



Guía de Procedimientos del Sistema Mundial de Hándicaps

En vigor desde Enero 2020



WORLD HANDICAP SYSTEM
R&A **USGA**


ROLEX
PROUD SUPPORTER OF
THE GAME OF GOLF

Given the complexity of any handicap system and the many different procedures adapted to local customs by the National Associations, the USGA and the R&A have allowed them to publish a supplement to the Rules of Handicapping.

Whereas the book details the general procedures, especially those referring to the calculation of the player's handicap, this guide includes those options allowed by the WHS that the RFEG has adopted within its jurisdiction. It also includes procedures to be followed by players, clubs and committee to correctly apply the WHS.

Therefore, this, World Handicap Procedures Guide is a supplement to the "Rules of Handicapping" book which is available in print and in digital format on the Royal Spanish Golf Federation's website (www.rfegolf.es) within the Courses and Handicaps Committee section.

Both the manual and this guide should be consulted for a correct application of World Handicap System.

The Guide maintains the structure of the book to make it easier to find and understand the rules. All of the rules appear in this document though not all of them will have any content.

Given the novelty of the system and the logical interpretation that will appear at the beginning, it is recommended to check the Courses and Handicaps Committee's website from time to time to see an updated version of the document. The date of the version appears at the bottom of the page.

Any queries or doubts should be addressed to the Handicaps Department: handicap@rfegolf.es

DEFINITIONS

SHORT COURSE

A course whose total length for the 18 holes of the stipulated round from the competition tees for men (normally yellow) is less than 2,750 metres, regardless of the *par* of the course.

HANDICAP CATEGORIES

Handicaps are grouped into the following handicap categories:

Handicap Categories	Handicap
1	Less than or equal to 4.4
2	4.5 - 11.4
3	11.5 - 18.4
4	18.5 - 26.4
5	26.5 - 36.0
6	36.1 - 54.0

COURSES AND HANDICAPS COMMITTEE OF THE RFEG

The entity designated by the Board of Directors of the *RFEG* to develop, maintain and monitor the correct application of the World Handicap System.

PERMANENT DISTANCE MARKER

A point in the teeing area from which the length of a hole has been measured which must be indicated by a visible permanent feature. Unless otherwise indicated by the *RFEG*, the permanent distance marker shall be placed to one side, at least four metres from the back of the teeing area and preferably in the centre of the teeing area platform.

NO SHOW

Any round in which no strokes are played.

ROYAL SPANISH GOLF FEDERATION (RFEG)

A national golf association affiliated to the EGA and authorised by the USGA and the R&A to act in their representation in the administration of the World Handicap System in the Spanish State.

NO RETURN

Any round for which no scorecard has been returned.

WITHDRAWN

A round that is not completed for a valid reason.

CENTRAL HANDICAPS SERVER (SCH)

A software application which stores all the sporting data of the players affiliated to the *RFEG*, as well as data referring to the results obtained and sent to it by the golf *clubs*.

I. FUNDAMENTALS OF THE HÁNDICAP SYSTEM

RULE 1: PURPOSE AND AUTHORISATION; OBTAINING A HANDICAP INDEX

1.1 PURPOSE OF THE WORLD HANDICAP SYSTEM

1.2 AUTHORISATION TO USE THE WORLD HANDICAP SYSTEM

The *RFEG* is authorised by the USGA and the R&A to use the World Handicap System and the Course Rating System. All members of the *RFEG* (Regional Associations, Clubs and Players) may use the World Handicap System as long as they are affiliated to the *RFEG*. Anyone terminating their affiliation to the *RFEG* is prohibited from using the World Handicap System partially or totally and the *RFEG* reserves the right to take any legal action it considers appropriate to safeguard the rights of its members.

1.3 RESPONSIBILITIES OF THE PLAYER, THE HANDICAP COMMITTEE AND THE RFEG

The following responsibilities are added to those established in the *Rules of Handicapping* book:

(i) Player

The player is expected to:

- Know his/her *handicap*, which can be checked on the *RFEG* website and on the *RFEG* app or asking his/her club.
- Return a score to the Handicap Committee when playing a competition or announce his/her intention of playing an EDS.

