

8-2. Duties and Responsibilities

The **Handicap Committee** within the **golf club** is responsible for all aspects of the **USGA Handicap System**, including the computation of each member's **Handicap Index**. The **Handicap Committee** must verify that all acceptable scores are reported for handicap purposes, and that recorded scores are available for **peer review**. In addition, the **Handicap Committee** has the authority to make the determination if course conditions are so poor that score posting should be suspended. If score posting is suspended for an extended period, the **golf club** must obtain approval from its **Authorized Golf Association**.

■ a. Notice to Members

It is advisable to send a notice to members before the season starts in order to outline the **USGA Handicap System**, to stress the importance of reporting all acceptable scores and to report the **Handicap Committee's** policies. The members may be advised of such matters as the following:

- (i) How and where scores are returned;
- (ii) If handicap cards or labels are issued; (See Section 6-4);
- (iii) How each **Handicap Index** is verified at each revision;
- (iv) The National Revision Schedule or, for an international club, the handicap revision schedule as determined by the governing association;
- (v) The duration of any **inactive season** established by the **Authorized Golf Association** (See Section 6-2);
- (vi) How away scores are posted during any **inactive season**;
- (vii) **Handicap Index** adjustment responsibilities of the **Handicap Committee** (See Sections 8-4 and 10-3);
- (viii) Penalties for players failing to return scores (See Section 8-4b);
- (ix) Which rounds will be designated as **tournament scores**. (See Sections 8-2 and 10-3.)

■ b. Display each USGA Course Rating and Slope Rating of the Club

The **USGA Course Rating** and **Slope Rating** from each set of tee markers should be printed on the club scorecard and posted in a prominent place at the club, preferably by means of a poster certified by the **Authorized Golf Association**. The Ratings should also be easily retrievable on the screen of any computer used for score posting.

■ c. Displaying USGA Course Rating and Slope Rating of Area Courses

A list of each **USGA Course Rating** and **Slope Rating** of area courses should be provided by the **Authorized Golf Association** and posted at the place where scores are returned. If a computer is used for score posting, the list should be made easily available for viewing on the screen.

■ d. Posting Course Handicap Tables

The **Course Handicap Table** from each set of tee markers, as issued to a **golf club** by the **Authorized Golf Association**, must be posted in a prominent place at the club, on or near the first tee of every course at the club, and in any other place considered beneficial for assisting with the process of converting a **Handicap Index** to a **Course Handicap**. The **Handicap Committee** is responsible for obtaining these tables from the issuing **Authorized Golf Association** and assuring their display. Each table should show the tee's **Slope Rating** and **USGA Course Rating**, as well as the corresponding **Course Handicap** for a player's **Handicap Index**. **Course Handicap Tables** may be obtained from the **Authorized Golf Association** that issued each Rating.

■ e. Utilization of the Current USGA Course Rating and Slope Rating

A club must accept and use the **USGA Course Rating** and **Slope Rating** that has been issued by an **Authorized Golf Association**. If a club disagrees with its Ratings, it may request the **Authorized Golf Association** to review the Ratings.

A separate **USGA Course Rating** and **Slope Rating** must be made from each set of tee markers as practicable for each gender.

■ f. Examining Results of Competitions

The **Handicap Committee** should examine results of competitions. If **net scores** of any players appear exceptional, the **Handicap Committee** should take appropriate action under procedures in Sections 8-4 and 10-3. (See Appendix E.) The **golf club** or **Handicap Committee** should forward exceptional **tournament score(s)** of guests to the guest's **golf club** or **golf association**.

■ g. Maintaining Players' Records

The **Handicap Committee** is responsible for maintaining players' records, including prominently displaying a **Handicap Index** list. Current **scoring records** of all players in the club from the most recent revision must be available to all members and others as noted in the definition of **peer review**. It is preferable for only one Committee member to be responsible for players' records and keeping the **Handicap Index** of each member up-to-date.

If mathematical computations are made by a computer or computation service, the **Handicap Committee** still has the responsibility of reviewing the data entered into and received from the computer or computation service and applying all other procedures of the **USGA Handicap System**.

■ h. New-Member Records

The **Handicap Committee** has the responsibility for obtaining the **scoring record** (including **USGA Course Rating** and **Slope Rating** accompanying each score) of a new member. The **Handicap Committee** may seek the **scoring record** through the player's previous **golf club**, **Authorized Golf Association**, or computation service, or by communicating directly with the player. If a record is unavailable, the new member must post five scores and have a handicap revision take place or have the **Handicap Committee** issue a modified **Handicap Index** in the interim period if at least five scores exist in the **scoring record**. (See Section 6-6 and Decision 6-1/1.)

