

### 3.8 Checklist for international championships



#### Detailed checklist for Championships and Nationscups WMF and EMF

Task area: Application				
Tasks in detail	obligatory or recommended	Responsi-bility	date	remarks
Preparation of an informative application map	O	organizer	June the previous year	
Completion of the official application form	O	organizer		
Presentation material about the venues and courses (e.g., films, video)	R	organizer	June the previous year	
Submission of the application by the national federation to the TC for final awarding by the Executive Committee	O	organizer		
Nomination of an official contact person (for use by the responsible WMF-official)	O	organizer	Nov the previous year	
Preparative meeting with the responsible WMF official	O	organizer WMF	Nov the previous year	

<b>Task area: Finances</b>				
<i>Tasks in detail</i>	<b>obligatory or recommended</b>	<b>Responsi-bility</b>	<b>Date</b>	<b>remarks</b>
Discussions for obtaining grants	<b>R</b>	<b>organizer</b>		
Preparation of a budget for securing finances	<b>R</b>	<b>organizer</b>		
Approaches to potential local sponsors	<b>R</b>	<b>organizer</b>		
Advertising for appreciation of the competition	<b>R</b>	<b>organizer</b>		

<b>Task area: Services for participating nations before the tournament</b>				
<b>Tasks in detail</b>	<b>obligatory or recommended</b>	<b>Responsi-bility</b>	<b>Date</b>	<b>remarks</b>
Nomination of person responsible for accommodation arrangements	<b>O</b>	<b>organizer</b>	<b>May the previous year</b>	
Guarantee of offer for sufficient accommodation within close distance and with reasonable price / quality (details see championships contract)	<b>O</b>	<b>organizer</b>	<b>October the previous year</b>	<b>150 participants for youth and senior events, 250 for general class, in cities with distance of 5 km, on landscape 20 km price max 50 Euro per single and 75 Euro per double room</b>
Presentation map showing accommodation in different price classes Especially for youth: low-price options (e.g., youth hostels)	<b>O</b>	<b>organizer</b>	<b>May the previous year</b>	<b>Up to 250 beds</b>
Agreeing on breakfast hours on competition days in recommended accommodation establishments	<b>O</b>	<b>organizer</b>	<b>May the previous year</b>	<b>With all booked hotels</b>
Serving the active members with help for accommodation booking	<b>O</b>	<b>organizer</b>	<b>May the previous year</b>	
Preparation of city maps showing important locations	<b>R</b>			
Organizing transport from airport and other help at the arrival	<b>R</b>	<b>organizer</b>	<b>NC/EC/ WC</b>	
Special offers for transport options on location (e.g., rental cars)	<b>R</b>	<b>organizer</b>	<b>Jan</b>	
Appointment of central contact persons on location for different participating nations	<b>O</b>	<b>organizer</b>	<b>NC/EC/ WC</b>	<b>Different languages helpful</b>
Accreditation cards for all participants and officials	<b>R</b>	<b>organizer</b>	<b>NC/EC/ WC</b>	<b>Only recommended for special offers</b>
Souvenirs for participants	<b>R</b>	<b>organizer</b>	<b>NC/EC/ WC</b>	

<b>Task area: Programme leaflet</b>				
<i>Tasks in detail</i>	<b>obligatory or recommended</b>	<b>Responsi-bility</b>	<b>Date</b>	<b>Remarks</b>
Compilation of editorial material (e.g., greetings) photos and logos for adverts	<b>O</b>	<b>organizer</b>	<b>March</b>	
Obtaining adverts	<b>O</b>	<b>organizer</b>	<b>May</b>	
Formatting layout of the leaflet	<b>O</b>	<b>organizer</b>	<b>June</b>	
Printing the leaflets	<b>O</b>	<b>organizer</b>	<b>July</b>	

