KEY POINTS FOR HANDICAP COMMITTEES
GOLFING UNION OF IRELAND MUNSTER GOLF

UPDATED January 2017

*Reference to page/s refers to the CONGU Unified Handicapping System booklet effective 2016-2018.
*Page Numbers will also locate relevant Clauses in the On-line version available at www.congu.com
*Please take note of Ireland discretions as highlighted with Green print at the end of relevant Clauses.
* Ensure Club handicap Software is up to date and compatible to CONGU UHS Manual 2016-2018.

Contents
1. Handicap Committee
2. Home Club
3. To obtain a handicap
4. Competition Conditions for Qualifying Competition
5. Preferred Lies
6. Competition Scratch Score
7. Nett Double Bogey (Clause 19)
8. **Reporting Scores, Results (Fiballs, Classics, Scrambles etc. Societies)**
9. Annual Review
10. Change of handicap under Clause 23(A) + (B)
11. Maximum Increase
12. Exceptional Scoring Reduction Clause 23(C) + Continuous Handicap Review 23(D)
13. Players Computer Handicap Record Sheets
14. Score Cards/Handicap Records
15. Handicap Allowances
16. Reduction of handicaps during a competition
17. Limitation of handicaps
18. Handicap Appeal Procedure
19. Junior Section (now CONGU CLUB HANDICAPS)
20. SSS & Handicap Committee Munster Branch Golfing Union of Ireland
21. It is Not a Qualifying Competition if -
22. What is a Qualifying Competition
23. Guidelines for Entry to Qualifying Competition
24. Away Score Recording Sheet

1. **Handicap Committee:**
The Handicap Committee should consist of a Convenor and a minimum of two other Committee members (Clause 7, Pg 22). If a change of committee occurs when the Annual Review is due to take place, the new committee can involve members of the outgoing committee to assist with the review. The members of the Handicap Committee need not necessarily be current members of the Club Committee. Continuity is important in order that the required knowledge of, and expertise in the UHS is retained.

2. **Home Club:** (Clause 8.2(a), pg 23)
A Player's Home Club must be the Club at which he plays most of his Qualifying Competitions.

3. **To obtain a Handicap:**
In Ireland the required scores cards (54 holes - normally 3 x 18) being returned to obtain a handicap must be played at the Player's Home Club and the cards must be marked and signed by a member (with a C.O.N.G.U. handicap) of that Club. (See Clause 16, pg 34)
NB. A Club handicap in excess of 28 for men or 36 for ladies can now be allocated. (Max 54)
Club must retain those cards for one year. See 16.3(e)
4. **Competition Conditions for Qualifying Competitions**

These are the conditions set by an organising committee for any particular competition. There should also be a set of Competition Conditions for all Club competitions which the Club lay down for all competitors entering competitions. These can vary from Club to Club. It is imperative that these conditions are available and on clear display to all competitors prior to the competition in order to avoid any ambiguities following or during competition.

A suggested list of items to be covered is attached.

5. **Preferred Lies:**

In the event of Qualifying Competitions taking place during the defined period (normally Oct – May) relief is granted on "closely mown" areas only – *(see Clause 15 pg 31).* Outside of that period, Medal Play conditions will not apply if preferred lies are in operation unless the consent of the Area Authority (Hon Match & Handicap Secretary, GUI, and Munster Branch) has been first obtained.

Relief for an embedded ball anywhere “through the green” will be permitted but only when a Local Rule has been adopted and published in accordance with

Appendix 1, Part A, 3a & b. of the Rules of Golf- Pages 142 + 143

NB For Qualifying Conditions to apply when “Preferred Lies” are in force, the ball must be replaced within six (6) inches of where it lay.

6. **Competition Scratch Score:**

In the event of one round of a Qualifying Competition extending over more than one day, a separate Competition Scratch Score must be calculated for each day *(Clause 18.2 pg 39).*

In the event of a competition being played over a number of days, practice once the competition has opened may be permitted through the competition conditions whereby the competitor should practice off a different set of tees to the competition tees so that he is not playing the “Competition Course”.

