

ON TOP OF THE WORLD GOLF COMMUNITIES
HANDICAP COMMITTEE
POLICIES AND PROCEDURES

Version 1.0

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OTOW Handicap Committee Policies and Procedures

Date	Version	Approved	Notes
10/30/22	V0.1 Draft	11/7/22	Drafts reviewed and approved by OTOW Handicap Committee

General Policies and Procedures

Committee Internal Policies and Procedures

The Handicap Committee (HC) Policies and Procedures (P&P) are established in conjunction with the Handicap Committee Charter. HC responsibilities are detailed in the HC Charter. The HC P&P details how those responsibilities are performed. The R&A and USGA's Rules or Handicapping are the foundation for the Handicap Committee's role and procedures.

A. HC Committee Membership

- Per HC Committee Charter, the HC Committee is populated by the Chair, Club Officials and Advisors, Club League Representatives and Club Members.
- HC member make up is
 - Each league is represented by 2 members.
 - Up to 2 at-large members representing the general golf population, non-league competitive players and the two 9-hole women's leagues.
 - The Chair, while potentially a member of a league(s), represents the general golf population but who's primary role is to lead the HC.
 - The Club Official and Advisors are appointed by the OTOW Director of Golf but typically includes all Head and Assistant Professionals.
- HC membership term duration
 - The Club League representatives will be reviewed and adjusted as new league officers are elected or upon directive of the league president.
 - The Chair will be reviewed annually and recommended not to exceed a 2 year term.
 - Recommendations for a new HC Chair can be submitted by any HC Member
 - The HC Chair will be voted in by a HC membership majority.
 - Recommendations for a new at-large members can be submitted by any HC Member
 - The at-large member will be voted in by a HC membership majority.
 - HC members may be asked to leave the committee by a 80% vote.
- HC Membership transition
 - It is the responsibility of the league president to insure a transition from the outgoing league representation HC member to the new HC member.
 - It is the responsibility of the HC Chair to insure a transition from the outgoing at-large representation HC member to the new HC member.

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- It is the responsibility of the HC Chair to insure a transition from themselves to the new HC Chair.
- It is the responsibility of the OTOW Director of Golf to insure a transition from the outgoing club advisor HC member to a new HC member.
- USGA & FSGA Handicap Ratings
 - If good cause is shown and a majority of the HC in agreement, the HC may request the USGA &/or FSGA review the course rating and hole handicap rankings for a golf course
 - The HC may elect to override the USGA &/or FSGA hole rankings to better fit the local course.
 - The HC is responsible for communicating changes to the playing members.
 - If any changes are made to the course rating or hole handicaps, the Director of Golf is responsible for implementing the changes. This includes but not limited to scorecards, “dot” distribution at leagues and events.

B. HC Meetings

- Meetings are scheduled monthly at a place and time agreed by the OTOW HC.
- Special meetings may be held as agreed upon by the OTOW HC.
- Meeting attendees are limited to HC members unless otherwise approved by the HC Chair.
- Agenda
 - The HC Chair will draft the agenda based on the previous meeting minutes, standard agenda items and relevant topics.
 - Standard agenda topics include
 - Current player reviews and follow up.
 - Future player review recommendations.
 - Event scoring reviews and upcoming event assignments.
 - Previous meeting action item updates.
 - The proposed agenda will be distributed, via email, to the HC members for any additional topic recommendations. .
 - The finalized agenda will be distributed to the HC members the day prior to the meeting.
- The meetings will be decision and action item focused.
- Meeting minutes & Player Review Log
 - The minutes and Player Review Log will reflect the meeting topic conversations, including decisions and action items. .
 - The HC Chair will create the meeting minutes and distribute, via email, to the HC members for feedback within 48 hours of the meeting.
 - Revised minutes will be redistributed, as needed.
 - An example of the Player Review Log is included in the appendix.
- Player disciplinary actions require a majority vote of at least 5 voting members. The Committee Chair will break tie votes.

C. HC Communications and Documentation

- Communications related to OTOW HC meetings, meeting minutes and other business of the OTOW HC will be conducted via email.
- All written communications between players and the OTOW HC will be shared with all OTOW HC members. These communications include but are not limited to communications related to the following.
 - Failure to post a score
 - Warning letters and emails that are issued to a member related to score posting and/or score audit findings and/or an infraction
 - Notifications when a member's handicap index is modified
 - Notifications when the modification is removed
 - Notifications when a member is banned from competitive play
 - Notifications when the member's ban is removed
 - Education and general communication
- The Committee maintains documentation for the following.
 - Meeting Minutes
 - Committee Charter and related policies and procedures
 - Contact with members and players regarding failure to post a score, high winning percentage and/or major difference between competitive and non-competitive scoring.
 - Education and training activities
 - Warning letters and emails that are issued to a member related to score posting and/or score audit findings and/or an infraction
 - Notifications when a member's handicap index is modified
 - Notifications when the modification is removed
 - Notifications when a member is banned from competitive play
 - Notifications when the member's ban is removed
 - Player Review Log
- Other than email text, all other shared documentation, such as meeting minutes and player letters, will be in PDF format.
- Because no document sharing drive exist, the HC Chair will maintain all stored documentation.
 - HC members may request, from the HC Chair, stored documentation.
 - A requirement of the HC Chair transition to a new HC Chair is the transfer of the stored documentation.
 - The documents will be maintained for 3 years.
- The Policies and Procedures will be reviewed annually.
- The HC Charter will be reviewed annually.

D. USGA & FSGA Handicap Ratings

- If good cause is shown and a majority of the HC in agreement, the HC may request the USGA &/or FSGA review the course rating and hole handicap rankings for a golf course.
- The HC may elect to to override the USGA &/or FSGA hole rankings to better fit the local course.
- The HC is responsible for communicating changes to the playing members.
- If any changes are made to the course rating or hole handicaps, the Director of Golf is responsible for implementing the changes. This includes but not limited to scorecards and handicap distribution at leagues and events.

