



Scottish  
Golf

## Handicap Convenor – Role Descriptor

### Generic Responsibilities

- Acting as the Handicapping Authority for all 'home' members
- Appointing a Handicap Committee
- Ensuring the spirit and intent of the CONGU UHS is properly applied
- Calculate and maintain handicaps in accordance with CONGU UHS requirements
- Retain handicap records for current and previous two calendar years for current and past members
- Ensure all qualifying competitions are played over a measured course
- Have a certificate of measurement for each set of tees, on each course
- Have a robust entry procedure for members to signify their intent to submit a Supplementary Score
- Self-assessment audit to ensure compliance with CONGU UHS requirements (CONGU UHS Appendix L)
- Agree what Match and Handicap related activities are reported to General Committee, including frequency (monthly/quarterly etc.)
- Involvement in club disciplinary cases (Rules/Etiquette)
- Organise annual prize giving
- Date / venue / catering / guest speakers
- Trophy engraving
- Creation of programme

## Handicapping

- Allocate and maintain 'home' member's CONGU Handicaps
- Handicap allocations - specify scorecard submission requirements for initial handicap awards e.g. medal play cards, bounce game/social round cards etc.
- Provide CONGU Handicap Certificates for 'home' members, when relevant.
- Maintain procedures for members to return away qualifying scores
- Conduct an Annual Handicap Review for all members
- Where appropriate, make General Play Handicap Adjustments to 'home' member's handicaps
- Consider disciplinary/handicap suspension cases
- Ensure all members handicaps are displayed in a prominent position at the club
- Creation and maintenance of course Stroke Index. Pass to Club Committee for approval.
- Provide guidance/advice to new members on CONGU Handicapping System
- Communicate to members the role of the Match and Handicap Convenor – transparency of what the role involves

## Competition Administration

### 1. Prior to Competition

- Create fixture list / diary for membership categories, including Open Competitions. Pass recommendation to Club Committee for approval
- Administration of tee booking system (input competitions for upcoming season / block off competition tee-times)
- Liaise with Course Manager and Green Convenor with regards to course set-up e.g. competition play set-up / new holes / pins etc. (Course Management Policy Document)
- Specify the preferred lie period/use of fairways mats if adopted during the winter months
- Set the Conditions of the Competition including, starting groups, starting intervals, handicap, limitations if appropriate (and handicap allowance e.g. Four Ball Better Ball.)
- Suspension/Resumption of play – Determine who has the authority for suspension of play or abandonment of a competition in the event of adverse weather and define a procedure (Rules of Golf 6-8). Committee's responsibility NOT the players!
- If no practice ground is available outside the area of the competition course, define any area on the competition course on which practice is to be permitted prior to competitors commencing play
- Agree competition entry costs / inter club match costs (inc. comparison v budget)

### 2. Competition Day

- Make suitable arrangements for competition entry (online/paper entry sheet) and allocation of starting times
- Establish the starting times/groupings for all competitors and publish these well in advance of the competition
- Notify all competitors prior to commencing play if a competition is 'non-qualifying' for handicap purposes
- Record all entrants in club qualifying competitions

- Provide all competitors with scorecard containing date and players name(s) (Note – this responsibility can be delegated by the committee to player(s))
- Addition of all scores and application of handicap recorded by the player on the scorecard
- Define procedure in the event of a tie e.g. better inward half, followed by better last six holes, last three holes etc. Where silverware is at stake it may be deemed preferable for those tied in first place to participate in a play-off. (Rules of Golf 6-3)
- Establish competition winners ensuring that a check on the top-placed competitor's scorecards is carried out i.e. has the player recorded and played from the correct handicap, are scores for each hole properly recorded and has both the player and the marker signed the scorecard.
- Reconcile scorecards returned against entrants, so that 'No Returns' are identified
- Calculate the Competition Scratch Score for all club qualifying competitions
- Display results and handicap changes of members in a prominent position as soon as practicable after closing down a qualifying competition
- Post competition results on the club noticeboard and on applicable websites for members reference
- Send all qualifying competition results to the Union/Association's CDH
- Post competition results to club social media (Facebook / Twitter)
- Retain player's scorecards until end of current season as a point of reference in case of disputes – scores correctly recorded for each hole, signing of scorecard etc.

### **3. Match Play Specific**

- Establish entry fee, provide entry sheet, and identify entry closing date.
- Make draw and specify completion dates for each round.
- Specify who has responsibility for arranging the tie / match.
- Determine policy for extension of closing date in the event of players failing to play within specified period. It is important that the policy is consistently and fairly applied.
- Determine procedure in event of match finishing all square.

- Advise players of the handicap allowances to be used.
- Specify any special arrangements. (Some clubs require that the finals of all match play competitions be played on a designated date e.g. Finals Day).
- Consider procedures in the event of a tie, including stroke allowance implications, particularly where the Committee has granted permission to commence the tie other than from the first tee.

#### **4. Other**

- Promotion of events/competitions (Website / social media / hard copy fixture book)
- Consider sanctions for players that:
  - refuse to enter their scores into the club computer
  - frequently submit a 'No Return' / 'NR' scorecard
  - habitually fail to return their scorecard(s)
- Produce written process documents for running competitions (pre/during/closing) to ensure knowledge is not held by a single person within the club
- Provide rulings when necessary to members
- Team Selections - Agree entry of individuals/teams into Local, Area and National events
- Team clothing (including club and event embroidery)