



Maryland Interclub Seniors Golf Association  
**GUIDELINES**  
**MISGA ASSOCIATES COMMITTEE**

**APPENDICES 1.0**

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The following forms are located on the MISGA Web Site - "Documents" "Roster Maintenance"  
"Associate Chairman's Guidelines"

**ASSOCIATE COMMITTEE FORMS - MODELS.**

Appendix	02.01	<a href="#"><u>Master Roster MISGA</u></a>
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## **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)

## **DIVISION DIRECTORS**

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

## **DUTIES - Associates Committee**

1. The duties of the associates committee as defined in the handbook:  
**SECTION VI - COMMITTEE DUTIES**
2. The Associates Committee is responsible for the collection and recording of DIVISION Associates dues. Such funds are to be turned over to the MISGA Treasurer.
3. The Chairman is responsible for the preparation of a MISGA STATE roster, and shall coordinate the roster records with the Treasurer. (See "Roster Maintenance" in the Club Representatives Handbook)

## **CLUB REPS**

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 MISGA 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: ([www.misga.org](http://www.misga.org))
  - a. MISGA Club Representatives Handbook
  - b. Constitution and Bylaws
  - c. Guidelines MISGA Associates Committee
  - d. Guidelines for Roster Maintenance
  - e. [Roster & Check Routing Chart](#) (in this document)

- f. Annual Club Dues Due April 1, XXXX. Your check will be sent to your DAC. (see check routing (e))
  - g. Updated rosters and Associate Dues is due June 1, XXXX. Your check will be sent to your DAC. (see check routing (e))
2. The copy of the Electronic Roster sent to the Club Rep by the DAC will become your **MASTER CLUB ROSTER** and this Electronic Roster will be used for all new entries, changes and deletions.
  3. Shall collect per capita dues at the beginning of the golf season. Club Rep will then verify the list of paid-up Associates against the latest ELECTRONIC ROSTER copy (furnished by the DAC) & revise as required.
  4. The clubs will use the Electronic Roster as their **MASTER CLUB ROSTER** and keep it maintained and updated
  5. NEW Associates ID #s - Will be assigned by the Division Associate Chairman (DAC)
  6. No later than June 1 of the current year. The Club Rep will forward the collected Associate Dues (make checks payable to “**MISGA Division (I, II, III, IV, V or VI) or as your DAC may instruct**”), 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.
  7. Roster changes pertaining to any change of or to any Club Officer (CR-AR-address etc). The Rep will notify the DAC, Division Directors, and the WEB Master.
  8. Shall submit any changes, including addresses and phone numbers, deletions, and additions for new Associates, to the DAC (see New Associate below).
  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, through the DAC and/or the MISGA Global E-mail system.

**NEW ASSOCIATE: Highlight adds in GREEN**

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. A new Associate's ID # will be assigned by your DAC
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 **RED****

1. Highlight the Associate ID Number and Name. There are NO checks and balances in the system, the computer will delete the entry noted by the word DELETE. If you make an error noting the word **DELETE**, the computer WILL delete the Associate that is noted DELETE 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 **RED****

1. Highlight the Associate ID Number and Name.
2. The 6.1 [Deceased Associate](#) form will be completed by the Rep. and will forward a copy of the 6.1 Deceased Associate form to the Division Director (DD), Division Associate Chairman (DAC), MISGAgam Editor, and the MISGA Associate Chairman (MAC).
3. If the 6.1 form **is not included** the Associated **will be DELETED** and his demise will not be included in the MISGAgam.
4. *Extreme care should be taken so that we don't "kill" associates who have not yet died.*

## **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 (SIR) name)
8. GP = Club Pro Shop, Include, club name, address and phone. (Do not include the Pro's (SIR) name)
9. F = Lady

## **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 [APRIL 1](#) of the current year the CLUB DUES. The DAC's shall send the Club Dues checks directly to the Division Treasurer.

