

# MARYLAND INTERCLUB

## SENIORS GOLF ASSOCIATION (MISGA)

### Guidelines

### for Preparing the MISGA

### *CLUB ANNUAL REPORT*



Prepared by:

Lloyd Stimson  
Division Associates Chairman  
MISGA - Division VI

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## INTRODUCTION

One of the many responsibilities of a MISGA Club Representative is the task of maintaining a record of participation and costs for mixers, tournaments and other special events throughout the golfing year. The MISGA *Club Annual Report* is used to accomplish this task. The completed *Club Annual Report* provides MISGA with important and relevant participation and cost information from (1) each club, (2) each of the six divisions and (3) MISGA as a whole. In addition, the *Club Annual Report* provides a historical record for successor Club Reps. The *Report* should be accessible to club managers so they are aware of the amount of revenue MISGA events generate for their club. The *Club Annual Report* is to be submitted to the Division Director at the conclusion of the MISGA golfing season. The Division Director will consolidate the club *Reports* into a *Division Annual Report*. That *Report* will be forwarded to the MISGA President.

To assist you with the *Club Annual Report* assignment, this tutorial has been developed. It is highly recommended you follow the instructions it provides. When in doubt, refer to the sample on page 5.

**NOTE: BEFORE YOU ATTEMPT TO PREPARE YOUR CLUB ANNUAL REPORT YOU SHOULD READ THIS TUTORIAL COMPLETELY.**

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## GUIDELINES FOR PREPARING THE MISGA CLUB ANNUAL REPORT

### A. REFERENCES, DOCUMENTS & DATA REQUIREMENTS

1. MISGA *Club Representatives Handbook*, Guidelines, Summary, Record Keeping
2. MISGA Form – *Club Annual Report*
3. Data Requirements
  - a. Name of the host Club
  - b. Division to which the host Club is a member
  - c. Name of the host Club Representative
  - d. Submission Date of the Report
  - e. Date of each event (*mixer, qualifier, tournament, etc.*)
  - f. Name of the visiting club(s)
  - g. Number of participants (*home, visitors & total*)
  - h. Rate of Fees Charged (*carts, lunch {incl coffee & donuts} & prize pool*)

## B. PROCEDURE

Enter only MISGA golfing events and activities. They include mixers, *Past Presidents ABCD* qualifiers and tournaments, *2-Man Team* qualifiers and tournaments, Pro-Am tournaments, Divisional & MISGA Club Reps meetings, Board of Directors meetings, etc.

It is recommended the required information for the report be entered onto the form as soon as possible after a mixer or other golfing event has concluded. Don't wait until the end of the golfing season before you begin collecting, compiling and entering the data onto the form. Don't take a chance of misplacing or forgetting the required data and stats.

A sample completed *Club Annual Report* is provided on page 5.

1. Obtain a blank copy of the MISGA *Club Annual Report* from the MISGA Website.

**To download and save a blank copy of the Report**, open the MISGA website [www.misga.org](http://www.misga.org). After the home page appears, go to the Direction Bar at the top of the page, click on and open **Documents**. Then go the left column and click on and open **Forms**. After this page opens, click on and open **Annual Report - Club (XLS) or (PDF)**. After the *Club Annual Report* appears on your screen, you should save it to your MISGA files for use. You can make all entries direct to the electronic copy in your file. **All calculations are made automatically on the form.** When completed, submit your *Report* to your Division Director.

2. Enter the **NAME** of the host club in the space beside *Club*.
3. Enter the **NUMBER** of the Division in the space beside *Division*.
4. Enter the **NAME** of the host Club Rep in the space beside *Club Rep*.
5. Enter the **DATE** on which the *Club Annual Report* was completed in the space beside *Date*.
6. Enter the **DATE** of the mixer into column 1 of row 1 under *Mixer Date*.
7. Enter the **NAME(s)** of the visiting club(s) in column 2 of row 1 under *Visiting Club(s)*.
8. Enter the **NUMBER** of home players who participated in the mixer in column 3 of row 1 under *Number of Players/Home*.
9. Enter the **NUMBER** of visitor players who participated in the mixer in column 4 of row 1 under *Number of Players/Visitor*.

