

Maryland Interclub Seniors Golf Association Club Representatives Guidelines

Introduction

The Club Representative is the backbone of the Maryland Interclub Seniors Golf Association (MISGA). Selecting and training competent Club Representatives is crucial to the success of MISGA. These guidelines offer a number requirements and suggestions for both current and prospective Club Representatives.

Club Representative Qualifications

The Club Representative and Assistant Representatives must be MISGA Associates in good standing in their Member Golf Club.

Selection of Club Representative

The manner of selection, whether by formal election or by acclamation, shall be at the sole discretion of the local Member MISGA Club.

Term of Office

The term of office for Club Representatives should coincide with the calendar year; however, a different local calendar of events may be used as long as continuity of the office is maintained. A Club Representative may serve indefinitely. Sanctions for poor performance or negligence on the part of the Club Representative will reside with the Member Club and the MISGA Associates within that Club.

Club Representative Responsibilities

The Club Representative is generally responsible for managing all of the affairs of the MISGA Associates within his/her Member Club and for representing his/her Club at MISGA mixers, events, and meetings at the division and state level. He/she must ensure that the Club is in compliance with the MISGA Constitution and Bylaws and with these guidelines.

Meetings

The Club Representative will attend meetings within his/her respective division as scheduled by the Division Director, and will also serve as host for meetings at his/her Club as necessary. In addition, he will attend or be represented at the MISGA Club Representatives Annual Meeting in the spring each year.

Record Keeping

The Club Representative will keep records of MISGA Club membership, costs and attendance at mixers, tournaments, and other events in order to comply with reporting requirements, and to provide a historical record for his successor.

MISGA Club Leadership Roster

Revisions to the MISGA Club Leadership Roster shall be forwarded to the MISGA Club's Division Associates Chair no later than March 1 of each year. This roster should include the name, telephone number, e-mail address, and street address for all Associates in leadership positions, e.g., the Club Representative, Assistant Club Representative(s),

Club Treasurer, and Club Handicap Chair, as well as the Club professional. (See the MISGA Website, www.misga.org, for examples.) Copies of the Leadership Roster should be sent to the Division Director, Division Assistant Director, MISGA Web Master and the MISGA Associates Chair. Should changes to the Club Leadership occur during the year, they should be sent to the MISGA Web Master for updating.

Fiscal Management

Each Club Representative should ensure that a method exists to account for the collection and expenditure of MISGA funds during the year. MISGA Clubs must establish a Club MISGA checking account to prevent co-mingling of funds. A financial report should be made available to the Club Associates at the end of each year.

Member Club Dues

The Club Representative is responsible for remitting the MISGA annual dues (currently \$50) of his/her Club to the Division Associates Chair by April 1st of each year.

Associate Dues and Club Roster

The Club Representative shall collect per capita dues (currently \$5) at the beginning of the golf season. He/she will then prepare a Member Club Electronic Roster of all paid Associates at the Club. See the "MISGA Club Roster Report" form under Club Rep's Info on the MISGA Website. The collected dues and the Electronic Roster shall be sent by the Club Representative to the Division Associates Chair no later than June 1 of each year.

Throughout the year, the Club Representative shall maintain the current Member Club Electronic Roster of paid-up Associates. The Electronic Roster form must be used to send any roster changes to the Division Associates Chair. If the changes are to add new Associates, funds should accompany the Roster.

Annual Report

The Club Annual Report (see MISGA Website for an example) is to be completed by the Club Representative during the golf season and submitted at the end of the season to the Division Director who is to summarize it in the Division Annual Report to the Board. Club management should be made aware of the gross dollars MISGA events bring to the Club each year and a copy of the Annual Report should be sent to them.

Mixers

The Club Representative is responsible for scheduling other MISGA Clubs who will participate in their home mixers in exchange for the privilege playing at the other Club's mixers. Prior to the start of the golf season, the Club Representative shall confirm in writing (confirmation letter) with his/her counterparts the following information for each mixer:

1. the date of the mixer,
2. the tee time,
3. other appropriate times (e.g., when the driving range will be open, cutoff for registration the morning of the mixer),
4. the cost and the appropriate payment method (cash, check, credit card),

5. the date that the players list must be sent,
6. player limits for the mixer,
7. optional tee choices that will be allowed,
8. any players list designations required (e.g., Club Representatives, Assistant Representatives, women, tee choices), and
9. the names and email addresses of the people to whom the players lists should be addressed.

Home Mixers

Prior to the day of the mixer, the Club Representative will assist the Club professional with pairings. On the day of the mixer the Club Representative will assist with making pairing adjustments, collecting fees, posting scores, and distributing prize certificates as needed. The Club Representative also will plan for and provide coffee and refreshments prior to tee time and lunch following golf.

All home mixers are to be held at the host Club's own golf course. Use of a different facility in order to schedule additional home mixers is not permitted. Exceptions allowed when the home course has become unplayable.

Fees collected from each mixer participant when they sign in shall include a minimum of \$5 to be used as prize money for the mixer competition. This prize pool payout should go to 25-35% of the field. Separate and optional fees may be established for special events, such as 50/50, low gross, low net, closest-to-pin, and skins. All fees collected for the mixer competition and special events (except 50/50 fees) are to be distributed to competitors at that mixer and are not to be used by the Club for any other reason.

In mixers where the two-best-balls-of-four format is used, MISGA has mandated that men shall receive an allowance of 90% of their course handicap while women shall receive an allowance of 95% of their course handicap.

