

MIDWEST DEAF GOLFERS ASSOCIATION (MDGA)

Annual Golf Tournament Guidelines

A. Annual Tournament Date, Bidding, Host

1. The annual golf tournament of this association shall be held during the first week of August. If August 1 is on Sunday through Wednesday, this is the first week of August.
2. Bids for the tournament site must be made three (3) years in advance. In order for the membership to consider a site, three (3) or more members from the bidding area must be present at the meeting when a bid is made.
3. The host shall be required to make a deposit of \$100 for the right to bid as host for the tournament. If a bid is successful, the deposit shall be placed in escrow and applied to proceeds from the tournament.

B. Flights

1. The annual tournament is divided into four (4) flights for regular golfers. They are Championship, First, Second and Third Flights. For senior golfers, there are three (3) flights. They are Senior Championship, Senior First and Senior 27-Hole Flights.

C. Host General Responsibilities

1. **BASIC ENTRY FEE:** The host shall determine an entry fee, subject to the approval of the President, Vice-President, Secretary and Treasurer. An entry fee should include the following items: 1) membership fee, 2) registration fee, 3) prize fee, 4) green/cart fee, 5) banquet fee.
2. **PRIZES:** The host shall raise a minimum of \$2,000 for the tournament prize fund. This host prize fund, the prize fees paid by golfers and the MDGA prize fund make up the total tournament prize fund, no matter how many golfers participate.
3. **TROPHIES:** The host shall purchase and/or solicit trophies for the tournament. See the Trophy Chairperson section for more information on trophies.
4. The host shall provide interpreters wherever they are needed, such as at hotel check-in time, and any meetings with hotel or golf course personnel.
5. The host shall receive from the MDGA treasurer a tournament prize fund raised by the member states of the MDGA. The member states are listed in Article II of the By-Laws.
6. The host shall provide special assistance to a tournament participant's spouse or child having such handicap that requires it.
7. The host shall provide special a full accounting (report) of all monies collected and spent for the tournament held in the name of the MDGA.
8. The host shall plan some social activity for Tuesday and/or Wednesday evening.
9. The host shall hang the MDGA banner in the golf clubhouse and in the banquet room.

D. The Association's (MDGA) Responsibilities

1. The association shall advertise in the MDGA newsletters and on its website (www.mdga1947.org).

2. The association shall collect the tournament entries.
3. The association shall collect the MDGA prize fund from each of the member states. Each state shall raise \$380 each year for this fund.
4. The association shall present the Hall of Fame awards.
5. The association shall preside over all meetings during the tournament week.
6. The association shall pay green fees to the golf course for the tournament.
7. The association shall collect the membership and registration fees from each entrant.
8. The association shall turn over all prize fees to the host.
9. The association shall reimburse the host for the special awards (Medalist and Most Improved Golfer).
10. The association shall mediate any disagreement among golfers within a group. A golfer may bring a complaint before the MDGA officers, provided there are other witnesses. The officers may exercise their authority to remove a golfer from a tournament for his inappropriate behavior or action.
11. The association shall reserve the right to conduct any activity for fund raising during the tournament.
12. The association shall assist the host with fund raising.
13. The association shall establish the rules of the tournament. In general, the USGA rules apply with a few exceptions as allowed by the MDGA. Winter rules are permitted both in the fairway and the rough. For out-of-bounds, the golfer has an option. He can hit again from the same spot, with a one stroke penalty. Or, he can elect to go to the point where he crossed the out-of-bounds margin and hit from there with a two stroke penalty. For a lost ball, the golfer will drop in the area of the lost ball with a one stroke penalty. There is a maximum stroke limit. On a par 3, the limit is 6 strokes. The golfer enters 7 on the scorecard. On a par 4, maximum is 8. The golfer enters 9 on the scorecard. On a par 5, limit is 10. The golfer enters 11 on the scorecard. The golfer also enters 4 putts for that hole, no matter what.
14. The trustees shall have the responsibility of keeping score and arranging foursomes for all three days of the tournament.

E. Host Chairperson Responsibilities

1. Appoint committee members to oversee the following areas.
 - a. Assistant Chairperson
 - b. Fund-raising Activities
 - c. Banquet Arrangements
 - d. Trophies
 - e. Prize Funds
 - f. Publicity Activities
 - g. Social Activities
2. Preside over committee meetings – ex-officio member of all committees.
3. Present the bid at the annual MDGA meeting for a future golf tournament.
4. Reserve a golf course. Refer to section G of these guidelines.

