

POLICY FOR THE ORGANIZATION AND CONDUCT OF
The named MISGA EVENTS that include spouses & guests

By approval of the MISGA Board of Directors on March 8, 2005 the below listed policies are hereby established and are to be followed in the process of organizing and conducting the Winter Fling, Spring Fling, Board Bash (to be renamed), and the Fall Frolics. Responsibility is hereby given to the Events Chairman and his Designated Event Coordinator to follow these policies, thereby assuring consistency and success with each event.

1. **Responsibility** - The Designated Event Coordinator (s), named by the Events Committee Chairman, shall assume full responsibility to organize and conduct the assigned Event in accordance with the requirements established herein. It is recommended that the organizing committee makeup include at least three individuals, each with signature authority for the required checking and/or savings accounts. Further, to ensure a successful event particular attention must be paid to making the female guests welcome.
2. **Location of Event** - The organizing committee shall choose the site for the various events taking into consideration factors such as typical weather for that time of the year, driving distance from MISGA clubs, reasonable cost, and adequate golf, dining, and lodging facilities.
3. **Duration** – Each Fall Frolic or Winter Fling shall include four days of golf for all attendees, except non-golfing spouses/guests. The four golf days will normally be Monday through Thursday; however, the committee may choose to play the four rounds over a five day period, Monday through Friday, allowing an open day during the week. This open day could be used for sightseeing, leisure relaxation, or possibly a “make-up” day in case of bad weather. The other above named Events will include golf for the number of days decided by the organizing committee.
4. **Dates of Event** - Experience over the past several years has shown Fall Frolics to be very popular starting with the last Sunday in October and concluding by the Friday before Thanksgiving. Each Fall Frolic will be scheduled during one of these weeks so to not conflict with another event. The Winter Fling should take place in early February. The other named Events will be held on the dates decided by the organizing committee for said event (Spring Fling normally the first week in May & Board Bash in September.)
5. **Number of Attendees** - It is imperative that the number of golfers be limited to 128, including men, 18-hole ladies and 9-hole ladies, for play on a single golf course. Any number greater than 128 will usually give rise to slow play and could cause very unhappy feelings among the participants. If a second golf course is available for simultaneous play at the location the 128-golfer limit may be relaxed, provided that all other important requirements (dining, lodging, etc.) are satisfied.

Selection of the 128 golfers is to be based upon the postmark date or hand delivery date & the date of receipt of the registration forms received by the committee. When the 128-golfer limit is reached, the committee will contact the individuals whose application/registration forms that exceed the limit to determine if they want to remain on the waiting list. If not, the payment checks will be returned to the senders with the recommendation in the case of a Fall Frolic that they consider attending another event.

6. **Accommodations** - In addition to being clean and including a separate bathroom for each bedroom, the living accommodations must be adequate for one or more couples. An exception to the separate bathroom rule can be made if is acceptable to the participants.

7. **Cost** - The total package cost should be reasonable and affordable for the average MISGA Associate and his guest. The committee must exercise good judgment in setting the prices for each category of attendees, i. e. single Associate, Associate with golfing spouse/female guest (18 or 9 hole), Associate with non-golfing guest, sharing living spaces, etc. The total cost must include the resort costs as well as administrative costs plus all prize money, gratuities, and open bar/happy hour costs preceding each evening meal. It is highly desirable that a one-day trip, usually including lunch, be planned for the non-golfing ladies and this cost must be included in the total as well. **COMPS:** The attending event chairman &/or the attending designate is entitled to a comp, if offered, by the facility. If additional comps are provided they will be factored into the prize pool or used to offset administrative costs.

It is the intent that all events 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 a pro rata share if the overage reaches \$10.00 or more per attendee.

