



MARYLAND INTERCLUB SENIORS GOLF ASSOCIATION (MISGA)



GUIDEBOOK FOR CONDUCTING A MISGA CHAMPIONSHIP TOURNAMENT

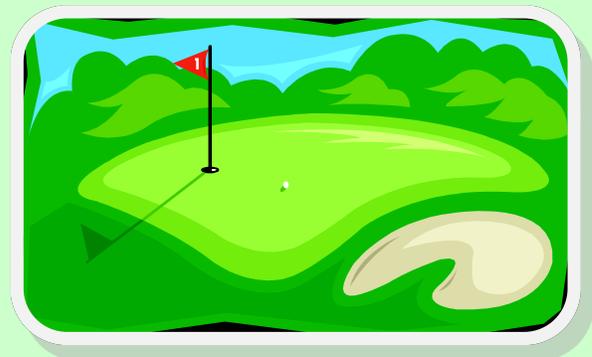


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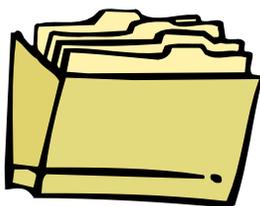
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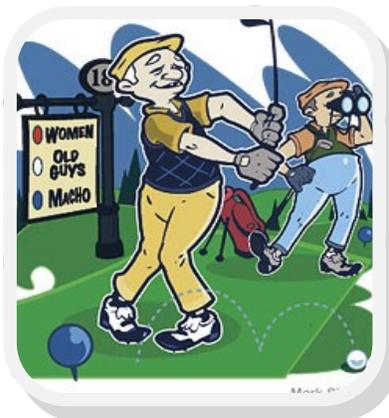
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INTRODUCTION

One of the major activities of MISGA is sponsoring and conducting two annual Championship Tournaments - the *Past Presidents (ABCD)* and the *2-Player Team*. The purpose of these two tournaments is to provide MISGA associates with an opportunity to compete against each other in a MISGA-wide tournament to determine the top *individual* and *2-player team* golfers of the year.



To administer the two Championship Tournaments, MISGA has established three basic positions:

1. **MISGA Tournament Chairman** - responsible for managing the two MCTs at the MISGA level. Provides guidance and assistance to the Division Tournament Chairmen, Tournament Coordinators and all others who may make an inquiry.
2. **Division Tournament Chairman** - responsible for overseeing and directing the tournament activities within his division. Provides guidance and assistance to Club Reps and the Tournament Coordinator.
3. **Tournament Coordinator** - on-site manager of the MISGA Championship Tournament. Normally performed by the host Club Representative.

Periodically, a lucky Club Representative may find himself with an opportunity to host one of the annual Championship Tournaments. Hosting a MISGA Championship Tournament can be an enjoyable experience, but it also requires a substantial amount of work. There are many tasks to be completed for a successful tournament. The tasks aren't difficult, but they do require attention to detail and can be time-consuming.

To assist those who have accepted the responsibility of directing the operations of a MISGA Championship Tournament or a Division Qualifier, this Guide has been developed. You are encouraged to follow the guidance it provides.

A downloadable and printable copy of this Guide is available on the MISGA website under *Documents / Guidelines*. The URL address is: <http://www.misga.org/Guidelines.htm>



FORMATS

A. Past Presidents (ABCD) 18 hole - individual stroke play - gross & net

A maximum field of 100 competitors will be divided into four flights of A-B-C-D handicapped players - lowest in "A" to highest in "D" (approximately 25% in each flight). "A" players will compete against "A" players, "B" players against "B" players, "C" players against "C" players and "Ds" against "Ds." The **Gross Grand Champion** must come from the "A" flight, while the **Net Grand Champion** may come from any of the four flights.

B. 2-Player Team 18 hole - team stroke play - gross & net best ball

A maximum field of 50 teams will not be divided into flights. Each 2-Player Team will be competing against all the other 2-Player Teams. The **Gross Grand Champion** must come from the "A" tee placement box, while the **Net Grand Champion** may come from any of the tee placement boxes.

PROCEDURAL GUIDELINES

Managing and administering each of the two Championship Tournaments involves four basic phases:

1. **Preparation** - recruiting a club to host the tournament, selecting the official tournament "play date" and "rain date," determining divisional quotas, establishing Tournament Committees, determining who will serve as the *Tournament Coordinator*, establishing liaison communications with appropriate officials, determining the entry fee and preparation of required documents (e.g., website flyer, bulletin board poster & entry form).
2. **Pre-Tournament** - processing Entry Forms & Entry Fee checks, determining meals & beverages, determining prize pool payout schedule, assuring a sufficient number of golf carts, recruiting volunteers, handicap verification, preparing *rules of play* sheets, scorecards, cart assignment cards & finalist rosters, determining flights for the ABCD tournament, procuring trophies, etc.
3. **Tournament Day** - managing the greeters, registration station, driving range & balls, stationing ball spotters, beverage cart, marshals, scoreboard, cocktail hour, awards dinner, awarding prizes & trophies, winners photos, etc.
4. **Post-Tournament** - collecting MISGA Championship Tournament documents, preparing and submitting required reports (e.g., T&E Financial, MISGA website, & MISAGRAM) and thank you letters.

