

**MARYLAND INTERCLUB**

**SENIORS GOLF ASSOCIATION**

**GUIDELINES**

**FOR ROSTER**

**MAINTENANCE**



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## INTRODUCTION

One of the many responsibilities of a MISGA Club Representative is the task of maintaining his club's *Associates Roster* (the club's official roster of MISGA members). At the beginning of each MISGA golfing season, Club Reps are required to update their *Associates Roster*. During the off-season, clubs have acquired new MISGA members while others have dropped out. In addition, the personal information for some of your *associates* may need changing (*correct misspelled names, home addresses and telephone numbers*).

The *Associates Roster* is used to monitor club, division, and state membership levels; track payment of "associates" dues; and to print mailing labels so that MISGA *associates* can receive the MISGAGRAM (*MISGA's quarterly newsletter*) and notices of MISGA events, meetings, and special golfing outings (*e.g., Spring Flings, Fall Frolics, etc.*). For this reason, it is very important that your membership data is accurate and periodically updated as changes occur throughout the golfing season.

On or about January 1 each year, each Club Rep will receive, via the internet, an electronic copy of his club's *Associates Roster*. It is the final roster from the previous year's MISGA golfing season. With it, you will be able to update your club's *Associates Roster* electronically via the Internet. In turn, you will receive, via the internet, updated electronic copies of your club's *Associates Roster*.

To assist you with the roster maintenance assignment, this tutorial has been developed. It is highly recommended you follow the instructions it provides. When in doubt, refer to the *sample updated Associates Roster* on page 7.

A downloadable copy of this tutorial is available on the *Documents/Guidelines/Roster Maintenance/Tutorial - Roster Maintenance, Electronic (PDF)* section of the MISGA website at the URL address listed below.

<http://www.misga.org>

**NOTE: BEFORE YOU ATTEMPT TO UPDATE YOUR ASSOCIATES ROSTER YOU SHOULD READ THIS TUTORIAL COMPLETELY.**

## **GUIDELINES FOR ROSTER MAINTENANCE *(Electronic)***

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**1. On your computer screen, open your current Associates Roster.**

- a. Rosters are in Microsoft EXCEL spreadsheet format.
- b. All entries should be in CAPITAL letters.

**To download and save your roster** from an incoming e-mail, first click on and open your club's roster from the **Attach:** block of the e-mail. After the roster appears on your screen, go to the upper left corner and click on **File**. Then scroll down to the **Save As** option and click it open. Now, name the roster (e.g., *Duffer Hills - 01/01/09*) and place it in an appropriate file for your future use.

**To print your roster**, open the newly saved and re-named roster. Go to the upper left corner and click on **File**. Then scroll down to the **Page Setup** option and click it open. Now, switch the **Orientation** option from **Portrait** to **Landscape** (this will enable you to print your roster horizontally across the longer length of the paper). Now you may print your roster.

**2. List all new associates who are to be ADDED to your club's current Associates Roster. (refer to sample on page 7)**

- a. Scroll down to the last name on your roster and skip two rows.
- b. Enter the word **ADD** into Column "A" (*add, change, delete*). Highlight the word **ADD** in green.
- c. Make no entry into Column "B" (*ID*). The *associate's ID number* will be assigned by MISGA.
- d. Enter your club's **ID Number** (e.g., *Duffer Hills = 744*) into Column "C" (*Club*).
- e. Enter the letter **W** into Column "D" (*W*) for all those associates who do NOT wish to receive a paper copy of the MISGAGRAM. They will read the electronic version posted on the MISGA website.
- f. If applicable, enter the *associate's WORK CODE* (e.g., *CR – Club Representative; AR - Assistant Club Representative; DD – Division Director; AD – Assistant Division Director; DC – Division Chairman (Tournaments/Associates); BM – Board Member; BMC – Board Member Committee; PP – Past President, MISGA; RPP – Retired Past President, MISGA; GP – Golf Pro; GM – General Manager*) into Column "E" (*Type*). Otherwise, leave this block empty.
- g. Enter the *associate's LAST NAME* into Column "F" (*Last*).

