**Planning Meeting Agenda**

**Date:**

**Tournament:**

**Location:**

**In Attendance**

Name: Organisation: Position: Telephone No: Email:

1. Course and Venue 18. Press Facilities 35. Website & Live Scoring

2. Tournament Conditions 19. Programme, Posters & Drawsheets 36. Television Coverage

3. Prize Money & Fees 20. Publicity & Course Signage 37. Yardage

4. Pro-Am 21. Locker Room & Players' Lounge 38. Any Other Business & Future Meetings

5. Practice Rounds 22. Gates & Badges

6. Practice Range 23 Police/Fire & Security

7. Course Preparation 24. Medical Service

8. Challenge Tour Officials, Referees & Tournament Staff 25. Insurance

9. Challenge Tour Office & Equipment Requirements 26. Catering

10. Starting 27. PA System

11. Recording 28. Official Functions & Prize Giving

12. Communication Equipment 29. Special Events & Prizes

13. Scoring Operation 30. On Course Facilities

14. Crowd Control 31. Banking

15. Cards of the Course 32. Tentage, Electricity, Plumbing & Cleaning

16. Accommodation & Travel for Players 33. Grand Stand

17. Caddies & Trolley Pullers 34. Internet

**Points to be covered**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Comments** | | **Actioned By?** |
| **1.** | **COURSE/VENUE & PROMOTERS** | **COURSE/VENUE** | **PROMOTER** |  |
|  | Full mailing address, contact numbers and email address |  | Svenska Golfförbundet  Idrottens hus, Skansbrogatan 7  Box 11016  100 61  Stockholm  Tel: + 46 8 622 15 00  Contact: Frida Bräster  Email: frida.braster@golf.se |  |
|  | Contact name |  |  |  |
|  | Dates course reserved |  | |  |
|  | Daylight Hours |  | |  |
| **2.** | **TOURNAMENT CONDITIONS** |  | |  |
|  | Official Tournament Name |  | |  |
|  | Tournament Dates |  | |  |
|  | Number of rounds/days |  | |  |
|  | Field size |  | |  |
|  | Field composition |  | |  |
|  | Amateurs (Maximum of 6 to be included in the National field, handicap scratch or better) |  | |  |
|  | Invitations |  | |  |
|  | Closing date for entries |  | |  |
|  | Registration deadline |  | |  |
|  | Play off holes |  | |  |
| **3.** | **PRIZE MONEY & FEES** |  | |  |
|  | Confirm prize money |  | |  |
|  | Approved Challenge Tour breakdown with reserve money provision |  | |  |
|  | Withholding tax (Yes/No – Level – Procedures) |  | |  |
|  | Sanction fee + expenses |  | |  |
|  | Invoice and remittance dates |  | |  |
|  | Expenses recharged at conclusion of event |  | |  |
|  | Entry fees and Collection of entry fees |  | |  |
| **4.** | **PRO-AM** |  | |  |
|  | Name of the Pro-Am Tournament |  | |  |
|  | Date of Pro-Am |  | |  |
|  | Amateur registration - Location – Who |  | |  |
|  | Format (Par is your Friend or Best ball…….) |  | |  |
|  | - Maximum handicap/allowance |  | |  |
|  | - Stroke play/Stableford |  | |  |
|  | - Number of teams (including split between CT players and National/Invitations) |  | |  |
|  | - Format of teams |  | |  |
|  | - Tees |  | |  |
|  | - Starter |  | |  |
|  | - Shotgun/2 tees/1 tee |  | |  |
|  | - Catering/Function (Players to attend) |  | |  |
|  | - Team Prizes & Prize giving reception |  | |  |
|  | - Pro-Am Prize Fund & Breakdown |  | |  |
|  | - Pro-Am Prize Money (how will it be paid on site or by the Tour following the event?) |  | |  |  |
| **5.** | **PRACTICE ROUNDS** |  | |  |
|  | Official practice days   * Official days * No. of players allowed in each match? * Will practice be possible on Pro-Am day? |  | |  |
|  | Course times  - Opening  - Closing |  | |  |
| **6.** | **PRACTICE RANGE** |  | |  |
|  | - Location & Length (confirm the use of woods) |  | |  |
|  | - Number of players |  | |  |
|  | - Are nets required, if so where? |  | |  |
|  | Range Time  - Opening  - Closing |  | |  |
|  | Range Ball  - Supply (The Challenge Tour will supply 300 dozen Titleist range balls, the promoter is to cover the cost of transport).  - TD to explain balls remain the property of Titleist after the tournament. Any requests for use of balls after the event need to be sent to [tbickers@europeantour.com](mailto:tbickers@europeantour.com)  - Is there a need for additional low compression balls  - Delivery Address (Please confirm the address where the balls must be sent and contact name, number and email address). |  | |  |
|  | - Banners and Distance markers |  | |  |
|  | - Ball collection |  | |  |
