

International Golf Federation

2025 WORLD AMATEUR TEAM CHAMPIONSHIPS MANUAL

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TABLE OF CONTENTS

1. INTRODUCTION.....	10
1.1. WATC Governance	10
1.2. IGF key contacts for 2025	10
1.3. Team eligibility	10
1.4. Authority.....	10
1.5. Official language.....	11
1.6. International Olympic Committee	11
2. CONDUCT OF CHAMPIONSHIPS	12
2.1. Host Country.....	12
2.2. Local Organising Committee (LOC)	12
2.2.1. Project planning	12
2.3. Rules of Golf/Terms of the Competition	12
2.4. Schedule.....	12
2.5. Prizes.....	12
2.6. WATC Competition Committee	13
2.7. WATC Championship Committee	13
2.8. Site visits.....	13
2.9. Chapter checklist	14
3. CHAMPIONSHIPS.....	15
3.1. 2025 competition dates	15
3.2. Competition venue.....	15
3.3. Teams.....	15
3.4. Championship format	15
3.5. Official participation	15
3.6. Captains and Advice.....	15
3.7. Play will not be extended.....	16
3.8. Schedule of events	16
3.9. Practice.....	16
3.10. Referees	17
3.11. Team uniforms.....	17
3.11.1. Footwear	17
3.12. Chapter checklist	18
4. TEAM ENTRIES	19
4.1. Qualification System.....	19
4.2. Entries.....	19
4.3. Host Country Information Guide.....	19
4.4. Chapter checklist	20
5. ONSITE TEAM REGISTRATION.....	21
5.1. Overview.....	21
5.2. Location	21
5.3. Hours of operation	21
5.4. Late arrivals	21

5.5.	Resolution of Appreciation scrolls	21
5.6.	Host Federation keepsake.....	21
5.7.	Team Registration process.....	21
5.7.1.	Procedure for Teams	22
5.7.2.	Procedure for Biennial Meeting delegates	23
5.8.	Accreditation (Credentials) and supplementary devices	23
5.9.	Photos.....	23
5.10.	Chapter checklist	23
6.	ACCOMMODATION	24
6.1.	Dates	24
6.2.	Hotel information	24
6.3.	Booking process	24
6.4.	Hotel facilities	24
6.5.	Standard contract	25
6.6.	Chapter checklist	26
7.	TRANSPORT.....	27
7.1.	Transport needs	27
7.2.	Shuttles.....	27
7.3.	Transport schedules	27
7.4.	Transport staff and drivers	27
7.5.	Additional transport needs.....	28
7.6.	Parking.....	28
7.7.	Chapter checklist	28
8.	ARRIVALS AND DEPARTURES	29
8.1.	Arrivals.....	29
8.2.	Departures.....	29
8.3.	Baggage	29
8.4.	Chapter checklist	30
9.	FOOD AND BEVERAGE	31
9.1.	Breakfast.....	31
9.2.	Lunch	31
9.3.	Snacks	31
9.4.	Water	31
9.5.	Dinner	32
9.6.	Hotel food and beverage	32
9.7.	Media food and beverage.....	32
9.8.	Chapter checklist	32
10.	MEDICAL SERVICES.....	33
10.1.	First aid and medical care	33
10.2.	Principle obligations.....	33
10.3.	Physiotherapy services.....	33
10.4.	Insurance	33
10.5.	Right to practice.....	34
10.6.	Doping control	34
10.7.	Spaces required for doping control	34



10.8. Doping control process.....	34
10.9. Transport of Samples and documentation	35
10.10.Chapter checklist	35
11. PROTOCOL.....	36
11.1. National anthems.....	36
11.2. Flags	36
11.3. Flags at the Opening Ceremonies.....	36
11.4. Flags at the Closing Ceremonies	37
11.5. Ties	37
11.6. IGF event protocol	37
11.7. Opening Ceremonies.....	37
11.8. Opening Ceremony receptions.....	38
11.9. Closing Ceremonies	38
11.10.Farewell receptions	39
11.11.Chapter checklist	39
12. COMMUNICATION.....	40
12.1. Website.....	40
12.2. Press releases	40
12.3. Pocket Guide	40
12.4. Official Championships programme	40
12.5. Newsletters	41
12.6. Clinics	41
12.7. Record book	41
12.8. Chapter checklist	41
13. MEDIA OPERATIONS.....	42
13.1. Media structure	42
13.2. Media Centre layout	42
13.3. Equipment.....	42
13.4. Security/Access	43
13.5. Schedule.....	43
13.6. Registration and accreditation	43
13.7. Accommodation and transportation.....	43
13.8. Media Dining.....	43
13.9. Flash Area	43
13.10.Carts	43
13.11.Media day	43
13.12.Social media	44
13.13.Broadcast.....	44
13.14.Commercial photography	44
13.15.Chapter checklist	45
14. MEETINGS AND EVENTS	46
14.1. Administrative Committee meeting.....	46
14.2. IGF Biennial Meeting	46
14.3. IGF Delegates' meal.....	46
14.4. Team Captains' meetings.....	47
14.5. Referees' meetings.....	47



14.6. Referees' dinners	47
14.7. Delegates & Duffers	47
14.8. Chapter checklist	49
15. BRAND IDENTITY	50
15.1. Championship Logo.....	50
15.2. Use of Championship Logo	50
15.3. Use of IGF logo	50
15.4. Colour selection	51
15.5. Typography.....	51
15.6. Terminology and Marks	51
15.7. Guidelines on use of WATC Images	52
15.8. Guidelines for equipment and clothing	52
15.9. Chapter checklist	52
16. ON COURSE REQUIREMENTS.....	53
16.1. Course closure	53
16.2. Driving range/practice areas	53
16.3. Course marking	53
16.4. Course rating	53
16.5. Starting and Scoring (Recording) tents	54
16.6. Starters	54
16.7. Clocks	54
16.8. Roping and staking.....	54
16.9. Yardage boards and tee-markers.....	55
16.10. Tee boards and on-course boards	55
16.11. Flagsticks and flags	55
16.12. Yardage books	55
16.13. Inclement weather	56
16.13.1. Extreme heat.....	56
16.13.2. Air quality.....	56
16.13.3. Fog	56
16.14. Course evacuation.....	56
16.15. Radios.....	57
16.16. Carts ("Buggies")	57
16.17. Motorised transport for medical exemptions	57
16.18. Non-ambulatory spectators	58
16.19. Pull carts ("Trolleys")	58
16.20. Club repair	58
16.21. Drinking water.....	58
16.22. Restrooms	58
16.23. Litter.....	59
16.24. Recycling	59
16.25. Chapter checklist	59
17. MARSHALS / SPOTTERS.....	60
17.1. Guidelines for spotters.....	60
17.2. Chapter checklist	60
18. SCORING	61

