

## Outline For MISGA Training Seminars

1. Club Representative Handbook
2. Mixer Scheduling
3. Conducting Mixers
  - a. Format variations
  - b. Pairings
  - c. Scoring, breaking ties
  - d. Luncheon, announcing winners
  - e. Prizes (merchandise, credit, etc.)
  - f. Participation, signups
  - g. Welcoming, hospitality
4. Tournaments
  - Two-man Team, Past President (ABCD)
  - a. Club Qualifiers
  - b. Division Qualifiers
  - c. MISGA Championships
5. Recruiting New Members
  - a. Information brochures
  - b. Bulletin Boards
  - c. Pro-shop Employees
6. Communications
  - a. MISGA GRAM
  - b. Bulletin Board notifications
  - c. Use of E-Mail
  - d. Announcements at MIXERS and Club events
  - e. Utilization of Web-sites
7. Club Roster
  - a. Timely updates
  - b. Electronic Roster Form
  - c. Payment of Dues
8. Grooming Your Replacement
  - a. Share the workload
  - b. Delegation of responsibilities
  - c. Record keeping, correspondence
  - d. Maintaining statistics and data

9. MISGA Trips and Travel Events
  - a. Annual Club Representatives Meeting
  - b. Spring Fling
  - c. Board Bash
  - d. Fall Frolics
  - e. Winter Florida Fling
  - f. Cruises and Foreign Trips
  
10. Completing the Annual Report
  - a. Data of Mixers, Qualifiers and Tournaments
  - b. Revenue from Carts, Food and Prizes
  - c. Number of Home players and visitors
  
11. Problems and Solutions
  - a. Slow Play
  - b. "No-shows"
  - c. Handicap issues
  - d. Rule and Etiquette violations
  - e. Schedule and travel
  - f. Proper attire
  - g. Use of appropriate Tee Boxes