

MISGA CHAMPIONSHIP TOURNAMENT GUIDELINES

(BoD approved - Dec. 7, 2010)

(Revision #2 - Dec. 10, 2011)

I - MISSION & OBJECTIVE

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 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-man team* golfers of the year.

On a rotating basis, each of the two Championship Tournaments will be held at a club, in a different Division, in accordance with the schedule issued by the MISGA Tournament Chairman and approved by the MISGA Board of Directors. Host clubs must comply with the established administrative and logistical criteria listed in Section IX.

II - 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 **Low Gross** and **Low Net** Champions can come from any of the four flights.

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

The maximum field of 50 teams will not be divided into flights. Each 2-Man Team team will be competing against all the other 2-Man Teams.

III - ELIGIBILITY

A. **Basic**

Both tournaments are open to all MISGA associates in good standing. All finalists must qualify through their Division's selection process. All finalists must have an established valid USGA handicap computed and maintained at the finalist's home club.

B. **Supplemental**

1. The current MISGA President and all Past Presidents are eligible to compete in the *Past Presidents (ABCD)* tournament. They will not be required to qualify, but they will be required to pay the entry fee.

2. The *Gross* and *Net Champions* of the previous year's **Past Presidents (ABCD)** and **2-Man Team** tournaments are eligible to compete in the current year's championship tournaments. They will not be required to qualify, but they will be required to pay the entry fee.
3. Teammates in the **2-Man Team** tournament must be members of the same club.
4. The MISGA Tournament Chairman and/or the Tournament Committee may declare an entrant ineligible for violation of USGA rules and established MISGA policies and guidelines. Appeals must be submitted to the MISGA Tournament Chairman for adjudication.
5. Failure of an entrant to post his previous year's Championship Tournament scores or his current year's Division Qualifier tournament score could result in his being declared ineligible to participate in the current year's Championship Tournaments.

IV - TEE PLACEMENT MARKERS

- A. **Men** - The host club's customary Senior Tee Marker. Generally, this is the forward marker, ranging from approximately 5,500 - 6,000 yards.
- B. **Women** - In accordance with USGA rules governing women competing with men, women finalists will be allowed the option of playing from the ladies' front tees or the seniors' forward tees with the appropriate handicap allocation adjustment. *Refer to Appendix 1 on page 10.*
- C. Divisional qualifier tournaments should follow the above tee placement marker guidelines.

V - HANDICAP ALLOCATIONS

- A. In accordance with Section 3-4 of *The USGA Handicap System* manual, the maximum Handicap Index is 36.4 for men and 40.4 for women.
- B. **Past Presidents (ABCD)** - 100%
- C. **2-Man Team**
 1. 90% of each partner's *course handicap*. Women will receive 95%.
 2. There will be an additional 10% reduction to each partner's *course handicap* if the partners' *course handicaps* differ by more than 8 strokes.
- D. 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 official *Tournament Committee* will determine the closest and most practical date.

- E. Most MISGA clubs compute and maintain their members' handicap indices on a "posting station" computer in the Pro Shop. On a regular basis (*weekly or biweekly*), the Pro Shop transmits the posted scores to *Golfnet.com*. This website's *Handicap Verification* section is an excellent source for obtaining and verifying individual and group handicap indices.

VI - PRIZES

A. Past Presidents (ABCD)

1. Approximately 25-30% of the field will receive a Pro Shop Gift Certificate.
2. The **GROSS** and **NET** Champions will receive an engraved trophy only.
3. 50% of the prize pool will be awarded to the **NET** winners.
4. 50% of the prize pool will be awarded to the **GROSS** winners.

B. 2-Man Team

1. Approximately 25-30% of the field will receive a Pro Shop Gift Certificate.
2. The **GROSS** and **NET** Champions will receive an engraved trophy only.
3. 80% of the prize pool will be awarded to the **NET** winners.
4. 20% of the prize pool will be awarded to the **GROSS** winners.

VII - DIVISION QUOTAS

- A. At the beginning of each year, the MISGA Tournament Chairman will determine the number of finalists each Division may enter in the two MISGA Championship Tournaments. Division quotas will be based on the percentage of Associates each Division represents of the total MISGA membership as reported in the *MISGA Associates Report of Dues Paid* from December of the previous year.
- B. Each MISGA Division may determine the method it wishes to use for selecting their finalists for the two MISGA Championship Tournaments. Recommended methods of selection are a qualifying tournament, a lottery, a quota from each club, etc. If a qualifying tournament is used, the instructions contained in this document should be followed where applicable.
- C. **Unfilled Quotas**
 1. If a Division submits an *Entry Form* with a fewer number of entrants than its quota, the host Club Tournament Coordinator (*Club Rep or his designate*) will select qualified alternates from other Divisions.

