



MATCH AND HANDICAP COMMITTEE

(reviewed January 2012)

The Match and Handicap Committee

Shall have complete control of competitions organised by the Club:-

- ✎ Be responsible for ensuring that the official Rules of Golf are adhered to.
- ✎ Prepare, and post on the Club notice boards, details of Club Competitions together with conditions which should include any other matters such as method of entry, eligibility, number of rounds to be played, settling of ties etc, which are not appropriate to deal with in the Rules of Golf.
- ✎ Monitor the progress of knock-out competitions, remind or disqualify members who have not played by the due date.
- ✎ Review at regular intervals all local rules, yardage on the course and the stroke indices, fixture lists, score card, starting time arrangements and any other regulations governing playing conditions on the course, and to make recommendations to the Board regarding changes.
- ✎ Organise duties at major Club and open meetings such as starting, recording and course control. Organise Committee members to oversee individual Competitions.
- ✎ Liaise with Green Chairman for arrangements required for the upkeep of the course for competitions and in the operation of local/winter rules as climatic conditions entail. This to include decisions regarding the “Qualifying Competition” status of any competition eg played off mats etc.
- ✎ Make decisions regarding competition awards and prizes. Committee to settle disputes in both rules and handicapping regulations and administer the rules of competitions.
- ✎ Set entry fees and maintain a summary of accounts for each competition.
- ✎ Hold regular meetings to discuss all matters pertaining to Match and Handicap matters. Produce and publish minutes of these meetings and communicate relevant decisions to interested parties.
- ✎ Report to the Board on matters relating to all Club competitions.
- ✎ Prepare for the Board an annual diary of all Club Competitions and necessary procedures for organising competitions. Prepare the input for the club Handbook.
- ✎ Maintain a list of Competition winners.
- ✎ Organise the purchase of Club Trophies and Awards and keep a register of all Club Trophy holders. Organise the updating of the Honours Board in the clubhouse.
- ✎ Liaise with the Social Secretary and Club Captain over the presentation of Club Trophies and Awards.

☞ **The Handicap Secretary**

☞ The Handicap Secretary shall:-

- ☞ Manage and maintain all aspects of Club members' handicaps through the use of a computer software programme utilising the requirements of the CONGU Unified Handicapping system, including year-end procedures.
- ☞ Ensure all handicapping data is submitted to the CDH and that all members are allocated a CDH number. Where a member is a member of more than one club ensure that only one CDH number is allocated.
- ☞ Take receipt of and validate competition scorecards. Record competition results and report any adjustments to members' handicaps. Publish the results of these competitions as soon as possible, including the CDH.
- ☞ Monitor members' performance in accordance with the provisions of the Unified Handicapping system requirements. Keep and maintain results, which are aggregated elsewhere, but form an amalgamation of competition results recorded in club database software.
- ☞ Produce and display an updated master list of members' handicaps at regular intervals.
- ☞ Produce handicap certificates requested by members including notification of their CDH number.
- ☞ Provide initial handicaps to new members in accordance with the laid-down procedures.
- ☞ Be responsible for the integrity of the club database records kept within the computer software by ensuring regular backups of the system are taken and kept securely off site.

Based on documentation from England Golf and CONGU and researched by Ian Watkins, Gloucestershire Golf Union, and James Crampton, England Golf

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