



ENGLANDGOLF

**CENTRAL DATABASE
OF
HANDICAPS (CDH)**

CLUB USER GUIDE

November 2013

INTRODUCTION

The Central Database of Handicaps (CDH) was introduced in 2009 to assist Golf Clubs in the administration of their member's handicaps and in particular in the transfer of qualifying scores back to the player's home golf club.

The CDH has in excess of 1800 golf clubs and approx 750,000 men and women registered on the system.

One of the key principles in the operation of the system is that each home club member, with a CONGU handicap, is assigned a CDH ID number. This number will allow other clubs to confirm the individual's membership of a golf club as well as their exact playing handicap. This is particularly useful in terms of entry into Open competitions and the increasing number of clubs operating online entries.

It is also vitally important that clubs do not automatically issue a new CDH number to a new member without first checking whether a CDH number has been previously assigned. This can be achieved by confirming with the player or upon checking the CDH.

It is hoped the following information will help clubs and handicapping committees in the operation of the CDH. Provided key principles are followed the CDH will save administration time for all concerned with the administration of competitions and handicapping.

Gemma Hunter
Handicapping & Course
England Golf
November 2013

INITIAL REGISTRATION AND UPLOADING OF HANDICAPPING DATA TO THE CDH

In order to use the CDH the club first be in possession of CONGU approved handicapping software. A list of suppliers can be found at www.congu.com. The club also need internet access. If this is not available at the club the CDH can be used at home or the office PC/Laptop.

Before the club can use the CDH they must first have registered to the system. This process identifies them as an affiliated club as well allocating them a 7 digit ID code that enables their particular handicapping software to be linked to the CDH.

Registration also allocates them access to the CDH database at <http://cdh.egu.org.uk> and allows them to view the playing handicaps of all golf club members. More information on the use of the CDH can be found later in the guide.

Upon registration an email is sent confirming the club ID number. This ID number is then included in the process of uploading their handicapping data via a set up wizard in their software. This process, depending on the speed of your internet connection, takes approx 15 mins. Once registration and upload of data has been completed all home members will have been allocated a 10 digit CDH number.

MAINTENANCE OF CLUB HANDICAPPING SOFTWARE

It is imperative golf clubs maintain an accurate handicapping database. It has been found since the development of the CDH that clubs data is inaccurate. Individuals are still identified as home members who are either no longer playing members of the club, who are deceased, who are home members at other clubs and in some cases visitors who have either paid a green fee in the past or competed in a clubs open day competition.

In order to ensure the accuracy of the database clubs must ensure that:

- All playing members are identified as either home or away members. If status should change please identify it within the software
- Playing members transferring to social membership (and therefore their CONGU handicap) are removed from the software.
- Remove all deceased members from the software
- Remove all members leaving the club from the software
- Update the CDH

All removed numbers from the system can be reinstated should the individual rejoin a club as a playing member within 6 months. Beyond 6 months a new handicap and new CDH number is required.

The various software suppliers may give differing options in identifying the above. Any doubt as to how to do this please contact your relevant supplier.

Away members

Under the CONGU Unified Handicapping System (UHS) a member is only entitled to one CONGU handicap, irrespective of the number of clubs in which they are a member. Please ensure that if you have any members in this category you make them aware of this requirement and that they are identified as such within the software. This will ensure that members are only allocated one CDH number and that all qualifying scores are correctly sent back to the relevant home club.

It is not a requirement of the CONGU UHS for the away club to have an up to date record of the member's exact handicap or qualifying scores. The correct playing handicap is entered every time they compete in a qualifying competition at the club.

ALLOCATION OF CDH LIFETIME ID NUMBERS

A CDH number is assigned to a home club member upon the club's initial registration and upload to the CDH. Once these have been allocated it should only be necessary to allocate a new CDH number to someone new to club membership, who has transferred from a club not using the CDH or to someone who has not been a playing member for a period greater than 6 months.

The CDH however currently holds many duplicated numbers. These have been created under the following circumstances:

- Multiple upload of handicapping data through the use of different PC's/Laptops

Please ensure that if you have the club's handicapping data on multiple systems that they are all the same and that one computer holds the master copy. Should additional handicapping software not contain the member's CDH number and is connected to the internet it is possible for another CDH number to be accidentally assigned.