2. First, select a qualified alternate from the Division with the most Associates, then select a qualified alternate from the Division with the second most Associates, then the Division with the third most Associates, etc. until the tournament field is filled. A second or third round of selections may be required.
3. If there are still unfilled slots in the tournament field, the host Club Tournament Coordinator may select any MISGA Associate, in good standing, from any MISGA club. The Associate will pay all fees and will be eligible for all prizes.
4. If the tournament field still remains unfilled (*100 individuals or 50 2-man teams*), the tournament will be played with less than a full field.
5. Divisional qualifying tournaments should follow this selection procedure.

D. Drop-Outs & Declared Ineligibles

1. It will be the responsibility of the Division Tournament Chairman of the Division incurring the drop-out or the declared ineligible player to provide, if possible, a substitute finalist. However, a substitute for a **2-Man Team** teammate who has dropped out or has been declared ineligible is prohibited. The remaining teammate may participate by himself or a substitute team must be selected.
2. Alternates listed on the Division's *Entry Form* will provide the primary source of substitutes.
3. If the Division Tournament Chairman is unable to provide a substitute, the host MISGA Tournament Coordinator (*Club Rep or his designate*) should follow steps 2-4 in Section IV, C above to locate and select a qualified substitute.

VIII - TOURNAMENT COMMITTEE

- A. 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 host Club Tournament Coordinator (*Club Rep or his designate*), the host Club Pro and such other individuals as may be appointed by the Division Director. The MISGA Tournament Chairman will assist as needed.
- B. 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.
- C. It is strongly encouraged that Divisions establish similar *Tournament Committees* for their Divisional Qualifier Tournaments. The MISGA Tournament Chairman will assist as needed.

IX - ADMINISTRATION & LOGISTICS

A. Promotional Materials

1. **Flyers** - As early as possible in the golfing season, the MISGA Tournament Chairman will prepare an information **flyer** for each of the two 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 (*Club Rep or his designate*). The two **flyers** will be posted on the MISGA website.
2. **Posters** - As early as possible in the golfing season, the MISGA Tournament Chairman will prepare an information **poster** that provides all relevant information needed by Associates for registering and participating in the two Championship Tournaments. The **poster** will be made available to all MISGA Club Reps for posting on their MISGA bulletin boards.

B. Entry Fees

1. As early as possible in the golfing season (*not later than May 15*), the host Club Tournament Coordinator (*Club Rep or his designate*) and the host Club of the two Championship Tournaments should determine the amount of the *Entry Fee*. Cost items will include: light lunch, cart fee, range balls, awards dinner, prize pool (*range = \$5-15 per finalist*) and other incidentals. The amount of the *Entry Fee* should be as low as feasibly possible, high enough to provide an enjoyable tournament experience, but not too high to discourage participation. Any additional cost for cart rentals may not be added to the *Entry Fee*.
2. 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 (*Club Rep or his designate*) 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* on each Championship Tournament **flyer** and **poster**.
3. **Refunds**
 - a. Except for emergency situations (*illness, injury, death, etc.*), requests for *Entry Fee* refunds after the *Cancellation Deadline* will NOT be granted.
 - b. Finalists who do not return for play on the established "rain date" will NOT be granted a refund. As the "rain date" is known for many weeks in advance, scheduling conflicts are not considered valid justification.
 - c. Appeals must be submitted to the host *Tournament Committee* for adjudication.

C. Tournament Documents

1. **Entry Form** - The MISGA Tournament Chairman will develop a standardized *Entry Form* for each of the two Championship Tournaments. The *Entry Forms* will be used by Division Tournament Chairmen for submitting the names (*including home club and handicap index*) of his Division's Championship Tournament finalists and alternates. Copies of the standardized *Entry Forms* will be made available to Division Tournament Chairmen in early Spring.
2. **Rules of Play** - A *Rules of Play* sheet 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 (*"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.*). The MISGA Tournament Chairman will provide a model *Rules of Play* sheet for each Tournament.
3. **Tournament / Event Financial Report (T/E Report)** - As soon as possible after the conclusion of a Championship Tournament (*not later than 120 days*), the host Tournament Coordinator (*Club Rep or his designate*) must complete and submit a copy of the *T/E 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 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 Report Form* are available on the MISGA website.

D. Golf Carts

The club hosting a Championship Tournament 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.

E. Volunteers

The host Club Tournament Coordinator (*Club Rep or his designate*) should recruit volunteers from the host Club's MISGA Associates to perform a variety of duties and tasks (*greeters, assist with registration, serve as ball spotters, assist with scoring, etc.*). Volunteers will ensure a more efficient 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*.

F. 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 (*Club Rep or his designate*) for instructions. The official MISGA tournament *flyer* and *poster* will indicate whether or not "practice rounds" are permitted.

