



# COUNTY HANDICAP ADVISER

## **Responsible to:**

- Regional Handicap Advisor
- County Executive Committee

## **Role:**

- To advise the County, Club Handicap Secretaries/Committees, or individual golfers, on Rules of Handicapping, Rules of Golf, and Terms of Competition

## **Areas of responsibilities**

### **Key tasks:**

- Be fully conversant with the World Handicapping System and provide help and support on all matters relating to the handicap system.
- Be available to take telephone and e-mail queries.
- Be familiar with WHS Rules of Handicapping (CONGU).
- Have an understanding of the Rules of Golf and Terms of Competition.
- Be conversant with the World Handicap System and to attend any appropriate training seminars: disseminating such information as required.
- Receive Appeals from clubs or individual members, making any decision required.
- Access and review handicap information within the England Golf WHS portal platform.



### **Associated concerns:**

- Hold meetings for Club Handicap Secretaries for ongoing training and advice.
- Contact new clubs and offer to visit new handicap secretary.
- Be available to visit clubs when asked.
- Attend National Handicap Seminars when necessary
- Attend County Executive Committee meetings, and AGM.

### **Qualifications:**

- Experienced administrator at local level.
- Experienced golfer.
- Ability to use information technology and have internet access.
- Good Communication skills.
- Knowledge of GDPR.
- Be willing to travel to visit clubs when necessary.

### **Selection process:**

- Nominations are made by clubs at the request of the County Committee.
- The County Committee to make final decision according to their own Rules and inform England Golf of the appointment.



**Term of office:**

- No fixed time limit but a minimum of 3 years and a maximum period of 10-12 years is recommended. A longer term is acceptable with County approval.

**Expenses:**

- Expenses for County Handicap Seminars for Club Handicap Secretaries, and any other expenses associated with the post will be met by the County.
- Expenses for attendance at National Handicap sessions will be met by England Golf.