

JOB DESCRIPTION - HANDICAP DIRECTOR

Updated February, 2020

Insure that all aspects of World Handicap System is implemented and followed by the Men's Club

- ❖ Chair the Golf Handicap Committee.
- ❖ Verify that all acceptable scores are reported for handicap purposes and that all scores are available for peer review.
- ❖ Instruct the club on the proper score reporting for handicap purposes.
- ❖ Attend mandated handicap rules seminar or assign an alternate.
- ❖ Reduce or increase a Handicap Index of any player whose handicap does not reflect the player's potential ability.

Membership Handicap Management

- ❖ Obtain new and renewal memberships from the membership director.
- ❖ Set up new members into NCGA/Member Planet software.
- ❖ Renew & Deactivate membership as needed through Member Planet.
- ❖ Post index/handicap listings on the MGC website.
- ❖ Review the membership with the membership director to insure NCGA/Member Planet agree with our roster. This should be done at least twice/year.
- ❖ Deactivate all members that have not renewed at the end of the year from NCGA/Member Planet prior to NCGA annual billing.

Attend Monthly Meetings

- ❖ Report on action items and activities since last meeting.
- ❖ Report on any current handicap adjustments.
- ❖ Participate in dialogue but excluded from voting.

Other Duties

- ❖ Collect turned in scorecards and review postings in the GHIN system to verify that postings are correct.
- ❖ Examine results of competitions. If net scores of any player appear exceptional, bring it to the attention of the committee for review & possible action.
- ❖ Assist the Membership Director with rule changes and updates.
- ❖ Update the MGC website with important rules each quarter.