NOTE: In early Spring, the MISGA Tournament Chairman should set-up a "planning meeting" with the host club management staff, the host Division Director, host Division Tournament Chairman, host Club Rep and other appropriate officials. The purpose of the meeting is to familiarize the host tournament officials with the relevant administrative and operational activities of the tournament (i.e., the information contained in this Guidebook).

PHASE I - PREPARATION ACTIVITIES

A. *Tournament Location*

Approximately a year in advance, the *MISGA Tournament Chairman* will recruit two *MISGA clubs*, one to host each *Championship Tournament*. The *MISGA Tournament Chairman* will select the highest quality clubs available (*course, club house & amenities*) that are located within a reasonable driving distance from the *Chesapeake Bay Bridge*. (Refer to attachment A - *Selection Criteria - MCT Host Clubs*, page 16)

B. *Tournament Dates*

As soon as possible after a club has agreed to host a *Championship Tournament*, the host *MISGA Club Rep* and the host club management staff must determine an official "play date" and a "rain date." Normally, the two dates should be scheduled between late-July and mid-September. If possible, the "rain date" should be the following week on the same day as the "play date" of the tournament (*e.g., play date - Thursday, September 6, rain date - Thursday, September 13*). When selecting the "play" and "rain" dates, don't forget to consider: (1) the *Labor Day holiday*, (2) the *MISGA Board of Directors Meeting and Summer Frolic* held the second Tuesday-Thursday in September, (3) conflicting religious holidays, (4) host club aeration schedule, and (5) the dates of the other *Championship Tournament*.

Immediately, after determining the two dates, the *Tournament Coordinator* must inform the *MISGA Tournament Chairman* so the dates can be announced *MISGA-wide*. *MISGA Club Reps* and the *Division Tournament Chairmen* need to know these dates so they can, without conflict, schedule their mixers, special golfing events and division qualifiers. The schedule for the two *Championship Tournaments* and *Division qualifier* dates will be posted on the *MISGA website*.

C. *Divisional Quotas*

At the beginning of each year, the *MISGA Tournament Chairman* will determine the number of finalists each *Division* may enter in the two *Championship Tournaments*. *Division quotas* will be based on the percentage of "associates" each *Division* represents of the total *MISGA membership* reported in the *MISGA Yearly Associates Dues Report* from December of the previous year. The quotas for each division will be posted on the *MISGA website*.

D. *Tournament Committee & Coordinator*

Members of the *Tournament Committee* for each of the two *Championship Tournaments* will include the host *Division Director* (*Committee Chairman*), the host *Division Tournament Chairman*, the *Tournament Coordinator* (usually the *Club Rep*), the host *Club Head Pro* and such other individuals as may be appointed by the *Division Director*. The *MISGA Tournament Chairman* will assist as needed.



The *Tournament Committee* will be responsible for: establishing the conditions of competition; assuring adherence to USGA, MISGA and local rules of golf; assuring fairness of play and good sportsmanship; interpreting USGA, MISGA and local rules of play; answering technical questions; mediating disputes and resolving other issues and problems as they may occur.

The *Tournament Coordinator* will serve as the lead person and point-of-contact for all tournament related activities and operations. This assignment is normally performed by the host *Club Rep*; however, the *Division Director*, *Division Tournament Chairman* or another designated person may assume "command." The *MISGA Tournament Chairman* will assist as needed.

E. Communications

Communications are an integral part of the *MISGA Tournament Chairman's* job. The exchange of relevant information is a continuous task. Routinely, the *MISGA Tournament Chairman* will communicate with the four *Division Tournament Chairmen*, the four *Division Directors*, members of each *Tournament Committee*, the host club management staff, etc. As a minimum, the *MISGA Tournament Chairman* should develop an e-mail contact group list for mass e-mailings. The need-to-know contact group should include the *MISGA President & Vice President*, the four *Division Directors*, the four *Division Tournament Chairmen* and the host *Tournament Committees*. Include all others you deem appropriate. A list of telephone numbers for these MISGA officials and the host club management staff will be an asset.



F. Entry Fee

As early as possible in the golfing season (*not later than May 15*), the host *Club Tournament Coordinator* and the host club management staff should determine the amount of the *Entry Fee*. Cost items will include: prize pool (\$10 per finalist), cart fee, range balls, buffet breakfast or light lunch (*box or bag, cold cuts sandwich buffet or grilled hamburgers/hotdogs*), cash bar cocktail hour with light hors d'oeuvres, buffet or plated dinner and other incidentals as needed. Any additional cost for cart rentals may NOT be added to the *Entry Fee*.