2. Is responsible for collecting by [JUNE 1](#) of the current year all Associate Dues and updating the Electronic Rosters from the Club Reps. The DAC's shall send the Associate Due checks directly to the Division Treasurer.
3. **NEW Associates ID #** - Use your **DIVISION ID # Roster sheet** to obtain the last ID Number - *Do not assign the next ID number from the CLUB ROSTER.*
4. Review the Club Rosters for errors prior to creating the Division Roster.
5. Shall maintain an ***ELECTRONIC Division Associate Roster*** and forward a copy to the Division Directors and the MISGA Associate Chairman (MAC).
6. The Division Associate Chairman will forward a complete updated copy of the Club's Roster to each of his Divisions Club Reps.
7. File the **Appendix 6.1** form for **DECEASED Associates** with the Division Director (DD), MISGAGram Editor & the MISGA Associate Chairman (MAC).

#### **MISGA ASSOCIATE CHAIRMAN (MAC):**

1. Is responsible for maintaining a current MISGA STATE Associate Rosters
2. Will collect the MISGA Division Associate Dues and compare Division Roster paid totals with the Associates paid income records.
3. The MISGA State Roster will be sent to the Directors, DACs and Committee Chairs prior to MISGA Board Meetings, (electronically).
4. MISGA Associates Chairman will maintain Monthly PAID UP Division Dues Reports ([Appendix 9.1](#)) 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.
5. The Dues Spreadsheet (Appendix 10.1) will be distributed to the DAC's and the MISGA Board prior to the Board Meetings.
6. On or about Feb. 1 XXXX the MAC will remind the Division Directors, the Club and Division Officers updated roster is due March 1 XXXX - copies are to be sent to the MISGAGRAM Editor and Web Master.
7. Refer to [Roster & Check Routing Chart](#)

#### **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 file electronic copies of the MAC Records with the MISGA Board of Directors & Committee Chairman prior to a BoD Meeting

2. File copies of the [MISGA State Roster](#) and the 10.1 [Associate Dues Report](#) with the Division Associate Chairman (DAC).
3. Currently the MAC monitors the rosters to ensure that all changes have been made correctly.

#### **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.





**MISGA**  
MEMBERSHIP CHANGE FORM W-5-89  
**ELECTRONIC SUBMISSION COVER SHEET**

**Appendix 2.1.1C**

<b>DATE</b>		<b>CLUB</b>		<b>CLUB NO.</b>	
<b>Phone No.</b>			<b>E-mail Address</b>		

**TO:** \_\_\_\_\_  
*Division Associates Chairman*

**FROM:** \_\_\_\_\_  
*Club Representative*

Attached are \_\_\_\_\_ *Membership Change Forms W-5-89* for updating of our club's MISGA Associates Roster. The table below provides a summary of the modifications.

Current Roster Level	Adds	Deletes	Changes	Balance	Payment Due	Check No.

Our club's associates dues payment check has been forwarded to you via the USPS. If you have not received the check within a reasonable amount of time, please contact me.

If you have questions, need additional information, or wish to discuss any of these items, please e-mail me or telephone me.

**Appendix 6.1**



Maryland Interclub Seniors Golf Association  
Appendix 6.1 Revised 9/25/2011  
Deceased MISGA Associates Report  
Filed by the Club Rep.

Date: \_\_\_\_\_

To: \_\_\_\_\_ DIVISION DIRECTOR  
To: \_\_\_\_\_ MISGA Associate Chairman  
To: \_\_\_\_\_ DIVISION Associate Chairman  
To: \_\_\_\_\_ MISGAGRAM Editor

From: \_\_\_\_\_ **Club Name and Number**

Subject: Deceased MISGA Associates

Enclosed is a list of the names of the deceased MISGA Associates that should be included in the next MISGAGRAM:

Division #	Club Number	Club Name	Associates Name
------------	-------------	-----------	-----------------

