



WGA
Roles, Responsibilities
and Procedures

HANDICAP COMMITTEE

Procedure 01

| Revision | Description of Revision | Prepared By Whom | Checked | Approved |
|----------|---|------------------|-----------|----------------------|
| 0 | 1 st Draft | M. Huller | R. Kasian | |
| 1 | Changes made in wording and clarification of roles and penalty schedule | R. Kasian | M. Huller | 2024 Executive Board |

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1. OVERVIEW

All authorized clubs are required to establish a Handicap Committee. It is recommended the Handicap Committee be comprised of at least three members with an odd number of members to aid when voting occurs.

The WGA Handicap Committee is expected to:

1. Know the Rules of Handicapping.
2. Educate and communicate the Rules of Handicapping to members.
3. Facilitate the timely submission of scores.
4. Apply applicable penalty scores and adjust the Handicap Index of any member whose Handicap Index does not reflect their demonstrated ability.
5. Perform handicap reviews as needed.

The WGA Handicap Committee shall concentrate its education efforts on the key features of the Rules of Handicapping that are most relevant to players, so that they understand:

1. Which scores are acceptable?
2. The timeframe for submitting scores for handicap purposes.
3. How to calculate a maximum hole score for handicap purposes.
4. The concept of handicap allowances for different formats of play.
5. The Handicap Committee's ability to post penalty scores.
6. The process of a handicap review.
7. The consequences of a player not adhering to their responsibilities.

Information may be provided via the Golf Club's website, newsletters or policies and procedures document. The Handicap Committee might also consider holding a member's information meeting and/or golf clinics, as part of the overall communication and awareness process.

2. PURPOSE

The purpose for this written procedure is as follows.

1. Provide written documentation for Record, Consistency, Transparency, and Continuous Improvements.
2. Define who is accountable and who has input.
3. Assist others when stepping into a new role.

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3. PROCEDURE WRITTEN OUTLINE

I. INTRODUCTION – FREQUENTLY ASKED QUESTIONS

II. WHY WE MUST HAVE A HANDICAP COMMITTEE

1. It is a requirement for all authorized clubs to establish a Handicap committee comprised of a mixed number of members. Referencing the USGA Handicap Committee Responsibilities: <https://www.usga.org/content/usga/home-page/handicapping/world-handicap-system/topics/handicap-committee-responsibilities.html>
2. Prize money adds up at the end of the year. Wouldn't you want to be assured that someone is monitoring the fairness of the game?

III. WHO ARE MEMBERS OF THE CHWGA HANDICAP COMMITTEE

1. Active Vice president is the Handicap Chairperson, accountable for monitoring score postings for rounds completed at Columbia Hills Golf Club.
2. Active Team Captain or a delegate, accountable for monitoring score postings for all competitive team play events.
3. Active CWGA rep or a delegate third person, who is a WGA member, accountable for monitoring score posting for all competitive tournaments at all CWGA events.

IV. WHAT IS THE BIG DEAL ABOUT POSTING EVERY SCORE ON TIME (NO LATER THAN 11:59 PM DAY OF PLAY)

1. Calculations for an individual's handicap index are updated each day by the GHIN system.
2. Most sports have a referee, score keeper and or statistician. Golf does not. It is a game of integrity and honor. Posting one's scores is crucial to maintaining the honesty of the game.
3. Non-posted scores make for an inaccurate calculation. For example, one's bowling average is based on every ball thrown. Every ball thrown is counted. One cannot have a do over or not record a game played because one did not like one's performance.
4. An accurate handicap allows everyone to play together with a close to equal opportunity to win.
5. A true and accurate handicap allows one to track your improvement over time.

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6. The Playing Conditions Calculation (PCC) is calculated behind the scenes each day to determine if the course played easier or harder based on expectations. If scores were significantly lower or higher than expected, a PCC adjustment is applied to the Score Differential calculation for all scores that day. This adjustment can range from -1 to +3. A negative adjustment means the course played easier than expected. A positive adjustment means the course played harder than expected. If scores are erroneously posted on the wrong day, the PCC will not be applied.

