

Complete form and mail or fax to NYSGA office.

New York State Golf Association  
P.O. Box 15333  
Syracuse, New York 13215-0333  
315-471-6979 voice | 315-471-1372 fax  
email: clubservices@nysga.org



# NYSGA MEMBER CLUB LICENSING CHECKLIST & AGREEMENT FOR THE USGA HANDICAP SYSTEM™ TERM: 1/1/2008-12/31/2011

\_\_\_\_\_  
Golf Club Name

\_\_\_\_\_  
Golf Club Address (Street, City, State & Zip)

\_\_\_\_\_  
Handicap Chairperson's Name (**Must be non-employee**)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Handicap Chairperson's Address (Street, City, State & Zip)

## **STEP 1 – Your Golf Club must meet the USGA's definition of a Golf Club. Check appropriate box:**

### **Definition of a "Golf Club"**

A "Golf Club" is an organization of at least ten individual members that operates under bylaws with committees (including a Handicap Committee) to supervise golf activities, provide peer review, and maintain the integrity of the USGA Handicap System (see Compliance Checklist, Section 8-2m and Decision 2/7). A golf club must be licensed by the USGA to issue Handicap Indexes to its members. A club can obtain a license (see Appendix F) directly from the USGA or through its membership in an authorized golf association that is already licensed by the USGA and that has jurisdiction in the geographic area that includes the principal location of the golf club.

Members of a golf club must have a reasonable and regular opportunity to play golf with each other. They must be able to return scores personally, and these scores must be readily available for inspection by others, including but not limited to fellow members and the club's Handicap Committee.

[Help](#) [OK](#)

Meet the USGA definition of a golf club as defined.

## **STEP 2 – You must also determine for which type of Club you qualify. Check appropriate box:**

### **A Golf Club fits into one of the following three categories:**

[Help](#) [OK](#)

- Type 1 - It is located at a single specific golf course with a valid USGA Course and Slope Rating where a majority of the club's events are played and where the club's scoring records reside; or
- Type 2 - Its members are affiliated, or known to one another, via a business, fraternal, ethnic or social organization. The majority of the club members had an affiliation prior to organizing the club; or
- Type 3 - The members had no prior affiliation and a majority of the recruiting and sign-up of the membership is done by solicitation to the general public (e.g., newspaper, Internet).

(Over)



# NYSGA MEMBER CLUB CHECKLIST & AGREEMENT FOR THE USGA HANDICAP SYSTEM™

**STEP 3 – Your Club must follow *The USGA Handicap System* manual in its entirety and meet all items in the club compliance checklist (below). Please check appropriate boxes.**

## **Club Compliance Checklist (Section 8)**

Help OK

- [X] Make it possible for players to record the correct USGA Course Rating and USGA Slope Rating with each posted score from every set of tees (Sections 5-2 and 8-2b and c).
- [X] Require that nine-hole scores be combined and posted for handicap purposes (Section 5-2c and d).
- [X] Follow the revision schedule and posting season of the authorized golf association having jurisdiction in the region (Section 8-3a and c).
- [X] Ensure that all acceptable scores are entered correctly (Section 5-2).
- [X] Perform computations and adjustments in accordance with the USGA Handicap Formula (Sections 8-4 and 10).
- [X] Make current scoring records and a list of USGA Handicap Indexes of all members readily available for inspection by others (Section 6-3).
- [X] Include the letter "L" after local handicaps which exceed the USGA maximum limits of 36.4 for men and 40.4 for women (Section 3-4).
- [X] Nine-hole scores will be combined in the order they were posted, regardless of where played (Section 5-2).
- [X] Utilize the current USGA Course Rating & Slope Rating issued by an authorized golf association (Section 14).
- [X] Have a signed license agreement in place with a local authorized golf association or the USGA prior to issuing a USGA Handicap Index to its members.
- [ ]  [ ] Have a Handicap Committee composed mostly of members and chaired by a member (Section 8-1).
- [ ]  [ ] Require the posting of all scores made at home and away (Section 5-1).
- [ ]  [ ] Require use of USGA procedures to adjust hole scores before posting (Section 4).
- [ ]  [ ] Insist that the principles of the Rules of Golf be followed (Section 5-1).
- [ ]  [ ] Reduce or increase Handicap Indexes of any player whose handicap does not reflect the player's potential ability (Section 8-4b).
- [ ]  [ ] Notify an authorized golf association when permanent changes have been made to the golf course so that the association can issue a new USGA Course Rating and USGA Slope Rating (Section 14-5b).
- [ ]  [ ] \* Participation by a representative from the golf club in a USGA Handicap Seminar (whether conducted by the USGA or an authorized golf association) including passing a test exhibiting knowledge about the system AFTER 1/1/2008.

\* Notes: - *We realize that many clubs cannot check this item as "OK" at this time on this item.*

- *The USGA has made available on their website:*

*(<http://www.usga.org/HDCPLicClubSeminar/index.asp>) an On-Line Seminar and Quiz. Choose NYSGA as Authorized Golf Association. If a Golf Club Representative passes this Quiz before 12/31/11, then that will fulfill this compliance requirement.*

**STEP 4 – Once complete, return this form to the NYSGA at the address on the first page. If your club needs help meeting any of the checklist items, please contact the NYSGA.**

**STEP 5 – When the NYSGA receives the completed, signed Agreement, the USGA will be notified.**

**By submission, I agree that this Golf Club meets the USGA's definition of a Golf Club, follows *The USGA Handicap System* manual in its entirety and meets all items in the club compliance checklist.**

\_\_\_\_\_  
Handicap Chairperson's Signature

\_\_\_\_\_  
Date

**Questions:** \_\_\_\_\_  
\_\_\_\_\_