CLUB REP \_\_\_\_\_ CLUB # \_\_\_\_\_

# Appendix 7.1

\$5.00

2-Sep-10

crf

7.1 form

Name

Date

Division

Club #

02-Sep-10



Maryland Interclub Seniors Golf Association  
Appendix 7.1 09/01/10

## Treasurer Check Transmittal Form 7.1

To: Dick Schwinger MISGA Treasurer  
 From: Charlie Fieldhouse MISGA Associate Chairman  
 Date: Date Sep 2 2010 Club # 0

YEAR 2010

Club Name 0

Club Number 0

	REVISION	date	date	date	date	date	date	date		
Amount	[REDACTED]									
Check Number	[REDACTED]									
Dec 31 totals										
Associates Roster	[REDACTED]									
Dues Paid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	paid
Dues Due	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	Roster
Dues Owed	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	owe NO
Over paid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Refund NO
ADDED	[REDACTED]									0
DELETED	[REDACTED]									0

2-Sep 2010  
*Charlie Fieldhouse*  
 Charlie Fieldhouse  
 MISGA Associates Chairman

# Appendix 10.1

Appendix 10.1		MISGA YEARLY ASSOCIATES DUES REPORT									
		2011	2011		REVISED	18-Sep-11	2011	2011			
DIVISION I	CLUB	PAID	ROSTER	DIFF	DIVISION IV	CLUB	PAID	ROSTER	DIFF		
CRIPPLE CREEK	101	73	73	0	ARGYLE	432	92	92	0		
EAGLE CREEK	104	52	52	0	HOBBITS GLEN	434	89	89	0		
MAPLE DALE	106	31	31	0	KENWOOD	435	110	110	0		
				0	LAKEWOOD	436	83	83	0		
SHAWNEE	111	39	38	1	MANOR	437	126	125	1		
WILD QUAIL	115	33	33	0	MONTGOMERY	438	89	89	0		
GARRISONS LAKE	117	37	37	0	MONT. VILLAGE	439	48	48	0		
JONATHAN'S LNDG	121	52	50	2	NORBECK	440	82	82	0		
SUSSEX PINES	123	42	42	0	LEISURE WORLD	441	82	82	0		
BEAR TRAP DUNES	125	64	64	0	BRETTON WOODS	442	82	82	0		
Division TOTALS	9	423	420		Division TOTALS	10	883	882			
Club Total over paid	3	Club Total not paid		0	Club Total over paid	1	Club Total not paid		0		
DIVISION II	CLUB	PAID	ROSTER	DIFF	DIVISION V	CLUB	PAID	ROSTER	DIFF		
BEAVER CREEK	214	73	73	0	EASTERN SHORE	503	28	28	0		
HOLLY HILLS	216	32	32	0	ELKS	505	8	8	0		
