

MEXICAN AMERICAN GOLF ASSOCIATION

STATE TOURNAMENT GUIDELINES

PURPOSE: to provide consistent guidelines to the Tournament Committee for the preparation and the conducting of the California Mexican American Golf Association's Annual State Tournament.

State Tournament Director Responsibilities/Functions:

- Oversee the budget.
- Ensure the Chapter/Council running the tournament has the current By-Laws and State Tournament Guidelines.
- Ensure the By-Laws and State Tournament Guidelines are followed throughout the tournament process.
- Meet with the Chapter/Council Tournament Committee running the tournament as needed.

1. PREPARATIONS:

The Annual State Tournament should be set up to take place over the Labor Day weekend in September. Hosting Council or Chapters should make every effort to schedule the Labor Day weekend in the State Tournament pre-package proposal. Pre-package proposal shall be presented at the second quarterly State meeting and finalized at the third quarterly meeting of the prior year of State Tournament.

- A. Hosting Council shall make determination of Chapter(s)/Council to Host State Tournament by the Councils first quarterly meeting of the prior year of the State Tournament.
- B. Tournament shall be based on a break-even basis. Cost of tournament must be kept at a reasonable and agreeable fee to the State Governing Board.
- C. Formula to be used – See Attachment "A."

2. NEGOTIATIONS:

- A. Sponsors shall be solicited solely for the benefit of the tournament. Cap or shirt may be purchased for committee members for identity at State Tournament. Neither tournament funds nor sponsor donations shall be used for Council/Chapter(s) or individual gain.

3. TOURNAMENT COMMITTEE RESPONSIBILITIES AND FINANCIAL ACCOUNTING REQUIREMENTS:

- A. If State Board provides advance funds to ensure reservations and appropriate contracts, host Council/Chapter shall reimburse state Board no later than the November State meeting after the tournament.
- B. If needed, open new bank account with four names on signature card. A final report should be submitted prior to the fourth quarter meeting. The State will appoint an audit chairperson.
- C. Submit a preliminary Income & Expense Budget (Attachment "A") at the third or fourth quarterly State meeting of the prior year.
- D. Committee shall stay within the budget and not overspend, barring any unforeseen circumstances.
- E. Income & Expense spreadsheet ledgers shall be used to keep record of the account, Spreadsheet should use the categories on the Profit & Loss Statement.

1. Record all monies received within each category. Each deposit shall reflect all individual entries and shall be recorded in the income spreadsheet in its designated column.
2. Record all monies paid out separately. Checks shall not be issued for amounts over what charge or invoice reflects. If the band or Mariachi is paid a deposit and then require cash payment for balance at end of engagement an individual check for each balance shall be cashed in advance. Each check shall be recorded in its designated column.
3. Optional, not part of entry fee; All optional money games (i.e. Skins, money holes, etc.) These shall be kept track of on attachment C, State Tournament Formula & Budget Forecast. Participant lists on each category shall be submitted to the audit committee.

F. All bank monthly statements, including the opening statement, consecutive monthly statement, while the account was in effect, and the final closing statement shall be submitted to the Tournament Auditing Committee.

G. Accountability of entry fees, dinner/dance, raffles, and all other income producing activities and a full written report with supporting vouchers, receipts, etc. shall be furnished and submitted to auditing committee within sixty (60) days after the tournament. A final report of the above should be presented at the fourth quarterly meeting.

H. Audit shall be completed, and a written report of all accounts (open or closed) shall be submitted to the State Board at the fourth quarter meeting of the tournament year. An audit form shall be attached to the report. Enclosed should be a form that will serve as a checklist of all income and expenses (i.e., do all deposits coincide with spreadsheet and do the cancelled checks or cash receipts coincide with the spreadsheet). The audit committee consists of the Council Directors and the Treasurer.

1. For accounting of income and expenses the State will provide spreadsheets or journal ledgers to the hosting Council or Chapter(s).

4. HOSTING COUNCIL OR CHAPTER REQUIREMENTS AND BENEFITS:

A. State will provide seed money up to a maximum of \$2,500.00.

B. Hosting chapter will share in the net profits based on 40% State and 60% hosting council or chapter(s).

C. Council or Chapter(s) shall have minimum of 30 members to bid for the State Tournament.

D. Hall capacity to accommodate tournament participation for dinner/dance.

E. One (1) or two (2) championship 18 holes golf courses or Three (3) 9 hole adjoining courses shall be reserved for the State Tournament.

F. Maximum of 240 golfers (120 golfers on each course) for tournament. Contract with golf courses shall be negotiated so player count can be reduced without penalty by entry and/or golf course deadline.

G. The dinner/dance is optional depending on the tournament venue.

5. HOSTING COUNCIL:

Rotation of the Annual State Tournament will be from Northern to Central to Southern Council. If hosting Council is not able to host tournament, the State Board/committee may assume responsibility to run the tournament.

