



**MPWGA  
Board Position Job Description**

**Updated: January 2025**

**Position: Handicap Chair**

**Purpose:**

The Handicap Chair is responsible for confirming or assuring the MPWGA is in compliance with all aspects of the USGA Handicap System which is used to assign a handicap index and course handicaps for all members.

**Essential Functions:**

1. Make certain MPWGA is in compliance with AGA and USGA requirements regarding handicap index and course handicaps for our members.
2. Ensure MPWGA is certified with the USGA Handicap System.
3. Attempt to understand all aspects of the USGA's handicap system (GHIN).
4. Track Tuesday Play-Days for each member for the purpose of determining eligibility in outside events and specific tournaments.
5. Communicate to the membership the critical role the handicap system plays in ensuring a level playing field for all players of varying skill sets.
6. Monitor the correction emails and make changes as needed.
7. Perform Random Reviews of players whose name appears on the tee sheet as compared to players who post to ensure the integrity of the handicap being assigned. Track this information and assess penalty scores per MPWGA Standing Rules.
8. Coordinate with the Membership Chair as needed to ensure the accuracy of a new member's handicap index.

9. Issue modified handicaps as requested by a member for medical or other reasons and review for accuracy at each handicap revision date.
10. Determine the Most Improved Player on a calendar year basis. Confirm compliance with eligibility requirements and coordinate the awards and presentation at the January Business Meeting.
11. Consult with the Director of Golf on handicap issues that include, but are not limited to:
  - The timely transmission of scores to USGA's GHIN system.
  - The content printed on course scorecards. Notify members of changes or errors.
  - Collection of scores to confirm or change the assignment of hole handicaps (reevaluate as requested).
  - Posting of Course Handicap Tables for each set of tees rated for women. Verify the handicap tables are available for members on website.
12. Participate as needed in any audit conducted by the AGA.
13. Actively participate in the annual budget process and maintain accountability for actual expenses associated with this position.
14. Recruit and train a Handicap Committee. Train the person who succeeds you in this position.