- h. Enter the *associate's* **FIRST NAME** into Column "G" (*First*).
  - i. Make no entry into Column "H" (*Title*). Currently, this block is not used.
  - j. Enter the *associate's* **PRIMARY ADDRESS** (*i.e., number and street*) into Column "I" (*Address*).
  - k. Enter the *associate's* **SECONDARY ADDRESS** (*i.e., apartment or condo number*) into Column "J" (*Address*).
  - l. Enter the *associate's* residential **CITY or TOWN** into Column "K" (*City*).
  - m. Enter the *associate's* residential **STATE** (*e.g., MD, DE, PA, DC, VA*) into Column "L" (*State*).
  - n. Enter the *associate's* residential **ZIP CODE** into Column "M" (*Zip*).
  - o. Enter the *associate's* **TELEPHONE NUMBER** (*including area code*) into Column "N" (*Phone*). The number should be entered without hyphens or parentheses (*e.g., 4012349876*).
  - p. Enter the names of all additional new *associates* following steps "b-p" above.
3. **Identify, for DELETION, all *associates* who are no longer members of MISGA at your club. (refer to sample on page 7)**
- a. Enter the word **DELETE** into Column "A" (*add, change, delete*) beside the name of each *associate* who is to be deleted from the roster. Highlight the word **DELETE** in red.
  - b. If the *associate* is deceased, enter the word **DECEASED** into Column "A" instead of DELETE.
  - c. No other entry or action is necessary.
  - d. You must NOT delete the former *associate* from the roster. The *MISGA Associates Chairman* has sole responsibility for deleting the former member from the official roster.

4. **Make all necessary CHANGES to your club’s current Associates Roster. (refer to sample on page 7)**
- Enter the word **CHANGE** into Column “A” (*add, change, delete*) beside the name of each *associate* whose personal information (*name, address, telephone number, work code, etc.*) needs to be modified. Highlight the word **Change** in yellow.
  - In each block of the *associate’s* row of personal information that needs to be modified, delete the erroneous information and replace it with the correct information. Highlight the **corrected entry** in yellow.
  - Enter the correct **WORK CODE** into Column “E” (*Type*) for all *associates* who have assumed a Club, Divisional or MISGA level position or who have moved to a different position. Highlight this **entry** in yellow. (*e.g., CR – Club Representative; AR - Assistant Club Representative; DD – Division Director; AD – Assistant Division Director; DC – Division Chairman (Tournaments/Associates); BM – Board Member; BMC – Board Member Committee; PP – Past President, MISGA; RPP – Retired Past President, MISGA; GP – Golf Pro; GM – General Manager*)
5. **E-mail your updated electronic Associates Roster to your Divisional Associates Chairman (DAC).**
- The name, address, telephone number and **e-mail address** for your DAC is listed in the MISGA Website – [www.misga.org](http://www.misga.org) Click on and open the **Leadership** option. Then, go to the upper left area of the page and click on and open your **Division** indicator.
  - You are encouraged to prepare a **cover sheet** for your e-mail transmittal “package.”

**Example:**

Attached is the updated electronic *Associates Roster* for Tantallon. The table below provides a summary of the modifications.

CLUB	Club No.	Current Roster Level	Adds	Deletes	Changes	Updated Roster Level	Payment Due	Check No.
Duffer Hills	744	15	3	2	4	16	\$160.00	6830

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 period 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 on (xxx) xxx-xxxx.

- c. Attach the **updated electronic Associates Roster** to your e-mail transmittal.
- d. Transmit the updated electronic **Associates Roster** “package” to your DAC.

**6. Associates Dues Payment**

- a. Your *Associates Dues* payment is equal to **\$10.00** times the number of MISGA *associates* in your club. A dues payment is not required for your club’s Golf Pro and General Manager.
- b. Make your check payable to **MISGA**.
- c. Via USPS, send your dues payment check to your DAC. Be sure to include a *hard copy* of your e-mail **cover sheet** (refer to paragraph 5b above).

