

TALLWOOD WOMEN'S CLUB
HANDICAP COMMITTEE JOB DESCRIPTION
(Last updated on 05/24/2018)

Goal: To ensure the integrity of the TWC members' handicaps.

The TWC Handicap Committee is expected to perform the following tasks:

- The Chairperson forms a committee adding two or three assistants who will assist in completing all the necessary duties. The committee is comprised of fellow golfers (members) of the club. For more information as to what the committee can or cannot do refer to the USGA document at hdcquestions@usga.org or www.usga.org. Together, ensure that the handicaps are correct for all members of the Tallwood Women's Club.
- Coordinate with the Pro Shop to submit necessary handicap records to the GHIN system and post updated handicaps on bulletin board.
- Ensure TWC scorecards are accurately completed, added and posted into the GHIN system.

Review all scorecards for USGA requirements:

Full names of players (last name and first name initial can be accepted by this club)

Cards are dated and signed by scorer and attester.

Cards that do not comply will result in playing group disqualification from that day's tournament.

- Ensure that all players posted their scores within a week of the play day.

Review all the scorecards from both 9 and 18 hole players for each week played.

Verify that each player submits a card if they played that day.

Poor play does not qualify for withdrawing.

Check additions and adjustments.

Verify that adjusted score was correctly entered into the GHIN system.

Bring discrepancies to the attention of the player.

Request assistance, if needed, from the Pro Shop to correct the score in the GHIN system.

GHIN:

CSGA (the CT State Golf Association) bills us for every member who keeps a handicap as a Tallwood Women's Club member. If a golfer has both a 9-hole and an 18-hole handicap, the club is billed for two GHINs.

The Handicap Chair must make sure that the GHIN lists are correct for midnight, May 31 of each year. CSGA will not refund any fees for obsolete or incorrect names.