18.1. Overview	61
18.2. Scoring Chair	61
18.3. Official Scorer	61
18.4. Recorders	61
18.5. Internet scoring	61
18.6. Equipment	61
18.7. Scoring Central (Scoring HQ)	61
18.8. Scoreboard	62
18.8.1. Scoreboard sheet examples	62
18.9. Leaderboards	64
18.9.1. Leaderboard Operation	64
18.9.2. Leaderboard example	65
18.9.3. Electronic leaderboards	65
18.10. Starting times	65
18.11. Score cards	66
18.12. Staff/volunteer training	66
18.13. Personnel	66
18.14. Standard bearer guidelines (“Scoreboard carriers”)	66
18.15. Weather Warning	67
18.16. Chapter checklist	68
19. INFORMATION FOR PREPARATION OF CHAMPIONSHIP COURSES	69
19.1. General considerations	69
19.2. Timelines	69
19.2.1. Putting greens	69
19.2.2. Putting green collars	70
19.2.3. Approaches	70
19.2.4. Teeing grounds	70
19.2.5. Fairways	71
19.2.6. Intermediate rough	71
19.2.7. Primary rough	71
19.2.8. Bunkers	71
19.2.9. Practice facilities	72
19.2.10. Nursery areas	72
19.2.11. Miscellaneous	72
19.3. Course set-up notes	72
19.4. Chapter checklist	72
20. OFF COURSE REQUIREMENTS	73
20.1. Signage	73
20.2. Locker rooms	73
20.3. Notice boards	73
20.4. Clubhouse restrooms	73
20.5. Club storage	73
20.6. Information distribution	73
20.7. Team photographs	74
20.8. Wi-Fi requirements	74
20.9. IGF office space	74
20.9.1. IGF office equipment	74



20.9.2. Office supplies.....	75
20.9.3. IGF storage room	75
20.10.Executive meeting room	75
20.11.Referees' area	75
20.12.LOC office.....	75
20.13.Meeting and resting area for volunteers.....	75
20.14.Security.....	75
20.15.Future sites desks	76
20.16.Chapter checklist	76
21. LOGISTICS AND SHIPPING	77
21.1. Chapter checklist	77
22. SECURITY	78
23. WORKFORCE	79
23.1. HR policies.....	79
23.2. Recruitment plan	79
23.3. Key milestones for recruitment	79
23.4. Staff rostering	79
23.5. WATC volunteer/workforce summary.....	79
23.6. Volunteer requests for IGF assistance	81
23.7. Orientation training	82
23.8. Job specific training	82
23.9. Venue specific training	82
23.10.Uniforms	83
23.11.Chapter checklist	83
24. FINANCE	84
24.1. Championship expenses	84
24.2. Team expenses	84
24.3. IGF Championship entry fees.....	84
24.4. Purchases.....	84
24.5. Admission and parking	84
24.6. Merchandise sales.....	84
24.7. Money exchange	84
24.8. Host Country Accounting department	84
24.9. Reporting	85
24.10.Post Championship reports	85
24.11.Chapter checklist	85
25. ADVERTISING/SPONSORS	86
25.1. Chapter checklist	87
26. HOSPITALITY	88
26.1. Chapter checklist	88
27. RISK MANAGEMENT.....	89
27.1. Insurance	89
27.2. Chapter checklist	89



28. SUSTAINABILITY 90

- 28.1. Climate and biodiversity 90
- 28.2. Circular economy & waste management..... 90
- 28.3. Responsible catering 91
- 28.4. Energy transition & water conservation..... 91
- 28.5. Smart and soft mobility 91
- 28.6. Engagement 91



Foreword

Published by the International Golf Federation (“IGF”), this IGF WATC Manual (the “**Manual**”) provides details for the 2025 World Amateur Team Championships.

The official language of the World Amateur Team Championships is English.

The work of the IGF is governed by its [Board Members](#).

The [IGF Administrative Committee](#) is responsible for the oversight of the organisation of the World Amateur Team Championships.

Requests for further information and any questions should be referred to the following contact:

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1. INTRODUCTION

The *WATC Manual* aims to provide future Host Countries with information important to the planning and staging of the World Amateur Team Championships (WATC). It addresses technical information specific to the Championships, as well as the services that are to be provided. The division of responsibility between the IGF and the Host Country is included in a summary table at the end of each chapter. These summary tables are not exhaustive.

This *WATC Manual* should be read in conjunction with the *WATC Championships Agreement*. In the event that the information included in this *WATC Manual* conflicts with the *Championships Agreement*, or any minutes from site visits and planning calls, the order that the documents shall govern is as follows:

- ❖ Championships Agreement;
- ❖ WATC Manual; and
- ❖ Agreed minutes resulting from site visits and planning calls.

1.1. WATC Governance

The World Amateur Team Championships (WATC) are conducted by the International Golf Federation (IGF). The Championships are jointly staffed and financed by the IGF, The R&A and the USGA.

1.2. IGF key contacts for 2025

Joint Technical Delegate	Stephanie Parel	SParel@usga.org
Joint Technical Delegate	David Wilson	DavidWilson@randa.org
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1.3. Team eligibility

IGF National Federation Members qualify Teams in accordance with the WATC Qualification Criteria. This is a separate document, released prior to each edition of the WATC.

1.4. Authority

The IGF Administrative Committee has responsibility for the WATC, subject to any decisions made at the Biennial Meeting of the IGF. The officers of the Administrative Committee shall be two Joint Chairs and a Women’s Chair.

1.5. Official language

The official language of the IGF and the WATC is English.

The Host Country's native language may also be used as an additional language at the Championships for printed materials, etc., but never in place of English.

1.6. International Olympic Committee

The IGF is the international federation recognised by the International Olympic Committee (IOC) as the world governing body for golf.

The IOC version shall be the authority when stating country names and three-letter country code abbreviations.

The IOC anthem, flag, logo, etc., or the term "Olympics" may not be used in conjunction with the World Amateur Team Championships.



2. CONDUCT OF CHAMPIONSHIPS

2.1. Host Country

The National Federation member selected by the IGF Membership will host the Championships; the IGF will conduct the Championships.

During the Championships, the course, including practice facilities, will be open for play only to Players in the Championships.

Clubhouse and grounds privileges during the Practice Days and throughout the Championships will be extended to all Team representatives by the Host Country.