8. **Contractual arrangements** - A contract reflecting the content of items 2 through 7 above shall be negotiated with the chosen venue (9) months in advance of the year of the event. **MISGA Counsel** will be available to review and recommend changes to the contract upon request of the Events Chairman or Event Coordinator.
9. **Prize Money** - Unlike other MISGA events conducted at one of our own clubs where the winners receive golf pro shop credit or gift certificates, Fall Frolic or Winter Fling winners are to receive cash unless a **very equitable** prize certificate program (subject to Events Chairman approval) can be negotiated with the golfing venue prior to the date of the event. A good rule of thumb as to the prize amount would be a 4 to 1 payoff, e.g. daily first place winner to receive \$20, since prize money collected is \$6 per golfer per day. The number of winners each day should equal approximately 1/3 to 1/4 of the total number of participants. The prize money pool can and should be increased by investing the registration fees, collected far in advance of the event, in an interest bearing Money Market Fund. The other **named Events** are subject to Committee & Events Chairman approval regarding payment of prize money.
10. **Administration Expenses** - The organizing committee should establish a budget for their ordinary Admin. expense such as printing, mailing, mileage, nametags, long distance calls, bank charges, etc. **Other expenses** that must be included to determine the total cost per person are gratuities for the golf starter & bag boys, score-keeping (if done by pro shop personnel instead of committee), video filming of attendees playing golf, evening entertainment (dance band, disc jockey, etc.), and expenses for the non-golfing spouses planned activities such as sightseeing, lunches, transportation, tips, and tour guide.
11. **Late Registration Fees** - There is to be an added cost for registering after the initial cut-off date. The fee for each late registrant is \$3 per month for each month late, with a maximum late fee of \$12.
12. **Refund Policy** – Subject to the contract requirements: A full refund, if the contract allows it, should be given to Associates who cancel for health reasons at least one month before the scheduled event. If cancellation is made within the one-month window a reasonable cancellation fee should be charged for administration. Refunds should be made in a timely manner.
13. **Daily Cancellation - Rainout** – Subject to the contract requirements: 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, including greens fees, cart rental, bag handling & storage, score-keeping, etc. be refunded in full, subject to the terms of the contract, to each participant. If possible this should be included in the contract.

- 14. Announcement/Application/Registration Form (Attachment #1)** - This form is to be generated by the organizing committee during March/April for the Fall Frolics in order to be included in the first class mailing of the MISGAgram to all Associates in early May. The form must give a complete description of the event including living accommodations, sharing of villa or condominium, meals to be included, rounds of golf on each course, cost per attendee, and a statement that no applications will be accepted if postmarked before June 15 and that the attendee is a paid current member of a MISGA approved club.
- 15. Acceptance of Registration (Attachment #2)** - This notification to be sent by mid-July
- 16. Tournament Schedule, Pairings** - The first day's play should be a mixed scramble or similar format whereby men and 18-hole ladies comprise a foursome team. For the rest of the week it is best to separate the men and 18-hole women; however, the daily tournament format should be the same for each. The 9-hole ladies should play a separate schedule each day. It is very important that all teams be evenly balanced, i. e. total handicap strokes approximately equal, and to assure that every team has an equal chance of winning. It is recommended that the committee, when making up the pairings, avoid having people from the same club playing in the same foursome. The same is true for the mixed event, i. e. no husband and wife on the same team. A Rules Sheet on each cart is a plus.
- Tee placements:** **White**-normal. **Gold**-if age + handicap>90 (**Subtract** 1 stroke from player's handicap if he plays from Gold tees) **Red**-ladies (the Events Chairman or Events Coordinator can amend Tee placements if the course or weather conditions indicate the need for change).
- 17. Welcoming Letter & Info Packet (Attachment #4)** - This material must be prepared in time for it to be received by each participant when he checks in at the resort. Typically, this packet will include the Welcoming Letter, the list of attendees, and if possible the daily pairings for the men, 18-hole ladies and 9-hole ladies, as appropriate. The non-golfing ladies should know who their volunteer leader is, and should have a list of the other non-golfing ladies including their lodging location, local phone extension and home club, as well as notices of any special activities.
- 18. Welcoming Reception Party** - On the Sunday arrival day, an Orientation meeting & informal cocktail party should be held so all attendees can meet each other and receive the detailed information regarding the week's activities. Name badges should be used at all social functions. **Dress Code:** No Blue Jeans/Levis, etc. for course play or at any cocktail/dinner functions. Jackets for men should be required at the Banquet/cocktail function.
- 19. Evening Dinner Functions** - In the interest of mixing up the group and promoting an even greater spirit of camaraderie, table-seating assignments for the second & third night's dinner (Tues/Wed) should be required. Buffet style dinners generally work out very well because they allow for more variety at a reasonable cost. The final evening, however, should be the highlight of the week and should include a served banquet meal. A small combo, perhaps three pieces, playing music of the 40's and 50's would add greatly to the dining and dancing enjoyment of all participants.
- 20. Final Reporting (Attachment #5 and instructions in guidelines)** - After all the bills have been paid, if there are funds available in an amount greater than the product of \$10 times the numbers of attendees, then these excess funds must be returned to the attendees in an amount proportional to their original payment. A financial report summary must be submitted within 120 days of the Events completion & in accordance with the instructions listed in the MISGA Club Representatives Handbook.
- 21. PLEASE REFER TO THE MISGA HANDBOOK FOR ADDITIONAL REQUIREMENTS**
"FISCAL CONDUCT OF MISGA GOLF TOURNAMENTS & SPECIAL EVENTS"