



# World Deaf Golf Championships (WDGC) Hosting Policy

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# World Deaf Golf Championships (WDGC) Hosting Policy

## 1. KEY TERMS

- 1.1. 'WDGC' : World Deaf Golf Championships
- 1.2. 'WDGF' : World Deaf Golf Federation
- 1.3. 'ICSD' : International Committee of Sports for the Deaf
- 1.4. 'TD' : Technical Director
- 1.5. 'TOD' : Tournament Director
- 1.6. 'TR' : Tournament Referees
- 1.7. 'MOU': Memorandum of Understanding

## 2. THE WORLD DEAF GOLF CHAMPIONSHIPS [WDGC]

### 2.1. The World Deaf Golf Championships

The name of the tournament shall be World Deaf Golf Championships (WDGC).

The WDGC shall be held every second year.

## 3. BIDDING FOR THE WORLD DEAF GOLF CHAMPIONSHIPS

### 3.1. Host Selection

The selection of the host country shall be made at least four (4) years in advance at the WDGF General Meeting.

### 3.2. Proposal for the WDGC

A proposal from countries that want to bid for the right to host the WDGC shall be sent to the WDGF secretary at least three (3) months prior to the General Meeting.

The proposal shall contain the following information:

- The approximate date of the championships.
- The name and location of the golf course.
- The location of the accommodation.
- The location of the nearest airport.
- The approximate costs for green fee and accommodation.
- The names of the Organising Committee members.
- Official support letters from the golf course, the National Golf Association, etc.

### 3.3. Date of the Championships

It is recommended to arrange the WDGC during a period of the year when most of the WDGF member countries have their holiday season.

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## **4. ON AWARD OF THE WORLD DEAF GOLF CHAMPIONSHIPS**

### **4.1. Memorandum of Understanding**

Within three months of the winning bid, a Memorandum of Understanding will be issued by WDGF to the host country. This Memorandum of Understanding will outline the rights and obligations for both parties.

## **5. THE ORGANISATION OF THE WORLD DEAF GOLF CHAMPIONSHIPS**

### **5.1. Organising Committee**

The National Deaf Golf Federation or National Deaf Sports Federation of the country hosting the WDGC shall appoint an Organising Committee, which shall be responsible for organising the Championships.

### **5.2. Tournament Director**

The Organising Committee shall appoint a Tournament Director (TOD).

The Tournament Director shall be a member of the Organising Committee, and shall demonstrate a satisfactory knowledge about the organising of a tournament, the game of golf and its rules.

The Tournament Director is to work in cooperation with the Technical Director appointed by WDGF (see next clause).

### **5.3. Technical Director**

The Memorandum of Understanding (MOU) shall outline the person designated by WDGF to act as the Technical Director (TD) who is responsible for the golf tournament.

The Technical Director is to work in cooperation with the Tournament Director to ensure all WDGF Tournament Rules, Procedures and Policies are complied with.

### **5.4. Tournament Referees**

There shall be at least two suitably qualified referees present during the championships.

The referees should be contacted with a mobile phone text message if a situation should occur at the golf course.

All directions from the Tournament Referees are to be complied with.

Any disputes, are to be brought to the Tournament Rules Committee comprising the Tournament Referees, Tournament Director, and Technical Director. Any decision from the Tournament Rules Committee is final.

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### 5.5. Tournament Rules Committee

The Tournament Rules Committee shall comprise the Tournament Referees, Tournament Director, and Technical Director.

The Tournament Rules Committee is responsible for the running of the Tournament, including all rules, procedures, and policies.

Any decision from the Tournament Rules Committee is final.

The Tournament Rules Committee, will be convened one hour after conclusion of each Championship Round, to review each Championship Round, and any decisions or revision of procedures will be issued to each Country Team Captain / Manager along with scoreboard and timesheets for the next round.

### 5.6. Starter

The Organising Committee shall appoint a person or persons that will act as the Tournament Starter.

