

# Handicap Chair Responsibilities

The responsibilities of the Handicap Chairman are as follows:

- Ensure the current active/inactive status of the membership is accurate and update as necessary
- Add new club members and acquire GHIN numbers
- Send welcome letter via email to all new and transfer members
- Monitor scorecards for new members without handicaps to verify they have three 18-hole rounds (or the equivalent using combined 9-hole rounds) from any course with a USGA Course and Slope rating, to become eligible for weekly competition. Convey that information to the club captain and member
- Assist all club members in posting local and away scores
- Run a weekly Scores Posted Report from the USGA Admin Portal website (<https://ghp.ghin.com>) to verify scores have been posted
- Correct and monitor scores throughout the year including usage of Maximum Score per Hole
- Contact golfers whose scores have not been posted
- Check the Whoops Sheet on the clipboard by the binders each week and make the corrections noted
- Verify tournament scores are posted correctly
- Verify participants of Club Championship have 7 Maplewood rounds from last year's Club Championship to current year's deadline
- Run the USGA's Most Improved report (start date of 4/1 of current year through 10/31) for the Most Improved Golfer of the Year. Give that information to the Captain/Tournament Director along with background of the winner and what her index was at beginning and end of season. Present at the Holiday Awards Luncheon. Winner must have an established handicap for at least one year and 10 Maplewood rounds. Use raw (unreduced) USGA handicap index data for calculating the Most Improved golfer.
- Provide required information to Washington Golf at the beginning of the year (Handicap Chair information, Tournament schedule, By-Laws)