

## **West Seattle Women's Golf Club Handicap Chair Duties**

### **Background:**

- 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.

### **Duties of the Handicap Chair:**

- Select members for and chair the club's Handicap Committee.
- Attend handicap seminars as required by WaGolf, in association with USGA
- Maintain list of current member handicaps
- Add/delete members in the online GHIN system
- Provide new members with handicap information
- Prepare an annual document to inform members regarding World Handicap System and requirements.
- Generate the club Handicap Report weekly
- Post members' Handicap Index Report in the clubhouse weekly
- Provide handicap reports to other committee chairs as needed
- Correct member posting errors in the GHIN system
- Complete periodic audits of member postings to ensure accuracy
- Coordinate with WaGolf to address handicap-related issues as they arise
- Provide the club Captain with the computation for the annual Most Improved Player award