E. Additional USGA HC Requirements

Ensure the Club Meets the Definition of a Golf Club

- As determined by the USGA, a Golf Club is an organization of at least ten active individual members that operates under bylaws with Committees (a Handicap Committee is required) to supervise golf activities, provide peer review, and maintain the integrity of the Rules of Handicapping.
- Members of a Golf Club must have a reasonable and regular opportunity to play golf with each other. The members' scores are to be posted on the day of play and be available for inspection by others, including, but not limited to, fellow members and the club's Handicap Committee.
- OTOW is a Type 1 club.
The members of a Type 1 club are located at a specific golf course with a valid Course Rating™ and Slope Rating™ where a majority of the club's events are played and where the club's scoring records are accessible and demonstrate a frequency of play.

Know the Rules of Handicapping

- As a part of the education and assessment requirements for authorization, the club is required to participate in an educational session including passing a test to demonstrate knowledge of the Rules of Handicapping. A score of at least 80% is required to satisfy the education requirement.
- An annual club assessment will be conducted by the Area Golf Association (AGA) to ensure reliability, consistency and fairness to clubs and golfers.
- The AGA has resources available to support the Handicap Committee to learn the Rules of Handicapping and perform its responsibilities. The AGA may also carry out education seminars for Golf Clubs, either via in-person or online seminars.

Ensure Course Details are Accurate (Type 1 Club)

- The Handicap Committee should periodically review the published Course Rating, Slope Rating, par and stroke index values within the handicap software to confirm they match what is listed

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on the scorecard. Published ratings can be found on the course rating database located on the USGA website.

COURSE RATING AND SLOPE RATING

For a score to be acceptable for handicap purposes, it must be played on a set of tees on a golf course with a valid Course Rating and Slope Rating. If one or more sets of tees on a course have not been rated, the Handicap Committee should contact its AGA for assistance.

Newly constructed courses change rapidly in the first few years and must be re-rated within five years. An established course must be re-rated at least every 10 years, even if it has not been changed in any way. A course must no longer use its Course Rating and Slope Rating if the ratings are more than 10 years old and scores recorded on that course may not be posted to a player's scoring record.

The rating information from every set of tees, for both genders, should be:

- made readily available via online applications,
- displayed in a prominent place at the club, or
- printed on the scorecard.

INACTIVE SEASON

Because there is no inactive season for both OTOW and Candler Hills golf course, this governance does not apply.

MODIFICATIONS TO THE COURSE

The Handicap Committee must notify the AGA when temporary tees and/or greens are used. The AGA will decide whether scores made under those conditions are to be accepted for handicap purposes, and whether the Course Rating and Slope Rating should be modified temporarily.

If a temporary rating will not be issued, the Handicap Committee has a responsibility to notify its members and guests that when a hole is not played or temporary tees/greens are in use, the score for that hole must be net par. A minimum of 7 holes for a 9-hole score or 14 holes for an 18-hole score must be played in order for the score to be acceptable for handicap purposes.

If the number of holes not played or temporary tees/greens in use is greater than the minimum requirement and a temporary rating has not been issued by the AGA, the score must not be used for handicap purposes for members and guests alike.

The Handicap Committee must notify the AGA when permanent changes are made to the course or course set-up has changed significantly. The AGA should then review the current Course Rating and Slope Rating and determine whether a re-rating is necessary. Examples of such occurrences might be:

- a storm causes a landslide where the green was located, and the course must permanently shorten a hole from a par 5 to a par 3; or
- in a cost savings effort, maintenance practices changed from cutting the rough daily to twice a week resulting in an increase in average rough height of 1-2 inches; or
- a portion of the property is sold, and holes are reconfigured to create a new layout.

The OTOW Director of Golf, or designee, facilitates the conversation with the USGA and AGA.

PAR

The determination of hole par is a part of the course rating process done by the AGA. To benefit the player experience, the standardization of total par for all tees on a given course where practical is the recommended practice by the USGA and the default position for deciding the par value. See the USGA Position Paper on Par for more information. It is important to note that the primary factor for determining whether a standardized par should be used is the design of the hole as it was intended to be played. Secondary factors include the most commonly played set

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of tees per gender and the most common par value on a hole. The AGA after consultation with the Golf Club and/or golf course staff will make the final determination.

The Golf Club must make certain the par assigned for each hole (and gender, if different) is correctly listed on any tee signs as well as printed on the club's scorecard, posted in a prominent place at the club, or available via online applications.

PLAYING FROM AN UNRATED SET OF TEES

When a set of tees do not have a Course Rating and Slope Rating for the appropriate gender, the Handicap Committee must contact the AGA for approval to utilize the yardage adjustment table in Appendix G to determine a temporary rating that can be used by the player(s) to post acceptable score(s) for handicap purposes. If scores are posted frequently using the adjusted ratings, the Handicap Committee must contact the authorized association so that a permanent rating can be established.

STROKE INDEX ALLOCATION

Stroke index allocation is used to determine the maximum hole score to be posted for handicap purposes as well as knowing where the player is to give or receive handicap strokes.

Recommended stroke index allocations can be provided to the club by the AGA using course rating data. The raw hole rankings are based on the combination of Course Rating and Bogey Rating™ relative to par, with the final recommendation adjusted to accommodate stroke play and match play. However, clubs can continue to determine stroke allocation with alternative methods.

