



# **GOLF CANADA HANDICAP COMMITTEE TOOLKIT**

Revised 2024

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## SECTION 1: INTRODUCTION & PURPOSE OF THIS TOOL KIT

*Handicap Committees* play an integral role in upholding the integrity of the *Rules of Handicapping* and the accuracy of golfers' *Handicap Indexes*. Recognizing the need to have additional direction & resources to support our member Golf Clubs, Golf Canada has created this tool kit to assist *Handicap Committees* across Canada.

The *Handicap Committee* Tool Kit is designed as a complement to the *Rules of Handicapping*, focusing on Rule 7 “Committee Actions”. This tool kit will help you answer the “why” and “how” for fulfilling your *Handicap Committee*'s responsibilities, through explanations, examples, and templates.

Golf Canada and your Provincial Golf Association thank you sincerely for your time and dedication serving with your *Handicap Committee*. Your role in upholding the integrity of the *World Handicap System* is immeasurable!

Please note that this document will be revised annually to reflect updates to the *Rules of Handicapping*, Golf Canada resources and Score Centre examples. Defined words are italicized and can be found in the definitions of the *Rules of Handicapping* or the *Rules of Golf*.

If you need further explanation, please feel free to contact your Provincial Golf Association.

## SECTION 2: HANDICAP COMMITTEE RESPONSIBILITIES

The *Handicap Committee* is responsible for managing the *Handicap Indexes* of all *Members* of the Club, with respect to the actions cited in *Rules of Handicapping* Rule 7. Additionally, the *Handicap Committee* is responsible for administering the *Rules of Handicapping* for *Members*, assisting Committees and/or *Golf Club* staff in charge of competitions and, when needed, seeking additional guidance from your Provincial Golf Association or Golf Canada.

The *Handicap Committee* must be fair and consistent as you deal with *Members*. The *Handicap Index* provides an equitable playing field for *Members* to compete both competitively and recreationally, monitors *Member's* progress in the game and is portable locally and globally.

*Rules of Handicapping*, Appendix A outlines the responsibilities of each stakeholder. For your reference, key responsibilities of the *Handicap Committee* are listed below:

- Ensure the *Golf Club's* Handicap License Agreement is complete,
- Ensure that *Rules of Handicapping* certification is complete,
- Provide education on the *World Handicap System* and *Member* responsibilities within your *Golf Club*,
- Conduct *Handicap Reviews*,
- Establish procedures to follow when *Members* are not fulfilling their responsibilities.
- Determine hole *Stroke Index* allocations,

This Toolkit and the *Rules of Handicapping* Rule 7 provide guidance on “how to” fulfill these responsibilities. Handicap Committees are responsible for ensuring the accuracy of the *Handicap Indexes* issued to their *Members* and have the authority to:

- Determine the *Handicap Committee* composition,
- Promote, educate, and encourage the use of *Handicap Indexes* for all its *Members*,
- Conduct *Handicap Reviews*,
- Intervene when a *Member's Handicap Index* does not reflect their demonstrated ability,
- Suspend score posting when course conditions are so poor that they do not reflect the *Golf Club's Course Ratings*,
- Request the Provincial Golf Association to provide a temporary or permanent *Course Rating*,
- Provide advice to Committees in charge of competitions (see Appendix D) with respect to;
  - Terms of a Competition, (see *Official Rules of Golf*, Committee Procedure 5A),
  - *Handicap Allowances* to be used, (see *Rules of Handicapping*, Appendix C),
  - Determining draws (see Appendix D),
  - Course set-up to maintain *Course Ratings* (see *Rules of Handicapping*, Appendix G),
  - Examining the results of competitions and taking appropriate action, if needed.

## PROVINCIAL GOLF ASSOCIATION & GOLF CANADA RESPONSIBILITIES

Key responsibilities of the Provincial Golf Associations and Golf Canada are listed below:

- Provide Guidance on hole Stroke Index allocations (see *Rules of Handicapping*, Appendix E)
- Adjudicate the *Par* on each hole. (see *Rules of Handicapping*, Appendix F)
- Issue and periodically update or adjust *Course Ratings* (see *Rules of Handicapping*, Appendix G)
- Support your *Handicap Committee*
- Support the *Golf Club's* use of the Golf Canada Score Centre.

## SECTION 3: HANDICAP COMMITTEE

### Committee Composition

A *Handicap Committee* is ideally composed of three to five individuals who are knowledgeable, committed, respected individuals of the *Golf Club* and who represent the various constituencies within the *Golf Club*. This could include, but is not limited to, any of the following:

- Members representing various demographics of your club, including, gender, age, playing ability, new/returning member, league reps, etc. A member of the professional golf staff or the *Golf Club's* management
- A member of the *Golf Club's* course maintenance staff, for *Golf Course* setup changes and *Course Rating* requirements.

The *Handicap Committee* shall appoint a member of the *Handicap Committee* to be the chairperson. At least one of the members of the *Handicap Committee* (ideally the chairperson) must be a Handicap Certified Official, having successfully achieved Rules of Handicapping certification which can be completed online or in-person through the Provincial Golf Association Handicap Certification Seminar.

The free on-line certification can be accessed at [www.golfcanada.ca/handicapping](http://www.golfcanada.ca/handicapping)

### Member Handicap Education

Since it is the *Handicap Committee's* role to ensure compliance with the *Golf Club's* obligations and responsibilities under the *Rules of Handicapping*, there is an on-going need to educate the *Members* as to their responsibilities under the *World Handicap System*. It is recommended that, each golf season, the *Handicap Committee* either conducts an open meeting and/or uses the *Golf Club's* communication vehicles (newsletters, bulletin boards, etc.) to highlight and reinforce key handicap issues for all *Members*, including:

- the location of *Golf Club* computer(s) that have access to the Golf Canada Score Centre,
- the ability to access the Golf Canada Score Centre on smart phones and tablets by using the Golf Canada app, and the ability to use all these methods for *Peer Review*,
- the requirement to post every acceptable score to maintain a *Handicap Index*,
- encouraging score posting before midnight on the day of play,
- posting scores on a hole-by-hole basis to enable the automatic application of the *Net Double Bogey* maximum,
- using *Net Double Bogey* as the maximum hole score that may be posted,
- using *Net Par* for holes closed by the *Golf Club* during acceptable rounds,

- using *Most Likely Score* for holes started but not completed,
- the difference between *Handicap Index*, *Course Handicap* and *Playing Handicap*,
- how the *Playing Conditions Calculation*, *Low Handicap Index*, *Exceptional Score Reduction*, *Soft and Hard Caps* are used to determine *Handicap Indexes*, and
- that *Member's Handicap Indexes* are subject to ongoing *Peer Review* and periodic *Handicap Reviews*.

