



Dear Prospective Affiliate Club,

The Minnesota Golf Association is delighted that you are interested in forming your own golf club without real estate (an MGA Affiliate Club)! This is a very popular option for a group of **10 or more golfers** who enjoy camaraderie, frequently play different golf courses, and want to support the MGA and enjoy MGA Associate Member benefits.

**OFFICERS**

*President*  
Robert H. Tennant,  
Indian Hills Golf Club

*Vice President*  
James M. Lehman,  
Windsong Farm

*Secretary/Treasurer*  
Ken Gerzsényi,  
Meadow Lakes Golf Club

*Past President*  
John Valliere,  
Braemar Golf Course

**REGIONAL  
VICE PRESIDENTS**

*Metro*  
Jim Lahl,  
Chaska Town Course

Randy Glasmann,  
Keller Golf Club

*Northeast*  
Barb Hanson,  
Whitefish Golf Club

*Northwest*  
Glen Hasselberg,  
The Vintage at Staples

*Southeast*  
Mark Bofferding,  
Eastwood Golf Club

*Southwest*  
Mark Loosbrock,  
Worthington Country Club

*West Central*  
John Young,  
Balmoral Golf Course

**STAFF**

*Executive Director/  
Chief Operating Officer*  
Tom Ryan

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

MGA Affiliate Clubs have two options for Handicap Management:

1. Install the GHIN Handicap Program software free of charge. The software program is simple to use; however, if you should need assistance, your questions will be promptly answered at no charge by the MGA technical support staff.
2. Log on to [www.ghinclub.net](http://www.ghinclub.net) and perform handicap management free of charge from this website- no installation necessary. This form of management is a popular option for groups without real estate, because it is easier to use and requires less maintenance than the software.

Contact the MGA Member Services Department if you'd like to talk about these two management options.

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](http://www.mngolf.org) or [www.ghin.com](http://www.ghin.com). If your club chooses to allow members to post online, members can post their scores via the Internet. You can also utilize the new **eClubhouse** feature from GHIN to design a club website where members can sign up for your club, track their handicap record, and communicate with other members.

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

# How to Get Your Affiliate Club Started Checklist

- Find 10 or more golfers** that have a regular opportunity to play golf together- friends, family, coworkers, etc.
- Choose a name and home course** for your club. Feel free to be creative with your club's name (sorry, but Burning Cow Golf Club and Empty Fish Tank are already spoken for).
- Fill out the MGA Affiliate Club Information Sheet** and include a listing of at least ten members of your golf club and 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.***
- Fill out the eClubhouse Enrollment form** if you would like to have a club website free of charge
- Review the Club Compliance Checklist, fill out bylaws, and complete the MGA Compliance Confirmation Form.** Send us a copy of the Compliance Confirmation Form.
- Send in club payment** (\$25 first year fee) **and payment for at least 10 members** (\$19.00 per golfer). If you decide to add more golfers to your roster later, you will be invoiced monthly for new golfers.

**Once all the necessary information is sent in to the MGA, your database will be created and either the GHIN Handicap Software will be sent to you with instructions for installation or you will be given access to [www.ghinclub.net](http://www.ghinclub.net). You will also be set up with eClubhouse at this time if you choose to use this feature.**

***Special First Year Club fee: \$25.00 + \$19.00 per golfer***  
**Regular Annual Dues: \$50.00 club fee + \$19.00 per golfer**

# MGA Affiliate Club Information Sheet

Before you can begin using the GHIN Handicap Service, some information is needed to properly setup the program and handicap data for your use. Please fill out this form completely and return it to MGA so that the process of setting up your GHIN database 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** \_\_\_\_\_

**Club Affiliation** \_\_\_\_\_ (List a golf course where your group plays most frequently.)

**Services to be Installed** (Check All Appropriate):

\_\_\_ **Men's 18-Hole** \_\_\_ **Men's 9-Hole** \_\_\_ **Women's 18-Hole** \_\_\_ **Women's 9-Hole**

**Internet Score Posting** \_\_\_ Yes, I agree to give my members the option to post scores via the Internet.

\_\_\_ No, I do not want my members to have the option to post scores 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 \_\_\_\_\_

**Which GHIN management method do you wish to use:**

\_\_\_ **GHIN software**

\_\_\_ **GHINclub.net:** (If checked): Password preference: \_\_\_\_\_

## Required Player Information

**Information for 10 players is required (attach separate list):**

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 every revision throughout the golf season)

**Address All Questions To:** Stacy at 952-345-3964 or Allyson at 952-345-3977  
**Return Completed Form To:** MGA, 6550 York Avenue South, Suite 211, Edina, MN 55435  
Fax: 952-927-9642

# eClubhouse Enrollment Form

To set your club up with a free customized eClubhouse website, please fill out this form completely and return it to the MGA so that the process of setting up your website and administrative access can be completed. If you have further questions, 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.

