



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

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

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INTRODUCTION

One of the many responsibilities of the MISGA Associates Chair (MAC) is the task of maintaining a record of MISGA's annual golfing events - club mixers, special tournaments, MISGA Championship qualifiers, MISGA Championship Tournaments and special events (e.g., Pro-Ams) during the golfing year. (non-MISGA events are not to be included). The MISGA 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 data & statistics. Also, the MISGA Annual Report provides a historical record for successor MISGA Associates Chairs.

At the end of each golfing year the MISGA Associates Chair (MAC) will receive the *Division Annual Reports* from MISGA's Division Directors. Using the *Division Club Reports*, the MAC will consolidate them into the MISGA Annual Report which is to be presented to the MISGA President and the MISGA Board of Directors. A copy will be posted on the MISGA website.

To assist you with the completion of the MISGA 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 MISGA Annual Report on page 5.

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

GUIDELINES FOR PREPARING THE MISGA 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)



4. Data Requirements

- a. "Year" of the MISGA Annual Report
- b. For each Division:
 1. Total number of events (*mixers*)
 2. Number of Players (*home, visitor & total*)
 3. Revenue Received (\$) (*carts, food, prizes & total*)
 4. Special events (*MISGA Championship Tournaments, MCT Qualifiers, Pro-Ams, Division Tournaments, etc.*) and the total number of players and revenue received (*carts, food, prizes & total*) for each.
- c. MISGA totals - the sum of all Divisions (*from item "b" above*)

B. Procedure

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

To download and save a blank copy of the *MISGA Annual Report*, open the MISGA website 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 - MISGA (XLS or PDF)**. After the *MISGA 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 President and Board of Directors.

(A sample of a completed MISGA Annual Report is provided on page 5.)

2. Enter the **Year** of the *MISGA Annual Report* in the yellow highlighted block in the upper left corner of the form.
3. For each Division:
 - a. Enter the total number of **Events** (*mixers*) held during the calendar year in the designated row & block.
 - b. Enter the number of **Players** (*home, visiting & total*) that participated in each Event in the designated row & block.
 - c. Enter the amount of **Revenue (\$)** received (*carts, food, prizes & total*) at each Event in the designated row & block.

- d. Enter the name of the **Special Events** (*MISGA Championship Tournaments, MCT Qualifiers, Pro-Ams, Division Tournaments, etc.*) held during the calendar year in the designated row & block.
 - (1) Enter the number of **Players** that participated in each Special Event in the designated row & block.
 - (2) Enter the amount of **Revenue** (*carts, food, prizes & total*) received at each Special Event in the designated row & block.
 - e. In blue row at the bottom of each Division section, enter the **Division Totals** for its **Mixers and Special Events** (*number of events, players & revenue*)
4. For the MISGA totals: (*yellow last row at the bottom of the form*)
- a. Enter the **TOTAL** number of **Events** (*mixers & special events*) held by MISGA during the calendar year.
 - b. Enter the **TOTAL** number of **Players** (*home, visiting & total*) who participated in MISGA's events (*mixers & special events*) during the calendar year.
 - c. Enter the **TOTAL** amount of **Revenue (\$)** received (*carts, food, prizes & total*) by MISGA during the calendar year.



2019 MISGA Annual Report

Division	Home	Home	Visiting	Total	Carts	Food	Prizes	Total
Mixers	Events	Players	Players	Players	\$	\$	\$	\$
Division I	34	1,000	1,419	2,419	54,743	40,021	12,220	106,984
	34	1,000	1,419	2,419	\$54,743	\$40,021	\$12,220	\$106,984
Division II	91	2,038	3,317	5,355	106,647	105,134	27,223	239,004
ABCD Qual				22	352	440	176	968
2-Man Qual				22	594	396	176	1,166
Pro-Am				55	1,700	1,800	1,120	4,620
2-Man Finals				92	4,000	5,000	1,120	10,120
	91	2,038	3,317	5,546	\$113,293	\$112,770	\$29,815	\$255,878
Division IV	37	534	1,635	2,169	42,115	46,440	11,535	100,090
ABCD Qual				59	1,298	1,357	885	3,540
2-Man Qual				84	2,016	2,268	756	5,040
Pro Am				70	1,120	2,100	762	3,982
A-B-C-D Finals				81	1,782	6,474	1,576	9,832
	37	534	1,635	2,463	\$48,331	\$58,639	\$15,514	\$122,484
Division VI	55	1,056	2,234	3,290	70,787	71,721	16,904	159,412
	55	1,056	2,234	3,290	\$70,787	\$71,721	\$16,904	\$159,412
TOTALS	217	4,628	8,605	13,718	\$287,154	\$283,151	\$74,453	\$644,758

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.