

### Role as FYCA Handicap Chair:

- **Attend** all FYCA Committee Meetings and update committee on Handicaps
- **Liase** with the FYCA Development Officer
- Attend FYCA Meeting as full committee Member supporting the committee as required
  
- **Arrange, Set Agenda, Call and Chair** Handicap Committee Meetings.
- **Collate Applications** and gather relevant information where necessary.
- **Consult** with Handicap Committee **Members** on any matter requiring input **outwith** Handicap Committee Meetings.
- **Coordinate** provision of Data to inform handicapping decisions.
- **Communicate** with Applicants for Handicaps prior and following handicap provision.
- **Communicate** with Clubs on Handicapping Matters which may include requesting data.
- Provision to Phil of all received **data**.

### Role as Data Handler:

- **Handle all data** and **calculations** that will inform both Handicap committee Meetings and intermediate decisions regarding Handicap Provision.
  
- **Adjust** any calculations of data requested by Handicap Committee
  
- Explain, if necessary any **issues arising** from the handling of data

This role may not require attendance at meetings, but will **fully support the handicap process**.

### Role as FYCA Handicap Committee Member:

- **Attend** FYCA Handicap Meetings approx. six times a year.
- Contribute towards **sourcing information** to support allocation of Progressive Handicaps
- Contribute towards the **decisions** made to determine and **review** Progressive Handicaps
- Contribute towards the **decisions** made to determine and review Progressive Handicaps **Policy**
- Take turns to **minute** meetings

Ken Allan  
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