As soon as the amount of the *Entry Fee*, submission *Due Date* and *Cancellation Deadline* (*generally, 2-weeks prior to the date of the tournament*) have been established, the *Tournament Coordinator* must inform the *MISGA Tournament Chairman*. In turn, the *MISGA Tournament Chairman* will include the amount of the *Entry Fee*, submission *Due Date* and *Cancellation Deadline* in the *Championship Tournament Flyer*.

Relevant Notes regarding the Entry Fee and calculating amounts paid to winners.

1. A number of years ago, Past President Merle Schmacher (*deceased*) of Crofton Country Club made a \$5,000 donation to the Past Presidents (ABCD) tournament. The MISGA Board of Directors directed this donation be earmarked to the PP-ABCD prize pool (*annually \$150*).
2. At the June 19, 2023 Board Meeting, the Board of Directors voted to increase the MISGA subsidy payments to both the 2-Player Team and Past Presidents (ABCD) tournaments to \$1,000 each.
3. During the spring "planning meetings," the MISGA Tournament Chairman will inform each *Tournament Committee* of the availability of the subsidized funds. Approximately 2-3 weeks prior to the tournament, the MISGA Tournament Chairman will instruct the MISGA Treasurer to cut a check (*made out to the host club*) and mail it to the *Tournament Coordinator*.

G. Documents

1. **Flyers** - As early as possible in the golfing season, the MISGA Tournament Chairman will prepare an information **Flyer** for each of the two MISGA Championship Tournaments. Each **Flyer** will include all relevant information associated with each tournament and instructions to the *Division Tournament Chairmen* for submitting *Division Entry Forms* and *Entry Fee checks* to the host club *Tournament Coordinator*. The two **Flyers** will be posted on the MISGA website.

2. **Posters** - In early Spring, the MISGA Tournament Chairmen will prepare an information **poster** for each of the two MISGA Championship Tournaments. Each **poster** will include all relevant information needed by associates for registering and participating in the two Championship Tournaments. The MISGA Tournament Chairman will forward the posters to the *Division Tournament Chairmen*, who will, in turn, forward them to their *Division Club Reps* for posting on their Pro Shop Bulletin Board.

3. **Entry Forms** - The MISGA Tournament Chairman will develop a standardized **Entry Form** for each of the two MISGA Championship Tournaments. The **Entry Forms** will be used by *Division Tournament Chairmen* for submitting the names (*including home club, latest Handicap Index and MSGA ID Number*) of his division's finalists and alternates to the *Tournament Coordinator*. Copies of the standardized **Entry Forms** will be made available to the four *Division Tournament Chairmen* in early Spring. To prevent unauthorized individuals from using the **Entry Form**, they will not be posted on the MISGA website.

PHASE II - PRE-TOURNAMENT ACTIVITIES

A. Entry Forms & Entry Fee Checks

As per instructions outlined on the standardized tournament **Entry Form**, each *Division Tournament Chairman* will enter and submit the name, home club, latest Handicap Index, and MSGA ID Number of his division's allocated finalists and alternates (*list 3-5*). The **Entry Form** instructions include the amount of the **Entry**

Fee, the submission deadline, cancellation policy and the name, address, telephone number and e-mail address of the *Tournament Coordinator* to whom the **Entry Form** and **check** are to be mailed. Don't forget to identify women finalists and their tee marker selection.

Normally, the **Entry Fee check** is included in the envelope with the **Entry Form**. However, the *Division Tournament Chairman* may submit his division's **Entry Form** as an attachment to an e-mail to the *Tournament Coordinator* and mail the **Entry Fee check** under separate cover via USPS. Be sure to alert the *Tournament Coordinator* that your division's **Entry Fee check** will be mailed under a separate cover.



B. Food & Beverages

1. **Meals** - Depending upon the day's schedule: (a) an **early morning tee time** = buffet breakfast or coffee & donuts or (b) a **noon tee time** = light lunch (*bag/box or cold cuts sandwich or grilled hamburgers & hotdogs*) with a cold drink. The **awards banquet** can be either a buffet or plated sit down dinner.

2. **Beverages** - A variety of chilled drinks (*sodas, lemonade, iced tea, Gatorade, bottled water, beer, etc.*) should be made available (*for cash*) at a snack bar near the staging area. A beverage cart with chilled drinks (*for cash*) should make rounds during play. A post-golf, cash bar *cocktail hour* with light hors d'oeuvres should be provided prior to the *awards banquet*. A cash bar should be available during the *awards banquet*.

