



Maryland Interclub Seniors Golf Association Club Representatives Guidelines



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Introduction

The Club Representative is the backbone of the Maryland Interclub Seniors Golf Association (MISGA). Selecting and training competent Club Representatives is crucial to the success of MISGA. These guidelines offer requirements and suggestions for both current and prospective Club Representatives.

The Representative will administer their Club's MISGA functions. He/she, or his/her designated substitute, will attend and cast the Club's vote at the Division's meetings of Club Representatives and at the Annual Meeting of Club Representatives. He/she must ensure that the Club is in compliance with the [MISGA Constitution](#) and [Bylaws](#) and with these guidelines.

Club Representative Qualifications

Club Representatives and Assistant Representatives must be MISGA Associates in good standing in their Member Golf Club. Each Club Representative will have at least one Assistant Representative to be a substitute in conducting MISGA business.

Selection of Club Representative

Each Member Club will have an organization of seniors that will elect or otherwise select a Club Representative who will serve as the Club's authorized representative for MISGA affairs. The manner of selection, whether by formal election or by acclamation, will be at the sole discretion of the local Member MISGA Club.

Term of Office

The term of office for Club Representatives should coincide with the calendar year; however, a different local calendar of events may be used if continuity of the office is maintained. A Club Representative may serve indefinitely. Sanctions for poor performance or negligence on the part of the Club Representative will reside with the Member Club and the MISGA Associates within that Club.

Meetings

A meeting of Club Representatives, chaired by the MISGA President and attended by the Board members will be held annually for the conduct of any business within the Association's powers. The Club Representative will attend meetings within his/her respective division as scheduled by the Division Director and will also serve as host for meetings at his/her Club as necessary. In addition, he/she will attend or be represented at the MISGA Club Representatives Annual Meeting.

Record Keeping

The Club Representative will keep records of MISGA Club membership, costs and attendance at mixers, tournaments, and other events to comply with reporting requirements, and to provide a historical record for his/her successor.

MISGA Club Leadership Roster

Revisions to the MISGA Club Leadership Roster will be forwarded to the MISGA Club's Division Associates Chair and the MISGA Webmaster no later than April 1 of each year. This roster will include the name, telephone number, and e-mail address for all Associates in leadership positions, e.g., the Club Representative, Assistant Club Representative(s), Club Treasurer, and Club

Handicap Chair, as well as the Club professional. Copies of the Leadership Roster will be sent to the Division Director, Division Assistant Director, MISGA Webmaster and the MISGA Associates Chair. Should changes to the Club Leadership occur during the year, they will be sent to the MISGA Webmaster for updating the MISGA website.

Fiscal Management

Each Club Representative will ensure that a method exists to account for the collection and expenditure of MISGA funds during the year. A financial report should be made available to the Club Associates at the end of each year.

From time-to-time, the Club Representative may become responsible for coordinating a separate MISGA special event as an Event Coordinator, e.g., MISGA Spring Fling, MISGA Summer Frolic, or MISGA Fall Frolic. The Club Representative will run the event with direction from the MISGA Events Committee Chair and follow the instructions found on the MISGA website “[*Fiscal Conduct of MISGA Golf Tournaments & Special Events*](#)” to manage the fiscal aspect of the event.

Dues and Rosters

There are two types of dues, Club Dues and Associates Dues. Club dues are currently set at \$50 per club and must be submitted by April 1 each year. Associates dues are currently set at \$10 per Associate and must be submitted by September 1 each year. Throughout the year, the Club Representative will maintain the current Member Club Roster of paid-up Associates. If the changes are to add new Associates, funds will accompany the Roster.

Annual Report

Each Club Representative will prepare and submit a completed Annual Report to the Division Director at the end of the year’s MISGA activities. The form for the Club Annual Report can be found in Excel and PDF format at the following links: [*Club Annual Report \(XLS\)*](#) or [*Club Annual Report \(PDF\)*](#). Club management should be made aware of the gross dollars MISGA events bring to the Club each year and a copy of the Club Annual Report should be sent to them.

MISGA Website

The Club Representative or his/her designated substitute is responsible for ensuring the accuracy and completeness of information related to their club on the MISGA website. This is primarily information on their club page. The list of clubs can be accessed by clicking on the following link: [*Club Index*](#). Clicking on the appropriate club’s name will open the club page. Updates to the club page will be sent to the MISGA Webmaster. Contact information for the MISGA Webmaster is located on the bottom right corner of the [*MISGA Home Page*](#) and on the [*MISGA Leadership Page*](#).

Mixers

The Club Representative is responsible for scheduling other MISGA Clubs who will participate in their home mixers in exchange for the privilege of playing at the other Club's mixers. Prior to the start of the golf season, the Club Representative will confirm in writing (confirmation letter) with his/her counterparts the following information for each mixer:

1. Date of the mixer.
2. Schedule for the day. Tee time and other appropriate times (e.g., when the driving range will be open, cut off for registration the morning of the mixer).
3. Pace-of-play and penalties for slow pace-of-play.
4. Cost and payment method (cash, check, credit card, reciprocity, exact change).
5. Changes in participation. Instructions on what to do if players need to cancel. "**No-Shows**" can result in financial losses for the Host club.
6. Weather/Course Conditions. Instructions on who to contact about possible cancellation or delays due to weather conditions, frost delays, cart-path-only, etc.
7. Required roster information (e.g., name, handicap index®, GHIN number, gender, etc.) and designations (e.g., Club Representatives, Assistant Representatives, tee choices).
8. The names and email addresses of the people to whom rosters must be sent.
9. The date and time rosters must be sent to the host club.
10. Player limits for the mixer.
11. Optional tee choices that will be allowed.
12. Mixer format. See "[Formats for MISGA Mixers](#)" on the MISGA website.
13. Dress code.
14. Directions to the host club.

