

Sample Letter – Policies and Procedures for a Club

The following is a template for use by clubs wishing to outline its policies and procedures set forth by the Handicap Committee. It should be referenced in the club's bylaws, provided to new members or available to the membership through designated channels.

[Written on Club Stationery]

Handicapping Policies and Procedures of the *[insert name of golf club]*

The Handicap Committee of the golf club is responsible for ensuring compliance with the obligations under the World Handicap System™ in accordance with the *Rules of Handicapping* and the USGA. As a Committee, we will verify that acceptable scores are posted for handicap purposes and made available for peer review. The Handicap Committee will conduct a club-wide handicap review at least once every 365 days. We will also run individual handicap reviews upon request by a member or another player involved in peer review. In addition, we will perform random score audits and review member scoring records on a monthly basis.

In addition, the Handicap Committee provides guidance to club officials and other club Committees to ensure players consistently have the ability to use their Handicap Index® to compete, or play a casual round, with anyone else on a fair and equitable basis. Key Committees include the *[Golf Course or Green Committee*]* and the Competition Committee.

[Green Committee may not apply to all clubs.]*

The Handicap Committee consults with the Competition Committee to establish the Terms of the competition for all applicable events at the club. The Handicap Committee cooperates with the golf course superintendent *[or Green Committee]* in maintaining both length and normal playing difficulty of the course at a constant and fair level.

The Handicap Committee members are *[List names of the Handicap Committee]*.

The Handicap Committee has set forth the following policies and procedures for all members wishing to establish and maintain a Handicap Index with our club.

- Maintain an active membership on the handicap roster of the club.
- Post all acceptable scores on the same day the round is played.
- Where applicable, apply adjustments to scores for handicap purposes, including net double bogey and most likely score.
- Try to make the best score at every hole in every round, regardless of where the round is played.

What is an acceptable score?

- Scores from the minimum number of holes played, i.e., 9 holes that correspond to a 9-hole Course Rating™ and Slope Rating®.

- Scores made in match play, stroke play and team competitions.
- Scores made under Rule 3.2 when a hole is not played.
- Scores made under Rule 3.3 when a player does not hole out.
- Scores made if a player is disqualified from a competition but has an acceptable score.
- Scores made when played by the Rules of Golf.
- Scores made when played on a course during its active season.
- Scores made in the company of at least one other person, who can also act as a marker.

All acceptable scores are to be posted on the same day of play using one of the following methods: *[The following statements are examples you might consider at your club's discretion.]*

- Score posting kiosk in the clubhouse
- Mobile app
- Club website
- AGA website
- Returned to the golf shop/Handicap Committee for posting
- By the Competition Committee
- *[List other methods your club and/or AGA provides]*

Disciplinary actions for failure to post or player manipulating their Handicap Index: *[The following statements are examples you might consider at your club's discretion.]*

1. First failure to post or potential manipulation of your score will result in a written warning.
2. Second failure will result in the appropriate penalty score issued for score(s) not posted.
3. After your third failure to post your score or continued manipulation of your scoring record, further disciplinary action will be taken as the Handicap Committee deems appropriate. Examples include ineligibility to compete in certain club events and a Handicap Index adjustment.

A player must earn a Handicap Index. No player has an inherent right to a Handicap Index without demonstrating their playing ability to our golf club's Handicap Committee. The Handicap Committee has the authority and obligation to adjust a Handicap Index if it feels necessary to do so.

Please direct any questions or concerns to *[Chair Name]*, handicap chair at *[contact information such as email address and phone number]*.