

## **PROCEDURES FOR SUBMISSION OF SCORECARDS OF NON CLUB MEMBERS AND UPDATING THE NATIONAL HANDICAP BOOK**

### **PROCEDURES FOR SUBMISSION OF SCORECARDS OF NON MEMBERS**

1. To maintain the integrity of the USGA Handicap System, it is imperative that golfers post every acceptable score whenever and wherever they play a round of golf. All clubs must ensure that scores of non members be re-directed to their respective home clubs whenever such scores are posted. The following deadline for submission should be adhere to.

- a. **Tournament Scores** All tournament scores should be re-directed to players` home clubs within one week of date of tournament.
- b. **Social Games** All scorecards of social games played in a month should be consolidated at the end of the month and re-directed to players` home clubs within one week of the end of that month.

### **PROCEDURE FOR UPDATING THE NATIONAL HANDICAP BOOK**

2. The SGA website maintains the National Handicap Book. Its is updated at the beginning of each month when all clubs send their handicap data to SGA for uploading. In order to ensure that it is up to date, the following procedures for submission is to be adhered to:

- a. All clubs will revise and post their members` Handicap Index on the 1<sup>st</sup> day of the month. The data will then be sent to SGA.
- b. SGA will upload the data to the website by the 2<sup>nd</sup> working day of the month.
- c. During this period, there maybe discrepancies in players` Handicap Index between that posted at the club and SGA`s website. In such situation, clubs` Handicap Register will take precedence.
- d. If SGA does not receive a club`s handicap data by the 2<sup>nd</sup> working day of the month, the previous handicap data will be deleted from the website. It will only be uploaded again when the latest data is received. This will minimize discrepancies in the NHB.