|  | - Cleaning/storage |  | |  |
|  | - Staffing |  | |  |
|  | - Practice bunker/chipping /putting green – location |  | |  |
| **7.** | **COURSE PREPARATION** |  | |  |
|  | Name of Greenkeeper (Please also confirm contact telephone and email). |  | |  |
|  | PGA European Tour Course Prep Guidelines |  | |  |
|  | Course visit by Tour Agronomist |  | |  |
|  | Daily preparation |  | |  |
|  | - Cutting plan per day |  | |  |
|  | - Pin positions |  | |  |
|  | - Greens |  | |  |
|  | - Bunkers and rakes |  | |  |
|  | Challenge Tour responsible for positioning of tees, pin positions and all course marking |  | |  |
|  | Course Paint   * Does paint need to be sent? How much? (Please note paint is sent in boxes unless otherwise stipulated). * Delivery Address   (Please confirm contact name, delivery address, number and email address) |  | |  |
|  | Air Horns  Do Air Horns need to be sent? |  | |  |
|  | Wet weather equipment |  | |  |
| **8.** | **EUROPEAN CHALLENGE TOUR OFFICIALS, REFEREES & TOURNAMENT STAFF** |  | |  |
|  | Number of Officials:  - European Challenge Tour Staff  - Federation/Guest Referees  - Challenge Tour Press Officer  - European Tour Physiotherapist  - Scoreboard Staff |  | |  |
|  | Accommodation – Location & rooming list |  | |  |
|  | Staff Transport – (Car or No Car?) |  | |  |
|  | Travel & Accommodation – Special contra deals |  | |  |
| **9.** | **CHALLENGE TOUR OFFICE** |  | |  |
|  | Location of Challenge Tour office |  | |  |
|  | Dedicated telephone, fax & internet lines  (A minimum of 4 external lines are required) |  | |  |
|  | Fax machine/photocopier/ power supply |  | |  |
|  | Players information /notice boards |  | |  |
|  | Buggies (Total number available/required)  - Rules Officials  - Organisation (Marshals, Scoring Team, Water…)  - TV (where applicable) |  | |  |
|  | Flag pole available for Challenge Tour Flag |  | |  |
|  | Promoters Office  - Location |  | |  |
| **10.** | **STARTING** |  | |  |
|  | One tee/two tees |  | |  |
|  | Starting intervals |  | |  |
|  | Official starters   * Starters tents on tees 1 and 10 |  | |  |
|  | Official time on 1st and 10th Tee |  | |  |
|  | Starter's brief |  | |  |
|  | Tees & Pencils available for Players? |  | |  |
|  | Any TV requirements |  | |  |
|  | Estimated Sunday start and finish times  (Any special travel requirements?) |  | |  |
| **11.** | **RECORDING** |  | |  |
|  | Official Recorder |  | |  |
|  | Official recording area with power supply |  | |  |
|  | Communication with press office |  | |  |
| **12.** | **COMMUNICATION EQUIPMENT** |  | |  |
|  | Walkie talkie requirements |  | |  |
|  | Administration network |  | |  |
|  | Rules network (separate channel) |  | |  |
|  | Scoring network |  | |  |
| **13.** | **SCORING OPERATION** |  | |  |
|  | Who to co-ordinate |  | |  |
|  | Boards required and location |  | |  |
|  | - Main hole by hole |  | |  |
|  | - Leaderboards  - Location |  | |  |
|  | - Press |  | |  |
|  | - Carryboards (how many) |  | |  |
|  | Scorers (how many & when?) |  | |  |
|  | Live scoring Internet connection & computer |  | |  |
|  | Who to input the scores |  | |  |
|  | Location of Scoring Office |  | |  |
|  | Challenge Tour Scoreboard  Where applicable, the Challenge Tour Scoreboard Team will require the following:   * Office Area   A locable office ideally with the minimum dimensions of  approx. 3/4m x 3/4m or an office and a lockable space to  charge radios, PDA’s and store computers etc. The office  should be in close proximity to the scoreboard.  Please confirm office details:   * Approx. 4 trestle tables & chairs * Electricity supply * An internet connection   Preferably cabled but a reliable wifi would be sufficient.   * Where Challenge Tour Scoreboards & Leader boards are used a workman/gator will be required to deploy these onto the course. |  | |  |
| **14.** | **CROWD CONTROL** |  | |  |
|  | Roping and staking |  | |  |
|  | Chief marshal and marshals |  | |  |
|  | Quiet please boards |  | |  |
|  | Arm bands |  | |  |
|  | Fore caddies (which holes) |  | |  |
| **15.** | CARDS OF COURSE |  | |  |
|  | **ENCLOSE** a card of the course with tees to be used, marked. |  | |  |
|  | Name of Architect:  Enclose any information regarding the course - Type of course  - When was the course built (first opened)?  - Existing course record? |  | |  |