- Allocation of a CDH number to someone who is already in possession of a number previously allocated by another club

As identified previously it is vitally important for all playing members are to be correctly identified as home or away players in the software. Always ensure that new members are asked whether they already hold a CDH number upon joining the club. All software will have a facility to either enter a new member with a CDH number or to create a new CDH number.

Most affiliated golf clubs are now using the CDH and allocated members CDH numbers. It is therefore likely that new members transferring from another club (within 6 months) will already have a CDH number.

Where a club is aware of duplicate numbers please contact the England Golf's Club Services department.

COMPETITION MANAGEMENT AND UPLOADING OF QUALIFYING SCORES

The introduction of the CDH has reduced the workload associated with the running of qualifying competitions and especially those that include non home club members. In the past, name, club and handicap had to be entered into the software. On conclusion of the event letters were printed off and information pertaining to the players score posted to their home club.

The CDH now allows players data to be entered into the software via their CDH number. This populates the name, club and handicap fields required. On conclusion of the event and once CSS and results have been identified the scores of the players, both home and away, are sent electronically to the CDH. The CDH identifies the home clubs and forwards on the data for handicapping adjustment.

Once received by the home club the player's handicap record is updated with the information and the relevant handicap adjustment applied. This negates the need for hard copy information to be returned to the club and the manual entering of scores. Please avoid entering any scores manually unless you are sure that scores will not be returned electronically through the CDH.

Ideally the above sending and updating of scores to and from the CDH should be an automatic feature. Please ensure where applicable that the software is set to automatically carry out these functions. This can be found alongside other internal software uploads such as HowDoIDo (Club Systems) and Master Scoreboard (HandicapMaster).

TRANSFERRAL OF MEMBERS

There will obviously be occasions when there is a need to remove a member who has left the club from the software. It is important that this is done as without it the player or their CDH number cannot be entered into another clubs software as a home player.

Similarly should a member change their status from a home to away member of the club this must be identified within the software. All software has the capabilities of identifying members in this way.

Once a members CDH number has been 'released' from the software they are identified on the CDH as 'Home Club Not Set'. At this point the new club can enter the player and CDH number as a home player.

RETRIEVAL OF AWAY QUALIFYING SCORES

Once scores are sent to the players home club they are either entered into the players record automatically or they require the home club to manually accept them. Please ensure that should your system require a manual acceptance of scores that this is done on a daily basis throughout the summer playing season.

It is also possible to check for away scores via the CDH. By clicking on Club Reports/Away Scores and entering the specified period will identify what scores have been returned and whether these have been included in the players handicap record.



Home / Club Reports / Away Scores

Registered Members

Player Handicap

Away Scores

Upload Handicap Report

Away Scores

Enter Club or Competition to display Away Scores.

Note: scores will only be flagged as downloaded after the 26/06/2010 and indicates they have been downloaded from the CDH, they may not have been added to players handicap record.

Club Name:

Competition:

Show Range: to

Gender: Ladies Men

Display Downloaded Scores:

Submit

England Golf

The National Golf Centre,
Woodbank Spgs, Lissosdowne, LN10 6PJ
Tel: 44 (0) 1526 354500
Fax: 44 (0) 1526 354020
email: info@englandgolf.org
web: www.englandgolf.org

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Home / Club Reports / Away Scores

Registered Members

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Club Name:

Competition:

Show Range: to

Gender: Ladies Men

Display Downloaded Scores:

Submit

Player Name	Player ID	Comp Date	Rnd	Competition	Course	SSCSIdent	Gross Score	H/ cap	Nett Score	Stab. Adj. 19.1	Adj Gross Score	Stab/ Par Score	Par	Downloaded
Armstrong, P.	1010156543	18/08/2012	1	BGA Seniors Competition	Brightmet Golf Club	71 73 QZA	93	8	-5	88				Yes
Bail, J.	1010156589	18/08/2012	1	BGA Seniors Competition	Brightmet Golf Club	71 73 QZA	104	23	-4	100				Yes
Baltersby, H.P.	1010156618	05/08/2012	1	KINSEY SALVER R2	Romley Golf Club	72 73 QZA	83	8	0	83				Yes
Berry, C.	1010156639	18/08/2012	1	BGA Seniors Competition	Brightmet Golf Club	71 73 QZA	94	19	0	94				Yes
Berry, M.G.	1010156641	18/08/2012	1	BGA Seniors Competition	Brightmet Golf Club	71 73 QZA	NR	24	0	122				Yes
Campbell, T.	1010156799	18/08/2012	1	BGA Seniors Competition	Brightmet Golf Club	71 73 QZA	80	8	0	80				Yes
Campbell, T.	1010156799	25/08/2012	1	BGA Prestons Trophy	Hindley Hall Golf Club	69 71 QZA	85	8	0	85				Yes