C. Prizes (for a full field = 100 individuals & 50 teams)

1. **Past President (ABCD)** - 34 total individuals (*the Gross and Net Grand Champions plus 4 gross and 4 net individual winners in each flight = 34%*)

2. **2-Player Team** - 16 total teams (*the Gross and Net Grand Champions plus 7 gross teams and 7 net teams = 32%*)

3. All winners will receive a *Pro Shop Gift Certificate*. In addition, the **Gross** and **Net** Grand Champions will receive a high quality engraved trophy (*purchased by MISGA*).

4. Winners of the optional *Closest-to-the Pin* and *Closest-to-the-Line* contests should receive an equal share of cash from an established entry fee prize pool or a box of balls (*12 pack*).

5. **Recommended Prize Pool Payout Chart** for winners (*Refer to attachment A, pages 16 & 17*)

D. Trophies

No later than the middle of June, the *MISGA Tournament Chairman* should order the Grand Champion trophies. A total of six trophies will be required - one each for the *PP-ABCD Gross & Net Grand Champions* and one each for both of the *2-Player Team Gross & Net Grand Champions*. The engraving on each trophy should include the name & year of the tournament, the title won and the name of the winner.



E. Invitation Letters

If they wish to participate, the current MISGA President, the MISGA Past Presidents and the previous year's Gross & Net Grand Champions are not required to qualify for the current year's MISGA Championship Tournaments. However, they are required to pay the **Entry Fee**. During the last two weeks of June, the *MISGA Tournament Chairman* should send a "letter of invitation" to each - inviting them to participate in the tournament for which they are eligible. The letter should provide detailed information about the tournament (*location, date, cost, etc.*) and instructions on when, to whom and where to submit their **Entry Fee check** and their current **Handicap Index**. The name, address, telephone number and e-mail address of all MISGA Past Presidents are listed in the MISGA website. (*Refer to sample Invitation Letters - attachments C & D, pages 19 & 20*)

F. Golf Carts

The host club will be responsible for providing golf carts for all finalists (*2 finalists per golf cart - a full field = 50 carts*). A less than full field would require fewer golf carts. There should be 1-2 extra golf carts available for use by members of the *Tournament Committee*. If the host club has fewer than 50 carts, the club may: (1) limit the field to the number of available carts, or (2) rent additional carts to meet the full field number. MISGA will **NOT** provide financial assistance to the host club if it requires rental golf carts.

G. Volunteers

The *Tournament Coordinator* should recruit volunteers from the host Club's non-playing MISGA Associates and/or WGA to perform a variety of duties and tasks such as greeters, registrars, ball spotters and scorers. Volunteers will ensure a more efficiently and effectively operated tournament and reduce the burden placed on the Club Pro and his staff and the host Club *Tournament Coordinator*. Approximately 15 - 20 volunteers may be required. Volunteers should be provided with the *light lunch*. Special Note: the 25+ ball spotters on duty during the 2013 2-Player Team Championship Tournament at Prospect Bay reduced the "last team in" playing time to under five hours.

H. Practice Rounds

Host clubs have the option of permitting or not permitting "practice rounds" for qualified tournament finalists prior to the official date of the Championship Tournament. Regular scheduled pre-tournament MISGA mixers are an excellent opportunity for "practice rounds." Finalists should contact the *Tournament Coordinator* for instructions. The official MISGA tournament **Flyer** will indicate whether or not "practice rounds" are permitted.



I. Handicap Verification

The official **Handicap Index** to be used for finalists in the two MISGA Championship Tournaments, will be the **Handicap Index** closest and most practical to the date of the championship tournament. The host club *Tournament Committee* will determine the closest and most practical date. **Handicap Indices** can be verified on the websites *MSGA.org*, *Golfnet.com* or *ghin.com* depending on the state association governing their handicap service. Any finalist whose home club is not connected with the USGA Centralized Computation Service will not be eligible to participate in the two MISGA Championship Tournaments.

J. Handicap Allowances & Adjustments

1. In accordance with Rule 7.2a of the *USGA Rules of Handicap*, the *MISGA Tournament Committee* has set the maximum Handicap Index at 36.0 for ALL finalists. Any finalist whose **Handicap Index** is higher than 36.0 will be reduced.

Note: USGA Rule 6.2a: $\text{Playing Handicap} = \text{Course Handicap} \times \text{Handicap Allowance}$

2. **Past Presidents (ABCD)** - In accordance with Appendix C of the *USGA Rules of Handicapping*, the **Playing Handicap** will be **95%** of Course Handicap for both men and women.

3. **2-Person Team** - In accordance with Appendix C of the *USGA Rules of Handicapping*, the **Playing Handicap** will be **85%** of Course Handicap for both men and women.