|  | Tournament scorecards approx. 500 (who to print?) |  | |  |
|  | Pro-Am scorecards approx. 100 (who to print?) |  | |  |
| **16.** | **ACCOMMODATION AND TRAVEL**  **FOR PLAYERS** |  | |  |
|  | Accommodation (Official Hotel)  - Hotel(s) name  - Contact name  - Contact numbers  - Rates (single & twin rooms)  - Location (from Golf Course)  - Please ensure that there are around 30 rooms held for players to book direct |  | |  |
|  | Accommodation, confirm if a booking form is required. Also confirm if there is a booking code. |  | |  |
|  | Are Visas Required? |  | |  |
|  | Official Airline |  | |  |
|  | Nearest Airport |  | |  |
|  | Free Transport (Yes or No & Type of Transport) (airport/hotel/course) |  | |  |
|  | Courtesy Car Service (airport/hotel/course) |  | |  |
|  | Shuttle bus service (airport/hotel/course) |  | |  |
|  | Pick up form needed? |  | |  |
|  | List of additional local hotels |  | |  |
| **17.** | **CADDIES AND TROLLEY PULLERS** |  | |  |
|  | Are Caddies Compulsory? |  | |  |
|  | Caddie Master: Name, tel and email |  | |  |
|  | Availability of caddies |  | |  |
|  | Minimum caddie fee (per round) |  | |  |
|  | Caddy bibs |  | |  |
|  | Availability of trolleys (free of charge) |  | |  |
|  | Bag storage location |  | |  |
|  | - Opening/closing times |  | |  |
|  | - Security |  | |  |
| **18.** | **PRESS FACILITIES** |  | |  |
|  | Tour Press Officer |  | |  |
|  | Contact:  - Telephone  - Email |  | |  |
|  | Local Press Officer |  | |  |
|  | Contact:  - Telephone  - Email |  | |  |
|  | Media Centre Location |  | |  |
|  | - telephone, fax and internet lines |  | |  |
|  | Contact for pre-event publicity |  | |  |
| **19.** | **PROGRAMME/POSTERS/**  **DRAWSHEETS** |  | |  |
|  | Plans regarding production of: |  | |  |
|  | - Programme/drawsheets |  | |  |
|  | - Pre-event poster |  | |  |
|  | Welcome message required for programme? |  | |  |
| **20.** | **PUBLICITY/COURSE SIGNAGE** |  | |  |
|  | Plans re publicising event |  | |  |
|  | Course signage, who to organise and implement? |  | |  |
|  | - Advertising banners & boards |  | |  |
|  | - Pin flags |  | |  |
|  | - Tee boards |  | |  |
|  | - Tee markers |  | |  |
|  | - Directional signs |  | |  |
|  | - Car parking signs |  | |  |
|  | - Main road signage |  | |  |
| **21.** | **LOCKER ROOM &**  **PLAYERS’ LOUNGE** |  | |  |
|  | Availability of lockers |  | |  |
|  | - Security / Non-smoking area |  | |  |
|  | - Opening times |  | |  |
|  | Luggage storage room |  | |  |
|  | Lounge for players only - Location |  | |  |
|  | - Facilities available |  | |  |
|  | - Opening Times |  | |  |
| **22.** | **GATES AND BADGES** |  | |  |
|  | Cost of public access |  | |  |
|  | European & Challenge Tour Badges |  | |  |
|  | Guest Badges |  | |  |
|  | Car parking |  | |  |
|  | - Details on areas and access |  | |  |
| **23.** | **POLICE/FIRE AND SECURITY** |  | |  |
|  | Notification of local service |  | |  |
| **24.** | **MEDICAL SERVICES** |  | |  |
|  | A local Doctor should be on site (Please confirm dates) |  | |  |
|  | Ambulance on site (Please confirm dates) |  | |  |
|  | On site First Aid (Please confirm details):  A minimum of 2 First Aiders, AED trained (experienced defib operators) and also equipped and trained to cope with anaphylaxis reactions (allergy to nuts, bee/wasp stings).  Equipment on site: Is there a defibrillator and Epipen (or equivalent) (Please note that CT Osteopaths Travel with Defibs)?  All on site medical staff must have transport that enables them to access the course. |  | |  |
|  | Challenge Tour Physiotherapist  (Where applicable – list available from Tara Bickers).   * Working Area   (European Tour physiotherapist will need a suitable area to work from – is there a suitable room approx. 6m x 4m with hot and cold running water? If not an area in the locker room would suffice if there is enough room. The Physio will travel with his own portable coach).   * Wifi   Wifi is required in the working area. Please confirm this will be available.   * Expenses   (Is the Promoter able to cover the cost of accommodation for the Physio, the Challenge Tour will cover the cost of his flights and fees). |  | |  |
|  | Other Physiotherapist – Free of Charge - Location |  | |  |
