

Purpose: This is a sample template to be customized to a golf club's needs and located near the handicap posting station and/or to send to club members.

“**[Insert club logo]**”



“**[Insert club letterhead]**”

“**[Type Club Name]**”

Notice to Members on Handicapping Policies and Procedures

The Handicap Committee within our golf club is responsible for all aspects of the USGA Handicap System™ including the computation of each member's Handicap Index®. As a Committee, we will verify that all acceptable scores are reported for handicap purposes. All recorded scores will be made readily available for peer review.

The majority of Committee members, including the Handicap Chairperson, consist of members of the “**[Type Club Name]**.”

Handicap Committee Members: “**[List names of the Handicap Committee]**”

The Handicap Committee has set forth the following policies and procedures for all members using the USGA Handicap System.

- Each player will try to make the best score at every hole in every round, regardless of where the round is played.
- Post all acceptable rounds for peer review, including nine-hole scores.
- Scores must be posted within “**[Type Acceptable Time Frame]**” of the round being played.
- Equitable Stroke Control™ must be applied to all scores for posting purposes.

All acceptable scores must be posted using one of the following methods.

- Posting computer at the golf course
- “**[Type Club or Association]**” website (if club allows)
- “**[Type Handicap Software]**” website (if club allows)
- Return to the Handicap Chairperson designee for posting

The Handicap Index of each member of “**[Type Name of Club]**” will be updated on the 1st and 15th of each month.

The Committee has determined the following events will be posted as Tournament Scores:
“**[Type Name and Dates of Tournament Events]**”

During our area's inactive season, “**[Type Dates]**,” scores made in our area are not to be recorded for handicap purposes. Any away scores are to be recorded “**[Type How Players are to Record Scores]**.”

Disciplinary Actions for failure to post or player manipulating Handicap Index:

1. “**[Please Identify Club Policy Procedure regarding failure to post an acceptable score]**”

A player must earn a Handicap Index. No player has an inherent right to a Handicap Index without providing full evidence of ability to our golf club's handicap Committee. The Handicap Committee has the ultimate authority and obligation to adjust a Handicap Index if it feels necessary to do so.

Please direct any questions or concerns to “**[Type Chairperson Name]**,” Handicap Chairperson at “**[Type phone/email contact information]**.”