



Golfers shall be placed as follows:

1. After the first round, interested golfers shall play the putting contest.
2. After the second round, the Host City Committee shall pick the restaurant for the members' dinner.
3. Before the third round, the Pro Manager / Host City Committee shall select 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 MDLGA Board at least twice before the tournament.
7. Prepare a meeting place for MDLGA members for the evening prior to the day of the golf tournament. There shall be raised platform for the officers and tables for general meeting.
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 (minimum of \$1,000) to MDLGA Secretary-Treasurer at the board meeting.
10. Choose someone to sell 50/50 raffles on the evening of banquet for MDLGA 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 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.
4. Arrange all printing.
5. Be responsible for announcements for all activities during the tournament.
6. Obtain a photographer for the annual group pictures.
7. Arrange the contest for the MDGA King and see about the coronet and sash for the King.

**Section 7: Responsibilities of the Secretary Chairperson**

1. Record the minutes of the committee meetings.
2. Mail the general entry blanks, hotel brochures, room reservation cards, tips of local sightseeing places, and other information to the MDLGA Secretary-Treasurer by April 1st.
3. Maintain correspondence with the MDLGA Board and golfers.
4. Distribute the USGA Rules books at the time of registration.
5. Have a list of the MDLGA 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 MDLGA 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
  - 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. Senior Champions for both 18 and 9 holes to have certificates instead of plaque.
6. Either trophies or plaques shall permit for state teams if money permitted.
7. 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.
8. Plan a program for the presentation of plaques at the banquet by the MDLGA President and representatives.

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

The host shall raise a minimum of \$1,000 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 Dinner Chairperson**

1. Reserve the location of the dinner.
2. Estimate the number of people who will attend.
3. Arrange the price per person for the dinner.
4. Suggest food servings for the dinner with the local committee.
5. Make arrangement for entertainment such as playing games, etc decided by the Host City Committee.

Lauri Ponikiewski,  
Law Chairperson  
October 18, 2009