**7. Associates Roster Update Submission Schedule**

<b>If club roster updates are forwarded to the Division Associates Chairman (DAC) by:</b>	<b>The new <i>associates</i> will be included on the MISGA Associates Rosters distributed on or about:</b>	<b>The new <i>associates</i> will be able to view and receive the MISGAGRAM posted and distributed in:</b>
March 15		April
May 30	June 15	July
July 30	Aug 15	
Sept 30	Oct 15	October
Nov 30	Dec 15	December

8. Sample Updated Associates Roster

					REVISED	31-Dec-08								
744	DUFFER HILLS													
ADD	3		20		125%	using "W"- or NO MISG Agram MAILED, Bad Address								
CHG	4				16	Associates								
DEL	1					use UPPER case letters								
DEC	1													
	ID	CLUB	W	TYPE	LAST	FIRST	TITLE	ADDRESS	ADDRESS2	CITY	ST	ZIP	PHONE	
	43567	744	W	AR	BURKE	JOHN		368 DERRY LANE		CRABVILLE	MD	24567	4103367601	
CHANGE	43567	744	W	CR	CARDWELL	DON		1954 WINSTON STREET		CRABVILLE	MD	24567	4103361234	
CHANGE	45760	744	W	AR	HAYWARD	ART		4653 MARCO LANE		CRABVILLE	MD	24567	4103366749	
	34679	744	W	GM	GENERAL MGR	DUFFER HILLS CC		23 MULLIGAN DRIVE		CRABVILLE	MD	24567	4103362345	
	34521	744	W	GP	GOLF PRO	DUFFER HILLS CC		23 MULLIGAN DRIVE		CRABVILLE	MD	24567	4103362345	
DECEASED	33570	744	W		CHRISTY	DICK		36 N. STATE WAY		CRABVILLE	MD	24567	4103369567	
	43509	744	W		DOERR	ROBERT		467 LINE DRIVE		CRABVILLE	MD	24567	4103369345	
CHANGE	34228	744	W		FOXX	JAMES		58 HOMER DRIVE		CRABVILLE	MD	24567	4103362051	
	43557	744	W		JOHNSON	WALTER		427 BIG TRAIN LANE		CRABVILLE	MD	24567	4103368856	
	44765	744	W		JURGENSEN	CHRISTIAN		9 WASHINGTON COURT	APT #3	CRABVILLE	MD	24567	4103366293	
CHANGE	34198	744	W		KINDER	ELLIS		20 FENWAY ROAD		CRABVILLE	MD	24567	4103364877	
	33581	744	W		LANGWAY	RODNEY		555 CAPITALS LANE		CRABVILLE	MD	24567	4103365454	
	43543	744	W		MARCIANO	ROCKY		49 BROCKTON STREET		CRABVILLE	MD	24567	4103364901	
	34678	744	W		ORR	ROBERT		4 BRUINS BLVD		CRABVILLE	MD	24567	4103366574	
DELETE	43440	744	W		PHILBRICK	JAMES		1949 MILFORD DRIVE		CRABVILLE	MD	24567	4103363450	
	44412	744	W		RUSSELL	WILLIAM		6 CELTICS COURT		CRABVILLE	MD	24567	4103366776	
	34875	744	W		THOMPSON	DAVID		1974 CHAMPION DRIVE		CRABVILLE	MD	24567	4103365678	
ADD		744	W		DIMAGGIO	JOSEPH		56 STREAK LANE		CRABVILLE	MD	24567	4103369914	
ADD		744	W		SPAHN	WARREN		363 VICTORIES STREET		CRABVILLE	MD	24567	4103361283	
ADD		744	W		WILLIAMS	THEODORE		521 HOMER DRIVE		CRABVILLE	MD	24567	4103364520	