



Members Responsibilities to the Unified Handicap System (UHS)

To ensure that all Affiliated Clubs are consistent in their interpretation and application of the UHS, each golf club should conduct a self-audit, on an annual basis. As part of this audit the club is required to *“Display a notice or otherwise advise (and remind) Members of their responsibilities to the UHS?”*

This document sets out members’ responsibilities to the Unified Handicapping System (UHS).

HANDICAP INFORMATION

New Members

If you are a beginner and have never had a handicap then:

Getting your first handicap

To get your first handicap you need to submit three cards and the gross score for each hole must be recorded. You should put your **NAME** and the **DATE** on the top of the card and title the card **FOR HANDICAP**. The card must be marked by a **Member of Airdrie Golf Club (AGC) with a handicap or a Marker** authorised by the Handicap Convenor or member of the Handicap Committee.

The three cards can be either be:

- a) Two medal scores from the white tee and a score from the men’s yellow tees, or
- b) Three medal scores from the white tees, or
- c) Three medal scores from the red tees for ladies.

Do not place cards in the Medal Box in the Dirty Bar. The member should keep their own scorecards until all three scorecards have been completed. Once the three scorecards have been completed, they should be handed into the Professional who will then pass the cards onto the Handicap Committee for a handicap to be allocated. The member will then be notified of their handicap at the earliest opportunity.

For handicapping purposes each gross score of more than 2 over par for men and 3 over par for women at a hole is adjusted to a maximum of 2 (3 for ladies). After 3 cards have been submitted then a handicap is automatically awarded based on the best score recorded up to a maximum CONGU handicap 54.

New Members who have previously had a Handicap

Joining/transferring from another club

It is very important that you make sure that you have informed your other club that you are leaving. The following information is needed to register you as a member at Airdrie Golf Club and maintain your handicap record.

- The name of your previous club
- Current Handicap

- Your current handicap certificate
- Your CDH (Central Database of Handicaps) ID number - should be on your certificate
- Did you play 3 or more qualifying medals last year
- If no current handicap, have you held a handicap previously YES/NO
- If YES, provide details
- Which club will be your home club for handicap purposes
- Any other relevant Information

Joining Airdrie Golf Club in addition to being a member of another club

You need to inform your other club and AGC which is to be your HOME club where your handicap record will be maintained.

- If **Airdrie Golf Club** is to be your **HOME** club then you need to ask your other club to set you as an **AWAY** player
- If **Airdrie Golf Club** is to be your **AWAY** club then we need to know which is your **HOME** club and your **CDH (Central Database of Handicaps) ID number**.
- You should always check with your **HOME** club that they have received the results of any qualifying competitions that you have entered at other clubs.
- You should not change you Home Club except by giving advance notice of the change which can take effect only at the end of a calendar year unless they have ceased to be a member of their home club or both clubs agree the change taking place at an earlier date.

Maintaining your handicap

To maintain a **competition (c)** handicap you must submit 3 cards during the calendar year. These must be cards from qualifying competitions at home or other clubs or supplementary cards at your **HOME** Club.

Any individual medal or Stableford competition should be a qualifying competition, see Diary for more details of competitions.

Failure to submit 3 cards during the calendar year.

Losing a Competition Handicap does not affect a Member's handicap.

Non-Competition Handicaps are valid handicaps in every other respect, including for social golf and marking scorecards.

Only members with Competition Handicaps may enter:

- The Club Championships
- The Knockout Competitions
- Members with Non-Competition Handicaps may enter Club Qualifying Competitions but may not win prizes.

A player will only be exempt from receiving an "Inactive" handicap under the following circumstances:

- Injury/illness over a lengthy period of time that has given the member insufficient time to return 3 qualifying scores,
- Golfers new to the game who are being issued with their first CONGU handicap. Once the handicap has been awarded the member shall be ACTIVE for a period of 12 months from date of allocation.
- Members who do not wish to return qualifying scores or are unable to compete at weekends will not be exempt from receiving an INACTIVE handicap.

AWAY SCORES

When competing away from your home club, produce, on request, a current CONGU Handicap certificate authenticated by your home club and/or CDH ID Number.

If you play in qualifying competitions at other clubs then it is your responsibility to make sure that we are aware of them. Sometimes the details are sent through automatically by post, by CLUB 2000 handicapping system or from the CDH (Central Database of Handicaps), but as with any computerised system, it isn't 100% reliable.

