

**GUIDELINES FOR THE ORGANIZATION AND CONDUCT OF THE SPRING FLING**

1. **Responsibility** - The volunteer organizing committee, named by the Division I Director, shall assume full responsibility to organize and conduct the Spring Fling in accordance with the guide-  
lines established herein. It is recommended that the organizing committee makeup include at least three individuals, each with signature authority for the required checking account. Further, to assure a successful event, particular attention must be paid to making the lady guests most welcome and happy.
2. **Location of Event** - The organizing committee shall choose a site for the Spring Fling within the  
Delmarva Peninsula, taking into consideration factors such as a MISGA club course/courses, driving distances between courses, reasonable cost, and adequate dining and lodging facilities.
3. **Dates of the Event** - The second Monday and the second Tuesday in May have proven to be popular with the Associates for this two day event. The Monday tee times shall be 12:00 PM and the Tuesday tee time shall be 9:00 AM. Activities for non-golfing spouses should be scheduled for both days.
4. **Number of Attendees** - The number of golfers shall be limited to 256 (128 per day per course) including men, 18-hole ladies and 9-hole ladies. Selection of the 256 golfers will be based upon the postmark date of the registration forms received by the committee. When the 256 golfer limit is reached, the excess application forms will be put on an alternate or standby basis. Consideration shall be given to the late returnees from their winter homes.
5. **Cost** - The total package cost shall be reasonable and affordable for the average MISGA Associate and his spouse. The committee must exercise good judgment in setting the prices for each category of attendees, i. e. single Associate, Associate with golfing spouse (18 or 9), Associate with non-golfing spouse. The total cost must include the lodging costs, as well as meals, prize moneys, administrative cost, gratuities, bag boys, carts, and driving range. The cost  
of trips for the non-golfing ladies shall be included in the total as well.  
  
It is the intent that the Spring Fling event shall be self sufficient and not require financial support  
from the MISGA treasury. On the other hand, it is not desired that the income received from attendees should substantially exceed expenses. The MISGA policy in this regard is to refund each individual a pro rata share if the overage reaches \$5.00 or more per attendee.
6. **Contractual Arrangements** - A contract reflecting the content of items 2 through 5 above shall have been negotiated with the chosen venue by December 1 preceding the event.
7. **Prize Money** - Like MISGA Mixers, the winners will receive pro shop credit or gift certificates. The number of winners each day should equal approximately  $\frac{1}{4}$  of the total number of golfers. Adjustments shall be made in the case of only a few number of 9-hole ladies in the field.

8. **Administration Expenses** - The organizing committee shall establish a budget for their ordinary administrative expenses such as printing, mailing, long distance calls, etc.
9. **Refund Policy** - Full refund shall be given to Associates who cancel for health reasons at least two weeks before the event or those who are on standby and decline to wait for acceptance.
10. **Daily Cancellation - Rainout** - In the event of inclement weather causing a day's round of golf to be canceled it shall be required that the golf charges for that day be refunded in full. Any banquet may not be canceled.
11. **Announcement/Application/Registration Form** - This form shall be generated by the organizing committee in order to be included in the first issue of the MISGAgram for that year. The form must give a complete description of the event including rooms, meals, golf and tours. The announcement shall be a part of the MISGAgram and the application form shall be separate.
12. **Confirmation** - After receipt of an Associates's application, the committee shall confirm by post card the status of the entry, either accepted or on the waiting list. Subsequently, a notification of all arrangements for the confirmed entry will be made by mid April.
13. **Tournament Schedule and Pairings** - The committee shall make the pairings for each day. The men, the 18-hole ladies and the 9-hole ladies shall play a separate schedule each day. The pairings shall assure that every team is evenly balanced, i. e. total handicap strokes approximately equal, to assure that every team has an equal chance of winning. The committee shall avoid having Associates from the same club playing in the same foursome. The 18-hole ladies and the 9-hole ladies shall play the same course as their MISGA Associate.
14. **Welcoming Letter & Information Packet** - This material shall be prepared in time for it to be received by each participant (golfers and non-golfers) when he checks in at his assigned course on Monday. Typically, this packet will include the Welcoming Letter, the list of attendees, the golf pairings, the non-golfer schedule and the Spring Fling handouts.
15. **Evening Banquet** - Upon checking in at the Monday banquet, attendees will receive a name tag and table assignment. Jacket for men are required at the banquet. A no-host bar/bars will be available.
16. **Final Reporting** - A financial report summary shall be submitted in accordance with the instructions listed in the MISGA Club Representatives Handbook.