HUNT VALLEY	217	40	40	0	GREEN HILL	507	22	22	0		
PINEY BRANCH	218	34	34	0	NASSAWANGO	509	10	10	0		
ROLLING ROAD	219	44	44	0	NUTTER'S	511	59	59	0		
SPARROWS POINT	220	48	48	0	OCEAN CITY	513	34	34	0		
VFW	221	13	13	0	OCEAN PINES	514	114	114	0		
WAKEFIELD VALLEY	222	31	31	0	GREAT HOPE	519	29	29	0		
GLADE VALLEY	224	72	72	0	DEER RUN	522	74	74	0		
QUAIL VALLEY	226	54	54	0	BAY CLUB	523	32	32	0		
WESTMINSTER NATL	227	39	39	0							
WINTERS RUN	228	30	30	0							
RATTLEWOOD	229	61	61	0							
CHALLEDON	230	50	50	0							
CRESS CREEK	231	25	25	0							
MUSKET RIDGE	232	39	39	0							
FOUNTAIN HEAD	233	47	47	0							
Division TOTALS	17	732	732		Division TOTALS	10	410	410			
Club Total over paid	0	Club Total not paid		0	Club Total over paid	0	Club Total not paid		0		
DIVISION III	CLUB	PAID	ROSTER	DIFF	DIVISION VI	CLUB	PAID	ROSTER	DIFF		
CAROLINE	302	19	19	0	BAY HILLS	610	44	40	4		
CHESTER RIVER	303	54	54	0	CHARTWELL	623	52	52	0		
HARBOURTOWNE	305	54	54	0	CROFTON	625	95	95	0		
PROSPECT BAY	309	76	76	0	PATUXENT GREEN	627	22	22	0		
TALBOT	313	28	28	0	NATIONAL (Tantallon)	629	78	78	0		
EASTON CLUB	319	44	44	0	UNIV. OF MD	630	46	46	0		
CLEARVIEW	320	24	24	0	US NAVAL ACDMY	631	127	127	0		
HOG NECK	322	44	44	0	WALDEN	636	26	26	0		
HUNTERS OAKS	323	8	8	0	BOWIE	641	60	60	0		
					FAIRWAY HILLS	642	93	93	0		
					FORT MEADE	643	92	92	0		
					CROSS CREEK	645	44	44	0		
					COMPASS POINT	646	0	0	0		
Division TOTALS	9	351	351		Division TOTALS	13	779	775			
Club Total over paid	0	Club Total not paid		0	Club Total over paid	4	Club Total not paid		0		
GRAND TOTALS	PAID	ROSTER	Over paid	UNPaid	TOTAL	Clubs	in	out			
2011	3578	3570	8	0	2011	68	3	1			
2010	3667	3662	5		2010	65	1	2			
2009	3710	3716	6		2009	66	1				
2008	3845	3843	2		0-Jan-00	PAID	ROSTER	DIFF			
2007	3969	3948	16		\$ Income Total	\$17,890.00					
					NO REFUNDS AFTER	30-Jun					
Charlie Fieldhouse	18400	Foreston	Road		Parkton	MD	21120				
<a href="mailto:charliebob@comcast.net">charliebob@comcast.net</a>					410-239-6903						

