

HANDICAP CHAIRMAN DUTIES

SIR Branch 159

(rev 1/3/2021)

The following document lists the duties of the SIR Branch 159 Handicap Chairman.

A) Complete the NCGA Handicap Certification program. Be designated as the official Handicap Officer for the branch with the NCGA. Ensure the club follows the 17 points listed in the Club Compliance Checklist outlined in section 8.

B) Review SIR Branch 159 players handicap indexes as needed with the Handicap Committee. Make recommendations to the Handicap Committee if such a review shows a player's Handicap Index is too high or too low. Communicate to players the actions that will be taken if their handicap index does not move to a more representative point.

C) Update the active players list on the USGA Admin Portal annually and as needed throughout the year.

D) Update handicap indexes after the completion of a weekly event.

E) Update & Maintain the club roster on the NCGA, memberplanet site, including email addresses for both members and contacts.

F) Assist the event Chairmen as needed.

G) Maintain the event signup board.