption of play. If a player fails to discontinue play immediately, he is disqualified, unless circumstances warrant waiving the penalty as provided in Rule 33-7. All practice areas and practice putting greens are closed during a suspension for a dangerous situation until the CJGA Rules Committee has declared them open. A player using such practice areas will be subject to disqualification.

Note: Signal for suspending play due to a dangerous situation will be a prolonged note of the siren.

Other signals used:

- Discontinue Play (No Danger): Three consecutive notes of siren, repeated.
- Resume Play: Two short notes of siren, repeated.

6. **Practice:** Between the play of two holes, a player must not make any practice stroke on or near the putting green of the hole last played and must not test the surface of the putting green of the hole last played by rolling a ball. (Note 2 to Rule 7-2, page 53.)
7. **Transportation:** Players must not ride on any form of transportation during a stipulated round unless authorized by the CJGA Committee. Penalty for Breach of Condition: see Penalty Statement in Appendix 1 Part B, Section 8.
8. **Ties:** In a stroke play competition, ties for first place will be decided by a hole-by-hole playoff.

In the event a playoff cannot be conducted, the tie will be decided by matching cards on the basis of the best score for the last nine holes. If the tying players have the same score for the last nine, then the last six holes, last three holes and finally the 18th hole will be used to determine the winner. If the players are still tied, the same process will be used for the front nine.

In match play, in the event of a tied match, (a) the winner is decided immediately by a hole-by-hole play-off and (b) the stipulated round is deemed to extend to as many holes as are required for a match to be won.

9. **Parents and/or Spectators:** A player may be subject to penalty if he/she or any member of his/her party is in violation of the CJGA Spectator Policy, which is in effect and posted.
10. **Returning Score Card:** A player's score card has been returned to the Committee when the player has completely exited the defined scoring area, unless the player, prior to leaving, verbally informs the Committee of his intention to leave the scoring area and return.
11. **Close of Competition:** The competition is deemed to have closed when the trophy has been presented to the winner or, in the absence of a prize ceremony, when the CJGA Rules Committee has approved all scores

AGE DIVISION POLICY

A player's age will be determined as of August 1st of the calendar year for all categories. A player will compete in the same age division all season long.

Example: A 14 year old junior that will turn 15 years old on or after August 2 of the current calendar year, will compete in the Bantam (U15) division during the entire season. Although the junior will be 15 before the season is complete, they were 14 as of August 1 of the calendar year.

CJGA Junior Tour			CJGA Linkster Tour		
Gender	Division Name	Ages	Gender	Division Name	Ages
Boys	Junior (U19)	17 & 18	Boys	Bantam (U15)	13 & 14
Boys	Bantam (U15)	13 & 14	Boys	Peewee (U13)	11 & 12
Girls	Junior (U19)	17 & 18	Boys	Atom (U11)	9 & 10
Girls	Bantam (U15)	13 & 14	Boys	Novice (U9)	8 & Under
			Girls	Bantam (U15)	13 & 14
			Girls	Peewee (U13)	11 & 12
			Girls	Atom (U11)	9 & 10
			Girls	Novice (U9)	8 & Under

Requests for specific age divisions, tee times or player pairings can be made for any CJGA event.

Requests must be sent by email 7 days prior to the event to info@cjga.com. Once tee times have been posted requests for tee times or pairings will not be accommodated.

Please note that the CJGA will try to accommodate all requests, although it cannot be guaranteed that all requests will be fulfilled.

CJGA Code of Conduct and Dress Code Policy

All competitors must adhere to the CODE OF CONDUCT AND DRESS CODE POLICY as set forth by the CJGA. This CODE OF CONDUCT AND DRESS CODE POLICY applies to all participants throughout the tournament, both on and off the golf course. The CJGA expects all participants to act as responsible young adults. Our objective is not only to help junior golfers improve their game, but also to help them mature as individuals.