SEARCHING FOR CDH NUMBERS

Accessing the CDH directly <http://cdh.egu.org.uk> allows the user to gain information on not only their own members but also that of players entering club Open competition.

General Reports – Find Players

The function allows you to search for players by either CDH number alone or a combination of their name, current handicap and golf club.

Welcome to CDH
Brightmet
Log out

CDH Home | User Guide | Union Reports | Club Reports | General Reports | ISV Reports | Enquiry | Admin | User Admin

Home / General Reports / Find Players

Find Players

Registered Clubs

Active Clubs

Favourites List

Find Players

Enter Player Lifetime ID, Club name, local player ID or name to display Players Last Handicap Report.
Note name will match anywhere within player name so 'on' will display 'Jon', 'Ron' etc. To find on firstname and lastname the format is lastname, firstname. If the Home Club is selected then 1 other field must also be completed.

Player Lifetime Id:

Home Club Name:

Handicap:

Player Name:

Submit

- Four Marks Golf Club
- Links Golf Club (Newmarket)
- Market Drayton Golf Club
- Market Harborough Golf Club
- Market Rasen & District Golf Club**
- Royal Worlington & Newmarket Golf Club
- Stowmarket Golf Club

England Golf
The National Golf Centre,
Woodhall Spa, Lincolnshire, LN10 6PU
Tel: 44 (0) 1526 354500
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email: info@englandgolf.org
web: www.englandgolf.org
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This will provide the players CDH number, exact handicap and when it was last updated:

Welcome to CDH
Brightmet
Log out

CDH Home | User Guide | Union Reports | Club Reports | General Reports | ISV Reports | Enquiry | Admin | User Admin

Home / General Reports / Find Players

Find Players

Registered Clubs

Active Clubs

Favourites List

Find Players

Enter Player Lifetime ID, Club name, local player ID or name to display Players Last Handicap Report.
Note name will match anywhere within player name so 'on' will display 'Jon', 'Ron' etc. To find on firstname and lastname the format is lastname, firstname. If the Home Club is selected then 1 other field must also be completed.

Player Lifetime Id:

Home Club Name:

Handicap:

Player Name:

Submit

Player Name ↑	LifeTime Id	Home Club	Handicap	Updated
HUNTER, G	1010159702	Market Rasen & District Golf Club	5.5	24/07/2013

Showing 1 to 1 of 1

Show 15 rows per page

Export Format: CSV Export

England Golf
The National Golf Centre,
Woodhall Spa, Lincolnshire, LN10 6PU
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Fax: 44 (0) 1526 354020
email: info@englandgolf.org
web: www.englandgolf.org
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Club Reports

Club Reports basically is a duplication of the information stored on your handicapping database and allows you to view your club membership list (Registered Members) an individual handicap (Player Handicap) and away scores received at the club (Away Scores).

Registered Members – This list should replicate the information you have on your handicap software. You can also export the full list into an Excel document, this will allow you to highlight any players who for whatever reason should not appear on this list. In order to get the information correct on the CDH, England Golf ask that you forward this list (with players highlighted for deletion) through the CDH Enquiry System.

The screenshot displays the 'Registered Members' report for Breightmet Golf Club. The interface includes a navigation menu, a search form, and a data table with columns for LifeTime Id, Name, Home Club, Local Id, Birth Year, Gender, Handicap, and Updated. The table lists 15 members, and the page shows 15 rows per page.

Welcome to CDH
Breightmet
Log out

CDH Home | User Guide | Union Reports | Club Reports | General Reports | ISV Reports | Enquiry | Admin | User Admin

Home / Club Reports / Registered Members

Registered Members

Registered Members

Enter Club ID to display Registered Members Report.