Home Mixers

Prior to the day of the mixer, the Club Representative will assist the Club professional with pairings. On the day of the mixer the Club Representative will assist with making pairing adjustments, collecting fees, posting scores, and distributing prize certificates as needed. The Club Representative will also plan for and provide refreshments prior to tee time and lunch following golf.

All home mixers are to be held at the host Club's own golf course. The use of a different facility to schedule additional home mixers is not permitted. Exceptions allowed when the home course has become unplayable.

Fees collected from each mixer participant when they sign in will include a minimum of \$5 to be used as prize money for the mixer competition. This prize pool payout should go to 25-35% of the field. Separate and optional fees may be established for special events, such as 50/50, low gross, low net, closest-to-pin, and skins. All fees collected for the mixer competition and special events (except 50/50 fees) are to be distributed to competitors at that mixer and are not to be used by the Club for any other reason.

Handicap allowances will be done in accordance with the [USGA and R&A World Handicap System™ Appendix C: Handicap Allowances](#).

Away Mixers

Prior to visiting another Club, the Club Representative will identify those Associates from his/her Club who will participate in the mixer. The Club Representative will provide to the host Club, the names of participants along with their current USGA handicap index® and any special designations requested by the Club in their confirmation letter (e.g., GHIN number, designation of Club Representatives, women participants, and Associates choosing different tee options). This information will be provided by whatever method requested by the host Club to the people designated in the confirmation letter.

Formats for Mixers

In addition to the popular two-best-balls-of-four format, Club Representatives should consider other formats. Click on the following link to access “[Formats for MISGA Mixers](#)” on the MISGA website.

Pace of Play

Maintaining a reasonable pace of play is absolutely essential for players to enjoy the game of golf and camaraderie offered by MISGA events. Club Representatives should be knowledgeable about the suggestions and recommendations in the [MISGA Pace of Play Guidelines](#) and promote their use.

Responsibilities to Successor

When the Club Representative steps down or is replaced, he/she is responsible for providing their successor with Club Rosters, financial records, and all other pertinent information relating to MISGA. The Division Director and MISGA Webmaster will be notified of the change and provided with the full name, email, and telephone number of the successor.

MISGA ChampionshipTournaments

Annually, MISGA sponsors two state-level MISGA Championship Tournaments (MCTs) – The Past Presidents (ABCD) Tournament and the 2-Player Team Tournament. When a division is selected to host a MISGA (state-level) tournament, the MISGA Tournament Chair provides guidance and assistance to the host Club and its staff, and the on-site Tournament Coordinator (normally the Club Representative) regarding their responsibilities. The Club Representative will be a member of the On-Site Tournament Committee.

For the details regarding these tournaments click on the following links:

- [MISGA Championship Tournament Rules and Regulations](#)
- [Guidebook for Conducting a MISGA Championship Tournament](#)
- [Guidelines for Interrupted Tournaments](#)

Leadership

The exceptional popularity, success, and growth of MISGA are attributable to the unselfish dedication and contributions of its leaders. Most of MISGA's officers, board members and committee chairs have been elected or appointed from the position of Club Representative. To the degree that time and health permit, each Club Representative is urged to accept positions on the Board of Directors at the division and state level or serve on a standing committee, if requested.

Future Leaders

Each Club Representative is challenged to identify those Associates within his/her Club who demonstrate potential for leadership positions. Such individuals should be tapped as Assistant Club Representatives and groomed as possible successors. Only by nurturing interest will the quality of leadership be maintained and the growth of MISGA be assured.

Helpful Hints

A successful Club Representative is one who plans, promotes positive interpersonal relations, and keeps everyone informed. The following are several practices which have proven helpful over the years for many Club Representatives.

- Keep copies of [MISGA Constitution](#), [Bylaws](#), and these guidelines handy and understand their contents.
- Utilize the [MISGA Website](#) as a valuable resource for all things MISGA. There is a great deal of useful information there.
- A very important thing to remember for new and experienced Club Representatives alike is the fact that there are other people serving as Club Representatives throughout MISGA. They have already dealt with many of the same problems you will face. They have all made the same mistakes that you will eventually make. Make sure you use these valuable resources whenever possible.
- Get the word out on time. Make a point to disseminate pertinent MISGA information to the Associates about upcoming mixers, tournaments, and other MISGA events. Laminated, wallet-size schedule cards are a useful information tool. Make use of Club newsletters and a website devoted to MISGA at the Club level.
- Organize and use email distributions.
- Arrange with Club management to number tables so that mixer foursomes may eat together.
- Encourage Club management to include items at luncheons which are non-fat, low-fat, or “*cardiac prudent*” in consideration of the age and health condition of many Associates.
- Be alert to the accuracy of handicaps. It is mandatory that each Club have a handicap committee to monitor the posting of their Associates’ scores. Make it known that you check the posting of every score from every round at MISGA events or otherwise.
- Make every effort to play the ball as it lies (summer rules) during mixers unless course conditions dictate otherwise.
- Obtain publicity for MISGA golf by calling in mixer and tournament results to the local newspapers. Recognize player achievement and participation in MISGA events through articles in the Club newsletter and with presentation of trophies and plaques.