Name of Group/League or Golf Club requesting the eClubhouse site:

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Requested URL Name: \_\_\_\_\_ghinclub.com

Description (one or two sentence description of club and/or mission statement- to be published on site):

Club Address (Please use the address that best reflects the principal location of your golf club  
Note: only the zip code will be used in the eClubhouse search engine)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

Maximum Number of Members \_\_\_\_\_

Number of Events Per Year (Approximate) \_\_\_\_\_

Theme (Choose one) \_\_Blue \_\_Brown \_\_Green \_\_Purple \_\_Pink \_\_Red \_\_Tan

Club Makeup (Check one):

- All Men
- All Women
- Men and Women
- Men, Women, and Juniors
- Seniors

Open or Closed Enrollment

*Open Enrollment: Allows all interested golfers within a 50 mile radius to submit an application to join the club and access the eClubhouse site. The eClubhouse administrator will have the option to approve or deny members to the club.*

*Closed Enrollment: The "Join The Club" link will be hidden when visitors visit the site. The club's handicap chairperson can invite existing club members or potential new members to enroll in eClubhouse by sending them a link to the registration website.*

- Open Enrollment
- Closed Enrollment

**E-Mail Address**

A new member e-mail notification will be sent to this e-mail address each time a member registers to join your club

\_\_\_\_\_

**Pricing**

Each golfer that registers to join your eClubhouse site and is approved will be added to your GHIN roster if they are not already active on your GHIN roster. You will be billed \$18 for each activated golfer on your GHIN roster.

Item/Fee <i>(example)</i>	Price	Description
<u>Club Membership (&lt;20 characters)</u>	<u>\$25.00</u>	<u>MGA membership, including GHIN Handicap, and League entry fee (&lt;80 characters)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Additional Questions:** *(optional question(s) to ask members on their registration form in order for them to become a member- ie. Retired Men’s Golf Club may ask “How long have you been retired, and what was your career before retirement?”)*

**Website Administrator** \_\_\_\_\_ **Email** \_\_\_\_\_

**Log-on Information**

Please register a Username and Password, which will be used by the club administrator to add and update site content.

**Username** \_\_\_\_\_

**Password** *(case sensitive)* \_\_\_\_\_

**Current Password used to Access GHIN Management:** \_\_\_\_\_

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



## 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?

Once approved, the USGA will have an updated listing of licensed golf clubs on the USGA Web site, [www.usga.org](http://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

Handicap Chairperson's Name: \_\_\_\_\_

Handicap Chairperson's Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### **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)

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

### TO BE COMPLETED BY THE MGA:

To the best of our knowledge, we certify all information on this form to be correct.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



## GOLF CLUB CONSTITUTION AND BY-LAWS

For Clubs Without Real Estate

(Note 1: A newly forming golf club should modify and adapt the following Articles to fit its particular circumstances and review the document with its own counsel).

(Note 2: Statements in parenthesis are recommendations and may be modified as decided by the club).

### Article I - NAME

The name of this golf club shall be \_\_\_\_\_ Golf Club.

### Article II - PURPOSE

FIRST: To stimulate interest in golf at the \_\_\_\_\_ (course or company) by bringing together a group of golfers desirous of forming a golfing organization.

SECOND: To promote and foster among the members a closer bond and fraternity for their joint and mutual benefit, and to promote and conserve the best interests and true spirit of the game of golf as embodied in its ancient and honorable traditions.

THIRD: To encourage conformance to the USGA Rules of Golf by creating a representative authority.

FOURTH: To maintain a uniform system of handicapping as set forth in the USGA Handicap System and issue USGA Handicap Indexes to the members.

FIFTH: To provide an authoritative body to govern and conduct club competitions.

### Article III - MEMBERSHIP

Section 1. Membership shall be available to all (men/women) 18 years of age or older. There shall be a least 10 members with a maximum membership of (300).

Section 2. Memberships in the club are individual and non-transferable (which is associated with the \_\_\_\_\_ privately owned and operated golf course).

Section 3. Only golfers with a reasonable and regular opportunity to play golf with fellow members and who can personally return scores for posting may be members and receive USGA Handicap Indexes from the club.