### **Handicap Committee Meetings**

It is recommended that the *Handicap Committee* meet formally a minimum of twice a year.

The first meeting should be held pre-season to:

- review any changes to the Rules of Handicapping,
- review any outstanding *Member* issues,
- review *Golf Course* design or maintenance changes that may require a Course Rating adjustment, and
- establish an education and communications strategy for the upcoming golf season.

The second meeting should be held late in the season or post-season to plan the annual *Handicap Review*.

Additional meetings may be required throughout the season to address any issues that may arise and to take the appropriate Handicap Committee actions, as necessary.

## SECTION 4: CONDUCTING A HANDICAP REVIEW

In accordance with the *Rules of Handicapping*, it is strongly recommended that your *Handicap Committee* conduct a *Handicap Review* annually. In addition, a *Handicap Review* may be conducted at the request of the player or another player at any time. You may also want to conduct a *Handicap Review* for participants in advance of significant *Golf Club* competitions.

### Why Conduct a Handicap Review?

A *Handicap Review* is carried out by your *Handicap Committee* to determine if the *Handicap Index* of the *Member* remains accurate and is based on a complete and accurate scoring record. In situations where a *Member's Handicap Index* appears to not accurately represent the *Member's* current demonstrated ability, the *Handicap Committee* may intervene to adjust a *Member's* behaviours and *Handicap Index*. For more information on how a *Handicap Committee* carries out interventions, please refer to Section 5.

### How to Conduct a Handicap Review

The Golf Canada Score Centre is the centralized system for *Handicap Index* calculations in Canada. It maintains players' scoring records and can provide reports to assist your *Handicap Committee* in collecting relevant information to conduct *Handicap Reviews*. The reports that are currently available from the Golf Canada Score Centre are described in detail in Appendix A.

This section will provide specific direction on how to conduct your *Handicap Review* and what information to consider. This has been outlined in the following three steps:

#### **STEP 1) Identify who should be reviewed.**

Most *Members* will not need an in-depth *Handicap Review*; however, there will be others who will require additional attention. To minimize your *Handicap Committee's* time commitment, you should identify those players most in need of a *Handicap Review*.

The "Handicap Review" tool is a separate tab on the Golf Canada Score Centre Admin, which provides a quick way to review a *Member's* posted scoring information and to look for evidence of unusual trends in *Members'* scores. It will assist you in identifying a short list of your *Members* for whom you will look more closely.

[Club Info](#)
[Member Roster](#)
[Contacts](#)
[Subgroups](#)
[Stats Dashboard](#)
[Handicap Review](#)
[Transaction Log](#)
[Reports](#)
[Add Member](#)
[Facility](#)

–

[Download Data](#)

| Name       | Card Id    | Primary | Posted Count | Edited Count | Deleted Count | ESR Count | HBH Count | Same Day Count | HBH Percentage | Same Day Percentage |
|------------|------------|---------|--------------|--------------|---------------|-----------|-----------|----------------|----------------|---------------------|
| ██████████ | ██████████ | ✓       | 20           | 1            | 1             | 0         | 17        | 20             | 85             | 100                 |
| ██████████ | ██████████ | ✓       | 0            | 0            | 0             | 0         | 0         | 0              | 0              | 0                   |
| ██████████ | ██████████ | ✓       | 3            | 0            | 0             | 1         | 0         | 3              | 0              | 100                 |
| ██████████ | ██████████ | ✓       | 34           | 0            | 0             | 0         | 34        | 26             | 100            | 76                  |
| ██████████ | ██████████ | ✓       | 36           | 1            | 0             | 0         | 0         | 28             | 0              | 78                  |
| ██████████ | ██████████ | ✓       | 16           | 0            | 0             | 0         | 16        | 2              | 100            | 13                  |
| ██████████ | ██████████ | ✓       | 8            | 0            | 0             | 0         | 8         | 5              | 100            | 63                  |
| ██████████ | ██████████ | ✓       | 68           | 0            | 0             | 0         | 35        | 65             | 51             | 96                  |
| ██████████ | ██████████ | ✓       | 0            | 0            | 0             | 0         | 0         | 0              | 0              | 0                   |
| ██████████ | ██████████ | ✓       | 45           | 0            | 0             | 19        | 45        | 41             | 100            | 91                  |

The tool summarizes key score posting information for your *Members* (within the defined time period) and includes

- Number of scores posted
- Number of edited scores
- Number of deleted scores
- Scores that have triggered an Exceptional Score Reduction (ESR)
- Number (and percentage) of scores posted Hole-by-Hole (HBH)
- Number (and percentage) of scores posted on the date the round was played

Please see Appendix A for a full description of the report, as well as an explanation of the information in each column.

A *Handicap Review* may also be conducted because of another *Member's* feedback or concern.

## **STEP 2) Review the Member's Scoring Record.**

The *Handicap Committee* will review these *Member* records and might also consider the items listed in *Rules of Handicapping* Appendix D.

Information the *Handicap Committee* may want to consider during a *Handicap Review* includes, but is not limited to:

- Is the scoring record complete?
  - o Have all acceptable scores been posted by the *Member*?
  - o Does the scoring record show those events the *Member* is known to have participated in, such as weekly league events, *Golf Club* competitions, Member-Guest events, regional/provincial/national events, etc?
  - o Does the scoring record show those scores when the *Member* is known to have played with a fellow *Member* (i.e. Peer Review)?
  - o Does the scoring record show those scores when the *Member* is known to have played during the winter in warmer climates?
- Are there an unusual number of edited or deleted scores?
- How did the *Member* perform in competitions or at other (away) courses?
- Are there any trends in *Handicap Index* history leading up to competition dates or registration deadlines?
- Did the *Member* have an illness or injury during the year?
  - o If the *Member's* current playing ability is being impacted, an adjustment to their *Handicap Index* might be required,
  - o If an injury/illness occurred in the past, it may have impacted the *Member's Low Handicap Index* which might require an adjustment to adjust the Low Index.
- Are scores being posted in a timely manner?
- Is the *Member* applying the *Rules of Handicapping* procedures, such as:

- o *Net Par*,
  - o *Net Double Bogey*, and
  - o *Most Likely Score*?
- Do the *Member's Score Differentials* vary significantly in different formats of play?
  - Did the *Member* have any of the WHS safeguards applied during the year, including:
    - o *Exceptional Score* reduction, or
    - o *Soft and Hard Caps*?

Score entry errors happen and will cause the WHS safeguards to be triggered. The most common examples of score posting errors include:

- Incorrect date
- Scores not being posted in chronological order
- 9-hole round posted as an 18-hole score (or vice versa)

Data alone may not provide clarity, so conversations with the *Member* being reviewed, other *Members*, and *Golf Club* staff may also be required. Often, the issue is a misunderstanding or lack of knowledge by the *Member*.

