

MIDWEST DEAF LADIES GOLF ASSOCIATION (MDLGA)

-- GUIDELINES --

Section 1: Schedule of Events

The Midwest Deaf Ladies Golf Tournament takes place during the first week of August every year. The normal schedule of events starts with:

A three-day Tournament (*Tuesday to Thursday*)

1. Registration on Sunday / Monday
2. Practice round on Sunday / Monday (optional)
3. Board meeting begins on Monday afternoon.
4. General meeting begins on Monday night at 7pm.
5. Tournament starts on Tuesday.
6. Tournament ends on Thursday.
7. Banquet and awards ceremony on Thursday night.

Section 2: Tournament Site Requirements

The golf course format shall meet the following requirements:

1. Total yardage: for 9 holes group at least 2,300 yards
 for 18 holes group at least 4,750 yards
2. Slope rating shall be between 116-127
3. Course rating shall be between 69-73.0
4. Has driving range and practice green facilities.
5. Has a clubhouse that includes a pro shop, a snack bar with food and drinks, and adequate seating capacity.
6. Has number and position of yardage markers.
7. Existence and position of markers (OB, Hazard, GUR, etc)
8. Be an official USGA slope-rated 18-hole layout. Par must be at least 70.
9. Be well maintained.
10. NO hilly. (Our concerns are safety and the risk of injury.) Rolling meadows are permitted.
11. Find the fine courses in your local area: www.golfcourse.com. Type your city and state.

Section 3: Tournament Schedule Requirements

Golfers shall be divided into two groups; those choosing to play 9 holes or 18 holes per day.

Each group shall be lined up as follows:

1. On the first day, the golfers with low and high averages shall be mixed.
2. On the second day, the golfers with the lowest scores shall be first. The highest scores shall be last.
3. On the third day, the golfers with the highest scores shall be first. The lowest scores shall be last.

The 9 holes group shall be lined up as follows:

1. On the first day, the golfers shall start at the back 9.
2. On the second day, the golfers shall start at the front 9.
3. On the third day, the golfers shall start at the back 9.

The 18 holes group shall be lined up as follows:

1. On the first day, the golfers shall start at the front 9.
2. On the second day, the golfers shall start at the back 9.
3. On the third day, the golfers shall start at the front 9 only if approved by a local pro manager.

Golfers shall be placed as follows:

1. After the first round, interested golfers shall play the putting contest.
2. After the second round, golfers shall have lunch at the clubhouse or at the hotel decided by the Host City Committee.
3. Before the third round, the Host City Committee shall pick one hole for the closest to pin and one for the longest drive each for both 9-hole group and the 18-hole group.

Section 4: Hotel / Resort

The hotel / resort accommodations shall meet the following requirements:

1. The maximum travel distance from hotel / resort to the golf course shall be no more than 10 miles one way.
2. The designated hotel / resort should have the capacity to hold up to 100 patrons.
3. The designated hotel / resort should make available a conference to hold up to 100 patrons.

Section 5: Responsibilities of the Host Chairperson

1. Establish local committee.
2. Preside at meetings.
3. Be an ex-officio member at all committee meetings.
4. Oversee and monitor all committees.
5. Approve expenditures of each committee.
6. Communicate with the M.D.L.G.A. Board at least twice before the tournament.
7. Prepare a meeting place for M.D.L.G.A. members for the evening prior to the day of the golf tournament. There shall be raise platform for the officers and tables for registration.
8. Appoint one starter and two scorekeepers for the tournament site. Scoreboard must have strokes marked in RED, total in BLACK and putts in GREEN.
9. Give cash prizes (2,000 dollars) to M.D.L.G.A. Secretary-Treasurer at the board meeting.
10. Choose someone to sell 50/50 raffles on the evening of banquet for M.D.L.G.A. general fund. The Secretary-Treasurer will furnish the rolls of tickets.

Section 6: Responsibilities of the Local Public Relations Chairperson

1. Contact local Chamber of Commerce for brochures, maps, lists of events, shopping info, sightseeing, etc.
2. Develop advertisements about the tournament.
3. Make out flyers with entry fees including the luncheon price and 2,000 dollars cash prizes.
4. Make up a program book for the tournament, which shall include emergency information with TTY availability and a list of hospitals with addresses and telephone numbers.
5. Arrange all printing.
6. Be responsible for announcements for all activities during the tournament.
7. Obtain a photographer for the annual group pictures.
8. Arrange the contest for the M.D.G.A. King and see about the coronet and sash for the King.

Section 7: Responsibilities of the Secretary Chairperson

1. Record the minutes of the meetings.
2. Mail the general entry blanks, hotel brochures, room reservation cards, tips of local sightseeing places, and other information to the M.D.L.G.A. Secretary-Treasurer by April 1st.
3. Maintain correspondence with the M.D.L.G.A. Board and golfers.
4. Distribute the USGA Rules books at the time of registration.

5. Have a list of the M.D.L.G.A. board members' home addresses and phone numbers and email addresses.

Section 8: Responsibilities of the Treasurer Chairperson

1. Maintain records of the local tournament funds.
2. Monitor all fundraising activities.
3. Prepare cash prizes with the Prizes/Trophies Chairperson.
4. Prepare a financial report within two months of the end of golf tournament with the unanimous approval of the local committee and send the copies to the M.D.L.G.A. President and Secretary-Treasurer.

Section 9: Prizes, Trophies and/or Plaques

1. Estimate the costs of the plaques. (Compare prices and qualities of plaques from different companies.)
2. Contact organizations and companies requesting donations of trophies at least five (5) months in advance.
3. Order and purchase plaques with engravings. Then plaques shall be distributed to:
 - Champion Flight for 9 holes
 - First Flight winner for 9 holes
 - Champion Flight for 18 holes
 - First Flight winner for 18 holes
 - Senior Champion for 9 holes
 - Senior Champion for 18 holes
 - State Team Champion for two in 9 hole group
 - State Team Champion for two in 18 hole group
4. All plaques except state team shall be engraved as follow:

[Logo, picture of golf, etc.]
Year of tournament, i.e., 2003
Midwest Deaf Ladies Golf Association
Number of annual tournament, i.e., 41st Annual
name of event, i.e., Championship Flight
Number of holes, i.e., 18 holes
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Name of golf course  
Location of golf course (city and state)

5. Either trophies or plaques shall permit for state teams if money permitted.
6. Arrange for trophies to be set up in a proper and safe place for display throughout the tournament if the hotel or golf course permitted.
7. Plan a program for the presentation of plaques at the banquet by the M.D.L.G.A. President and representatives.

**Section 10: Responsibilities of the Fundraising Chairperson**

The host shall raise a minimum of \$2,000 for the tournament prize fund, no matter how many golfers participate.

1. Plan projects for raising funds for the tournament.
2. Write letters five months in advance to various organizations requesting financial contributions.
3. Find other possible sources of funds (i.e., 12/20/2007 selling pens, etc.)

**Section 11: Responsibilities of the Luncheon Chairperson**

1. Reserve the location of the luncheon.
2. Estimate the number of people who will attend.
3. Arrange the price per person for the luncheon and see about the printing of tickets.
4. Suggest food servings for the luncheon with the local committee.
5. Make arrangement for entertainment such as playing games, etc.

Lauri Ponikiewski,  
Law Chairperson  
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