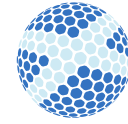


Scottish Golf

World Handicapping System Readiness Document

How to Prepare for WHS at Club level



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Foreword

The new World Handicap System (WHS) will come into operation on 2 November 2020 with all governing bodies of amateur golf in Scotland, England, Ireland and Wales making this transition.

As members of the Council of National Golf Unions (CONGU), Scottish Golf, England Golf, the Golfing Union of Ireland, the Irish Ladies Golfing Union and Wales Golf have been driving forces in planning for the new system in alliance with The R&A and USGA.

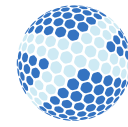
The current Golf Handicapping System maintained by CONGU will be replaced by WHS which will unify the six different structures currently in operation throughout the world of golf. With one single, global system in place for the first time, golfers will be able to obtain and maintain a handicap index and use this on any course around the world. The aligning of all six handicapping authorities behind the WHS is a hugely significant step in the modernisation of golf across the globe.

WHS has been introduced under the auspices of the USGA and The R&A with 3 key principles:

Inclusive & Accessible – *The World Handicap System welcomes everyone to compete or play socially with anyone on a fair and equal basis, helping to make golf a more enjoyable game.*

Consistent & Portable – *The World Handicap System provides a consistent method of measuring skill- level and produces handicaps that are portable from course to course, country to country.*

Modern & Adaptable – *The World Handicap System is modern, adaptable across golfing cultures and easy to use.*

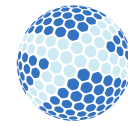


Scottish
Golf

WHS Readiness Document

Contents

Purpose.....	4
Method & Timeframe	4
Guidelines for Club	5
Affiliated Home Members/Affiliated Visitors Data.....	5
Scottish Golf CDH.....	6
WHS CDH Tab	6
Venue Tab.....	8
Courses	8
Profile (Club Details)	9
Annex A Add/Update Course(s) – Step by Step Guide.....	10
Annex B Add/Update Club Details – Step by Step Guide	12



Scottish
Golf

WHS Readiness Document

Purpose

This document outlines the process for all affiliated Scottish Golf clubs to make the transition to the new World Handicap System including the required club and member data that clubs must collect to complete handicap computations on WHS and the process in which to collect, validate and return to Scottish Golf.

Method & Timeframe

The transition of a player's handicap will employ existing WHS Initial Handicap Index calculations upon their most recent three years of scores, back to the start of 2017. Handicap Information will be transferred to the new system from the existing CDH system. This will happen in September 2020 and from this date both CONGU and WHS will be dual run until 2 November 2020.

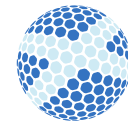
The new WHS will be average-based, using the best 8 of the last 20 scores in your record.

In order to complete the transition to WHS, for each available CONGU Gross Differential score a WHS Score Differential will be calculated according to the WHS Rules of Handicapping. If Slope information is not available for a specific score, then the average CONGU slope of 125 will be applied.

CONGU 9-hole scores have already been scaled up to 18-hole scores and will be treated as an 18-hole gross differential.

A score differential cannot be calculated from scores recorded as "No Return" or "Disqualified score not acceptable for handicapping".

All players with an existing CONGU Handicap will be awarded a WHS Handicap Index. Only scores from the previous 3 years will be input to the calculation as older scores will not reflect current playing ability.



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Golf

WHS Readiness Document

For players with at least 20 score differentials available, the resulting WHS Handicap Index is most likely to follow predicted outcomes, because their current CONGU Handicap will be closely aligned to the most recent scores.

For players with at least 3 score differentials available, but fewer than 20, the Handicap Committee should consider all evidence they have available on a player's current ability and modify the players transition Handicap Index if appropriate.

Guidelines for Club

Affiliated Home Members/Affiliated Visitors Data

It is essential with the transition to WHS that all clubs ensure that all members' handicap data on the CDH is correct and accurate. Therefore, by 1st September 2020 all Club Handicap Committees must complete two essential tasks:

1. Complete a full and robust data cleanse of their local handicap data.
2. Validate and upload all cleansed corresponding handicap data to the CDH.