CJGA CODE OF CONDUCT

Violation of the Code of Conduct during tournament rounds includes but is not limited to the following:

- Any use or association with drugs, alcohol or tobacco;
- Any intentional abuse of the golf course;
- Failure to replace divots, rake bunkers, repair ball marks on greens and/or littering;
- Abusive language, club throwing, and emotional outbursts;
- Disrespect for: CJGA officials, golf course representatives, fellow- competitors, or spectators;
- Intentional breach of the Rules of Golf;
- Withholding any relevant information about a rules infraction;
- Leaving the course during a competitive round without notifying a CJGA official;
- Not adhering to the dress code.

Violation of the CJGA Code of Conduct off the golf course includes but is not limited to the following:

- Any use or association with drugs, alcohol or tobacco;
- Any vandalism, theft or abusive behaviour to host facilities or its employees;
- Any abusive behaviour to a host family or their property;
- Any other conduct unbecoming of a CJGA member;
- Not adhering to the dress code as set by the CJGA at the time.

CJGA DRESS CODE POLICY

Proper golf attire is required of all CJGA participants while at the host golf club

- Tank tops, T-shirts, denim shorts/pants are not permitted;
- Athletic/Cargo shorts/pants are not permitted;
- Cell/smart phones, iPods and other audio devices are not permitted during tournament rounds;
- Shirts with a collar are required, except for mock neck shirts;
- All shirts must be tucked in at all times;
- Hats/visors must be worn with the brim forward;
- Closed toe golf or flat soled shoes must be worn at all times. Metal spikes prohibited.
- Shorts or skirts must be no shorter than 5" above the top of the knee when standing;
- Ladies sleeveless golf shirts are allowed;
- Shirts that display offensive language or material will not be allowed.

Based on the severity of the misconduct, the CJGA Committee may apply any of the following penalties for Code of Conduct and Dress Code violations:

- Issue a verbal or written warning to the player and or his/her parents/legal guardian;
- Issue a two-stroke penalty for each violation;
- Disqualify the player from the tournament at which the violation occurs;
- Suspend the player from his/her future tournament(s);
- Notify other golf associations of the code of conduct violation.

In the event of a disqualification or suspension, the Canadian Junior Golf Association's Disciplinary Committee will be informed and subsequently polled regarding further punitive actions. Appeals of suspensions may be made to the CJGA Disciplinary Committee.

CJGA Policy on the Use of Distance-Measuring Devices

A player may obtain distance information by using a device that measures distance only as described in Section B: Standard Local Rules for the CJGA. The following information about Distance-Measuring Devices is provided:

INFORMATION FROM APPENDIX IV TO THE 2012-15 RCGA RULE BOOK:

- 5. Distance-Measuring Devices (Rule 14-3);** During a stipulated round, the use of any distance-measuring device is not permitted unless the Committee has introduced a Local Rule to that effect (see Note to Rule 14-3 and Appendix I; Part B; Section 9). Even when the Local Rule is in effect, the device must be limited to measuring distance only. Features that would render use of the device contrary to the Local Rule include, but are not limited to: the gauging or measuring of slope;
 - a. the gauging or measuring of other conditions that might affect play (e.g., wind speed or direction, or other climate-based information such as temperature, humidity, etc.);
 - b. recommendations that might assist the player in making a stroke or in his play (e.g., club selection, type of shot to be played, green reading or any other advice related matter);
or
 - c. calculating the effective distance between two points based on slope or other conditions affecting shot distance.

Such non-conforming features render use of the device contrary to the Rules, irrespective of whether or not:

- a. the features can be switched off or disengaged; and
- b. the features are switched off or disengaged.

A multi-functional device, such as a smartphone or PDA, may be used as a distance measuring device provided it contains a distance measuring application that meets all of the above limitations (i.e., it must measure distance only).

In addition, when the distance measuring application is being used, there must be no other features or applications installed on the device that, if used, would be in breach of the Rules, whether or not they are actually used.

SPECTATOR POLICY

The CJGA strives to provide the best competitive environment for junior golfers, not only develop their skills as players, but also to develop as young adults. As a result, the CJGA has developed a Spectator Policy to allow junior golfers to develop their own personal decision-making skills without interference from parents or spectators.

Interference and Influence: Spectators, including parents, are to have no influence on play. Any direction, interference, discipline, scolding, influence, or advice is a violation of the Spectator Policy and/or Code of Conduct. Any of these incidents or similar incidents may result in disqualification of the player. Spectators or parents violating this rule will be asked to leave the course and the property. Incidents will be reviewed by the CJGA Disciplinary Committee to determine any further action. Serious violations may result in suspension of membership.

