



## Responsibilities at a Glance *The Club Handicap Committee*

**Thank you for making the commitment to become a Handicap Chair for your club.** You have an important job because the authority of your club to issue and update Handicap Indexes rests with you! The Handicap Chair must go through a *Certification* process in order for your club to be *Licensed* to use the USGA Handicap System.

As you know, the USGA Handicap Index is widely recognized all over the world as a reliable measure of a player's potential ability. Your Committee administers procedures of the USGA Handicap System in order to make the game of golf more enjoyable for all of your members. *The System works amazingly well when it is followed uniformly! It takes a strong, reliable Committee to make sure this happens.*

Will this involve work? Absolutely. But the pay-off means that your club's Handicap Indexes will ring true. The Handicap System is more than a set of formulas and calculations. It is dependent on the human element – which is the Committee in action.

The role of the Handicap Committee in fair and equitable competition is critical. Players at your club depend upon you to:

**Know the USGA Handicap System** – The USGA and OGA have many resources available to you:

- **Read the USGA Handicap System Manual** – the OGA provides them free of charge. They are updated and reissued every four years.
- **Read the OGA's monthly newsletter to Handicap Chairs, called "Local Knowledge"**
- **Read the OGA's annual "Handicap Committee Notebook"**
- **Attend a spring handicapping class**, conducted by Kelly Neely, Sr. Dir. Handicapping & Course Rating
- **Call Kelly for advice and counsel!**

**Communicate the System to the Players** – How well players continue to comply with the USGA Handicap System depends, in large part, on how well their responsibilities in the System are communicated to them. *An effective Handicap Committee will continually provide the instruction and information players need, and will have no problem being clear about expectations.*

- The OGA has **handicapping and course rating documents** you can insert into a member newsletter or post on bulletin boards. You may use anything published in the Local Knowledge newsletter or the Handicap Committee Notebook.
- Part of satisfying Certification requirements is writing a **Handicapping Policy** and submitting it to the OGA. But, the most important reason for the policy is to communicate your club's mission statement regarding handicapping to the members, in addition to practical items such as how to adjust scores for handicap purposes and what the penalties are for failing to return scores. Please review your policy annually and make sure that it is posted prominently and each member reads and understands it.

**Display Tables, Ratings, and Handicap Lists.** Please post the following items:

- **Course Handicap Tables** (slope or conversion charts) – the OGA issues slope charts for each set of tees on your course.
- **Rating Certificates** – the OGA issues official Course Rating certificates for each club after the rating is released.

- **Handicap Lists** – at each revision, a Handicap Index / Course Handicap report printed from the GHIN Handicap Program must be posted.
- **Scoring Records from the GHP** – Peer review happens on the course, as well as by encouraging your members to examine the scoring records of

#### **Faithfully Apply the System at Your Club.**

- The Committee must ensure that all **acceptable scores for handicap purposes are posted and available for peer review**. This means that the Committee must undertake an **audit procedure**, comparing tee sheets to scores posted.
- **Make score posting easy!** Encourage members to go to one convenient, easily accessible location at the club to post their rounds. The Committee can also decide to allow members to post via ghin.com, or on their GHIN mobile app on their smartphones.

#### **Take Action in Case of Failure to Post Scores.**

- The Committee will know when a player fails to post a score, due to the implementation of an audit procedure, and will then **post a penalty score through the GHP**. While it is not necessary to notify the player that a penalty score is being posted, your Handicapping Policy will state the penalty score consequence for failing to post. A penalty score is the single best tool a Committee has to combat failure to post. A penalty score will succeed in getting the player's attention.
- **A USGA Handicap Index shall be adjusted up or down if the player does not turn in all acceptable scores or otherwise does not observe the spirit of the Handicap System.** *“The Handicap Committee has the ultimate authority to adjust a Handicap Index under any circumstances that it feels necessary to do so.” (USGA Handicap System, Section 8-4c)*

Please review the USGA Handicap System Manual, Section 8 – “The Handicap Committee” for a more complete description of “Duties & Responsibilities”