

# Terms of Reference



**Committee Name:** Handicap Committee

**Type:** Standing committee

**Chairperson:** Director appointed by the Board

**Reporting:** To the Board of Directors. A written report shall be provided for each monthly Board meeting and/or as directed by the Board. *(Refer to Policy – Committee Principles, and Bylaws – Committees.)*

**Purpose:** Responsible for ensuring the integrity of the handicaps issued by the Club.

**Authority:** Advisor to the Board.

**Composition:** The Committee shall be composed of the chairperson and one or more members in good standing.

**Resources:** The primary resource is the Golf Canada Handicap Manual. Other resources include staff, other committees, the membership, consultants, Club records and any budget approved by the Board.

**Communications:** The Chairperson is the voice of the Committee and shall communicate with the Board.

**Specific Areas of Responsibility:** The Golf Canada Handicap Manual describes the responsibilities of the Handicap Committee in considerable detail *(see Section 8 of the Manual)*. Of particular interest is the Club Compliance Checklist *(Section 8.2 m of the Manual)*. Most of those responsibilities could be grouped as follows (with examples):

- Oversight:
  - of the Club's compliance with Golf Canada's membership requirements and
  - of individual member's compliance with Golf Canada's scoring rules and adherence to the Rules of Golf.
- Coordination: with Management to ensure acceptable course set-up practices are followed, including pin placements, accuracy of yardage markers, accuracy of course ratings, etc.
- Co-operation:
  - With Management. Consulting on temporary changes to the local rules. For example: when and for how long preferred lies (lift, clean and place) may be allowed.
  - With other committees. For example: establishing temporary local rules for tournaments, etc.
- Education:
  - At the membership level - in regard to member's knowledge of the handicap system.
  - At the Committee level - ensuring that at least one member of the Handicap Committee has participated in a handicap seminar (whether conducted by Golf

Canada or an authorized provincial golf association) including passing a test exhibiting knowledge about the system.

- Enforcement:
  - Ensuring that all scores are entered properly and accurately reflect each player's potential ability and
  - Adjusting the handicap factors of any player whose handicap does not reflect the player's potential ability.

**Time Frame:** The oversight focus of the Committee shall be long term and constant.