G. Food & Beverages

1. **Meals** - As Registration will begin in mid-morning and a *light lunch* will be served prior to tee time, it will not be necessary to provide "coffee & donuts." The *light lunch* should be a "brown bag" or "box" lunch (*e.g., 2 sandwich halves, small bag of chips, apple or cookie*) or a cold cuts sandwich buffet with a cold drink. Volunteers should be provided the *light lunch*. The *awards dinner* may be a plated, sit down dinner or a buffet line. However, a plated, sit down dinner is preferred as all finalists will be served and finish simultaneously; thus, non-winners will be deterred from an early departure.
2. **Beverages** - A variety of chilled drinks (*sodas, lemonade, iced tea, Gatorade, bottled water, beer, etc.*) should be made available at a "snack bar" near the staging area. A beverage cart with chilled drinks should make rounds during play. A cash bar should be open prior to and during the *awards dinner*.

H. Tournament Scoring

1. **Scorecards** - There will be TWO tournament scorecards prepared for each foursome - one for each golf cart. All four names will be printed on the scorecard (*Individuals or 2-Man Teams*). Each scorecard must be totaled, signed, attested and reconciled prior to being turned in at the Scorer's Table.
2. **Scorer's Table** - Generally, the Head Pro and his assistants will be in charge of the Scorer's Table. Non-playing Tournament Committee members and official volunteers may assist with the scorekeeping tasks. It is recommended that at least one scorekeeper be assigned to each flight of the Past Presidents (ABCD) Championship Tournament.

I. Tie Breaking Procedure

1. The **Gross and Net Tournament Champions** will be determined by a sudden-death playoff.
2. All other **Gross and Net places** will be determined by one of the following two options as selected and pre-announced by the *Tournament Committee*.
 - a. **The PGA procedure** -- All tied places will be awarded an equal share of the sum of the prize pool for those places.

- b. **Match-of-Cards** -- The initial tie-breaker will be the best score attained for the last nine holes (10-18), then the last six holes (13-18), then the last three holes (16-18), and finally the 18th hole. Should a tie still exist, the match will be a hole-by-hole match beginning with the #1 handicap hole and proceeding to the #2 handicap hole and so on until the tie is broken.

J. Tournament Interruptions

1. The host club for each of the two Championship Tournaments must provide for a "rain date" in case of unforeseen circumstances that could cause play to be interrupted or suspended (*rain, lightning, high winds, earthquake, fires, flooding, air raids, etc.*). The recommended "rain date" should be the following week on the day of the official established date of the tournament (*e.g., official date - Monday, August 12; rain date - Monday, August 19*).
 2. If on the day before the Championship Tournament is scheduled, forecasts indicate a high probability of inclement weather, the Tournament Committee should consider postponing the Tournament and rescheduling it on the established "rain date." The host club Tournament Coordinator (*Club Rep or his designate*) should notify all six Division Tournament Chairmen (*also the Division Directors and Assistant Directors*) of the postponement, who will, in-turn, notify the Club Reps, who will notify their finalists.
 3. If the "official" scheduled Championship Tournament is interrupted and resumption of play is impossible, the Tournament Committee will declare the Tournament official for determining winners and awarding prizes by application of the **Score vs. Par** procedure. A minimum of 9 holes must be completed by all finalists.
 - a. Each finalist will match his **Gross** score and his **Net** score against his **Par** score for his specified number of credited holes. *For a sample scorecard, refer to Appendix 2 on Pages 10 & 11.*
 - b. All finalists will be ranked in ascending order. The finalist with the fewest Gross strokes compared to his Par score will be declared the **Gross Champion**.
 - c. The finalist with the fewest Net strokes compared to his Par score will be the **Net Champion**.
- * *Note: The term "finalist" and "his" apply to individuals and 2-Man Teams alike.*
4. If the postponed Tournament cannot be certified as completed on the official "rain date," the Tournament Committee will declare the Tournament null and void. All prize money and other "refundable amounts" of the *Entry Fee* shall be refunded to the players. The amount of the "refundable amounts" is negotiable between the Tournament Coordinator (*Club Rep or his designate*) and the host Club.

K. Posting Scores

1. The host *Tournament Committee* may declare a player ineligible to participate in the current year's Championship Tournaments if, within a practical period of time (*normally two weeks*), the player has failed to post either his current year's Divisional Qualifier score or his previous year's Championship Tournament scores. Appeals must be submitted to the MISGA Tournament Chairman for adjudication.
2. The MISGA Rules & Handicap Chairman may monitor the posting of scores by Championship Tournament participants (*entrants, qualifiers, finishers*) to assure they have complied with USGA and MISGA score posting policies and guidelines. The R&H Chairman will inform the appropriate *Tournament Committee* of instances of non-compliance. The *Tournament Committee*, in consultation with the R&H Chairman, will determine whether or not the non-compliant participant should be declared ineligible. If a participant is declared ineligible he may file an appeal to the MISGA Tournament Chairman for adjudication. Other prescribed penalties are the jurisdiction of the participant's home club Handicap Committee.

