



SGA HANDICAP STANDARD OPERATING PROCEDURE (SOP)

1. INTRODUCTION

1.1 The World Handicap System (WHS) was implemented globally in January 2020 with the primary objective to provide golfers with a consistent and portable measure of playing ability through a Handicap Index

1.2 As the Authorised Association for the administration of the World Handicap System in Singapore, Singapore Golf Association (SGA) is responsible for ensuring that the rules of handicapping are applied consistently and uniformly by all Full and Associate members of SGA.

1.3 In accordance with the WHS, SGA is authorised to:

- Administer the World Handicap System within Singapore
- Issue and maintain Handicap Indexes either directly or through its affiliated Full and Associate members
- Issue and maintain Course Ratings and Slope Ratings
- Suspend or withdraw a member's authority to issue or maintain Handicap indexes where there is non-compliance with the SGA rules of handicapping and SOP.

2. Purpose

The purpose of this SOP is to establish the minimum operating procedures that all Full and Associate Members of the SGA shall adopt when assessing and issuing a Handicap Index to their members.

3. Scope

This SOP applies to all Full and Associate Members affiliated with SGA that are authorised to issue and maintain Handicap Indexes under the World Handicap System.

4. Responsibilities

4.1 Singapore Golf Association (SGA)

SGA shall:

- Administer the World Handicap System within Singapore
- Provide guidance and interpretation of the Handicapping SOP
- Conduct audits or reviews of Handicap Index Administration where required.
- Ensure consistency in the application of handicap procedures across affiliated members.

- Take appropriate action where non-compliance is identified.

4.2 Full and Associate Members

Each Full and Associate member shall:

- Ensure that Handicap Indexes are administered in accordance with the current SGA Handicapping SOP
- Maintain accurate handicap records for all their members
- Ensure that only eligible members are issued a Handicap Index
- Cooperate fully with any review or audit conducted by SGA, if necessary.

5. PROCEDURE

All Full and Associate Members of SGA must comply with the current requirements of the WHS and adopt the following process before issuing a Handicap Index to their members:

(<https://www.usga.org/content/usga/home-page/handicapping/roh/Content/rules/1%202%20Authorization%20to%20Use%20the%20World%20Handicap.htm>)

Step 1: Attend a Rules of Golf and Etiquette Workshop

All members shall attend a Rules of Golf and Etiquette workshop conducted or recognised by the member club or SGA.

The purpose of the workshop is to ensure that all members have a basic understanding of:

- The Rules of Golf
- Golf Etiquette
- Pace of Play
- Player responsibilities on course
- Score submission requirements under the World Handicap System

Step 2: Submission of Acceptable Scores

All members shall submit a minimum of three (3) acceptable scores in accordance with the current SGA Handicapping SOP.

The Club Handicap Committee shall verify that:

- Each score has been submitted in accordance with the current SGA Handicap SOP
- The scores are acceptable for handicap purposes
- All required information has been accurately recorded before a Handicap Index is issued.

Step 3: Courtesy Assessment Round

All members shall complete a courtesy assessment round with either:

- A member of the club handicap committee or
- A club Professional appointed by the club

The outcome of the assessment shall be recorded by the club.

Step 4: Approval and Issuance of Handicap Index

Upon satisfactory completion of all requirements, the Club Handicap Committee may approve the issuance of a Handicap Index.

The club shall ensure that:

- All supporting records have been verified
- The handicap Index has been calculated in accordance with the current SGA handicap SOP
- The Handicap Index is uploaded into the SGA Centralised Handicapping System (CHS)

The decision to issue a Handicap Index shall remain at the discretion of the Club Handicap Committee.

6. Compliance and Audit

SGA may conduct periodic audits or reviews to ensure compliance with:

- The World Handicap System
- This standard Handicap SOP
- Any other policies issued by SGA relating to handicap administration

All Full and Associate members shall provide reasonable assistance and access to records when requested by SGA.

7. Non-Compliance

In the event of any non-compliance or procedural lapses, SGA reserves the right to suspend a Full or Associate Member's authority to issue and maintain Handicap Indexes until the identified lapses have been satisfactorily rectified.

8. Implementation

This SOP shall take effect from the date of approval by the SGA Handicap Committee and shall remain in force until amended, superseded or revoked by the SGA Handicap Committee.

This SOP shall be reviewed periodically to ensure continued alignment with the latest edition of the World Handicap System.

Mr. Tan Ah Ee
Chairman
SGA Handicap Sub-Committee
July 2026