K. Work Sheets

One of the final tasks, prior to play, is the preparation of the tournament's work sheets. They include:

1. **Tournament Rosters** - will be prepared by the Pro Shop staff. They include:

a. *Alphabetical Roster* - lists all finalists by name, division, home club, Handicap Index and MSGA ID Number.

b. *Hole Assignment Roster* - in order of hole (#1 - #18), lists all finalists by name, assigned starting hole and assigned Playing Handicap.

c. *Flight Roster (for PP-ABCD MCT only)* - by assigned flight, lists all finalists by name, starting hole and assigned Playing Handicap.

2. **Rules of Play** - will be prepared and placed on every golf cart prior to play. The rules sheet will include basic instructions and information relevant to the Championship Tournament. The *MISGA Tournament Chairman* will provide a model *Rules of Play* sheet for each Tournament.

Note: "USGA rules apply at all times," disputes, tee placement, handicap allowance, local rules, use of cart paths, moving the ball, "gimmes," playing from hazards, score keeping, pace of play, tie-breaking procedure, marking balls for identification, etc.

3. Cart Assignment Cards - will be placed in the display window on each cart. It will contain the names of the two finalists assigned to the cart and their starting hole.

4. Scorecards - unless determined otherwise by the Head Pro, there should be two tournament scorecards prepared for each foursome - one for each golf cart. Special instructions (*e.g., format description*), playing handicap, stroke holes, etc. should be printed on the scorecard. All four names should be printed on the scorecard (*Individuals or 2-Player Teams*). Each scorecard must be totaled, reconciled, signed, attested and dated prior to being turned in at the Scoring Station.

5. Scoreboard - the scoreboard may be located outside at the Pro Shop scoring station or inside the Club House on a wall in the banquet room. Normally, the Head Pro and his assistants will perform the score posting duties. If requested by the Head Pro, non-playing *Tournament Committee* members and official volunteers may assist with the score posting tasks.

L. Past Presidents

In the ABCD championship tournament, the current **President** and all **Past Presidents**, regardless of playing handicap, will be grouped together in foursomes. At tee time, they should be assigned to the first holes of the course.



Past Presidents L-R: Bob Turner (2008), Mike Urquhart (2013), Tom Tarpley (2006), Byron Keadle (2009), Charlie Fieldhouse (2001), C.J. Myers (1997) & Tom Taylor (2011)

PHASE III - TOURNAMENT DAY ACTIVITIES

A. Tournament Registration

The Registration Table should be located within clear sight of the arriving finalists. Greeters should be available to answer finalists' questions and direct them to the host club's facilities (*Pro Shop, men's locker room, restrooms, beverage stations, driving range, practice putting green, café, barroom, banquet room, etc.*).

B. Range & Practice Putting Green

If not obviously visible, direction signs to the *driving range* and *practice putting green* should be strategically placed.

C. Tournament Day Schedule

Post the tournament day schedule at strategic locations. It should include the beginning times for: registration; buffet breakfast or light lunch; pre-start announcements; shotgun start; cocktail hour and banquet (*buffet or plated*) followed by the awarding of prizes and taking photos of winners.

D. Ball Spotters

Volunteer ball spotters should be at assigned holes prior to tee time.

E. Pre-Start Announcements

The *Head Pro* and *Tournament Coordinator* should welcome the finalists, explain the tournament playing rules (i.e., *Rules of Play sheet*), provide other special instructions (where to turn-in scorecard, etc.) and answer questions from the finalists.

F. Beverage Cart

A beverage cart with chilled drinks (for cash) should make rounds during play.



G. Marshals

The *MISGA Tournament Chairman*, the *Tournament Coordinator*, a volunteer and/or a *Pro Shop* staff member should make periodic rounds of the course to provide assistance if needed, to monitor pace of play and encourage foursomes who have dropped behind to speed it up.

H. Tie Breaking Procedure

1. The tournament **Gross** and **Net Grand Champions** will be determined by a sudden-death playoff.

2. All other **Gross** and **Net** places will be determined by either the **Match-of-Cards** procedure or the **PGA** procedure. For detail instructions, refer to Section IX, paragraph I of the *MISGA Championship Tournament Guidelines* (page 8). (Refer to *MISGA.org / Tournament Info*)

I. Interrupted Tournament Procedure (Score vs. Par)

Detailed instructions for determining winners in tournaments that have been halted because of uncontrollable circumstances are outlined in Section IX, paragraph J, 3 & 4 of the *MISGA Championship Tournament Guidelines* (page 9) and in the tutorial *Guidelines for Interrupted Tournaments* (Oct. 16, 2012). (Refer to *MISGA.org / Tournament Info*)

J. Cocktail Hour

A post-golf, cash bar *cocktail hour* with light hors d'oeuvres should be provided prior to the *awards banquet*. Normally, this will be located in the host club's café or barroom.