■ i. Resigned Member Records

The **scoring record** of a member who resigns should be preserved by the former **golf club** or **Authorized Golf Association** for at least one year in the event a new **golf club** may need it.

The **Handicap Index** of a resigned member remains valid only until the next revision date at the **golf club** that issued the **Handicap Index**. When the player joins a new **golf club**, See Section 6-7.

■ j. Corrections in Records and Calculations

The **Handicap Committee** must review the accuracy of **scoring records** and information entered by any computation service. If errors exist, the Committee must investigate and inform the **Authorized Golf Association** or computation service, which must correct the **scoring record** as soon as practical and no later than the next revision date. The **Handicap Committee** must issue a corrected **Handicap Index** as soon as possible after a scoring error is recognized. A **golf club** may wish to consult with the **Authorized Golf Association** or computation service for assistance. All reports must be amended to reflect the corrected information. (See Decision 5-2a/2.)

■ k. Club Handicap Cards

The **Handicap Committee** may issue each player a handicap card or label displaying the **Handicap Index**. (See Section 6-4.)

■ l. Cooperation With Other Committees

The **Handicap Committee** may check periodically and consult with other club Committees, including, but not limited to:

- The allocation of **handicap-stroke holes** on the course according to USGA guidelines (See Section 17);
- The determination of course set up and **par** (See Section 15 and 16);
- The determination if course conditions are so poor, that score posting should be suspended; (See Section 7);
- Work with the Tournament Committee/Committee in charge of the competition to determine whether scores will be defined as **tournament scores** (See Section 2, Section 8-2, Section 10, and Decisions 10-3/1 through 10-3/6);
- The maintenance of playing difficulty of the course (See Section 15);
- Invocation of any Local Rule on **preferred lies** (See Section 7-1).

In working with other Committees, the **Handicap Committee** has the responsibility to provide handicap information in a timely manner.

■ m. Requirements For Compliance

To determine if a **golf club** is complying with the **USGA Handicap System**, use the following checklist (see checklist):

CLUB COMPLIANCE CHECKLIST

DOESTHEGOLF CLUB		YES	NO
1	• Meet the USGA definition of a <i>golf club</i> ?		
2	• Have a <i>Handicap Committee</i> composed mostly of members and chaired by a member? (Section 8-1)		
3	• Make it possible for a player to record the correct <i>USGA Course Rating</i> and <i>Slope Rating</i> with each posted score from every set of tees? (Sections 5-2, 8-2b, and 8-4c)		
4	• Require the posting of all acceptable scores? (Section 5-1)		
5	• Require use of USGA procedures to <i>adjust hole scores</i> before posting? (Section 4)		
6	• Require that nine-hole scores be posted? (Section 5-2c and 5-2d)		
7	• Insist that the Rules of Golf be followed? (Section 5-1a)		
8	• Follow the National Revision Schedule and posting season of the <i>Authorized Golf Association</i> having jurisdiction in the region? (Section 8-3a and 8-3b)		
9	• Have a representative from the golf club complete an annual club compliance and education assessment?		
10	• Perform computations and adjustments in accordance with the USGA Handicap Formula? (Sections 8-4 and 10)		
11	• Make current <i>scoring records</i> and a <i>Handicap Index</i> listing of all members readily available for inspection by others? (Section 6-3)		
12	• Reduce or increase a <i>Handicap Index</i> of any player whose <i>Handicap Index</i> does not reflect the player's potential ability? (Section 8-4c)		
13	• Notify an <i>Authorized Golf Association</i> when permanent changes have been made to the golf course so that the association can issue a new <i>USGA Course Rating</i> and <i>Slope Rating</i> ? (Section 14-5b)		
14	• Include the letter "L" after <i>local handicaps</i> , which exceed the USGA maximum limits of 36.4 for men and 40.4 for women? (Section 3-4)		
15	• Utilize the current <i>USGA Course Rating</i> and <i>Slope Rating</i> issued by an <i>Authorized Golf Association</i> ? (Section 14)		
16	• Have a representative from all new golf clubs participate in a USGA Handicap System Seminar (whether conducted by the USGA or an <i>Authorized Golf Association</i>) including passing a test exhibiting knowledge about the System?		
17	• Have a signed authorization agreement in place with a local <i>Authorized Golf Association</i> or the USGA prior to issuing a <i>Handicap</i>		

Note: If the answer to all questions is "yes," the *golf club* is following the *USGA Handicap System* and may issue a *Handicap Index*.

If any answers are "no," the *Authorized Golf Association* or the USGA should be contacted to determine necessary action to achieve compliance.

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