See Note to Rules of Golf 7-1 and 33-2c.

7. **Nett Double Bogey (Clause 19 pg 42).**

In Stroke Play Qualifying Competitions played at Home or Away whether or not all 18 holes have been completed, a player’s card must be adjusted to the Nett Differential, which would have applied if the competition had been a Stableford Qualifying Competition. No points shall be recorded on a hole where there is no score. This adjustment is for handicap purposes only.

Computer software does it automatically.

*(See Appendix C pg 69 & Appendix D pg 70)*

8. **Reporting Scores - Mandatory - Home or Away - All forms of Golf**

**(a) Open Qualifying Competitions**

Players should be reminded of their responsibility in returning their away scores in Qualifying Competitions as covered in *(Clause 8.10 – Notes 1, 2, 3 @ pg 24)* and *(Dec.1(o) pg 99)*

Scores returned through the CDH may constitutes “Reporting” the score, but responsibility still rests with the Player.

A Player is obligated to self adjust handicap *(downward only)* under *(Clause 20.11 Pg45)*

Clubs hosting Open Qualifying Competitions should ensure all visiting golfers scores go through the CDH system and that the cards are retained.

**(b) Non Qualifying Scores**

- 4 Balls/ Scrambles/Classics/Societies –

Relevant clauses are at *(4.5(b), pg 19), (8.10 + 8.12, pg 24), (23.7 IrelandNote- pg 51)*

Direction from Union to report NQ Scores for immediate consideration/action for General Play Adjustment *(Except Category 1 players)*.

**NB:** In Ireland Players and Clubs must report Non Qualifying scores to Home Clubs: *(See 8.12)*

GPAadjustment based on Nett Diff, with Clause 19 adjustment if necessary, and SSS.

*This is a GPA and can not take effect until the player is notified personally agreed method, 23.5)*

Players who fail to comply with their obligations or responsibilities may be dealt with under *(Clause 24.1 pg 55)*

All other forms of Golf are for consideration as notable using the guidelines as set out in

Appendix M at Page 86
9. **Annual Review**

An annual review must be carried out each year for all members before the end of November *(See Clause 23(A) Pages 48/51)*. Any subsequent alterations must be loaded to the CDH (Centralised Database of Handicaps) through Club Handicap software before 31st December each year. See next paragraph.

10. **Change of Handicap under Clause 23.4:**

When the Handicap Committee has decided that the:

(a) **Exact Handicap of a Category 1 player should be reduced**, or the

(b) **Exact Handicap of a Category 2 player should be reduced into Category 1**, or

(c) **Exact Handicap of any player should be increased**;

the Handicap Committee **must refer the matter to the Area Authority** (Handicap Secretary, Munster Branch) with its recommended adjustment. The Area Authority shall be supplied with all the information upon which the recommendation is based and with any further information required. The Handicap Committee shall **advise the player personally of any change** of handicap under the Clause and the change will **become effective when the player is notified** of the adjustment.

Text message may be an agreed method of communication at a club?

All proposed increases in handicaps must be submitted to the relevant Area Authority (Handicap Secretary, GUI, Munster Branch) for prior approval *(Clauses 4.5(a) & 23.3(b) pg 49)*

11. **Maximum Increase**

Checks should be made to ensure that no members exceeds the maximum increase in handicap permitted in a calendar year, *i.e.* **1.0 stroke above the lowest exact handicap achieved in that calendar year** *(except any increases granted under Clause 23)* *(Clauses 4.5(c) & 20.10, pg 44/45)*.