The duties of the Tournament Starter shall be:

- Call for the next "ball" and greet the players prior to the starting time.
- Check that the players do not wear hearing aids, or any other aids.
- Hand out the scorecards, the pin placements, and the local rules etc.
- Confirm the starting order to the players if there are any ambiguities.
- Ensure that the players do not start before the official starting time.

### 5.7. Budget

The Organising Committee is required to send a detailed budget to the WDFG at least twelve (12) months prior to the start of the Championships for the endorsement by the WDFG.

### 5.8. Economical responsibility

The Organising Committee or the National Deaf Golf Federation and / or the National Deaf Sports Federation shall be solely and fully economically responsible for the organisation and running of the WDGC.

If there is a profit after the WDGC, 10% is to be allocated to WDFG.

### 5.9. Medical assistance

It is highly recommended that medical assistance be made available for the full duration of the tournament.

The medical team shall be contactable with a mobile phone text message should an emergency should occur at the golf course.

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### 5.10. Sign language interpreters

The Organising Committee shall provide with English speaking sign language interpreters who shall also have a working knowledge of International Signs.

### 5.11. Photo session

It is highly recommended that the Organising Committee should arrange with a photo session where photos could be taken of the teams. The teams should be photographed with their national flags.

### 5.12. Badges/ID cards

The Organising Committee shall provide all golf players and team leaders etc with a badge or ID card for easy identification of the players, and to distinguish golfers from non-golfers.

### 5.13. WDGF flags

The WDGF are the sole custodians of the WDGF flags.

The Organising Committee must ensure that the WDGF flag is flown from the opening ceremony until the closing ceremony.

At the completion of the WDGC, the WDGF President shall pass on a new flag to the Organising Committee of the next WDGC, and the Organising Committee of the current WDGC is entitled to keep the used flag.

### 5.14. Withdrawal by the host country

If the host country elects to withdraw from organizing the WDGC, the host country must pay a fine to the WDGF in accordance with the following:

- € 500 from 4 years up to 2 years before the start of the tournament.
- € 1000 from 2 years up to 1 year before the start of the tournament.
- € 1500 from 1 year to the start of the tournament.

The host country does not have to pay the fine if a withdrawal is due to an unavoidable situation not under their control or of any natural cause.

If the host country does not pay the fine, the WDGF board has the power to decide that the host country's National Deaf Golf Federation could be suspended from participating in the WDGC until the fine has been paid.

## 6. ACCOMMODATION FOR THE WORLD DEAF GOLF CHAMPIONSHIPS

### 6.1. Accommodation

The Organising Committee shall reserve hotels as soon as possible. There must be hotel rooms enough to host all the golfers.

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The accommodation shall be as close as possible to the golf course. The Organising Committee shall provide with transportation if the accommodation is not within a walking distance from the golf course.

Accommodation bookings are to be conducted direct between the National Deaf Golf Federation and the Accommodation venue.

### **6.2. WDGf Board members**

The Organising Committee shall provide with seven (7) nights free accommodation for the WDGf Board members at the official tournament hotel. The Board members shall agree to share a twin bed room if possible.

If the Board members prefer to share a room with another golfer, partner or spouse, the roommate is responsible for his or her share of the expenses.

### **6.3. WDGf guests**

The Organising Committee shall provide with seven (7) nights free accommodation for guests invited by the WDGf (Honorary Members, representatives from the ICSD and the R&A etc) at the official tournament hotel. The guests shall agree to share a twin bed room if possible.

If the guests prefer to share a room with another golfer, partner or spouse, the roommate is responsible for his or her share of the expenses.

A maximum of five (5) guests can be invited by the WDGf, and should be notified to the Organising Committee at least one year before the Tournament.

Any travel costs paid by the Organising Committee should be stated in the Memorandum of Understanding.

## **7. FUNCTIONS DURING THE WORLD DEAF GOLF CHAMPIONSHIPS**

### **7.1. Functions**

The Organising Committee shall arrange with three functions during the WDGC:

- An opening ceremony with dinner.
- A cultural event, barbeque party or similar.
- A closing ceremony with a banquet.

