



Information & procedures for Duck golf tournament directors 2017-18

1. Familiarize yourself with the PDGA Canada TD report.

You'll find a sample file for downloading here: <https://www.bcdiscsports.com/tournament-director-resources.html>

If you have any questions, please get in touch with BC PDGA rep, Leanne (leannefulton@gmail.com or 604-562-7834) in advance.

You'll receive a version of the same file personalized to your specific event one week before your event date.

To set up your event online, we need the following information from you (please email to Tara - tlynch@shaw.ca):

1. Event phone number (TD's phone number)
2. Event email address
3. Event website and/or Facebook page
4. TD name
5. TD PDGA number
6. TD email address
7. TD phone number (only if different from event phone number)

2. Score cards and scoreport cards:

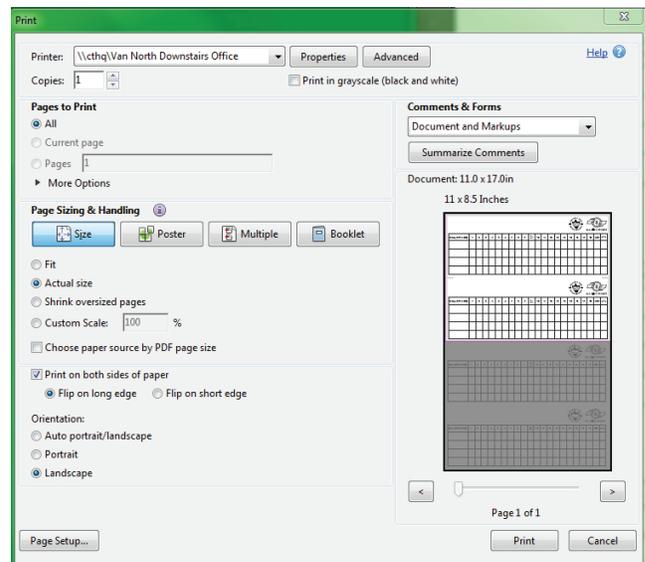
Score cards can be downloaded here: https://www.bcdiscsports.com/uploads/1/0/1/9/101991386/duck-17-18_scorecard.pdf

Scoreport cards are here:

https://www.bcdiscsports.com/uploads/1/0/1/9/101991386/scoreport_player_cards.pdf

Scorecards are set up to print four to a page on 11x17 inch paper and scoreport cards on 8.5 x 11 paper. You'll need to cut yourself if you print at home or your office. Any print

shop can handle the file and will cut for you if you ask. We advise printing on card stock for durability. If you print at home or your office, they print best if you set up your printer options as shown to the right.

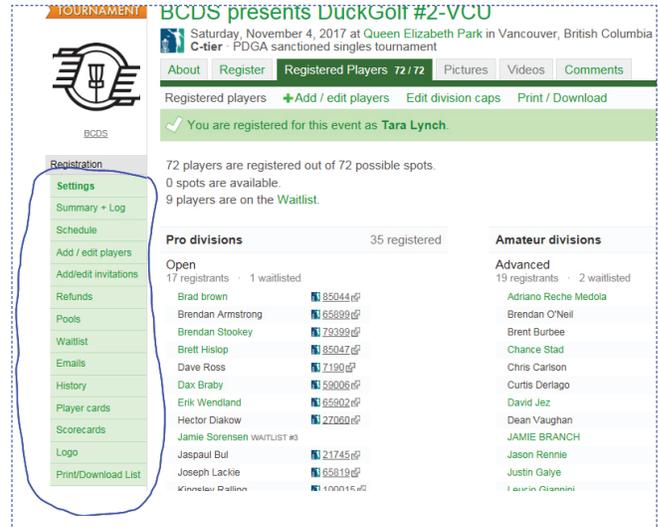




3. Discgolfscene.com

We use this site for registration recommend TDs explore it in advance. Try creating a test profile to ensure you're able to navigate and use all its features to your advantage. There is a very useful help page here: <https://www.discgolfscene.com/help>. If you have any questions, please get in touch with Tara, as she has lots of experience with this site and can help with things like pulling information from DGScene for your TD report, printing scoreport cards and managing players.

The DGScene registration page will go live at 8pm the first Tuesday following the previous duck golf event.



4. PDGA Certified Official exam

Tournament Directors of PDGA-sanctioned events are required to be a Certified Official. Passing the Official's Exam is required for all amateurs and professional competitors playing in a National Tour Elite Series or PDGA Major event as well. Allow yourself at least an hour to write the open book test; it costs ten dollars and is valid for three years. <https://www.pdga.com/rules/exam>.

The PDGA rulebook can be found here: <https://www.pdga.com/rules/official-rules-disc-golf>

The Competition Manual can be found here: <https://www.pdga.com/rules/competition-manual-disc-golf-events>

5. Responsibilities summary:

Tournament director:	Duck Golf Coordinator (BCDS):
<ul style="list-style-type: none"> - Promotion and advertising - Course design - Tournament format - Sponsorship and merchandising - Temporary baskets - Tents, tables, chairs, etc. - Park permit - Organize portable toilets if necessary - Bring a float of \$5 and \$10 bills - To understand the payout schedules - we use the PDGA payout table, located in the TD report (excel doc). - Envelopes, pencils, and other misc. items. - Know and enforce the PDGA's Code of Conduct. 	<ul style="list-style-type: none"> - Promotion and advertising via the BCDS FB page and BCDS Website - Ensure that the TD is sufficiently prepared - Be a resource for the TD; answer questions, provide guidance. - Provide access to DiscgolfScene, PDGA TD Report and payout table and scorecard templates (applies to Duck Golf Series only) - Provide scoreboard and other equipment as required - Provide assistance day of event if requested