

AUSTRALIAN DISC GOLF



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 TD.

Mentor: _____ Date: _____

Demonstrated Competencies



TD resources	Is familiar with the ADG TD guide https://www.australiandiscgolf.com/tournament-directors-guide/	
	Is familiar with the PDGA TD resources (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, local media	
	Communicated event details such as cost and schedule	
	Planned event updates during or after event	
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 check-in	
	Grouped players for all rounds.	
	Available to address any issues arising throughout event	
	Delivered players meeting (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	
Post event	Submitted PDGA tournament report	
	Sent tournament report to ADG	
	Paid ADG invoice	
	Sourced feedback from players about event	