V. WHEN SHOULD I NOT POST A SCORE?

1. When playing a round all by yourself. There must be another player to witness your score.
2. Practice rounds – April 1st to Memorial Day, the 'WGA allows up to 4 practice rounds, and must be declared as such in the Pro Shop, before you golf your round. Our WGA set this rule due to the ladies' events that have prize distributions. Note: you may play a practice round by yourself which is not postable or go to the driving range.
3. Formats such as scramble, shambles, or alternate shots (rounds where you are not playing your own ball).

VI. WHO MONITORS POSTED SCORES AND WHAT THE CONSEQUENCES FOR UNPOSTED SCORES.

1. The Handicap Committee has the authority to adjust upward or downward based on a review of the handicap index for all members.
2. The WGA handicap committee will monitor the Columbia hills tee sheet report provided by our Pro Shop against posted scores on a weekly basis.
3. Upon identification of unposted scores, and/or reports from other Handicap Committee members, the Handicap Chair (Executive Board Vice President) will reach out to those individuals and remind them to post a missed score within 24 hours of notification.
4. Handicap Consequences for failing to post a timely score (by 11:59pm that day).
 - a. 1st offense – player will be issued a reminder to post.
 - b. 2nd offense – player will be issued a formal Failure to Post Warning.
 - c. 3rd offense – penalty score will be assigned based on the infraction. The lowest or highest score in the last 19 scores will be used.
 - d. Subsequent Offenses – will result in a penalty score assigned and the potential for player to lose eligibility to participate in CHWGA tournament

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play. This includes, but is not limited to, Tuesday league play, LEGS, Club Championship, 2-person best ball and Team play.

VII. DISPUTES

1. Any dispute regarding failure to post shall be directed to the Handicap Chair.
2. Per the USGA Rules of Handicapping, there is a formal process for making adjustments or withdrawal of a player's Handicap Index.
3. Prior to making an adjustment or withdrawal of a player's Handicap Index, the player must be given the opportunity to respond either in writing or in person to the Handicap Committee. The player should be provided with the information available as to why the Handicap Index is being adjusted or withdrawn as well as the duration.

4. ROLES AND RESPONSIBILITIES

A. WGA PRESIDENT

1. Provide support and consultation to the handicap committee as needed for repeat offenders.
2. Participate along with the Handicap Chair for any discussions with the ProShop associated with repeat offenders, including any decisions to remove eligibility to participate in tournaments/events.
3. Facilitate resolution of any disputes and/or appeals in relation to a handicap review or the application of the Rules of Handicapping in general.

B. HANDICAP CHAIR (ACTING WGA VICE PRESIDENT)

1. Acting WGA Vice President will oversee and be administrator of the handicap committee. To avoid multiple lines of communication, all communication and/or issues regarding handicaps and postings will be managed by the Handicap Chair (WGA).
2. Responsible for
 - a. Attending annual NOGA meeting for any updates to the Rules of Handicapping.
 - b. Distributing updated information to educate and communicate the Rules of Handicapping to the handicap committee and WGA members.
 - c. Distributing the ground rules/requirements for posting all scores from season start date to season end date in Ohio.
 - d. Obtaining the non-posting report from the CH Proshop.

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- e. Issuing email notifications to the persons on the non-posting list and documenting reason for not posting.
- f. Report and obtain consultation from WGA President for repeat offenders.
- g. Coordinate with ProShop for any adjustments that needed to be made for repeated non-posted scores.

C. TEAM CAPTAIN

- 1. Responsible for
 - a. Monitoring posting for all Formal TEAM golf tournaments.
 - b. Reporting to the Handicap Chair for actions required.

D. DELGATED WGA MEMBER AS A THIRD PERSON

- 1. Responsible for
 - a. Monitoring posting for all Formal CWGA golf tournaments.
 - b. Reporting to the Handicap Chair for actions required.