

AWGA HANDICAP CHAIRMAN JOB DESCRIPTION

ARTICLE V – DUTIES OF THE OFFICERS

SECTION 7. The Handicap Chairman shall be the administrator of the GHIN Handicap Program Online and receive handicap reports on the 1st of the month for Lake Arlington, Rangers, and Tierra Verde Golf Courses. The Monthly Handicap report shall be posted on that month's golf course bulletin board. She shall determine and present the Most Improved Golfer Award at the end of the year.

GOLF HANDICAP INFORMATION NETWORK (GHIN)

At the beginning of 2014, AWGA joined the Texas Golf Association (TXGA) and began use of the GHIN Handicap Program Online. AWGA signed a 2-year agreement with Texas Golf Association and provided them with a copy of our By-Laws. This agreement is renewed yearly. All AWGA members are automatically members of Texas Golf Association. TXGA charges an annual fee (pro-rated after September. TXGA will send a bill to our Handicap Chairman around the middle of March, middle of August, and middle of December. It was decided by the AWGA Executive Board to include the handicap fee in the yearly dues.

If the Handicap Chairman changes, notify the TXGA the name, address, and e-mail of the new Handicap Chairman after the second week in December. You or the new Handicap Chairman should change GHIN monthly reports to go to the e-mail addresses of the Handicap Chairman and two members, usually Playday Chairman and Games Chairman. The three Chairmen compose the Handicap Committee.

Clubs are given January and February to go through their player rosters in GHIN and inactivate players who have resigned from AWGA. Inactive scores are maintained for 1 ½ to 2 years. The AWGA Membership dues must be collected by the AWGA Treasurer before the end of February to keep the player active. GHIN Invoice comes to the Handicap Chairman who has an accurate number on the roster. The invoice is then presented to the Treasurer for payment. As new members join after the end of February, note when they are added to the roster so you can verify the accuracy of the next invoice. Do not add a new member into GHIN until the Treasurer tells you they have paid their dues.

Throughout the year, consult with the Games Chairman and Playday Chairman to keep the flights and flight spreads as equal as possible.

All AWGA members are responsible to record their scores in GHIN. The Handicap Chairman helps members that are unable to record their scores, need changes, or deletion of duplicate scores. Spot check periodically to see that members are entering scores as required. Offer help as needed.

GHIN emails the scheduled Handicap Index Revision reports for the participating courses on the 1st. Go to Reports, Handicap Index CH, and schedule to run the report on the 1st, downloading to Excel for formatting and printing. E-mail the formatted report to the Games Chairman and Playday Chairman. E-mail the report to the Tournament Chairman if a tournament is scheduled during the handicap period.

In GHIN Reports, run the Most Improved Golfer to compute the percentage improved for all players for the period of January 1 through November 30. Players must have 20 playday scores to be eligible for the award. The Games Chairman provides a list of eligible players. Maintain a list of the player winning the Most Improved Golfer award. Purchase an appropriate award to present to the winner at the Christmas luncheon. The annual budget determines the amount available to be spent.

GHIN provides a handicap seminar that must be taken online and passed when notified.

Norma Gupton

2018 Handicap Chairman