**Note:** It is not 10 x I’s, player can float up and down but not more than one stroke above lowest.

Committees should be extra vigilant where a member joins a Club having been a member of another Club to ensure that he does not receive in excess of above due to the transfer. There is now a provision for transferring previous year data from Club to Club on GOLFnet in the event of a player changing his Home Club. Contact email: www.support@golfnet.ie

12. **Exceptional Scoring Reduction (ESR) Clause 23(C) + Continuous Handicap Review 23(D)**

Changes to the UHS booklet for 2016. A programme to track between two exceptional scores in a calendar year, set at a Nett Differential of -4 or below, to calculate an additional handicap reduction. Ireland directs that it must be applied. Not for or into Category 1 *(Clause 23(C), pg 52/53)*

**Bands have widened and clock stops after two scores. No compounding. Player must be informed**

**Continuous Handicap Review - Clause 23(D) @ pg 54**

Computer software will “flag” 7 consecutive point one’s, use for the consideration of a General Play Increase for players of declining ability only on age or health grounds, not just a dip in form

13. **Players’ Computer Handicap Record Sheets**

It is recommended that attention be paid to Players’ Handicap Record Sheets in particular where players have accumulated steady increases in handicap which could be construed as “handicap manipulation” i.e. NR’s & Incomplete Cards etc. **What is regarded as a few holes??**

**See Note 1 @ Clause 7.8 pg22/23 and Note @ Clause 8.8 pg 23. (Formally - Dec. 2c)**

14. **Score Cards / Handicap Records**

Retain handicap records, in electronic or hard copy, in respect of all present and past Members for not less than the current and previous two calendar years and retain score cards until the end of the current handicap year *(Clause 6.11, pg 21)*.

15. **Handicap Allowances:**

Handicap allowances, as set out in *(Appendix F page 72)* are mandatory as per the Golfing Union of Ireland. **Allowance now changed from ¾’s to 90%**. *(= Deduct one tenth of handicap)*

16. **Reduction of handicaps during a competition (Decision 4(a) page 101)**

In a Stroke Play or Match Play competition played over more than one round, the Committee in charge, in the Conditions of the Competition, are required to establish whether or not the handicap of a player at the start of the competition applies throughout the competition. In framing the conditions of a competition played over more than one round, please refer page 101 of CONGU UHS booklet
17. Limitation of handicaps (Decision 1(j) page 98 + Clause 23.9 page 51)
Clubs have enquired whether they may impose a limit of handicap to some of their Qualifying Competitions e.g. insist that a 27 handicap player competes from a handicap of 18. In most circumstances this is considered contrary to the spirit of the System. Be diplomatic!!
Should a Club wish to apply a handicap limit in a Qualifying Competition, but allow players with higher handicaps to compete, each player must record his correct Playing Handicap on the score card. The player must play off full handicap and the correct Playing Handicap must be used when calculating the Competition Scratch Score. The organising Committee may then adjust the scores for the purposes of awarding prizes for the competition.

18. Handicap Appeal Procedure
When a member’s handicap is reduced by the Handicap Committee under Clause 23(A) AHR or 23(B) General Play Adjustment, (or suspended under Clause 24), he is entitled to request an explanation and/or reason from the Handicap Committee and can appeal their decision as follows;

1. To the Committee of his club which deals with golfing affairs. This Committee should establish a sub-committee to hear the appeal and give its decision. Any Committee members involved in the Handicap Committee’s original decision should not be involved in either discussing the appeal or be on the sub-committee hearing the appeal.

2. If the member is dissatisfied with the sub-committees decision, he may appeal to the Munster Branch (Honorary Match & Handicap Secretary), who will establish a sub-committee to hear the appeal.
The decision of this sub-committee is final.
Any appellant who remains dissatisfied at the completion of this procedure may appeal exclusively by referral to Just Sport Ireland for final and binding arbitration (Registration fees apply).
A handicap adjustment remains in place pending appeal; a suspension is lifted pending appeal.
A full copy of the GUI’s Procedure for Appeals to Handicap Adjustment/Suspension is available from Branch Office – email info@munster.gui.ie

19. Junior Section. Appendix J. (Now Club Handicaps to cater for all membership abilities)
Where there is a Junior Section in the Club, the members must be registered with the GUI and they will be given a GOLFnet number. The Junior Officer should then have the player go through the procedure to obtain a handicap (Appendix J pg 81).
Players with a handicap of 28 or less have a CONGU handicap and players above 28 to 54 have a CLUB handicap.