2.2. Local Organising Committee (LOC)

To ensure the smooth organisation and staging of the Championships, the Host Country has traditionally assembled a local organising committee with the appropriate number of staff and volunteers. The organising committee is the main decision-making group for the Championships and representatives from the organising committee oversee sub-committees such as operations, commercial, media etc. A sample [Host Country Organisation Chart](#) is linked for reference.

2.2.1. Project planning

The IGF will create a WATC Project Tracker, for review and agreement with the Host Country. The IGF and the Host Country will jointly monitor the Project Tracker and administer the resulting issue tracking register.

2.3. Rules of Golf/Terms of the Competition

The Championships shall be conducted in accordance with the Rules of Golf of The R&A and the USGA.

All Local Rules and Terms of the Competition will be created and provided to Teams by the IGF. The Host Country must not publish any such Rules or Conditions.

2.4. Schedule

The Championships shall be held biennially on such dates as determined by the IGF. The men's and women's Championships shall be held during consecutive weeks, with the women's Championship being conducted one week before the men's Championship.

If the men's and women's Championships are not held at the same course, they should be held at courses that are geographically near to each other.

2.5. Prizes

A replica of the **Eisenhower Trophy** shall be held for the ensuing biennium by the winner of the men's World Amateur Team Championship. A replica of the **Espirito Santo Trophy** shall be held for the ensuing biennium by the winner of the Women's World Amateur Team Championship. The original trophies will reside in the museums of The R&A and the USGA.

For each Championship, the Team members (Players, Captain and Coach/Manager) of the winning Team shall receive gold medals; the Team members (Players, Captain and Coach/Manager) of the second-place Team shall receive silver medals; the Team members (Players, Captain and Coach/Manager) of the third-place Team shall receive bronze medals. In the event of a tie for second or third place, duplicate medals will be awarded. The *Terms of the Competition* outline the procedure in the event of a tie for first place.

All trophies and medals are provided by the IGF. The IGF will arrange for all engraving, and all shipping and transport of the trophies to and from the Championships (including insurance).

No other prizes may be accepted from any source, except symbolic gifts by a National Federation member to its Team(s), or mementos from the Host Country to the Teams.

The Host Country is responsible for the security and transportation of the trophies during the Championships. Though replicas, they are very expensive. The trophies should be displayed in a prominent and secure location during the two weeks of the Championships and moved to locations, such as Ceremonies, on the direction of the IGF staff.

2.6. WATC Competition Committee

The WATC Competition Committee for both Championships shall consist of the following:

- ❖ one (1) Technical Delegate from The R&A;
- ❖ one (1) Technical Delegate from the USGA;
- ❖ one (1) representative from the Administrative Committee; and
- ❖ one (1) Representative from the IGF.

This Committee shall make decisions relating to the conduct of the Championships during the planning phases of the WATC and prior to the commencement of the Championships.

2.7. WATC Championship Committee

The WATC Championship Committee for both Championships shall consist of the following, when in attendance:

- ❖ one (1) Technical Delegate from The R&A;
- ❖ one (1) Technical Delegate from the USGA;
- ❖ one (1) Representative from The R&A;
- ❖ one (1) Representative from the USGA;
- ❖ one (1) Host IGF National Federation representative; and
- ❖ one (1) Ex Officio member; IGF Executive Director.

This Committee shall make any decisions relating to the conduct of the Championships during the WATC and settle any disputes.

2.8. Site visits

Approximately 18 months prior to the Championships, the IGF will instigate regular planning calls between the IGF, the R&A, the USGA and the Host Country. The planning calls will be held at a mutually agreed upon time.

Approximately one year prior to the Championships, staff from the IGF, the R&A and the USGA, including an IGF agronomist, will travel to the Host Country for a series of planning meetings. The IGF will request the assistance of the host federation to organise visits of the golf course as well as meetings with relevant golf course and Host Country staff. Visits should also be arranged to the proposed Championship hotel(s) and other relevant venues such as Ceremony locations, meeting spaces for various IGF meetings, restaurants, etc.

The IGF and the host federation will jointly create the agenda for the meetings which will generally last 3-4 days.

Approximately six months prior to the Championships, staff from the IGF, the R&A and the USGA will make a follow up visit to the Host Country.

2.9. Chapter checklist

	IGF	Host Country
Create LOC		✓
Develop Project Tracker	✓	
Monitor and report on Project Tracker	✓	✓
Create <i>Terms of the Competition and Local Rules</i>	✓	
Engrave, ship, transport, insure Espirito Santo and Eisenhower Trophies	✓	
Securely store and transport Trophies onsite		✓
Provide Team medals	✓	

3. CHAMPIONSHIPS

3.1. 2025 competition dates

Espirito Santo Trophy:	1-4 October 2025
Eisenhower Trophy:	8-11 October 2025

3.2. Competition venue

The golf competition for the 2025 WATC will be held at the Tanah Merah Country Club.

3.3. Teams

The Players comprising each Team shall be:

- ❖ Amateur golfers under the Rules of Amateur Status of The R&A and the USGA; and
- ❖ A national of the country of the IGF Member Organisation which is entering a player; *refer to IGF Nationality Policy within the [IGF Policies and Charters](#) document.*

3.4. Championship format

Teams will consist of 2 or 3 Players for each Championship.

The Championships shall consist of 72 holes stroke play; 18 holes each on four consecutive days of the Championship period. All Players of each Team shall be eligible for all four rounds; disqualification of a player under the Rules of Golf for any one round shall not be effective for any other rounds unless the Championship Committee determines otherwise.

In each 18-hole round, the total of the two lowest scores by Players of each Team shall constitute the Team score for that round. The total of such Team scores for the four rounds shall be the Team's score for the Championships. The Champion shall be the Team with the lowest such total score for 72 holes.

The IGF shall determine all starting times and groupings for all practice and competition rounds. Play will normally commence from the first and tenth tees, in two waves each day, or from the first tee only.

3.5. Official participation

In addition to 2 or 3 Players, each Team shall also include a Captain and a Coach/Manager, for a maximum of five individuals per Team.

Only Players, the Captain and the Coach/Manager (maximum of five individuals per Team) are permitted to partake in official aspects of the Championships. For example, alternates may not play practice rounds or take part in practice sessions on the range, practice putting greens, etc. Alternates, physios, and, if applicable, those giving Advice (e.g., if not the Captain or Coach/Manager) may not appear in official Team photos or officially participate in ceremonies, etc. Nothing prohibits alternates, physios, etc., from travelling to the Championships.

3.6. Captains and Advice

Each Team shall have a Captain, who may be either a Player on the Team or a non-Player. Substitutions for Captains may be made at any time (subject to Advice conditions below). However, no Team may have more than one Captain at any one time.