All elements that must be included in the cleansing process are listed below:

- Removing non-playing members, non-members and duplicate records.
- Resolving 'Pending' status players.
- Arranging, with support from Scottish Golf, for the removal of player data that is present on the CDH in error, but cannot be cleared through local handicap system changes.
- Ensuring all playing members have an active CDH number and no more than one CDH number each.
- The 2019 Annual Handicap Review, Year End process and any planned Continuous Handicap Reviews should be completed as usual, to ensure member handicaps are reflective of the player's ability.

Scottish Golf recommends the above process is followed as a method to update the CDH record when cleansing a club's ISV, it is then the golf club's responsibility to ensure that all data is validated for accuracy before importing to the CDH, this is crucial task to the successful implementation of the WHS and should be treated with the upmost priority. Please note any supplementary scores

WHS Readiness Document

uploaded to the CDH without the correct handicap data required to calculate a players World Handicap Index will not be included.

Scottish Golf CDH

All clubs should now have set up direct access the Scottish Golf CDH so you can access full CDH records for your club and you can use this to make sure they align with what is on your club system.

Clubs Using VMS – please access the system as normal.

Clubs NOT Using VMS

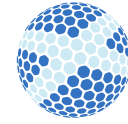
1. Go to <https://scottishgolf.org/login/> and click on the club CDH login.
2. Input your club's seven digit CDH ID.
3. If your Club CDH number has not been registered a temporary password will be sent to the email address that is linked to the club CDH (if you have forgotten this email please contact cdh@scottishgolf.org).
4. If your Club CDH number has been registered enter your password.
5. When you enter the login details for the first time on a device, you will receive a verification email to authorise your entry to the system.
6. To access your club system, click the banner.



A video showing how to access your club system can be found [here](#).

WHS CDH Tab

Once in you will see the tab "WHS CDH", this is the new CDH and can be used in addition to the website lookup that clubs had previously registered for. When you click on this you will see four



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WHS Readiness Document

options on the left-hand side:

1. Players You will be able to see all players listed within the CDH at your club.

You will see tabs at the top, these allow you to break down this list by the different categories. You can also filter by first name or second name and exclude male or female by removing the tick box.

A video showing how your club players can be found [here](#).

Clubs will also see a tab on the right saying, “show duplicates”. In the show duplicates section this will show golf clubs all their players with potentially more than one CDH number. You will see an action column on this page, it will let you archive any CDH number that is not in use. It will not let you archive a CDH number which is active so if you have a golfer with more than one active handicap you will need to investigate which CDH ID is correct and contact cdh@scottishgolf.org to have this ID archived.

A video showing how to cleanse your duplicate records can be found [here](#).

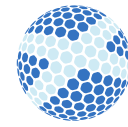
Note. Please remember a player can only have one active CDH ID and handicap, there have been examples of golf clubs issuing more than one CDH ID and handicap to golfers because they may be in different leagues/societies within the club. This is not allowed and could lead to manipulation of the system. If your ISV offers winter handicaps this can be done as it uses the same CDH ID.

If you click on a player it will bring up their playing record and you will also see that you can update your players’ details (email, DOB etc). This information is necessary for the new WHS and will not be viewable or editable by another club.

2. Club You can carry out a CDH search by golf club and then search players within clubs to access their handicap record.

3. Lookup Player lookup by Surname, First Name or CDH ID.

A video on how to use the CDH look up can be found [here](#).



Scottish
Golf

WHS Readiness Document

4. Conflicts This shows you any player that is in conflicted/pending status, this happens when another club is trying to claim a player who is listed on the CDH as a home player of your golf club. A player can only have one home club so you will need to investigate whether any players listed in this tab are moving clubs or whether it has been an error on the pending clubs behalf. You can then accept or decline the move accordingly.

A video on how to clear your conflicts can be found [here](#).

Note. Please also remember to update your club software after accepting a move. If the player's details have not been changed accordingly then the player will fall back into pending status. If you have declined a move, then the pending club needs to also amend their club software to match the CDH home status.

Venue Tab

Courses

As part of the CONGU directive, clubs should also ensure that all Course and Tee information is correct, and that all hole yardages /Par and Stroke indexes are correct, as this information will be used by the new Handicap System.

This process will ensure that every club's course data is validated by themselves. Therefore, the onus is on each individual club to ensure their course data is accurate before upload to the CDH.