### **STEP 3) Determine if Handicap Committee Intervention is Required.**

If no adjustments or intervention is required, the *Handicap Review* for the *Member* is complete. If it is determined that the *Handicap Index* is not an accurate representation of the playing ability of the golfer, the *Handicap Index* should be adjusted.

When it is appropriate for your *Handicap Committee* to conduct an intervention, it may be necessary to inform the *Member* of the results of the *Handicap Review* and provide them the opportunity to respond to the situation.

In situations where information in the *Scoring Record* has been entered incorrectly (ex. incorrect score entered, wrong date of play, 9/18-hole score, etc.), this information can be edited by the *Handicap Committee* to reflect the actual information for the round played. It is also important to consider if the *Member's Low Handicap Index* was also affected and needs to be recalculated.

Section 5 outlines the processes for *Handicap Committee* interventions and Appendix B shows how to implement these interventions in the Golf Canada Score Centre.

## SECTION 5: HANDICAP INDEX INTERVENTIONS

Under the Rules of Handicapping, the *Handicap Committee* is required to administer the WHS and, when necessary, adjust *Members' Handicap Indexes*, add *Penalty Score(s)*, withdraw, and reinstate *Members' Handicap Indexes*. This section outlines different options available to the Handicap Committee to take. Please note that Appendix B specifically walks through how to make the changes within the Golf Canada Score Centre.

### Handicap Index Adjustment by Handicap Committee

As detailed in *Rules of Handicapping* Rule 7.1a, under certain circumstances, it will be necessary for the *Handicap Committee* to adjust the *Member's Handicap Index*. When considering adjusting a *Members Handicap Index*, *Handicap Committees* must look at the whole of the evidence (as outlined in Section 4 of this toolkit).

Once the *Handicap Committee* is certain that a *Member's Handicap Index* requires adjustment, there are four steps.

**1. Inform the Member;** Before an adjustment becomes effective the *Handicap Committee* must give the *Member* an opportunity to explain the circumstances surrounding the proposed adjustment, either in writing or by appearing before the *Handicap Committee*. Template letters are included in Appendix C for your convenience.

**2. Be Fair;** The adjusted *Handicap Index* needs to fairly represent the demonstrated ability of the *Member* and must be a minimum of +/- 1 stroke different from the current *Handicap Index*.

#### EXAMPLE 1) Member has experienced an injury

A *Member* has undergone shoulder surgery on July 5, 2022 and, while they have since returned to playing, are not playing to the ability that they were before the surgery. Consider the scoring record below:

| DATE       | TEES  | SCORE | CR   | SL  | DIFF |
|------------|-------|-------|------|-----|------|
| 10/12/2022 | GREEN | 107   | 71.0 | 120 | 33.9 |
| 10/10/2022 | GREEN | 104   | 71.0 | 120 | 31.1 |
| 10/3/2022  | GREEN | 106   | 71.0 | 120 | 33.0 |
| 10/2/2022  | GREEN | 102   | 71.0 | 120 | 29.2 |
| 6/29/2022  | GREEN | 88    | 71.0 | 120 | 16.0 |
| 6/28/2022  | GREEN | 87    | 71.0 | 120 | 15.1 |

| DATE      | TEES  | SCORE | CR   | SL  | DIFF |
|-----------|-------|-------|------|-----|------|
| 6/22/2022 | GREEN | 96    | 71.0 | 120 | 23.5 |
| 5/20/2022 | GREEN | 90    | 71.0 | 120 | 17.9 |
| 5/18/2022 | GREEN | 86    | 71.0 | 120 | 14.1 |
| 5/16/2022 | GREEN | 95    | 71.0 | 120 | 22.6 |
| 5/9/2022  | GREEN | 92    | 71.0 | 120 | 19.8 |
| 5/2/2022  | GREEN | 89    | 71.0 | 120 | 17.0 |
| 9/28/2022 | GREEN | 90    | 71.0 | 120 | 17.9 |
| 9/10/2022 | GREEN | 92    | 71.0 | 120 | 19.8 |
| 9/1/2022  | GREEN | 94    | 71.0 | 120 | 21.7 |
| 8/27/2022 | GREEN | 88    | 71.0 | 120 | 16.0 |
| 8/11/2022 | GREEN | 91    | 71.0 | 120 | 18.8 |
| 7/5/2022  | GREEN | 93    | 71.0 | 120 | 20.7 |
| 7/1/2022  | GREEN | 93    | 71.0 | 120 | 20.7 |
| 6/25/2022 | GREEN | 90    | 71.0 | 120 | 17.9 |
| 6/17/2022 | GREEN | 89    | 71.0 | 120 | 17.0 |
| 6/11/2022 | GREEN | 94    | 71.0 | 120 | 21.7 |

The Handicap Committee should consider the playing ability for the rounds played after returning from the surgery. Applying Rule 5.2a - Calculation of a Handicap Index for Fewer than 20 Scores...

When 4 Score Differentials are considered, we use the Lowest 1 Score Differential and reduce further by -1.0

$$29.2 - 1.0 = 28.2$$

...the *Member* is playing to a 28.2 Handicap Index.

The Handicap Committee would adjust the Score Differentials accordingly to result in the adjusted Handicap Index of 28.2. Please see Appendix B for step-by-step directions on how to apply this adjustment.

Note: It is important that new scores be collected to provide evidence of the new playing ability. Without any new scores, there is no evidence to support a difference in playing ability.

**EXAMPLE 2) Member has not played for a significant amount of time**

A *Member* has taken time away the sport and has recently returned to membership. The *Member* played consistently up until the end of the 2017 season. After returning in 2023, the *Member* posts new scores which do not demonstrate the same ability as before. The *Member* would have a calculated Handicap Index of 3.0, even though recent scores do not demonstrate that ability. Consider the scoring record below.

