



# Maryland Interclub Seniors Golf Association

CRF March 22, 2008 Revision

## GUIDELINES

### MISGA ASSOCIATES COMMITTEE

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The above forms can be located in the [ASSOCIATE COMMITTEE FORMS](#) section

### **GENERAL NOTES – Electronic Roster**

1. Highlight – **ALL CHANGES, ADDITIONS, DELETIONS** and **DECEASED**.
2. ALL ENTERIES (TYPING) WILL BE IN **UPPER CASE** (no lower case letters)
3. Electronic Roster – column “A” add - **CHG, ADD, DEL** OR **DEC** as your revision requires.
4. The MISGA Roster is maintained via computer in a prescribed format. It is important to maintain an accurate and up to date Roster of Club Associates.
5. The Tutorial Guide is located on the MISGA Web Site. [www.misga.org](http://www.misga.org)  
“GUIDELINES FOR ROSTER MAINTANCE (Electronic Roster)

### **DUTIES - Associates Committee**

1. The duties of the associates committee as defined in the handbook:

### **SECTION VI - COMMITTEE DUTIES**

#### **A. ASSOCIATES COMMITTEE**

1. The Associates Committee is responsible for the collection and recording of Associates dues. Such funds are to be turned over to the Treasurer.
2. The Chairman is responsible for the preparation of a roster of all MISGA Associates, and shall coordinate the roster records with the Treasurer.  
(See "Roster Maintenance" in the Club Representatives Handbook)

## **CLUB REPS**

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The following is a description of the procedure for collecting Associates dues and maintaining an Associates Roster. This procedure can be found in the Guidelines Section of the MISGA Handbook and “GUIDELINES FOR ROSTER MAINTENANCE” on the Web Site [www.misga.org](http://www.misga.org) . It is important to maintain an accurate and up to date Roster of Club Associates via the electronic roster, and to communicate to your Division Associates Chairman (DAC) all additions, changes and deletions. The Electronic Roster must be used for all additions, changes and deletions.

1. The Club Rep shall be guided by the instructions in the:
  - a. MISGA Club Representatives Handbook
  - b. Constitution and Bylaws
  - c. Guidelines MISGA Associates Committee
  - d. Guidelines for Roster Maintenance ([www.misga.org](http://www.misga.org))
2. The copy of the Electronic Roster sent to you by the DAC will become your, MASTER CLUB ROSTER and this Electronic Roster will to be used for all new entries, changes and deletions.
3. Shall collect per capita dues at the beginning of the golf season. He will then verify the list of paid-up Associates against the latest ELECTRONIC ROSTER copy (furnished by the DAC).
4. The clubs will use the Electronic Roster as their CLUB ROSTER and keep it maintained and updated
5. No later than June 1 of the current year. Will forward the collected Associate Dues (make checks payable to “MISGA”), Roster and Cover Sheet (2.1.1C) reflecting updates to the Division Associates Chairman (DAC). It is important that the Club Rosters are kept up to date and that the dues of all Associates listed have been paid by JUNE 1. The MISGA Roster is the official paid up Associates record of the Association; Updated MISGA Rosters are used for, Dues collections, the mailings, i.e. Flings, MISGAGRAMS, etc.
6. The MISGAGRAM Editor will regularly request that we correct invalid addresses for Associates and you will be requested to correct the incorrect addresses or the Associate will not continue to receive the MISGagram.
7. Roster changes pertaining to any change of or to any Club Officer (CR-AR-address etc). The Rep will notify the DAC and the Division Directors
8. Shall submit any changes, including addresses and phone numbers, deletions, and additions for new Associates, to the DAC (see New Associate).

9. Occasionally it is necessary to distribute information to some or all of the Club Reps. This can be done by direct mail, e-mail and/or through the DAC. (Appendix 12.1)

### **NEW ASSOCIATE: Highlight adds in **YELLOW****

1. A **DUES CHECK** must be included when adding a new Associate to the Roster.
2. Include the Name, Address, State and Zip Code. Area Code and phone number.
3. ID number will be assigned by the MAC at the next MISGA Roster up date
4. A new Associate can not replace a **DELETED** Associate on your Roster

### **DUES REFUNDS**

1. Any Associate resigning from MISGA for any reason – is not entitled to a MISGA Dues refund

### **ROSTER CHANGES: Highlight changes in **YELLOW****

1. Must include the COMPUTER ID Number XXXXX and Name. When revising Address or Phone Number information.

### **DELETING an ASSOCIATE: Highlight deletions in **YELLOW****

1. **Highlight** the Associate ID Number and Name.
2. There are NO checks and balances in the system, the computer will delete the entry for the ID Number that is supplied. If you make an error writing the ID Number, the computer WILL delete the Associate that has that ID number regardless of the name, club number, division, etc. and it will not delete the Associate that you were trying to delete.

### **DECEASED ASSOCIATES Highlight deceased in **YELLOW****

1. **Highlight** the Associate ID Number and Name, from this information received on the Club Roster Changes, the MAC will prepare and supply a list (Appendix 6.1) of deceased associates for the MISGAGRAM Editor and will send the list prior to the next issue of MISGAGRAM
2. Care should be taken with this list to ensure that all deceased associates will be listed in the MISGAGRAM.
3. *Extreme care should be taken so that we don't "kill" associates who have not yet died.* No associate should be included in the list until they have been "deleted" from the roster with the notification that they are deceased.

