

# I International Golf Conference Caribbean Cayman Islands, 2018



R&A

WORKING FOR GOLF R&A

**1st International Golf Conference Caribbean  
Administrators and Delegates  
Cayman Islands,  
August 2018**

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Championships and Rules Deputy Director – Asociación Argentina de Golf

**TOURNAMENT ADMINISTRATION**

- Planning
- Execution

# TOURNAMENT ORGANIZATION

Goal: Provide a good service

Stages:



Planning

Budget / Check List



Execution

Never-failing formula:

**TEAMWORK + SUPERVISION + TEAMWORK**

# PLANNING



## 1. Budget

TOURNAMENT NAME		
Budget - PROVISIONAL		DATE
<b>EXPENSES</b>		
ACCOUNT	Description	AMOUNT
<b>INTERNATIONAL EXPENSES / REFUNDS</b>		
	Fee	\$0.00
	Travel Arrangements	\$0.00
	Previous Visit	\$0.00
<b>TRANSFERS</b>		
	Airport Transfers	\$0.00
	Hotel - Club Transfers	\$0.00
	Local Staff Transfers	\$0.00
	International Staff Local Transfers	\$0.00
<b>ACCOMMODATION</b>		
	Staff	\$0.00
	Players (50)	\$0.00
<b>MEALS</b>		
	Staff + Officials + Volunteers	\$0.00
	Players and Guests Lunches	\$0.00
	Players, Guests + Officials Dinners (e.g. 70 x 5 days)	\$0.00
	Players Breakfasts (50 x 6 days)	\$0.00
	Hydration on Course (1100)	\$0.00
	Cereal Bars (800)	\$0.00
	Fruit (500 bananas / 100 apples)	\$0.00
<b>SPECIAL MEALS AND EVENTS</b>		
	Recreational Activity (e.g. City tour)	\$0.00
	Recreational Activity Transfer	\$0.00
	Open Ceremony Cocktail	\$0.00
	Official Dinner	\$0.00
	Official Dinner Show	\$0.00
	Closing Ceremony Cocktail	\$0.00
<b>GRAPHIC DESIGN AND PRINTING</b>		
	Total	\$0.00
	Letterhead Sheets	
	Folders	
	Scorecards	
	Yardage Books (only cover)	
	Golf Cart Stickers	
	Credentials	
	Other	
	Color Printing	\$0.00
	Printer Toners	\$0.00
	Leaderboards	\$0.00
	Signage	\$0.00
	Extras	\$0.00

# PLANNING



## 1. Budget

<b>RENTALS - INSURANCE</b>		
	Golf Cart Rentals (8)	\$0.00
	Radios and Headphones (8)	\$0.00
	Tents	\$0.00
	Insurance	\$0.00
<b>FEES AND MISCELLANEOUS PAYMENTS</b>		
	Scoring	\$0.00
	On Course Scoring	\$0.00
	Walking Leaderboards	\$0.00
	Starter	
	Graphic Design Studio	\$0.00
	Sound and Music	\$0.00
	Yardage Books	\$0.00
	Golf Course Payments - Tips (Golf Bag Storage: \$-, Locker Rooms: \$, other: \$, Waiters tips: \$)	\$0.00
	Doctor On Call (40 hours)	\$0.00
	Driving Range Service	\$0.00
	Shipment	\$0.00
	Staff Extra Pay / Overtime	\$0.00
	Golf Club Fee + Extra Pay / Overtime	\$0.00
<b>AWARDS AND GIFTS</b>		
	Championship Awards	\$0.00
	Players Gifts	\$0.00
	Officials + Guests Gifts	\$0.00
	Golf Club Plaquete / Medallion	\$0.00
<b>VARIOUS</b>		
	Unforeseen Expenses	\$0.00
	Unforeseen Additional Services	\$0.00
<b>TOTAL EXPENSES:</b>		<b>\$0.00</b>
<b>INCOME</b>		
<b>ACCOUNT</b>	<b>Description</b>	<b>AMOUNT</b>
REGISTRATION FEES	50 players x \$	\$0.00
R&A Contribution		\$0.00
Contribution		\$0.00
Contribution		\$0.00
<b>TOTAL INCOME:</b>		<b>\$0.00</b>
<b>NETO BUDGETED:</b>		<b>\$0.00</b>

# PLANNING

## Get ahead of time



## 2. Check List

- ✓ Location
- ✓ Host Club
- ✓ Staff
- ✓ Conditions of Competition - Format and Categories
- ✓ Invitations and Registration deadline
- ✓ Distribution of Assignments
- ✓ Diffusion of the event