| DATE      | TEES  | SCORE | CR   | SL  | DIFF |
|-----------|-------|-------|------|-----|------|
| 7/13/2023 | WHITE | 88    | 70.6 | 123 | 16.0 |
| 6/28/2023 | GOLD  | 90    | 72.2 | 132 | 15.2 |
| 6/22/2023 | GOLD  | 95    | 72.2 | 132 | 19.5 |
| 9/28/2017 | WHITE | 78    | 70.6 | 123 | 6.8  |
| 9/10/2017 | BLACK | 80    | 74.7 | 132 | 4.5  |
| 9/1/2017  | GOLD  | 76    | 72.2 | 132 | 3.3  |
| 8/27/2017 | GREEN | 75    | 69.7 | 119 | 5.0  |
| 8/11/2017 | GREEN | 74    | 69.7 | 119 | 4.1  |
| 7/5/2017  | GOLD  | 79    | 72.2 | 132 | 5.8  |
| 7/1/2017  | GREEN | 76    | 69.7 | 119 | 6.0  |
| 6/25/2017 | GOLD  | 75    | 72.2 | 132 | 2.4  |
| 6/17/2017 | GREEN | 75    | 69.7 | 119 | 5.0  |
| 6/11/2017 | WHITE | 80    | 70.6 | 123 | 8.6  |
| 5/20/2017 | GREEN | 74    | 69.7 | 119 | 4.1  |
| 5/18/2017 | GREEN | 72    | 69.7 | 119 | 2.2  |
| 5/16/2017 | BLACK | 80    | 74.7 | 132 | 4.5  |
| 5/9/2017  | BLACK | 76    | 74.7 | 132 | 1.1  |
| 5/2/2017  | BLACK | 81    | 74.7 | 132 | 5.4  |
| 10/3/2016 | BLACK | 78    | 74.7 | 132 | 2.8  |
| 10/2/2016 | BLACK | 79    | 74.7 | 132 | 3.7  |

The Handicap Committee should consider the playing ability as demonstrated through the 2023 scores which demonstrates that the *Member* is playing to a 13.2 Handicap Index.

When 3 Score Differentials are considered, we use the Lowest 1 Score Differential and reduce further by -2.0  
 $15.2 - 2.0 = 13.2$

**EXAMPLE 3) Member Improving Rapidly**

A *Member* has been taking lessons and practicing often, improving their ability. While they are still playing, the scoring record indicates that the *Member* is improving rapidly. To reflect this improvement, and protect the equity of competition, the Handicap Committee decides to adjust the Handicap Index of this *Member*.

| DATE       | TEES  | SCORE | CR   | SL  | DIFF |
|------------|-------|-------|------|-----|------|
| 6/17/2023  | WHITE | 85    | 70.7 | 125 | 12.9 |
| 6/12/2023  | WHITE | 86    | 70.7 | 125 | 13.8 |
| 6/1/2023   | WHITE | 88    | 70.7 | 125 | 15.6 |
| 5/24/2023  | WHITE | 89    | 70.7 | 125 | 16.5 |
| 5/15/2023  | WHITE | 90    | 70.7 | 125 | 17.4 |
| 5/8/2023   | WHITE | 90    | 70.7 | 125 | 17.4 |
| 4/30/2023  | WHITE | 92    | 70.7 | 125 | 19.3 |
| 4/20/2023  | WHITE | 95    | 70.7 | 125 | 22.0 |
| 10/12/2022 | WHITE | 107   | 70.7 | 125 | 32.8 |
| 10/10/2022 | WHITE | 109   | 70.7 | 125 | 34.6 |
| 10/3/2022  | WHITE | 113   | 70.7 | 125 | 38.2 |
| 10/2/2022  | WHITE | 109   | 70.7 | 125 | 34.6 |
| 9/28/2022  | WHITE | 115   | 70.7 | 125 | 40.0 |
| 9/10/2022  | WHITE | 105   | 70.7 | 125 | 31.0 |
| 9/1/2022   | WHITE | 105   | 70.7 | 125 | 31.0 |
| 8/27/2022  | WHITE | 111   | 70.7 | 125 | 36.4 |

| DATE      | TEES  | SCORE | CR   | SL  | DIFF |
|-----------|-------|-------|------|-----|------|
| 8/11/2022 | WHITE | 108   | 70.7 | 125 | 33.7 |
| 7/5/2022  | WHITE | 102   | 70.7 | 125 | 28.3 |
| 7/1/2022  | WHITE | 110   | 70.7 | 125 | 35.5 |
| 6/25/2022 | WHITE | 112   | 70.7 | 125 | 37.3 |
| 6/21/2022 | WHITE | 101   | 70.7 | 125 | 27.4 |
| 6/20/2022 | WHITE | 109   | 70.7 | 125 | 34.6 |

The *Member* is improving with each round posted, and based on the recent rounds is playing to a 13.4 Index (compared to a 31.7 previously).

When 8 Score Differentials are considered, we calculate the average of the Lowest 2 Score Differentials:

$$(12.9 + 13.8)/2 = 13.4$$

**3. Consider Low Handicap Index;** After the *Handicap Index* has been adjusted by the *Handicap Committee*, it may impact the *Low Handicap Index* value of the *Member*, thus potentially triggering a *Soft Cap* or *Hard Cap*. The *Handicap Committee* should review and consider resetting the *Low Handicap Index* to a new value until a lower *Handicap Index* value becomes eligible. Most often, the adjusted *Low Handicap Index* would match the newly adjust *Handicap Index*.

**4. Set Review or Validity Date;** The *Handicap Committee* must determine how long a *Member's Handicap Index* is to remain modified. Periodically the *Handicap Committee* should compare the modified *Handicap Index* to the value determined by the normal computation method.

**Penalty Score for Failure to Post**

*Penalty Scores* are used when a *Member* fails to post an acceptable score as soon as practicable after completion of the round, as detailed in Rule 7.1b. The *Handicap Committee* is not required to notify the *Member* prior to posting a *Penalty Score*. Appendix B provides a walkthrough on how to apply a *Penalty Score* in the Golf Canada Score Centre.

The *Handicap Committee* has three options:

- a. Post the actual score made by the *Member*,
  - i. This is most often accomplished if the score not posted was played during an event or league where scorecards were submitted for competition purposes.

- b. Post the *Penalty Score* equal to the lowest / highest score differential in the scoring record from rounds played at their home course,
  - i. If the score not posted was to prevent the Handicap Index from decreasing, post a *Penalty Score* equal to the lowest differential in the scoring record.
  - ii. If the score not posted was to prevent the Handicap Index from increasing (perhaps to meet certain event registration criteria), post a *Penalty Score* equal to the highest differential in the scoring record.
- c. Post the actual score and a *Penalty Score*.

### **Handicap Index Withdrawal**

The *Handicap Committee* should withdraw the *Handicap Index* of a Member who deliberately or repeatedly fails to comply with the Member's responsibilities under the *Rules of Handicapping* (see Appendix C for sample letter). There are also *Members* who do not wish to maintain a *Handicap Index*. These *Members' Handicap Indexes* should also be withdrawn until such time as they wish to have a *Handicap Index*.

**Please note:** It is important to communicate with these golfers (who do not wish to maintain an Index) about the impact of not maintaining a *Handicap Index* on participating in future club events or competitions.

The withdrawal of a *Member's Handicap Index* should be applied only after the *Member* has been informed and has had an opportunity to respond to the *Handicap Committee*, *Authorized Association*, or other disciplinary panel.

