

## SUPPLEMENTAL TOURNAMENT INFORMATION

November 2006

To: All concerned or involved with running a MISGA tournament

From: C. J. Myers, Tournament Chairman

Subj.: Additional information and suggestions to aid in your planning

### **Introduction**

Since taking over this committee approximately three years ago I have had the good fortune to help plan and conduct a total of six very successful MISGA state final championship tournaments. The information I obtained verbally from my predecessor, Jimmy Lee, along with his well-documented files, has proven to be very valuable to me in learning how to do the job. I hope that the information presented below, much of which was learned through minor mistakes, will be helpful to you as you plan and conduct your tournament.

### **Requirements**

The two documents titled “**Instructions and General Information**” were established many years ago and are periodically revised as needed. These contain the requirements that must be followed in each event, i.e. the Two-Man Team and The Past Presidents (A,B,C,D). It is very important that these documents be read and understood by everybody on your committee. I’m attaching a copy of each for your convenience. Also, they can be obtained on our Web page, [WWW.MISGA.ORG](http://WWW.MISGA.ORG), under “documents”.

### **Committee**

The most important person on the committee is the Club Rep of the host club, for it is he who will make all the arrangements with club management and the Golf Pro regarding date, cost, starting time, meals, scorekeeping, prize money, etc. It is a good idea to give the General Manager and Golf Pro a copy of the two documents mentioned above. The Division Tournament Chairman should give all the help and support needed by the Club Rep in making the arrangements with the host club. The Division Director should get involved with the planning by offering his advice and experience and assigning others to serve on the committee for selected tasks, such as scorekeeping.

### **Tournament Cost**

It is very important to establish a realistic cost per player, one that is not unreasonably high yet will result in a very enjoyable experience for everybody. A typical cost breakdown might be: cart and prize money \$25; lunch and dinner \$40 to \$45, for a total of \$65 to \$70. Note that prize money must be a minimum of \$5 per player. There will be other expenses that need to be covered such as printing & mailing of announcements, lunch and dinner for committee workers, etc.

### **Tournament Scoring**

It will make the scorekeeper’s job a lot easier and faster to perform if two scorecards are printed, one on each golf cart in the foursome. Have the scorers sign and attest each card, thereby assuring they are correct and accurately totaled. Determining the winners, breaking ties, etc. is relatively quick and straightforward for the Two-Man Team event since it is net only. For the A,B,C,D Tournament, however, each of the flights must be scored and ties broken based on both net and gross. It is strongly advised to have at least one scorekeeper assigned to each of the four flights.

### **Prize Money Allocation**

As stated in the requirements document mentioned above, Low Gross and Low Net winners in the A,B,C,D event and the 1<sup>st</sup> and 2<sup>nd</sup> place winners in the Two-Man Team event will not receive prize money (pro shop certificate). The rationale for this is because they each receive a very nice trophy engraved with the MISGA

logo, their name, club affiliation, winning position, name of tournament, and year. The cost for all these trophies is borne by the MISGA treasury and typically runs about \$600 each year including engraving.

For the Two-Man Team event, with a field of 64 teams (128 players) you will have a \$640 prize money pool for the \$5 minimum noted above. At \$6 per player the pool will be \$768; \$7 per player will give \$896. An acceptable distribution (of the \$640 pool) could be as follows: 3<sup>rd</sup> place \$50 per team, 4<sup>th</sup> place \$48, 5<sup>th</sup> place \$46, etc...and continuing on through 22<sup>nd</sup> place which would receive \$12 per team. By this method about one third of the teams will win prize money. If you allocate more than \$5 per player for the prize money pool each winning team would get a bigger payoff of course, but it is not necessary to extend the number of winners beyond one third. Never go below one fourth, however, to satisfy guidelines established by the MISGA Board of Directors.

For the A,B,C,D event with 128 players the \$640 must be divided evenly between the four flights, each getting \$160. An acceptable distribution for each flight could be: low gross \$25, low net \$25; 2<sup>nd</sup> gross and net each \$20; 3<sup>rd</sup> gross and net each \$15; 4<sup>th</sup> gross & net each \$12; 5<sup>th</sup> gross & net each \$8. By this method, a total of 42 players including the trophy winners, approximately one third of the field, will receive a prize.

