



## Club Compliance Checklist

*Does your golf club comply as follows?*

1. Meet the USGA® definition of a golf club?
2. Have a Handicap Committee composed mostly of members and chaired by a member? (Section 8-1)
3. Make it possible for a player to record the correct *USGA Course Rating* and *Slope Rating* with each posted score from every set of tees? (Sections 5-2 and 8-2b and c)
4. Require the posting of all scores made at home and away? (Section 5-1)
5. Require use of USGA procedures to *adjust hole scores* before posting? (Section 4)
6. Require that nine-hole scores be posted (Section 5-2c and d)
7. Insist that the principles of the *Rules of Golf* be followed? (Section 5-1d)
8. Follow the revision schedule and posting season of the *authorized golf association* having jurisdiction in the region? (Section 8-3a and b)
9. Ensure that all acceptable scores are entered correctly? (Section 5-2)
10. Perform computations and adjustments in accordance with the USGA Handicap Formula? (Sections 8-4 and 10)
11. Make current scoring records and a Handicap Index listing of all members readily available for inspection by others? (Section 6-3)
12. Reduce or increase Handicap Indexes of any player whose handicap does not reflect the player's potential ability. (Section 8-4b)
13. 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 *Slope Rating*? (Section 14-5b)
14. 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)
15. Utilize the current *USGA Course Rating* and *Slope Rating* issued by an *authorized golf association*? Section 14)
16. Set up the golf course to make a consistent level of scoring possible? (Section 15)
17. Have a representative from the *golf club* participate in a USGA Handicap Seminar for each Licensing Term (whether conducted by the USGA or an *authorized golf association*) including passing a test exhibiting knowledge about the system? (USGA Online Seminar may be completed at: <http://www.usga.org/HDCPLicClubSeminar/index.asp>)
18. Have a signed license agreement in place with a local authorized golf association or the USGA prior to issuing USGA Handicap Indexes? (MGA Club Handicap Compliance Confirmation Form).

If the answer to all questions is "yes," the golf club is following the USGA Handicap System™, and may issue a USGA Handicap Index to each of its members. If any answers are "no", contact the Minnesota Golf Association or the USGA to determine necessary action to achieve compliance.

Once approved, the USGA will have an updated listing of licensed golf clubs on the USGA Web site, [www.usga.org](http://www.usga.org). A golf club must be licensed in order to utilize the USGA Handicap System™.



# MGA Club Handicap Compliance Confirmation USGA Licensing Term 2008-2011

Please review the attached compliance checklist and complete this agreement confirming your compliance. MGA member clubs that participate in the MGA Associate Member program and use the GHIN service offered through the MGA are considered to be compliant under the MGA's license with the USGA as long as all the items on the Club Compliance Checklist are upheld. Please note Item 17 on the Club Compliance Checklist; completion of a handicap seminar is mandatory for clubs to become licensed to utilize the USGA Handicap System™. *However, you may fill out this Compliance form and return it to the MGA prior to the completion of the handicap seminar.*

Name of Golf Club: \_\_\_\_\_ Club Number 45- \_\_\_\_\_

### Handicap Chairperson:

The USGA requires every club to have a Handicap Chairperson, and the **HANDICAP CHAIRPERSON MUST NOT BE AN EMPLOYEE OF THE CLUB**. The Handicap Chairperson is not necessarily the person who operates the GHIN Handicap Service at the club, but he/she represents the items on the Club Compliance Checklist and must make certain that the golf club and its members comply with the USGA Handicap System™.

Handicap Chairperson's Name: \_\_\_\_\_

Handicap Chairperson's Contact Information:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### By submission, I agree to the following:

1. Golf Club meets the definition of a golf club.
2. Golf Club follows the handicap revision schedule and active/inactive season of the authorized golf association.
3. Golf Club follows the USGA Handicap System™ manual in its entirety.
4. Golf Club meets all items in the Club Compliance Checklist.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Handicap Chairperson)

Please return this completed form to the MGA.

Fax: (952) 927-9642

Mail: MGA 6550 York Ave South, Suite 211, Edina, MN 55435.

<b>TO BE COMPLETED BY THE MGA:</b>	
To the best of our knowledge, we certify all information on this form to be correct.	
Signature: _____	
Title: _____	Date: _____