The USGA recommends that each course has one allocation for men and one for women, based on the most commonly played tees for each gender. ¹

- Make the Process of Converting a Handicap Index to a Course Handicap as Easy as Possible
The Course Rating, Slope Rating and par for a set of tees will allow a Handicap Index to be converted into a Course Handicap based on the difficulty of the golf course.
The calculation of the Course Handicap is critical to determine the appropriate score to submit for handicap purposes, including any adjustments for net double bogey or application of net par. It is important that this conversion process is made as easy as possible for all players and options may include use of:
 - a mobile app or other electronic tool,
 - a Course Handicap table, or
 - the Course Handicap Calculator located on the USGA website.

If Course Handicap tables are used, they should be posted in a place which is accessible for use by all players; for example, close to the first tee, scoring kiosk or in the clubhouse locker rooms.

Note: To determine a 9-hole Course Handicap, halve the 18-hole Handicap Index and round to the nearest tenth.

F. Event and League Game Calendar

As input into a player's handicap & results analysis, a calendar of league and events "games" and an explanation and score posting guidance is developed.

*****This section to be completed in the future as more detail is known.*****

¹ R&A & USGA Rules of Handicapping

Player Polices and Procedures

A. Score Posting and Score Audits

Scoring record reviews are within the scope of the OTOW HC posting and score audits of Club members and non-member Club event players. The OTOW HC posting and score audits assess the extent to which:

- the player under review consistently posts scores for rounds played,
- the player's handicap accurately reflects the player's skill level, and
- the player's performance in competitive play aligns with their performance in non-competitive play.

Ways of Working

HC posting and score audits are triggered by the following.

- Time: Each club member records will be reviewed at least annually.
- Posting levels: Unacceptable posting levels. Below 70% of tee sheet entries.
- Event Play: Members and non-members playing in competitive Club events
- Win Percentage: Players with a higher-than-average win percentage. Above 60%.
- Inconsistent Scores: Players who consistently return scores that do not reflect their demonstrated ability
- Event reviews
- Request: Players may request a handicap review following a period where they feel their scoring returns do not align with their current Handicap Index
- Referral: Referral by an HC member and approved by the HC Chair

Review Procedures

The Handicap Committee has adopted many of the USGA guidelines and rules as presented in the USGA Handicap System Manual. The score posting and score audit review will consider the following.

- The extent to which the player has posted scores for each tee time on record over the past 12 months
- The player's scoring record history over the past 12 months
- The trend of the player's Handicap Index over time
- Deviations from the expected scoring performance for the player
- Comparison of the player's scoring and score differentials between competitive and casual rounds and team versus individual play
- Any other knowledge that the Handicap Committee has relative to the player's golfing ability. For example, improving play following golf lessons, declining scoring potential due to frequency of playing, aging, incapacitating injuries or illness, etc.,
- Length of time since a player last played to their Handicap Index,
- Number of scores since a player last played to their Handicap Index, and
- Information supplied by any other golf club where the player is a member.

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Disciplinary Actions

The OTOW HC will take disciplinary actions related to score posting and audit review findings as set forth by the USGA for the Handicap Committee when necessary. These include the following.

- Penalty Scores — may be issued by the Handicap Committee to members for not posting scores.
- Adjustments/Modifications — may be issued by the Committee to members so their index is a reflection of their potential scoring ability, or as a disciplinary action to those who do not observe the spirit of the USGA Handicap System.
- The Committee has the ultimate authority to adjust an index under any circumstance that it feels necessary to do so.
- Withdrawal of the Handicap Index — the Handicap Committee must withdraw the Handicap Index of a player who repeatedly fails to meet the player responsibilities under the USGA Handicap System.

Review Record Keeping

Records used to conduct score posting and score audit reviews will be maintained to provide the necessary audit trail and support for review findings, communications, and related disciplinary actions. These records will be maintained By the HC Chair for a duration of 3 years. These records must be part of any HC Chair transition.

Communications

Unacceptable review findings will be communicated to the player under review by the sending of a letter to the player from The HC generic email (golfhandicapcommittee@otowfl.com) via email. All OTOW HC members will be copied on any communications between the player and the OTOW HC. Standard letters are included in the appendix.

Letters will inform the player of the review findings and next steps. Players will be afforded an opportunity to contribute toward the handicap review process to the extent practicable and players will have recourse through an appeals process, if requested

Process Flow

1. Player handicap review triggered by one of the methods previously identified.
2. The HC Member assigned the player review gathers the required data.
 - a. Tee sheet: Dates the player was listed on the tee sheet for the required time frame. This information can be extracted via hard copy from Jonas by one of the professional staff or the golf administrative assistant.
 - b. Scores: The players scores, differential, course, tees, and associated data for the required time frame. This information can be extracted from the GHIN system via hard copy &/or Excel spreadsheet from the GHIN system by one of the professional staff or the golf administrative assistant.

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- c. Results: Tournament and league results, such as prize money & position finish, for the required time frame. This information must be extracted manually thru Golf Genius.to enable all HC members to see all the league and events, the generic user ID of golfhandicapcommittee@otowfl.com has been created. The Password is Otowgolf1.
3. To assist in analyzing and documenting the player statistics, a template and an Excel spreadsheet are available. The HC Chair can provide a copy of the template &/or spreadsheet to any HC member. An example of and instructions for the spreadsheet are included in the appendix.
4. The assigned HC member leads the player discussion in the HC meetings and a decision is taken how to proceed. No action, type of action or follow up at a later date are the principle decisions. The Player Action Log is updated by the HC Chair to reflect the findings and decision. .
5. If a disciplinary or discussion action is required, a letter, so reflecting, is sent to the player. The HC Chair personalizes the appropriate letter template and the Director of Golf emails the personalized letter to the player via the generic HC email address. Letter templates are in the Appendix of this document.
6. If required, a meeting is scheduled with the player to discuss. The results of the meeting is reported back to the HC and further action is taken, or not. It is recommended any player reaching this stage of the process be reviewed again in 3 months. The Player Action Log continues to be updated throughout the process.

