



How to Run a USFGT Event

Days Leading Up to the Event

Course Prep

Some things to think about: has the course management or your volunteers done what they promised in terms of maintenance on the course and course preparation? Make sure all of the tee markers are set at each hole. Check out-of-bounds areas to be sure the OB makers are clear. If the OB line is not clear ask the course for clear out of bounds lines. Check each hole to make sure all of edges are below the surface of the ground. Be certain your course is ready to play (so players can practice) at least a few days before the event. Be certain players can tell which layout to practice.

If you are using temporary courses, holes, tees & pins, make sure all directions are clear. Have recent weather conditions affected the playability of a course such that alternate holes or tees need to be considered or prepared as backups? Will alternate holes be needed due to weather conditions?

Staff & Vendors

As a TD, you need to understand that you can't do everything yourself. Be a delegator. It is a good idea to have one person to manage all the volunteers. Check in with your appointed Coordinator to make sure they are ready for fulfilling their duties for the event, and that they know what time they need to be where. Contact your backups if you're unsure about any of your staff.

Equipment & Merchandise

Is someone helping get player checked in? Do you have cash for payout and enough small bills for making change? Have you picked up all of the printed materials you'll need like scorecards, signs, and course info sheets? Picked up trophies or medals?

Is the final list of pre-registered players posted online? Are group assignments and/or group tee times posted at the course and published online (if that's your format)?

Day of the Event

Weather Conditions

Watch the weather channel. Take an EXTRA umbrella. Know what conditions you will face. If inclement weather threatens, listen to your course management for needs to clear the course or delay play. Take extra dry clothes. Make sure you know where all water stations are on the course so players have plenty of water during play.

Arrive Early

Get to the course at least 2 hours before tee time. Check the tee boxes and cups.

TD Central

Set up tournament central. A registration table set by the Pro Shop is ideal. Set out any sponsorship signs and banners.



Registration/Check-in

Use a couple of tables. Set out pens or pencils for the registrants to use. Once you are set up, players will be all over you trying to check-in. This is where using the AFGL/BlueGolf App can really help as players can register online and you will only need to register last minute participants if you choose to accept them. Be sure to have ample staff on hand to assist with registration. It is a good idea to have a players meeting right before tee off so any local rules can be discussed and any unclear out of bounds can be clarified.

USFGT Fees and Memberships

For all C-Level and League tournaments, all competitors who are not USFGT current MUST have paid an additional \$5 in order to participate. Please ensure that anyone paying the \$5 fee writes their name and mailing address on the form provided so that you have a record of fees collected and so that the USFGT can send that person an application to join.

The TD can use the Tournament Manager system to his/her advantage here. You will immediately know if a player is not a registered member and will be able to do your report correctly giving points only to member players.

Side Pool (if applicable)

A side pool is a fund where players pay an extra fee to be part of the player pool. You can set different competition categories and award players who win the contest. If you're offering pools on-site, use a large envelope to collect the cash, and assign a volunteer to oversee this task. Players put their money in the envelope and sign on top to indicate they are in. Announce in advance whether the pool will be won outright or split amongst winners.

Tee Assignments & Scorecards

Try to keep players in foursomes with their category of players. After all players are checked in you will want to distribute the scorecards to each group. Place the scorecard to each player or if using the scoring app, give one scorecard per foursome for them to keep a paper scorecard as a backup in case of loss of signal. The typical process is to prepare one scorecard for each group listing the names of all players in tee-off order. This is the common procedure for events. Some events prefer to record scores in different ways. There is no right or wrong here, but at a minimum, be sure that each player has scores recorded for every kick on every hole.

Players' Meeting

Start Time

USFGT EVENTS START ON TIME! Start the players meeting on time so that you can get the groups out to the tee on time for the posted start. If some players do not attend, do not wait for them, you are responsible for the course to start on time. They may have tee times behind you and you cannot hold up their daily play. Doing so will discourage them from welcoming a tournament back to their course.

Introductions

Welcome everybody. Mention the local club. Mention ALL SPONSORS! Invite people to join the USFGT! Recognize staff and officials. Ask that everyone thank them profusely. Announce upcoming events.