Minimum Distances and Prohibited Areas: A minimum distance of 30 yards must be maintained between the player and spectators in ALL circumstances with the following exceptions:

- Once all players have reached the green, spectators must remain 10 yards from the green.
- Once all players are on the tee, spectators must remain 10 yards from the tee and on the cart path.

When cart paths are provided, spectators (walking or riding) MUST stay on those paths. When no cart paths are available, spectators must walk in the outside rough.

Spectators are prohibited from the following areas:

- Tees, Fairways, Greens;
- Scoring and Starting areas; and,
- Rules Situations.

Communication: NO communication (verbal or non-verbal) is to take place with the players during a stipulated round.

Exceptions:

- I. Asking or giving the player food, drink, umbrella or the like;
- II. Need to deal with a medical situation.

Lost Golf Balls: The CJGA requests that spectators assist with pace of play by observing when and where golf balls stray. It is permissible to point to the area where the ball travelled but spectators are not authorized to assist the player in searching for the ball unless asked by a CJGA official.

Equipment and Clothing: Spectators are permitted to carry items for players (e.g. a rainsuit, umbrella, food, and drink). However, once a spectator has given the item to the player they are not to retrieve the item at any time during the round.

Dress Code: Each course has its own particular dress code policy. Spectators who do not meet the standard established by the host club and/or the CJGA, will be refused admittance to both the golf course and/or clubhouse. Please contact the CJGA National Office for more information on a suggested Dress Code for spectators.

Cell Phones/Smartphones: All mobile devices must be set to the “vibrate” only or “silent” mode or turned off. Many golf clubs have policies that prohibit the use of mobile phones on the golf course and/or in the clubhouse. It is the responsibility of the spectator to follow the policy of our host facility.

Golf Carts: Spectators who wish to rent golf carts to ride at a CJGA event may do so from the host golf club. However, some host courses do not allow golf carts. Please contact the CJGA National Office or visit the CJGA website for more information.

Spectators must obey the golf course cart policy and must remain on the cart path at all times. Should the usage of your golf cart interfere with the tournament you will be asked to return to the clubhouse.

PENALTIES

Based on a breach of the Spectator Policy, any or all of the following penalties could be levied:

- Verbal warning to the spectator and/or the player.
- Two-stroke penalty to the player being followed.
- Disqualification from the tournament of the player being followed.
- Spectator banned from the golf course and or property for the round.
- Spectator banned from the tournament.
- Spectator banned from future CJGA events.

OTHER GUIDELINES

Alcohol Consumption: We ask all spectators wishing to consume alcoholic beverages that they do so in the confines of the clubhouse and then only in areas licensed and designed for that purpose. Despite the fact that some clubs offer this service from “the beverage cart”, we ask that you respect our wishes in our request that the consumption of alcoholic beverages does not take place in the view of our underage participants.

Smoking on Golf Course: For those spectators who smoke or use other tobacco products we would appreciate you do so out of the players view.

PACE OF PLAY POLICY

This policy is designed to put the responsibility on the players for keeping pace. It is the player’s responsibility under Rule 6-7 that states, “The player must play without undue delay and in accordance with any pace of play guidelines that the Committee may establish. Between completion of a hole and playing from the next teeing ground, the player must not unduly delay play.”

When a group is “out of position” at any checkpoint for the round, the players in the group are subject to penalty according to the schedule of penalties. An individual player may also be subject to penalty for delay of play.

Checkpoints for the groups by default will be on completion of the 9th and 18th holes of their stipulated round, unless additional or alternative check points have been identified by the CJGA Tournament Committee for the specified event and posted/provided to the field.

SCHEDULE OF PENALTIES

Stroke Play – (Default 9 & 18 Check-Points) – Group is behind time on arrival at checkpoint:

- 1st “Bad” Time – each player in the group is given a one-stroke penalty.
- 2nd “Bad” Time – each player in the group is given a two-stroke penalty.

All penalties will be applied to the hole score for the check-point hole where the breach occurred.

