



Minnesota Golf Association

Serving the game for all golfers in Minnesota

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*Executive Director/
Chief Operating Officer*
Tom Ryan

Dear Golf Club:

Thank you for your interest in the GHIN Handicap service. The clubs that are on the GHIN service find it to be very convenient and easy to operate. We thank you for supporting the MGA through the MGA Associate Membership Program.

The individual MGA Associate membership for your members who participate includes a **USGA Handicap Index**, subscription to the **Minnesota Golfer** magazine, and an **opportunity to qualify and compete in MGA championship tournaments and tours**. Most importantly, **your MGA membership supports programs and services that contribute to the good of the game in Minnesota**.

MGA Member Clubs receive GHIN software free of charge, including the GHIN Handicap Management Program and the Tournament Pairing Program. The software programs are simple to use; however, if you should need assistance, your questions will be promptly answered at no charge by the MGA membership services department.

There are also many valuable Internet services available through GHIN. In addition to receiving a USGA Handicap Index card every other week during the golf season, each member of your club will have access to his/her scoring record and current USGA Handicap Index online at www.mngolf.org or www.ghin.com. If your club chooses to allow members to post online, members can post their scores via the Internet. Please contact us if you would like to know more about new GHIN Internet developments.

The MGA is looking forward to serving you this golf season and the next!

Sincerely,

Stacy Sazama
Member Services Director
952.345.3964

Allyson Wopata
Member Services Coordinator
952.345.3977

www.mngolf.org



How to start an MGA Associate Membership Program at your club:

- Find golfers – 20 or more for 9-hole clubs and 40 or more for 18-hole clubs** – to join the MGA and establish a USGA Handicap Index through your club.
- Collect \$19.00** from each golfer (some clubs collect an additional fee from their golfers as an administrative fee) to cover the MGA Associate Member fee.
- Fill out the MGA Club Information Sheet** and include a listing of your golfers with their names and addresses. ***It is also important that you ask members if they have previously had a GHIN number or USGA Handicap Index so that we can transfer their score histories to your club file.***
- Sign up for the MGA Membership Recruitment program (optional)** to allow golfers to register online (www.mngolf.org) for a USGA Handicap Index at your club.
- Review the Club Compliance Checklist**, which includes completion of the USGA Handicap Seminar: http://63.240.106.132/playing/handicaps/understanding_handicap/seminar/ and **complete the MGA Compliance Confirmation Form**. Send us a copy of the compliance form.

Once all the necessary information is sent in to the MGA, your database will be created and the GHIN Handicap Software will be sent to you with instructions for installation or you will be given access to www.ghinclub.net. The following are benefits you will receive when you begin your MGA Associate Member Program:

- **No Charge-** Besides the \$19.00 per golfer membership fee, there is no charge for your golf club to start the MGA Associate Membership Program.
- **Free Software-** The MGA provides free GHIN Handicap Software which is compatible with most computers. Tournament Pairing Program Software is also included. There are also GHIN Internet Features that your club can choose to use if you inquire.
- **GHIN Technical Support-** Don't worry if you are not a computer expert. The MGA member services department offers free GHIN technical support. We will help you install and operate the user friendly program!

MGA Member Club Information Sheet

Before you can begin using the GHIN Handicap Software, some information is needed to properly setup the software and handicap data for your computer. Please fill out this form completely and return it to MGA so that the process of setting up your GHIN computer can be completed. If you have further questions on any of these requirements, please contact Stacy at 952-345-3964 or 800-642-4405 ext 964, or Allyson at 952-345-3977 or 800-642-4405 ext 977.

Club Name _____

Services to be Installed- What kind of handicaps do you want your golfers to be able to have- 9 hole handicaps or 18 hole handicaps or both? (Check All Appropriate):

___ Men's 18-Hole ___ Men's 9-Hole ___ Women's 18-Hole ___ Women's 9-Hole

___ Other (specify- ie, Junior 18-Hole) _____

Internet Score Posting ___ Yes, I agree to give my members the option to post scores via the Internet.
(www.ghin.com)
___ No, I do not want my members to have the option to post via the Internet.

