



ENGLAND
GOLF

COUNTY HANDICAP ADVISER

RESPONSIBLE TO: County Executive Committee
Regional Handicap Advisor
Handicap Manager for England Golf

ROLE: To advise Club Handicap Secretaries/Committees on handicap and competition matters.
To advise on the Rules of Golf

AREAS OF RESPONSIBILITIES

Key tasks

- Be fully conversant with the CONGU Unified 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 CONGU and England Golf Handbooks.
- Answer queries by referring to the Rules of Golf and The Decisions on the Rules of Golf.
- To conduct annually a handicap audit of Category 1 players within the County.

Associated Concerns

- Hold meetings for Club Handicap Secretaries when necessary.
- 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 when appropriate.
- Attend the County AGM.

QUALIFICATIONS

- Experienced administrator at local level.
- Experienced golfer.
- Ability to use information technology and have internet access.
- Good Communication skills.
- 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 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.

EXPENSES

- Expenses for County Handicap Seminars for Club Handicap Secretaries should be met by the County.
- Expenses for attendance at National Handicap sessions will be met by England Golf.