



JOB DESCRIPTION: HANDICAP CHAIR

REQUIREMENTS:

- Computer
- Computer Skills- Excel, Word
- Access to the Internet

TIME REQUIREMENTS:

- (1-2) hours weekly
- (2-3) hours monthly
- 4 hours end of the year

EDUCATION/ TRANSITION REQUIREMENTS:

- (4-6) hour online training via USGA/AGA with testing **must score 85%
- WHS updates usually a (1) hour online training with testing ** must score 85%
- Phone conversation with AGA's Handicap Leader
- Access to the GHIN Portal and Functionality of the Portal

JOB DUTIES & TIME REQUIREMENTS:

1. Audit each week (1-2 hours)
 - a. Email Pro Shop for request to Players Bag Tee Sheet
 - b. Run GHIN report for same day as Pro Shop request
 - c. Comparing between the two reports
 - d. Follow up with each member via email and if necessary, text or call members that don't respond
 - e. Add any infractions to spreadsheet for annual infractions
 - f. Keep and tally Posting Exceptions Forms and Medical LOA forms

2. Monthly: (1-3 hours)
 - a. Take weekly numbers and create reports for the board and general membership.
 - b. Run monthly report from GHIN for posting compliance
 - c. Create a 100% posting form for the bulletin board
 - d. Select a monthly winner using random number generator and keep track of each monthly winner
 - e. Update the audit posting compliance spreadsheet and share with the board
 - f. Hold Handicap Committee meetings (as needed)
3. Yearly: (6-8 hours)
 - a. Summarize posting data for the year and create report cards for sub-par performance.
 - b. Select an annual winner using a random number generator. Post the year winners to the bulletin boards.
 - c. Perform an annual Handicap Review and present it to the Handicap Committee and prepare a report to the board on the results and consequences of any actions taken.
 - d. Contact any new members to address HOME versus AWAY status to profiles and reconcile new membership roster to GHIN roster
 - e. Run a profile report to ensure each member's profile is complete
 - f. Create new spreadsheets for the following year based on GHIN download
4. Other:
 - a. Be available as needed for questions via email to include GHIN corrections
 - b. Lead Handicap Committee meetings
 - c. Prepare reports and present data in a timely manner.
 - d. Post data to the bulletin board in a timely manner.
 - e. Attend required AGA and USGA online or in person training

Revised March 2025