(ii) Golf Club/Committee

- Check the validity of the licence of the players registered for their competitions and notify the player if his/her licence is lapsed.
- Check the handicap of all players registered for a competition in the *SCH* on the day of the competition
- Send all results, including incomplete ones, to the *SCH* the same day as the round is played.
- If an error is detected in sending the results this should be remedied as soon as possible, resending all the results of the competition.
- Keep all scorecards that are valid for handicapping purposes (competition and EDS) for a year.

(iii) Regional Golf Association

- Appoint a committee to carry out the corresponding tasks. This committee may be combined with another committee with similar functions if deemed appropriate.
- Ratify the allocation and review of handicaps for independent players within their *jurisdiction*.
- Assume the responsibility of *Golf Club / Committee* in those competitions that it organises directly.
- Assume the responsibility of *Golf Club / Committee* for its independent players.

1.4 HOW TO OBTAIN A HANDICAP

1.4a Joining a club

1.4b Designating a Home Club

II. SCORES FOR HANDICAPPING

RULE 2 – SCORES ACCEPTABLE FOR HANDICAP PURPOSES

2.1 Acceptability of results

In order to maintain the playing characteristics of a course the tee markers used to indicate the teeing area shall not be placed more than 20 metres from the *permanent distance marker* (in front or behind). The whole course must not be modified by more than 1000 metres for 18 holes and by 50 metres for 9 holes.

For a player to act as marker he or she must have or have had a *handicap*.

The *active season* for the whole national territory is the whole year so there is no *inactive season* in Spain.

2.1a Played in an Authorised Format of Play

As well the formats of play that appear in the *Rules of Handicapping* book, the following will be acceptable:

Format of Play	Type of Round	Number of Holes
Stroke Play	Four Ball – organised competition	18
	Canada Cup - organised competition	18

In the case of professional players with a handicap, as well as the requisites specified in 5.1a, the companion must also have a handicap (whether they are professional or amateur) for a Better Ball round to be considered acceptable.

For rounds played outside of Spain, the player must provide his/her club with the following information:

- Date and time the round was played.
- Scorecard (a photograph is acceptable)
- Indication of the tees played from and their rating (*Course Rating* and *Slope Rating*)
- PCC for that day
- Document showing that the player played the round in a competition organised by a club in its National Federation (for example, a classification, a list of participants, etc).

For rounds played outside of Spain in formats not authorised by the RFEG, as well as the information indicated above, the player must present a *scoring record* from the national federation in which the round was played that includes the round.

EDS will be acceptable for handicap purposes for players with a handicap of more than 4.4, adults or seniors, provided that the length and difficulty of the course has been maintained in accordance with its rating. A maximum of one *EDS* per month will be accepted.

Committees are encouraged not to impose additional requisites for *EDS* so that players can return as many scores as possible.

2.1b Played by the Rules of Golf

2.2 Minimum Number of Holes Played for Score to be Acceptable

2.2a For an 18-hole Score

2.2b For a 9-hole Score

RULE 3 – ADJUSTMENT OF HOLES SCORES

3.1 Maximum Hole Score for Handicap Purposes

3.1a Before a Handicap has been Established

3.1b After a Handicap has been Established

Players affiliated to the *RFEG* shall not adjust the results of holes to the maximum net double bogey as this will be done automatically by the *SCH*.

3.2 When a Hole is Not Played

When a player withdraws for any reason, the player must return the scorecard to the *committee*, duly signed by him/herself and the marker. The player must explain his/her reasons to the *committee*.

The committee will send the scorecard (incomplete) to the *SCH* together with the rest of the cards from the competition. If the *committee* disqualifies the player from the round the result will be processed as Disqualified with Result and if the player is not disqualified as an *acceptable result*.

