

AWGA HANDICAP CHAIRPERSON JOB DESCRIPTION

Article V – Duties of the Officers

Section 7. The Handicap Chairperson (HC) shall be the administrator of the online GHIN Handicap Program and receives a GHIN AWGA roster report and handicap index reports on the 1st of each month for Lake Arlington, Texas Rangers and Tierra Verde Golf Courses. 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 online GHIN Handicap Program. AWGA signed a 2-year agreement with TXGA and provided them with a copy of our By-laws. This agreement is renewed yearly. All AWGA paid members are automatically members of TXGA. TXGA charges an annual fee and sends a bill to our HC around the middle of March, August and December based on AWGA roster membership and new members. It was decided by the AWGA Executive Board to include the handicap fee in the yearly dues.

If the Handicap Chairperson changes, notify the TXGA with the name, address and e-mail of the new individual immediately. The current HC or the new Chairperson should change GHIN monthly reports to go the e-mail addresses of the new Handicap Chairperson and her alternate.

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 2 years in GHIN. The AWGA Membership dues must be collected by the AWGA Treasurer before the end of February to keep the player active. The GHIN invoice comes to the HC who has an accurate number on the GHIN 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 (April and December) invoice. DO NOT add a new member into GHIN until the Treasurer tells you they have paid their dues.

The HC will enter new members without a handicap into GHIN and establish them a GHIN number, the new member will be notified by GHIN e-mail to complete their application. After GHIN establishes a number for the member the HC will notify the board. If a new member has an existing GHIN handicap, the HC will activate her into AWGA Roster. Maintain a guest player program to ensure when new players join AWGA.

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All AWGA members are responsible for recording their scores in GHIN except for AWGA playdays, scores are entered into GOLF GENIUS which updates to GHIN nightly. The HC 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 outside scores as required. Offer help as needed with handicaps.

GHIN emails scheduled Handicap Index Revision reports for the participating courses on the 1st of each month. Download the excel report for formatting and printing. E-mail the Handicap Index report to the Board. E-mail the report to the Tournament Chairman if a tournament is scheduled during the handicap period and to the Communications/Website Chairman for posting on the AWGA website.

At the end of November, the HC will run the Most Improved Golfer (GHIN report) 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 Chairperson provides a list of eligible players. The HC will maintain a list of the players winning the Most Improved Golfer award. The annual budget determines the amount available to be given to the Most Improved Golfer at the Christmas Luncheon.

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

Revised 4/25

Sharon Pope