Gents

Away Scores should be placed in the "Sup" slot (left hand side) of the Medal Box (See Fig A) held with the Dirty Bar.

Ladies

Away scorecards should be placed in the scorecard box within the Ladies Locker Room.

Juniors

TBC

Fig A



These cards should show your name, name of competition, date, Par of the course played, SSS, & CSS for that day. Should this information not be received via computerised system, handicap record will be updated by a committee member.

The Handicap Committee will verify all Away Scores submitted by Members that are not transmitted to AGC via the CDH System or issued direct by Away Clubs.

SUPPLEMENTARY SCORES

Clause 21 of the CONGU® UHS allows eligible members of affiliated golf clubs to return Supplementary Scores for handicapping purposes. A Supplementary Score is a score in compliance with Clause 21 of the UHS, returned for handicapping purposes, other than in a Qualifying Competition. The objectives and conditions under which Supplementary Scores can be submitted are as follows:

Objective of Supplementary Scores

To provide additional opportunities for members to return qualifying scores to maintain a handicap that reasonably reflects their current ability, who:

- Cannot regularly participate in Club competitions due to work or family commitments
- Cannot obtain, on a regular basis, an acceptable starting time on competition days in clubs with a large playing membership
- Have a declining desire to play regular competitive golf

Players can only submit Supplementary Scores at their Designated "HOME" Club and if they are in Categories 2, 3, 4 or [5] [ladies]. Category 1 players can submit up to three Supplementary scores between 1st Sept and 31st Dec for retaining handicap purposes.

Players can submit up to 10 Supplementary Scores in each year (with a maximum of one per week). Play **MUST** be over a "Measured Course", which will be from either White, Yellow or Red Tees and may be in Stroke Play or Stableford format.

The club is in the process of getting the Blue Course rated and details will be published once confirmed by Scottish Golf.

Gents

Players **MUST** signify their intention to do so **BEFORE** they go out to play. This is done by "signing in" for a Supplementary Score via the Professional and paying the appropriate fees. Supplementary Scores should be placed in the "Sup" slot (left hand side) of the Medal Box (See Fig A above) held with the Dirty Bar. Results will be updated by a member of the Handicap Committee at the earliest opportunity.

Ladies

Players **MUST** signify their intention to play a Supplementary Score **BEFORE** they go out to play. A player's name should be entered in Supplementary Scorebook. Scorecard and fee should be placed in scorecard box. Results will be updated by a member of the committee

Juniors

TBC

COMPETITION ENTRY

Both CONGU competition qualifying rules and those drawn up by your General Committee will apply to all competitions, unless otherwise stated.

In order to play in handicap qualifying competitions, each player **MUST** have a current CONGU Competition Handicap, as indicated by a (c) alongside their name on the Handicap List posted on Noticeboard. However, non CONGU competition handicap players may play in any specific qualifying competition for handicap purposes and also in non-handicap qualifying competitions, but are not eligible to win a prize in the latter.

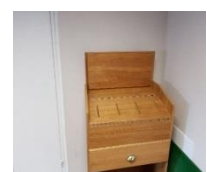
Please remember that it is the responsibility of each player to ensure that they know their current competition handicap. Any player using an incorrect, higher handicap will be disqualified.

Scorecard Returns on Completion of Competition Round

All scorecards should be fully completed including competition name, player's name, handicap and date. The player must ensure that their handicap is recorded on their scorecard before it is returned and is accurate. Failure to do so may result in disqualification – see Rules of Golf, Rule 6-2b and 6-6b.

After each hole the marker should check the score with the competitor and record it. On completion of the round the marker must sign the scorecard and return it to the competitor. On completion of the round the competitor should check their score for each hole and ensure that the marker has signed the scorecard and signed the scorecard themselves.

All scores on the scorecard must be entered into the computer using the Touch Screen input Terminal. Failure to do so may result in suspension from future club competitions (Decision 6-6b/8, Decisions on the Rules of Golf).



A scorecard is considered to have been returned in accordance with Rule 6-6c (Alteration of Scorecard) when it has been posted in the Medal Box in the Dirty Bar (Men) (See Fig A above) or posted in the Scorecard Box in the Ladies Locker Room.

