



Affiliate 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? (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. 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)
14. Utilize the current *USGA Course Rating* and *Slope Rating* for each course that is issued by an *authorized golf association*? Section 14)
15. 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>)
16. 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. A golf club must be licensed in order to utilize the USGA Handicap System™.



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

Please review the attached compliance checklist and complete this agreement confirming your compliance. MGA Affiliate 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 Affiliate Club Compliance Checklist are upheld. Please note Item 15 on the Affiliate 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. 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 Affiliate 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.

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