# PLANNING



## 2. Check List

### ✓ Special Invitations



ASOCIACION ARGENTINA DE GOLF

*Mr. Andrés Schonbaum,  
President of the Asociación Argentina de Golf  
has the pleasure of inviting you to the Opening Ceremony, Asado Campestre  
and Awards Presentation of the  
2018 SOUTH AMERICAN AMATEUR OPEN  
to be held on January Friday 12<sup>th</sup>, Sunday 14<sup>th</sup> and Tuesday 16<sup>th</sup> at Martindale Country Club.*



*Buenos Aires, January 2018*

*Martindale Country Club  
Av. Juan Domingo Perón 2375*



# PLANNING



## 2. Check List

✓ Awards





# PLANNING



## 2. Check List

- ✓ Define Course Set Up
- ✓ Materials and Equipment



# PLANNING



## 2. Check List

### TOURNAMENT CHECK LIST

						PREVIOS MONTHS							PREVIOUS WEEK			PREVIOUS DAYS				
			STAFF RULES STAFF	SCORING STAFF	NATIONAL TEAM	TRAVEL ARRANGEMENTS	ACCOMODATION	AUTHORITIES	AWARDS	CONDITIONS REGISTRATION	HOST CLUB CONTACT	PRESENTS GIFTS	YARDAGE BOOKS	WEBSITE	MATERIALS	RECEIPTS CERTIFICATES MONEY	ENTRY LIST	TEE TIMES	LOCAL RULES CONDITIONS PIN POSITIONS	AWARDS
															EQUIPMENT		GUEST LIST			CEREMONY
						only if out of town														
			names	names	players	date, time and transportation	hotel (OK)	travel and accommodation	delivery date	post	name, phone, email	authorities or players	YES / NO	post	send to club		send	post	plan	authorities names
TOURNAMENT	DATE	HOST CLUB - CITY																		
TOURNAMENT	DATE	HOST CLUB - CITY																		
TOURNAMENT	DATE	HOST CLUB - CITY																		

# EXECUTION



- ✓ The most demanding and extensive stage
- ✓ Is the concretion of all planned and worked
- ✓ Is the “result” stage...

WORK + SUPERVISION + WORK

## KEY:

- ✓ Constant planning supervision – Deadlines
- ✓ Agree on decision making
- ✓ Do not be overwhelmed! (Enjoy?)
- ✓ Assume unforeseen events ...
- ✓ 1º TEAM + 2º COMMUNICATION

# EXECUTION



## 1. Previous Week

- ✓ Media Press Release / Social Networks



# EXECUTION



## 1. Previous Week

- ✓ Player's Information
- ✓ Course Marking
  - Out Of Bounds



# EXECUTION



## 1. Previous Week

- ✓ Course Marking
  - Water Hazards





# EXECUTION



## 1. Previous Week

- ✓ Course Marking
  - Ground Under Repair



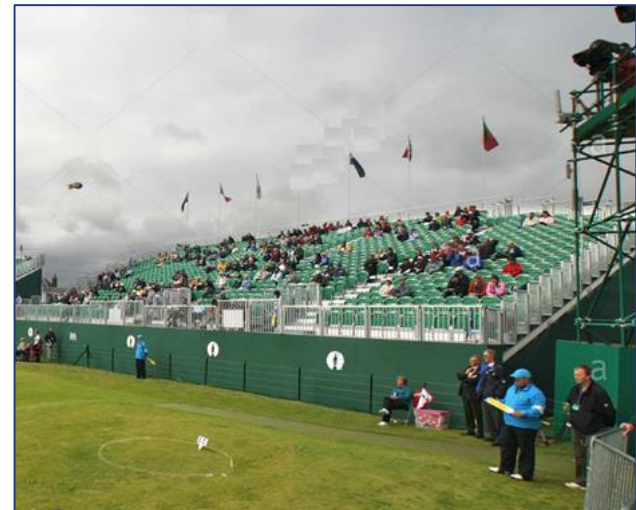


# EXECUTION



## 1. Previous Week

- ✓ Course Marking
    - Dropping Zones
- When are convenient?



# EXECUTION



## 1. Previous Week



✓ Evacuation Plan

**PUNTO DE  
EVACUACION**

**EVACUATION  
POINT**

**C**



WORKING FOR GOLF



# EXECUTION



## 2. Tournament Week

- ✓ Course SET UP
  - Course Maintenance Assignments
  - Check Course Marking
  - Define Tee Markers
    - ❖ Practice Rounds
    - ❖ Championship Rounds
  - Pin Placements
    - ❖ Weekly Planning
    - ❖ Balance

# EXECUTION



## 2. Tournament Week

- ✓ Conditions and Local Rules
  - Hard Card
    - ❖ Conditions and Permanent Local Rules
  - In each Tournament
    - ❖ Conditions and Specific Local Rules