Status of Incomplete Cards & “No Returns”

- a) All cards must be returned in Qualifying Competitions, whether complete or not.
- b) It is expected that every player who enters an 18-hole Qualifying Competition intends to complete the round.
- c) Since an incomplete card and a “No Return” may have the effect of increasing a player’s handicap, the club would be justified in refusing to accept a card or record a No Return when a player has walked in after playing only a few holes.
- d) ***It is not acceptable to enter 18 zeros in the Touchscreen for “No Returns”. The actual score for each hole completed should be entered.***
- e) Players should not commence rounds in Qualifying Competitions when there is obviously insufficient light for them to complete the round.
- f) Sympathetic consideration should be given to players who have to discontinue play for any cause considered to be reasonable by the organising committee.
- g) Clauses 23 & 24 of the Unified Handicapping System (UHS) give clubs discretion to deal with players who persistently submit Incomplete Cards or make “No Returns” if they consider they are attempting to ‘Build a Handicap’

In order to complete the Competition Scratch Score (CSS), ALL CARDS are required to obtain the correct result. Any player who has signed into the competition and not returned their card will have a No Return recorded for that competition.

Members who fail in their obligations and responsibilities to return cards, in Qualifying Competitions, whether complete or not, will be invited to explain their reasons to the Handicap Committee and/or member of the Committee. Any member persistently failing to enter and return their scorecard could be penalised by exclusion from the following two weekend Medal Competitions

If the touchscreen system is unavailable please place cards in drawer in the cabinet below the slots.

ANNUAL REVIEW OF HANDICAPS

The golf club will carry out an Annual Review of Handicap in accordance with CONGU UHS Clause 23. This will normally be carried before the commencement of the new playing season in April of each year.

The Review is an opportunity for the handicap committee to undertake a comprehensive review of the handicaps of all home players. Our Club Systems handicap software has a report that highlights players who have played better or worse than their handicap suggests in the previous year. Only qualifying scores are taken in to consideration in the review program produced by the handicapping software. This report will be used as the basis of the review along with other reports that highlight

members’ performance in detail during the year.

If there is evidence that a player has been performing well in other events such as non-qualifying rounds, match play events or team competitions, the annual review is the ideal time to discuss any potential adjustments to handicaps based on these scores.

The annual review is not just the time to reduce members' handicaps – many players will have failed to play to their handicaps and this is the time to increase their handicaps to something realistic. This is important because if they continue to return scores outside their buffer zones, then their scores will skew the CSS calculation.

During the annual review the committee will look at the handicaps of players who have not returned many/any scores during the year. These players tend to be 'decliners' and may well have given up altogether on entering competitions. Using the knowledge the handicap committee has of the club members, it may be decided to increase the handicaps of such players.

Members can contact the Handicap Committee if they feel their handicap should not have been increased/decreased. The member should support any such request with their reasons and data where appropriate.

Questions and Answers

Q) Where can I locate full information on the Annual Review of Handicaps?

A) For full details please refer to CONGU UHS Clause 23 – Review of Handicaps

Q) Why is an Annual Review of Handicaps necessary? Surely the UHS, by using Qualifying Scores to adjust handicaps does this routinely.

A) For the majority of players who play regularly in competitions this is correct. However, there are a number of reasons why the Handicap Committee must carry out an Annual Review including the following:

- Even for those players who take part with reasonable regularity in Qualifying Competitions, particularly those of declining ability, the system can be too slow to react to changes in their standard of play and, by looking at all the returns over the twelve month period; trends that may not be apparent on a week-to-week basis are highlighted.
- In general, players who have been recently allotted a handicap have the potential to improve more rapidly than the system can take account of, and such players should have their initial competition scores reviewed to ensure that they are correctly handicapped.
- Players may be infrequent competitors in Qualifying Competitions and therefore have few opportunities to reduce their handicaps in line with their improved standard of play. They may compete frequently, however, with success in other forms of golf and their handicaps may require adjustment to reflect this.

Q) Should handicap adjustments be applied both upwards and downwards?

A) Yes, to promote fair and equitable handicapping, it is just as important to increase handicaps, where necessary, as it is to reduce them.

Q) If a handicap adjustment is not applied, does this only affect the individual player or does it also affect other players?

A) Not applying a handicap adjustment does not just affect the individual player. In fact not acting on recommendations thus leaving some players with handicaps that are too low could affect other players' handicaps in the club, due to the impact on Competition Scratch Scores (CSS). This is particularly relevant in

Qualifying Competitions with small field sizes. Increases recommended in the AHR Report should be strongly considered unless the Handicap Committee has good reason not to apply an adjustment e.g. performance in Non-Qualifying Competitions, match play.

Members can contact the Handicap Committee at any time if they feel their handicap should be either increased or decreased. They should support any such request with their reasons and data where appropriate.