5. Reserve a motel or hotel for the tournament headquarters. Refer to section H of these guidelines.
6. Inform MDGA officers about planning and progress made toward the tournament during the first three months of the year. Submit a final progress report sixty (60) days prior to the tournament. If available, give a copy of hotel and golf course contracts to the MDGA Secretary.
7. Mail the general entry form to the Secretary by April 1st.
8. Prepare the financial report within one (1) month after the end of the tournament with the unanimous approval of the host committee and forward it to the MDGA President and Secretary.

F. Host Committee Responsibilities

1. Assistant Chairperson
 - a. Maintain records of the local tournament fund, both income and expenses.
 - b. Approve expenses with Chairperson's consent for each committee.
 - c. Appoint rangers to work at the golf course during the tournament to help speed up play if necessary.
 - d. Function as the Host Chairperson during his/her absence.
2. Fund-Raising Activities
 - a. Plan fund-raising projects for the tournament with the Assistant Chairperson.
 - b. Contact the local chamber of commerce for fund-raising suggestions.
 - c. Establish a monetary goal and keep track of the progress toward that goal.
 - d. Work closely with the assistant chairperson on itemizing income and expenses.
3. Banquet Arrangements
 - a. Reserve a location with capacity of at least 250 seats for the banquet.
 - b. Arrange for the printing of tickets for the banquet.
 - c. Arrange for proper seating of MDGA officers and guests at the head table.
 - d. Select food choices for the banquet with the approval of the host committee.
 - e. Determine the price per adult, and look into reduced prices for young children.
 - f. Appoint a Master of Ceremonies to run the banquet with the approval of the host committee.
 - i. Introduce people at the head table.
 - ii. Tell jokes, stories.
 - iii. Introduce banquet speakers.
 - g. Set up nameplates for head table only. Suggestions for head table are:
 - i. MDGA and MDLGA officers, and spouses
 - ii. Host Chairpersons and spouses

- iii. Master of Ceremonies and spouse
- iv. Speakers, if any, and spouses
- v. Banquet Chairperson and spouse
- h. Prepare an extra table for trophies and other items.
- i. Make sure the platform for Master of Ceremonies and trophy presentations is high enough and well lighted for visibility.
- j. Make arrangements for a floor show, if desired.
- k. Purchase roses, tiara and sash for the MDGA queen.
- l. Remind MDGA President to meet with officers and host chairperson for the purpose of electing the MDGA queen.
 - i. The queen elected shall not be from the local area of the tournament.
 - ii. The queen elected shall not be a previous MDGA queen.
 - iii. The people involved should observe the personality, attitude, popularity, enthusiasm and involvement among the ladies considered to be elected as the MDGA queen.

4. Trophies

- a. Trophies shall be distributed to:
 - i. Tournament Champion
 - ii. Tournament Runner-Up
 - iii. First Flight Champion
 - iv. Second Flight Champion
 - v. Third Flight Champion
 - vi. Senior Champion
 - vii. Senior First Flight Champion
 - viii. Handicap Champion
 - ix. Senior Handicap Champion – NFSD is responsible for this
 - x. State Team Champions (4 small trophies)
 - xi. Most Improved Golfer – MDGA pays for this
 - xii. Medalist – MDGA pays for this
- b. Compare prices and quality of trophies from different companies. Try to obtain at wholesale prices, if possible.
- c. Order and purchase trophies and arrange for engraving.
- d. Contact organizations and companies requesting donations of trophies. Do this at least five (5) months in advance.
- e. Arrange for trophies to be set up in a proper and safe place for display throughout the tournament.
- f. Arrange for distribution of trophies to winners.

5. Prize Funds

- a. Request donations from companies. Ask for hole sponsorship, ask for program book advertisements, ask for items such as towels, golf balls, tees, ball markers. Ask golf course for plastic name plates to attach to golf bags. Ask next year's tournament host to advertise.
- b. Set up the prize fund.