Each Team shall be entitled to appoint one person to give Advice during the Championships, for example, the Team Captain or Coach/Manager, in accordance with the Rules of Golf. The Advice Giver may be an amateur or professional. National Federation members will be asked to return forms nominating the Advice Giver during Team Registration.



If the person selected to give Advice changes between rounds, a new form must be returned to the IGF Office onsite before the Team begins their next round.

The person giving Advice may not change during a round, unless that round is suspended/postponed and resumes another day, or unless there are exceptional circumstances, in which case the IGF Championship Committee must first be consulted.

Those designated to give Advice must visibly wear an identifying badge and armband (both to be produced by the Host Country and provided to Teams by the IGF at Registration).

If the Captain is a Player, they may not give Advice during their stipulated round.

Restrictions may be placed on those persons giving Advice during the Championship rounds, such as requests not to enter bunkers or to go on putting greens.

3.7. Play will not be extended

If a Championship course is declared unplayable or if severe weather delays have resulted in too little remaining daylight, and if as a result it is not possible to complete 72 holes of play in the period in which the Championship is scheduled, the Championship shall not be extended beyond the last scheduled day. The winner shall be the Team which returns the lowest score for the number of stipulated rounds played, except that, if it is not possible to play at least 36 holes in the four scheduled days, the Championship shall be terminated without a Champion being determined.

If, after the second or third rounds of the Championships, it becomes clear that for some reason it will not be possible for all Teams to complete the last round of the Championships (whether that be the 3rd or 4th round), the IGF Championship Committee may implement a cut. The purpose of such a cut would be to enable the leading Teams which have played, or are due to play, their 3rd round to complete as many holes as possible. The decision on whether to implement a cut is at the discretion of the IGF Championship Committee.

As to the possibility of ties for first place, the manner of deciding them will be determined by the Administrative Committee in advance of the Championships and detailed in the *Terms of the Competition* distributed prior to each Championship.

3.8. Schedule of events

A sample [WATC Schedule of Events](#) is linked for reference.

3.9. Practice

Team practice rounds will be on the Monday and Tuesday before the respective Championship begins. Each Team will be assigned one practice round each day. The IGF will determine all starting times and groupings for practice rounds. Special requests for practice round times cannot be accommodated.

Teams or individuals arriving late to the Championships may still only play practice rounds utilising the times that are assigned to the Team. A Player or Team whose flight had an unforeseeable delay may be permitted to practice at a later time. In all other cases, the only accommodation made may be to allow Players to walk the course if they will not see it otherwise (with priority given to course maintenance crews). All requests for exceptions must go through the IGF staff onsite.

The IGF will require the Host Country's assistance to ensure that Teams are moving through their practice rounds at a reasonable pace and that the course is not being damaged by too many extra shots being taken. Marshals in carts should circulate the courses during practice rounds to monitor play. Guidelines will be provided by the IGF.

No practice is permitted at the site (including the course, practice ranges, short game/practice putting green, etc.) for a period of 30 days preceding the first day Championship Players can use practice facilities, unless a player is a member of that particular club. The Host Federation shall provide the IGF with the names of any Players who are club members at the host venue. Generally, visits by Teams wanting to



play the course in advance of the Championships can be arranged through the Host Federation outside of this window.

In the case where the Host Country uses the course as its main national training site, the Host Country Teams will not be able to play the course for a period of 30 days preceding the first day that Championship Players can use the practice facilities (unless a player is a member of that club), however they will be permitted to use the practice facilities.

Once onsite for the Championships, Teams are not permitted on the course until the official schedule indicates. This allows the grounds crew the time and space they need to get the course ready for as many as 14 days in a row of practice and competition rounds. The one exception, naturally, is to allow and encourage the Men's Teams to spectate during the Espirito Santo Championship rounds.

3.10. Referees

Championship Referees will be provided by the IGF and will be easily identifiable to Players. The IGF may also seek the cooperation of the Host Federation in providing volunteer Referees if it has suitably qualified individuals (to be determined by the IGF).

There will be a Referees' Meeting prior to each Championship; *refer to [Referees' Meetings](#)*.

The Host Country typically offers a gift to the Referees. If this will not be provided, the IGF may wish to add to existing merchandise orders the Host Country is placing for logoed items.

Referees will eat breakfast at the official hotel (breakfast should be included in the WATC room rate, negotiated by the Host Country). They will eat lunch in Championship Dining or a boxed lunch will be provided on course. The IGF will cover Referee lunch expenses.

3.11. Team uniforms

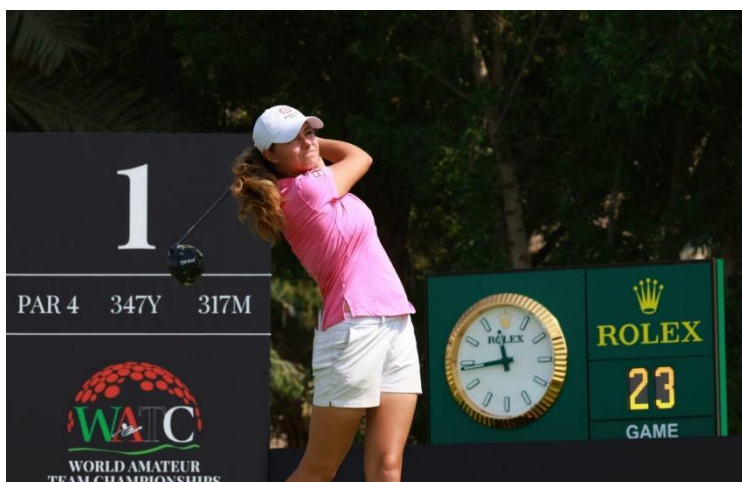
Teams will wear uniforms for competition play with a minimum provision of matching shirts. The IGF's *Logo and Marks Policy* addresses the use of names, brands, logos and images on equipment and clothing.

There are no dress code restrictions for the Championships, unless footwear restrictions apply; *refer to [Footwear](#)*.

Teams are expected to wear formal uniforms for Team Photos and to the Opening Ceremony.

3.11.1. Footwear

The IGF will generally respect the policies of the Host Course in this regard. However, if the course requests that "spike less" shoes be worn, and this is agreed, they should be prepared to change spikes on shoes for the Players. The IGF will inform Teams well in advance. A small fee may be charged for this if necessary.