<b>Task area: PR issues, hospitality for honorary guests, press, advertising</b>				
<b>Tasks in detail</b>	<b>obligatory or recommended</b>	<b>Responsi-bility</b>	<b>Date</b>	<b>Remarks</b>
Sending out personal invitations to honorary guests	<b>O</b>	<b>organizer WMF</b>	<b>May</b>	
Preparation of media distribution list	<b>O</b>	<b>organizer</b>	<b>March</b>	<b>First media campagne before NC</b>
Information flyers on all players for media, spectators and presentation before the finals	<b>O</b>	<b>organizer WMF</b>	<b>July</b>	<b>In co-operation with the nations</b>
Announcement: posters, postal letters, press	<b>O</b>	<b>organizer</b>	<b>NC/EC/ WC</b>	
Deciding on a time for taking of official team photos	<b>R</b>	<b>organizer</b>	<b>NC/EC/ WC</b>	
Information to press, radio, TV	<b>O</b>	<b>organizer</b>	<b>NC/EC/ WC</b>	
Press conference	<b>O</b>	<b>organizer</b>	<b>NC/EC/ WC</b>	
Online reporting of the event and the results (on tournament website)	<b>O</b>	<b>organizer</b>	<b>NC/EC/ WC</b>	
Information for spectators	<b>R</b>	<b>organizer</b>	<b>NC/EC/ WC</b>	
Presentation to winners on the course with national anthems and flags and medal ceremony	<b>O</b>	<b>organizer WMF</b>	<b>NC/EC/ WC</b>	
Tickets for opening ceremony for additional guests (a)	<b>R</b>	<b>organizer</b>	<b>NC/EC/ WC</b>	<b>Indoor event for up to 300 people</b>
Tickets for closing ceremony for additional guests (b) Maximal total price (a+b) = participation fee for officials	<b>R</b>	<b>organizer</b>	<b>NC/EC/ WC</b>	<b>Indoor event for up to 350 people</b>

<b>Task area: Scoreboard and accessories</b>				
<b>Members:</b>				
<b>Tasks in detail</b>	<b>obligatory or recommended</b>	<b>Responsi-bility</b>	<b>Date</b>	<b>remarks</b>
Suitable place (covered and restricted) for the writers	O	organizer	NC/EC/WC	
Stripes for 10 or 12 rounds and printed names and flags	O	organizer	EC/WC	For number of rounds see official invitation
Team boards for 6 or 8 rounds	O	organizer	NC/EC/WC	For number of rounds see official invitation
Additional stripes, pens, tape, glue, correction material etc.	O	organizer	NC/EC/WC	

<b>Task area: IT</b>				
<b>Tasks in detail</b>	<b>obligatory or recommended</b>	<b>Responsi-bility</b>	<b>Date</b>	<b>remarks</b>
Preparation of hardware: 2 PCs, networked A3 colour printer, photocopier with facility to enlarge to A3 size	O	organizer	NC/EC/WC	
Software for: split results during the competition, result lists, starting list with timetable, substitutions, lane statistics Bangolf Arena software is recommended and offered for free by WMF	O	organizer WMF	Febr	
Paper (A4 and A3)	O	organizer	NC/EC/WC	
Team boards A3: 6 or 8 rounds	O	organizer	NC/EC/WC	For number of rounds see official invitation
Scorecards: Preliminary rounds: 6 or 8 rounds Semifinal: 2 rounds Final: 2 rounds	O	organizer WMF	NC/EC/WC	For number of rounds see official invitation
Certificates: Individual: Finalists Teams: all teams	O	organizer WMF	NC/EC/WC	
Front and back pages for result lists	O	organizer	NC/EC/WC	
Telephone connection	O	organizer	NC/EC/WC	
Internet connection	O	organizer	NC/EC/WC	
Free internet access for participants	R	organizer	NC/EC/WC	

<b>Task area: Courses and surroundings</b>				
<b>Tasks in detail</b>	<b>Obligatory or recommended</b>	<b>Responsibility</b>	<b>date</b>	<b>remarks</b>
Securing course owner's agreement to all requirements	O	organizer	Nov 2 years before	
Prechecking and checking the course by WMF	O	WMF	Nov the previous year	
Corrective actions following pre-check and check of courses	O	organizer	permanently	
Room for meetings of international organisations (no fee for WMF)	O	organizer	NC/EC/WC	
Room for tournament office	O	organizer	NC/EC/WC	
Establishment of a lost-property-office	R	organizer	NC/EC/WC	
Room for referees	O	organizer	NC/EC/WC	
Provision and maintenance of toilets near the courses	O	organizer	NC/EC/WC	
Sunshades and stands at the courses	O	organizer	NC/EC/WC	
Necessary shelters: at least 10 tents 3 x 3 meter to cover some miniaturegolf lanes	O	organizer	NC/EC/WC	
Transparent wind shields	O	organizer	NC/EC/WC	
Lounge tents or other possibilities for spectators and teams (with electricity)	O	organizer	NC/EC/WC	
Food offers for spectators	R	organizer	NC/EC/WC	
Information desk	O	organizer	NC/EC/WC	
Tables and benches inside tents	O	organizer	NC/EC/WC	
Supervising the installation of tents	O	organizer	NC/EC/WC	
Maintenance of surroundings	O	organizer	NC/EC/WC	
Wipers and brushes (one per lane) For feltgolf lanes: Wipers with sponges	O	organizer	NC/EC/WC	
Electricity on the course	O	organizer	NC/EC/WC	
Loud-speaker system for starters on both courses and for use in presentation of winners and at opening and closing ceremonies	O	organizer	NC/EC/WC	
Headphone for live commentary on the course during the team and individual finals	O	organizer	NC/EC/WC	