K. Awards Banquet

1. **Dining Tables** - should be set-up for 8 finalists per table (2 *foursomes*) with table tents that identify the starting hole for each foursome. Normally, this will be held in the host club's ballroom.

2. **Head Table** - normally those seated at the head table will include the *MISGA Tournament Chairman, Division Tournament Chairman, Tournament Coordinator, Club Rep, Head Pro, GM* and others who have provided significant input for organizing and conducting the tournament. The head table for the PP-ABCD tournament will include all *MISGA Past Presidents* and the current *MISGA President*. Place a table tent with the name and title of each person seated at the head table.

3. **Trophies Display Table** - A card-table size table should be located near the Head Table so the *Grand Champions* trophies are prominently displayed.

4. **Lectern** - is an upright reading desk, with a slanted top on which documents are placed for making announcements and speeches while standing. The lectern should be placed next to the head table. If available, a PA system microphone should be placed at the lectern.

L. Master of Ceremonies

The *Master of Ceremonies* duty should be performed by one who demonstrates great flair and loquaciousness. Normally, the *MISGA Tournament Chairman* assumes this duty. However, it may be performed by any other appropriate tournament official who possesses the gift of gab (*Tournament Coordinator, District Tournament Chairman, Head Pro, etc.*). The speaking agenda should include:



1. **Posting Scores Alert** - remind the finalists to post their scores by midnight, or at least the following day. Warn them that *MISGA* officials will begin monitoring the posting of their scores within 2-4 weeks after the date of the tournament. All winners and a random sample of all other finalists will be checked. Non-posting can result in being declared ineligible for next year's Championship Tournaments.

2. **Recognition** - recognize and thank all those who have made the tournament a huge success (*GM, Head Pro, Tournament Coordinator, Division Tournament Chairman, Course Superintendent, volunteers, Catering Director, Head Chef, servers & bartenders, other MISGA officials, other host club staff, etc.*).

3. **Awarding of Prizes** - the *Head Pro, Assistant Pro, MISGA Tournament Chairman* and/or *Tournament Coordinator* will, in ascending order (*bottom to top*), recognize and present the prizes to the tournament winners. An available person with a camera should take a photo of each winner or winning team with the presenters.

4. **Conclusion** - after the awarding of prizes has been completed, the *Master of Ceremonies* will announce the tournament has concluded, thank all for participating, dismiss them and wish them a safe journey to their destination.

PHASE IV - POST-TOURNAMENT ACTIVITIES

A. Tournament Coordinator

As soon as practical after the conclusion of the Championship Tournament (*not later than 120 days*), the *Tournament Coordinator* will complete and submit a copy of the *MISGA Tournament/Event Financial Report* with all supporting documentation (*vouchers, invoices, receipts, deposit slips, cancelled checks, bank statements, etc.*) to the *MISGA Auditor*. Detailed guidance for completing and submitting the *T/E Financial Report* is contained in the *Handbook for MISGA Club Representatives* under the section *Fiscal Conduct of MISGA Golf Tournaments & Special Events*. The guidance and a blank copy of the *T/E Financial Report Form* are available on the *MISGA website*.

B. MISGA Tournament Chairman

1. Collect all the tournament scorecards and rosters for the permanent *MISGA Championship Tournaments* file.

2. Write and mail (*via USPS*) a formal "thank you" letter to the host club *General Manager*.

3. Prepare a "Winners Sheet" for all finalists who finished "in-the-money." The "sheet" lists the name of the *Grand Champions* and all the winners, the amount of their winnings, their home club, division, assigned tournament handicap, both gross & net scores and finishing place (*ABCD - by flight & 2-Man Team - by Gross & Net*). In addition, it lists "closest-to-the-pin" winners; includes a "participation" chart (*finalists & winners by division*) and a "time-of-play" chart (*amount of time for first foursome in and last foursome in*).

4. Prepare a "Scoring Sheet" for all finalists who participated in the tournament. The "sheet" includes the name of all finalists, their home club, division, assigned tournament handicap, both gross & net scores (*individual & 2-Man Team*) and the finishing place for those who placed "in-the-money" (*ABCD - by flight & 2-Man Team - by division*).



5. Prepare a "Tournament Report" for posting in the *Tournament Info* section on the *MISGA website* and in the *MISGAGRAM*. The report will include a narrative description of the tournament, photos of the *Grand Champions* and *Past Presidents* (*for ABCD tournament*) and the "Winners Sheet."

6. Forward a copy of the "Winners Sheet" and "Scoring Sheet" to the *MISGA Rules & Handicap Chairman*. He will monitor the posting of tournament scores.

7. Update the "Results" chart of the *MISGA Championship Tournament Annual Results and History* link in the *Tournament Info* section on the *MISGA website*.