3.12. Chapter checklist

	IGF	Host Country
Create all Starting Times and Groupings (practice and competition rounds)	✓	
Create <i>WATC Schedule of Events</i>	✓	
Provide marshals on practice and competition days		✓
Provide the IGF with names of Players who are club members at the host venue		✓
Facilitate visits by Teams wanting to play the course (in accordance with the regulations)		✓
Provide Referees (Host Country to assist, where available)	✓	
Cover Referee lunch expenses	✓	
Referees gift (optional)		✓
Create <i>WATC Logo and Marks Policy</i>	✓	



4. TEAM ENTRIES

4.1. Qualification System

The IGF office will communicate the qualification criteria and entries process to National Federation members. The final fields for the men's and women's Championships will be finalised by the IGF, in accordance with this qualification criteria.

4.2. Entries

National Federation members that qualify Teams will enter their Teams via the IGF's online registration system. The IGF is responsible for processing all entries and will retain the accompanying entry fees.

SAMPLE SCHEDULE	
Dates (Approximate)	Action
7 months prior	IGF communicates qualification criteria and entries timelines to National Federation members
7 months prior	IGF begins posting monthly WAGR® rankings on website
5 months prior	IGF sends Entries Guide, Terms of the Competition and Host Country Information to National Federation members
3 months prior	IGF calculates WATC fields based on WAGR rankings
2-3 months prior	National Federation Members accept Team places
2-3 months prior	IGF reallocates unused Team places
2-3 months prior	IGF communicates final WATC fields
2-3 months prior	National Federation members register Teams

Approximately six weeks before the Championships begin, National Federation members will provide the names of all Team members (Players, Captain and Coach/Manager). Individual Team members will complete an *Entry and Eligibility Conditions Form* and will be asked to complete personal and biographical information online.

Once onsite, all Team members will be required to register together, at the registration desk immediately prior to the Championships; refer to [Onsite Team Registration](#).

4.3. Host Country Information Guide

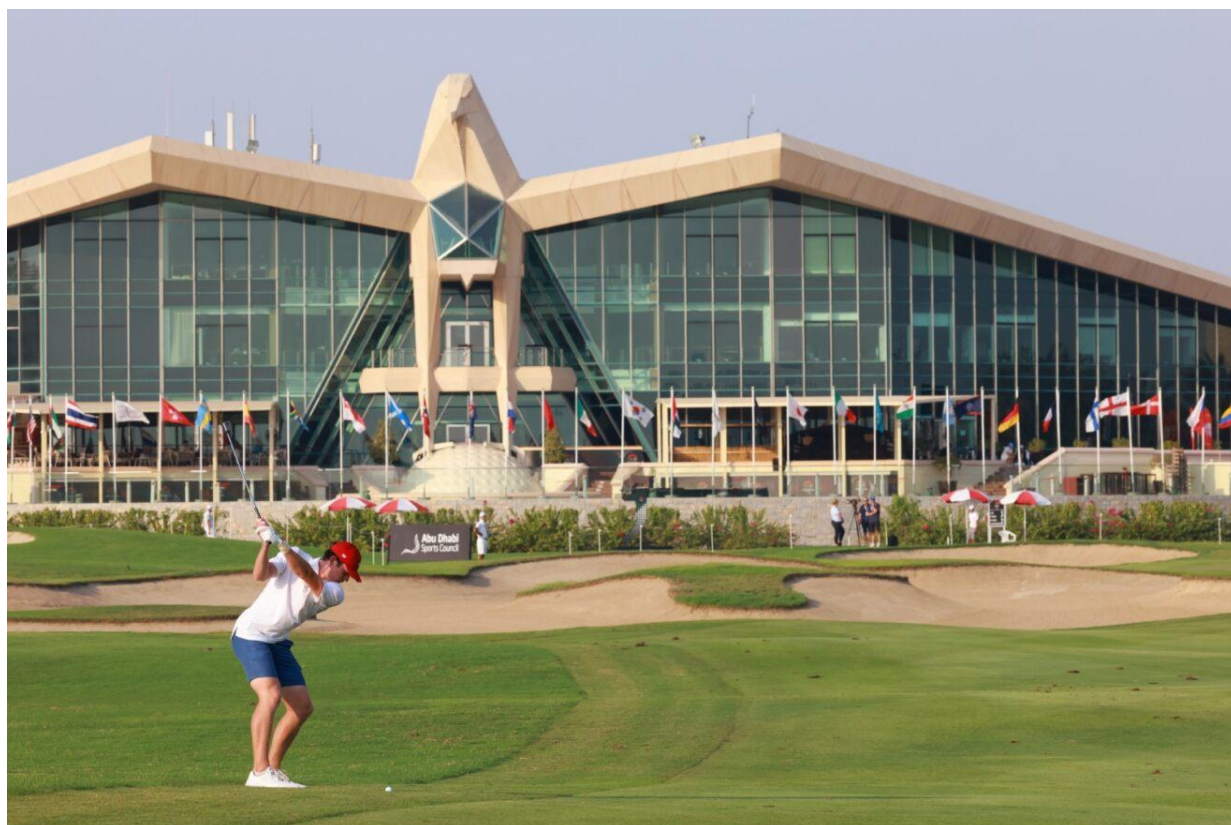
The *Host Country Information Guide* is created by the Host Country and contains important information on WATC hotels, arrival and departure information, transport services, immigration requirements, Championship venues, doctors, map of the local area, tourist information, shopping, list of embassies and miscellaneous information.

The Guide will be sent to National Federation members, along with the aforementioned Entries information and should also be posted on the Host Country's website; refer to [Website](#). A sample [Host Country Information Guide](#) is linked for reference.

The Host Country should notify local Embassies of the Championships. This can be a powerful source of support for the Championships and will offer a means for visiting Teams to feel welcome.

4.4. Chapter checklist

	IGF	Host Country
Set the qualification criteria and the entries timelines	✓	
Communicate the WATC qualification criteria and entries process information to National Federation members	✓	
Manage online registration for Teams and other WATC stakeholders	✓	
Create the Entry and Eligibility Conditions Form	✓	
Create Host Country Information guide		✓



5. ONSITE TEAM REGISTRATION

5.1. Overview

Team Registration is the first chance for the Host Country to welcome visiting Teams to their country. Key personnel from the Host Country should be present in either Host Federation or Championship uniform. At least one person from the Host Country with a very good knowledge of all aspects of the Championship must be in attendance at all times.

All Team members (Players, Captain and Coach/Manager) must attend registration together, unless prior written approval is received from the IGF.

Biennial Meeting delegates can also register in person at this time but they do not necessarily have to accompany their Teams. Delegates will be given their accreditation and information regarding the [IGF Biennial Meeting](#) and [Delegates & Duffers](#) (if applicable). Delegates who are not onsite during Team Registration will receive their accreditation from the IGF Office upon arrival at the Championships.

