

CROQUET ASSOCIATION QUEENSLAND Inc

POSITION DESCRIPTION

STATE HANDICAPPER

General Information

- **This is a volunteer position and is not subject to regulated employment entitlements.**

The State Handicapper is a specific administration duty officer.

He or she is appointed by the Management Committee and will, at all times, observe the Association's Rules, By-laws and Policies as set out in the relevant documents. He or she will conduct business politely and with consideration for others, without ill feeling, improper bias or personal animosity..

Prior to attending all MC meetings and where MC papers are circulated in advance of the meeting, will read the papers, and consider the issues before the meeting.

He or she will avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person to the detriment of the organisation.

Core Duties to Management Committee

The State Handicapper:-

- a) supervises the Queensland Handicap process;
- b) liaises with the ACA Handicapper if/when required;
- c) operates a CAQ on-line computerised handicapping system for all Codesas applicable;
- d) records results of games played in Competitions, Tournaments and Events involving more than one Member Club;
- e) ensures all CAQ Registered Players are included in the system;
- f) updates indices and handicaps as results are received;
- g) informs Tournament Managers, if asked, of the current handicaps of entrants on the closing date of entries;
- h) accepts handicaps of non-competitive players forwarded by the Member Clubs;
- i) prepares and produces lists of current handicaps;
- j) arranges the processing of relevant results into the World Ranking system, when they have not been processed through croquetscore.com;
- k) ensures all Member Club player handicap information is updated as required; and

- l) may recommend to the Management Committee the appointment of a CAQ on- line Computer Operator, to administer the handicap system when it is felt this appointment is required;
- m) the State Handicapper may or may not be a voting member of the Selection Sub-Committee.

I acknowledge that I have received a copy of this position description.

Name

Signature

Date

Witness