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SCORE



Handicap Committee Member

Role Description

To find out more on the World Handicap System visit:

englandgolf.org/whs



WORLD HANDICAP SYSTEM

R&A USGA



Role Description

Handicap Committee Member

Are you a golf club member who is

- Passionate about creating an equal playing field for all golfers?
- Looking for a rewarding opportunity to demonstrate your analytical skills?
- Keen to get involved and give something back to the game?

Our golf club is seeking a new volunteer for our Handicap Committee. The volunteer will help maintain accurate Handicap Indexes for members. This role description sets out what makes a good Handicap Committee member and the responsibilities of the post

Who makes a good Handicap Committee Member?

A good volunteer in this area is someone who:

- Can undertake objective analysis based on facts and figures
 - Has a logical/analytical mind with an interest in statistics and a grasp of mathematics
 - Has a knowledge of (or willingness to learn) how Handicap Indexes are calculated
 - Is comfortable using technology and reviewing reports
 - Has an interest in the Rules of Golf
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A good Handicap Committee Member has the ability to

- Work well in a small team
 - Display objectivity
 - Show commitment and professionalism
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Who makes a good Handicap Committee Member?

The Handicap Committee is responsible for maintaining the Handicap Index of members who designate **XYZ Golf Club** as their home club and to ensure the index is administered in accordance with the requirements of the Rules of Handicapping. It is responsible for ensuring compliance with the golf club's specified obligations and responsibilities under the Rules of Handicapping. The Handicap Committee must be a minimum of three persons, the majority of whom must be the player's peers to enable accurate review. It is generally recommended that the Handicap Committee is mixed gender.



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Roles and responsibilities

NB: Each club is different so please consider any specific requirements for your club.

All responsibilities are undertaken by the Committee as a collaborative.

Handicap Index maintenance

Each committee will endeavour to:

- Maintain comprehensive, up-to-date player scoring records containing enough history to enable the accurate calculation of a player's Handicap Index
 - Review any home player's Handicap Index at least once a year to ensure it continues to reflect the player's actual or demonstrated ability, making fair adjustments where required
 - Communicate unexpected Handicap Index changes to the golfer
 - Encourage members to submit competition and social scores for handicap purposes
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Disputes, reviews & penalties

The process is as follows:

- Establish Handicap Appeals procedures, using England Golf's appeals procedures
- Settle any dispute following the Rules of Handicapping – contacting the County Handicap Advisor if it cannot be resolved at club level
- Notify the County Handicap Advisor and/or handicapping or competitions system supplier of any inaccuracies when updating player scoring records
- Apply any adjustments for exceptional scores, or Handicap Index reviews, to the player record in the correct manner and inform the player of any change
- Apply any applicable handicapping penalty score to a player's record and advise the player of any applied adjustment
- As specified by England Golf, seek approval from the County Handicap Advisor for allotment, reinstatement or adjustment of an elite level player's Handicap Index
- Seek approval from the County Handicap Advisor for any upward adjustment above the hard cap
- Establish procedures for suspension of a player's Handicap Index, seeking advice from the County Handicap Advisor



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Rules & mandatory requirements

Handicap Committees must:

- Ensure the club maintain an in-date course measurement certificate from the fixed point on each set of tees
- Ensure that tees are formally rated using the USGA system, by their County Rating team/s, and display the Course Rating certificate in a prominent place
- Determine the par and stroke index allocations and communicate those to players
- Ensure the mandatory Handicap Allowances are used for all competitions
- Ensure conversion tables for Handicap Index to Course Handicap are displayed in a prominent position
- Communicate procedures for handicap purposes when playing in an authorised format of play
- Keep up to date with rules changes and undertake relevant training
- Ensure players fulfil their responsibilities under the Rules of Handicapping

Time Commitment

Remember this is a volunteer role. Speak to the outgoing Handicap Committee Member to assess the time required for the role.

Chain of command

Members should report to the Chair of Handicap Committee.

Term of Office

It is advisable that this period is between three to five years, for continuity purposes.

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