

For more information please call Golf Canada or your Provincial Golf Association or reference your 2016 edition of the Golf Canada Handicap Manual.



Golf Canada

1333 Dorval Drive, Suite 1
Oakville, ON L6M 4X7
P: 800.263.0009 x399 F: 905.845.7040
E: members@golfcanada.ca W: www.golfcanada.ca

British Columbia Golf

www.britishcolumbiagolf.org
888.833.2242

Alberta Golf

www.albertagolf.org
403.236.4616

Golf Saskatchewan

www.golfsaskatchewan.org
306.975.0850

Golf Manitoba

www.golfmanitoba.mb.ca
204.925.5730

Golf Association of Ontario

www.gao.ca
905.852.1101

Golf Québec

www.golfquebec.org
514.252.3345

Golf New Brunswick

www.golfnb.ca
877.833.4662

Nova Scotia Golf Association

www.nsga.ns.ca
902.468.8844

PEI Golf Association

www.peiga.ca
902.393.3293

Golf Newfoundland Labrador

www.golfnl.ca
709.364.3534



The Handicap Committee *Duties & Responsibilities*

Role of the Handicap Committee

The *Handicap Factor* is recognized in Canada as a reliable measure of a player's potential playing ability. Only golf clubs that are members in good standing of their provincial golf association and Golf Canada are permitted to use the *Handicap System* and issue *Handicap Factors* to their members. A *Handicap Factor* is only valid when it has been calculated in accordance with the *Handicap System* and the golfer is a member in good standing with Golf Canada and their provincial golf association. A player's *Handicap Factor* is used for conversion to a *Course Handicap*, which indicates the number of strokes a player receives from a specific set of tees.

Your *Handicap Committee* administers procedures of the *Handicap System* to make the game of golf enjoyable for all your members. The role of the *Handicap Committee* in providing fair and equitable competition is critical. Players at your club depend upon you to:

- Know the *Handicap System*
- Communicate to the players how the *Handicap System* works
- Apply the *Handicap System* at your club

Read the Handicap Manual

Each Golf Canada member club will receive a copy of the Handicap Manual. Additional copies can be purchased by calling 800-263-0009 x283, or by visiting golfcanada.ca. A downloadable PDF is also available at golfcanada.ca. The authorization of your club to issue *Handicap Factors* to its members is contingent upon following all of the procedures of the *Handicap System*.

Communicate the System to Players

How well players comply with the *Handicap System* depends, in large part, on how well their responsibilities are communicated to them. An effective *Handicap Committee* will

continually provide the instruction and information players need.

Send an Annual Notice

Send an annual notice to club members or hold a seminar before the start of the season. The notice should include information specific to your club, such as where scores are to be returned, how handicap cards are issued, and the duration of any inactive season.

In addition, the notice should explain every player's fundamental responsibilities in the *Handicap System* including:

- How to adjust a *Gross Score* for handicap purposes;
- What scores are acceptable for posting;
- How to post an *Adjusted Score* for casual, tournament and away;
- A list of all the *Handicap Committee's* policies;
- Handicap adjustment powers of the *Handicap Committee*;
- Penalties for players failing to return scores.

Display Tables and Ratings

Course Handicap Tables – A player needs to consult a *Course Handicap Table* in order to convert his or her *Handicap Factor* to a *Course Handicap* for the tees being played. The tables, which are based on Golf Canada *Slope Ratings*, are issued to golf clubs by their provincial golf associations. The committee is responsible for posting these tables in the clubhouse proshop and displaying copies on or near the first tee of every course at the club. If you need additional sheets contact members@golfcanada.ca.

Golf Canada Course Rating and Slope Rating of the Club – The *Course Rating* and *Slope Rating* from every set of tee markers should be printed on the club's score card and posted in a prominent place at the club.

A player needs to know these ratings in order to post a score. The ratings, the date of play, the player's name, *Adjusted Score* and *Score Type* designator constitute a complete score entry for handicap purposes.

Apply the System

An important job of the *Handicap Committee* is to ensure that all acceptable scores for handicap purposes are posted and available for peer review.

Make Score Posting Easy

Generally, the place for returning scores from all courses, home and away, should be convenient to make it as easy as possible for players to record every round played. The posted scores must be readily accessible to all members for peer review.

For clubs using the Golf Canada Score Centre, scores can be posted online at golfcanada.ca or at the club's posting terminal.

Issue Membership Cards



Every golfing member of your club should receive a Golf Canada/provincial association membership card at the beginning of the season. These cards can be used to retrieve and display your up-to-the-second *Handicap*

Factor from your smartphone. Designate one or two individuals on the *Handicap Committee* to verify and certify *Handicap Factors*. Each club can request cards for their membership by visiting golfcanada.ca/cards.

Take Action in Case of Failure to Post

A *Handicap Factor* is adjusted up or down

if the player does not turn in all acceptable scores or otherwise does not observe the spirit of the *Handicap System*. The *Handicap Committee* determines the amount of adjustment.

It is equitable to enter that score or a *Penalty Score* when a player fails to post a score.

The Golf Canada Handicap Manual explains a series of discretionary remedies on how to apply a *Penalty Score* to a player who fails to post a score in section 8-4. In case of a player's repeated failure to comply with the *Handicap System*, the committee may withdraw the player's *Handicap Factor*.

Cooperate with Other Committees

The *Handicap Committee* should provide guidance to the Club Captain, club officials, and other club committees on all matters relating to handicapping:

- The allocation of handicap strokes to each hole on the course according to *Handicap System* guidelines;
- Determination of course set-up & par;
- Maintain the playing difficulty of the course
- Verifying *Handicap Factors*

Also, the *Handicap Committee* should examine the results of competitions and take appropriate action if *Net Scores* appear out of line.

A Final Word About the Manual

There are many other responsibilities and recommended procedures of the *Handicap Committee* detailed in Section 8 of the Golf Canada Handicap Manual. The Golf Canada Handicap Manual contains all the rules and regulations for the *Handicap System*. The manual was updated for 2016 and is updated and reissued every two years. Be sure your *Handicap Committee* is using the latest edition.