6. ENTRY FORMS:

- A. Tournament Committee shall provide entry forms to the member no later than June 1. Deadline for return of entry form by members shall be 30 days before Tournament, after such date, entries from members and guests shall be accepted until tournament is filled.
- B. Cancellations shall be accepted no later than ten (10) days prior to Tournament or the golf course cancellation contract deadline date.

7. TOURNAMENT CHAIRPERSON:

Tournament Chairperson and/or Tournament Committee is responsible for properly arranging all tournament details to allow golfers to participate in a competitive atmosphere.

- A. Format- See Attachment "B"
- B. Index- the August Index will determine handicap to be used. Maximum Handicap for any flight is Men 36, Women 40.
- C. Insurance- If Tournament site or hall require insurance coverage, the Tournament Director will notify the State Administration who will then secure the necessary insurance riders. This insurance does not cover Liquor License.
- D. Flight Tees- The Championship Flight and the current M.A.G.A. gross State Champion shall tee up from the Championship Tees. The Championship flight shall tee up on the same course each day and not be separated. All other Men Flights (except the Golden 80's) and Junior boys will tee up from the Regular Men's Tees. The Golden 80s flight will tee up from 1 (one) tee forward of the Regular Men's tees. Women and Junior girls will tee up from the Ladies Tees. Should women declare to play in any other flight, USGA rules will be followed.
- E. Tie Breakers- In the event of Overall Low Gross ties after the tournament, tied participants shall engage in a sudden death play-off. Tournament Chairman will determine hole(s) after consulting with golf course. All other ties shall be determined by using USGA recommendations.
- F. Tournament scores shall be posted daily and displayed in a prominent place for participant's information.
- G. Only S.C.G.A., S.C.P.L.G.A., and N.C.G.A. computerized systems will be recognized.
- H. A tee prize commemorating Tournament may be provided for all golfers attending (i.e., hats, towels, visor, etc.). A tee prize shall bear M.A.G.A. logo.
- I. Shotgun start both days will commence with a moment of silence in memory of our founder, Mr. Nash Fernandez and other deceased M.A.G.A. members.
- J. Ladies program optional at State Tournaments.
- K. Spotters/Marshals may be used at State Tournaments, if allowed by the golf course, to promote faster play.

8. ELIGIBILITY:

- A. For any current or reinstated member to be eligible to win in any flight at the State Tournament, he/she must have been a member in good standing as of the first quarterly State meeting of the current year.

- B. Any new member who joins prior to April 1st will be eligible to win in any flight at the State Tournament.
- C. Any new member who joins April 1st or later is only eligible to win in the Guest Flight.
- D. It is the responsibility of the chapter officials to inform all their new or reinstated members of their State Tournament eligibility. This disclaimer shall also be on entry flier.

9. STATE TOURNAMENT EXEMPTIONS:

- A. The current low gross Champions in the Men's (all men's flights inclusive), Ladies, Senior, Super Senior, Golden 80's and Junior flights shall be required to pay green fees only. The hosting Chapter/Council may grant them further exemptions if they choose to subsidize the costs incurred.
- B. Host Council/Chapter(s) Tournament Chairperson shall extend a written invitation to the State President and defending State Champions, to participate in the current tournament. The invitation shall list the exemption benefits. (If the State runs the tournament, the State Tournament Chairperson shall be responsible for extending the written invitation.)

10. CHAMPION BENEFITS:

- A. Overall Low Gross Champion and Overall Low Net Champion are paid by MAGA State funds.
 - 1. Charro Sombrero
 - 2. Windbreaker with M.A.G.A. logo
 - 3. Two (2) golf shirts with M.A.G. A. logo
 - 4. Paid entry fee to State Tournament & Two (2) nights paid lodging for the following years State Tournament
 - 5. Additionally for the overall low gross State champion, a \$500 account will be available to cover entry fees and mileage when representing MAGA in non-association tournaments, or if he has not already received one, may elect to receive a MAGA state champion ring.
- B. Low Gross Flight Champions are paid by State Tournament Funds.

Champions in the Men's (all men's flights inclusive), Ladies, Senior, Super Senior, Golden 80's and Junior Flights will each receive a Charro Sombrero.

11. STATE PRESIDENT BENEFITS: To be paid by MAGA State funds

- 1. Entry Fees to the State Tournament
- 2. Two nights lodging

12. JUNIORS:

- A. The Junior Flight participants at the M.A.G.A. State Tournament must adhere to Rules of Play under State Tournament format. They shall pay standard green fees, dinner, and cart fee if mandatory.
- B. Juniors entered into M.A.G.A. Tournament play cannot be awarded any type of gift certificate or monetary prizes. Trophies shall be awarded to the winners.
- C. The hosting Council/Chapter may have a Junior competition in addition to the State Tournament competition. The competition may consist of a putting contest, long drive contest and/or a chipping contest. Awards cannot be gift cards or monetary, but may be golf clubs, golf balls or trophies.

