



Handicap Chair Description

Successfully complete the World Handicap System Online Webinar and Quiz for NJSGA and USGA authorization and renewal. Familiarity with Rules of Handicapping. Provide support and educate the membership. Review scoring records, adjust player scores or handicaps, when necessary.

Co-chair & Committee Members

Support the chair in her various responsibilities, as directed by the chair.

Responsibilities include:

Ambassador for the LPGA Amateur Golf Association and Coastal NJ Chapter

- o Register current members annually via Golf Genius for their GHIN
- o Promote use of the GHIN mobile app
- o Promote handicap seeking and prompt recording of scores
- o Support educational sessions regarding handicaps
 - Encourage timely submission of scores
- o Review scoring records for irregularities; adjust incorrect score information, as requested
- o Complete the annual USGA authorization renewal
- o Participate in monthly board meetings and present reports, as necessary

Educate and Communicate the Rules of Handicapping to Members

How well players comply with the Rules of Handicapping depends, to a large extent, on how well their responsibilities are communicated to them and their understanding of the potential consequences of not fulfilling those responsibilities. An effective Handicap Committee will continually provide the education and information the players need.

The Handicap Committee should concentrate its education efforts on the key features of the Rules of Handicapping that are most relevant to players, so that they understand:

- which scores are acceptable
- the timeframe for submitting scores for handicap purposes
- how to calculate a maximum hole score for handicap purposes
- how to post scores when fewer than 18 holes are played
- how to convert the Handicap Index into a Course Handicap
- the concept of handicap allowances for different formats of play
- where to find the scoring record
- how the Handicap Index is calculated
- the process of a handicap review
- the difference between an active and inactive posting season

This can be achieved through the Chapter's website, communications or a handicap policies and procedures document (see a sample policies and procedures document [here](#)). The Handicap Committee might also consider holding a member's information meeting as part of the overall communication and awareness process.

The Handicap Committee should be accessible to answer members' questions and should contact their AGA if they are unsure about how to proceed.

Encourage the Timely Submission of Scores

The Rules of Handicapping rely on the accurate and timely submission of all acceptable scores. Scores should be posted by the player or the Competition Committee immediately following play to ensure that:

- they are included in the playing conditions calculation
- they are available for peer review
- the Handicap Index can be updated for the next day

It is the responsibility of the player to post their score unless otherwise directed by the Handicap Committee or the Competition Committee.

Score Posting

Hole-by-hole score entry of gross scores is highly recommend. This allows the handicap software that is in use to automatically apply adjustments to the gross score (adjusted gross score). When hole-by-hole scoring is not used, the gross score adjusted for net double bogey will need to be determined and recorded manually by the member. Where applicable, the player will be responsible for determining their most likely score when a hole has been started but not completed; most likely score must not exceed the player's net double bogey value for a hole.