B. Handicap Usage in Competition

- The player must have a USGA handicap to participate in competition.
- At least one score must be posted into GHIN within the 30 days prior to the competitive round.
- There is handicap maximum of 36.
- The USGA handicap percentage recommendations per game format are applied for competitive rounds.

C. Handicap Index Adjustment Request

Due to injury, surgery or other medical condition or special circumstances, a player may request review, adjustment or freezing of their handicap index. To initiate the review the player must submit a written request detailing why they believe the adjustment is warranted. The email is sent to golfhandicapcommittee@otowfl.com.

The HC will review and decide upon the request, including any adjustment and the duration of the decision.

D. Competitive Round Self Posting

Policy Purpose

- Establish consistent guidelines for handling situations where Golf Genius is unable to post a player's postable competitive round score and the player fails to do.
- Example #1: The competitive "game" eliminates putts (Tee to Green). The player's gross score must be posted manually since Golf Genius only reflects the number of strokes from tee to green.
- Example #2: The competitive "game" is 1 net best ball. Golf Genius reflects incomplete gross score for each foursome member because a single score per hole was entered across the various team members.

Policy

- Time limit to manually post: Per USGA, within 48 hours of the conclusion of play. Recommended to post score the same day because USGA will factor in playing conditions.
- Score to be posted by player: Adjusted gross score. Adjusted for hole score maximums. Recommended to enter actual hole by hole scores because USGA will automatically adjust for hole maximums.
 - An example of the template is included in the appendix.
- Lesser of adjusted gross score versus the sum of course par plus the players course handicap.
 - If no score can be identified, the score posted will be par plus player's course handicap.
 - A letter will be sent to communicate a score was posted.
 - Example #1 is Sally shoots a 93 and does not post her score. A scorecard exist to show she shot 93. Her handicap is 24. Par plus handicap is $72 + 24 = 96$. As the lower score, 93 is posted.
 - Example #2 George shoots a 76 and does not post his score. A scorecard exist to show he shot a 76. His handicap is 10. Par plus handicap is $72 + 10 = 82$. As the lower score, 76 will be posted.
 - Example #3 No scorecard exist to show Paula's score. Her handicap is 15. Par plus handicap is $72 + 15 = 87$. An 87 will be posted.
- 2nd offense within 6 month time period: Lesser of adjusted gross score versus the sum of course par plus the players course handicap minus 5. Equivalent to Net 67.
 - If no score can be identified, the score posted will be par plus player's course handicap minus 5. Equivalent to Net 67.
 - A letter will be sent to communicate a score was posted.
- 3rd offense within 6 month time period: 60 day ban on league and event play. A Plus penalty score.
 - The score posted will be Lesser of adjusted gross score versus the sum of course par plus the players course handicap minus 5. Equivalent to Net 67.
 - If no score can be identified, the score posted will be par plus player's course handicap minus 5. Equivalent to Net 67.
 - A letter will be sent to communicate the ban and that a score was posted.

Process

- One time: Communication email to all players advising them of policy.
- Ongoing:
 - The professional staff communicates prior to play:

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1. Each player must post their gross score.
 2. Scores must be posted within 48 hours.
- After 48 hours, the professional staff identifies which players have not posted their score. For those that have not posted, the professional staff post the appropriate score based on the guidelines.
 - The Handicap Committee Chair, or designee, is advised. The Chair personalizes the appropriate failure to self post letter and forwards to Director of Golf.
 - Director of Golf, or designee, sends the letter via the Handicap Committee email address.

C. Player Appeal Process

Prior to making an adjustment or withdrawal of a player's Handicap Index, the player must be given the opportunity to respond either in writing or in person to the Handicap Committee.

- The player should be provided the information available as to why the Handicap Index is being adjusted or withdrawn as well as the duration.
- The Handicap Committee should ensure that it has procedures in place to settle any disputes in relation to a handicap review or the application of the Rules of Handicapping in general. The player may escalate their grievance of the Handicap Index adjustment to the AGA Handicap Committee for review if they believe the club's Handicap Committee is not operating within the Rules of Handicapping.

D. General Handicap Education

The OTOW HC will continually provide the education and information players need. The Handicap Committee should concentrate its education efforts on the key features of the Rules of Handicapping that are most relevant to players, so that they understand:

- which scores are acceptable.
- the timeframe for submitting scores for handicap purposes.
- how to calculate a maximum hole score for handicap purposes.
- how to convert the Handicap Index into a Course Handicap
- the concept of handicap allowances for different formats of play.
- where to find the scoring record.
- how their Handicap Index is calculated.
- the Handicap Committee's ability to post penalty scores.
- the process of a handicap review.
- the consequences of a player not adhering to their responsibilities.

Education will be provided to members via email communications, to the extent possible, and through the posting of educational materials on the TBD ??????? website.

*****This section to be completed in the future as more detail is known.*****

Appendices

A. Letter Templates

10 Day Meeting Request Letter

On Top of the World Handicap Committee

Date:

Dear;

In the interest of fair play for the On Top of the World golf community, the Handicap Committee performs routine reviews of individual player handicaps regarding number of rounds played vs number of scores posted. All players shall maintain an accurate and up to date handicap index through the GHIN system by posting all 9-hole and 18-hole rounds within 48 hours of the round played.

After performing a review of your scores posted in the GHIN handicap system between (date) and (date), the Handicap Committee has determined there is a discrepancy in the total number of rounds played vs the number of scores posted. The Committee realizes that there may be reasons for the discrepancy and would like to meet with you to discuss this issue.