13. RULES OF PLAY:

Rules of play at Annual State Tournament shall be consistent with the USGA Rules of Golf as modified by local Course Rules and the State Tournament Director or Committee.

Current Revision Date:

09/02/2022

On Sept 2, 2022, the State President, Council Directors and delegates present at the State Meeting in Menifee, CA approved these State Tournament Guidelines.

State President	Alicia Meiners
Northern Council Director	Arnold Salazar
Central Council Director	Ben Rodriguez
Southern Council Director	Ray Derma

Past Revision Date:

On February 27, 2010, the Council Directors and delegates present at the State Meeting at Vejar's Restaurant in Tulare, California approved these State Tournament Guidelines.

State President **Marc Longoria**

Northern Council Director **Alicia Meiners**
Delegate **Art Serrano**
Delegate **Arnold Salazar**

Central Council Director **Tony Morales**
Delegate **Sal Lopez**
Delegate **Mike Gonzalez**

Acting Southern Council Director
John Salazar

ATTACHMENT "A"

STATE TOURNAMENT FORMULA & BUDGET FORECAST
(Template only –Use Excel Version for Tournament Planning and Reporting)

Income:		Budget	Actual
1.	State Advance: Not to exceed <u>\$ 2,500.00</u>	\$ _____	\$ _____
2.	Sponsors: Major _____	\$ _____	\$ _____
	Tee _____	\$ _____	\$ _____
	Other _____	\$ _____	\$ _____
3.	Entry/Cart fees _____ @ \$ _____	\$ _____	\$ _____
	Juniors _____ @ \$ _____	\$ _____	\$ _____
	Champions <u>5</u> @ \$ _____	\$ _____	\$ _____
	Complimentary <u>3</u> @ \$ _____	\$ _____	\$ _____
4.	Extra dinners/dance _____ @ \$ _____	\$ _____	\$ _____
5.	Ladies Function _____ @ \$ _____	\$ _____	\$ _____
6.	Group entry (less hotel) _____ @ \$ _____	\$ _____	\$ _____
7.	Other Income		
	Raffle	\$ _____	\$ _____
	Program Ads	\$ _____	\$ _____
	Surplus hats/visors	\$ _____	\$ _____
	Reimbursement of bad checks # _____ @ \$ _____	\$ _____	\$ _____
	Miscellaneous	\$ _____	\$ _____
	Total Income	\$ _____	\$ _____
Expenses:			
1.	State Advance Reimbursement	\$ _____	\$ _____
2.	Green/cart 2 days Course #1 _____ golfers @ \$ _____	\$ _____	\$ _____
	2 days Course #2 _____ golfers @ \$ _____	\$ _____	\$ _____
	(includes Pro-shop merchandise \$ _____)		
	Dinners/Dance Dinners _____ @ \$ _____	\$ _____	\$ _____

		Budget	Actual
3.	Ladies Function Ladies _____ @ \$ _____	\$ _____	\$ _____
4.	Awards & Prizes		
	Trophies _____ @ \$ _____	\$ _____	\$ _____
	Hats/Visors _____ @ \$ _____	\$ _____	\$ _____
	Other tee prizes _____ @ \$ _____	\$ _____	\$ _____
	Raffle tickets & merchandise _____ @\$ _____	\$ _____	\$ _____
	Closest to the Pin \$ _____	\$ _____	\$ _____
	State Champion - Windbreaker/Sombrero/2 shirts	\$ _____	\$ _____
	Overall Low Net State Champion - Windbreaker/Sombrero/2 shirts	\$ _____	\$ _____
	Low Gross Flight Champions – Men’s, Senior, Super Senior, Ladies, Golden 80’s, Junior – Sombrero Only	\$ _____	\$ _____
	Junior Activities - Chipping, Putting, Long Drive Contest awards	\$ _____	\$ _____
	Entertainment:		
	Music Saturday night	\$ _____	\$ _____
	Trio or Mariachi’s <u>3 Hrs.</u> Maximum	\$ _____	\$ _____
	beverages/food	\$ _____	\$ _____
5.	Exemptions: State Champion Overall		
	A. Defending Overall Low Gross and Low Net Champion		
	_____ Entry Fees @ \$ _____	\$ _____	\$ _____
	_____ Lodging @ \$ _____	\$ _____	\$ _____
	B. State President		
	Tournament Exemption _____ @ \$ _____	\$ _____	\$ _____
	Optional other @ \$ _____	\$ _____	\$ _____
	C. Low Gross Champions: See section 9a, State Tournament Exemptions: # _____ @ \$ _____	\$ _____	\$ _____
	D. Additional exemptions: # _____ @ \$ _____	\$ _____	\$ _____
6.	Administrative:		
	Printing: Brochures \$ _____ @ \$ _____	\$ _____	\$ _____