Attachments on pages 16-20 below

PRIZE POOL PAYOUT - MISGA CHAMPIONSHIP TOURNAMENTS

Section IX, B, 1 of the *MISGA Championship Tournament Guidelines* states that the Prize Pool portion of the Entry Fee should be **\$10 per finalist**. At the June 19, 2023 Board Meeting, the Board of Directors voted to increase the MISGA subsidy payments to both tournaments - the *2-Player Team* from \$720 and the *Past Presidents (ABCD)* from \$650 to **\$1,000 each**.

Past Presidents (ABCD):

- A. Based on a full field of 100 finalists, 34 winners (34% of the field) will receive a Pro Shop Gift Certificate - both the Gross Grand Champion and the Net Grand Champion plus 4 Gross winners and 4 Net winners in each of the four flights.
- B. **Total Payout** = (Entry Fee x Participants) + MISGA subsidy + Schumacher Endowment.

$$TP = (\$10 \times 100) + \$1,000 + \$150$$

$$TP = \$1,000 + \$1,000 + 150$$

$$TP = \mathbf{\$2,150}$$

- C. Recommended Payouts:

Winners	Percentage *	Total	Each Winner	Adjusted
Grand Gross (1) + Net (1)	11.1%	\$239	2 - \$119.50 ea.	
1st - Gross (4) + Net (4)	35.6%	\$765	8 - \$95.63 ea.	
2nd - Gross (4) + Net (4)	26.7%	\$574	8 - \$71.75 ea.	
3rd - Gross (4) + Net (4)	17.8%	\$383	8 - \$47.88 ea.	
4th - Gross (4) + Net (4)	8.8%	\$189	8 - \$23.63 ea.	
TOTAL (34)	100%	\$2,150	\$358.49	

* Percentages were utilized to calculate the assigned amounts allocated to each finishing place before the MISGA subsidies were increased to \$1,000 per tournament.

If the full field is less or more than 50 teams or 100 finalists, use the Percentage column to recalculate the amounts for the Total, Each Winner and Adjusted columns.
 Totals = Total Payout (prize pool) x Percentages
 Each Winner = Totals / Number of Recipients = Adjusted

2 Player Team

A. Based on a full field of 50 teams, 16 total teams (32% of the field) will receive a *Pro Shop Gift Certificate* - both the *Gross Grand Champion* team and the *Net Grand Champion* team plus 7 *Gross* teams and 7 *Net* Teams.

B. Total Payout = (Entry Fee x Participants) + MISGA subsidy

$$TP = (\$10 \times 100) + \$1,000$$

$$TP = \$1,000 + \$1,000$$

$$TP = \mathbf{\$2,000}$$

C. Recommended Payouts:

Winners	Percentage *	Total	Each Winner	Adjusted
Grand Gross (2) + Net (2)	23.3%	\$466	4 - \$116.50 ea.	
1st - Gross (2) + Net (2)	17.4%	\$348	4 - \$87.00 ea.	
2nd - Gross (2) + Net (2)	15.1%	\$302	4 - \$75.50 ea.	
3rd - Gross (2) + Net (2)	13.3%	\$266	4 - \$66.50 ea.	
4th - Gross (2) + Net (2)	10.9%	\$218	4 - \$54.50 ea.	
5th - Gross (2) + Net (2)	8.8%	\$176	4 - \$44.00 ea.	
6th - Gross (2) + Net (2)	6.5%	\$130	4 - \$32.50 ea.	
7th - Gross (2) + Net (2)	4.7%	\$94	4 - \$23.50 ea.	
TOTAL (32)	100%	\$2,000	\$500.00	



SELECTING CLUBS TO HOST MISGA'S CHAMPIONSHIP TOURNAMENTS

One of the major activities of MISGA is sponsoring the two annual Championship Tournaments - the *Past Presidents (ABCD)* and the *2-Man Team*. The purpose of the two tournaments is to provide MISGA associates with an opportunity to compete against each other in a MISGA-wide tournament to determine the top individual and 2-man teams of the year.

Approximately one year in advance, the *MISGA Tournament Chairman* will select two of the superior and available MISGA member clubs to host the tournaments. The selection criteria include four items. The Club must receive a high evaluation mark in all criteria. A low ranking in any of the four criteria will eliminate a club from selection.

1. Proximity to the Chesapeake Bay Bridge

The selected MISGA member club should be located within a reasonable driving distance from the Chesapeake Bay Bridge.



2. The Course

The tee boxes, fairways and greens should be in top playing condition and present a scenic appearance. The roughs should present a challenge, but not be unreasonable (*i.e., cut too high*). Sand traps, water hazards, and environmental zones should not be overwhelming. Cart paths should be damage free. There should be ball washers and yardage markers at every tee box. There should be "distance-to-the-green" yardage markers - 200, 150 & 100 - on the fairways and/or cart paths. There should be water stations every 3-4 holes. Hazards, out-of-bounds and ground-under-repair areas should be well marked and not present a trashy appearance. Courses with tee boxes, fairways and greens exhibiting an excessive quantity of brown & burnt grass and bare spots are automatically eliminated.

