

December 9, 2009

Guidance For MISGA Club Representatives and Alternates

GENERAL ADMINISTRATION

This pamphlet is provided to assist you as the Club Rep. It is a compilation of ideas, methods and procedures that were found to work best by Reps who have preceded you. Since each Club operates differently, you will find some of these ideas will work for you and some will not, but they will give you a place to start.

YOU AS A TEAM

Somehow (each club has its own method), you have become your Club's Rep or Alt/Rep. You are now the only link between your Club, your members and the MISGA. It is important that each of you be aware of the other's job and actions; so that if one is absent, the other is current and capable of providing continuity in policy and action.

YOU AND YOUR CLUB

You must get to know the inner workings of your Club, who is responsible for various matters and who is best to deal with. Cultivate the following (at a minimum: Club Pres, Golf Pro, greens keeper, Men's Capt, and the Head of the kitchen staff). Ensure they know you, what you are responsible for, what MISGA is all about and that you are going to host a large tournament each year. Give them an early heads-up for your tournament, regular reminders and updates.

YOU AND MISGA MEETINGS

Annual General Meeting - No special preparation is required and your attendance is not essential; however, it is better if you are there to be a spokesman for your Club. This meeting is held following a tournament late in the season.

Fall Administrative Meeting (in October) - You and your Alternate, or at least a well briefed, trustworthy stand-in must attend. You should come with a proposal date for your next-season's tournament. That date should have been approved by your Golf Club. If your Club has run its tournament in the same week each year, then it is usually only a matter of adjusting next year's date to the desired day of the week. You may be expected to make a brief report about your group's activities, but you will be given a travel allowance for attending this meeting.

Immediately following the Fall MISGA meeting begin collecting next year's renewals from your members, and informing potential new members what MISGA has to offer and the procedure for joining MISGA. Word of mouth, e-mail and the Club notice board are invaluable tools, and are the recommended methods of keeping your members informed. ***Joining fees, renewals and applications should be forwarded to MISGA before the end of the year.*** It is prudent to collect the fees early as many members go south for the winter, and late entries will not be included when your Club's tournament quota is established.

Spring Administrative Meeting (in February) - You and your Alternate, or a stand-in must attend this meeting. Prepare for the MISGA Spring meeting by planning your Club's tournament. **Details of your tournament must be presented at the meeting.**

Here is a checklist:

- a. **Determine the price for each participant's green fee.**
- b. Estimate the cost of 1 donut & 2 coffees per person.
- c. Determine if the kitchen will be open to purchase a breakfast and if there is a special fee.
- d. Negotiate a price per plate for lunch, how it will be served & by whom.
- e. Find out how many power carts can the Pro provide, can he get more, can you get members to supplement if required. Try to negotiate a good rental price.
- f. Negotiate a price for golf balls for prizes. This is an area where you can keep the tournament costs down. If everyone gets a ball, the entry fee goes up approx \$3 per person. **Suggested prizes** - 3 balls each for low net & low loss, 2 each for 2nd low net/gross, 2 each for KPs, 1 each for approx 1/3rd of the field (net only). Determine the total cost of tie balls and calculate this cost on a "per person" basis.
- g. The total the unit price for a, b, d, & f gives you the approximate entry fee for your tournament. MISGA provides a small cash supplement per entry. The supplement is usually announced at the Fall meeting, but check with the Treasurer if in doubt.
- h. Determine if participants are allowed to bring their personal power carts and the cost of a Trail Fee, if applicable.
- j. Check for any restrictions in effect at your Club that participants must be aware of, i.e., soft spikes, wide wheel carts, etc., and if overnight RV parking is allowed.
- k. **MAKE SURE YOUR CLUB IS AWARE OF, AND CONCURS WITH, YOUR TOURNAMENT DATE and START TIME!**

Armed with the above information you should be ready to represent your Club at the Spring meeting. At that meeting the Treasurer will issue each Rep a cash travel allowance.

