

# LAKES WEST WOMEN'S GOLF ASSOCIATION

## Policies and Procedures

### 9) HANDICAP CHAIR

GHIN Handicap Program is the website designed to allow club officials to manage their membership and file maintenance from any computer with access to the internet. Arizona Golf Association is our official contact. The Handicap Chair is responsible for maintaining correct handicaps and updated member information in the system for all LWWGA members. This includes regular monitoring and auditing the of data available through the handicap system.

#### 1st and 15<sup>th</sup> of each month Handicap Revisions

Set up reports to run and automatically be distributed (alphabetical & handicap index) from the GHIN Handicap Program to Play of Day Chair, Team Play Captains, Sunday Mixer Chair, Tournament Chair and Tee Time Chair. Additional copies of either or both alphabetical and index listings may be required from time to time and provided upon request.

A copy of the alphabetical listing will be posted on the bulletin board under the glass and on the bulletin board in the Pro Shop Office.

#### Weekly

1. Run a "Scores Posted" report from the GHIN system.
2. Review Tuesdays score cards to verify they are correctly added, adjusted and posted properly. Make corrections as needed.

#### Other Responsibilities:

1. Enter new members into the USGA system and temporary handicaps computed when necessary.
2. Member information changes (i.e. addresses, rec numbers and emails etc.) are to be entered in a timely manner into the GHIN system.
3. Deletions or deactivations of members. Care should be taken between December 16 and December 31 to assure that those members who are not renewing their membership for the ensuing year are deactivated in the USGA system. Run report on Jan 1 to ensure all current members are listed and that all non-members are deleted. Verify that this will be done automatically by AGA prior to yearend to avoid being charged for those members who are not returning. A paid member list should be provided by the Treasurer.
4. MOST IMPROVED GOLFER: At the beginning of the year the USGA/GHIN program will generate a report showing the Most Improved **Golfer** for the previous year (January 1 through December 31.) The Handicap Chair should review the report applying the following criteria:
  - a. Scores must be posted thorough out the year including fall of the year in question. A player whose scores end in April or May is not eligible according to the rules of AGA.

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b. The improvement is to be figured from the maximum handicap allowed on our course, which is 54.

The Handicap Chair will announce the Most Improved Golfer at the first luncheon of the new year. At which time the Player may choose between a plaque or \$50.00 cash and will be presented with a certificate.

5. HANDICAP ADJUSTMENT: A person requesting a handicap adjustment for medical reasons must submit a written request to the Handicap Chair at least two weeks prior to any tournament scheduled for the league. The request should state the date the medical problem occurred, such as an accident or surgery. Contact AGA representative for assistance before proceeding.

Basic duties and rules of handicaps are found in information we receive from AGA and also in the manual USGA HANDICAP SYSTEM. The AGA may be contacted with questions or problems. A basic knowledge of computer use is necessary, and most of the hands-on work can be done on one's own time.

USGA requires at least one club member, usually the Handicap Chair, to attend a handicap certification class. Certification is good for five years.

(Reviewed 1/24)