### **Players Handicap Verification**

Since these championship tournaments are scheduled to be played in August each year the USGA August 1 index must be used for each player even though the field was established by division qualifiers in previous months. The Division Tournament Chairman, with help from the host Club Rep and the Club Pro, should assume the responsibility to verify the handicap index of every participant. This can readily be done on the internet since every MISGA club is included in the Golfnet System. Go to [WWW.GOLFNET.COM](http://WWW.GOLFNET.COM), click on "Golfer Services", then click on "Handicap Verification" and follow the prompts.

### **Schedule – Tournament Day**

Whether the tournament is held on The Eastern Shore or at a club west of the Bay Bridge some of the players may have to travel as much as three hours each way. A shotgun start at 12 noon will give everyone enough time to check in, hit practice balls, and eat lunch. Assuming play will take between 5 and 5 ½ hours, dinner can be served at 6 PM and winners announced by 7 PM.

### **Pace of Play**

Slow play due to lost ball searches, unfamiliarity of the golf course, etc. is always a problem we face in these tournaments. There are ways to help overcome this problem, however. The host Club Rep should recruit as many MISGA Associates from his club as possible to serve as ball spotters at all the trouble locations on the course. This could require as many as 15 or 20 volunteers. Often it is the par 3 holes which slow down play and cause back-ups. Put a volunteer at each par 3 to monitor play and insist that once all four players' balls are on the green, they stand aside while the following group tees off. Another suggestion is to announce before play begins that each player in the foursome must watch all tee shots, and if there is any doubt about the ball becoming lost or out of bounds a provisional shot should be made.

### **Meals for the Players**

Some players might arrive as early as 9 AM but there is no need to serve donuts, sweet rolls, etc. since you probably will be serving lunch around 10:30 or so to satisfy the noon shotgun start. For these early birds, however, a cup of coffee might be very welcome. For lunch at one club the staff prepared a "brown bag lunch" that morning and put two on each golf cart to be eaten by the players before the noon tee off. The bag held two sandwich halves, small bag of chips, apple, and cookie. A variety of chilled sodas and bottled water were located near the staging area in ice coolers. In contrast to this, at another club, hamburgers were being cooked on a single grill. This gave rise to a frustrating, long wait in the serving line and a delay in the start time. At another club a buffet table was set up including a variety of meats, cheeses, lettuce, tomatoes,

onions, pickles, etc. for everyone to make their own sandwich. Salads, fruits, cookies, ice tea and lemonade were also included.

For the dinner it would be ideal if you can arrange for the club to serve a plated or sit-down dinner rather than have the players go through a serving line. By this method, everyone will be eating and finishing at the same time, whereas with the other way many who are served first will leave for home if they know they are not a prize winner. A sit-down, or served, dinner might cost a little more but will be worth it. Have the staff place everybody's garden salad and dressing on the table with rolls and butter so they can take the edge off their appetite while enjoying a cocktail or two and visiting with their fellow competitors. It would be a good idea to have cheese and crackers, peanuts, pretzels, etc. available near the cash bar. For the main course, an excellent choice would be "surf and turf", a small filet mignon with crab cake, lobster tail, or salmon filet.

### **Display of Trophies**

The MISGA Tournament Chairman will have purchased the trophies to be awarded during dinner. You need to provide a table for these to be prominently displayed in the morning near the registration or check-in table. While the tournament is being played these should be moved inside to the room where dinner will be served and located near the head table.

### **Head Table**

Proper protocol calls for the head table to be occupied by those organizing and conducting the event along with some others who have a high rank or status in the organization. At the Two-Man Team event this should include the Golf Pro, the Club Rep, Division Tournament Chairman, Division Director, and MISGA Tournament Chairman. If the MISGA President happens to be playing in the tournament he should be also seated at the head table.

For the Past Presidents (A,B,C,D) event all living Past Presidents and the current MISGA President are invited to play in the tournament without going through the division qualifiers. The number in this category each year is typically six to eight. These men should be seated at the head table along with the others mentioned above.

### **50 / 50 Raffle**

Most MISGA clubs conduct 50 / 50 raffles with much success at their Mixers. You could hold one at your tournament and use the proceeds to help offset the cost of meals for your committee volunteers mentioned earlier. At one club, enough money was collected to award six ticket winners. Top prize was \$90. Sixth place got \$25. Needless to say, nobody left until after the golf scores and winners were announced and the 50 / 50 prize money was given out.