### **7.2. Non golfers**

It is highly recommended that the hotels and functions also should be available for the families, partners and supporters to the golfers.

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### 8. THE RUNNING OF THE WORLD DEAF GOLF CHAMPIONSHIPS

#### 8.1. Tournament Rules

The Organising Committee must adhere to all Tournament Rules, Procedures and Policies as set out in the 'Tournament Rules of the World Deaf Golf Championships'. Any variations to these rules, procedures or policies must be agreed to with WDFG at least 6 months prior to the Tournament.

### 9. ENTRY TO THE WORLD DEAF GOLF CHAMPIONSHIPS

#### 9.1. Invitation

The Organising Committee is responsible for all invitations to the WDGC. An official logotype of the WDGC shall be created, and the header of the invitations shall begin with: "World Deaf Golf Federation invites ..."

A draft of the invitation is to be sent to WDFG 13 months prior to the start of the Championships, for WDFG endorsement, prior to distribution.

The invitation shall be sent to all the WDFG affiliated countries at least 12 months before the start of the championships.

The invitation, and all the other documents printed for the Championships, must carry the logo and/or the initials of the WDFG.

The invitation shall contain the following information:

- The place and date of the Championships.
- The rules for the Championships.
- A provisional program.
- The website for the Championships
- The entry fees.
- Entry forms
- The location and cost for the accommodation.
- Travel information.
- The names of the contact persons in the Organizing Committee.

A copy of the invitation shall also be sent to the ICSD.

#### 9.2. Entry forms

See article 5.1. in 'Tournament Rules for the World Deaf Golf Championships'.

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## 9.3. Entry fee

Each player attending the WDGC must pay an entry fee. The entry fee shall at least cover the following:

- The WDF individual entry fee
- Green fee
- Three functions
- Prizes
- All Transport to and from Airport, Hotel, and Functions

The entry fee should be reduced if the Organising Committee is able to secure major support from a sponsor.

Also see article 5.2. in the 'Tournament Rules for the World Deaf Golf Championships'.

## 9.4. WDF individual entry fee

The WDF individual entry fee to the WDF shall be 15 Euros per player.

The Organising Committee shall collect the starting fee and forward it to WDF before the start of the Championships.

The WDF reserves the right to amend the individual entry fee.

## 9.5. WDF membership fee

See article 5.3. in the 'Tournament Rules for the World Deaf Golf Championships'.

## 10. TROPHIES FOR THE WDGC

### 10.1. WDGC Trophies

The Organising Committee will decide the type and format of the prizes. Any engraving on the prizes shall include the logo and/or wording of WDF.

The Organising Committee shall submit a sample (photograph) of the proposed trophy by at least a month prior to the WDGC for endorsement by the WDF.

The individual players and the players in the teams on the first three places shall be awarded with Trophies for their keeping. (Individual players tied second and third should also be awarded with prizes.)

Also see article 6. in the 'Tournament Rules for the World Deaf Golf Championships'.

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## 11. SCHEDULE AND REPORTING

**11.1. A detailed schedule for deadlines for the WDGC shall be forwarded to the Organising Committee at the same time as the MOU. This shall include the following critical dates.**

- The Organising Committee shall send out the invitation at least twelve (12) months before the start of the Championships.
- The Organising Committee shall send a detailed budget to WDGf twelve (12) months before the start of the Championships.
- The participating countries shall submit their entry forms to the Organising Committee at least four (4) months before the start of the Championships.
- The participating countries shall pay the entry fee at least three (3) months before the start of the Championships.
- All new audiogram forms must be submitted to ICSD three (3) months before the event.
- The Organising Committee shall send a list of the participating players to the WDGf and ICSD at least three (3) months before the start of the Championships.
- The Organising Committee shall transfer the individual entry fees to WDGf one month prior to the start of the Championships.
- The Organising Committee shall forward the results from the Championships to WDGf and ICSD within thirty (30) days after the conclusion of play.
- The Organising Committee shall send a final report with financial statements to WDGf within four (4) months after the Championships.