

**GUIDELINES FOR THE ORGANIZATION AND CONDUCT OF THE BOARD BASH**

1. **Responsibility** - The volunteer organizing committee, named by the Division II Director, shall assume full responsibility to organize and conduct the Board Bash in accordance with the guidelines established herein. It is recommended that the organizing committee makeup include at least three individuals, each with signature authority for the required checking account. Further, to assure a successful event, particular attention must be paid to making the lady guests most welcome and happy.
2. **Invitees** - The annual Board Bash is an invitational event, open to: (a) all Directors, Officers and Committee Members of the MISGA Board, (b) all MISGA Club Representatives and Assistant Representatives, (c) all Division Committee Members, (d) all MISGA Past Presidents, and (e) all Honorary MISGA Members
3. **Location of Event** - The organizing committee shall choose the site for the Board Bash taking into consideration factors such as driving distance from MISGA clubs, reasonable cost, and adequate golf, dining, and lodging facilities. In recent years, Carroll Valley has proved to be a very satisfactory location. Other sites, such as Penn National, could be considered.
4. **Duration** - This is a one overnight event with two days of golf play. On the first day, sequential tee off times will be utilized, with the later tee times given to those who have the furthest travel distance. On the second day, a morning shotgun start will be utilized.
5. **Dates of Event** - The Board Bash is normally held the Wednesday & Thursday of the week in which September 15<sup>th</sup> falls, however this can vary according to other events on the calendar. The month of October should be avoided, however, because of increased chance of bad weather.
6. **Number of Attendees** - The number of golfers shall be limited to 128, including men, 18-hole ladies and 9-hole ladies. Selection of the 128 golfers shall be based upon the postmark date of the registration form being received by the committee. When the 128 golfer limit is reached, the excess application forms will be put on an alternate or standby basis.
7. **Cost** - The total package cost shall be reasonable and affordable for the average MISGA Associate and his spouse. The committee must exercise good judgment in setting the prices for each category of attendees, i. e. single Associate, Associate with golfing spouse (18 or 9), or Associate with non-golfing spouse. The total cost must include the lodging costs, as well as meals, prize moneys, administrative cost, gratuities, bag boys, carts, and driving range. The cost of trips or tours for the non-golfing ladies shall be included as well.

It is the intent that the Board Bash event shall be self sufficient and not require financial support from the MISGA treasury. On the other hand, it is not desired that the income received from attendees should substantially exceed expenses. The MISGA policy in this regard is to refund each individual a pro rata share if the overage reaches \$5.00 or more per attendee.

8. **Contractual Arrangements** - A contract reflecting the content of items 3 through 7 above shall have been negotiated with the chosen venue by December 1 preceding the event.

9. **Prize Money** – At the discretion of the organizer, Board Bash winners may be given either golf pro shop gift certificates or cash prizes. The number of winners each day should equal at least ¼ of the field. Adjustments should be made in the case of 9-hole ladies.

~~10. **Door Prizes** - Each Club Representative is to be solicited for contributions from their respective Golf Pros, sufficient to offer each entry a complimentary door prize. This practice dropped as of 2002 Reps Meeting~~

11. **Administration Expenses** - The organizing committee shall establish a budget for their ordinary administrative expenses such as printing, mailing, long distance calls, etc.

12. **Refund Policy** - Full refund shall be given to Associates who cancel for health reasons at least two weeks before the event or those who are on standby and decline to wait for acceptance.

13. **Daily Cancellation - Rainout** - In the event of inclement weather causing a day's round of golf to be canceled by the golf course it shall be required that the golf charges for that day be refunded in full. Any banquet may not be canceled.

14. **Announcement/Application/Registration Form** - The organizing committee shall generate and mail this form to each MISGA Associate identified in 2. (above) at least two months before the event. The form must give a complete description of the event including rooms, meals, golf, costs, and any scheduled activities for the non-golfing ladies. ~~Included in this mailing there shall be a separate letter to each Club Representative soliciting door prizes.~~

15. **Confirmation** - After receipt of the invitee's application form, the committee shall confirm by post card or letter the status of the entry, either accepted or on the waiting list. Subsequently, a notification of all arrangements for the confirmed entry will be made at least two weeks before the event.

16. **Tournament Schedule and Pairings** - The committee shall make the pairings for each day. Every effort should be made to avoid having Associates from the same club playing in a given foursome. A mixed scramble, including men and the 18-hole ladies, should be utilized for the second day. The pairings shall assure that every team is as evenly balanced as possible in order that all teams have an equal chance of winning.

17. **Evening Banquet** - Upon arrival for dinner after the first day's play of golf all attendees will receive a name badge and table assignment. Men are required to wear a jacket at this banquet. A no-host bar will be available.

18. **Final Reporting** - A financial report summary shall be submitted in accordance with the instructions listed in the MISGA Club Representatives Handbook.