20. SSS & Handicap Committee of Munster Branch (GUI)
Committee Members can be contacted for advice & information on handicapping matters as listed below:
Dave Prendergast 087 6305802 Hon. Match & Handicapping Secretary
Barry Lynch 086 8101837 Hon. Secretary.
Pat Dunne 086 0792839
Kevin Glynn 087 6364092
Tom Keane 087 2786321

Is Your Club Compliant with CONGU UHS 2016 - 2018?
Check out Appendix L on Page 85
Golfing Union of Ireland Munster Branch
6 Townview, Mallow, Co Cork
T: ☏+353-22-21026 F: ☏+353-22-42373
E: ☏ info@munster.gui.ie W: ☏ www.gui.ie/munster
21. **IT IS NOT A QUALIFYING COMPETITION IF;**

THE COMPETITION IS PLAYED:

A. OVER A COURSE SHORTENED OR LENGTHENED BY MORE THAN 100 YARDS OR 91 METERS WITHOUT AUTHORITY OR SSS ADJUSTMENT *(See Clause 13.1 pg 30)*

B. WITH OTHER THAN FULL HANDICAPS USED.

C. WHEN PLAYERS ARE ALLOWED RE-ENTRY ON SAME DAY.

D. WHEN COMPETITION EXTENDS OVER A FEW DAYS AND ENTRY IS ALLOWED EACH DAY BUT ONLY ONE OVERALL C.S.S. IS CALCULATED.

E. IF PREFERRED LIES ARE USED OUTSIDE THE DEFINED PERIOD (Normally Oct to May) WITHOUT OFFICIAL PERMISSION FROM AREA AUTHORITY

   See Note under Item 5 above on page 2 – Local Rules for Preferred Lies

   If Local rule is adopted and posted on display on Notice board, then Competition can be Qualifying.

F. CONTRARY TO THE RULES OF GOLF.

G. IF NO C.S.S. IS CALCULATED.

H. THE COMMITTEE IN CHARGE OF THE COMPETITION MAY DECLARE IT A **NON-QUALIFYING COMPETITION** BEFORE PLAY COMMENCES BUT MUST ADVISE COMPETITORS BEFORE THEY PLAY.

   *(See definition of Non Qualifying Competition on page 14 of CONGU manual)*

   *(Not in the spirit of the UHS system – See blue dialogue box @ Clause 17 pg 36)*
22. WHAT IS A QUALIFYING COMPETITION?

SEE DEFINITION ON PAGE 14, CLAUSE 17 ON PAGES 36-38, AND DECISIONS 1(A) TO 1(L) OF THE UNIFIED HANDICAP SYSTEM PAGES 96-98.

- PLAYED OFF FULL HANDICAP
- COMPETITION PLAY CONDITIONS see definition @ page 11 CONGU manual 2016.
- STROKE PLAY
- STABLEFORD OR V-Par
- AGGREGATE SCORES dec 1(L) @ pg 98 will allow each partner’s score as Qualifying
- but see also Clause 17.2(d) pg 37 – partners must NOT play in the same group.

WHERE EACH INDIVIDUAL’S SCORE IS RECORDED OVER A MEASURED COURSE, AS PER RULES OF GOLF

**OR**

Alternate Day Competition

A COMPETITION, WHICH EXTENDS OVER NO MORE THAN TWO DAYS WHICH NEED NOT BE CONSECUTIVE. PLAYERS ARE ALLOWED TO ENTER EITHER DAY. A CSS FOR EACH DAY MUST BE CALCULATED. 1 RETURN ONLY PERMITTED - see Clause 17.1 (f) page 36

**OR**

A COMPETITION THAT EXTENDS OVER TWO OR MORE DAYS TO CATER FOR A LARGE MEMBERSHIP, PLAYERS PLAY ONCE ONLY, AND THEN A CSS MUST BE CALCULATED FOR EACH DAY.