Please respond within 10 days of delivery of this letter to set up a time to meet with two representatives from the Committee and a Golf Professional. Failure to meet with the Committee and provide valid explanations for the discrepancies will result in a handicap adjustment to what is deemed reasonable based on your playing ability.

Thank you for your cooperation.

The Handicap Committee

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Handicap Freezing Letter

On Top of the World Handicap Committee

Date:

Dear;

In the interest of fair play for the On Top of the World golf community, the Handicap Committee performs routine reviews of individual player handicaps. After performing a review of your scoring record between (date) and (date), the Handicap Committee has determined that your handicap index is not reflective of your demonstrated ability.

In accordance with Rule 7.1a of the Rules of Handicapping, we have determined an adjustment to your handicap index is warranted due to (state reason). Your handicap will be frozen at (#) for a period of (days), and will become effective on (date). Before the freeze is applied you may appeal to the Handicap Committee by letter (Matt Hibbs, On Top of the World Communities, 9050 SW 99th St Rd, Ocala, FL 34481) or email (golfhandicapcommittee@otowfl.com) by (date).

During this time period, please continue to post your scores and observe all aspects of the Rules of Handicapping. The Handicap Committee will continue to review your scoring record to determine if your handicap index should revert to the normal handicap formula computation.

Thank you for your cooperation.

The Handicap Committee

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Handicap Adjustment Letter

**On Top of the World
Handicap Committee**

Date:

Dear;

In the interest of fair play for the On Top of the World golf community, the Handicap Committee performs routine reviews of individual player handicaps. After performing a review of your scoring record between (date) and (date), the Handicap Committee has determined that your handicap index is not reflective of your demonstrated ability.

In accordance with Rule 7.1a of the Rules of Handicapping, the Committee has determined that an adjustment to your handicap index is warranted due to (state reason). Your handicap index will be adjusted to (#), effective (date). Before the adjustment becomes effective, you may appeal to the Handicap Committee by letter (Matt Hibbs, On Top of the World Communities, 9050 SW 99th St Rd, Ocala, FL 34481) or email (golfhandicapcommittee@otowfl.com) by (date).

After the Handicap Adjustment, as new scores are posted, your handicap index will update accordingly. The Handicap Committee will continue to review your scoring record to determine if other adjustments are warranted. Please continue to post all scores and observe all aspects of the Rules of Handicapping.

Thank you for your cooperation.

The Handicap Committee

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High Winning Percentage 10 Day Meeting Request Letter

On Top of the World Handicap Committee

Date:

Dear;

In the interest of fair play for the On Top of the World golf community, the Handicap Committee performs routine reviews of player's handicaps regarding average competitive round's scores vs non competitive round's scores; as well as, competitive event results.

After performing a review of your scores posted in the GHIN handicap system between (date)and (date) and competitive event results within the same time period, the Handicap Committee has determined there is a discrepancy between competitive and non competitive scores and/or an unusually high winning percentage. The Committee realizes that there may be reasons and would like to meet with you to discuss.

Please respond within 10 days of delivery of this letter to set up a time to meet with two representatives from the Committee and a Golf Professional. Failure to meet with the Committee and provide valid explanations will result in a handicap adjustment to what is deemed reasonable based on your playing ability and/or ban from competition. .

Thank you for your cooperation.

The Handicap Committee

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Score Not Posted for Event Play Letter #1

**On Top of the World
Handicap Committee**

Date:

Dear;

Thank you for participating in the (Event name) event.

After the Handicap Committee reviewed the results, it was discovered that you had not posted your score for that round. It is each player's responsibility to post all 9-hole and 18-hole scores, preferably on the same day, but no later than 48 hours after the event, to assure that your handicap is accurate for all events. Your score from this event has been posted by the golf professional staff and is the lesser of the gross score turned in on your tournament scorecard or the sum of the course Par plus your course handicap. If you had not recorded a score on any hole, the professional staff will post Par plus any handicap strokes on that hole.

Failure to post scores could result in ineligibility to play in League, Monthly or World events. If you have any questions, please contact The Handicap Committee at the email address below.

Thank you for your cooperation.

The Handicap Committee

golfhandicapcommittee@otowfl.com

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Score Not Posted for Event Play Letter #2

**On Top of the World
Handicap Committee**

Date:

Dear;

Thank you for participating in the (Event name) event.

After the Handicap Committee reviewed the results, it was discovered that you had not posted your score for that round. It is each player's responsibility to post all 9-hole and 18-hole scores, preferably on the same day, but no later than 48 hours after the event, to assure that your handicap is accurate for all events. Your score from this event has been posted by the golf professional staff and is 5 strokes below Par plus your handicap index.

This is the second League, Monthly or World event within the past 6 months for which you have not posted your score. Failure to post scores could result in ineligibility to play in League, Monthly or World events. If you have any questions, please contact The Handicap Committee at the email address below.

Thank you for your cooperation.

The Handicap Committee
golfhandicapcommittee@otowfl.com

OTOW Handicap Committee Policies and Procedures

Score Not Posted for Event Play Letter #3

**On Top of the World
Handicap Committee**

Date:

Dear;

Thank you for participating in the (Event name) event.

After the Handicap Committee reviewed the results, it was discovered that you had not posted your score for that round. It is each player's responsibility to post all 9-hole and 18-hole scores, preferably on the same day, but no later than 48 hours after the event, to assure that your handicap is accurate for all events. Your score from this event has been posted by the golf professional staff and is 5 strokes below Par plus your handicap index.

This is the third League, Monthly or World event within the past 6 months for which you have not posted your score. You are ineligible to participate in any League, Monthly and World events for a period of 60 days from (date) to (date). If you have any questions, please contact The Handicap Committee at the email address below.

Thank you for your cooperation.