YOU AND THE OTHER REPS

It is important to foster a close relationship with your brother Reps (including the Area Vice/pres). The flexibility of the MISGA by-laws makes it relatively easy to work around problems if the affected Reps talk it out. For example, last minute changes to tournament entries - contact the Host Rep - you may be able to salvage something. Conversely, do not burden the Host Rep with requests that will cost the host money - such as rebates for someone who didn't show up for a tournament and didn't give at least a 1 day notice. Experience has shown you should avoid sending cheques that cover more than 1 entry. Using e-mail can be a very useful tool for communication between Reps.

YOUR MEMBERS AND AWAY TOURNAMENTS

The season for you commences immediately following the Spring meeting. Some of your tasks are

- a. **Inform all members of the tournament schedule.**
- b. Issue each member one of the small schedules provided to each Rep.
- c. Provide instructions for submission of entries/cheques and the time limits in effect.
- d. Provide access to entry forms and a secure place to deposit entries & cheques.
- e. Ensure all entries/cheques are completed correctly before forwarding to the Host Club.
- f. You can expect to have at least your quota of players accepted. If you have more entries than your quota, send them in but ensure they are prioritized (number them in the order you want them selected). Have a selection process in place to determine selection priority. You will be under the gun if your members feel your selection process is unfair. So, choose a process before the season starts, and ensure that your members are aware of it.
- g. Ensure that your members know how to find out if they are accepted/rejected for any tournament. **You are responsible for getting your entries to the Host Club at least 7 days prior to the tournament.** Some Reps find the mail unreliable and prefer to deliver them by hand 1 or 2 weeks before the tournament in question (the first 2 or 3 tournaments of the season may pose a problem). If the Rep and A/Rep are unable to personally deliver/receive entries, then designate a reliable member who is available. Providing the host rep with an e-mail list of your entries is also helpful.
- h. A bulletin board in a good location and prominently marked "MISGA Seniors" is a good method of keeping your members informed, but these days e-mail will reach more people more quickly.

ORGANIZING YOUR HOME TOURNAMENT

If you were prepared for the Spring Meeting, a lot of the work for your tournament has already been done. It is prudent to review all items that you do not have absolute control over at least 1 month before your tournament date. This review will allow ample time for you to resolve problem areas before they become panic situations. If the matter seems unsolvable, talk to the other Reps. At a minimum check out the following items:

- a. Ensure that the Club, the Pro, the Caterer and the Greens keeper are aware of these details: Tournament date, Starting time (e.g., 8:30 AM), Shotgun start, - Duration may be up to 6 hrs, and power cart requirements.
- b. Course setup, if necessary. Special tee or hole positions are not really needed but for speed-of-play you may want to avoid difficult tee/pin placements. MISGA always play from the white or intermediate tees.
- c. Catering requirements: menu, serving procedure, including room setup.
(An e-mail memo about each item, with your requirements, may eliminate later embarrassment)
- d. Ensure that contracts/agreements you have made are still valid and costs have not changed.
- e. Form a team of reliable people to assist with setting up and running the tournament. The team must be well briefed, committed to the task and appear on time.

- f. Go to at least 2 tournaments prior to yours (or have someone attend on your behalf). Touch base with the host Rep and, before the prizes are presented, get up and in a loud voice identify yourself and what Club you are from, and that you will accept all entries.
- g. Review all entries and if it appears the numbers are not to your expectations contact the Reps. Start with those Club Reps you have not received entries from (in case they are lost or delayed) and ask for their help. Most Reps are adept at a little arm-twisting to produce more entries. Remember they may need your help sometime.
- h. If, 4 or 5 days before, you are still short you may top-up with members from your own Club, but ...this should be as a last resort.
- i. **Keep the Caterer informed of the number of meals required, especially in the last few days when the numbers change because of late entries/cancellations.**

