

## **HANDICAP CHAIRMAN DUTIES**

SIR Branch 159

(rev 9/20/2024)

The following document lists the duties of the SIR Branch 159 Handicap Chairman.

- A) Complete the NCGA Handicap Certification program. Be designated as the official Club Representative for the branch with the NCGA. Receive emails from NCGA and reply or distribute information to the Golf committee, or act upon their requests in a timely manner.
- B) Review SIR Branch 159 players handicap indexes as needed with the Golf Committee. Make recommendations to the Golf Committee if such a review shows a player's Handicap Index is too high or too low. Communicate to players the actions that will be taken if their handicap index does not move to a more representative point.
- C) Produce informational reports from the USGA Admin Portal as needed throughout the year. Add or delete incorrect posted scores for members when requested.
- D) Ensure the Event Chair updates handicap indexes after the completion of a weekly event.
- E) Update and maintain the club roster on the NCGA, memberplanet site, including email addresses for both members and contacts.
- F) Assist the Event Chairmen as needed.
- G) Maintain the Electronic Signup board.