# Appendix 9.1

TOTAL DUES PAID		\$5.00 Assoc Dues		\$0		\$0		\$0		\$0		\$0		\$0		\$0		
\$0	\$0	\$0>>>>>>>		\$0		\$0		\$0		\$0		\$0		\$0		\$0		
September 2, 2011	# Clubs	Total	Assoc	2011 1-Jan	Check #	2011 1-Feb	Check #	2011 1-Mar	Check #	2011 1-Apr	Check #	2011 1-May	Check #	2011 1-Jun	Check #	2011 1-Jul	Check #	2011 1-Aug
21-Sep-11	70																	
<b>DIVISION I</b>	<b>9</b>	<b>\$0</b>	<b>0</b>															
CRIPPLE CREEK	101	\$0	0															
EAGLE CREEK	104	\$0	0															
MAPLE DALE	106	\$0	0															
	110	\$0	0															
SHAWNEE	111	\$0	0															
WILD QUAIL	115	\$0	0															
JONATHAN'S LNDG	121	\$0	0															
SUSSEX PINES	123	\$0	0															
BEAR TRAP DUNES	125	\$0	0															
				2011 1-Jan	Check #	2011 1-Feb	Check #	2011 1-Mar	Check #	2011 1-Apr	Check #	2011 1-May	Check #	2011 1-Jun	Check #	2011 1-Jul	Check #	2011 1-Aug
<b>DIVISION II</b>	<b>17</b>	<b>\$0</b>	<b>0</b>															
BEAVER CREEK	214	\$0	0															
HOLLY HILLS	216	\$0	0															
HUNT VALLEY	217	\$0	0															
PINEY BRANCH	218	\$0	0															
ROLLING ROAD	219	\$0	0															
SPARROWS POINT	220	\$0	0															
VFW	221	\$0	0															
WAKEFIELD VALLEY	222	\$0	0															
GLADE VALLEY	224	\$0	0															
QUAIL VALLEY	226	\$0	0															
WESTMINSTER NATL	227	\$0	0															
WINTERS RUN	228	\$0	0															
RATTLEWOOD	229	\$0	0															
CHALLEDON	230	\$0	0															
CRESS CREEK	231	\$0	0															
MUSKET RIDGE	232	\$0	0															
FOUNTAIN HEAD	233	\$0	0															
				2011 1-Jan	Check #	2011 1-Feb	Check #	2011 1-Mar	Check #	2011 1-Apr	Check #	2011 1-May	Check #	2011 1-Jun	Check #	2011 1-Jul	Check #	2011 1-Aug
<b>DIVISION III</b>	<b>9</b>	<b>\$0</b>	<b>0</b>															
CAROLINE	302	\$0	0															
CHESTER RIVER	303	\$0	0															
HARBOURTOWNE	305	\$0	0															
PROSPECT BAY	309	\$0	0															
TALBOT	313	\$0	0															
EASTON CLUB	319	\$0	0															
CLEARWIEW	320	\$0	0															
HOG NECK	322	\$0	0															
Hunters Oaks	323	\$0	0															
				2011 1-Jan	Check #	2011 1-Feb	Check #	2011 1-Mar	Check #	2011 1-Apr	Check #	2011 1-May	Check #	2011 1-Jun	Check #	2011 1-Jul	Check #	2011 1-Aug
September 2, 2011		Total	Assoc															
<b>DIVISION IV</b>	<b>10</b>	<b>\$0</b>	<b>0</b>															
ARGYLE	432	\$0	0															
HOBBITS GLEN	434	\$0	0															
KENWOOD	435	\$0	0															
LAKWOOD	436	\$0	0															
MANOR	437	\$0	0															
MONTGOMERY	438	\$0	0															
MONT. VILLAGE	439	\$0	0															
NORBECK	440	\$0	0															
LEISURE WORLD	441	\$0	0															
BRETTON WOODS	442	\$0	0															
				2011	Check	2011	Check	2011	Check	2011	Check	2011	Check	2011	Check	2011	Check	2011

Appendix 13.1



Maryland Interclub Seniors Golf Association  
 MISGA Board Meeting

@ [redacted]

Date [redacted]

Associates Chairman Report  
**Associates Chairman Report**

**Appendix 13.1**

	Year	Year
A. Roster Statistics:	2010	2009
Clubs:	65	66
Roster:	3661	3716
Paid:	3666	3710
Surplus:	5	0
Owing:	0	6
Clubs Accepted:	1	1
Club Resigned:	2	
Decline (roster)	-1.5% /-55	-3.5% /-133
5 yr. Total Decline	-9.5% /-346	

The surplus exists because of the termination of paid-up MISGA associates because they have passed away or because they have left their golf club for some reason. As long as club reps continue to do an outstanding job of managing their rosters we should continue to show a surplus in the future.

MISGA in 20 [redacted]:

Added [redacted] new club(s) (Name or Names) and had [redacted] club(s) resign (Name or Names). The [redacted] number clubs added [redacted] amount new roster members and we lost [redacted] number members with the club that left. Membership in MISGA and at most clubs is decreasing at a slow rate.

The club reps and the Division Associates Chairmen have done a tremendous job.

B. Roster

The membership database is maintained by Specialty Association Services, a company located in Sandy Spring, Maryland. They also produce all roster listings and mailing labels for use by MISGA and the MISGAGRAM. We have been doing business with them since 1984, and maybe earlier. They are very cooperative and continue to do a good job.

C. Budget

For 20 [redacted], \$ [redacted] was budgeted for Associates Chairman expenses to manage the membership database and to produce the required listings and mailing labels. We have [redacted] outstanding invoice but should finish the year within budget.

D. General

[redacted] will be the MISGA Associates Chairman in 20 [redacted].

MISGA ASSOCIATE CHAIRMAN

[redacted]