Building the starting place	O	organizer	NC/EC/ WC	
Official notice board: Jury, referees, tournament manager, official announcements, starting lists, split results	O	organizer	NC/EC/ WC	
Definition of spectator areas together with WMF-official and possibly platforms	O	organizer WMF	NC/EC/ WC	
Info boxes for all nations, jury, referees and WMF-officials	O	organizer	NC/EC/ WC	
At least 1 first aid person per course during practice and competition	O	organizer	NC/EC/ WC	
List of doctors on duty	O	organizer	NC/EC/ WC	
Phone number of emergency doctor on call	O	organizer	NC/EC/ WC	

### Task Area: Miscellaneous

Tasks in detail	obligatory or recommended	Responsibility	date	remarks
Securing return of existing challenge cups	O	organizer WMF	June	In cooperation with the nations
Gifts for guests and honorary guests	R	organizer	NC/EC/ WC	
Presents of WMF to the organizer	O	WMF	NC/EC/ WC	
Flags WMF + EMF + one per participating nations (three for the leading nations)	O	WMF	NC/EC/ WC	
Referee vests	O	WMF	NC/EC/ WC	
Tools and materials for repairing the lanes	O	organizer	NC/EC/ WC	
Mobile scoreboards for finals of teams and individuals	O	organizer	NC/EC/ WC	
Start numbers (2 per player + 4 safety pins per start number)	O	organizer	NC/EC/ WC	
Armbands in 5 colours Jury - white (3) Head referee - red (1) Referees - yellow (5) Coaches - green (4 per nation) Media, VIP's, etc. - blue (30)	O	organizer	NC/EC/ WC	
Folders for scorecards and pens (one per player group)	O	organizer	NC/EC/ WC	
Stopwatch for starters (2)	O	organizer	NC/EC/ WC	
For lane 2 of concrete course: equipment for repositioning the; cleaning towel				Only for concrete courses
Markers (small stickers in 3 colours) for lane 7 on concrete course				Only for concrete courses

Ball holder for lane referee at lane 7 concrete course; towel; carpet for cleaning feet; brush				Only for concrete courses
Transparent wind shields, rain covers	O	organizer and all nations	NC/EC/WC	
Medals for NC: 6 per team	O	organizer	NC	
Medals for EC/WC: Single 1 per player Mens team: 9 per team Womens team: 6 per team	O	organizer	EC/WC	
Medals for ECup: Mens team: 9 per team Womens team: 6 per team	O	organizer	ECup	
Pillows for medals	O	organizer	NC/EC/WC	
Trophies for EC/WC: Best three players and best three teams each category	O	organizer	EC/WC	
Trophies for ECup: Best three teams each category	O	organizer	ECup	
Diplomas for NC: best 8 teams	O	organizer	NC	with WMF/EMF-logo and signature Sport Director concerned
Diplomas for EC/WC: Single: 8 best players each categ. Teams: all participating teams each category	O	organizer	EC/WC	with WMF/EMF-logo and signature Sport Director concerned
Diplomas for ECup: All participating teams each category	O	organizer	ECup	with WMF/EMF-logo and signature Sport Director concerned
Flowers for winners and guests of honour	O	organizer	NC/EC/WC	
Flag stands or posts for participating nations	O	organizer	NC/EC/WC	
Flag posts for victory ceremony	O	organizer	NC/EC/WC	
Podium for victory ceremony incl. Sponsor board (min. measurements: width 4m x height 2,5m)	O	organizer	NC/EC/WC	for sponsors of WMF and organizer
Speaker's desk for opening and closing ceremony	O	organizer	NC/EC/WC	
Tables, chairs, sunshades	R	organizer	NC/EC/WC	