		Budget	Actual
Confirmation cards	\$ _____ @ _____	\$ _____	\$ _____
Tickets	\$ _____ @ _____	\$ _____	\$ _____
Copies	\$ _____ @ _____	\$ _____	\$ _____
Postage	\$ _____ @ _____	\$ _____	\$ _____
Bank services	\$ _____	\$ _____	\$ _____
Supplies	\$ _____	\$ _____	\$ _____
Telephone	\$ _____	\$ _____	\$ _____

7. Tournament Committee Meetings:

Conference room		\$ _____	\$ _____
Lodging		\$ _____	\$ _____
Meals/services/tips		\$ _____	\$ _____
Travel		\$ _____	\$ _____

8. Cancellation refund

Golf fees _____ @ \$ _____	\$ _____	\$ _____
Dinners _____ @ \$ _____	\$ _____	\$ _____

9. Other- In & Out

Bad Checks _____ @ \$ _____	\$ _____	\$ _____
Bank charges \$ _____	\$ _____	\$ _____

Total Expenses \$ _____ \$ _____

Summary:	Total Income	\$ _____
	Total Expenses	\$ _____
	Net Profit	\$ _____
	State Share 40%	\$ _____
	Host Organization 60%	\$ _____

Date_____ Host Organization_____

Tournament Chairperson Signature _____ Date audit completed_____

Audit Committee Chairperson _____

Committee _____

Date_____ Chairpersons Signature_____

Organization Chairperson_____

Revised May 2022
Adopted 09/02/2022
Adopted 2/27/2010

ATTACHMENT

“B”

STATE TOURNAMENT FORMAT

A. FLIGHTS: Determined by August Handicap Index.

Championship	0 – 9.9
First	10.0 – 12.9
Second	13.0 – 15.9
Third	16.0 – 22.9
Fourth	23.0 – 36.0
Ladies	0 - 40

- If a Lady is declared in any of the men’s flights – she shall tee off from men’s tees

(55 - 64 on 1 st day of Tournament)	Seniors	0 – 36
(65 and above on 1 st day of Tournament)	Super Seniors	0 – 36
(80 and above on 1 st day of Tournament)	Golden 80’s	0 – 36

- The Golden 80’s flight will exist at the discretion of the Tournament Director

(under age 18)	Juniors	All Handicaps
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- In compliance with the USGA Junior Amateur Status rule

Disclaimer: Flights shall/may be adjusted according to participation

*Guests composed of:

1. MAGA members who joined after April 1st,
2. MAGA members with no handicap,
3. Players that cannot verify their handicap,
4. Non-MAGA members, may play under Calloway scoring system.

B. PLACES PER FLIGHTS:

Tournament Committee can increase/decrease awards based on entries submitted by tournament deadline. Number of trophies will be determined by number of players in each flight. Any flight category can be split into multiple flights depending on the number of players (i.e., Senior Flt 1 and Senior Flt 2) Champions shall be eligible for only one trophy

Overall Low Gross Champion	1
Overall Low Net	1

Championship Flight	# of trophies will be determined by using a percentage of the # of players in each flight (Can be more, but must not be less than 32% of the # of players)
Men’s Flight(s)	
Ladies Flight(s)	
Seniors Flight(s)	
Super Seniors Flight(s)	
Junior Flight	
Guest Flight	
Golden 80’s Flight(s)	

Optional Presidents Flight	1 trophy for overall Low Net
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Adopted 09/02/2022
Adopted 2/27/2010

ATTACHMENT

“C”

STATE TOURNAMENT FORMULA & BUDGET FORECAST
(Template only –Use Excel Version for Tournament Planning and Reporting)

Not part of State Tournament Entry Fee

INCOME:			Budget	Actual
Blind Partner Buy-in	(Retain 5 to 10%)	_____ @ _____	\$ _____	\$ _____
Money Hole	(Retain 10 to 25%)	_____ @ _____	\$ _____	\$ _____
Skins	(Retain 5 to 10%)	_____ @ _____	\$ _____	\$ _____
Addl Games	(Retain 5 to 10%)	_____ @ _____	\$ _____	\$ _____
Total			\$ _____	\$ _____

AWARDED:			Budget	Actual
Blind Partner Buy-in			\$ _____	\$ _____
Money Hole			\$ _____	\$ _____
Skins			\$ _____	\$ _____
Addl Games			\$ _____	\$ _____
Total			\$ _____	\$ _____

INCOME	\$ _____
AWARDED	\$ _____
TOTAL EARNINGS	\$ _____

Revised May 2022
Adopted 09/02/2022
Adopted 2/27/2010