

**HANDICAP DIRECTOR JOB DESCRIPTION**  
**The Villages Women's 18-Hole Golf Association**

Revised 09-29-23

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**A. JOB REQUIREMENTS**

1. An understanding of the World Handicapping System and the Rules of Handicapping.
2. Good Computer skills.
3. Familiar with the BYLAWS and SOPS of the Association. Maintain current copies of each.

**B. PURPOSE**

1. Maintain Handicaps for our members in conjunction with the Swingers Handicap Chair.
2. Ensure quality of member posting.

**C. DUTIES**

1. Maintain Weekly (Tuesdays) Handicap Revision lists and distribution.
2. Provide for the collection of GHIN fees and payment to NCGA.
3. Process new members and handicap only residents.
4. Provide reports from the GHIN system, as needed, including but not limited to:
  - a. Handicap revisions
  - b. Most Improved Golfer \*\*\*
  - c. Rounds Posted
  - d. Handicap History
5. Attend Executive Board meetings and General Meetings.
6. Make corrections or delete scores on member records, as needed and verified.
7. Establish a Handicap Committee: In addition to the Handicap Director, the committee should include at least two others, potentially Handicap Assistant, Captain, Playday Chair or a former Handicap Director.
8. Annually, in late November or early December, confirm with Handicap Only residents that they wish to continue to receive the handicap service. This can be done by email.

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**D. POSTINGS**

1. Members are required to post all scores in accordance with the USGA handicap rules. It is the responsibility of the Handicap Director to see that members adhere to this policy.
2. Periodic audits of the tee sheet and postings may be done and a player notified if a score is not posted in a reasonable length of time.
  - a. A "No Sweeps" play day is a good time to run an audit.
  - b. Print the Chelsea tee sheet for the day you want to audit.
  - c. Compare the tee sheet with a Scores Posted Report for the same day.
3. Except as noted, the Pro Shop will post all Thursday scores on regular playdays and special tournaments.
4. The Handicap Director will post all scores for Village Challenge matches.

**E. HOW TO ACCOMPLISH TASKS THROUGH GHIN and/or MEMBER PLANET**

**1. Adding Members or Handicap Only Members**

- a. There are four (4) categories of women who hold GHIN handicaps through the two women's clubs.
  - 1) Primary Member – 18 Hole Women
  - 2) Primary Member – 9 Hole Women (Swingers)
  - 3) Dual Members – Belongs both to the 18 Hole Women and the Swingers
  - 4) Handicap only - Village female residents who request handicap service through the 18 Hole Women's group. They are usually referred to the Handicap Director by the Pro-Shop.

**2. GHIN Handicaps Issued Through NCGA.**

- a. New Members or Handicap Only residents must first be added to NCGA's Member Planet before accessing the GHIN Admin Portal system.

**3. Member Planet Log-in:**

- a. Confirm Villages G & CC.
- b. Click on Members – Left Column
- c. Choose Member or New Member - Click Get Started.
- d. If Applicant does not have a GHIN number, choose New Account and create. Print a copy.

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- e. If applicant has an existing GHIN number, enter GHIN number – Get confirmation that number matches new member information. Correct old addresses. Print copy.
  - f. GO to GHIN Admin Portal. Within minutes, members with an existing GHIN number will be populated to our GHIN roster or a new member will be established with a new GHIN number.

**4. GHIN Admin Portal**

- a. Login- Email address and password
- b. Confirm you are in the Villages G & CC account. Select correct account if needed.
- c. You are now in the Home Screen for the Villages G & CC roster. It includes all Village residents who are in the Women's GHIN system

1) On the Home Page under Villages G & CC, there are three tabs:

- a) Roster – Initially you are on that page
- b) Golfer Group – grayed tab
- c) Account – grayed tab

2) On the Roster page, you can click on any golfer to access her account.

**3) Handicap Management Tab**

- a) Twenty (20) most recent scores posted and considered in the current revision and all details about that score.
- b) Starred scores indicate scores used in the current revision.
- c) Bottom of page shows graphs of the players handicap history.

**4) Score Maintenance Tab**

- a) All scores in the current handicap revision, PLUS any score that was posted on the current day, are accessible. To the right of each score, you can EDIT or DELETE.
  - I. EDIT – Used to make corrections when a player or another authorized person reports/requests an incorrect posting.
  - II. DELETE – Used to delete a duplicate posting.