5.2. Location

Team Registration should take place in a large, central area in the clubhouse. The IGF and the Host Country combined will require approximately eight (8) large desks and 16 chairs to provide registration services.

5.3. Hours of operation

The days and hours of Team Registration will be included in the [WATC Schedule of Events](#) and the [WATC Master Schedule](#), *sample documents have been linked for reference.*

5.4. Late arrivals

Any Teams (or individual Team members) arriving after the close of Team Registration must have received prior written approval from the IGF. These individuals should attend the IGF Office to complete their registration.

5.5. Resolution of Appreciation scrolls

During Team Registration, all participating Team members will be asked to sign a Resolution of Appreciation scroll. The scrolls will be presented to the Host Club and the Host Federation at the Closing Ceremony as a token of appreciation for their efforts.

The IGF will supply high quality, black, permanent ink pens for this purpose. The Host Country should provide clear, plastic sheets to place on top of the scrolls to prevent smudging.

5.6. Host Federation keepsake

Previously, a world map was displayed at Team Registration. Each Player was provided with a pin to mark their home city. The map became an enjoyable indicator of global representation that was displayed in a visible area at the conclusion of Team Registration.

This idea was recently replaced by Players each signing a golf ball for display within a purpose-built cabinet. The Host Federation is encouraged to create a similar keepsake idea, relevant to their organisation.

5.7. Team Registration process

The Host Country shall provide the number of staff and/or volunteers outlined in the [Workforce](#) section to complete Team Registration duties. Detailed registration instructions will be provided to the Host Country staff and/or volunteers a day or two prior to registration.

On registration days, IGF and Host Country staff/volunteers should arrive at least 60 minutes prior to the start of registration in order to set up. The relevant Championship trophy should be prominently displayed, as Teams will wish to take photographs with the trophy.

5.7.1. Procedure for Teams

- ❖ Teams are welcomed by Host Country registration staff.
- ❖ IGF registration staff verify that the Team members have submitted their information and signed the *Entry & Eligibility Conditions Form*.
- ❖ IGF registration staff ask the Captain to verify the contact information form for all Team members (names, date of birth, contact details and hotel information) and provide the Players' Handicap Index).
- ❖ IGF Registration staff explain the *Order of Play* form.
- ❖ IGF Registration staff explain the *Advice Giver* procedure.
- ❖ IGF Registration staff provide each Team with a registration pack containing:
 - ❖ Practice round and Team photo schedule;
 - ❖ Team accreditations;
 - ❖ Team badges;
 - ❖ Advice Giver armband;
 - ❖ Captains' memo;
 - ❖ bag tags; and
 - ❖ sample score card.
- ❖ Host Country staff ask the Teams to sign the [Resolution of Appreciation scrolls](#)
- ❖ Host Country staff provide the Teams with a goodie bag (*samples from [2022](#) and [2023](#) are linked for reference*) containing:
 - ❖ Championship [Yardage books](#)*;
 - ❖ Championship memento* and any other giveaways, such as water bottle, Rolex gift, local sponsor products;
 - ❖ copies of official programme (if produced)*; and
 - ❖ QR code for the [WATC Pocket Guide](#).
- ❖ A Host Country transport representative should be present to answer any questions. Parking passes, if applicable, should be distributed.
- ❖ Host Country staff ask each Team member to contribute to the [Host Federation keepsake](#) (if applicable).
- ❖ A Host Country volunteer escorts the Team for a tour and points out all the facilities (e.g. locker rooms, IGF Office, LOC Office, Media Centre, restaurants, driving range, area for Opening Ceremonies, etc.).

*The IGF will provide the quantities of yardage books, goodie bag items, and official programmes (if applicable) required to be produced by the Host Country.

Where possible, electronic versions of documents should replace paper versions for a more sustainable Championships.

The Host Country shall provide queuing rails which should be placed in front of the registration desks.

5.7.2. Procedure for Biennial Meeting delegates

- ❖ Delegates are welcomed by IGF registration staff.
- ❖ IGF Registration staff provide Delegates with their accreditation, the QR code for the *WATC Pocket Guide* and a copy of the official programme (if produced).

5.8. Accreditation (Credentials) and supplementary devices

The Host Country shall produce [accreditation badges](#) for the following groups:

TEAM	Players, Captain and Coach/Manager, maximum five (5) per Team. This accreditation includes the three-letter country code .
ADVICE GIVER	One (1) accreditation per Team, per Championship. This accreditation includes the three-letter country code .
OFFICIAL	IGF and Host Country Executive and Staff. This accreditation is personalised by name
RULES	Referees This accreditation is personalised by name
DELEGATE	IGF Biennial Meeting delegates
MEDIA	Local and International Media
GUEST	Team entourage, IGF and Host Country guests
VOLUNTEER	LOC volunteers

If there are restricted areas, the Host Country should produce signs and advise security personnel accordingly as to who has access within the designated areas. This plan must be approved by the IGF. Referees, IGF Staff, and IGF Executive will have access to all locations onsite.

5.9. Photos

Refer to [Team Photographs](#).

5.10. Chapter checklist

	IGF	Host Country
Provide all paperwork for registration	✓	
Provide Resolution of Appreciation scrolls	✓	
Provide Team Badges	✓	
Provide Bag Tags	✓	
Produce Host Country Keepsake		✓
Register Teams onsite	✓	✓
Provide Team goodie bag items		✓
Produce Accreditation/Credentials and Advice Giver armbands		✓
Provide tables, chairs and queuing rails for Team Registration		✓



6. ACCOMMODATION

During the WATC bid process, the future Host Federation is responsible for negotiating a preferred WATC rate and reserving a minimum of 300 rooms at host hotels. Options of three (3), four (4) and five (5) star hotels should be secured. Prices must be reasonable and approved by the IGF in advance of their election as Host Country via contract or enforceable letters for guarantee from the hotels concerned.

Rate structures must be per night (i.e., not part of a package), and the same rate must be available to all parties involved in the Championships. Rooms will be required for Teams, Biennial and Administrative Committee Delegates, Referees, Supporters, Media, IGF Staff and Executive and guests. The Host Country should consider the number of rooms it will need for its own purposes.

The Host Country must appoint an Accommodation Manager to oversee all areas of accommodation in the planning and delivery of the Championships. It is important that this person anticipates and solves problems quickly.

6.1. Dates

Exact group booking dates will be discussed between the IGF and the Host Country, but the block will generally start on the first day of week 1 Registration and finish the day after the week 2 Closing Ceremony. The IGF advance-team staff will require rooms from one week earlier than the group booking block and the Host Country should assist the IGF to book these additional rooms at the preferred WATC rate.