### **Tournament Announcement**

Preparation and distribution of the document to officially announce your tournament is the responsibility of the host Club Rep. You should send this out as early in the golf season as possible, hopefully by the end of March, in order for each division to plan their qualifiers accordingly. This should be sent to all Division Directors, Division Tournament Chairmen, and the MISGA Secretary. The most convenient way to do this is by sending the announcement as an attachment to your e-mail message requesting the recipients to forward the information on to all their Club Reps. For your convenience I am including a copy of one announcement from last year.

*Much of the above information could be applied to Division Qualifier Tournaments. (CJM)*

## MISGA TWO-MAN TEAM CHAMPIONSHIP TOURNAMENT

### Instructions and General Information

#### **I. Clubs and Divisions**

Each Division may determine the method to be used within their Division to select teams to participate in the MISGA two-man team tournament. The method selected must be equitable for each team and each Club within the Division. Selection of teams shall be based on the percentage of Associates each club represents of the total number of Associates in their Division. Division quotas will be based on the percentage that each Division represents of the total number of Associates in MISGA reported by the MISGA Associates Chairman in the December MISGA Associates Report of Dues Paid. Team members must be from the same club.

Division Directors, in cooperation with the Division Tournament Chairman shall determine the method to be used in selecting two-man teams at the Club and Division level. Some suggested methods are a qualifying tournament, a lottery, a combination of these, etc. If a qualifying tournament is used, the following instructions shall be followed where applicable.

#### **II. MISGA Two-Man Team Tournament**

The MISGA Two-Man Team Tournament shall be held each year on a rotating basis at a club in a different Division, as approved by the Board of Directors.

The host Division Director, the host Division Tournament Chairman, the host MISGA Club Rep and such other individuals as may be designated by the Division Director shall constitute the Tournament Committee. The MISGA Tournament Chairman shall be available to provide assistance or resolve any question of policy or procedure and to resolve any disputes.

Information as to dates, fees, starting times, location, mailing of entries and fees, etc. shall be issued a minimum of six weeks prior to the scheduled date of the tournament. This information shall be prepared and issued by the host Division.

Each Division Tournament Chairman shall submit the names of the individuals on the team and their USGA handicap indexes to the designated representative of the host club. The handicap index must be the current index for the month in which the tournament is to be played. In addition, he shall submit the same information for two alternate teams with an indication of the order in which these alternate teams shall be selected. Each player participating in the tournament shall be allowed 90% of his handicap, the strokes to be taken as they come on the card. The handicaps of partners shall not differ by more than 8 strokes. If this condition cannot be avoided, participants understand that their individual handicaps will be reduced by an additional 10% (in addition to the existing reduction to 90% of handicap for all participants). If a participant has different USGA handicap indexes at different clubs the lowest index must be used.

All teams which have been designated as qualified by a Division shall be allowed to play in the tournament. If there are any unfilled quotas, they shall be replaced starting with one alternate team from the Division with the largest number of Associated and one alternate team from the next largest and so on until all unfilled quotas are filled. If there are any drop-outs after a Division has submitted the names of qualified two-man teams to the host Division it shall be the responsibility of the Division incurring the drop-out to submit a replacement team. If the Division incurring the drop-out is unable to furnish a replacement team, the host Division shall be free to find a replacement team from the list of alternate qualified teams from the other Divisions.

All teams shall use the middle (white) tees for play in this tournament. The tee markers should be placed within the normal tee area used by the host club for their middle men's tees. In order to assure that a significant number of participants are in attendance at the presentation of prizes, the host club will make every effort to complete the scorekeeping, identify the winners, and award prizes prior to the time that dinner dessert is served.

All prize money will be gift certificates to be used at the Pro Shop of the host club. The first and second place teams will not receive prize money certificates since they will be awarded engraved trophies, which are of significant value. As soon as possible after the tournament, the engraved trophies shall be given to their respective Club Rep, who with the Division Director should make an appropriate presentation to the winners.

Results of the tournament shall be submitted to the MISGA Tournament Chairman and the MISGAgram Editor as soon as possible after the tournament. Arrangements shall be made by the host Division Tournament Chairman to have pictures taken of the first and second place teams. These pictures shall be submitted to the MISGAgram Editor for publication with the tournament results in the next issue.