**5) Posting a Score Tab**

- a) **Options to select before posting any score:**
  - I. Choose to post either Hole by Hole or Total Score.
  - II. Correct date, if necessary.
  - III. Choose Home, Away or Competition. (Competition rarely used)
  - IV. Choose 9 or 18 holes.

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**b) Home Scores**

- I. Choosing Home will take you directly to Course/Tees Played.
- II. Drop down menu to select tees played.
- III. Hole by Hole entry will take you to a scorecard. Enter Score, SAVE!!!
- IV. Total Score entry will allow to enter each 9 or a total 18. SAVE!!!
- V. After each "SAVE", a notification will appear in the upper right corner that the score was posted.
- VI. If you choose 9 holes the system will only allow 9 holes to be posted.

**c) Away Scores**

- I. Go to Course/Name and enter name. A drop-down menu will let you select the correct course.
- II. Move to Tee – select correct tee/slope/rating from the drop-down menu.
- III. Proceed as above in home scores – SAVE!!!

**6) Account Tab**

- a) Primary is basic information about a golfer that can be edited as needed.
- b) Club Memberships is a history of the player's club membership, both active and inactive.
- c) This is where you add or edit a local number.
- d) Click on details to the right of Villages G & CC. Should be active account.
- e) Click on edit in upper left corner and add/edit local number.

**I. A Local Number is the members resident billing number (6 digits) preceded by a reference to indicate their club membership type.**

- **18**            18 Hole member only
- **9**             9 Hole member only (Swinger)
- **D**             Member of both 18 and 9-hole clubs
- **HO**            Handicap only

**II. ALL ACTIVE GHIN PARTICIPANTS MUST HAVE A LOCAL NUMBER AND IT SHOULD BE UPDATED WHEN THEIR STATUS CHANGES.** Important as the local number is used in the billing process.

- Delete local numbers when a member moves from the Villages. See deleting member section.

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**7) Audit Log Tab**

- a) A historical file of all changes to an individual's record. For reference only.
- b) To return to the initial Home page, click on the Manage tab in the upper left corner of the blue strip. There are two additional tabs on this page.**

**8) Golfer Group Tab**

- a) Click on Golfer Group Tab, Default is all golfers, active and inactive. It may take a moment or so to populate.
- b) Select status, usually Active, Ignore MC code and Select gender, always female.
- c) All active available golfers will appear in the left column of the page.
- d) We have four Permanent Golfer Groups. (**Do not Delete, edit only**)
  - i. 18 Hole Women's Roster
  - ii. Swingers Member Roster
  - iii. Handicap Only roster
  - iv. Moved – Delete Dec. list

**9) Account Tab**

- a) Primary: Basic information that pertains to our club account. Primary, Billing, Mailing and address can be edited here.
- b) Kiosk Setup – **do not change**
- c) Membership types – **do not change**
- d) Manage Users: Users can be added or deleted at the discretion of 18 Hole Handicap Director or the Swingers Handicap Director.

**10) Adding or Deleting Members from a Golfer Group**

- a) To work with an existing golfer group, use the drop-down menu directly under the golfer tab.
- b) Select group. It will populate on the right-hand side of the page.
- c) If you want to add a member to the group, locate their name in Available Golfers on the left side. You can select one or as many as you need. Click the highlighted blue arrow in the middle column moving them to the group on the right.
- d) If you want to delete a member from the group, reverse the process selecting the members in the group on the right side using the blue arrow moving them to the available golfers group.
- e) **AFTER YOU HAVE MADE ALL YOUR CHANGES, BE SURE TO GO TO THE BOTTOM OF THE PAGE ON THE RIGHT-HAND SIDE AND PRESS **SAVE**.** You will lose all changes if this is not done.

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**11) Creating a New Golfer Group**

- a) Click on Green ADD GROUP button on the right of the page.
- b) A dialog box will appear. Enter name of new group. Submit. The new name will appear just under the Golf Group Tab.
- c) There are no players in the new golfer group. They need to be added using the Add/Delete instructions above.
- d) When a new member joins one of our clubs, she must be entered into the correct group(s) so that she appears on the reports pertaining to that group.
- e) Dual members must be in both the 18 Hole and the Swingers Roster groups.
- f) Temporary groups can be created for Team Play or special events such as an Invitational.
  - i. Delete a temporary group when they are no longer needed. Good Housekeeping!