6.2. Hotel information

The Host Country is responsible for creating and providing all hotel information, including booking and payment processes and deadlines, to the National Federations and other WATC stakeholders. All information should be included in the [Host Country Information](#) document and available on the Host Country website.

6.3. Booking process

It is important that the Host Country negotiate favourable booking and payment deadlines to suit the WATC processes. It should be noted that Teams do not qualify for the WATC until less than three (3) months prior to the Championships so bookings cannot expect to open until after that time.

Ideally, the hotels should create a booking link specific to the WATC so that national federations and other WATC stakeholders can book their rooms independently, online. The LOC Accommodation Manager is responsible for confirming the booking links are correct and liaising between the Teams, other WATC stakeholders and the hotels throughout the booking process.

Hotel room bookings should open for all WATC stakeholders at the same time, to give all groups an equal opportunity to book rooms.

The IGF will ask for the Host Country's assistance with bulk booking rooms for IGF staff, Executive and Referees. Payment for the IGF staff and Executive rooms should be via an invoice issued post-Championships.

If the hotel room block has not been sufficient in size prior to the booking deadline, the Host Country is asked to help secure additional rooms at similar rates. If the booking deadline closes with rooms still available in the block, the Host Country is not required to find additional rooms for late enquiries.

6.4. Hotel facilities

In addition to standard facilities, host hotels should have electronic or manual notice boards in the lobby for WATC use to post transport schedules, starting times etc. WATC branding in hotel lobbies is encouraged to build excitement around the event for Teams and other tourists within the host city.

At least one staff member on duty at each host hotel should have a good command of English.

6.5. Standard contract

The WATC hotel contract is negotiated by the Host Country after its election. The Host Country should create a detailed standard accommodation facility contract with the hotels that entered into a preliminary accommodation guarantee during the bid process.

Where possible, all accommodation facilities should be secured under a single, standard form contract. Essential items that must be included in the standard contract are:

Allocation of rooms

The contract should allow for rooms to be allocated to designated client groups and should clarify that such groups are responsible for their own incidental and master account charges during their stay.

Reservations

The contract should identify the reservation process to be used and the deadline for submitting reservations to the accommodation facility.

Overbooking

The contract should address what happens if a guest with a confirmed and paid reservation arrives at the accommodation facility to find the facility “overbooked” or “oversold”.

Parking

The contract should reserve the right to parking for the designated WATC stakeholders allocated to the accommodation facility.

Condition of Accommodation Facility

The contract should address the Host Country’s expectation that, throughout the WATC, the accommodation facility maintains its:

- ❖ quality rating;
- ❖ physical condition;
- ❖ standards, services and amenities; and
- ❖ compliance with fire, safety, health and building laws, regulations and codes.

Security

The contract should state that the Host Country expects guest security to exceed the accommodation facilities’ standard security efforts.

Additional Costs

The contract must also address any additional costs guests may incur, such as service fees, resort fees, city taxes, gratuities and other traditional or typical costs applied in the host city or Host Country. This provision helps to ensure that guests do not encounter any hidden costs during their stay.

Fact Sheet

The contract should include detailed specifications about the accommodation facility for the management of inventory. Specifications should include:

- ❖ number and size of function rooms spaces, including capacity according to various set-ups (available and contracted);
- ❖ number of indoor and outdoor parking spaces (available and contracted) ;
- ❖ quality of accommodation according to the Host Country’s rating system (e.g. 5 stars, 4 stars, etc.) ;
- ❖ services and amenities (inside and outside guest rooms) ;
- ❖ date of most recent renovation;
- ❖ number of guest rooms by room type (available and contracted); and
- ❖ owner, manager and facility names, addresses, and contact details.

6.6. Chapter checklist

	IGF	Host Country
Sign hotel contract to secure room block for all WATC stakeholders		✓
Appoint Accommodation Manager to manage all aspects of accommodation		✓
Assist in booking process for all WATC stakeholders		✓
Ensure Championship information is on display within hotel lobby		✓



7. TRANSPORT

The Host Country must provide complimentary transport for all in attendance:

- ❖ between the golf course and the host hotel(s);
- ❖ between the golf course/host hotel(s) and any offsite functions (such as Ceremonies/Receptions, IGF Biennial Meeting, IGF Administrative Committee meeting, Referees Dinner, Delegates and Duffers); and
- ❖ between the airport and the host hotel(s); refer to [Arrivals and Departures](#).

Consideration must be given to the amount of luggage that will accompany all guests. Any group that does not stay at a host hotel will not receive complimentary transportation, unless they travel to the host hotel(s) to receive a ride.

7.1. Transport needs

In previous WATC, some Host Countries have provided shuttle buses, while others have provided each Team with its own vehicle and driver. The Host Country should study their transport needs and the related costs and devise the best transport solution for the IGF's approval.

To determine the overall transport demands, the Host Country needs to study:

- ❖ the number of individuals requiring transport;
- ❖ accommodation locations;
- ❖ golf course location;
- ❖ key non-competition venue locations, such as airport;
- ❖ competition schedule (training and competition); and
- ❖ schedule for non-sporting events, if applicable.

7.2. Shuttles

In the case of a shuttle service, there should be a circulating route with constant shuttle rides available every thirty minutes at a minimum.

Typically, the heaviest use of the shuttles from the hotel(s) to the course is at the beginning of each wave of play (e.g., morning, afternoon). The heaviest use of the shuttles from the course back to the hotel(s) is at the end of the day when the practice facilities close, and the last two days of each Championship as attendees remain to watch the leaders finish.

Transport must be safe, comfortable and with air conditioning.

7.3. Transport schedules

Pick-up and drop-off points, routes and schedules must be validated by the IGF. Shuttle timetables should be posted on the Host Country's WATC website. A QR code link to the timetable should also be placed on notice boards in host hotels and at the golf course. Change will occur during the Championships, sometimes at a rapid pace in numerous locations and transport timetables may need to be adjusted accordingly.

7.4. Transport staff and drivers

The Host Country must appoint a Transport Manager to oversee all areas of transport in the planning and delivery of the Championships.

All transport staff should be proactive and well trained. A designated transport coordinator should be placed at the golf course and at each of the hotels (at a minimum during peak-hours).

Each driver should be equipped with a mobile phone to enable them to communicate with their WATC guests and the Transport Coordinator(s). It is essential that drivers have at least a little knowledge of English and have been vetted for security purposes.

The Host Country is required to provide thorough training on routes to all drivers.