If the player considers that the reasons for withdrawing are acceptable, he/she shall communicate them in writing to the federation within 5 days of having played the round, explaining the reasons. If

the *RFEG* considers that reasons were acceptable, the round will not be accepted for handicapping purposes and will be removed from the players scoring record (although it will be kept there as an unacceptable score). If the *RFEG* considers that the player's motive is not acceptable, the round is maintained as it was processed by the *committee*.

3.3 When a Hole is Started but the Player does not Hole Out

RULE 4 – SUBMITTING A SCORE

4.1 Information Required for Scoring Record

4.1a General

It is important to know not only the day a round was played but also the time the player teed off, in order to be able to keep the scores in chronological order.

Results will be recorded hole by hole in the *SCH* so as to be able to recalculate the players' handicaps. Only adjusted gross scores or Stableford scores will be accepted for those players who bring a *scoring record* from another National Federation, in order to import these rounds into the *scoring record* in the *SCH*.

When submitting a score to the *SCH* the date and time the round started must be included.

The *committee* will use the *SCH* to include the results in the player's *scoring record*, and no manual adjustment will be accepted to adapt the player's *handicap* to a score.

4.1b For Scores Prior to Establishing a Handicap

The committee shall send the scorecard crediting that the player has the required level to be assigned a handicap together with the handicap application form and proof of payment if required (adults and seniors).

4.2 Eligibility to Submit a Score

The player is responsible for submitting the scorecard duly certified by him/herself and the marker to the *committee* at the end of the round.

Those players who repeatedly fail to return their scorecards may be subjected to a sanction as well as a penalty adjustment.

4.3 Time Frame for Submitting a Score

The *Committee* is responsible for sending the submitted scorecards to the *SCH* on the same day that they scorecard is submitted.

4.4 Certification of a Score

4.5 Number of Scores Required for Initial Handicap Index

To obtain an initial handicap index, the player must play to the maximum handicap or below in his/her first round. If this is not the case, the round will not count for handicapping purposes.

III. CALCULATING AND UPDATING THE HANDICAP INDEX

REGLA 5 – HANDICAP INDEX CALCULATION

All calculations pertaining to the determination of the player's new *handicap index* will be made by the Central Handicaps Server. Neither the *club* for the player shall make any adjustments to the handicap index.

5.1 Calculation of a Score Differential

5.1a For an 18-hole score

The *score differential* for an 18-hole *EDS* cannot be less than 4.5.

If the round was played in Four Ball format, the score differential will be calculated as follows:

- For the round to be acceptable:
 - The player shall have played with 85% of the *Course Handicap*.
 - The pair's result must be at least 42 Stableford points.
- The scorecard of the player who has at least 9 holes recorded shall be individualised. The following will be taken into account to determine the number of holes:
 - If the two players have a score for the same hole, only the result of the player with the best net Stableford result will count. If the net Stableford result is the same for both, the result will count for both.
 - If neither player has a result on a certain hole, the hole will count for both players.
- Once the player whose scorecard is to be individualised has been determined (it could be both players) the empty holes will be completed:
 - with one and a half Stableford points, unless
 - the player's companion has a result which is worse than one and a half points, in which case the points obtained by the companion will be used.
- When the scorecard is complete, the Stableford points are added and the decimals are discarded (for example, 38.5 points will be 38)
- The adjusted gross score is calculated with the Stableford points using the formula:

$$A.G.S. = PAR + \text{Playing Handicap} + 36 - \text{Stableford Points}$$

- This *AGS* is used to calculate the *score differential* which is added to the *playing record*.

5.1b For a 9-hole score

The *score differential* for a 9-hole *EDS* cannot be less than 4.5.

5.1c Rounding of Minus Score Differentials

5.2 Calculation of a Handicap Index

5.2a With fewer than 20 scores

The Committee will pay special attention to the players who obtain a *handicap index* for the first time in order to monitor the evolution of their playing level and whether this is reflected in their *handicap index*.

An initial *handicap index* of 4.5 or less must be approved by the RFEG.

