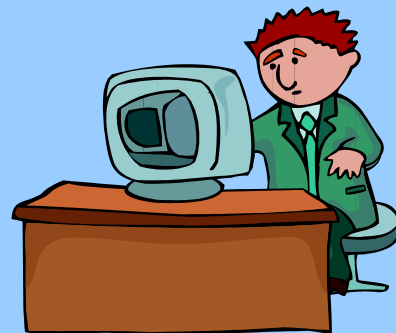




**MARYLAND INTERCLUB SENIORS
GOLF ASSOCIATION (MISGA)**

**Guidelines for Preparing &
Submitting the MISGA
*Club Annual Report***

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INTRODUCTION

One of the many responsibilities of a MISGA Club Representative is the task of maintaining a record of his club's participation in home club MISGA golfing events - mixers, tournaments, qualifiers and special events (*e.g., Pro-Ams*) during the golfing year. (*non-MISGA events are not to be included*). The *MISGA Club Annual Report* is the document used to accomplish this task. The *Report* provides each Division and MISGA with important and relevant information involving a club's participation and financial statistics.

Also, the *Club Annual Report* provides a historical record for successor Club Reps. The *Report* should be made available the Club Rep's home club management team so they are aware of the amount of revenue MISGA events generate for their club.

At the end of each golfing year, the completed *Club Annual Report* will be submitted to the Division Director. Then, each Division Director will consolidate the *Club Annual Reports* into a *Division Annual Report* which is submitted to the MISGA President. The MISGA President will consolidate the *Division Annual Reports* into a *MISGA Annual Report*.

To assist you with the completion of 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 *Annual Club Report* on page 6.

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

GUIDELINES FOR PREPARING THE MISGA CLUB ANNUAL REPORT

A. References, Documents & Data Requirements

1. *MISGA Club Representatives Handbook* - Guidelines; Summary; Record Keeping, 1
2. *MISGA Form - Club Annual Report*

3. Data Requirements

- a. Name of 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 home MISGA mixer
- 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 home golfing events and activities. They include mixers, MCT qualifiers, MISGA Championship Tournaments, Pro-Am tournaments, Divisional & MISGA Club Reps meetings, Board of Directors meetings, etc.

It is highly 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, organizing and entering the data on 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 6.

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

To download and save a blank copy of the *Club Annual Report*, open the MISGA website 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 to the center of the page 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** of the visiting clubs 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*.
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** (*incl. coffee & donuts*) into the \$0.00 space of column 7 between *Enter Rates Here* and *Lunch*.
 - c. Enter the **Prize Pool Fee** for into the \$0.00 space of column 8 between *Enter Rates Here* and *Prizes*. For MISGA mixers, the mandatory fee is \$5.
 - 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 the electronic multiplication of items 10 & 11a above.
 - 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 the electronic multiplication of items 10 & 11b above.
 - f. Enter the **Amount** for the cost of the **prize pool** into column 8 of row 1 under *Prize Pool*. This amount will be automatically calculated and entered by the electronic multiplication of items 10 & 11c above.
 - g. Enter the **Total Amount** for 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 11d, 11e & 11f above.

12. For each additional mixer, follow steps 6 - 11 above.
13. Enter the total number of **Players** (*columns 3, 4 & 5*) and the total **Cost** (*columns 6, 7, 8 & 9*) for all home mixers into columns 3 - 9 into the row titled *TOTALS*. The total amounts for each column will be automatically calculated and entered by electronic addition of the amount into each of the 7 columns.
14. **Other MISGA Home 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 PP-ABCD Division Qualifier, 2-Man Team Division Qualifier, Pro-Am 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 in column 4 of row 1 under *Carts \$s*.
 - e. Enter the **Amount** of the cost for food in 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 *Prizes \$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 14d, 14e & 14f under *Total \$s*.
 - h. For each additional special event, follow steps 14 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 under *Total \$s per Event* and the total amount of the "special events" in column 7 under *Total \$s*.
16. **Due Date** - 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 by e-mail or by hardcopy via the USPS. For your Division Director's addresses go to: <http://www.misga.org/leadership.htm>