



Procedures for Obtaining a Handicap Index

**Golf Committee
Holywood Golf Club**

8th July 2021

1. Background

- 1.1 During the Covid19 pandemic, the following procedures have been developed to allow new and existing members to obtain an official Handicap Index. These will be reviewed and updated, where appropriate, as the restrictions currently in place are eased or withdrawn.
- 1.2 These procedures **must** be read in conjunction with the Club's Golf Protocol for playing golf during this period. It is vital that the most up-to-date instructions are strictly followed at all times.

2. Club Competitions

- 2.1 Please note that members cannot enter any Club competitions until they have had their Handicap Index confirmed by the Golf Committee / Ladies Golf Committee. You must not, therefore, book any of the times which have been set aside for the Saturday or Thursday competitions on the timesheet, until you have received such confirmation.

3. Handicap Index Application Form (HIAF)

- 3.1 Members of the Club who do not hold a WHS (World Handicap System) Handicap Index **must** submit a completed Handicap Index Application Form. This form can be completed electronically and should be emailed to either Ciaran Murphy (for the men) at cmurphy9@btinternet.com or Erina Barber (for the ladies) at erinatbarber@gmail.com
- 3.2 If you are a new member and already hold a current WHS Handicap Index from your previous club, you do **not** need to complete a HIAF or submit any scorecards.

4. Scorecards

- 4.1 To attain a Handicap Index, you must submit scorecards equating to a minimum of 54 holes. While 3 x eighteen-hole scores is preferable, a combination of 18-hole and 9-hole scorecards is also acceptable. All of

the rounds played for initial handicap purposes must be played at Hollywood Golf Club.

- 4.2 The scorecard must be collected from the Professional Shop prior to commencing the round. The player must write the words FOR HANDICAP INDEX at the top of the card and include their name (in capitals) and the date. They should also tick the tees they are playing off – either green or red. Note that the white tees must not be used for submitting scorecards for initial handicap purposes. All writing must be legible.
- 4.3 The player must be accompanied for the full duration of each round by a marker, who must hold a current handicap index.
- 4.4 The marker must record the player's scores for each hole during the round and then sign the scorecard accordingly. The scores entered must be clear and legible.
- 4.5 At the end of the round, the player should carefully check the hole scores as entered by the marker and then sign their scorecard.

5. On the Course

- 5.1 The current R&A Rules of Golf (2019) must be adhered to and both the player and their marker should familiarise themselves with these Rules, prior to play.
- 5.2 It is **not** necessary to complete every hole. In line with the 2019 Rules, a maximum score for each hole of **par + 5** has been set. For example, once 9 shots have been played on a hole with a par of 4, the player should pick up their ball and move on to the next tee. A 'X' should be recorded for that particular hole on the scorecard and the computer will calculate the maximum score allowed.
- 5.3 If your ball is (a) out of bounds, (b) lost, (c) unplayable, (d) in a penalty area or (e) if you have played the wrong ball, you now have the option once again to return to your original position and play another ball. This option had been temporarily removed as part of the original Covid protocol.

- 5.4 However, if you are in any doubt that your ball is 'in play', you should play a provisional ball and announce that you are doing so. If you do not announce it, then the provisional ball automatically becomes your ball 'in play' with a stroke penalty, and your original ball is deemed to be 'lost' (even if it is subsequently found).
- 5.5 If your ball is lost or out of bounds, and you have not played a provisional ball, you should discontinue play on that hole. You must never use the option of dropping a ball to the side under penalty if out of bounds or your ball is lost. A 'X' should be recorded for that hole and the player should move on to the next tee.

6. Returning Your Scorecards

- 6.1 When all of your scorecards are ready (ensure they have been appropriately verified, signed and dated) they must then be emailed to either Ciaran or Erina – please do not email them one at a time. Do not leave them in the Pro Shop as an alternative.

7. Notification and Future Review of Handicap Index

- 7.1 The Handicap Index Application Form, together with the associated scorecards, will be reviewed by the Golf Committee / Ladies Golf Committee. The player will then be informed of their initial Handicap Index, by email, as quickly as possible.
- 7.2 Any scorecards submitted during this period will be valid for 6 months, as per the current regulations.
- 7.3 The player's initial Handicap Index will be reviewed and adjusted, where deemed appropriate, by the Golf Committee / Ladies Golf Committee.

8. Further Information

- 8.1 Please contact Ciaran Murphy (cmurphy9@btinternet.com) or Erina Barber (erinatbarber@gmail.com) should further information or clarification be required.