APPENDIX

1. *The USGA Handicap System Manual - Women Competing Against Men*

a. Different Tees

Section 9-3, c. (i) of the *Manual* states - Different tees usually have different ratings. Since a USGA Course Rating reflects the probable scores of scratch golfers, the higher-rated course is more difficult, and the player playing from the set of tees with the higher USGA Course Rating receives additional stroke(s) equal to the difference between each USGA Course Rating, with the resulting figure rounded off to the nearest whole number (.5 or more is rounded upward).

Example 2 of the *Manual* states - If women playing from the forward tees, from which the women's USGA Course Rating is 73.4, compete against men playing from the middle tees, from which the men's USGA Course Rating is 70.9, the women will add three strokes ($73.4 - 70.9 = 2.5$ rounded to 3) to Course Handicap.

b. Same Tees

Section 9-3, c (ii) of the *Manual* states - Men and women playing from the same set of tees will have different Ratings. Since the women's USGA Course Rating usually will be higher, women receive additional strokes equal to the difference between men's and women's USGA Course Rating, with the resulting figure to the nearest whole number (.5 or more is rounded upward).

The *Example* provided by the *Manual* states - If women playing from the middle tees, from which the women's USGA Course Rating is 77.3, compete against men playing from the same tees, from which the men's USGA Course Rating is 70.9, the women will add six strokes ($77.3 - 70.9 = 6.4$ or 6) to Course Handicap.

2. *Tournament Interruption - Sample Scorecard*

Green = Credited Holes Pink = Un-Credited Holes

Hole	1	2	3	4	5	6	7	8	9	Out
Par	5	4	3	4	5	3	4	4	4	36
Hdcp	9	13	15	5	1	17	7	11	3	
A (5)				*	*5/4	3	4	4	*5/4	21/19
B (8)				*5/4	*6/5	4	*4/3	4	*4/3	27/23
C (10)	*		4	*7/6	*5/4	4	*5/4	5	*6/5	36/32
D (15)	*	*5/4	*4/3	*8/7	*7/6	4	*5/4	*5/4	*6/5	44/37

Hole	10	11	12	13	14	15	16	17	18	In	Par	Gross	Net
Par	4	4	4	5	4	3	5	4	3	36	72		
Hdcp	10	14	8	6	4	16	2	12	18				
A (5)	5	4	5	7	*5/4	3	*6/5	5	4	40/38	53	61/+8	57/+4
B (8)	6	5	*5/4	*6/5	*4/3	4	*7/6	6		37/33	53	64/+11	56/+3
C (10)	*5/4	5	*5/4	*7/6	*6/5	6	*6/5			34/30	51	70/+19	62/+11
D (15)	*6/5	*5/4	*5/4	*7/6	*6/5		*	*		29/24	52	73/+21	61/+9

REVISIONS

1. January 3, 2011

- a. **Added** - Section IV, [Paragraph B](#) (pg 2) - TEE PLACEMENT MARKER - Women
- b. **Added** - [Appendix 1](#) (pg 10) - *The USGA Handicap System Manual* - Women Competing Against Men

2. December 10, 2011

- a. **Modified** - Section II, [Paragraphs A & B](#) (pg 1) - To reduce the amount of time required to complete the two championship tournaments, the maximum field for the **Past Presidents (ABCD)** tournament is reduced from 128 to 100 competitors and the **2-Man Team** tournament reduced from 64 to 50 teams.
- b. **Added** - Section III, [Paragraph B, 2](#) (pg 2) - The *Gross and Net Champions* from the previous year's **Past Presidents (ABCD)** and **2-Man Team** tournaments are eligible to compete in the current year's tournaments. They will not be required to qualify, but they will be required to pay the entry fee.
- c. **Added** - Section V, [Paragraph B, 1](#) (pg 2) - Women will receive 95%.
(In accordance with Section 9-4, b (ii) of the *USGA Handicap System Manual*)
- d. **Added** - Section V, [Paragraph A](#) (pg 2) - In accordance with Section 3-4 of *The USGA Handicap System* manual, the maximum *Handicap Index* is 36.4 for men and 40.4 for women.
- e. **Modified** - Section IX, [Paragraph I](#) (pgs 7 & 8) - **Tie Breaking Procedure**
- f. **Added** - Section IX, [Paragraph J, 3](#) (pg 8) - A description of MISGA's *Score versus Par* procedure for determining winners and awarding prizes at a tournament that has been suspended because of unforeseen circumstances without the possibility of resumption.
- g. **Added** - [Appendix 2](#) (pgs 10 & 11) - Sample scorecard illustrating the *Score versus Par* procedure in "f." above.