

# **Port St Mary Ladies Golf Club**

## **Role Profile**

### **Handicap Secretary**

The Handicap Secretary is responsible for the club Handicaps at Port St Mary Golf Club and will work with the committee and be supported by the Assistant Handicap Secretary to manage the club Competition Results and Handicaps.

#### **Responsibilities**

- Upload scores and process the results of competitions on Handicap Master
- Distribute the results of the competitions via Handicap Master
- Maintain and produce the results for the Winter Eclectic, Summer Eclectic and Player of the Year
- Manage any issues with handicaps via Handicap Master and WHS Administration
- Input and obtain new WHS Membership numbers and handicaps for new members via WHS Administration
- Provide details to members with new handicaps to access WHS to manage their own handicaps.
- Issue Handicap Certificates, if necessary, from WHS?
- Support the Lady Captain at presentations by providing details of the Prize winners.
- Maintain a log of prize winners so that trophies can be collected in following years.
- Arrange for trophies to be returned in time for presentations?
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