

KEY POINTS AND RECOMMENDATIONS FOR TOURNAMENT DIRECTORS

1. TEAM:

Have a solid team to help you run the event (ie course marking crew, scoring crew, promo crew, sponsorship crew, registration crew, etc.).

2. COURSE MAP AND MARKINGS:

Print course map for each group (with all mandos, OBs, DZs and other rules for each hole).

OB lines are best when clearly marked and visible from the teebox (and roped or stringed and flagged).

Make sure course markings exactly match the printed course map (e.g. send out groups to play the marked/mapped course before the event, to report issues).

3. TIMING:

Open registration at least 2 months out from your event?

Stick as close to advertised timings as possible. Test the playing time for an average group (especially if the course is new), and add a margin for delays and back-ups.

Make every effort to finish the event and prize giving on schedule (to avoid disruption to players who have flights to catch or who are driving long distance).

4. SCORING:

Encourage groups to use the PDGA live scoring app (pdga.com/score) with manual paper backup. This saves data-entry and time, and is likely to have fewer errors.

The new NZDG policy is to treat the confirmed digital scorecard as the player' s official score.

Make sure groups who have not used the PDGA scoring app report this to the scoring crew when handing in their cards.

5. WATER AND FOOD:

Provide water stations evenly spaced around the course (https://www.pdga.com/files/2020_pdga_tour_standards.pdf)

Include lunch of decent quality in the registration cost for at least one of the days of your event (ideally for all days). Allow players to opt out of lunch when registering. If the tournament location is remote, include lunch for all days.

If cold weather is anticipated, consider providing hot food and drinks. If hot weather is anticipated, consider providing ice. Provide shelter for players!

6. RULINGS:

(a) At the first players meeting, emphasise that the group is the primary arbiter, and that all players are obliged to watch all shots.

(b) Have at least 2 certified rules officials (other than the TD) to whom groups should refer rules disputes in the first instance.

(c) Take the dispute to the TD only if not resolved.

(d) Take the dispute to the NZDG Tour Director if still not resolved.

(e) Take the dispute to the PDGA Country Co-ordinator (Simon Feasey) if still not resolved.

(f) The NZDG Tour Director or PDGA Country Co-ordinator will take the matter to the PDGA if necessary (though this is expected to be rare). TDs should not approach the PDGA directly for rulings.

7. PROMOTION:

Consider a well planned promotional lead up at least 8 weeks out from your event (with consecutive social media posts and the provision of printed posters on the course/s).

Consider radio and local newspaper articles.

If possible publish player registrations as they arrive on the PDGA event site.

8. SETTING THE TONE:

The tone of the TD's address at the first players meeting has a big impact on how players behave (for example in relation to smoking, alcohol, drugs, speed of play, behaviour on and off the course). Set the right tone from the start!

9. WHEN THE PARTY'S OVER:

(a) Clean-up so as to leave everything in an even better state than before. Players will willingly help, but they need to be asked.

(b) Pay your NZDG levies i.e. \$7 per player to NZDG

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(c) Complete and submit the PDGA tournament manager report if your event is PDGA sanctioned.

(d) Thank all your crew and sponsors.

(e) Post any photos and or video of your event on social media.



TOUR EVENT SAMPLE BUDGET

An example of the items that you could include in your event budget below:

	No. of Players	Cost Per Player	Total
PDGA Sanctioning Fee (A-Tier, B-Tier, C-Tier?)			
NZDG Levy of \$7 per player (\$2 insurance , \$5 membership fee)			
Tournament Director payment - We recommend a minimum of			
Lunches per head			
Volunteer lunches			
Players pack per head			
HQ infrastructure costs			
Toilets			
Marquees / Shelter			
Generators + fuel			
Rubbish and recycling bins			
Coffee / Tea / Milk / Sugar / Cups			
Supplies (Warratahs, rope, cable ties, hooks. Coreflute, flags)			
Scorecard printing			
Map printing			
Signage cost			
Trophies or Keepsakes if supplied			
Fuel costs setup crew?			
Website cost?			
Payment portal costs?			
Other promo costs?			
Total Costs			
Registration Income			
Sponsorship Cash Income			
Fundraising Cash Income			
Total Income			
Profit/Loss = Total Income - Total Costs			



SPONSORSHIP PROPOSAL EXAMPLE

Please see the tour event sponsorship template provided as a downloadable word document on the NZDG website TD_Pack page.

This is aimed at tournaments needing to raise \$1k to \$5k.

We provide this for some guidance and suggestions that will help you gain sponsorship for your NZDG tour event. Convincing local businesses to support your event will obviously allow you to provide a better all round experience for those attending.

Depending on the amount of sponsorship you are able to attract, you might want to consider providing a custom stamped event disc and or other players pack items.

You will need to add in the details of your event and edit as appropriate.

** We recommend seeking local radio sponsorship for your event so as to provide multiple free radio spots for your principal sponsor which maybe quite attractive to them **

TOURNAMENT CHECKLIST

We have created a tournament checklist to help TDs with their planning. This includes the lead up, during and after the event.