Stroke Play – (Alternative 3 or more Check-Points active) – Group is behind on time at arrival at checkpoint:

- 1st “Bad” Time – each player in the group is given a warning.
- 2nd “Bad” Time – each player in the group is given a one-stroke-penalty.
- 3rd “Bad” Time – each player in the group will be given a two-stroke penalty.
- 4th “Bad” Time – each player in the group will be disqualified.

All Penalties will be applied to the hole score for check-point hole where the breach occurred.

Stroke Play – Individual penalties when one competitor is determined to be delaying play of the group.

- 1st “Bad” Time – the player is given a warning;
- 2nd “Bad” Time – the player is given a two-stroke penalty;
- 3rd “Bad” Time – the player is disqualified

All penalties will be applied to the score for the hole where the breach occurred

Match Play - An official will monitor the players and inform them that they are being timed. The penalty for a breach of this Rule as follows:

- 1st “Bad” Time – Loss of hole;
- 2nd “Bad” Time – Loss of hole;
- 3rd “Bad” Time – Disqualification.

OUT OF POSITION DEFINED

Pace of Play Time Chart (Time Par) will be established at each course for groups of two players, three players or four players. Allotted time to play may be expressed on a per hole basis. Time for ball searches, rulings, and walking time between holes is included in the allotted time.

The first group to start will be considered out of position if, at any time during the round, they exceed the time allotted to play, as detailed on the applicable course’s Pace of Play Time Chart (Time Par).

Any subsequent group will be considered out of position if;

- They exceed the allotted time to play, and arrive at the teeing ground of a hole that is open and free to play
- They complete play of a checkpoint hole more than 15 minutes after the preceding group completed that hole.

The Committee reserves the right to time any player, or group of players, which the Committee determines is out of position or that, may be in breach of Rule 6-7, whether or not the player or group has been informed.

TURN TO PLAY

It is the player's turn to play when there has been reasonable opportunity to reach the ball and there is no interference or distraction by another person or ball. Any time spent determining yardages will count as time taken for the next stroke. In stroke play, there is no penalty for playing out of unless the Committee determines that by doing so a competitor gains an advantage.

When it is the player's turn to play, the clock starts and the player has 45 seconds to complete play his/her shot. Should he/she exceed the allotted 45 seconds he/she would have a "bad" time. Checking yardages and lining up putts are all factored into a player's time. The player will be notified of his/her bad time. A penalty of one stroke will be added to the players score after the second infraction.

MONITORING AND ENFORCEMENT

When a group is out of position at a checkpoint, they will be notified by a CJGA Official that they are in breach of CJGA Pace of Play Policy. When a group has been notified of its first breach, that group is expected to regain its position before reaching the next checkpoint. If that group reaches the next checkpoint out of position, each player in the group will incur the applicable penalty for a breach. Groups may be notified at any time throughout the round if they are behind. Any group that is out of position is subject to being monitored by a CJGA Official.

A player concerned about a non-responsive fellow-competitor in his group should request a CJGA Official monitor the group in case the group is or becomes liable to penalty under these guidelines. If an individual member of the group can be clearly identified as the cause of the group's position then the penalties applicable under Rule 6-7 will apply to that specific player and not to each player in the group.

The CJGA Official will determine that a group or player who has been found to be out of position is not in breach of these guidelines only if:

- a group/player was delayed by the a CJGA Official; or
- a group/player was delayed by a circumstance beyond control the group/player; or
- a group/player was delayed by another player in the group

Note: in circumstances where the Committee deems fit, the general penalty under Rule 6-7 may still apply

The CJGA reserves the right to adjust the Pace of Play Policy without notice

Award and Prize Distribution Policy

In a CJGA Junior Tour event, ties for awards and prizes will be decided by the following methods:

1st Place – A hole-by-hole playoff. In the event a playoff cannot be conducted, the tie will be decided by matching cards on the basis of the best score for the last nine holes. If the tying players have the same

score for the last nine, then the last six holes, last three holes and finally the 18th hole will be used to determine the winner. If the players are still tied, the same process will be used for the front nine.

2nd Place – Match score cards on the basis of the best score for the last nine holes. If the tying players have the same score for the last nine, then the last six holes, last three holes and finally the 18th hole. If the players are still tied, the same process will be used for the front nine.