Situations in which it may be appropriate to withdraw a *Member's Handicap Index* include:

- a. The *Member* doesn't play by the *Rules of Golf*
- b. The *Member* is recording fictional scores or not recording scores to maintain an inaccurate *Handicap Index*
- c. *Member* knowingly takes actions for the purposes of manipulating their *Scoring Record* to gain an advantage.
- d. Member does not wish to maintain a *Handicap Index* nor participate in competitions.

### **Reinstatement of Handicap Index**

The *Handicap Committee* may reinstate a *Member's Handicap Index* once conditions set forth by the *Handicap Committee* are met by the *Member*. It is strongly recommended that, after a *Member's Handicap Index* has been reinstated, the *Handicap Committee* monitor the *Member's Handicap Index* closely over subsequent rounds and, where required, make appropriate adjustments. (See Appendix C for sample letter)

### **Player Appeal Process**

The *Handicap Committee* should ensure that it has appeal procedures and/or a Code of Conduct in place to settle any disputes in relation to a *Handicap Review* or the application of the *Rules of Golf* (Rule 1.2) and the *Rules of Handicapping*.

The *Member* may escalate their grievance of the *Handicap Index* adjustment to the Provincial Golf Association handicap committee for review if they believe the *Golf Club's Handicap Committee* is not operating within the *Rules of Handicapping*.

## SECTION 6: THE GOLF COURSE

### Active Season

Scores for *Handicap Index* purposes must be submitted for rounds played within the *Active Season* in the area where the round was played. *Active Seasons* are determined by Provincial Golf Associations and reflect when the course conditions are consistent with how the course was rated. This ensures that scores posted are consistent and ensure the accuracy of the *Member's Handicap Index*.

Please note that *Active Seasons* do not change annually in response to uncommon conditions. For example, an area whose *Active Season* starts on April 15th may have courses open earlier due to favorable weather.

Scores may still be submitted outside of the *Active Season* but will appear in red in the Golf Canada Score Centre and are not used to calculate *Handicap Indexes*.

If a *Member* plays in another country or region during the *Active Season* of that other country or region, the *Member* must post all acceptable scores for those games. A *Member's Handicap Index* is worldwide and all acceptable scores (even if played during a Canadian “off-season”) must be posted to ensure that the *Member's Handicap Index* is accurate and reflects the *Member's* demonstrated ability.

For a detailed list of *Active Seasons* in Canada, Click [here](#)  
For the United States, click [here](#)

### When to Suspend Score Posting

The *Handicap Committee* has the authority to suspend score posting during the *Active Season* in situations where *Golf Course* playing conditions will not provide an accurate measurement of a *Member's* demonstrated ability. In these situations, it is expected that the *Playing Conditions Calculation* would not appropriately compensate. The *Handicap Committee* must consult with your Provincial Golf Association to suspend score posting and, once suspended, must communicate the suspension to *Members*.

Examples of when Score Posting should be suspended include:

- *Golf Course* flooding,
- Significant changes to the effective playing length of the *Golf Course* or a given tee set,
- *Golf Course* renovations that reduce the number of playable holes to less than the required 9 to post a 9-hole score or 10 to post an 18-hole score.
- Temporary greens or tees that reduce the number of playable holes to less than the required 9 to post a 9-hole score or 10 to post an 18-hole score.

### Temporary Greens or Tees

In parts of Canada, it is not unusual to close greens and/or tees due to seasonal turf conditions.

If the use of temporary greens and/or tees is due to seasonal turf conditions which change from day-to-day, scores should be posted for *Handicap Index* purposes, using the normal *Course Rating* and *Slope Rating*, if the following criteria are met:

- the *Rules of Golf* can be followed during this period (i.e., no automatic two putts, no oversized holes), and
- the effective playing length of the *Golf Course* is unchanged (i.e., loss of yardage from temporary tees and greens offset by less than normal roll).

If the *Rules of Golf* cannot be followed on a hole, in accordance with Rule 3.2 Clarifications of the *Rules of Handicapping*. The use of Adjusted Gross Score is not acceptable and Hole by Hole posting of the Score is required.

- For a 9-hole round, a minimum of 8 holes will need to be played with the other hole being posted as Net Par as per *Clarification 3.2 b/2*.
- For an 18-hole round, a minimum of 10 holes will need to be played with *Hole-by Hole posting of the Score*.

If the use of temporary greens and/or tees is due to a permanent change being made, please inform your Provincial Golf Association of the difference in yardage after the change so that a temporary *Course Rating & Slope Rating* can be provided until the hole can be officially re-rated. The *Handicap Committee* should inform *Members* and guests to use *Net Par* as an exception for the one hole on a 9 hole score.

### Maintaining Course Rating & Slope Rating

The *Course Rating* and *Slope Rating* is the evaluation of the playing difficulty of the *Golf Course* for the *Scratch Player* and the *Bogey Player* under normal playing conditions.

An 18-hole *Golf Course* should not be shortened (or lengthened) by more than 100 yards from its measured length to ensure accurate application of the *Course Rating* and *Slope Rating* in the calculation of *Members' Score Differentials*. To accomplish this, tee and hole positions should move in same direction to maintain the relative distance. (e.g. forward half of tee deck results in back of green flag position). If you must shorten a hole, then lengthening another hole to bring the effective length back to within 100 yards is appropriate.

To maintain accurate Course Ratings, your Provincial Golf Association will need to be kept informed of any major changes, including:

- Changes to tee locations or length of the hole,
- Maintenance practices that change fairway width, rough height or green speed,
- Holes reconfigured to a new layout,
- Renovations to either the course overall, or specific obstacles (i.e., bunkers added/removed, greens restructured, etc.).

## SECTION 7: ADDITIONAL GOLF CANADA TOOLS & RESOURCES

### a. Handicap Compliance Indicator

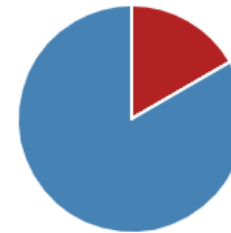
- i. Club Handicap Compliance is dependent on having a valid, signed Handicap License Agreement and at least one representative of your club having successfully completed Rules of Handicapping Certification.
- ii. To easily view your Handicap Compliance status, please visit the “Club Info” page of your Golf Canada Score Centre admin account.
- iii. You will be able to view whether you are Handicap Compliant or not, and specific information about the last agreement date and a list of those affiliated with your club who have been certified under the *Rules of Handicapping*.