### **III. Weather Interrupted or Postponed Tournament**

Whenever possible, a rain date should be provided when scheduling the Two-Man team Tournament and the Division Qualifying Tournament. If a tournament is interrupted by weather or other circumstances and there is no alternate date provided for playing or completing the tournament, a determination must be made as to whether a sufficient number of holes have been played to establish winners and award prizes.

In order for the Tournament to be considered an official Tournament, each and every team must have completed a minimum number of nine holes. If more than nine holes have been completed by each team all of the completed holes shall be used in determining score, provided that the same number of holes are used for each team. For example, if thirty teams have completed twelve holes and thirty-four teams have completed eleven holes, then only the first eleven holes played by each team shall be used in determining each team score. All prizes and trophies shall be awarded if the above criteria are met. If a tournament is postponed or the required nine holes are not played and cannot be played on an alternate date all prize money and any other rebate of money from the host club shall be refunded to the players.

### **IV. Tie Breaking Procedure**

The procedure for deciding ties shall be announced prior to play and shall be applicable to the MISGA Championship Tournament and Division Qualifying Tournaments. The tie breaking procedure shall be based on a match of cards for low net. The initial match or cards shall be based on the best score for the last nine holes (10-18). If the tying players have the same score for the last nine holes, determine the winner on the basis of the last six holes (13-18), last three holes (16-18), and finally the 18<sup>th</sup> hole. If a tie still exists, match the number one handicap hole and so on until a tie is broken. It is requested that the host club report on any time delays in scoring and determining winners encountered when using this tie breaking procedure.

In an interrupted official Tournament (see III above), ties shall be broken by match of cards of the "in common" holes completed by the tying teams. This shall be accomplished by matching the most difficult handicap hole of the "in common" complete holes, and the next most difficult, and so on until the tie is broken.

## **PAST PRESIDENTS TOURNAMENT (A,B,C,D)**

### Instructions and General Information

#### **I. MISGA Past Presidents Tournament (A,B,C,D)**

The MISGA Past Presidents Tournament will be held each year on a rotating basis in accordance with the schedule issued by the MISGA Tournament Chairman and approved by the Board of Directors.

Past Presidents who are currently members of MISGA will be invited to participate in the Past Presidents Tournament. They will not be required to qualify, but will be required to pay the entry fee. They will be placed in the appropriate flight according to their current handicap.

All Associates who have been designated as qualified by a Division shall be allowed to play in the tournament. If there are any unfilled quotas, they shall be replaced starting with one alternate from the club with the largest number of Associates in that Division, followed by an alternate from the club with the second largest number of Associates, and so on until all spots are filled. If there are any drop-outs after a Division has submitted the names of qualified individuals to the host Division, it shall be the responsibility of the Division incurring the drop-out to furnish a replacement player. In the event this cannot be accomplished the host Division shall be free to find a replacement player from the list of alternate qualified players from some other Division.

The host Division Director, the host Division Tournament Chairman, the host MISGA Club Rep, and such other individuals as may be designated by the Division Director shall constitute the Tournament Committee. The MISGA Tournament Chairman shall be available to provide assistance or resolve any question of policy or procedures and to resolve any disputes.

The USGA handicap index for each player must be the current index for the month in which the tournament is to be played. Each player will play at 100% course handicap. If a participant has different USGA handicap indexes at different clubs the lowest index must be used. Handicap brackets for the flights will be determined by dividing entries into A, B, C, and D flights with approximately 25% allocated to each flight. Adjustments may be necessary to avoid having individuals with the same course handicap playing in different flights. This may result in slightly more or less than 25% of the entries in a given flight. All flights will play from the same tees, which should be placed within the normal area used by the host club for their middle (white) tees.

In order to assure that a significant number of participants are in attendance at the announcement of winners and presentation of prizes, the host club shall make every effort to complete the scorekeeping, identify the winners, and award prizes prior to the time that dinner dessert is served.

All prize money will be gift certificates to be used at the Pro Shop of the host club. Approximately 50% of the money will be awarded for low gross and 50% for low net. The overall low gross and low net winners will not receive any prize money certificates since they will each receive an engraved trophy of significant value. In addition, they will have their name engraved on the respective silver bowl to be retained for one year, until the next Past Presidents tournament. Results of the tournament shall be submitted to the MISGA Tournament Chairman and the MISGAGram Editor as soon as possible after the tournament. Arrangements shall be made by the host Division Tournament Chairman to have pictures taken of the winners. These pictures shall be submitted to the MISGAGram Editor for publication with the tournament results in the next issue.

