

SWGA Handicap Director Responsibilities

Throughout the Year:

- Serve as point of contact for handicap information and questions.
- Attend all Board Meetings and review meeting minutes for accuracy.
- Gain a thorough understanding of the SWGA “Constitution” and “Standing Rules”. Pay attention to Article II, Section 5 (Duties of Handicap Director) and Article VI (Handicaps) of the Constitution.
- Serve as a member of the Handicap Committee. The Handicap Committee handles disputes, rule questions, etc. Also, the committee may be called on to clarify USGA rules and/or SWGA rules. These situations may be candidates for the SWGA web site, in “Lessons Learned”.
- Change/delete incorrect scores per players request via email.
- Monitor score posting:
 - Verify up-to-date posting of scores to GHIN. Notify individual players to post scores if there is a trend of not posting. Verify that ESC (Equitable Stroke Control) is applied correctly.
 - Note unusually high or low scores as it trends.
 - Discuss with the board as trend appears for possible corrections/adjustments.
 - Take the appropriate action as voted upon by the board.

Before Tournament and League Play Begins:

- **BEFORE February 10**, inactivate all members in GHINClub.net. This must be done before the start of the year’s billing in mid-February.
- Attend **Registration and Informational Membership Meeting** and give overview of handicap process.
- REACTIVATE returning members as they have paid SCAGA Dues for the new season
 - SCAGA bills for ACTIVATED accounts on the 15th of each month
 - Treasurer will verify with Handicap Director on activated accounts
 - Verify home addresses & Email addresses and update GHIN as needed.
- ACTIVATE new members and record NEW GHIN numbers (<http://www.ghinclub.net>)
 - EMAIL new members their GHIN #'s
 - CC the SWGA President and Treasurer on activation emails to new members
 - Provide link to posting scores on GHIN (<http://swga.sandia.gov/GHIN.pdf>)

After Tournament and League Play Begins:

- With scores provided by Par 3 League Director, update Par3 Handicap Spreadsheet on GHIN schedule (1st/15th each month).

After Tournament and League Play Ends:

- Determine Most Improved Male & Female Golfer of the year for PAR 3 & R9H leagues
 - Generate R9H report from the GHIN software (SCAGA can assist)
 - - OR - - Use new spreadsheet generated in 2012 to calculate most improved for all R9H golfers, without regard to golf club (SWGA, Santa Ana, Prairie Dog, etc.).
 - PAR 3 spreadsheet keeps this information up-to-date throughout the season.
- Present Most Improved awards at **End-of-Year Membership Meeting/Banquet**.

Additional Information:

- The busiest time of the year is the month before the season starts.
- If a member wants an additional 9-hole or 18-hole handicap with SWGA, they have to pay SCAGA dues for each account