Section 4. Membership confers no voice in the operation of any golf courses, clubhouses nor any facilities of the courses.

Section 5. Membership confers no special privileges in connection with any golf course.

Section 6. Memberships in the club are for a calendar year only, with all memberships expiring on (October 31st).

Section 7. The fiscal year for the club will be (November 1st through October 31st).

Section 8. Each candidate for membership shall be proposed and seconded by two active members in good standing. The Board of Directors shall act upon each proposal by vote and two negative votes shall disqualify any candidate.

Section 9. The Board of Directors may confer honorary memberships upon those whom they feel have contributed to the advancement of golf. The unanimous affirmative vote of the Board shall be required to approve such action.

Section 10. In the event that any member of the club shall commit any act which reflects discredit or disrepute thereon or shall refuse or neglect to comply with the rules and regulations adopted by the Board of Directors or the duly appointed officers, such member shall be subject to suspension or expulsion after (ten days) written notice and the right to be heard, by a vote of two-thirds of the Board of Directors at any regular meeting or special meeting called for such purpose.

Section 11. The annual meeting of the \_\_\_\_\_ shall be held on the (third Wednesday in the month of October). The Board of Directors shall provide for the holding of such other meetings as may be deemed necessary or desirable, and they shall call special meetings upon written petition signed by not less than (ten percent of the membership).

Section 12. A legal quorum at any meeting shall be (twenty) members present in person or by proxy. Each active member in good standing shall be entitled to one vote.

Section 13. All membership fees and dues shall be established by the Board of Directors from time to time in such amounts as they deem to be adequate to operate and maintain the club. Members shall be liable for dues until their written resignation has been received and accepted. All monies collected shall accrue to the benefit of the membership.

#### Article IV - BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of five members in good standing of the \_\_\_\_\_ and they shall exercise all powers of management of the club not specifically excepted by these By-Laws. The Board of Directors shall include the General Manager of the golf courses or his nominee.

Section 2. At least five weeks prior to the Annual Meeting, the Board of Directors shall appoint a nominating committee consisting of five members of the organization. At least four weeks prior to the Annual Meeting, this committee shall submit to the Board and shall post upon the club bulletin board a list of nominees to fill any vacancies for the term of office beginning on the day of the meeting. Names of other members in good standing may be nominated by petition signed by a least (ten) members and submitted to the Board at least two weeks prior to the Annual Meeting. At least one week prior to the Annual Meeting, a list of all candidates nominated shall be mailed to each member at their last known address and a copy of such list shall be posted on the club bulletin board.

Section 3. Voting shall be written ballot and those names receiving the greatest number of votes cast shall be declared to be elected. The Board shall appoint a committee of three judges who are not members of the Board or candidates for election to supervise the election.

Section 4. The Board of Directors shall meet at such times and places as they may select and a majority of the Board shall constitute a quorum at any meeting.

Section 5. In the case of any vacancy through death, resignation, disqualification or other cause, the remaining directors, even though less than a quorum, may elect a successor by majority vote to hold office for the unexpired term of the director whose place shall be vacant, and until the election of his successor.

#### Article V - OFFICERS AND COMMITTEES

Section 1. Within (ten days) after the annual meeting and election, the Board of Directors shall meet and elect the officers.

Section 2. The officers shall consist of president, vice-president, secretary and treasurer, and their duties shall be such as their titles would indicate or such as may be assigned to them respectively from time to time.

Section 3. The Board of Directors shall authorize and define the powers and duties of all committees. Chairmen and members of all committees shall be appointed by the president, and the president shall be an ex-officio member of all committees except the nominating committee.

Section 4. Except as modified by the Board of Directors, all appointed committees shall function as recommended in the USGA Golf Committee Manual. The following committees shall be appointed each year, with such other committees as the president may deem necessary or advisable:

Tournament Committee to arrange and schedule with the management of any golf course as necessary, and conduct all intra-club and inter-club competitions.

Handicap Committee composed primarily of members with the responsibility to establish a fair and proper system of handicaps in accordance with procedures set forth in the USGA Handicap System Manual.

Membership Committee to investigate and act upon all applications for membership and to recommend appropriate action to the Board of Directors.

Social Committee to encourage and arrange social entertainment features and events for special occasions.

#### Article VI - AMENDMENTS TO BY-LAWS

Section 1. The Board of Directors shall have the power to repeal or amend any of these By-Laws provided that such action shall not be effective until approved by a majority vote of the members of \_\_\_\_\_ club at a meeting held in accordance with the provisions contained herein.