The Handicap Committee
golfhandicapcommittee@otowfl.com

OTOW Handicap Committee Policies and Procedures

Posting Reminder Letter

On Top of the World Handicap Committee

Date:

Dear;

In the interest of fair play for the On Top of the World golf community, the Handicap Committee performs routine reviews of individual player handicaps regarding number of rounds played vs number of scores posted. All players shall maintain an accurate and up to date handicap index through the GHIN system by posting all 9-hole and 18-hole rounds within 48 hours of the round played.

After performing a review of your scores posted in the GHIN handicap system between (date) and (date), the Handicap Committee has determined that there seems to be a discrepancy in the total number of rounds played vs the number of scores posted.

This letter serves as a reminder to please post all postable scores into GHIN within 48 hours of the round played. We will continue to monitor the GHIN system to ensure compliance. If you have any questions, please contact The Handicap Committee at the email address below.

Thank you for your cooperation.

The Handicap Committee
golfhandicapcommittee@otowfl.com

OTOW Handicap Committee Policies and Procedures

Withdrawn Handicap Letter

On Top of the World Handicap Committee

Date:

Dear;

After previously (adjusting or freezing) your handicap index, the Handicap Committee has found it necessary to withdraw your handicap index in accordance with Rule 7.1c for (deliberately or repeatedly) failing to comply with your responsibilities under the Rules of Handicapping.

In the interest of fair play, your handicap index will be withdrawn for a period of (# days), effective (date) until (date). Before your handicap index is withdrawn you may appeal to the Handicap Committee by letter (Matt Hibbs, On Top of the World Communities, 9050 SW 99th St Rd, Ocala, FL, 34481) or email (golfhandicapcommittee@otowfl.com) by (date). During this time period in which your handicap index is withdrawn, you will be ineligible to participate in League, Monthly and World events.

At the conclusion of the period in which your handicap index was withdrawn, the Handicap Committee will determine if your handicap index should be reinstated and can revert to the normal handicap formula computation. If you have any questions, please contact The Handicap Committee at the email address above.

Thank you for your cooperation.

The Handicap Committee

OTOW Handicap Committee Policies and Procedures

B. Player Statistics Template and Excel Workbook

The player Statistic Template and Excel Workbook are available, from the HC Chair, to assist in presenting and calculating the player statistics of posting percentage, scoring and results.

Below is a blank example of the worksheet.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Player Review Standard Statistics Summary														
2															
3	Player:														
4	Review Date:														
5	Concern:														
6	Review Data Date Range:														
7															
8															
9	Rounds Played vs Rounds Posted														
10		# Played	# Posted	# Non Postable	# Not Posted	Adjusted % Posted									
11	League(s)	0	0	0	0	#DIV/0!									
12	Events	0	0	0	0	#DIV/0!									
13	Non-Competitive	0	0	0	0	#DIV/0!									
14	Total Rounds Played	0	0	0	0	#DIV/0!									
15															
16	Competitive vs Non Competitive Scoring														
17		Average Gross Score	Average Differential												
18	League(s)	#DIV/0!	#DIV/0!												
19	Events	#DIV/0!	#DIV/0!												
20	Non-Competitive	#DIV/0!	#DIV/0!												
21	Total	#DIV/0!	#DIV/0!												
22															
23	Competitive Round Prize Money Results														
24		1st	2nd	3rd	Other Win	No Prize \$	Total	Prize \$	Winning %						
25	League(s)	0	0	0	0	0	0	\$0.00	#DIV/0!						
26	Events	0	0	0	0	0	0	\$0.00	#DIV/0!						
27	Total	0	0	0	0	0	0	\$0.00	#DIV/0!						
28															

Player Statistics Summary Spreadsheet Instructions

File Name: Std Stats Summary v3 20220817.xlsx

Workbook contains 3 spreadsheets.

- Summary
- Detail
- Scores

Summary Spreadsheet

- Complete the Player, Review Date, Concern and Data Date Range
- All data fields are populated from the detail spreadsheet

Detail Spreadsheet

General Information

- Because of embedded calculations, do not add any rows until after Row 390 nor any column until after Column T.
- There is a Row for every day of the year, including February 29th (Column A).
- Each Column has a filter button in Row 2.

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- Totals and calculations begin in Row 369.
- Use a “1” to indicate if the field is true. For example, put a “1” in the League column if the score and/or results was from a league day.
- The light green column (Column B) is populated from data from the Jonas Tee Sheet information. See populating detail below.
- The light yellow columns (Columns C-F) are populated from the GHIN information. See populating detail below.
- The light blue columns (Columns K-S) are populated from the Golf Genius information. See populating detail below.
- The white columns (Columns G-J), for each date, are manually determined based on other information. See populating detail below.
- White cells beyond Row 368 are calculations

Jonas Tee Sheet Information

- The professional staff or administrator can print the Jonas Tee Sheet information.
- At this point, this is purely manually entry based on the Jonas Tee Sheet printout.
- For every date on the Jonas Tee Sheet printout, enter a “1” in Column B for the appropriate date.
- If a player is on the tee sheet printout multiple times for a given date, enter the number of times the player is on the printout for that date.

GHIN Information

- The professional staff or administrator can print the GHIN information.
- In addition or in place of the printout, the information can be saved in a spreadsheet and forwarded. The spreadsheet can save time for manual entry.
- For the appropriate date:
 - Enter Course into Column C.
 - Enter Tees into Column D.
 - Enter Gross Score into Column E.
 - Enter Differential into Column F.
- If there is an GHIN data Excel spreadsheet, copy the information into the Scores spreadsheet. Rearrange the columns so the first 4 columns, in order, are Course, Tees, Gross Score and Differential. These 4 elements can then be copied into the Detail spreadsheet for the appropriate date, instead of manually entering each cell.