| **25.** | **INSURANCE** |  | |  |
|  | Public Liability Insurance:   * A minimum of £5 million Public Liability Insurance policy must be in place before Staff are on site/the building of temporary structures, whichever comes first. A copy of the policy must be sent to Tara Bickers ([tbickers@europeantour.com](mailto:tbickers@europeantour.com)). * If the above policy is difficult to obtain and you require assistance with obtaining insurance please contact Charlotte Duffain ([cduffain@europeantour.com](mailto:cduffain@europeantour.com)). |  | |  |
|  |  |  | |  |
| **26.** | **CATERING** |  | |  |
|  | Facilities available: |  | |  |
|  | - Players  Free Food Available? (Yes/No)  Location?  Voucher System used?  Cost of food (Monday/Tuesday/Wednesday)?  Does the above include breakfast? |  | |  |
|  | - Officials |  | |  |
|  | - Public |  | |  |
| **27.** | **PA SYSTEM** |  | |  |
|  | Tournament Starting |  | |  |
|  | Pro-Am Starting |  | |  |
|  | Prize giving |  | |  |
| **28.** | **OFFICIAL FUNCTIONS &**  **PRIZE GIVING** |  | |  |
|  | Any official functions |  | |  |
|  | Prize giving ceremony for Pro-Am and for Tournament? (Please give details) |  | |  |
|  | - Location |  | |  |
|  | - Number of players to attend |  | |  |
|  | - Who to MC |  | |  |
| **29.** | **SPECIAL EVENTS & PRIZES** |  | |  |
|  | Shoot out /Skins |  | |  |
|  | Any special prizes |  | |  |
|  | Hole in one/lowest round etc. |  | |  |
| **30.** | **ON COURSE FACILITIES FOR COMPETITORS** |  | |  |
|  | - On course toilets (where sited?) |  | |  |
|  | - Fruit and water |  | |  |
|  | - Litter Bins |  | |  |
| **31.** | **BANKING** |  | |  |
|  | Nearest currency exchange facility |  | |  |
| **32.** | **TENTAGE/ELECTRICITY/PLUMBING/CLEANING** |  | |  |
|  | Promoter to organise |  | |  |
| **33.** | **GRANDSTANDS** |  | |  |
|  | Location  Who to organize? |  | |  |
| **34.** | **INTERNET** |  | |  |
|  | Additional lines for internet connection for players. |  | |  |
|  | Computer available on site? (Number & location) |  | |  |
|  | Wifi on site, available for all or restricted? |  | |  |
| **35.** | WEBSITE/LIVE SCORING |  | |  |
|  | Event Logo, must be sent as soon as possible to: [tbickers@europeantour.com](mailto:tbickers@europeantour.com) / [snuvoletta@europeantour.com](mailto:snuvoletta@europeantour.com)(As logos appear clearer on the web in portrait style it is recommended that this layout is used where possible). |  | |  |
|  | Does the event have its own website? If so please detail site address (URL). |  | |  |
|  | Event Contact: Who will be the point of contact regarding Internet details? |  | |  |
|  | The European Challenge Tour Logo. |  | |  |
|  | CO-SANCTIONED EVENTS ONLY: |  | |  |
|  | Will live scoring operate? |  | |  |
|  | - Who is the contact? (Contact details) |  | |  |
|  | - If yes will Tour software be used? |  | |  |
|  | - If no Live Scoring, end of day scores must be emailed to: webteam@europeantour.com |  | |  |
|  | ALL OTHER EVENTS: |  | |  |
|  | The European Tour Live Scoring software MUST be used. For those Promoters wishing to have a link set up on the Tour Site (Challenge Tour web page) to their own Live Scoring Pages please forward your link to Tara Bickers as soon as possible: tbickers@europeantour.com |  | |  |
|  | Photographs:- Name of Photographer- Contact Details (Mobile & Email)- Confirmed Dates on SiteTo be sent by digital email to the Tournament Secretary and the European Tour Media Department at media@europeantour.com:- Venue- Defending Champion with Trophy- Leading players each night |  | |  |
| **36.** | TELEVISION COVERAGE |  | |  |
|  | Is there to be any Local/National TV Coverage? If yes, who is the broadcaster? |  | |  |
|  | ‘Challenge Series’ is provided by Tour Productions, they require assistance with accommodation for two members of staff for 3 nights. |  | |  |
|  | For Information on an increased TV or Highlights package please contact Sian Butcher in the CT office for further information:  snuvoletta@europeantour.com |  | |  |
| **37.** | **YARDAGE** |  | |  |
|  | * Craig Scott   (Will produce the yardage books for all events, please try to secure a hotel room close to course for him or local B&B). |  | |  |
| **38.** | **ANY OTHER BUSINESS/ FUTURE MEETINGS** |  | |  |
|  |  |  | |  |