Note: This policy does not affect how points are awarded on the CJGA National Order of Merit.

OFFICIAL RESULTS POLICY

Due to the growing interest from College Coaches, the CJGA has implemented the following codes for scoreboard usage and CJGA official results. These codes are to provide juniors, spectators, coaches, etc., a more meaningful and accurate explanation of the information being viewed.

DQ – Player is disqualified for a breach of the Rules of Golf

WD – Player withdraws due to a medical condition or a family emergency (justified by committee)

NC – Player is disqualified for failing to return a signed scorecard for a stipulated round

NS – Player is disqualified for not showing up for a stipulated round

The CJGA Tournament Committee will determine which of the above codes will show on the scoreboard.

The CJGA Tournament Committee, on an individual basis, will deal with any other actions not covered by these codes.

The CJGA Disciplinary Committee, on a per tournament basis, will review juniors listed as NC or NS. Disciplinary action may include suspension from future CJGA events.

PRIVACY POLICY

Background

As of January 1, 2004, individuals are protected by The Personal Information Protection and Electronic Documents Act. This federal law sets out ground rules for how private sector organizations may collect, use or disclose personal information in the course of commercial activities.

The code was developed by business, consumers, academics and government under the auspices of the Canadian Standards Association. It lists 10 principles of fair information practices, which form ground rules for the collection, use and disclosure of personal information. These principles give individuals control over how their personal information is handled in the private sector.

An organization is responsible for the protection of personal information and the fair handling of it at all times, throughout the organization and in dealings with third parties. Care in collecting, using and disclosing personal information is essential to continued consumer confidence and good will.

CJGA's Privacy Policy

The Canadian Junior Golf Association ("CJGA") is committed to respecting the privacy of our members, their families and our employees by adhering to the

privacy principles set forth in the Personal Information Protection and Electronic Documents Act (“PIPED”). CJGA’s Privacy Policy adheres to the ten principles of the PIPED Act, and these principles can be obtained from our offices in written form, or it may be found on our website. If you choose to provide personal information to the CJGA, we assume that you consent to the collection, use and disclosure of your personal information as outlined in CJGA’s Privacy Policy or otherwise at the time of collection, use or disclosure.

In order for the CJGA to be able to meet its obligations under the new PIPED Act, it has adopted the following ten principles:

1. Accountability
2. Identifying Purposes
3. Your Consent
4. Limiting collection
5. Limiting Use, Disclosure, and Retention
6. Accuracy
7. Safeguards
8. Openness
9. Individual Access
10. Providing Recourse

These principles should be read in conjunction with key sections of the Act. For the purpose of this policy, these definitions are provided:

Member – an individual that has completed an application for membership and has been accepted and has paid for these services.

Prospective Member – an individual that has completed a membership application form but has not paid the membership fee or has not been accepted as yet.

1. Accountability

The Privacy Officer of the CJGA is the Finance Manager. This individual is responsible for the organization’s overall compliance with the Act.

The Privacy Policy is available to customers, employees and the public for their perusal. The Policy can be obtained through the CJGA head office in writing, or it may be obtained on the company website, www.cjga.com.

2. Identifying Purposes

2.1. Types of Information We Collect

With your consent, we may gather personal information from you in person, at our offices, over the telephone, or by corresponding with you via mail or on the Internet through the CJGA website.

The requested personal information will vary depending on the services requested by the CJGA members. This section (section 2.1) will detail the data that is maintained by the CJGA for the various services that are offered. The next section (section 2.2) will explain how we use this data.

2.1.1 CJGA Junior Tour Membership Form

The information that we collect includes Last Name, First Name, Middle Initial, Address, City, Postal Code/Zip Code, Province/State, Country, Birth Date, Home Phone, Player's E-mail, High School Grad Year, how individual heard of CJGA, Score Handicap/Index, Parent's Name, Parent's Business Phone, Parent's Email, Name of Home Golf Club, Club Professional Name, Club Professional Phone, Golf Coach Name, Golf Coach's Phone, Name of Local Newspaper, Newspaper Phone, Newspaper's E-mail, Newspaper's Fax, Payment Method, Credit Card Number (if paying with credit card), Credit Cardholder's Name (if paying by credit card, and Expiry Date (if paying by credit card).