Club Handicap Contact Person _____

Address _____

City _____ State _____ Zip _____

Phone Number(s) _____ Email _____

COMPUTER INFORMATION

Brand Name _____

Windows Version _____ (i.e. 98)

Does your computer connect to the Internet? Yes _____ No _____

Required Player Information

Information for 10 players is required:

1. Name
2. GHIN #: (6 or 7 digits- if known)
3. Address: (mandatory- used only by the MGA for mailing the MN Golfer magazine)
4. Email: (player will receive an updated Handicap report by email each revision throughout the golf season)

Return Completed Form To: MGA, 6550 York Avenue South, Suite 211, Edina, MN 55435 - Fax: 952-927-9642

MGA Membership Recruitment Program

MGA Membership Recruitment Program: Join Online Now!

Sign Up to Allow Golfers to Receive a USGA Handicap Index through your Golf Club by Joining the MGA ONLINE

Your club can sign up for this program if you would like to accept new golfers to your GHIN roster. Unaffiliated golfers looking to become more involved in golf can locate a club from the list on our website and then register ONLINE to become a member of the MGA and establish a USGA Handicap Index through that club. The site will encourage golfers to select a course where they have a reasonable and regular opportunity to play. **This enrollment opportunity will be available to NEW members only (those who did not have an active GHIN record in 2008),** and the MGA will inactivate these new golfers from your list in 2010.

The online registration process for this program is as follows:

- **Golfers Register & Pay Online:** New Golfers will pay \$40 to the MGA using a credit card when they register online. The payment will cover the \$20 MGA Membership fee; the remaining \$20 will be credited to your club. **When a golfer joins, there is no fee to your club, just a credit!**
- **MGA Adds New Golfers to GHIN:** The MGA will add new golfers to your GHIN roster (male and female golfers will be added to separate club services to keep them separate from your main member rosters).
- **Club Transmits to Pick Up New Golfers' Info:** When you transmit your GHIN computer, the new golfers will show up in your GHIN database and you will be able to use their contact information to introduce them to different events and leagues at your club, as well as to get them involved in 2010 and beyond.

Please complete the enclosed enrollment form to get involved in this Member Recruitment Program. If you have questions; please contact us!

Stacy Sazama
952.345.3964 or 800.642.4405, x964
stacy@mngolf.org

Allyson Wopata
952.345.3977 or 800.642.4405, x977
allyson@mngolf.org



Please complete the enrollment form below if your club would like to sign up for this Member Recruitment Program. Please return this form with your additional new club forms.

Club Name: _____ **Contact Name:** _____

Email Address: _____ **Telephone Number:** (____) _____ - _____

Sign My Club Up

Sign Up to Allow Golfers to Receive a USGA Handicap Index through your Golf Club by Joining the MGA ONLINE

Applying for this program entails the following: Each new golfer will pay \$40 to the MGA using a credit card when they register online through this program. The payment will cover the \$20 MGA Membership fee; the remaining \$20 will be credited to your club. When a golfer joins, there is no fee to your club, just a credit! **Please indicate below how you would like these credits paid to your club:**

- Apply amount to be credited to our club's MGA account
- Check made payable to our golf club and mailed to club address

Please list any registration requirements to be posted online (example: "player must play three rounds of golf at our club in 2009"):

BECOME AN MGA ASSOCIATE MEMBER and RECEIVE MUCH MORE THAN A HANDICAP

The MGA Associate Program is up and running at your golf club. You have the option to become an annual member of the MGA through your course. The MGA Associate Membership is often thought of as a golfer's "GHIN handicap fee"; but in truth, it's much more than a handicap.

The Minnesota Golf Association is a non-profit organization with over 82,000 individual members, and over 400 member clubs. Individual members pay their MGA Associate Member fee at their home club and receive MGA benefits. In turn, the fees paid by these MGA Associate Members support the coordination of a number of different programs and services offered by the MGA.

BENEFITS FOR GOLFERS:

- Subscription to the Minnesota Golfer magazine
- USGA Handicap Index through the GHIN service
- Internet features such as eClubhouse and ghin.com for golfers to track their Handicap and post scores online
- Handicap revision updates emailed straight to the player!
- Up-to-date course rating information in national database ensures handicap accuracy!
- Eligibility to play in MGA tournaments and championships!

HOW THE MGA SERVES GOLFERS AND CLUBS IN MINNESOTA:

- Provides the GHIN Handicap service and educational seminars
- Conducts 17 state level championships (in addition to 7 USGA qualifiers)
- Provides course rating and measuring services
- Teaches, interprets the Rules of Golf
- Serves more than 400 golf clubs and 82,000 associate members
- Provides clearinghouse and resource for golf information
- Acts as USGA liaison organization
- Publishes the Minnesota Golfer magazine
- Lobbies on behalf of the golf industry
- Preserves golf's history and traditions and ensures the game's future
- Supports college scholarships through the Evans Scholars Program
- Supports turfgrass research, allied golf associations, golf tourism efforts, and charitable efforts
- Provides volunteer opportunities
- Runs junior and senior golf programs
- Leads regional volunteer network
- And enlists a passionate and committed staff working for the good of the game.