**Circulation:**

**Appendix I**

# Katrineholms Golf Clubs course information in yards and meters (Blue & Yellow)

# 

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Hole | Meters | Yards | Par | Hole | Meters | | Yards | Par | |
| 1 | 480 | 525 | 5 | 10 | 415 | | 454 | 4 | |
| 2 | 175 | 191 | 3 | 11 | 375 | | 410 | 4 | |
| 3 | 395 | 432 | 4 | 12 | 134 | | 147 | 3 | |
| 4 | 525 | 574 | 5 | 13 | 295 | | 323 | 4 | |
| 5 | 375 | 410 | 4 | 14 | 330 | | 361 | 4 | |
| 6 | 550 | 601 | 5 | 15 | 355 | | 388 | 4 | |
| 7 | 180 | 197 | 3 | 16 | 170 | | 186 | 3 | |
| 8 | 345 | 377 | 4 | 17 | 440 | | 481 | 5 | |
| 9 | 405 | 443 | 4 | 18 | 400 | | 437 | 4 | |
| OUT | 3430 | 3751 | 37 | IN | 2914 | | 3187 | 35 | |
|  | | | | | | | | | | |
|  | | | | OUT | 3430 | 3751 | | | 37 | | |
| TOTAL | 6344 | 6938 | | | 72 | | |