Before Tournament - Way in advance	Whose Job?	Done	Notes
Select Date			
Confirm Date with NZ Tour Director			
Register and pay for PDGA Tier			
Book reserve / park / toilets / shelters			
Decide on tournament format i.e. no. of rounds etc.			
Event finances spreadsheet setup			
Get sponsors			
Produce sponsor signs / hole signs			
Facebook Event page and co- host with NZDG and others?			
Online registration setup on teepad.org			
Include bank details for payment at teepad.org			
Upload player list to PDGA using PDGA Tournament Manger			
Update host club website and facebook page with your event			
Course Map and directions to HQ			
DiscGolfMetrix Setup event rounds and logins for scorers			
Tell scorers username and password & explain live scoring app			
Trophies sort			
Media contact re event			
Get prizes / cash			
Sort out pro purse payout from PDGA pay tables			
Get Calculator			
CTTP flags (+ bags, card, pencil)			
Clipboard, stapler, scissors			
Post course & Super 6 info online			
Prepare hole maps			
Add sponsors to hole maps			
Cut coreflute and make hole signs			
Small pencils and ziplog bags			
Scorecards layout and print with backups			
Maps print			

	Whose Job?	Done	Notes
Cash box and float			
Collect all prizes and cash prizes			
Envelopes for vouchers and label			
Poster layout			
Print posters			
Put up posters			
Toilet by HQ?			
Photographer?			
Videographer?			
Tournament Infrastructure Organise			
PDGA Rule Books			
Walkie Talkies and spare batteries if required			
Tape Measure			
Rope tied to bottom of baskets or spray paint for 10m circles			
Tee marker flags			
Trash and recycling setup			
Sharpies			
Tournament in progress signs			
"Scorecards Here Please" box for after each round			
Before Tournament Day - Last few days			
Clearly Mark OB and MANDOS and DZs			
For MANDOS and OBs make sure no ambiguity!			
Chillie Bins			
Ice Blocks			
Picnic tables ??			
Finalise pre registration			



	Whose Job?	Done	Notes
Tournament Day - Before Late Registration			
Setup HQ			
Printed schedule displayed			
Put out hole signs			
Toilet Signs etc.			
Check email for last minute registrations			
Setup CTPP			
Mark tees with 2 flags per teebox			
Players meeting points			
Tournament Day - Late Registrations			
Take late registrations if applicable - details and cash			
Ace kitty			
Fill out scorecards			
Put start holes on scorecards			
Groups and start holes on Whiteboard			
Sort any mixups i.e. players left out			
Tournament Day - Players Meeting			
Call Meeting			
Welcome Players			
Thank sponsors			
Announcements - ie next event			
Go over OB i.e. on Teebox signs			
3 Tournament Officials indicate to players			
CTTP hole			
Rule of the day i.e. provisionals			
Parking not interfering with holes?			
DiscGolfMetrix live scoring but written card is final determinant			
PHOTO OF CREW			



	Whose Job?	Done	Notes
Tournament Day - Between Rounds			
Collect CTTs			
Pickup lunches			
Next round start time			
Check scorecards - written cards are final determinant			
Display results of Round 1			
Sort cards for next round			
Lunchtime games?			
Give out scorecards with start holes			
Groups and start holes on screen or whiteboard?			
check discgolftmetrix for start holes			
Designate discgolftmetrix scorer			
Facebook post re results after Round 1, Round 2, Round 3, Round 4			
Tournament Day - During Rounds			
Check on speed of play			
Be available for officiating			
Check discgolftmetrix is running live OK			
Tournament Day - After Final Round			
Collect CTT			
Check scorecards			
Sort out Super Sixers if you are having one			
Start Super Six			



	Whose Job?	Done	Notes
After Super Six or similar final			
Ace prize playoff if required			
CTTP prizes award			
Ace kitty prize award			
Divisional awards			
Handicap Winner			
Thanks to everyone			
Thank sponsors			
Upcoming events, next years event			
Facebook post re Final results			
Breakdown HQ			
Collect any signage and flags and ropes			
Facebook post re scores / winners / winner pic			
Complete TD Report online - PDGA Tournament Manager			
Pay NZDG levy of \$7 per player			
Send TD report to Tour Director (tour@nzdg.org.nz)			
3 days after			
Post photos			
Post Video			

SAMPLE GENERIC SCORECARDS

18, 21, 25, 27 AND 32 HOLES

Print ready .pdf files are available for download on the TD_Pack web page.

1st round start hole 2nd round start hole 3rd round start hole 4th round start hole

NAME	DIVISION																		TOTAL	Officials Only	Officials Only		
HOLE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18					
PAR																							
DISTANCE																							
RD 1																							
Your Score																							
RD 2																							
Your Score																							
RD 3																							
Your Score																							
RD 4																							
Your Score																							
Finals	1	2	3	4	5	6	IF USING PDGA LIVE SCORING, PLEASE USE THIS SCORECARD TO CROSS CHECK. PLEASE TURN THIS IN IF YOU HAVEN'T USED THE PDGA LIVE SCORING APP																
Hole scores							NZ DC NEW ZEALAND DISC GOLF .ORG.NZ																
Cumulative overall score																							
RD 1 score																							
RD 2 score																							
RD 3 score																							
RD 4 score																							
Finals																							
OVERALL																							

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HOLE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21			
PAR																								
DISTANCE																								
RD 1																								
Your Score																								
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Hole scores							NZ DC NEW ZEALAND DISC GOLF .ORG.NZ																	
RD 1 score																								
RD 2 score																								
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HOLE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25			
PAR																												
DISTANCE																												
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HOLE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	TOTAL
PAR																												
DISTANCE																												
RD 1																												
Year Score																												
RD 2																												
Year Score																												
RD 3																												
Year Score																												
RD 4																												
Year Score																												
FINALS	1	2	3	4	5	6																						

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Officials Only	Officials Only
RD 1 score	
RD 2 score	
RD 3 score	
RD 4 score	
Finals	
OVERALL	

1st round start hole 2nd round start hole 3rd round start hole 4th round start hole

NAME	DIVISION																																		
HOLE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	TOTAL		
PAR																																			
DISTANCE																																			
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