**ADG Tournament Director Mentoring Checklist**

This is to certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has demonstrated the following competencies in the process of being mentored in the role of Tournament Director in Australian Disc Golf.

Mentor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Demonstrated Competencies** 🗹

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| **TD resources** | Is familiar with the ADG TD guide www.australiandiscgolf.com/tournament-directors-guide/ |  |
| Is familiar with the PDGA TD resources ([www.pdga.com/td](http://www.pdga.com/td)) |  |
| **Tournament Registration** | Registered an event with ADG to obtain sanctioning |  |
| Registered a tournament with PDGA |  |
| Accessed PDGA Tournament manager portal  |  |
| **Budget** | Completed a tournament budget  |  |
| Can list all common tournament outgoings |  |
| Can list common sources of tournament income |  |
| **Marketing and communication** | Shows understanding of tournament target market |  |
| Prepared promotional material eg for social media |  |
| Communicated event details such as cost and schedule on event page |  |
| Planned event updates during or after event eg video coverage |  |
| Sourced or written press release for local media |  |
| **Event planning** | Is familiar with the ADG insurance details |  |
| Has identified and worked to reduce risks associated with event |  |
| Knows and has input into course layout |  |
| Prepared event resources such as course maps |  |
| Sourced prizes for event |  |
| Advertised pro payouts as required |  |
| **Logistics** | Coordinated volunteers to help with event |  |
| Collected pre-registrations and payments |  |
| Set up scoring system |  |
| **Event** | Assisted with course set up and take down |  |
| Coordinated player checkin |  |
| Grouped players for all rounds.  |  |
| Available to address any issues arising throughout event |  |
| Delivered event briefing (should include: player and public safety warnings, rules relevant to the course eg OB areas, drop zones, and casual relief areas, start times and acknowledge sponsors) |  |
| Run awards ceremony (should name winners and award prizes, thank sponsors and volunteers, remind of upcoming events) |  |
| **Post event** | Submitted PDGA tournament report |  |
| Sent tournament report to ADG  |  |
| Paid ADG invoice |  |
| Sourced feedback from players about event |  |