

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

Revised 11-11-25

A. JOB REQUIREMENTS

1. An understanding of the USGA World Handicapping System and the Rules of Handicapping.
2. Good Computer skills.
3. Familiar with the BY-LAWS 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 and Shoni Membership 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, handicap only residents, and new Shoni members.
4. Provide reports from the USGA Admin Portal 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 Co-Director, Captain, Playday Chair or a former Handicap Director.
8. Annually, in late November or early December, confirm with Handicap Only residents and Shonis if they wish to continue to receive the handicap service. This can be done by email or contacting the Shoni Membership Chair.

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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 Cobalt 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 and Team Play Matches.

E. HOW TO ACCOMPLISH TASKS THROUGH ADMIN PORTAL and/or MEMBER PLANET

1. Adding Members or Handicap Only Members

- a. There are five (5) categories of women who hold GHIN handicaps through the three 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) Shoni Members – Women playing the Par 3 course wanting a GHIN number
 - 5) 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 Member Planet before accessing the USGA Admin Portal system.

3. Member Planet Log-in:

- a. Confirm Villages G & CC.
- b. Click on Members – Left Column
- c. Choose Add New Member - Click Get Started.

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- d. If Applicant does not have a GHIN number, choose New Account and fill out the account information. Print a copy.
 - e. If applicant has an existing GHIN number, enter GHIN number – Get confirmation that number matches new member information. Correct old addresses or email address if needed. Print copy.
 - f. GO to USGA 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. USGA 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 - WGC 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. You can also enter the golfers name in the Golfer Name entry box. Names will be displayed, select desired name for more information.

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 handicap index revision.
- c) Bottom of page shows graphs of the players handicap history.

4) Score Maintenance Tab

- a) All scores in the current handicap index 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.

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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.

b) Home Scores

- I. Choosing Home will take you directly to Course/Tees Played.
- II. Drop down menu to select tees played. This is the 18-hole course only.
- 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.
- VII. To enter scores from the Villages Par 3 course under Choose Course/Tee Lookup Method: select Course/Tee Search. On the right under Course Played enter "Villages GCC" you will then see the "Villages GCC(The) - Par 3 course (San Jose, US-CA). Select then choose tees. (Only 1 set of tees with slop/rating)

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) Profile Tab

a) Primary:

- I. **Basic information:** Is golfer information that can be edited as needed, by selecting Edit in the upper right corner of Basic Information box.
- II. **Digital Profile Information:** contains information such as date the profile was created and last login. Also, if a golfer has trouble logging into their GHIN account, you can click Generate "Rest Digital Password" Link. Copy this link and email to the golfer. This link is only good for 24 hours.

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b) **Club Memberships** is a history of the player's club memberships, both active and inactive.

I. This is where you add or edit a local number.

II. Click on "Details" to the right of Villages G & CC. Should be active account.

III. Click on edit in upper right corner and add/edit local number.

IV. **A Local Number is the members Villages Member ID number 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.
- **3-** Par 3 member only (Shoni)
- **HO-** Handicap Only

V. **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.

7) Audit Log Tab

a) A historical file of all changes to an individual's record. For reference only. You can set a Date Range to search on as well as other option.

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) Golfer Group is used to create, lists adding or removing members to a group. These groups are then used to generate different reports. Example a Members Roster, Most Improved Golfer...etc.

b) Click on Golfer Group Tab, Default is all golfers, active and inactive. It may take a moment or so to populate.

c) Select Membership status, usually Active, Ignore MC code and Select gender, always female.

d) All active available golfers will appear in the left column of the page.

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- e) We have five Permanent Golfer Groups. **(Do not Delete, Edit Only)** This is available in a drop-down menu right under the Golfer Group Tab.
 - i. 18 Hole Women's Roster
 - ii. Swingers Member Roster
 - iii. Shoni Member Roster
 - iv. Handicap Only roster
 - v. Moved – Delete Dec. list

9) 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 Group Tab.
- b) Select group from pull down. 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.

10) 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.

11) Creating a New Golfer Group

- a) Click on Green ADD GROUP top right on the Golfer Group Tab page.
- b) A dialog box will appear. Enter name of new group. Submit. The new name will appear just under the Golf Group Tab in the drop-down menu.
- c) There are no players in the new golfer group. They need to be added using the Add/Delete instructions above.

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- 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 House-keeping!

F. NCGA/GHIN FEES

1. A new member, with an existing GHIN number issued through NCGA, will be charged \$48.00.
2. A new member with an existing GHIN number, NOT issued through NCGA, will be charged \$48.00.
3. A resident who is establishing a new Handicap Only GHIN account will be charged \$48.00.
4. NCGA does not prorate dues at any time during the year.
5. NCGA no longer has the (Trial Period/Grace Period, Oct.-Dec. as of 2024) If a member joins in October, they pay \$48.00. They can wait and join in January.
6. Any member of the Villages that already has an Active up to date NCGA Women's membership through The Villages, (Swinger and Shonis, Handicap Only) that joins our club pays no additional NCGA dues for that year. They will be billed \$48.00 for the following 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.

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- a. Name
 - b. Address
 - c. Villages Member ID number
 - d. Email Address (must be unique to her and not used by another GHIN member)
 - e. Date of Birth (Must be over 21 or NCGA will enroll as a junior member)
 - f. Check payable to NCGA in the amount of \$48.00.
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. (Usually for 1st of every month)
 - 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/ Profile/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 15th

I. ANNUAL BILLING PROCESS FOR NCGA/GHIN DUES (In conjunction with Swinger Rep and Shonis Rep)

1. The 18 Hole women's Handicap Director is in charge of Billing for all Primary 18-hole NCGA members, Handicap Only NCGA members as well as Shoni NCGA members. (Explained in 2. Below)
2. In Mid-October, run a Roster report for the Shonis. They send Membership billing to Accounting in November. Work with the Shoni Rep (Membership) to ensure their NCGA membership is accurate from November-December.

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3. In early November, (or earlier) run a roster report in the GHIN Admin system requesting the following information. Work with the Swinger Treasurer on what she requires.
 - a. LOCAL number
 - b. Golfer Name
 - c. Address
 4. Download to an excel file and sort by local number.
 5. The Swinger Treasurer will submit a bill for NCGA ladies' members to Villages Accounting in early December. The three clubs are 18-Hole Ladies, Handicap Only, Swingers, and Shonis.
 - 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. Also Coordinate with the Shonis to ensure accuracy.
 6. Accounting will bill members for their NCGA dues on their December 31st statement.
 7. At the end of February, Accounting will put the billing funds into our Swinger's account.
 8. The Swinger's Treasurer will deposit the check and issue a check made payable to NCGA for all three clubs.

J. * MOST IMPROVED PLAYER**

1. The most improved player report is needed end of year, usually Early 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.