Clubs will need to set up their Course Details into the system for all the sets of tees that they wish to use for WHS. In addition to all 18-hole courses, clubs will need to add courses for the front nine and back nine for each set of tees. As part of WHS each rated course has automatically been given a 9-hole rating for both the front nine and back nine.

For example, if you have White, Yellow and Red tees you will need to set up the following courses:

White 18 hole

Yellow 18 Hole

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Red 18 Hole

White Front 9

White Back 9

Yellow Front 9

Yellow Back 9

Red Front 9

Red Back 9

Annex A – Step-by-Step Guide to Add Course

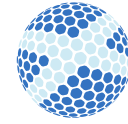
Profile (Club Details)

As part of the new system, Clubs must also ensure that all Venue details are correct and kept up to date. This will ensure that Scottish Golf can contact the golf club with any information necessary for WHS.

Annex B – Step-by-Step Guide to Update Profile

If you have any enquires or questions on this document, please contact:

handicapping@scottishgolf.org or cdh@scottishgolf.org



WHS Readiness Document

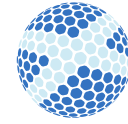
Annex A

Add/Update Course(s) – Step by Step Guide

A video on how to set up your course cards can be found [here](#).

1. Click **Add New** to add a new course,
or
 2. In the table click on a course name to update a course.
- **Course Profile (a separate record must be completed for each set of tees and gender)**
 1. **Name of Course** – course name (if no course name use club name).
 2. **Slope Rating/Course Rating** – for **Scottish Golf Use Only**.
 3. **Course Colour** – colour of the set of tees (select from drop down list).
 4. **Tee Type** - select from Male, Female or Junior.
 5. **Score Card Order** – order of tees on scorecard e.g. white(1)/yellow(2)/red(3). **(optional)**
 6. **Length Units** – leave as Yards.
 7. **Number of Holes** – select number from dropdown.
 8. **Facility** – Golf Venue - Usually Golf 1st Tee but if more than 1 course then the Facility is the Course the Course Card applies to. **(optional)**
 9. **Merchant ID** – this is the Stripe Merchant ID for taking payment, only for clubs who have set up this facility. **(optional)**
 10. **Images Uploaded** – this will update when any images have been uploaded.
 11. **Show on Website** – a choice of whether the scorecard will be visible on the website - yes or no. **(optional)**
 12. **Verified & CDH Measured Course** – for Scottish Golf Use Only.
 - **Course GPS Information**

Latitude/Longitude – Typically you would get this from Google Maps or if you have a GPS device, you can get the coordinates when you are on site. This is useful information to have on a website so members / public can easily navigate to the Golf Course. This is also necessary information for uploading scores to the WHS platform.
 - **Course Information & Course Record – Optional**



Scottish
Golf

WHS Readiness Document

- **Course Layout**

1. **Length/Par/SI** for each hole for the set of tees to be entered.
2. **PoP (Pace of Play) – Optional.**
3. **Name – Optional.**
4. **DH – for Scottish Golf Use Only.**
5. **Std Scratch** – only complete for gents set of tees otherwise leave 0.
6. **Ladies Scratch** – only complete for ladies set of tees otherwise leave 0.

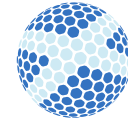
- **Course Hole Images & Upload Course Images (optional)**

Images uploaded here can be used on data feeds for Websites and online applications. Click Browse... button to upload the image file.

- Position 1 = Website tournament image. (1050px x 300px - or 7:2 aspect ratio)
- Position 10 = App tournament page image. (420px x 210px or 2:1 aspect ratio)



Click the icon  to save your changes



WHS Readiness Document

Annex B

Add/Update Club Details – Step by Step Guide

A video on how you can set up your Venue profile details can be found [here](#).

- Click **Venue**.
- Click **Profile**.

Select Module

- **Business Name & Address** – complete details for the fields listed below:
 - a. Name – this is your Club Name.
 - b. Address 1 / Address 2.
 - c. Town.
 - d. County – leave blank just now.
 - e. Post Code.
 - f. Telephone.
 - g. Mobile.
 - h. E-mail.
- **Postal Address** – same as Business Address click **Copy Business Address** to fill in fields (if different enter other address).
- **Venue GPS Information** – enter Latitude and Longitude for Clubhouse (if no clubhouse leave blank).



Click the icon  to save your changes