NOTE:

(A) IN WINTER, ALL QUALIFYING COMPETITIONS MUST ADHERE TO CLAUSE 15 PAGE 31/32 “PREFERRED LIES”, AND DECISION 1(C) PAGE 96 RE: “EMBEDDED BALL”.

See Rules of Golf Appendix 1 Part A 3a + b on page 142/143. Full version of Local Rules to cover above situations must be displayed.

(B) PROVIDED CSS CALCULATES OUT AS PER PARAMETERS OF CLAUSE 18.3 (PAGE 39) and THE RELEVANT TABLE IN APPENDIX B DICTATES ANY ADJUSTMENT TO BE MADE TO THE STANDARD SCRATCH SCORE TO PROVIDE THE COMPETITION SCRATCH SCORE, OR TO DIRECT THAT THE SCORES RETURNED SHALL BE FOR REDUCTION ONLY (INDICATED BY R/O IN THE TABLE COLUMN HEADING).

Note: New Table B page 65 to be used when field is less than 10 players.
GUIDELINES for Entry to Qualifying Competitions

1) The Committee must state in the Competition Conditions how a player must enter the competition i.e. swiping Golfnet card, keying in their GOLFnet number or choosing their name from a list of members on computer terminal- otherwise it is not mandatory. Rules of Golf 33-1 pg 129 puts the onus on the Committee to include this in the Competition Conditions (See Dec.1 (n) Page 99).

2) All cards must be returned irrespective of whether competitors have completed the round or not (See Note 1 to Clause 7.8 and Note to 8.8 – Incomplete Cards and No Returns – CONGU pg 22/23).

3) On completion of the Qualifying Round, the player should enter his score using his swipe card. See Dec.1 (m) & (p) Competition Conditions that Apply Solely to the UHS-Page 98/99. See Rules of Golf Decisions Book – 6-6b(8)

4) Players failing to comply with 1 above are not entered in competition. Accordingly such a player does not have a score either for the competition or for handicap purposes and the cards is excluded from the CSS calculation.

Continued failure to swipe in or out of a Competition could have a penalty of a disciplinary nature also imposed, such as a suspension of handicap, it is not considered to be contrary to the Rules of Golf. An alternative penalty would be to suspend the player’s right to compete in Club competitions for a specified period.

6) In Open Qualifying Competitions all Visitors must enter and return scores via swipe card.

7) The player is responsible for his handicap at all times.

Other Items for Consideration

a) Time of commencement of competition.
b) Time last card to be issued for the competition.
c) Competition format
d) In the event of a Tie, what “count back” system is in operation and it is posted on notice board.
e) Results entered in computer within a reasonable time after completion of round (defined as adequate time to put away golf equipment, have a shower and finalise score cards.)
f) Order of play on course for the day/competition/Tees – whether in 2 Ball, 3 Ball or 4 Ball.
g) Current Local Rules Posted on Notice Board and on Score Card.

Note – Penalty for breach of Local Rules should be printed on Score Cards

Full wording of adopted Local Rules should be posted in Club House or at First Tee
Eg “Embedded Ball” Preferred Lies, Distance Measuring Devices, etc. and a reference to them being adopted, need only be made on scorecard.

Further advice and guidance on drawing up Local Rules and Competition Conditions can be obtained from Munster Branch Office or on the R and A website. www.randa.org
# Away Score Recording Sheet for “Qualifying”, “Non-Qualifying”, “Society”, “Fourball”, & “Team Events”

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**NOTES:** While all Away Scores must be listed, Score Cards should also be returned, where available. If reporting an Am-Am or Team Performance, please indicate Placing, i.e. First, Second, or Third. If reporting a Fourball Performance, please indicate Score achieved.