5.2b With 20 scores

For those players who had previously been affiliated to the RFEG and whose scoring record is preserved in the SC, all the results kept from 1st January 2014 will be used in calculating the handicap index, regardless of how long ago they were stored. The player's club committee shall make a review of the player's handicap index if there is sufficient evidence.

5.2c For Plus Handicap Index

5.3 Maximum Handicap Index

5.4 Frequency of a Handicap Index Update

5.5 Ageing of Scores and Lapsing of a Handicap Index

When a player ceases to be affiliated to the RFEG the information relating to his/her golfing activity is kept in the SCH in case the player should return.

5.6 Playing Conditions Calculation

5.7 Low Handicap Index

5.8 Limit on Upward Movement of a Handicap Index

5.9 Submission of an Exceptional Score

The scores obtained in an acceptable Four Ball format and/or on short courses, will not warrant an exceptional score adjustment.

When a score warrants an exceptional score adjustment, the score and all subsequent ones are adjusted and included in the calculation of the handicap index.

If a *Committee* wishes to waive an exceptional score adjustment it must seek authorisation from the RFEG.

RULE 6 –COURSE HANDICAP AND PLAYING HANDICAP CALCULATION

6.1 Course Handicap Calculation

6.1a For an 18-hole round

6.1b For a 9-hole round

6.2 Playing Handicap Calculation

6.2a Standard Calculation

6.2b Calculation when Multiple Tees with Different Pars are Used in a Competition

IV. HANDICAP INDEX ADMINISTRATION

REGLA 7 – COMMITTEE ACTIONS

7.1 Handicap Committee

7.1a Reviewing and Adjusting a Handicap Index

The *committee* may conduct the *handicap review* of those players who are affiliated through their *club*.

It may also reduce the *handicap index* of those players who are not affiliated through their club but who lay competitions in their *club* (even if they are not acceptable for handicapping purposes).

The *RFEG* must approve the *handicap reviews* conducted by a committee when it proposes:

- To freeze the *handicap index* of a member of its *club*
- To increase a player's *handicap index* by more than 5 strokes in a *handicap review*.
- To reduce a player's *handicap index* to below 4.5 by means of a *handicap review*.
- Review the *handicap index* of a player with 4.5 or lower.

7.1b Applying a Penalty Score

Those players who do not submit their scorecard or are disqualified and their score is not acceptable for handicapping purposes, will receive a penalty adjustment of 0.2. The *committee* shall send the information corresponding to the player to the *SCH* and the *SCH* will make the adjustment automatically.

In any case, to consider whether there is a valid reason for not submitting a card, the player shall submit the card to the committee who will send it to the *SCH* with the corresponding information. In this case, in order to cancel the score, the procedure specified in 3.2 for withdrawn players shall be followed.

7.1c Withdrawing a Handicap Index

Only the *RFEG* has the right to withdraw a handicap index. The committees shall report to the *RFEG* any actions that contravene the current regulation, especially those who comply with the basic principles of the World Handicap System.

7.1d Reinstating a Handicap Index

7.2 Committee in Charge of a Competition

7.2a Terms of the Competition

The World Handicap System establishes a maximum *handicap index* of 54.0. The main objective is to allow more people access to a *handicap index* and to be able to evaluate how their playing level evolves. These handicaps are not intended for competitions. Therefore, *committees* are recommended to limit the *playing handicap* in their competitions to 30.0 for both sexes.

7.2b Other Actions

When a round is suspended, the *committee* must inform the *RFEG*.

APPENDICES

APPENDIX A – RIGHTS AND RESPONSIBILITIES

APPENDIX B – PLAYER’S SCORING RECORD

APPENDIX C – HANDICAP ALLOWANCES

APPENDIX D – HANDICAP REVIEWS

APPENDIX E – STROKE INDEX ALLOCATION

APPENDIX F – ESTABLISHING PAR

APPENDIX G – THE GOLF COURSE, COURSE RATING AND SLOPE RATING

APPENDIX Z –SPECIFIC PROCEDURES FOR PLAYERS WITH A HIGH HÁNDICAP INDEX