2.1.2 CJGA Junior Linkster Membership Form

The information that we collect includes Last Name, First Name, Middle Initial, Address, City, Postal Code/Zip Code, Province/State, Country, Birth Date, Home Phone, Player's E-mail, how individual heard of CJGA, Parent's Name, Parent's Business Phone, Parent's Email, Name of Home Golf Club, Club Professional Name, Club Professional Phone, Golf Coach Name, Golf Coach's Phone, Name of Local Newspaper, Newspaper Phone, Newspaper's E-mail, Newspaper's Fax, Payment Method, Credit Card Number (if paying with credit card), Credit Cardholder's Name (if paying by credit card, and Expiry Date (if paying by credit card).

2.1.3 Player Profile Membership Form

The information that we collect includes Last Name, First Name, Middle Initial, Address, City, Postal Code/Zip Code, Province/State, Country, Birth Date, Home Phone, Player's E-mail, High School Grad Year, how individual heard of CJGA, Score Handicap/Index, Parent's Name, Parent's Business Phone, Parent's Email, Name of Home Golf Club, Club Professional Name, Club Professional Phone, Golf Coach Name, Golf Coach's Phone, Name of Local Newspaper, Newspaper Phone, Newspaper's E-mail, Newspaper's Fax, Payment Method, Credit Card Number (if paying with credit card), Credit Cardholder's Name (if paying by credit card, and Expiry Date (if paying by credit card).

2.1.4 CJGA General Tournament Application

The information that we collect includes Last Name, First Name, Middle Initial, Address, City, Province/State, Postal Code/Zip Code, Country, Home Phone, Birth Date, Gender, Handicap/Index, Player's E-mail, Payment Method, Credit Card Number (if paying with credit card), Credit Cardholder's Name (if paying by credit card, and Expiry Date (if paying by credit card).

2.1.5 CJGA Championship Tournament Applications

The information that we collect on this application includes Last Name, First Name, Middle Initial, Address, City, Province/State, Postal Code/Zip Code, Country, Home Phone, Birth Date, Gender, Handicap/Index, Player's E-mail, personal golfing credentials (events, dates, hosted by, scores, finish and field size for three events), Payment Method, Credit Card Number (if paying with credit card), Credit Cardholder's Name (if paying by credit card, and Expiry Date (if paying by credit card).

2.1.6 CJGA Emergency Treatment Form (for international tournaments only)

The information on this form includes Name, Date of Birth, Parent's Address, Home Phone, Business Phone, Family Physician's Name, Physician's Phone, three contacts and their phone numbers in case of emergency.

2.1.7. CJGA Associate Membership Form

The information that we collect includes Last Name, First Name, Middle Initial, Address, City, Postal Code/Zip Code, Province/State, Country, Home Phone, Payment Method, Credit Card Number (if applicable), Credit Cardholder's Name (if applicable) and Expiry Date (if applicable).

2.1.8. Golf Camps / Linksters Golf Clinics

The information that we collect on this application includes Junior's Name, Gender, Home Phone, Address, City, Province/State, Postal Code/Zip Code, Country, Birth Date, Parent's E-mail, Parent's Phone, Parent's Fax, Parent's Name, Junior's Ability Rating, Payment Method, Credit Card Number (if applicable), Credit Cardholder's Name (if applicable) and Expiry Date (if applicable).

2.1.9. Donations and Fund-Raising

The information on these forms includes First Name, Middle Initial, Last Name, Address, City, Province, Postal Code, Credit Card Number (if applicable), and Credit Card Expiry Date (if applicable).

2.1.10. Corporate Sponsorships

Corporations that sponsor the CJGA will provide information as part of a new contract between itself and the CJGA. The information that we collect from sponsors include Company Name, Address, City, Province/State, Postal Code/Zip Code, Country, Company Phone, Contact Name, Contact E-mail, Contract Amount(s), Payment Schedule and Payment Method.