The MGA provides so much more than a handicap. The MGA delivers programs and services that contribute immensely to the good of the game in Minnesota. Members are actively supporting the USGA, MGA and the game of golf in Minnesota!



Club Compliance Checklist

Does your golf club comply as follows?

- Meet the USGA® definition of a golf club?
- Have a Handicap Committee composed mostly of members and chaired by a member? (Section 8-1)
- Have a USGA Course Rating and Slope Rating issued by an authorized golf association within the last ten years? (Section 14)
- Make it possible for players to record the correct USGA Course Rating and USGA Slope Rating with each posted score from every set of tees? (Sections 5-2 and 8-2b and c)
- Require the posting of all scores made at home and away? (Section 5-1)
- Require use of USGA procedures to adjust hole scores before posting? (Section 4)
- Require that nine-hole scores be combined and posted for handicap purposes? (Section 5-2c and d)
- Insist that the principles of the *Rules of Golf* be followed? (Section 5-1)
- Follow the revision schedule and posting season of the authorized golf association having jurisdiction in the region? (Section 8-3a and c)
- Ensure that all acceptable scores are entered correctly? (Section 5-2)
- Perform computations and adjustments in accordance with the USGA Handicap Formula? (Sections 8-4 and 10)
- Make current scoring records and a list of USGA Handicap Indexes® of all members readily available for inspection by others? (Section 6-3)
- Reduce or increase Handicap Indexes of any player whose handicap does not reflect their potential ability. (Section 8-4b)
- Obtain a new USGA Course Rating and USGA Slope Rating from an authorized golf association when permanent changes have been made to the golf course? (Section 14-5b)
- Include the letter “L” after local handicaps, which exceed the USGA maximum limits of 36.4 for men and 40.4 for women? (Section 3-4)
- Utilize the current USGA Course Rating and Slope Rating issued by an authorized golf association? (Section 14)
- Set up the golf course to make a consistent level of scoring possible? (Section 15)
- Participation by a representative from the golf club in a USGA Handicap Seminar (whether conducted by the USGA or an authorized golf association) including passing a test exhibiting knowledge about the system?
- Have a signed license agreement in place with a local authorized golf association or the USGA prior to issuing USGA Handicap Indexes?

If the answer to all questions is “yes,” the golf club is following the USGA Handicap System™, and may issue a USGA Handicap Index to each of its members. If any answers are “no”, contact the Minnesota Golf Association or the USGA to determine necessary action to achieve compliance. Once approved, the USGA will have an updated listing of licensed golf clubs on the USGA Web site, www.usga.org. A golf club must be licensed in order to utilize the USGA Handicap System™.

MGA Club Handicap Compliance Confirmation

MGA member clubs that participate in the MGA Associate Member program and use the GHIN service offered through the MGA are considered to be compliant under the MGA's license with the USGA. Please review the attached compliance checklist and complete this agreement confirming your compliance.

Name of Golf Club: _____ Club Number 45- _____

Handicap Chairperson

Every club must have a Handicap Chairperson, and the Handicap Chairperson may not be an employee of the club. If an employee is listed as the Handicap Chairperson, your club will not comply with the USGA Handicap System™.

Handicap Chairperson's Name: _____

Handicap Chairperson's Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (____) _____ - _____ Email: _____

By submission, I agree to the following:

1. Golf Club meets the definition of a golf club.
2. Golf Club follows the handicap revision schedule and active/inactive season of the authorized golf association.
3. Golf Club follows the USGA Handicap System™ manual in its entirety.
4. Golf Club meets all items in the club compliance checklist.

Signed: _____ Date: _____
(Handicap Chairperson)

Handicap Manager

The Handicap Manager is the person who receives the revision mailings and may operate the GHIN Handicap Program under the direction of the Handicap Committee. THIS PERSON MAY BE AN EMPLOYEE OF THE CLUB.

Handicap Manager's Name: _____

UPS Address (This is the address where the revision packages will be sent.)

Street _____

City: _____ State: _____ Zip Code: _____

Telephone: (____) _____ - _____ Email: _____

Please return this completed form to the MGA. Fax: (952) 927-9642 MGA 6550 York Ave South, Suite 211, Edina, MN 55435.