Away Mixers

Prior to visiting another Club, the Club Representative will identify those Associates from his/her Club who will participate in the mixer. The Club Representative will provide to the host Club, usually two to three days in advance of the event, the names of participants along with their current USGA handicap index and any special designations requested by the Club in their confirmation letter (e.g., designation of Club Representatives, women participants, and Associates choosing different tee options). This information should be provided by whatever method requested by the host Club to the people designated in the confirmation letter.

Club Representative Training

The Club Representative shall attend training sessions given by their Division Director. See the MISGA Website for an example lesson plan for these mandatory trainings.

Responsibilities to Successor

When the Club Representative steps down or is replaced, he/she is responsible for providing their successor with Club Rosters, all financial records and all other pertinent information relating to MISGA. The Division Director shall be notified of the change and provided with the full name, address, email, and telephone number of the successor.

Division Qualifying Tournaments

Each year, MISGA conducts two state-wide tournaments, the Two-Man Tournament and the Past Presidents' Tournament which is an individual play event. In order to play in those tournaments, each MISGA division holds qualifying tournaments to determine the participants. Each division may determine its own method of selecting sites for the divisional tournaments.

If your Club has been selected to hold a divisional qualifying tournament, you will need to coordinate scheduling with both the Division Tournament Chair and the MISGA State Tournament Chair to make sure that the qualifying tournament takes place in plenty of time to facilitate the state tournaments.

The Division Tournament Chair is responsible for the overall qualifying tournament planning. About six to eight weeks prior to the tournament the Division Tournament Chair will send registration instructions to each Club Representative in their division. At the conclusion of the tournament, the Division Tournament Chair will forward to the Division Tournament Chair who is responsible for the state tournament a list of the qualifiers and alternates and the qualifier entry fees. Alternates' entry fees are to be collected if they are selected.

The host Club Representative for the qualifying tournament will coordinate with the Division Tournament Chair and will be responsible for tournament planning at the Club level, including the package price for coffee and refreshments, lunch, carts, and prize certificates. The Club Representative and other Club Associates will assist the Club professional as required.

MISGA Tournaments

When a division is selected to host a MISGA (state-level) tournament, the MISGA Tournament Chair will consult with the Division Tournament Chair and the host Club Representative regarding their responsibilities. To allow for long distance travel, these tournaments will normally begin with a late morning or early afternoon shotgun and include lunch and dinner.

Leadership

The exceptional popularity, success and growth of MISGA are attributable, to the unselfish dedication and contributions of its leaders. Most of MISGA's officers, board members and committee chairs have been elected or appointed from the position of Club Representative. To the degree that time and health permit, each Club Representative is urged to accept positions on the Board of Directors at the division and state level or serve on a standing committee, if requested.

Future Leaders

Each Club Representative is challenged to identify those Associates within his/her Club who demonstrate potential for leadership positions. Such individuals should be tapped as Assistant

Club Representatives and groomed as possible successors. Only by nurturing interest will the quality of leadership be maintained and the growth of MISGA be assured.

Helpful Hints

A successful Club Representative is one who plans ahead, promotes positive interpersonal relations, and keeps everyone informed. Following are a number of practices which have proven helpful over the years for many Club Representatives.

- Keep copies of MISGA Constitution, Bylaws, and these guidelines handy and understand their contents.
- Utilize the MISGA Website as a valuable resource for all things MISGA. There is a great deal of useful information there.
- A very important thing to remember for new and experienced Club Representatives alike is the fact that there are about 50 other people serving as Club Representatives throughout MISGA. They have already dealt with many of the same problems you will face. They have all made the same mistakes that you will eventually make. Make sure you use these valuable resources whenever possible.
- Get the word out on time. Make a point to disseminate pertinent MISGA information to the Associates about upcoming mixers, tournaments, and other MISGA events. Laminated, wallet-size schedule cards are a useful information tool. Make use of Club newsletters and a website devoted to MISGA at the Club level.
- Organize and use email distributions.
- Introduce different formats at mixers. In addition to the popular two-best-balls-of-four format, consider separate A-B and C-D flights, modified Stableford scoring, two-man teams, modified scrambles and others.
- Arrange with Club management to number tables so that mixer foursomes may eat together.
- Encourage Club management to include items at luncheons which are non-fat, low-fat, or “cardiac prudent” in consideration of the age and health condition of many Associates.
- Be alert to the accuracy of handicaps. It is mandatory that each Club have a handicap committee to monitor the posting of their Associates’ scores. Make it known that you check the posting of every score from every round at MISGA events or otherwise.
- Make every effort to play the ball as it lies (summer rules) during mixers unless course conditions dictate otherwise.
- Assist in the promotion of fast play by reminding Associates whenever appropriate. Play “ready golf” whenever possible but not at the expense of golf etiquette. There are other proven time saviors on the MISGA Website.
- Obtain publicity for MISGA golf by calling in mixer and tournament results to the local newspapers. Recognize player achievement and participation in MISGA events through articles in the Club newsletter and with presentation of trophies and plaques.

Fiscal Conduct for MISGA Special Events

From time-to-time, the Club Representative may become responsible for coordinating a separate MISGA special event as an Event Coordinator, e.g. MISGA Spring Fling, MISGA Summer

Frolic, or MISGA Fall Frolic. Run the event with direction from the MISGA Events Committee Chair and follow the instructions found on the MISGA Website in Documents/Guidelines/“Fiscal Conduct of Misga Events (RTF) (PDF)” to manage the fiscal aspect of the event.