Active Accounts



Posting Scores



Membership by Category 

0

NET CREDITS USED


[View Details](#)

0

EXPIRING MEMBERS

[View Details](#)



HANDICAP NON-COMPLIANT 

b. Handicap License Agreement

- i. Each member club is required to sign a Handicap License Agreement, which is valid for four years from the date of signing.
- ii. Golf Canada and your Provincial Association will contact you to complete your Handicap License Agreement as needed.

c. *Rules of Handicapping*

The *Rules of Handicapping* are available as a hard copy book for purchase [here](#), or as a free electronic document [here](#).

d. *Rules of Golf*

The *Rules of Golf* can be purchased on the Golf Canada website [here](#). You can also download the Rules of Golf app on your smartphone.

e. Member Education

- i. Online *Rules of Handicapping* Certification
- ii. Reference to Provincial Association website and in-person seminars

f. Rules Newsletter sign up

Golf Canada offers a Rules Newsletter, which includes information about the *Rules of Handicapping* and *Rules of Golf*. To sign up for this newsletter, please visit our Newsletters page [here](#).

g. Ask an Expert

Do you have questions that weren't answered here? Golf Canada's "[Ask an Expert](#)" gives you the chance to submit questions to our experts.

## SECTION 8: CONTACT INFORMATION

Do you have a question that wasn't answered here? Please visit the [Golf Canada Handicapping page](#) or contact your Provincial Association.

[British Columbia Golf](#)

[Golf Québec](#)

[Alberta Golf](#)

[Golf NB](#)

[Golf Saskatchewan](#)

[Golf Nova Scotia](#)

[Golf Manitoba](#)

[Prince Edward Island Golf Association](#)

[Golf Ontario](#)

[Golf Newfoundland Labrador](#)

You can also submit a question to Golf Canada's "[Ask an Expert](#)"

We value your feedback on the Club Handicap Committee Toolkit, and are always interested in suggestions on how it can be improved. Please share your feedback on this toolkit [here](#).

## APPENDICES

### APPENDIX A – SCORE CENTRE REPORTS

#### Handicap Review Tab

The “Handicap Review” tab is a helpful tool that allows the Handicap Committee to identify those members needing a more in-depth Handicap Review. When logged in with the appropriate account, you will see the tab at the top of the page.

[Club Info](#) [Member Roster](#) [Contacts](#) [Subgroups](#) [Stats Dashboard](#) [Handicap Review](#) [Transaction Log](#) [Reports](#) [Add Member](#) [Facility](#)

The Handicap Review tool summarizes key information about the scores posted by each member to help in your review. This information is provided based on the date range selected in the top right corner. The date range will default to display information for the ONE YEAR prior to the date you are accessing the tab.

- Golfer Name & Golf Canada Card #
- Primary or Secondary membership with your club
  - o Indicates, with a check mark, if the golfer is a Primary member of your club
  - o If the golfer is secondary member (ie. Your club is not their Home Club), no check mark will appear.
- Number of scores posted
  - o This is a count of all scores posted by the golfer within the defined time period.
- Edited Count
  - o The total number of times scores have been edited.
  - o If a score has been edited more than once, it will be counted based on the total number of edits.
  - o For example, if one score was edited three times, it will count in this column as “3”
- Deleted Count
  - o Total number of scores deleted
- ESR Count
  - o The number of scores that have triggered an *Exceptional Score Reduction* (ESR)
  - o For example, if a golfer has 10 scores in their scoring record and the most recent has triggered an *Exceptional Score Reduction*, this column will display a “1”

- HBH Count
  - The number of scores that have been entered Hole-by-Hole (HBH)
- Same Day Count
  - The number of scores that have been entered on the same date that the round was played
- BH Percentage
  - Displays as a percentage how often a *Member* has posted scores Hole-by-Hole
- Same Day Percentage
  - Displays as a percentage how often a *Member* has posted scores on the date the round was played

Each of these columns can be selected to sort the information by ascending or descending order. You also can download the information as a CSV file.

### Score Centre Reports

The Golf Canada Score Centre offers a number of reports to Club Admin accounts and Handicap Chairs. These are found under the “Reports” tab when logged in with the appropriate account.

#### Rounds Posted by Tee

- This report displays the frequency of play from each tee.
- When reviewing *Stroke Index Allocation* to determine most commonly played tees

Reports > Score > Rounds Posted by Tee

- For start and end date, enter the beginning of the playing season and the last day of your playing season.
- For optimal viewing, choose either Men or Women from the drop-down box.
- Click View Report.
- This report can be downloaded to multiple file formats.

#### Scores Deleted by Date

- This is a helpful report as you can see if someone is constantly deleting scores (always double-check if a score is posted on the dates that show a deletion as we do know accidents can happen and it may have been entered twice).
- This can be used by the *Handicap Committee* on a monthly basis to ensure continuity of posting scores accurately.

Reports > Score > Scores Deleted by Date

- If the report shows that there is more than 1 page, it is best to download it to a file to view.
- Factor by Date
- If you are running a tournament or league play and you need to know a members index as at a certain date
- This is a handy report for Pro Shops
- This report can be filtered by leagues if you add the league as a subgroup

**Factor by Date**

- If you are running a tournament or league play and you need to know a members index as at a certain date
- This is a handy report for Pro Shops
- This report can be filtered by leagues if you add the league as a subgroup

Report > Handicap > Factor by Date

## Rounds Posted by Tee

████████████████████

Men

4/15/2022 Through 10/31/2022

Only Active Tees

| Course Name          | Tee Name          | 9 Hole<br>Rounds | 18 Hole<br>Rounds | Rounds      | Gross       | HBH         |
|----------------------|-------------------|------------------|-------------------|-------------|-------------|-------------|
| ████████████████████ | Men's Blue        | 389              | 5388              | 5777        | 4737        | 1040        |
| ████████████████████ | Men's Blue/White  | 22               | 902               | 924         | 706         | 218         |
| ████████████████████ | Men's Gold        | 92               | 1026              | 1118        | 968         | 150         |
| ████████████████████ | Men's Gold/Blue   | 26               | 259               | 285         | 198         | 87          |
| ████████████████████ | Men's Green       | 0                | 2                 | 2           | 1           | 1           |
| ████████████████████ | Men's White       | 150              | 1638              | 1788        | 1448        | 340         |
| ████████████████████ | Men's White/Green | 3                | 94                | 97          | 96          | 1           |
| <b>Totals</b>        |                   | <b>682</b>       | <b>9309</b>       | <b>9991</b> | <b>8154</b> | <b>1837</b> |

## APPENDIX B – USING SCORE CENTRE FOR CLUB INTERVENTIONS

There are five actions that a Score Centre Club Admin or Handicap Chair can do to adjust *Members Handicap Index*;

1. Post a *Penalty Score*,
2. Modify *Handicap Index*,
3. Limit *Handicap Index*,
4. Withdraw *Handicap Index*,
5. Modify *Low Handicap Index*, *Recalculate Low Handicap Index*'
6. Adjust Scores

In General, the first four steps will be the same:

1. Login to the Score Centre using the Clubs Admin Login
  - a. This should have you on the Club Info site.
2. Select *Member Roster* Tab.
3. Select the *Member* you wish to modify:
  - a. Type their name in the search Last name first,
  - b. Once their name is displayed, click on their name. (it appears in red and is a link to their profile)
4. In the *Member profile* top right has the below block of actions available
5. Lastly It is Important that once these actions are taken that the Update Handicap be activated. This is important to recalculate the *Handicap Index* after the changes have been made, especially when there are changes to the *Low Handicap Index*

|                 |                          |
|-----------------|--------------------------|
| Edit Profile    | Send Password Reset Link |
| Post Score      |                          |
| Scoring         | Update Handicap          |
| Modify Handicap |                          |
| Adjust Scores   |                          |

## Posting a Penalty Score

1. Once you are at the *Members Profile*
2. Select **Post Score** and the following Screen below should appear.
3. Correctly complete the data to include Score, Date, Club, Tee, Format,
4. Select *Penalty Score* Yes
5. Press Post Score Button
  - a. This will enter the score as a new and separate score,
  - b. If there is more than one score to entre, entre them in chronological order so that they remain correct as part of last 20 scores.

Post Total
Post Hole By Hole
[Return to Member Roster](#)

Adjusted Gross Score ?

Date Played

Club

Tees

Holes

Format

Tournament Score

Attestor

Played Alone

Penalty Score

Golf Canada Course Rating 68.4 / 125

Modify Handicap
[Return to Member Roster](#)

Club

Handicap

Type

End Date

**To Modify Handicap Index:**

- a. This is when the *Handicap Committee* wishes to implement a Freeze to a *Handicap Index*,
- b. Club will only reflect your home Club,
- c. Place the Adjustment into the Handicap field (example 18.5),
- d. Select Modify,
- e. Select the appropriate start and finish dates,
- f. Select Save Handicap.

Modify Handicap Return to M

---

**Club**

**Handicap**

18.5

**Type**

Modify

**Start Date**

2023-01-11


**End Date**

2023-05-15

Save Handicap

**To Limit Handicap Index:**

- a. When Handicap Committee wishes to Limit upward movement of *Members Handicap Index*,
- b. Club will only reflect your home Club,
- c. Place the Adjustment into the Handicap field (example 18.5),
- d. Select Modify,
- e. Select the appropriate start and finish dates,
- f. Select Save Handicap.

Modify Handicap  R

Club

Handicap

Type

Start Date

End Date

**To Withdraw a Handicap Index:**

- a. When *Handicap Committee* wishes to Withdraw a *Members Handicap Index*,
- b. Club will only reflect your home club,
- c. No Handicap Required as it is suspended,
- d. Select Withdrawal,
- e. Select the appropriate start and finish dates,
- f. Select Save Handicap.

Modify Handicap

Club

Handicap

Type

Start Date

End Date

Save Handicap

### To Modify or Reset Low Handicap Index

Note: When a 9-hole score is entered as 18-hole score the *Members Low Handicap Index* will drastically drop and correcting the entry error will not change the *Low Handicap Index*. After correcting the error contact the Provincial Association as only the Provincial Association has the authority to reset a *Members Low Handicap Index*.

- a. This is important for when a *Handicap Committee* changes a members *Handicap Index* upward as the *Handicap Low Index* will remain unless changed,
- b. When *Handicap Committee* wishes to Change a *Members Handicap Low Index*,
- c. Club will only reflect your home club,
- d. Enter the new *Low Handicap Index*,
- e. Select Modify/ Low,
- f. There is no dates required,
- g. Select Save Handicap,
- h. On Main Menu select Update Handicap.

Modify Handicap

Club

Handicap

12.6

Type

ModifyLow

Start Date

2023-01-11

End Date

2023-05-15

Save Handicap

### To Adjust Scores

Note: This is the fairest and easiest way to adjust for a *Member's* poor habits as exemplified above. When used it will change the differential of each of the last 20 scores but allows the *Member* to continue adding scores that will fade out the oldest and adjusted scores.

- a. When the *Handicap Committee* wishes to adjust the last 20 score entries,
- b. Enter the Adjustment, use a minus sign “-” when reducing,
- c. Select Apply Adjustments,
- d. Return to *Members* Main Menu (Upper Right) and Select Scoring,
- e. Confirm that the last 20 scores have all been adjusted.










































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The Handicap Committee can apply an adjustment to all scores used in the calculation of the index. Each adjustment specifies the adjustment below:

**Score Adjustment Value**

-1

Apply Adjustment

| Date       | Course | Holes | Tees  | CR/SL    | Score  | Diff  | Adj  | Adj Diff |  |  |  |
|------------|--------|-------|-------|----------|---|--|------|----------|---|---|---|
| 2022-11-05 |        | 18    | White | 69.8/130 | 96  | 22.8   | 0.0  | 22.8     |  |  |  |
| 2022-10-05 |        | 18    | Red   | 65.8/120 | 83*   | 16.2   | -1.0 | 15.2     |  |  |  |
| 2022-09-28 |        | 18    | Red   | 65.8/120 | 102   | 34.1   | -1.0 | 33.1     |  |  |  |
| 2022-09-21 |        | 18    | Red   | 65.8/120 | 85*   | 18.1   | -1.0 | 17.1     |  |  |  |
| 2022-09-14 |        | 18    | White | 68.4/125 | 89*   | 18.6   | -1.0 | 17.6     |  |  |  |
| 2022-08-31 |        | 18    | Red   | 65.8/120 | 94  | 26.6   | -1.0 | 25.6     |  |  |  |
| 2022-08-22 |        | 18    | White | 68.2/124 | 99  | 28.1   | -1.0 | 27.1     |  |  |  |
| 2022-08-10 |        | 18    | Red   | 65.8/120 | 95  | 27.5   | -1.0 | 26.5     |  |  |  |
| 2022-08-05 |        | 18    | Red   | 65.8/120 | 94  | 26.6   | -1.0 | 25.6     |  |  |  |
| 2022-08-02 |        | 18    | White | 68.4/125 | 85*   | 15.0   | -1.0 | 14.0     |  |  |  |
| 2022-07-27 |        | 18    | White | 68.4/125 | 91*   | 20.4   | -1.0 | 19.4     |  |  |  |
| 2022-07-25 |        | 18    | White | 68.4/125 | 97  | 25.9   | -1.0 | 24.9     |  |  |  |

## APPENDIX C: SAMPLE LETTERS – HANDICAP INDEX INTERVENTION

### Sample Letter - Penalty Score

Although not required, as a courtesy a club may want to send a score penalty letter.

[Written on Club Stationery]

[Date]

Dear [Member Name],

The Club Handicap Committee has determined that a *penalty score* should be assigned to you for [state reason – failure to post, failure to post for the purpose of gaining an unfair advantage, posting an incorrect score].