#### Task area: Competition procedures

Tasks in detail	obligatory or recommended	Responsibility	date	remarks
Checking the composition of practice groups	O	WMF	July	
Asking the nations to document problems identified at the courses for course-check	O	WMF	NC/EC/WC	
Carrying out of course-check (inspection)	O	WMF	NC/EC/WC	

Completing the accreditation of players and coaches	<b>O</b>	<b>organizer</b>	<b>NC/EC/ WC</b>	
Briefing the organization team on tournament procedures (see attachment)	<b>O</b>	<b>WMF</b>	<b>NC/EC/ WC</b>	
Briefing starters and lane referees	<b>O</b>	<b>WMF</b>	<b>NC/EC/ WC</b>	
Announcing the jury, referees and tournament manager	<b>O</b>	<b>WMF</b>	<b>NC/EC/ WC</b>	
Checking the names of players (writing and accentuation for starters)	<b>O</b>	<b>organizer</b>	<b>NC/EC/ WC</b>	
Controlling the clubs for lane 7		<b>referees</b>		<b>on concrete courses</b>
Referee meeting	<b>O</b>	<b>WMF</b>	<b>NC/EC/ WC</b>	
Submission of the names of coaches	<b>O</b>	<b>organizer</b>	<b>NC/EC/ WC</b>	
Technical meeting with coaches and handing over of fair play guide	<b>O</b>	<b>WMF</b>	<b>NC/EC/ WC</b>	
Handing over of team order of players	<b>O</b>	<b>organizer WMF</b>	<b>NC/EC/ WC</b>	<b>See invitation</b>
Draw during the opening ceremony	<b>O</b>	<b>organizer WMF</b>	<b>NC/EC/ WC</b>	
Starting plan (definition of start intervals with WMF-official; preparation of scorecards)	<b>O</b>	<b>organizer WMF</b>	<b>NC/EC/ WC</b>	
Opening and serving clean courses latest 90 minutes before start	<b>O</b>	<b>organizer</b>	<b>NC/EC/ WC</b>	
1st competition day: Handing over of start numbers, safety pins and armbands for coaches	<b>O</b>	<b>organizer WMF</b>	<b>NC/EC/ WC</b>	
Regrouping of playing groups in the evening	<b>O</b>	<b>organizer WMF</b>	<b>NC/EC/ WC</b>	<b>See invitation</b>
2 <sup>nd</sup> and 3 <sup>rd</sup> competition days: making possible changes in playing groups due to substitutions up to 15 minutes before the start of play	<b>O</b>	<b>organizer WMF</b>	<b>NC/EC/ WC</b>	
Final day for teams: Presentation of winners: handing over of medals on the course, hoisting of flags; playing of national anthems	<b>O</b>	<b>organizer WMF</b>	<b>NC/EC/ WC</b>	
Final day of individual competition: Presentation of the finalists before the last two rounds	<b>O</b>	<b>organizer WMF</b>	<b>NC/EC/ WC</b>	
Final day of individual competition: Presentation of winners; handing over of medals on the course; hoisting of flags; playing of national anthems	<b>O</b>	<b>organizer WMF</b>	<b>NC/EC/ WC</b>	

**Task area: Conferences; Opening and closing ceremonies**

Please ask the WMF media manager for a detailed professional guideline for your help