## 2. Tournament Week

- ✓ Golf Club Facilities
  - Opening Hours
    - ❖ Club Services
    - ❖ Driving Range
- ✓ Tee Times
  - Field
  - Overall Time Range and Between Groups
  - Define Groupings

# EXECUTION



## 2. Tournament Week

- ✓ Starting Hole
  - Setup
  - Starter – Presence and Professionalism
  - Information and Services



# EXECUTION



## 2. Tournament Week

### ✓ Rules

- Committee

- Director



- Officials / Course Distribution

- Pace of Play Control

  - ❖ Current Condition

  - ❖ Hole by Hole Time Control Sheet



# EXECUTION

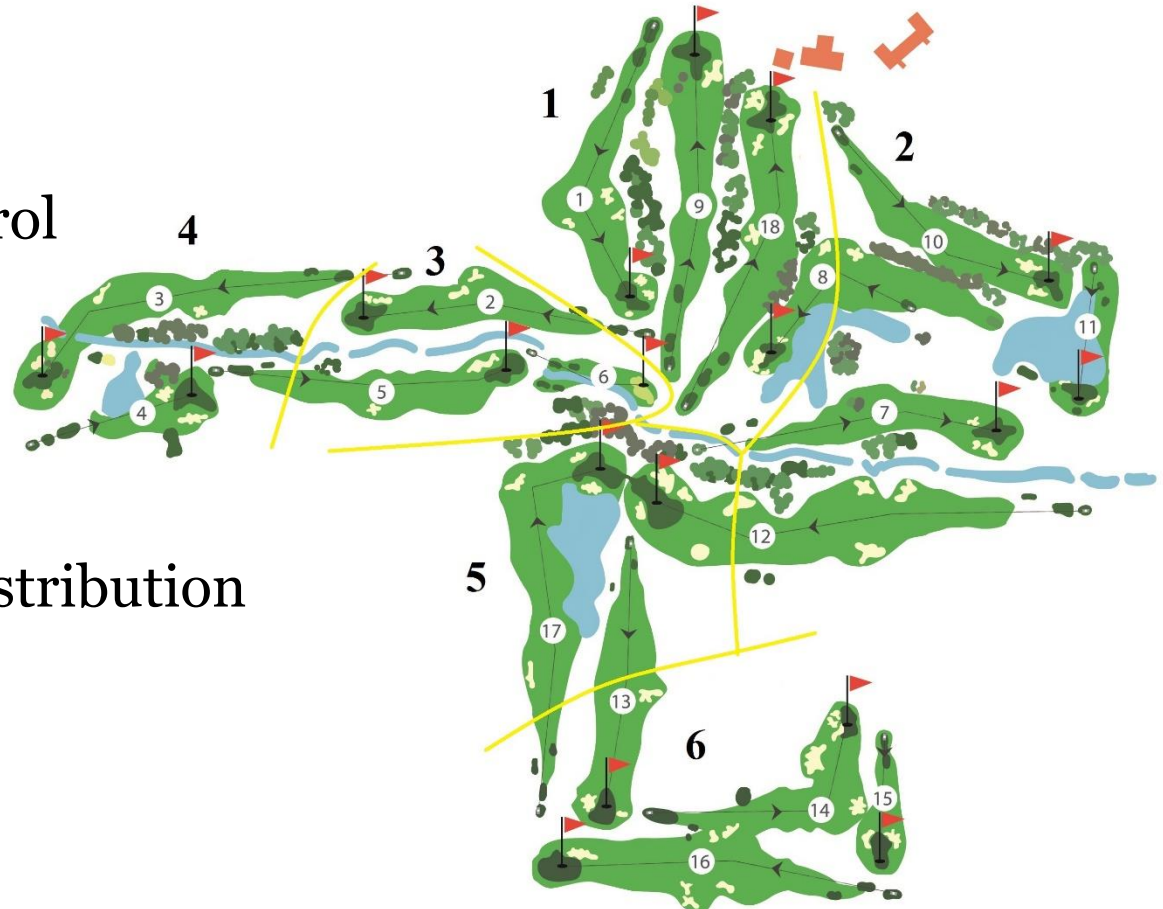


## 2. Tournament Week

✓ Rules

➤ Pace of Play Control

❖ Officials Daily Distribution



# EXECUTION



## 2. Tournament Week

- ✓ Recording Area
  - Personalized
  - Private
  
- ✓ Information - Scoring Area
  - Website
  - Press Release
  - Leaderboard / Scoreboard
  - General Information Board



# CONCLUSION...

+ PLANNING  
+ TEAMWORK  
+ RULES AND REGULATIONS  
+ CONDUCTION  
+ COMMUNICATION

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THANK YOU!