Basic Rules

Go over a few of the basic rules for any new or novice players. This should include general course rules local rules that apply to the that course. You can go over hole-specific rules briefly, or better yet, have a caddy book or rules sheet that explains everything for you. Remind players that no alcoholic beverages or drugs are allowed. "Respect Course Rules and the USFGT Rules of Play!" Have fun.

Note: If there is a rules discussion or some other controversy during your event you will need to investigate. Listen to all parties involved. Be proactive! Follow the FIG rules. Stay calm, do what is fair, consult other officials in attendance, and give the benefit of the doubt to the player where there is doubt. Do your best to remain calm and to make an informed decision. A rules official is on call with the AFGL for any rules disputes. You will receive a number to call should you need it.

Bad Weather

If the weather looks threatening, go over exactly how play will be halted if conditions warrant. Cover how to handle the hole being played when the signal to stop is given (players mark their last shot or mark score for a hole just completed). Above all respect thunderstorms and other nasty weather by erring on the side of caution. Get players to safety quickly! Listen to directions of the course marshals.

Get the Round Started

Have players be on the tee 5 minutes before their tee time. Head to your post where people can find you during the round.

Scorecards & Leaderboard

Either the TD or another event staff MUST be present at the time players are turning in their scorecards to eliminate risk of collusion.

Start verifying scorecards ASAP. Have at least two others on your scorecard verification team. Do your scoring in a private spot. This will limit the number of interruptions from players eager to see where they stand. Once the last group has come off the course (be certain!), post the scores.

It is important to begin verifying scorecards as soon as possible. Again, this is where using the AFGL BlueGolf platform makes your tournament run smoothly. Get your staff moving! Get the leaderboard updated as soon as possible. One of the most exciting things in FootGolf is watching oneself rise and fall on the leaderboard. Give your players a chance to see where they stand before they leave the course for the day. At the end of the day, upload scores to the event page in BlueGolf.

USFGT Report

Continue filling in your USFGT Excel report template with scores, course layouts and financial information. This will set up your file to upload scores to the USFGT site for online viewing. It is imperative that you record your layouts exactly as they are played by the competitors, so that ratings can accurately be produced. You can complete most of the TD report in 30 minutes. Get that part done prior to the final day of the event.

After All Rounds Are Complete

Consider running a fun event (closest to the pin or other event) to occupy players while your staff is busy handling scores and prize preparations. Verify scorecards and update the leaderboard as soon as possible. Once all the cards are in, determine if any playoffs are in order. A non-competing marker will need to witness the playoff.



Ties will happen. Be prepared. Only first place ties are broken in USFGT events. If there is a tie for a place lower than first that involves a trophy or plaque, a playoff can be done by closest to the hole competition as long as there is room on the course and you are not holding up golf play.

Divide money or prizes for the tied places equally among the tied players. For example, if three players tie for 2nd, total the 2nd, 3rd and 4th place money, divide that by three and award the average to each player.

Awards Ceremony

Thank everyone for coming again. Thank the sponsors. Thank the staff and volunteers.

It is a best practice to only announce the top three in each division (depending on the size of the division) at the Awards Ceremony. This will speed up the Ceremony and allow players to get on the road quicker. All other players who will receive an award or prize can claim after the Ceremony is complete.

Distribute the prizes. Get footgolfers on the road, distribute remaining prizes, and clean up.

Post-Event Guidelines - Following Week

Complete the administrative work for the event starting first with the USFGT TD report. Provide the complete information requested. Call the USFGT office if you have ANY questions about completing the report.. Make a backup copy of the report in case something unforeseen happens. Send your report by email to usa@footgolf.net. Post your results online at the USFGT site so players can see the results and their unofficial player ratings.

Email the USFGT report on time based on the requirements of the event tier. Make sure to send payment according to the current USFGT requirements to cover fees and memberships. Are the completed membership forms attached? Put plenty of postage on the envelope? Thanks for all your help!

Mail out any remaining prizes that went unclaimed after the Awards Ceremony. If you have a sponsor "thank you" letter, mail it out to all your sponsors.

Begin planning for next year's event. What can we do better? How can we make it more fun? Can we get better sponsorship? How can we attract more players?

Clip and keep all printed coverage of your event. These could be helpful in securing sponsors for next year's event. Next year will be bigger and way easier now that you've done such a great job and gained lots of experience!

Thanks for your help in making USFGT events more consistent!