2.1.11. Photography

Photographs may be taken at tournaments, and special CJGA ceremonies, to publicize and promote the CJGA, its tournaments and its members. Photographs may be taken of CJGA representatives and members during the course of various tournaments. These photographs may be used for CJGA brochures, announcements, press releases and for the CJGA website for promotional purposes.

2.2. How We Use Your Personal Information

In general, the personal information collected about you is used by the CJGA to provide you with the services you have requested, to confirm your identity, to communicate with you, to respond to your inquiries, to send you important information about our tournaments and special events, to track attendance of members (tournament tee times), to track progress (tournament results) of members, to prepare press releases that acknowledges achievements of CJGA members, and to fulfill the legal and legitimate business requirements of the CJGA.

CJGA also uses personal information to process financial transactions (membership fees), to process program transactions (tournament applications, player profile registration) and to maintain the register of member names for audit and legal purposes.

Personal information provided by members on the CJGA Emergency Treatment Form will allow the CJGA to call doctors to assist with the emergency where the member's own doctor is not available.

CJGA will occasionally be requested to release personal information to post-secondary institutions (universities, etc.) in the United States and Canada. This personal information is forwarded to these institutions in cases where there are opportunities for members to receive scholarships from those post-secondary institutions.

Information provided from sponsors and donors are maintained for audit and legal purposes only.

Photographs collected will only be used for the purposes stated in section 2.1.11 of this document. These photographs are maintained by the CJGA, and will not be shared with other organizations (other than those stated) unless written consent has been obtained from the member and/or his/her parent.

If you do not wish your personal information to be used in any of these instances, you may opt out of this use of your information where an opt-out is offered. You can contact the CJGA at any time to withdraw your consent to such use and disclosure. Requests to opt-out of specific uses of personal information should occur on a timely basis. You can call 1-877-508-1069 or 905-947-1411, or by email at privacyofficer@cjga.com.

3. Your Consent

If you choose to provide personal information to CJGA, we assume that you consent to the collection, use and disclosure of your personal information as outlined in this Privacy Policy, or otherwise at the time of collection, use or disclosure. If you do not consent, please do not provide your personal information or, where applicable, exercise the opt-out option offered. If CJGA requests additional personal information or intends to use or disclose your personal information differently than described in this Privacy Policy, we will advise you at or before the time of collection, use or disclosure as to how we will handle that personal information. CJGA will not collect, use or disclose personal information other than as described herein, or at the time of collection, use or disclosure, or as otherwise required by the PIPED Act.

There are limited instances where CJGA may collect, use or disclose your personal information without your consent as required by law, for example: 1) to meet government tax reporting requirements, 2) to comply with an order made by a court and 3) to meet annual audit reporting requirements.

Members and prospective members can provide their consent to the uses of personal information at the time of registration with the CJGA. Registrations can be paid via three payment methods. The form and timing of the consent by the customer is determined by the payment methods as follows:

Paying by Credit Card

- 1) Customer calls into the office, and cannot fax the application into CJGA office.
 - The customer is to email their consent to the CJGA. They will be told to visit the CJGA website to review the policy. CJGA may send an email to the member with the Privacy Policy disclaimer as provided on all applications. The member can then reply to the CJGA email with their consent.
- 2) Customer calls into the office, and then faxes the application into CJGA office.
 - The customer must sign the application form in order for the consent to use personal information to be valid.

Paying by Cheque and/or Cash

1) Customer sends cheque and application through the mail, or customer may be in the office in person.

-The customer must sign the application form in order for the consent to use personal information to be valid.

2) Customer hands cheque to CJGA staff at the tournament.

– The customer must sign the application form in order for the consent to use personal information to be valid.

Paying On-line

Customer visits the CJGA website and clicks on the desired application form. Consent to the privacy policy occurs prior to the payment during the registration phase.

The customer marks the box in the webpage where he/she provides the personal information. This checkbox indicates that the customer approves of the privacy policy. This checkmark is maintained by the CJGA.

4. Limit Collection

CJGA's Privacy Policy describes the purposes for collecting personal information of its members. If it is necessary to use the personal information collected for a purpose not identified when the information was collected, consent for the new use will be obtained from CJGA members.