Club Name: Breightmet Golf Club

Gender: Ladies Men

Submit

Club: Breightmet Golf Club

LifeTime Id	Name ↑	Home Club	Local Id	Birth Year	Gender	Handicap	Updated
1010156472	Ainsworth, D.	Y	16		Male	25.3	02/07/2013
1010156488	Ainsworth, G.J.	Y	12		Male	6.1	23/07/2013
1010156515	Aldred, P.	Y	212		Male	12.9	02/07/2013
1010156527	Altham, J.	Y	5		Male	5.7	04/04/2012
1010156536	Archibald, R.N.	Y	47		Male	27.4	09/09/2013
1010156543	Armstrong, P.	Y	102		Male	7.2	18/10/2013
1010156558	Atwell, S.	Y	177		Male	19.0	09/03/2013
1010156562	Baker, M.S.M.	Y	27		Male	11.6	20/09/2013
1010156570	Baldwin, B.	Y	146		Male	16.3	18/10/2013
1010156589	Bail, J.	Y	327		Male	24.3	18/10/2013
1010156591	Banker, A.	Y	85		Male	5.6	18/10/2013
1010156602	Banker, P.	Y	108		Male	24.4	02/07/2013
1010156618	Battersby, H.P.	Y	30		Male	7.1	08/10/2013
1010156625	Bayes, J.	Y	37		Male	18.7	04/08/2013
1011345417	Bellis, Chris	Y			Male	7.4	18/10/2013

Showing 1 to 15 of 345 << First < Prev Page 1 of 23 Next > Last >> Show 15 rows per page

Export Format: CSV Export

Union Reports

Player Handicap Report - Allows you to view the individual playing record of any of your home players:

Welcome to CDH
Brightmet
[Log out](#)

CDH Home | [User Guide](#) | [Union Reports](#) | [Club Reports](#) | [General Reports](#) | [ISV Reports](#) | [Enquiry](#) | [Admin](#) | [User Admin](#)

Home / Union Reports / **Player Handicap Report**

Player Handicap Report

Enter Player Lifetime ID or Club ID and local player ID to display Handicap Report.

Player Lifetime ID:
Home Club Name:
Player Local ID:
[Submit](#)

Player: Battersby, H.P. | Current Handicap: 7.1 | Upload Date: 08-10-2013
Home Club: Brightmet Golf Club
Away Clubs: None

Score Entry Date	Comp Date	Rnd	Competition	Course	SSSCSS Ident	Gross Score	H/Score cap	Nett Score	Stab. Adj 19.1	Adj Gross Score	Stab/Par Score	Par	Gross Diff	Nett Diff	Hcap Adj	Rev Exact Hcap	Rev Play Hcap	
05/10/2013	05/10/2013	1	Penultimate Medal - Club	Brightmet Golf Club	71	71	QZH	91	7	84	-1	90	19	12	0.1	7.1	7	
14/09/2013	14/09/2013	1	Millenium Final - H. Battersby	Brightmet Golf Club	71	72	QZH	79	7	72	0	79	7	0	0.0	7.0	7	
08/09/2013	08/09/2013	1	Memorial Trophy	Brightmet Golf Club	71	71	QZH	83	7	76	0	83	12	5	0.1	7.0	7	
10/08/2013	09/08/2013	1	Captains Away Trip	Ilkley Golf Club	69	69	QSA	8				40	69	4	-4	-0.8	6.8	7
10/08/2013	10/08/2013	1	Millenium 3RD Qual - Dr. Kevin Jones	Brightmet Golf Club	71	70	QZH	82	7	75	0	82	12	5	0.1	6.9	7	
03/08/2013	03/08/2013	1	Indiv Medal - N.A.P. Teixeira R2	Brightmet Golf Club	71	71	QZH	79	8	71	0	79	8	0	0.0	7.6	8	

Age Analysis - Allows you to view the age breakdown of your membership, subject to the age of your members being included in your handicapping software.

Handicap Status Analysis - Allows you to identify the status of the member's handicaps:

Welcome to CDH
Brightmet
[Log out](#)

CDH Home | [User Guide](#) | [Union Reports](#) | [Club Reports](#) | [General Reports](#) | [ISV Reports](#) | [Enquiry](#) | [Admin](#) | [User Admin](#)

Home / Union Reports / **Handicap Status Analysis**

Handicap Status Analysis

Select a club and enter a combination of handicaps above and below to display handicaps within a specified range.

