



# Buckinghamshire County Ladies Golf Association

## COUNTY HANDICAP ADVISOR – ROLE DESCRIPTION

<b>Responsible to:</b>	County Executive Committee Regional Handicap Advisor Handicap Manager for England Golf
<b>Purpose of post:</b>	To advise Club Handicap Secretaries/Committees on handicap and competition matters.
<b>Period of office:</b>	No fixed time limit but a minimum of 3 years and a maximum period of 10-12 years is recommended.

<b>Key Tasks</b>
Be fully conversant with the CONGU WHS Handicapping System and provide help and support on all matters relating to the handicap system. Be available to take telephone and e-mail queries. Conduct annually a handicap audit of Category 1 players within the County.

<b>Associated Concerns</b>
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.

<b>Qualifications</b>
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.

The County Handicap Advisor and County Rules Advisor Roles may both be filled by the same individual.

**Expenses**

Expenses for County Handicap Seminars for Club Handicap Secretaries will be met by the County.

Expenses for attendance at National Handicap sessions will be met by England Golf.



# Buckinghamshire County Ladies Golf Association

## COUNTY RULES ADVISOR – ROLE DESCRIPTION

<b>Responsible to:</b>	County Executive Committee
<b>Purpose of post:</b>	To advise Club Secretaries/Committees on rules and competition matters.
<b>Period of office:</b>	No fixed time limit but a minimum of 3 years and a maximum period of 10-12 years is recommended.

<b>Key Tasks</b>
Be fully conversant with the Rules of Golf and provide help and support on all matters relating to the ROG. Be available to take telephone and e-mail queries.

<b>Associated Concerns</b>
Be available to visit clubs when asked. Attend County Executive Committee meetings when appropriate. Attend the County AGM.

<b>Qualifications</b>
Must have passed level 2 or level 3 R&A Rules Exam with at least 60%. Preferably an experienced referee. Ability to use information technology and have internet access. Good Communication skills. Be willing to travel to visit clubs when necessary.

<b>Selection Process</b>
Nominations are made by clubs at the request of the County Committee. The County Handicap Advisor and County Rules Advisor Roles may both be filled by the same individual.

<b>Expenses</b>
Expenses for Rules Seminars at Clubs will be met by the County. Expenses for Rules Seminars for County will be met by the County.