[After having issued you several warnings or based on our club's policies and procedures], the Handicap Committee will issue this penalty to your scoring record on [Date]. Your Handicap Index will be updated appropriately the following day. This penalty round will be identified in your *scoring record* with the letter "P" as the *score type*.

Sincerely,

Handicap Committee

## Sample Letter - Adjustment to the Handicap Index

[Written on Club Stationery]

[Date]

Dear [Member Name],

After performing a review of your scoring record, the Handicap Committee has determined that your Handicap Index is not reflective of your demonstrated ability.

In accordance with Rule 7.1a of the Rules of Handicapping, we have determined an adjustment to your Handicap Index is warranted due to [state reason – incapacitating injury, lack of score submissions, improvement of play following lessons, etc.].

In the interest of fair play, your Handicap Index will be adjusted to a [e.g., 7.6]. Before the adjustment becomes effective, you may appeal to the Handicap Committee either by letter or in person by [date]. If the Handicap Committee does not receive a response either in writing or verbally from you or determines that the reasons for adjustment are still valid, the adjusted Handicap Index will become effective on [date].

As new scores are posted, your Handicap Index will be updated accordingly thus allowing you to play out of the adjustment. The Handicap Committee will continue to review your scoring record to determine if your Handicap Index should revert to the normal handicap formula computation. In the meantime, continue to post all acceptable scores and observe all aspects of the Rules of Handicapping.

Sincerely,

Handicap Committee

## Sample Letter - Freeze the Handicap Index

[Written on Club Stationery]

[Date]

Dear [Member Name],

After performing a review of your scoring record, the Handicap Committee has determined that your Handicap Index is not reflective of your demonstrated ability.

In accordance with Rule 7.1a of the Rules of Handicapping, we have determined to adjust your Handicap Index due to [state reason – incapacitating injury, lack of score submissions, improvement of play following lessons, etc.].

In the interest of fair play, your Handicap Index will be frozen at [e.g., 7.6] for a period of [state the duration of freeze]. Before the freeze is applied, you may appeal to the Handicap Committee either by letter or in person by [date]. If the Handicap Committee does not receive a response either in writing or verbally from you or determines that the reasons to freeze the Handicap Index are still valid, the new Handicap Index value will become effective on [date].

During this period, continue to post your *acceptable* scores and observe all aspects of the *Rules of Handicapping*. The Handicap Committee will continue to review your scoring record to determine if your Handicap Index should revert to the normal handicap formula computation.

Sincerely,

Handicap Committee

## Sample Letter Withdrawing the Handicap Index

[Written on Club Stationery]

[Date]

Dear [Member Name],

After previously [adjusting or freezing] your Handicap Index, the Handicap Committee has found it necessary to withdraw your Handicap Index in accordance with Rule 7.1c for [deliberately or repeatedly] failing to comply with your responsibilities under the Rules of Handicapping.

In the interest of fair play, your Handicap Index will be withdrawn until [state the period of when the Handicap Index will be withdrawn]. Before withdrawing the Handicap Index, you may appeal to the Handicap Committee either by letter or in person by [date]. If the Handicap Committee does not receive a response either in writing or verbally from you or determines that the reasons to withdraw the Handicap Index are still valid, your Handicap Index will be withdrawn on [date].

During this period, continue to post your acceptable scores and observe all aspects of the Rules of Handicapping. The Handicap Committee will continue to review your scoring record to determine if the withdrawal of your Handicap Index is still appropriate or you have satisfied the conditions of reinstatement.

Sincerely,

Handicap Committee

### Sample Letter- Reinstating the Handicap Index

[Written on Club Stationery]

[Date]

Dear [Member Name],

The Handicap Committee has continued to review your scoring record to determine if your Handicap Index should be reinstated. The Committee has found you are now in compliance with the Rules of Handicapping.

In the interest of fair play, and recognition of your correct recording of scores your Handicap Index will be reinstated on [date]. Your Handicap Index will be calculated as per the Rules of Handicapping based on your current scoring record.

Sincerely,

Handicap Committee

## APPENDIX D - TERMS OF THE COMPETITION

While the Committees in charge of a competition usually organize and run competitions for a *Golf Club* it is important that the *Handicap Committee* be consulted to ensure the following items are decided in advance and clearly communicated. The *Official Rules of Golf – Committee Procedure 5A* outlines the setting of the Terms of Competition and should be a primary reference for the Tournament Committee.

In certain circumstances, the Committee in charge of the competition (or the *Handicap Committee*) has the discretion to decide what *Playing Handicap the Member* should use for specific rounds being played. The *Rules of Handicapping* Appendix C provides recommended *Handicap Allowances* for various formats of play. For more information on different formats of play, please refer to The *Official Rules of Golf*, Committee Procedures 5A.3.

Communicating the *Terms of the Competition* should be done through scorecards, pairing sheets or other methods, informing *Members* of any *Handicap Allowances* that are applied to *Course Handicaps* to determine *Playing Handicaps* for the competition.

The *Handicap Committee* can assist with the following tasks:

- Determine the *Handicap Index* eligibility requirements for the competition.
- Determine the hole *Stroke Index Allocation* to be used for the competition.
- In mixed competitions, where *Members* play their own ball and where hole *Stroke Index* allocations are different for men and women, determine where the *Members* receive strokes.
- In mixed foursome competitions, including selected drive match play where each side plays one ball, determine where the players receive strokes, i.e. based on the men's hole *Stroke Index* allocation.
- In a team competition where players play the same ball (Chapman/Pinehurst, Scrambles) and a *single Playing Handicap* is used for the team, determine the *Handicap Allowances*, i.e. *Handicap Allowances* are applied to each player's *Course Handicap*, then combined and rounded as the final step to determine the team *Playing Handicap*.
- Determine the date upon which the *Handicap Index* is determined for the competition.
- For multi-round events, determine if the *Handicap Index* will be updated between rounds or if the *Handicap Index* at the start of the competition will be used for all rounds.
- Determine the criteria for adjusting a *Playing Handicap* or for use in the competition.

Golf Canada strongly encourages that the Committee in charge of a competition post all scores. The player's full, unrestricted *Course Handicap* should be used for the calculation of the maximum hole scores based on the *Handicap Index* on the day the competition was played.

The *Handicap Committee* has the discretion to accept a score for handicap purposes even if a player has been disqualified from a competition. See *Rules of Handicapping 2.1b* and Interpretations 2.1b/1 & 2.1b/2

### **How to Determine Flights**

The Official *Rules of Golf*, - Committee Procedure 5G covers the Draw, Groups and Starting Times. It should be referenced when planning to assist the Committee in charge of a competition.



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