



Assistant to Area Handicap Advisor

Responsible to:	BCLGA Area Handicap Advisor BCLGA Executive Committee England Golf National Handicap Committee
Role:	To assist the Buckinghamshire County Ladies Golf Association (BCLGA) Area Handicap Advisor in providing advice to Club Handicap Secretaries/Committees on handicaps and competition matters; To assist with the transition from CONGU® handicapping systems to the World Handicapping System; 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 system;
- Be available to take telephone and email queries, especially when the Area Handicap Advisor is absent;
- Become familiar with and support the introduction of the World Handicapping System scheduled for November 2020 in Buckinghamshire;
- Answer queries on rules and running a competition by referring to the Rules of Golf and Model Local Rules;
- Have an appreciation of the USGA Course Rating system and how it affects handicapping

Associated Concerns

- Support the Area Handicap Advisor in running educational seminars for Buckinghamshire clubs;
- Be available to visit clubs if the Area Handicap Advisor is unable to;
- To attend county BCLGA Executive Meetings if the Area Handicap Advisor is unable to;
- Attend National Handicap Seminars when necessary;
- Attend the county Annual General Meeting.

QUALIFICATIONS

- Experience with managing club handicaps and conducting Annual Reviews;
- Experienced golfer (ideally under 18 handicap at some time in their golfing history);
- Ability to use information technology and have internet access;
- Good communication skills;
- Be willing to travel to visit clubs when necessary.



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TERM OF OFFICE

- No fixed term but at least until the new World Handicapping system is fully established in the area which is likely to be by the end of 2022.

EXPENSES

- Mileage will be paid at the current rate established by the County Executive;
- The county will reimburse any reasonable out-of-pocket expenses.

SELECTION PROCESS

- The position will be advertised to all clubs in the county;
- Nominations are made by clubs to the County Executive Committee;
- Candidates will be assessed their experience and qualifications relative to the role.