- i. Collect the prize fees paid by golfers from the MDGA Treasurer.
 - ii. Collect the tournament prize fund from the MDGA Treasurer.
 - iii. Raise a minimum of \$2,000 for the prize fund from local fund-raising.
 - c. Work with MDGA officers to determine the prize payout to golfers. All golfers will receive no less than the amount of the prize fee. All prizes are to be paid in cash or check. Gift certificates or merchandise will not be considered.
 - i. *Suggested Prize System*: For each of the first two days of the tournament, arrange the golfers into four (4) groups, as equal as possible, based on their scores on that day. Each group shall receive the same amount of prize money. For example, \$40 to the low ¼ of scores), then \$35, then \$30, then \$25 to the high ¼ of scores. After the tournament is completed, pay remaining prizes to golfers in at least top one-third and at most top one-half of the field.
 - ii. If handicap prizes are paid out, then split the prize fund between scratch and handicap results based on MDGA membership approval of prize fund splits.
 - iii. Understand that this is only a suggestion. Should the host prefer a different prize system, the host must contact the MDGA President well in advance for approval.
 - d. Ask the tournament champion to choose a golf windbreaker (jacket or pull-over) or sweater with the course logo from the pro shop. The host is to purchase the item and present it to the tournament champion at the banquet.
 - e. Establish contests such as closest to the pin, longest drive, fewest putts either all three days or on last day only. On first two days, separate the regular and senior golfers. On the last day, hold separate contests based on each flight.
- 6. Publicity Activities
 - a. Prepare advertisements of the tournament at least one year in advance. Distribute them at MDGA tournaments and other deaf golf events such as FWGAD and SEDGA tournaments. Try to distribute as many flyers as possible.
 - b. Create posters for exhibits at deaf conventions or gatherings, such as NAD, NFSD, or post at deaf regional sports events such as CAAD, MAAD and also national sports events, if possible.
 - c. Draw a general map of the local area. Show the headquarters hotel and the golf courses. Include other places of interest such as restaurants, shopping malls and sporting goods stores. For non-golfers, show sightseeing places of interest, if possible.
 - d. Place advertisements or flyers in local, state and national publications for deaf readers, if necessary.

- e. Spread the word of the MDGA website, www.mdga1947.org
 - f. Obtain a local photographer to capture the tournament in photographs, especially for group photographs and foursomes. If desired, contact a local deaf artist for drawings or paintings, if available.
 - g. Contact the local newspaper about the MDGA/MDLGA tournaments.
7. Social Activities
- a. Plan an event that will entertain golfers and families during the evenings after the first two rounds. The banquet is held on the evening after the final round. A social gathering at a local deaf clubhouse is usually a very good event. This does not have to be a formal event.
 - b. Arrange for some entertainment and transportation for the golf widows and their families. A nearby shopping center, children's eat-and-play store or general tourist attraction would be good places for entertainment.

G. Golf Course Requirements

1. The golf course shall be convenient to a nearby hotel, preferably within ten (10) miles. If this is not possible, then the golf course shall be an easy drive from the hotel by highway or freeway.
2. The golf course must be an official USGA slope-rated 18-hole layout. Par must be at least 70.
3. The golf course shall have tees for regular golfers at about 6,100 yards and tees for senior golfers at about 5,900 yards. This yardage guideline is based on a par 72 course.
4. The golf course shall have an above-average USGA slope rating. It shall be challenging for the better golfers, yet be fair for all golfers. It shall be enjoyable for all golfers to play.
 - a. A slope rating of 130 or more is considered very difficult and is not recommended for the MDGA tournaments. If no other course is available, then the yardage of such a difficult course should be reduced to be fair to all golfers.
5. The golf course shall be well maintained.
6. The golf course shall have a practice putting green and a driving range.
7. The golf course shall have a sufficient number of golf carts for a shotgun start and extra carts for rangers, if needed.
8. The golf course shall have a clubhouse with an adequate pro shop, at least a snack bar serving food and drinks, and adequate seating capacity.
9. The golf course shall have an adequate meeting area for the Board and Delegates meeting at 3pm in the afternoon prior to the first day of the golf tournament.

H. Tournament Headquarters Requirements

1. The motel/hotel shall provide two meeting rooms for the evening prior to the first day of the golf tournament (one room for the MDGA and one for the MDLGA).

- a. These rooms should hold the appropriate number of people.
 - b. Set up one cash bar to serve both rooms, if possible.
 - c. Provide a platform for meeting visibility purposes.
2. The host shall set up a registration area in the lobby for use by the host committee and the MDGA Treasurer. If possible, set it up near the meeting rooms.
3. The host shall ask the hotel for complimentary rooms for executive or committee use during the tournament. If not provided, then the host shall determine the best location in the hotel for such use.
4. The motel/hotel shall have a restaurant and a lounge (wet bar).
5. The host shall reserve at least 25 rooms for the MDGA and MDLGA.
6. The host shall accept other compliments from the motel/hotel when offered.