MAKING UP THE DRAW

If you have never done this before, attempt to get an experienced Club member to help. Don't be shy about asking an experienced Rep from a nearby course or the Area V/pres for assistance. These days our reps/alts are making more use of a spreadsheet (like "excel" for the PC or "numbers" for the MAC) for managing the field of players and forming them into groups. With a spreadsheet it is easy to sort by Name, Club or Tee. Try to follow the suggestions below:

- a. List each Club and their entries. Include first & last name, h'cap adjusted to your course, and power cart information. If a Club is over quota, ensure the Rep has numbered them in the order he wants them accepted.
- b. Decide the maximum number you will accept and whether you want to use 4, 5 or 6-somes (your call, and often you will have a mix).
- c. Total the number of entries. If the total is less than your maximum number, accept them all. If more than your maximum, give each Club their assigned quota and then devise an equitable method to fill any empty slots from the over-quota Clubs. Contact the applicable Reps giving them names of entries you cannot accept. Hold on to all entries/cheques in case of cancellations that can be filled from the cut entries (be sure to tell the applicable Rep immediately). As soon as the tournament is completed it is normal practice to destroy all the cheques of those who did not make the cut. These last-minute communications are best made by phone or e-mail.
- d. Set up the pairings and assign the starting holes. Start with those who are riding in carts and assign them to the holes that are the farthest from the Clubhouse. Try to avoid walkers and riders in the same group, never have a single walker. Try not to have people from the same Club in a group. Assigning the starting holes is a matter of common sense – there is a tradition of assigning Reps & MISGA Executives to holes nearest the Clubhouse, based on the theory that up until tee time they may help in resolving last minute problems.
- e. Once carts are assigned, give the Pro-shop the list of riders, pairings & starting holes. Make up the scorecards (individual or groups on 1 card) – the latter method has proven to be easier when tabulating the results. Ensure the card lists full name, h'cap and starting hole; e.g., 12A, 12B, etc. MISGA does not require special tournament rules, but if deemed necessary, attach them to the scorecard.
- f. Make up two types of list. One should list the Club name, their players and starting holes. The other should list each starting hole, showing the names within the group.
- g. Make copies of each list. Retain working copies and post others in the reception area.

THE RECEPTION AREA

Set up the reception area (keep weather in mind) in a spot obvious to the arriving players. Have a large table (manned by at least 2 workers) set up all the cards under Club names if they are individual cards, or under the starting holes if they are group cards. **Have a map of the course nearby and a copy of the Courses slope table.** The donuts & coffee should be nearby c/w milk, sugar, stir sticks, garbage cans, etc. Have other workers available and ensure they are briefed on the total operation, so they can answer even the weirdest questions. Make sure this area is up and running no later than 7:30AM (one full hour before the start) as there are always a few early birds.

ON-COURSE HELP

You know your course; so if spotters are required, have them briefed before hand (emphasizing hand signals to be used, etc) and in position by 8:20AM (10 minutes before the shotgun start). Sometimes workers may be strategically placed to manage the flow-of-play, e.g. waving up on par 3's.

DURING THE TOURNAMENT

After you or the Pro-shop has initiated play (e.g., blowing an air horn), here are a few things that require your attention

- a. Ensure the Caterer is ready to go, has a final count and the dining room is set up. Signs are required on the tables indicating where the groups will sit, e.g., 1A, 1B, etc. You made up the draw, so ensure that there is a seat for everyone in a group to sit handy to each other.
- b. Marshalling is rarely required, but cruising the course a few times will ensure there are no delays. It will also allow you to re-check the numbers for the dining room seating, check with your on-course help by providing coffee etc., and estimating for the Caterer when to expect players to finish.
- c. Make sure the scoring people are in place before any of the field come in.
- d. Have the prizes ready and a couple workers to hand them out.
- e. Make notes for a little speech (don't try this off the top of your head).