Golf Genius Data

- Review data in the Golf Genius app for every event or league to see the players results. The professional staff can help access this information if you are not part of a given event group or league.
- If the player played in an event or league:
 - If it was a Candler Hills Mens, Women’s or 9 hole League, or an OTOW Mens, Women’s or 9 hole league, enter a “1” in Column K.
 - If it was a Candler Hills, OTOW or World event, enter a “1” in Column L
 - Depending on the game enter a “T” for team or “I” for individual in Column M.
 - Enter winning in Column N.
 - If they finished 1st, enter a “1” in Column O.

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- If they finished 2nd, enter a “1” in Column P.
- If they finished 3rd, enter a “1” in Column Q.
- If they won money but finished lower than 3rd, enter a “1” in Column R.
- If they won no money, enter a “1” in Column S.
- Depending on the game enter a “1” for a round that could not be posted, enter a “1” in Column H.
 - The professional staff can help determine if a game was able to be posted or not.
 - If a player was instructed to post their own score, leave Column H blank.
 - A gross score (Column E) and Not Able to be Posted (Column H) are mutually exclusive.

Remaining Information

- Posted (Column G), Unable to Post (Column H), Not Posted (Column I) are mutually exclusive but one of the columns must contain a “1”
- Unable to Post (Column H) was determined given the game in Golf Genius. See Unable to Post instructions above.
- If there is a Gross Score, enter a “1” in Column G.
- If the player had a tee time (a “1” in Column B) and Gross Score (Column G) and Unable to Post (Column H) are each blank, enter a “1” in Column I to indicate no score was posted.
- Non Competitive (Column J), League (Column K), Event (Column L) are mutually exclusive but one of the columns must contain a “1”.
- League (Column K) and Event (Column L) were determined from golf in Golf Genius. See League and Event instructions above.
- If the player has a Gross Score (a “1” in Column E) and League (Column K) and Event (Column L) are each blank, enter a “1” in Column J to indicate the score is for a non competitive round.

Sums and Calculations

- Once all the columns above are populated, the Sums and Calculations are complete.
- They automatically populate the Summary Spreadsheet

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C. Player Action Log

Each player's name and related discussions and decisions reviewed at the HC are logged in The Player Action Log. The HC chair maintains the log and publishes the updated spreadsheets of Active, Follow Up Required and Inactive with each HC minutes.

4	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Handicap Committee Player Action Log - Follow Up Required																
2	Player	Concern	Investigation Initiated Date	Comm Member Assigned	Comm Review Req'd (Y or N)	Comm Review Date	Comm Review Findings	Peer Review Req'd (Y or N)	Letter Sent Date	Letter Response Date	Peer Review Date	Peer Review Findings	Disciplinary Action Req'd (Y or N)	Disciplinary Action	Follow Up Date	Follow Up Findings	
4	Sam Sneed	High Winning Percentage	7/25/22	R. Sparks	Y	8/9/22	While has a high win %, Joe's scores not significantly below index level. He plays a majority of rounds with his wife, Polly. Will E/u in 2 months.	N	N/A	N/A	N/A					9/9/22	
5	Arnold Palmer	High Winning Percentage	8/1/22	C. McIntire	Y	8/9/22	While has a high win %, Polly's scores above index level. She plays 84% with her husband, Joe, only and 95% with Joe in the group. Will E/u in 2 months.	N	N/A	N/A	N/A					11/1/22	
6	Nancy Lopez	High Winning Percentage	7/26/22	R. Sparks	Y	8/9/22	Event scores ~7 strokes below non-competitive. Send letter, with basic stats, to arrange peer review mtg. Roger, David & Matt/Russ/Candon	Y	8/11/22	8/12/22	8/16/22	Good meeting. Will post more. Admitted stacked team with high hdcp.	N	N/A		12/1/22	
7	Amy Alcott	High Winning Percentage	7/26/22	C. McIntire	Y	8/9/22	League individual games & event scores on lower end of average scores. Send letter, with basic stats, to arrange peer review mtg. Shelly, Sandy & Matt/Russ/Candon assigned.	Y	8/11/22	8/24/22	8/30/22	Feels others on team carry her. In league would like to move up a flight but she is top of last flight. On individual event win, said she played well at CH cause want shaking and made puts. Post most scores now and done it.	N	N/A		12/1/22	

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D. GHIN Scores

As input into a player’s handicap analysis, the professional staff can print &/or save a spreadsheet from GHIN detailing a players scores, courses & tees played, differential and other pertinent information by date for a requested date range.

	B	C	D	E	G	J	K	L	M	N	
1	Played At	Adjusted	Course R	Slope	Rati	Diff.	Course Name	Tee Name	Created At	Used	Revision
2	01/04/2022	103	67.5	109	36.8	The Tortoise & The Hare / On Top of the World - CANDLER HILL	34.1 / 113 / Orange	01/04/2022			
3	01/05/2022	98	67.6	110	31.2	On Top of the World - CANDLER HILLS	Orange	01/05/2022			
4	01/06/2022	106	67.6	110	39.4	Candler Hills Golf Club	67.6 / 110	01/06/2022			
5	01/12/2022	102	67.6	110	35.3	On Top of the World - CANDLER HILLS	Orange	01/12/2022			
6	01/13/2022	101	67.6	110	34.3	Candler Hills Golf Club	67.6 / 110	01/13/2022			
7	01/14/2022	100	66.8	104	36.1	On Top of the World - CANDLER HILLS / On Top of the World - C	Orange / Orange	01/15/2022			
8	01/19/2022	109	66.8	116	41.1	Golden Ocala Golf & Equestrian Club	FORWARD	01/23/2022			
9	01/22/2022	100	66.8	116	32.3	Golden Ocala	66.8 / 116	01/22/2022			
10	01/27/2022	101	67.6	110	34.3	Candler Hills Golf Club	67.6 / 110	01/27/2022			
11	02/01/2022	101	66.9	109	35.6	The Tortoise & The Hare / On Top of the World - CANDLER HILL	33.5 / 113 / Orange	02/01/2022			
12	02/10/2022	101	67.6	110	34.3	Candler Hills Golf Club	67.6 / 110	02/10/2022			

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E. Jonas Tee Sheet Information

As input into a player's handicap analysis, the professional staff can print a list of course tee sheet sheet time, other players by date.