## **CODE TYPE Definitions**

1. CR = Club REP
2. AR = Assistant Club Rep
3. PP = Past President
4. RPP = Retired Past President
5. BM = Board Member
6. BMC = Board Member Committee
7. GM = General Manager, Include, club name, address and phone.(Do not include the General Manager's name)
8. GP = Club Pro Shop, Include, club name, address and phone. (Do not include the Pro's name)
9. "W" = Indicates no hard copies will be mailed to the Associate. Copies of the MISGAgram will be downloaded from MISGA Web Site [www.misga.org](http://www.misga.org).
10. "W" = Can also indicate the Associate has a BAD ADDRESS shown on the MISGA Roster.

## **REVISING TYPE CODE :( CR, AR etc.) Highlight changes in **YELLOW****

1. The ID number and name are required.
2. Adding or Deleting the "TYPE" code (CR, AR etc.) highlight field entry.
3. Enter "CHG" in the (add, delete, or change) column "A"

## **DIVISION ASSOCIATE CHAIRMAN (DAC):**

1. Is responsible for collecting by JUNE 1 of the current year all Associate Dues and the updated Electronic Rosters from the Club Reps.
2. Review the Club Rosters for errors prior to forwarding any rosters and Cover Sheets 2.1.1C) to the MAC.
3. Will forward all monies collected to the MISGA ASSOCIATE CHAIRMAN (MAC) along with the appendix 2.1.1C cover sheet.
4. Shall create and maintain an ELECTRONIC Division Associate Roster.
5. The Division Associate Chairman will forward a complete updated copy of the Club's Roster to each of his Divisions Club Reps.

## **MISGA Associate Chairman (MAC):**

1. Is responsible for maintaining a current MISGA Associate Roster and shall coordinate the MISGA Leadership Roster with the Treasurer and the Web Master.
2. The maintenance of said roster can be accomplished by the MAC or by an approved assigned sub-contractor.

3. The MISGA Associate Roster will be updated and distributed to the DAC's and the Division Directors prior to or at the MISGA Board Meetings, (electronically or hard copy if requested).
4. The MAC will forward all Club Officers revisions to the WEB MASTER
5. The DIVISION DIRECTORS shall provide the MAC and the Web Master with the current Division Leadership Rosters by March 1, of the current year. These Division Leadership Rosters will be incorporate into the MISGA Roster and the Web Leadership Roster
6. The MAC when requested by the MISGAGRAM Chairman shall forward the current MISGA Associate roster to the printing, mailing or label sub-contractor.
7. June 15th (current year) the MAC will notify the Division Directors and DAC's of any club(s) that are in the rears for the current year.
8. On or about June 15th (current year) a letter requesting payment of unpaid Associate dues will be sent to errant clubs. A copy of this letter will be forwarded to the MISGA President and Division Directors, monthly thereafter a letter will be sent dunning them for payment.
9. The DAC's shall send the Associate Due checks directly to the Mac. Including a cover letter (2.1.1C) containing the check amount and number along with the updated number of Associates.
10. MISGA Associates Chairman will maintain Monthly PAID UP Dues Reports and the Yearly Dues Report (Appendix 10.1).When the dues payments are entered The amounts are automatically divided by the current dues and entered into the Paid Member column (Appendix 10.1) for that particular club.
11. The Dues Spreadsheet (Appendix 10.1) is distributed to the DAC's and the MISGA Board prior to the Board Meetings.
12. The MISGA Associates Chairman (MAC) will compile all Roster changes; assign new MISGA ID numbers when the Electronic Roster is updated.

## **MISGAGRAM**

1. From the deceased information derived from the Club Roster, the MAC will prepare and supply a list (Appendix 6.1) of deceased associates to the MISGAGRAM Editor for inclusion in the next MISGAGRAM.
2. The cutoff date for new material to be entered in MISGAGram is usually the first of the month of distribution (i.e. June 1 for the June MISGAGRAM) and should be sent to the MISGAGram Editor. These dates are to be confirmed with the Editor.
3. MISGAGram Editor will request the MAC to send the MISGA Roster to Mailing or Printing Contractor Date Roster sent to the contractor the Editor will be notified of transmittal.

## **(W) OPT-OUT of the MISGAGRAM**

1. MISGAGRAM Editor will notify the Web Master that the MISGAGRAM is ready for posting on the Web Site.
2. Web Master will issue an email to the Division Directors requesting them to forward to Club Reps notifying them that the MISGAGRAM is available for viewing or downloading on the web site.
3. The Division Directors will forward the email to the Club Reps and Asst Reps.
4. The Club Reps by personal contact, phone, bulletin board, or e-mail forwarding will notify his club's Associates that the latest MISGAGRAM is now on the Web Site for viewing and downloading.

## **BUDGET**

1. Will be developed and sent to the MISGA Treasurer on or about November 1 of the current year.

## **REPORTS**

1. The MISGA Associate Chairman (MAC) will forward a complete electronic copy of the Division Roster (by club) to the Division Associate Chairman.
2. The Division Associate Chairman (DAC) will forward a copy of the Club's Roster to each of the MISGA Club Reps in the Division.
3. Currently the MAC monitors the rosters to ensure that all changes have been made correctly. Errors are almost always a result of erroneous information on the roster change forms. Most of the errors are invalid ID numbers or changes submitted more than once and can be more reliable when using of the Electronic Roster.
4. Generally a very short status report is given to the club reps at the Annual Meeting held in April.

## **ANNUAL REPORTS**

1. A summary of the year's activity (Appendix 10.1 and Appendix 13.0) are given to the Board at the December meeting. This report should include the membership info number of clubs, number of associates, expenditures, problems, etc.

**DIVISION DIRECTORS**

2. The DIVISION DIRECTORS shall provide the MAC and the Web Master with the current Division Leadership Rosters by March 1, of the current year. Board Voted Dec.1, 2006
3. The MAC and the Web Master will up date their respective rosters accordingly.