

MISGA – NEW CLUB SEQUENTIAL CHECKLIST GUIDE ON HOW TO PROCEED

PART 1.

When a Division hears of a club showing an interest in joining MISGA, the Director should:

Select and give an associate from his Division who will be the advance person (scout), a hard copy of MISGA INFORMATION that is available on the web site and a copy of the NEW CLUB APPLICATION AGREEMENT FORM for his visit to the club. Schedule a meeting with the club's key personnel for the advance person's visit, during which he will give the documents to the club senior representative and then perform a mini-evaluation to obtain and/or do the following:

1. Names & Phone #s – Management, Pro, Handicap Chairman, Club Senior and Assistant.
2. How many seniors (50 or over) are members?
3. How many riding carts?
4. Seating capacity of dining facility?
5. Licensed to issue USGA Handicap Indexes? Computerized handicap system?
6. Obtain 2 scorecards.
7. Perform a cursory look at the condition of the course noting trouble areas, if any.
8. Tell him that at this time, the agreement form is for information only. Do not fill out.
9. If the club appears to be a promising candidate, tell the senior he will be contacted at a later date by a MISGA officer.
10. Turns over all his findings to his Division Director.

PART 2.

The Division Director copies the Membership Chairman with the ADVANCE findings and they discuss whether or not this club warrants further consideration and evaluation. If NO, the process ends. If YES, the MISGA President and Membership Chairman will name an ad hoc committee which will include the Director and Assistant Director of the Division concerned and two (2) other associates, preferably from neighboring Divisions. This committee may also become the team that visits and evaluates the club or the Director may establish an evaluation team consisting of two (2) associates from his Division plus (2) associates from neighboring Divisions.

1. Ad Hoc committee named.
2. Evaluation team established.
3. The Division Director coordinates a date with the team, prospective club and senior representative for an invitation/evaluation visit to the club.
4. This fact-finding visit will include discussions with the club management, Handicap Committee Chairman, Pro and club senior leadership representatives.
5. The invitation will include fee free playing of the course by the team to determine if any conditions will pose troublesome problems for seniors including how far, time-wise, is the farthest point from the clubhouse in the event of a medical emergency.

PART 3.

During the evaluation, the team will address, but not be limited to, all of the following:

1. The MISGA issues as contained in the INFORMATION document.
2. The definition of a MISGA Associate as amended on 4/11/05. Manual Article III, Section B.
3. Application Agreement Forms to be made out in duplicate. One copy for the club and the other for the Division Director who will sign them & return one to the club.

PART 3. Continued

4. Obtain a copy of the senior listing.
5. Number of riding carts. 64 required for a 128-participant tournament. Carts GPS equipped?
6. Dining room/area seating capacity. Indoor or outdoor. Air conditioned or open air?
7. Is food prepared by the club or catered service used? Served or presented buffet style?
8. Lightning & weather warning horn to clear the course. Or some other means of notification.
9. Does the club have a smart Automatic External Defibrillator (AED) for emergency use?
10. From what tees have the senior handicaps been established? Middle white or forward gold?

11. Which computerized system for handicap maintenance does your club use to maintain all members' score postings and USGA Handicap Indexes? Golfnet____; Other: specify:_____
12. Does your computer system make up equitable foursomes and print out scorecards with all of the relevant information?
13. Which organization licenses your club to issue USGA Handicap Indexes? The USGA ____; MSGA(Maryland)____; DSGA(Delaware)____; VSGA(Virginia)____; PSGA(Pennsylvania)____
14. What is your Handicap Committee Chairman's name and phone number?
15. Is the course being maintained properly and are the greens adequate and in good condition?
16. Will there be any attempts to block days, weeks or months during the calendar year to prevent MISGA mixers or T/Es? If so explain.
17. Are there any existing conditions that presently do not meet MISGA requirements but are presently undergoing upgrading that will be in full compliance? What is your compliance target date?
18. What day of the week do you wish to use for hosting MISGA mixers? When you are in the MISGA Division schedule, all your home mixers during the season will be on the DAY you select.
19. The senior and assistant senior Rep must be confirmed as MISGA Club Rep and MISGA Assistant Club Rep by a vote of the club's senior membership.
20. Once approved as a MISGA club, and prior to participating in Mixers, a MISGA club annual dues fee must be paid and those senior members who wish to become MISGA Associates must pay an annual dues fee. The Fee amounts to be divulged by the evaluation team.

A selected member of the Evaluation Team will formalize the team's findings in writing and, if the team agrees, may make the following recommendation, "The evaluation team unanimously agrees that _____ satisfies all necessary requirements and recommends its acceptance.

 Name of Club
 into MISGA as a Division _____ Club."
 No.

The report will be addressed to the Division Director. It will identify the Club evaluated and the evaluation date. Provide the name, MISGA position and home club of each team member. Include the names & positions of persons contacted and a narrative of the items discussed. Attach scorecards, senior membership lists, and other pertinent documents.

If approved by the Division, the new club may start mixer scheduling with the Division clubs for the available season days.

PART 3. Continued

If no Division meeting is reasonably timely, the Director may convene a special meeting for the express purpose of voting on the admission of the evaluated club.

The Director will send copies of the Evaluation Report, Application Agreement Form, scorecard and all attachments along with the Division vote decision to admit or not and his own recommendations to the Membership Chairman.

PART 4.

Upon receipt of the new club evaluation report, documents and recommendations from the Director, the Membership Chairman will convene the ad hoc Membership Committee to evaluate the new club's ability to meet and comply with the statutes of the New Club Application Agreement. Having done so, the Membership Committee via the Membership Chairman shall report its recommendations to the Board of Directors for action to be taken at the next scheduled Board meeting.

A majority vote by the voting Board Members formally approves the applicant club's admission into MISGA. This concludes the admission process.

Note:

The newly admitted club will be in a monitored probationary status throughout its first full scheduled year.