There should be at least one WC facility on each nine holes.



3. The Club House

The Club House should be a stately and majestic building with a scenic approach to the entrance. The interior décor of the Club should present an elegant appearance. In addition to a grand foyer, the Club House should provide a regal banquet room, an elegant dining & bar facility and a lounge area to comfortably accommodate 100 finalists and 5-10 tournament staff members. Furniture should be of a high quality and not in a worn out state. Tableware, silverware and drinking vessels should be first rate. There should be a sufficient number of servers to provide impeccable and prompt dining service for the 100-110 MISGA guests. For the awards banquet, the Club should provide a plated, double entrée meal (*filet mignon & crab cake, shrimp or lobster tail*). Outside dining for the awards banquet as well as paper plates & plastic eating utensils are strictly verboten.



4. Amenities

The Club should provide ample and close-by parking (*dirt lot is unacceptable*). The Club should provide a well maintained grass/mat practice driving range, a practice putting green and a practice pitching area. There should be a sufficient number of operational



golf carts to accommodate all the finalists and tournament staff members (52-55 carts). The Club should provide full-service male and female locker rooms. An attractive Pro Shop may be located within the Club House or detached. It should present a clean and attractive appearance. It should not be crowded nor cluttered. There should be an ample supply of golfing implements and apparel for purchase. The Head Pro and the Pro Shop staff should have had successful and substantive experience in managing large scale tournaments. The staff should have knowledge of MISGA's basic mission and objectives, operating policies and practices and administrative support requirements.





Maryland Interclub Seniors Golf Association



AN INVITATION

June 21, 2017

To: All MISGA Past Presidents, the current President and the 2016 Net & Gross Grand Champions

This letter is to officially extend, to you, a cordial invitation to participate in the 2017 MISGA Past Presidents (A-B-C-D) Championship Tournament.

This year's tournament will be held at Norbeck Country Club in Rockville, MD on Thursday, August 10, 2017 (Rain Date - Tuesday, August 15, 2017)

As a Past President, the current President or a 2016 Grand Champion, **you do not have to qualify** to participate in the tournament. However, you are required to pay the **\$105.00** entry fee.

MISGA leadership looks forward to having the Past Presidents participate in this year's championship tournament. You will be able to rekindle old friendships and meet the many new members of MISGA and its current leadership team. It should be a fun-filled and enjoyable day for you. BTW: All presidents will be placed together in foursomes.

If you decide to participate, please make your **Entry Fee** check payable to **Norbeck Country Club** and send it (*with your latest handicap index*) to NCC Tournament Coordinator **Jake Jacobi**; 621 Fieldstone Road; Silver Spring, MD 20905 no later than **Thursday - July 27, 2017**. You can contact Jake at C: 301-807-3186 or jjacobi4@verizon.net.

For detailed information about the tournament, go to the website **MISGA.org** - *Tournament Information* section and open the **2017 Past Presidents (ABCD) Championship Flyer**.

Stim

Lloyd Stimson
MISGA Tournament Chairman
12804 Pine Tree Lane
Fort Washington, MD 20744
301-292-4053 Lstimer@comcast.net





Maryland Interclub Seniors Golf Association



AN INVITATION

June 21, 2017

TO: MISGA 2016 2-Man Team Gross & Net Grand Champions
(Gross - Jeff Allen & David Cox Net - Timothy Brewer & Patrick Normyle)

This letter is to officially extend, to you and your last year's 2-Man Team Grand Champion teammate, a cordial invitation to participate in the 2017 MISGA 2-Man Team Championship Tournament.

This year's tournament will be held at Wild Quail Country Club in Wyoming, DE (near Dover) on Thursday - August 3, 2017 (Rain Date - Thursday - September 7, 2017).

The two of you, as a team, do not have to qualify to participate in the tournament. However, the both of you are required to pay the Entry Fee - **\$105.00 per person (\$210.00 per team).**

For detailed information about the tournament, go to the website **MISGA.org** - *Tournament Information* section and open the 2017 MISGA 2-Man Team Championship Flyer.

If your team decides to participate, please make your **Entry Fee** check payable to **Wild Quail Country Club** and send it (with your latest handicap index) to the Tournament Coordinator **Bob Hodges**; 4 Dove Place; Wyoming, DE 19934 no later than **Thursday, July 20, 2017**. You can contact Bob at 302-241-1602 or tgnome1@gmail.com.

Stim

Lloyd Stimson
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MISGA History Chair & former Tournament Chair

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