

## Preparing for World Handicap System at Club level

This document provides golf clubs with a checklist of required activities as part of World Handicap System preparation work.

They are being provided as a support tool for Club Handicap Committees to utilise. It is important that golf club managers/secretaries and committee members are aware of this document and the preparations necessary for World Handicap System.

Ensure that key club individuals are aware of, and have contact details of, their County Handicap Advisor/s and Course Rating Team Leaders, and their Regional Handicap Advisor.

**All clubs will need to have a formal USGA rating completed: it is advised that clubs liaise with their County to confirm this has been completed.**

**Please refer to the supporting number indexed overleaf to ensure your club has completed the relevant activities.**

	Completed		Completed
<b>1</b> Club representation and attendance at local County information workshop	<input checked="" type="checkbox"/>	<b>6</b> Ensure all handicap reviews are completed prior to 1st March 2020.	<input type="checkbox"/>
<b>2</b> Have your committee and key individuals viewed the online World Handicap System videos & documentation?	<input type="checkbox"/>	<b>7</b> Encourage and promote the returning & recording of all scores (qualifying competitions & non qualifying) plus supplementary scores	<input type="checkbox"/>
<b>3</b> Has your club prepared a dedicated World Handicap System page on your club website & a club notice board?	<input type="checkbox"/>	<b>8</b> Ensure rules on scorecards have been reviewed & space available to record slope and rating values	<input type="checkbox"/>
<b>4</b> Members' events - 'save the date'. Look to arrange members' events to support further understanding.	<input type="checkbox"/>	<b>9</b> Has your club reviewed all their Terms of Competition, communicating changes to members?	<input type="checkbox"/>
<b>5</b> Cleansing of your club handicap system		<b>10</b> Does your club have any members with an overseas handicap? They will need to know the requirements of the World Handicap System.	<input type="checkbox"/>
- Removing non-members	<input type="checkbox"/>	<b>11</b> Handicap committee - minimum of three required who will support World Handicap System compliance at club level	<input type="checkbox"/>
- Removing 'Pending' status	<input type="checkbox"/>		
- Ensure all playing members have ONE active CDH number	<input type="checkbox"/>		

## Supporting Checklist Detail

- 1 Counties, with the full support of Regional Handicap Advisors and England Golf, will be arranging and delivering Regional workshops to clubs in the latter part of 2019 and the early part of 2020.  
**Make sure your club has representation at one of these events.**

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- 2 Officials are encouraged to utilise the documentation and video clips available via the England Golf website, WHS.com and social media channels to support underpinning knowledge.

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- 3 Further World Handicap System materials will be provided to all affiliated facilities and these are to be displayed within the club & uploaded to the club website **for all members and visitors to view.**

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- 4 Clubs to consider holding members' events as part of the overall communication & awareness process. Your County volunteers may be able to help with this.

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- 5 Club Handicap Committee to complete a full and robust data cleanse of their system, which must be continually reviewed moving forward. If CDH cleansing is not something your club has done before, it will need to be repeated on more than one occasion over the next 12 months. Instructions for CDH cleansing may be found **by clicking here**

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- 6 All annual reviews must be completed and relevant amendments/adjustments made, ensuring they are fit for purpose and complying with CONGU Rules. Your County Handicap Advisor will be able to offer advice should you need it.

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- 7 Clubs to encourage and promote the returning and recording of **all** scores (qualifying competitions), where the rules of golf are followed, according to CONGU Clause 8.12: providing the means to do so, and continuing under World Handicap System.

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- 8 Scorecards - Has your club reviewed its Local Rules following changes to Rules of Golf 2019? The R&A Local Rules creator will provide accurate advice for reviewing and if necessary re-writing Local Rules and may be found **by clicking here**

Your County may be able to provide assistance if the Local Rule creator cannot answer all your questions.

If your club is shortly needing a further supply of scorecards printed there will be a change necessary to the information on the card. SSS will change to a Course Rating (CR) figure and a Slope Rating figure will be needed for the measured course from each set of tees. When having new scorecards printed, you should consider leaving space for the new course rating and slope rating for each set of tees. If the course has been rated since 2014 England Golf may be able to provide you with relevant values.

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- 9 To avoid future confusion, all clubs are advised to review all their Terms of Competition, communicating any changes/updates to participants. **These terms should include date/frequency, costs, format of play, handicap allowance/s, tees used, prizes, process of deciding ties and additional information.** Advice on Terms of Competition is available from The Official Guide to the Rules of Golf, Section 5A.

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- 10 Any players with an overseas handicap will need to specify their global home club. Please make sure they are aware of this.

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- 11 A club handicap committee is to contain a minimum of three people, with the majority being playing members. The committee should meet regularly and record the content of their meetings and the decisions made. Communicating with members, reviewing their club systems, monitoring handicaps & complete the relevant system audits required by CONGU UHS 2019-2020 and those by World Handicap System following its introduction in 2020.

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Continue to encourage the submission of supplementary scores, to promote a handicap reflective of current playing ability prior to transition to World Handicap System.