Remember

- a. Call upon and identify other Reps who will accept entries for their forthcoming tournament,
- b. Thank your workers, Catering, Pro, Greens keeper and the Almighty, as required.
- c. Follow up with the prize list in hand and plug in the names.
- d. ***The players want to get going. Be prepared, be loud, be concise, begone!***

SCORING THE TOURNAMENT

There are several scoring methods but spreadsheets seem to be the fastest.

Speed & simplicity is essential because you only have as long as it takes the players to eat lunch. Have all players listed on a spreadsheet in order of the pairings starting at 1A and bracket each pairing. When players turn in their cards find the name and fill in the net & gross score. Send a runner to round up any missing cards. Scan down the Net column to identify Low net & 2nd Low net. Do the same with the Gross column.

It is not necessary to break ties – (give them both prizes). If you must break ties, then don't use a "count-back" scheme (since this is not appropriate for a shotgun start), but rather do a secondary sort on say the handicap index. Now go down the remainder of the Net column listing and, 3rd, 4th, 5th etc. until you have nearly used up all the golf balls (keep an extra sleeve to correct any challenges from the floor - it will happen). Depending on the situation, it may be preferable to announce "anyone with a low net of xx or lower can pick up a ball on the way out".

Have the names of all the low gross and low net winners in your speech notes, along with K-P winners, and forward them to the Secretary as part of your event report. Remember to obtain your subsidy cheque from the Treasurer (i.e., send the Treasurer the participant count).

Weather

There is no standard policy on what to do if the course is/becomes unplayable. The question is how to deal with the money. You may well be stuck with the lunch bill (perhaps your Caterer and you should think about this possibility when deciding on the menu), so consider a weather hold to see if things improve and if it doesn't, serve lunch to those who may elect to wait and then send them home. Figure out later what money can be remitted (per person) sending a cheque and details to each Rep for distribution. Like a lot of things that are unforeseen you must make the decision.

Fortunately, the MISGA members are considerate and will usually accept any reasonable solution you come up with.

THE BOTTOM LINE

The Rep will be solely responsible for the running of the tournament at his club Good luck!

APPENDIX A
MID ISLAND SENIORS GOLF ASSOCIATION
INSTRUCTIONS FOR TOURNAMENT PLAYERS

You have been accepted as a participant and made your way to the host golf course. The following is a guide for your first tournament

CHECK IN

As soon as you arrive report to the check-in table and pick up your scorecard. It will be a shotgun start so check your start hole and find out the easiest way to get there. The draw should be posted nearby so you can check who is in your group.

Check the host club's slope to ensue your h'cap is correct. If you previously arranged for a power cart, go to the Pro-shop to pay and get the keys. Now you may participate in the free coffee & donuts or purchase a breakfast (at some Clubs). Arrive at your starting hole at least 5 mins. early, meet your group and exchange scorecards.

PLAY

Establish the driving order in your group--most prefer to keep the same order for 3 or 4 holes, then rotate the order. Be cognizant you are a guest, so repair divots, ball marks and be careful with those spike marks.

Play ready golf - Don't get hung up on who has the honour. If you are ready and won't interfere with anyone, hit away. Play using RCGA/BCGA rules unless the Host Rep has directed otherwise. MISGA has established that putts within the putter grip are "gimme's" and continuous putting is acceptable to speed up play. If there is a chance your ball may be lost or OB always play a provisional. Do not exceed 5 mins looking for a lost ball!

AFTER PLAY

Walk off the course as quickly as you can. **Complete the scorecard including the net score. Sign as scorer, attest your own card and turn it in to the scorer's desk.**

All cards must be turned in so the scorer does not have to waste time looking for you.

Return rented equipment promptly and get your equipment stowed away. Change into street shoes and please no hats to be worn in the host Clubhouse. Enjoy a beverage, your lunch and perhaps a prize. Drive home safely.

Note, for future amendments, the MISGA Secretary retains a master copy of this document on a computer disk.