Name:
Handicap Status: Active Inactive Suspended Unknown
Gender: Ladies Men
[Submit](#)

Report for: Brightmet Golf Club

LifeTime Id	Name ↑	Home Club	Local Id	Gender	Handicap	Updated
1010158558	Atwell, S.	Brightmet Golf Club	177	Male	19.0i	09/03/2013
1010158602	Barker, P.	Brightmet Golf Club	108	Male	24.4i	02/07/2013
1010158980	Blackburn, F.W.	Brightmet Golf Club	39	Male	18.8i	09/03/2013
1010158673	Boardman, C.	Brightmet Golf Club	162	Male	28.1i	02/07/2013
1010158687	Boardman, J.	Brightmet Golf Club	370	Male	20.0i	02/07/2013
1010158752	Brown, A.E.	Brightmet Golf Club	82	Male	20.2i	02/07/2013
1010158584	Burke, A	Brightmet Golf Club	38	Female	36.0i	23/07/2013
1010158889	Chapman, P.	Brightmet Golf Club	11	Male	10.3i	18/10/2013
1010158884	Clancy, J.	Brightmet Golf Club	325	Male	23.9i	02/07/2013
1010158953	Cooper, A.	Brightmet Golf Club	53	Male	18.7i	02/07/2013
1010158610	Cooper, M	Brightmet Golf Club	7	Female	31.4i	23/07/2013

Handicap Category - Allows you to identify number of players in each handicap category:

The screenshot shows the 'Handicap Category' report page. At the top, there is a navigation bar with links for 'CDH Home', 'User Guide', 'Union Reports', 'Club Reports', 'General Reports', 'ISV Reports', 'Enquiry', 'Admin', and 'User Admin'. The page title is 'Home / Union Reports / Handicap Category'. On the left, there are several menu items: 'Player Handicap Report', 'Age Analysis', 'Handicap Status Analysis', 'Handicap Category', and 'Handicap Range'. The main content area is titled 'Handicap Category' and contains a form to enter the club ID (Brightmet Golf Club) and gender (Ladies and Men). Below the form is a table showing the number of players in each handicap category (1 to 6).

Handicap Category	Count
1	13
2	70
3	129
4	109
5	16
6	3

Showing 1 to 6 of 6 rows per page

England Golf
 The National Golf Centre,
 Woodhall Spa, Lincolnshire, LN10 6PU
 Tel: 44 (0) 1528 354000
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 web: www.englandgolf.org
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Handicap Range - Allows you to identify the number of members within a specific handicap range:

The screenshot shows the 'Handicap Range' report page. At the top, there is a navigation bar with links for 'CDH Home', 'User Guide', 'Union Reports', 'Club Reports', 'General Reports', 'ISV Reports', 'Enquiry', 'Admin', and 'User Admin'. The page title is 'Home / Union Reports / Handicap Range'. On the left, there are several menu items: 'Player Handicap Report', 'Age Analysis', 'Handicap Status Analysis', 'Handicap Category', and 'Handicap Range'. The main content area is titled 'Handicap Range' and contains a form to enter the club ID (Brightmet Golf Club) and gender (Ladies and Men). Below the form is a table showing the number of members within a specific handicap range (0.0 to 9.4).

LifeTime Id	Name	Local Id	Home Club	Gender	Handicap ↑	Updated
1010157886	Hunter, N.	125	Brightmet Golf Club	Male	2.1	18/10/2013
1010157935	Janson, S.M.	10	Brightmet Golf Club	Male	2.3	18/10/2013
1010157942	Jones, A. D.	374	Brightmet Golf Club	Male	2.5	23/07/2013
1010157179	Durose, D.P.	70	Brightmet Golf Club	Male	2.9	20/09/2013
1010156574	Ormrod, R.	364	Brightmet Golf Club	Male	3.0	02/07/2013
1010157736	Holmes, W.	379	Brightmet Golf Club	Male	3.1	02/10/2013
1010156968	Smethurst, P.	155	Brightmet Golf Club	Male	3.3	02/07/2013
1010157523	Green, M.	372	Brightmet Golf Club	Male	3.7	08/10/2013
1010159203	Tiano, Rico	333	Brightmet Golf Club	Male	3.9	18/10/2013
1010156710	Bower, A.	288	Brightmet Golf Club	Male	4.0	18/10/2013
1010156809	Carmey, S.	287	Brightmet Golf Club	Male	4.0	02/07/2013
1010158073	Lavery, W.	57	Brightmet Golf Club	Male	4.2	18/10/2013
1010156591	Barker, A.	85	Brightmet Golf Club	Male	5.6	18/10/2013

