



WHS CLUB COMPLIANCE ACKNOWLEDGMENT

World Handicap System responsibilities for AZ GOLF authorized golf clubs

Purpose

The club should review the applicable responsibilities below. By completing the Club Acknowledgment, the club confirms that it understands and will fulfill its responsibilities under the *Rules of Handicapping* and applicable AZ GOLF/USGA requirements.

HANDICAP ADMINISTRATION & OVERSIGHT

1. Establish a Handicap Committee and support structure to ensure the World Handicap System is properly administered and the system's integrity is protected.
2. Ensure delegated stakeholders are fulfilling their responsibilities.
3. Establish procedures to follow when a delegated stakeholder is not fulfilling its responsibilities.
4. Provide education to delegated stakeholders on the World Handicap System and the responsibilities of that stakeholder.

PLAYER RECORDS & HANDICAP INDEX MANAGEMENT

5. Establish procedures to follow for withdrawing a player's Handicap Index.
6. Maintain comprehensive, up-to-date player scoring records containing enough history, ideally at least two years, to enable the accurate calculation of a player's Handicap Index.
7. Review a player's Handicap Index at least once a year to ensure it continues to reflect the player's demonstrated ability.
8. Adjust or withdraw the Handicap Index of a player:
 - Whose Handicap Index no longer reflects their demonstrated ability.
 - Who fails to meet their responsibilities under the *Rules of Handicapping*.
 - Whose actions are determined to be for the purpose of gaining an unfair advantage.The player must be informed of any adjustment to, or withdrawal of, their Handicap Index and how long it will apply.
9. Apply any applicable penalty score to a player's scoring record and advise the player of any applied adjustment.
10. Where specified by an Authorized Association, seek approval for the allotment, reinstatement or adjustment of an elite level player's Handicap Index.

RULES, PROCEDURES & COMMUNICATION

11. Communicate procedures to follow for handicap purposes when playing in an authorized format of play.
12. Authorize use of World Handicap System calculations or procedures, including any agreements with third-party vendor providers or computation services.
13. Settle any dispute or doubtful point referring to the *Rules of Handicapping* and establish appeal procedures.
14. Ensure all relevant scoring and handicapping information is available to other stakeholders, where required or appropriate.
15. Notify the Authorized Association and/or handicapping software or system supplier of any inaccuracies when updating player scoring records.

PAR, ALLOWANCES & STROKE INDEX ALLOCATIONS

16. Apply and/or communicate the recommended, or stipulated, procedures for establishing par in accordance with the *Rules of Handicapping*. This enables consistent application of maximum hole score and scores for holes not played, for handicap purposes.
17. Establish recommended handicap allowances.
18. Determine stroke index allocations.

These responsibilities are grouped only to improve readability. Defined terms retain their meaning under the Rules of Handicapping.



ADDITIONAL GOLF COURSE RESPONSIBILITIES

Review this section only when the responsibilities below apply to the club and/or golf course.

1.	Have a verifiable course measurement for each set of tees with a Course Rating over which authorized formats are to be played.
2.	Inform the Authorized Association of any significant course alterations, particularly changes to length or course markings, that could affect issued Course Ratings and Slope Ratings.
3.	Ensure that all acceptable scores are played from tees that have a Course Rating and Slope Rating, as defined within the Course Rating System.
4.	Maintain their golf course(s) in a manner consistent with the conditions presented when the Course Rating(s) were conducted.
5.	Display a Course Handicap and Playing Handicap adjustment table for each set of tees, for players' reference.
6.	Ensure that the posting of all acceptable scores is suspended in the event that course conditions are exceptionally poor. Prior to implementing, the golf club must first obtain approval from the appropriate Authorized Association.
7.	Ensure the golf course is marked in accordance with the Rules of Golf.

ANNUAL COMPLIANCE RESPONSIBILITIES

In addition to maintaining the ongoing responsibilities outlined above, clubs must complete any annual World Handicap System compliance requirements established by the USGA to remain licensed and in good standing.

As part of the new club onboarding process, at least one club representative must complete the required WHS education and pass the 20-question quiz demonstrating their knowledge of the system.

CLUB ACKNOWLEDGMENT

By signing below, the club acknowledges that it has reviewed the applicable responsibilities in this document and agrees to administer handicapping in accordance with the *Rules of Handicapping* and applicable AZ GOLF/USGA requirements.

Golf Club	_____
Handicap Chair	_____
Signature	_____
Date	_____