10. Enter the total **NUMBER** of players who participated in the mixer in column 5 of row 1 under *Number of Players/Total*. This total will be automatically calculated and entered by electronic addition of items 8 & 9.
11. Determine the **TOTAL COST** for the mixer.
  - a. Enter the **CLUB'S FEE** for carts into the \$0.00 space of column 6 between *Enter Rates Here* and *Carts*.
  - b. Enter the **CLUB'S FEE** for lunch (*including coffee & donuts*) into the \$0.00 space of column 7 between *Enter Rates Here* and *Lunch*.
  - c. Enter the **PRIZE POOL FEE** into the \$0.00 space of column 8 between *Enter Rates Here* and *Prizes*.
  - d. Enter the **AMOUNT** for the cost of carts into column 6 of row 1 under *Carts*. This amount will be automatically calculated and entered by electronic multiplication of items 10 & 11a.
  - e. Enter the **AMOUNT** for the cost of lunch into column 7 of row 1 under *Lunch*. This amount will be automatically calculated and entered by electronic multiplication of items 10 & 11b.
  - f. Enter the **AMOUNT** for the cost of prizes into column 8 of row 1 under *Prizes*. This amount will be automatically calculated and entered by electronic multiplication of items 10 & 11c.
  - g. Enter the **TOTAL AMOUNT** of the cost of the mixer into column 9 of row 1 under *Total \$'s per Event*. This amount will be automatically calculated and entered by electronic addition of items 11 d, e & f.
12. For each additional mixer, follow steps 6 - 11 above.
13. Enter the **TOTAL AMOUNT** for the cost for all home mixers into columns 3 - 9 of the row titled *TOTALS*. The total amounts for each cost item will be automatically calculated and entered by electronic addition of the amounts entered into each of the 7 columns.

14. **OTHER MISGA EVENTS**

- a. Enter the **DATE** of the event into column 1 of row 1 under *Date*.
- b. Enter the **TITLE** of the event into column 2 of row 1 under *Event* (e.g., *Past Presidents ABCD Division Qualifier, 2-Man Team Division Qualifier, MISGA 2-Man Team Championship Tournament, Divisional Club Reps Meeting, Board of Directors Meeting, etc.*)
- c. Enter the **NUMBER** of players who participated in the event in column 3 of row 1 under *Players*.
- d. Enter the **AMOUNT** of the cost for carts into column 4 of row 1 under *Cart \$'s*.
- e. Enter the **AMOUNT** of the cost for food into column 5 of row 1 under *Meal \$'s*.
- f. Enter the **AMOUNT** of money in the prize pool into column 6 of row 1 under *Prize \$'s*.
- g. Enter the **TOTAL COST** of the event into column 7 of row 1 under *Total \$'s*. This amount will be automatically calculated and entered by electronic addition of the amounts entered in items 14 d, e & f under *Total \$*.
- h. For each additional special event, follow steps 12 a - g above.

15. **TOTAL CLUB REVENUE**

Enter the **TOTAL AMOUNT** of the cost of all ***mixers*** and ***special events*** into column 8 of row 2 under *Total Club Revenue*. This amount will be automatically calculated and entered by electronic addition of the total amount of the mixers in column 9 in the **TOTALS** row under *Total \$'s per Event* and the total amount of the special events in column 7 under *Total \$'s*.

16. The completed *Club Annual Report* is to be submitted to your Division Director on or before December 1, of the calendar year. You may submit your club's *Report* either electronically via the internet or by hard copy via the USPS. The e-mail and USPS addresses for your Division Director are found on the MISGA Leadership Roster. <http://www.misga.org/leadership.htm>

MISGA

**CLUB ANNUAL REPORT**

MISGA

CLUB: DUFFER HILLS DIVISION: 7 CLUB REP: DON CARDWELL DATE: 12/1/2009

Mixer Date	Visiting Club(s)	Number of Players			Enter Rates Here			Total \$'s per Event
		Home	Visitor	Total	\$16.50 Carts	\$18.50 Lunch	\$5.00 Prizes	
4/16/2009	Fort Meade, Marlborough & Crofton	16	32	48	792	888	240	1,920.00
4/30/2009	Bowie, Fairway Hills & Holly Hills	14	37	51	842	944	255	2,040.00
5/17/2009	Westminster National & Piney Branch	15	23	38	627	703	190	1,520.00
6/25/2009	Walden, Bay Hills & Rattlewood	13	28	41	677	759	205	1,640.00
7/23/2009	Harbourtowne, Kenwood & Liesure World	16	41	57	941	1,055	285	2,280.00
8/6/2009	Univ of Maryland, Naval Academy	15	32	47	776	870	235	1,880.00
9/10/2009	Prospect Bay, VFW & Manor	16	25	41	677	759	205	1,640.00
	<b>TOTALS</b>	105	218	323	\$5,330	\$5,976	\$1,615	\$12,920.00

**OTHER MISGA EVENTS - Division Qualifiers, State Tournaments, etc.**

Date	Event	Players	Cart \$'s	Meal \$'s	Prize \$'s	Total \$'s	Total Club Revenue
3/28/2009	Div VII "Training Seminar"	32	\$528	\$448		\$976	
6/11/2009	Div VII "2-Man Team" Qualifier	128	\$2,112	\$2,368	\$1,280	\$5,760	<b>\$19,656.00</b>