5. Limiting Use, Disclosure and Retention

CJGA will use the personal information obtained from members, prospective members and employees only for the purposes for which it was collected, and will not disclose the information for other purposes except as required by the applicable law. All personal information provided to the CJGA will be maintained in a secure manner to ensure that its use is limited to the purposes for which it was collected.

Due to Revenue Canada legislative requirements, all applications will be kept on file for a period of six (6) years.

CJGA will destroy or erase personal information no longer required for stated legal and business requirements.

6. Accuracy

CJGA will maintain personal information about its members that is accurate, complete and up-to-date. The onus is on the member, or parent of the member, to provide 100% accurate personal information to the CJGA. Personal information will only be updated with the consent of the member.

Members will have the ability to view the data provided on any of their own application forms. Individuals may, on presentation of two (2) documents establishing their identity to the CJGA Privacy Officer, be able to find out whether personal information is on file with the CJGA, and if so consult it free

of charge. A request may be made in writing to view personal information. A reasonable charge may apply for the transcription, reproduction or transmission of the information.

7. Safeguards

CJGA takes precautions to protect your personal information against unauthorized access, disclosure, inappropriate alteration, and misuse. Access to your personal information is restricted to those persons whose job responsibilities require them to have access.

In addition, CJGA uses technological safeguards such as encrypted passwords, Secure Socket Layer (SSL) and 128-bit encryption technologies. Given that electronically transmitted data is not 100% secure, we make no warranties as to the security of any such information that you submit, which you do at your own risk.

At the CJGA website, there are a number of links to companies with whom we have a relationship. CJGA is not responsible for the privacy practices of our business partners. We encourage you to read their privacy statements, as they may differ from ours.

When you browse the CJGA website, you do so anonymously. We do not collect personal information, including your email address. At times we may request that you voluntarily supply us with personal information such as your email address for purposes such as entering a contest, or participating on an on-line survey. However, when at all possible, an option to remain anonymous will be provided to those who wish to preserve their right to anonymity.

8. Openness

This policy and the processes and procedures for obtaining access to personal information will be available to any individual through the CJGA website, or in writing through CJGA's head office in Richmond Hill, Ontario. If any individual has a question regarding their personal information, it may be directed to the Privacy

Officer via email at privacyofficer@cjga.com or by telephone at 1-877-508-1069.

CJGA reserves the right to change this Privacy Policy from time to time. If CJGA makes a material change, this policy will be updated accordingly. We recommend that you review this Privacy Policy periodically so that you are aware of any changes.

9. Individuals Access

Members will have access to their personal information provided on any of their

applications. On request to the CJGA Privacy Officer, the member will be informed of the existence, use and disclosure of their personal information, and will be given access to view that information.

If you wish to request access to, or correction of, your personal information in CJGA's records, please make your request in writing to CJGA's Privacy Officer via email at privacyofficer@cjga.com or through the mail. Some information may not be accessed in certain circumstances, for example if it contains personal information of other members, or for other legal reasons.

Should you identify any incorrect or out-of-date information, please notify us so that we can make the necessary changes.

10. Providing Recourse

Individuals may challenge CJGA's compliance with this Privacy Policy by contacting the CJGA Privacy Officer. The steps to resolve the problem are as follows:

Step 1 – Contact CJGA Via Telephone, Mail, E-mail or Visit Our Office

Please make your request to CJGA's Privacy Officer by any of these methods:

Telephone : 1-877-508-1069

Mail (or in person) : 170 West Beaver Creek Road, Unit 6, Richmond Hill, Ontario L4B 1L6

E-mail : privacyofficer@cjga.com

The CJGA will require up to 30 days to respond to any request for access to personal information, or to resolve privacy policy conflicts.

Step 2 – Elevation to a CJGA Senior Officer

As a next step, if your problem remains unresolved, the Privacy Officer will offer to elevate your problem to the CJGA Executive Director. Alternatively, if you prefer to elevate the problem yourself, you may contact the Executive Director at the same toll-free number stated in Step 1.

Step 3 – Contact the federal Privacy Commissioner

If your problem is still not resolved, you may contact the federal Privacy Commissioner directly at 1-800-282-1376 or visit their website at www.privcom.gc.ca.

Privacy Policy Last Updated:

February 20, 2018