**F. NCGA/GHIN FEES**

- 1. A new member, with an existing GHIN number issued through NCGA, will be charged \$46.00.
- 2. A new member with an existing GHIN number, NOT issued through NCGA, will be charged \$46.00.
- 3. A resident who is establishing a new Handicap Only GHIN account will be charged \$46.00.
- 4. NCGA does not prorate dues at any time during the year.

**G. HANDICAP DIRECTOR & MEMBERSHIP DIRECTOR COORDINATION REQUIREMENTS**

- 1. The Handicap Director will work with the Membership Director when adding or deleting members. She will confirm to the Membership Director that the new member's status and handicap qualifications are current and meet our handicap requirements.
- 2. Payment must be submitted to the handicap director in the form of a check made payable to NCGA for the applicable amount prior to being activated on our NCGA/GHIN member roster.
- 3. The Women's 18-Hole Handicap Director will manage all female residents requesting NCGA/GHIN handicap only service. A resident will provide the Handicap Director the following information and a check for the applicable fees prior to being entered into the NCGA/GHIN system.
  - a. Name

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- b. Address
  - c. Email Address (must be unique to her and not used by another GHIN member)
  - d. Date of Birth (Must be over 21 or NCGA will enroll as a junior member)
  - e. Billing Number - 6 digits – Can be found in the Chelsea system
  - f. Check payable to NCGA in the amount of \$46.00.
4. Once a GHIN number has been established, you can do a “print screen” of her record and new number and email it to her. Keep copies along with her check for your records.
    - a. New handicap only residents may need some assistance with using the USGA GHIN app.
    - b. She may be assisted by the Handicap Director or by friends.
    - c. Hold check and submit to NCGA once you receive their billing statement.
    - d. Subsequent annual billings will be billed to the members house account in February.

**H. DELETING MEMBERS**

1. When a member or resident moves from the Villages, her local number should be deleted and she should be moved from any golfer group she is in to the golfer group “Moved – Delete December”. Member has paid for GHIN service through the end of the year.
2. A member's golfer group information is located in GHIN Admin Portal under Name/Account/Club Memberships at the lower portion of the page.
3. In early December, inactivate all members in the **Moved – Delete** December golfer group.
4. All active members need to be correct by December 15<sup>th</sup>

**ANNUAL BILLING PROCESS FOR NCGA/GHIN DUES (In conjunction with Swinger Rep)**

1. In early January, run a roster report in the GHIN Admin system requesting the following information.
  - a. LOCAL number
  - b. Golfer Name
  - c. Address
2. Download to an excel file and sort by local number.
3. Swingers will submit a bill to accounting for all 9-Hole members and all Dual members.
4. The 18-hole Handicap Director will submit a bill to accounting for all 18-Hole Only members and all Handicap Only members.

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- a. Coordinate with the Swinger's billing person that the total members in the GHIN system agrees with the roster report and are included in their appropriate billing category. Correct billing numbers if necessary.
  5. **Submit bills to accounting no later than the 15<sup>th</sup> of January, earlier if possible.**
  6. Accounting will bill members for their GHIN dues on their February 1<sup>st</sup> statement.
  7. At the end of February, request the appropriate check payable to the 18 Hole Women. Swingers will do the same.
  8. Our treasurer will deposit the check and issue our own check made payable to NCGA.
    - a. The treasurer will submit the check to NCGA keeping copies for her records.

**J. \*\*\* MOST IMPROVED PLAYER**

1. The most improved player report is needed end of year, usually Mid November.
2. To qualify, a member must have played a minimum of 15 times on playdays (7 games may be from Saturday play) and have been a member not later than January 1 and thru the date of the revision used.
3. The Trophy Chair will notify the Handicap Director of the latest date that she needs the information so that she will have the trophy ready for the Holiday Luncheon.
4. The Handicap Director will select the closest Tuesday Revisions and provide the Trophy chair with the following information:
  - a. Name
  - b. Beginning Index
  - c. Ending Index
5. Deliver to the Trophy Chair in confidence.
6. The Handicap Director will award the Trophy at the Holiday Luncheon.