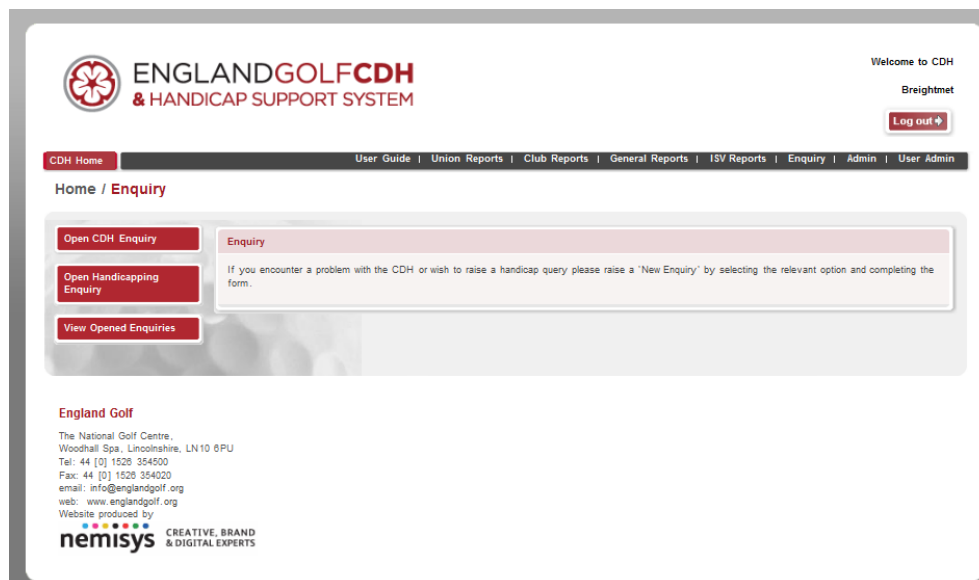
Viewing rights on the CDH are based on three levels:

1. Club Level – Allows the individual club to view the playing handicap of all players in the country in addition to the playing records of its members.
2. County Level – Allows the County Union to view the playing handicaps of all players in the country in addition to the playing records of all members affiliated to the county union.
3. National Level – Allows access to the playing handicaps and handicap records of all players in the country.

It must be reiterated that only the handicapping information is available on the CDH. No personal information, home address, email, tel no. are recorded.

CDH Enquiry System

The CDH also has a two tier Enquiry System that allows a golf club to send either:



- CDH Enquiry – For questions related to either information held on the CDH or an issue regarding your handicap software.
- Handicap Enquiry – For Handicap questions related to CONGU, or a question regarding a player's handicap record.

This will be sent to the relevant organisations that will endeavour to resolve any issues.

CDH CHECKLIST

In order to ensure that all clubs are operating the system correctly they should conduct a self audit using the simple checklist detailed below.

CDH Requirement	Yes/No
Has all members within the handicapping system been identified as either Home or Away players?	
Has Away players CDH numbers been included in your handicapping software?	
Do you always ensure that ex-members are removed from your handicapping database?	
Are new members always asked for their CDH number?	
Is your handicapping data on multiple systems? If so do you ensure that multiple uploads of data is not occurring?	
Is your system automatically set to send data to the CDH?	
Do you check for Away scores on a regular basis?	
Have you notified all your members of their CDH numbers?	

By ensuring the few above simple steps are followed the CDH will prove to be an invaluable tool to golf clubs in the administration of competitions and handicapping.

HANDICAPPING SOFTWARE

This guide gives generic information on the CDH. Due to the varying methods in which software works it may be necessary in some instances to contact your software supplier.

All CONGU compliant software is required as part of their licensing agreement to comply with the requirements of CONGU and in the creation and development of any Centralised Systems of Handicapping developed by the home unions.

ADDITIONAL CONTACT DETAILS

Further information or enquiries on the CDH can be directed to:

Club Services Department
club.services@englandgolf.org
01526 354500