<b>Tasks in detail</b>	<b>obligatory or recommended</b>	<b>Responsibility</b>	<b>date</b>	<b>remarks</b>
All official documents (result lists, agendas, team information, etc.) have to be written in English language	O	organizer	EC/WC	
Location for delegates conference	O	organizer	EC/WC	about 50 persons; only for EC/WC of men / women
Location for board meetings or Youth Committee meetings	O	organizer	EC/WC	about 10 persons
Invitation lists of honorary guests	O	organizer WMF	NC/EC/WC	
Location for opening ceremony	O	organizer	NC/EC/WC	up to 250 people; location for bad weather
Seating arrangements at opening ceremony: Nations; additionally sold tickets; officials; honorary guests	O	organizer	NC/EC/WC	
Speaker list at opening ceremony and timetable. Decision on which speaker will open the competition	O	organizer WMF	NC/EC/WC	
Presentation of title holders; best ranked players; favourites; Olympic oath	O	organizer WMF	NC/EC/WC	
Meals at opening ceremony	O	organizer	NC/EC/WC	
Music and show at opening ceremony	O	organizer	NC/EC/WC	
Location of closing ceremony	O	organizer	NC/EC/WC	up to 350 people location for bad weather
Seating arrangements at closing ceremony: Nations; additionally sold tickets; officials; honorary guests	O	organizer	NC/EC/WC	
Speaker list at closing ceremony and timetable. Decision on which speaker closes the competition	O	organizer WMF	NC/EC/WC	
Handing over of presents from WMF to the organizer	O	WMF	NC/EC/WC	
Announcing and presenting the next championships	O	WMF	NC/EC/WC	
Meals at closing ceremony	O	organizer	NC/EC/WC	
Music and show at closing ceremony	O	organizer WMF	NC/EC/WC	
Victory ceremony at closing ceremony	O	organizer WMF	NC/EC/WC	
Handing over the result lists to the nations (electronic copy and 5 per nation) and 10 for WMF	O	organizer	NC/EC/WC	
At youth events the supply of alcohol should be reduced and sales controlled	O			only youth competitions

<b>Task area: Personal required</b>				
<b>Tasks in detail</b>	<b>obligatory or recommended</b>	<b>Responsi- -bility</b>	<b>date</b>	<b>remarks</b>
Starters (2)	O	organizer	NC/EC/ WC	
Lane referees	O	organizer	NC/EC/ WC	On decision of the referees
Control at lane 18 = Green House (2)	O	organizer	NC/EC/ WC	
Runners: lane 18 to scoreboard; scoreboard to tournament office; and tournament office to lane 1 (3)	O	organizer	NC/EC/ WC	
Writers' scoreboard (2)	O	organizer	NC/EC/ WC	
Score-keepers for finals in case of groups made up of players from only one nation (1-2)	O	organizer	NC/EC/ WC	
Writers and carriers for mobile scoreboards (5)	O	organizer	NC/EC/ WC	
IT specialists (2)	O	organizer	NC/EC/ WC	
Technicians for loud-speaker system (1)	O	organizer	NC/EC/ WC	
Tournament organisation management (2)	O	organizer	NC/EC/ WC	
Cashier (1)	O	organizer	NC/EC/ WC	
Contact person for the responsible WMF official (1)	O	organizer	NC/EC/ WC	
Pillow holders for medal ceremonies (1)	O	organizer	NC/EC/ WC	
Crew for cleaning up the lanes (before start; after rain interruptions) (2 + equipment)	O	organizer	NC/EC/ WC	
Replacements for all tasks are to be available and breaks in duty (as many as possible) must be allowed for all people involved	O	organizer	NC/EC/ WC	

## ATTACHMENT

<b>Issues to be discussed concerning competition procedures</b>
<b>Times for starting plan</b>
<b>Starter lane 1: As soon as a group leaves lane 1, the next group begins with practice time (1 minute per group or 1 shot per player) and immediately after this they start the round (lane referee gives the scorecards to writing player) and the next group is simultaneously called to prepare</b>
<b>Every player has a break of at least 15 minutes between rounds</b>
<b>Lane referee lane 2 on concrete course</b>
<b>Instruction in how to reposition a ball on the green / towel for cleaning balls / stressing that players are not allowed to touch the ball themselves</b>
<b>Lane referee lane 7 on concrete course</b>
<b>Stressing the importance of the task for keeping the competition running on schedule</b>
<b>The next group moves to lane seven, when the previous group has completely reached the green</b>
<b>2 referees watch the ball flying (i.e. whether it passes between the posts or not)</b>
<b>Balls within about 30 cm of the hole should be holed out immediately</b>
<b>The lie of the ball on green is marked with colourful piece of sticker (no coins) and balls placed in a shadow</b>
<b>Towel for cleaning the balls / player is not allowed to touch the ball himself</b>
<b>Playing order is decided by the referee committee</b>
<b>Procedure at lane 18 (Green House)</b>
<b>Course referee controls signatures and round scores and does not grant the players permission to leave until everything is checked and clear</b>
<b>Scorecards are brought directly to the scoreboard; and from the scoreboard to the tournament office</b>
<b>The playing order inside the group is changed in the tournament office</b>