Tee Time Management
Player Tee Time Search Results
All Golf Courses
Date Range: Monday August 1, 2022 To Sunday November 13, 2022
Member: 006088 BROWN, B. PAMELA (LGA)

Pg 1

Date	Tee Time	Golf Course	Confirmation	Player Names
Tue Aug 02/22	08:50 AM	The Tortoise and The Hare	1100037789	FREE, FALCONER, BROWN
Thu Aug 04/22	09:00 AM	Candler Hills Golf Club	1001299570	BENSON, BROWN, CHIN, CHRIST
Thu Aug 11/22	09:00 AM	Candler Hills Golf Club	1001300080	BROWN
Thu Sep 01/22	09:00 AM	Candler Hills Golf Club	1001301347	ANDERSON, BROWN, CLARK, CZACHOR
Tue Sep 06/22	08:20 AM	The Tortoise and The Hare	1100039233	BROWN, SCHROECKENTHALER, PRUSS
Tue Sep 13/22	09:00 AM	The Links	2200050343	RHODES, SCHRIEWER, BROWN, CROXALL
Thu Sep 15/22	09:10 AM	Candler Hills Golf Club	1001302344	BROWN, BUNCE, CLARK, COLOMB
Fri Sep 16/22	08:20 AM	The Links	2200050044	SHANFELT, BROWN
Sun Sep 18/22	08:10 AM	Candler Hills Golf Club	1001302051	SHANFELT, GALLAGHER, WOLINSKY, BROWN
Tue Sep 20/22	08:40 AM	The Links	2200050771	DELLAPENNA, WILKS, BERVINKLE, BROWN
Thu Sep 22/22	09:00 AM	Candler Hills Golf Club	1001302836	BEATY, BUNCE, BROWN
Fri Sep 23/22	08:30 AM	The Links	2200050489	SHANFELT, WOLINSKY, WHITE, BROWN
Sun Sep 25/22	08:10 AM	Candler Hills Golf Club	1001302491	SHANFELT, GALLAGHER, WHITE, BROWN
Tue Sep 27/22	08:50 AM	The Tortoise and The Hare	1100039918	BROWN, CHASE, LANG
Thu Oct 06/22	09:00 AM	Candler Hills Golf Club	1001303894	ANDERSON, BARBER, BROWN, CLARK
Fri Oct 07/22	08:30 AM	The Links	2200051321	SHANFELT, MCCOURT, BROWN
Tue Oct 11/22	08:20 AM	The Links	2200052123	BROWN, GIZA, DOBOSH, GERSTEN
Thu Oct 13/22	09:00 AM	Candler Hills Golf Club	1001304443	BEATY, BROWN, COMBS
Thu Oct 20/22	10:40 AM	Candler Hills Golf Club	1001305025	DAHLEN, BROWN, WILLIAMS, WILLIAMS
Fri Oct 21/22	01:00 PM	Candler Hills Golf Club	1001304770	BROWN, NELIS
Tue Oct 25/22	08:30 AM	The Links	2200053061	NUNEZ, NORRIS, BROWN, CULLINS
Thu Oct 27/22	09:00 AM	Candler Hills Golf Club	1001305545	ANDERSON, BARBER, BEATY, BROWN
Fri Oct 28/22	11:00 AM	Candler Hills Golf Club	1001305703	OVREBO, LISINSKI, HSU, BROWN
Tue Nov 01/22	08:50 AM	The Tortoise and The Hare	1100041429	MADURA, PRUSS, MCNEELEY, BROWN
Thu Nov 03/22	09:00 AM	Candler Hills Golf Club	1001306147	ANDERSON, BARBER, BEATY, BROWN
Sat Nov 05/22	11:50 AM	Candler Hills Golf Club	1001306251	BROWN
Tue Nov 08/22	08:20 AM	The Links	2200054044	TAYLOR, SOHL, BROWN, BRUNELL

==== End of Report =====

E. Golf Genius Results

As input into a player’s handicap & results analysis, a handicap committee member can review Golf Genius results information.



Leaderboard

CHLGA Club Championship - Final Round (Thu, April 28)

[change round or date](#)

CHLGA Club Championship - Gross	adjusted
---------------------------------	----------

FLIGHT 1								
	Pos.	Player	Total To Par Gross	R1	R2	Total Gross	Purse	Details
☆	1	Snyder, Sandy <i>On Top of the World GC</i>	+9	80	73	153	\$75.00	Overall Champion
☆	2	Otto, Michele <i>On Top of the World GC</i>	+14	80	78	158	\$40.00	1st Gross
☆	3	Taylor, Linda <i>On Top of the World GC</i>	+18	79	83	162	\$0.00	
☆	4	Giza, Christine <i>On Top of the World GC</i>	+21	85	80	165	\$0.00	
☆	5	Lagrange, Gail <i>On Top of the World GC</i>	+26	86	84	170	\$0.00	
FLIGHT 2								

F. Event and League Game Calendar

As input into a player's handicap & results analysis, a calendar of league and events "games" and an explanation and score posting guidance is developed.

*****This section to be completed in the future as more detail is known.*****