Information as to dates, fees, starting times, location, mailing of entries and fees, etc. shall be issued a minimum of six weeks prior to the scheduled date of the Tournament. This information shall be prepared and issued by the host Division.

## **II. Clubs and Divisions**

Each Division may determine the method to be used within their Division to select individuals to participate in the Past Presidents Tournament. The method selected must be equitable for each MISGA Associate and for each club within the Division. Selection of individuals shall be based on the percentage of Associates each club represents of the total number of Associates in his Division. Division quotas will be based on the percentage of Associates each Division represents of the total number of Associates in MISGA as reported by the MISGA Associates Chairman in the prior December MISGA Associates Report of Dues Paid.

Division Directors, in cooperation with the Division Tournament Chairman, shall determine the method to be used for selection of individuals at the Club and Division level. Some suggested methods are a qualifying tournament, a lottery, a combination of these, etc. If a qualifying tournament is used, instructions contained herein shall be followed where applicable.

## **III. Weather Interrupted or Postponed Tournament**

Whenever possible a rain date should be provided when scheduling the Past Presidents Tournament and the Division Qualifying Tournament. If a Tournament is interrupted by weather or other circumstances and there is no alternate date provided for playing or completing the Tournament, a determination must be made as to whether a sufficient number of holes have been played to establish winners and award prizes.

In order for the Tournament to be considered an official tournament, each player must complete a minimum of nine holes that are "in common" to each player in that flight. This means that all players in a given flight will be scored on the same holes. If more than nine holes "in common" have been completed in any given flight, then all of the "in common" completed holes shall be used to determine winners. In order to apply this procedure, all players in each flight must be grouped together and start at contiguous holes. All prizes and trophies shall be awarded if the above criteria are met.

If a Tournament is postponed or the required minimum nine holes in common are not played and cannot be played at an alternate date, all prize money and any other rebate of money from the host club shall be refunded to the players.

## **IV. Tie Breaking Procedure**

The procedure for deciding ties shall be announced prior to play and shall be applicable to the MISGA Championship Tournament and Division Qualifying Tournaments. The tie breaking procedure shall be based on a match of cards for low gross and low net. The initial match of cards shall be based on the best score for the last nine holes (10 – 18). If the tying players have the same score for the last nine holes, determine the winner on the basis of the last six holes (13 – 18), the last three holes (16 – 18), and finally the 18<sup>th</sup> hole. If a tie still exists, match the number one handicap hole and so on until the tie is broken. It is requested that the host club report on any time delays in scoring and determining winners encountered when using this procedure.

In an interrupted official Tournament (see III above), ties shall be broken by match of cards on the "in common" holes completed in each flight. This shall be accomplished by matching the most difficult handicap hole of the "in common" complete holes, and the next most difficult, and so on until the tie is broken.

## MISGA 2006 State Two-Man Team Tournament

LOCATION	Manor Country Club
DAY/DATE	Thursday – August 17, 2006
RAIN DATE	Thursday – August 24, 2006
ENTRY FEE	\$65.00 Per Player
FIELD	64 Teams
FORMAT	18 Hole Net Better Ball 90% Handicap at August 1 <sup>st</sup> Level

NOTE: Teams with handicaps that vary by more than 8 strokes will play at 80% handicap.

Carts On Paths ONLY

PRIZES	Net Team – Pro Shop Certificates
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### SCHEDULE

9:00	PRACTICE RANGE OPEN
10:00 – 11:45	CHECK-IN
11:00	BUFFET LUNCH IN PAVILION
11:45	AT CARTS FOR PRE-START ANNOUNCEMENTS
12:00	SHOTGUN START
5:00	CASH BAR
6:00	DINNER & PRIZES AWARDED

NOTE – Submit **ONE CHECK** for each Division.  
– Make all checks payable to **MISGA DIVISION IV**.  
– Mail Checks & Roster by **AUGUST 3**, to  
**NICK PARKER, DIVISION IV TOURNAMENT CHAIRMAN**  
address below.

#### DIV. IV TOUR. CHAIRMAN

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#### DIV. IV DIRECTOR

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