

HANDICAP AUDIT PROCEDURE

CONGU® Unified Handicapping System - Section 4 - Rights and Responsibilities of the Union

CONGU® has delegated to the *Union* the responsibility to monitor and maintain the application of the *UHS* in all *Affiliated Clubs* under its jurisdiction. Section 4.1(i) requires that the *Union* conducts an annual audit of the handicap records of members of *Affiliated Clubs* with, as a minimum, a handicap of + 1 [1] or better.

Purpose of Audit As Required By Clause 4.1(i)

The primary purpose of the audit of low handicap players is to provide assurance that handicap records have been maintained in accordance with the *UHS* and that 'Away' scores have been reported by players as required by Clause 8. To facilitate the audit *Affiliated Clubs* may be required by the *Union* to return at the end of the competition season, the Handicap Record (as outlined in Appendix I) for all *Members* with, as a minimum requirement, a *Playing Handicap* of + 1 [1] or better.

The audit is based on the comparison of these Handicap Records with the official scores from a wide range of 'scratch' competitions. By auditing, *Unions* can better assure 'a level playing field' and not place those players who honour their obligations in full at a disadvantage. Since auditing was introduced it is the experience of the *Unions* that compliance with the *UHS* requirements has improved very significantly. An additional benefit of the audit is in the selection of teams and coaching squads where emerging talent is identified where not already known.

1. Wales Golf Handicap and Course Rating (HCR) Committee are responsible for maintaining and updating the audit tracker each year. **Annually**
2. The players will be selected according to criteria of Clause 4.1(i) as outlined above in conjunction with Teams and Performance and to include players on the National Order of Merit. **December**
3. Distribute list of players, tracker spreadsheet and CDH login details to members of Wales Golf HCR Committee. **December**
4. Initial letter/email to be sent to the players and Home Club stating that the player's handicap record will be accessed via the CDH in order to complete the audit and they will be notified further if they need to take any action. **December**

5. Information to be cross-referenced. If record is up-to-date then the process is completed. Should there be any problems (e.g. missing and/or incorrect scores/CSS) a letter/email will be sent to the player advising him/her that there are problems and warning them that failure to correct their record **within two weeks** could result in suspension of handicap under Clause 24. **January – March**

6. If the problems are still not resolved a further letter/email will be sent to the player with specific information relating to events in which the player has competed and need addition/correction. **January – March**

7. If no satisfactory reply is received the player must be interviewed by 2 members of the HCR committee and one member of Wales Golf staff (at least one of which will be the same gender as the player). In the case of a junior player, then he/she should have an appropriate adult present. This Committee will recommend the suspension if necessary. **January – March**

