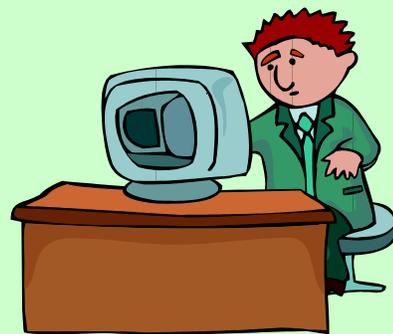




**MARYLAND INTERCLUB SENIORS  
GOLF ASSOCIATION (MISGA)**

**Guidelines for Preparing &  
Submitting the  
*Division Annual Report***

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## INTRODUCTION

One of the many responsibilities of a MISGA Division Director is the task of maintaining a record of his division's annual golfing events - club mixers, tournaments, qualifiers and special events (e.g., Pro-Ams) during the golfing year. (non-MISGA events are not to be included.) The *Division Annual Report* is the document used to accomplish this task. The *Report* provides MISGA with important and relevant information involving the organization's participation in golfing events and financial statistics. Also, the *Division Annual Report* provides a historical record for successor Division Directors.

At the end of each golfing year the Division Director will receive the *Club Annual Reports* from his division's Club Representatives. Using the *Club Annual Reports*, the Division Director will consolidate them into the *Division Annual Report* which will be submitted to the MISGA Associates Chair (MAC). Then, the MAC will consolidate the *Division Annual Reports* into the *MISGA Annual Report* which is presented to the MISGA President and Board of Directors.

To assist you with the completion of the *Division Annual Report* assignment, this tutorial has been developed. It is highly recommended you follow the instructions it provides. When in doubt, refer to the sample *Division Annual Report* on page 5.

**NOTE: BEFORE YOU ATTEMPT TO PREPARE YOUR DIVISION ANNUAL REPORT YOU SHOULD READ THIS TUTORIAL COMPLETELY.**

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## GUIDELINES FOR PREPARING THE DIVISION ANNUAL REPORT

### A. References, Documents & Data Requirements

1. MISGA Regulatory Controls - Refer to Page 6 below
2. MISGA Form - *MISGA Annual Report* - Refer to Page 5 below.
3. MISGA Form - *Division Annual Report* (one from each division club)



#### 4. Data Requirements

- a. Division Number
- b. Name of the Division Director
- c. Completion date of the Report
- f. Name of the Division's clubs
- g. Number of home mixers & events (*MCT qualifiers & finals , Pro-Am, etc.*) for each club
- h. Number of Players (*home, visitor & total*) for each club and the division total
- i. Club Revenue Received (\$) (*carts, food, prizes & total*) for each club
- j. Total amount of revenue generated by the division

#### B. Procedure

Enter ONLY MISGA home golfing events and activities for each club. They include mixers, Division Championship Tournaments, MCT qualifiers, MISGA Championship Tournaments, Pro-Am tournaments, Divisional & MISGA Club Reps meetings, Board of Directors meetings, etc.

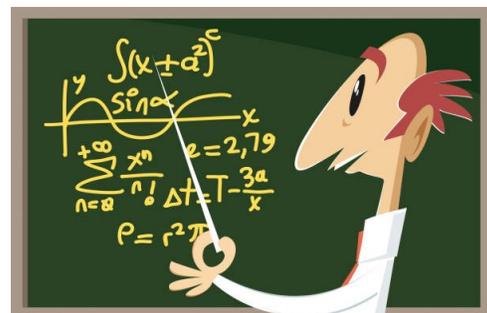
**A sample completed *Division Annual Report* is provided on page 5.**

1. Obtain a blank copy of the *MISGA Division Annual Report* from the MISGA website.

To download and save a blank copy of the *Division Annual Report*, open the MISGA website [www.misga.org](http://www.misga.org). After the home page appears, go to the Direction Bar at the top of the page, click on and open **Documents**. Then go to the center of the page and open **Forms**. After this page opens, click on and open **Annual Report - Division (XLS or PDF)**. After the *Division Annual Report* appears on your screen, you should save it to your MISGA files for use. You can make all entries direct to the electronic copy in your file. **All calculations are made automatically on the form.** When completed, submit your *Report* to the MISGA Associates Chair.

2. Enter the **Number** of the Division in the space beside *Division*.
3. Enter the **Name** of the Division Director in the space beside *Director*.
4. Enter the **Date** on which the *Division Annual Report* was completed in the space beside *Date*.
5. Enter the **Name** of the Division's clubs in the row & block below *Name Of Club*. Alphabetical is preferred.
6. Enter the **number of home mixers** for each club in the *# of Home Mixers* row & block.
7. Enter the **number of players** (*home, visitors & total*) for each club in the *Number of Players* row & block.

8. Enter the **amount of revenue** received (*carts, food, prizes & total*) by each club in the *Club Revenue Received (\$'s)* row & block.
9. Enter the **Division's mixer totals** (*number of mixers; number of players - home, visitor, total; club revenue received - carts, food, prizes, total*) in the *Mixer Totals* row & block.
10. **MISGA Special Events** - During the year, divisional clubs may host special, non-mixer events. They include Division Championship Tournaments, Division Qualifier Tournaments (*for the MCTs*), the MISGA Championship Tournaments (*Past Presidents & 2-Player Team*), Pro-Am Tournaments, Division Director Meetings that include a round of golf, MISGA Board of Directors meetings that include a round of golf, etc. These special events generate revenue for the division's host clubs.
  - a. Enter the **total number of players** who participated in the *Number of Players - Total* row & block of the appropriate special golfing event.
  - b. Enter the **amount of revenue** received (*carts, food, prizes & total*) for each special golfing event in the *Club Revenue Received (\$'s)* row & block.
11. Enter the **total amount of revenue** received by the Mixers and Special Events in the row & block in the *TOTALS* row (*last row of the form*).
12. Enter the **total amount of revenue** received by the Division in the *TOTAL REVENUE*: line at the lower right corner of the Report.





## **REGULATORY CONTROLS**

### **MISGA Bylaws**

#### **Section VI - Standing Committee Duties**

- C. The Chair of the Associates Committee is responsible for preparing an annual report that provides the number of associates in each Member Club and in each Division. The report will be coordinated with the Treasurer to ensure consistency. *(See the sample report form on the MISGA website.)*

#### **Section VII - Club Representatives**

- C. Each Club Representative shall prepare and submit a completed Annual Report to the Division Director at the end of the year's MISGA activities. *(See the sample report form on the MISGA website.)*

#### **Section IX - The Divisions and Division Directors**

- D. The principal duties of the Division Director are to:
8. Prepare and submit the Division's Annual Report to the Board before the final Board Meeting of the year. *(See the sample report form on the MISGA website.)*

### **Club Representative Guidelines**

#### **Annual Report**

The Club Annual Report *(See MISGA website for an example)* is to be completed by the Club Representative during the golf season and submitted at the end of the season to the Division Director who is to summarize it in the Division Annual Report.