7.5. Additional transport needs

The [WATC Pocket Guide](#) should include information on the best transport options for non-competition related outings, such as taxis, public transport, etc.

It is important for the Host Country to have a transport representative present at the clubhouse, particularly during Team Registration, to aid travellers and answer questions.

7.6. Parking

If parking at the golf course could be an issue, parking areas should be reserved in advance for Teams, IGF, the Host Country, Sponsors and the Media; *refer to [Media Transportation](#)*. If the Host Country determines that parking passes are required, they can be distributed to Teams during Registration.

The Host Country should designate an area of the parking lot near the Media Centre for media personnel.

The Host Country should try in advance to estimate spectator attendance, as well as expected numbers of volunteers, employees, etc. Special parking and shuttle plans for these groups should be implemented if necessary.

7.7. Chapter checklist

	IGF	Host Country
Appoint a Transport Manager to oversee all Transport Operations		✓
Provide complimentary all day transport on registration, practice and competition days		✓
Provide complimentary transport to/from the airport; <i>refer to Arrivals and Departures</i>		✓
Provide transport to off-site events, as outlined in this <i>Manual</i>		✓
Reserve parking spots and create parking passes (if required)		✓

8. ARRIVALS AND DEPARTURES

8.1. Arrivals

The Host Country is responsible for providing appropriate arrival and departure transport services between the nominated port of arrival and departure and the officials hotel(s) to the following groups:

- ❖ all Team members and their entourage;
- ❖ Referees;
- ❖ IGF Executive and Staff;
- ❖ Administrative Committee members;
- ❖ IGF Biennial Meeting representatives; and
- ❖ Media.

The dates for this service will be discussed with, and approved by, the IGF.

All requests from supporters and families must be honoured, although the Host Country may charge a reasonable fee for these groups if desired. Supporters and families must be able to use a credit card for airport transfer payments.

The Host Country should request arrival and departure information from all stakeholders. Many individuals travel with a large number of bags so it is important to provide vehicles that can accommodate the accompanying luggage.

The Host Country may wish to employ the use of a travel agency in order to expedite the process; in any case, one central booking point should be utilised.

Arrivals and departures information is subject to change and staff must remain flexible in order to deal with last-minute changes or unexpected arrivals and/ or departures.

Services provided on arrival include:

- ❖ welcome “meet and greet”;
- ❖ help/information provision;
- ❖ transport services, and
- ❖ accommodation arrival and check-in.

Host Country welcome staff are generally positioned after the baggage claim areas as they form a reference point for arriving passengers.

8.2. Departures

Two days prior to departure, the Host Country should provide stakeholders with confirmation of their transport pick-up time for their return to the airport.

Transport coordinators at the official hotels should help individuals to locate their transport and assist with loading luggage.

8.3. Baggage

The arrivals and departures process includes the procedures for mishandled, missing and damaged baggage.

In the event of baggage problems, individuals should follow the airlines' process for lodging paperwork. Host Country staff should assist with the completion of this paperwork, if required.

8.4. Chapter checklist

	IGF	Host Country
Provide transport services for all WATC stakeholders to and from the nominated port of arrival/departure and the host hotels		✓
Create a booking system for all airport transfers and a payment system for Team supporters and families (if required)		✓
Airport meet and greet service		✓
Accommodation arrival/check-in assistance		✓
Lost or damaged baggage assistance		✓



9. FOOD AND BEVERAGE

For reference, a sample [Food and Beverage](#) document that summarises the general food and beverage requirements that the Host Country is responsible for organising has been linked. There may be additional food and beverage needs based on the final schedule of events.

9.1. Breakfast

The cost of breakfast should be included in the room rates negotiated by the Host Country at the official hotel(s). The Host Country should also organise for the hotel(s) to be prepared to provide takeaway boxed breakfasts for Teams with early tee times. This will reduce the number of individuals requiring a breakfast service at the golf course.

Additionally, the Host Country should ensure that breakfast is available for purchase at the golf course, at least one and a half hours before the first tee time each day. This may be in the form of a continental buffet breakfast or an existing a-la-carte menu. If a-la-carte is offered, it is important that service is fast and prices are reasonable.

9.2. Lunch

A lunch buffet at the course is the most effective way of serving all of those in attendance. The Host Country has a responsibility to provide a balanced menu, which caters to various dietary requirements (including vegetarian and gluten free options) and minimises the negative impact of food production, consumption and disposal. Focus should be given to food safety and hygiene to avoid food related health and safety issues that could jeopardise the WATC experience.

The lunch buffet must be reasonably priced. If prices are high, Teams will make alternate dining arrangements, resulting in high food wastage. While the IGF can provide the approximate number of meals purchased at previous Championships, the Host Country is encouraged to survey Teams in advance of the Championships to better estimate buffet numbers.

The Host Country must organise a payment system for Teams and other stakeholders to purchase meals in Championship Dining.

The IGF, however, will ask for the Host Country's assistance to set up a food and beverage tab at the Clubhouse. This is for the use of IGF personnel, and a list of eligible names will be provided.

All buffet items must be labelled in English with known allergens or foods often avoided by groups of people included on labels (e.g. contains nuts, contains gluten, contains pork).

9.3. Snacks

The Host Country must provide water, electrolyte drinks, fruit (e.g. bananas and apples) and snacks (such as granola bars) for the Players at the 1st and 10th tees. It is also a nice gesture to provide snacks for the Players in the locker rooms.

Affordable concessions (tents or stands) must be available on the golf course. It is recommended that these stations be available in the middle of the nines and also in the Clubhouse area to enable quick food service.

9.4. Water

Access to still, filtered water should be available on course for Players every three holes, at a minimum. In warm climates, such as Singapore water should be available at every tee and additional heat mitigation strategies, such as coolers, ice containers, towels, shade at each of the tees and misting stations must be implemented at the direction of the IGF.

9.5. Dinner

Dinner does not need to be served at the golf course, however, food should be available to purchase as long as play is still on the course (and for at least an hour afterward). At a resort facility, at least two restaurants must be open for dinner. As competition can go quite late each day, the restaurants may need to stay open later than usual.

The Host Country should provide a list of local restaurants within the [WATC Pocket Guide](#) and should be prepared to offer restaurant recommendations and answer questions, particularly during Registration.

9.6. Hotel food and beverage

Any hotels used should offer room service and restaurants serving three meals a day.

9.7. Media food and beverage

Refer to [Media Dining](#).

9.8. Chapter checklist

	IGF	Host Country
Coordinate all Championship Dining requirements		✓
Coordinate availability of takeaway breakfast boxes with hotels		✓
Organise payment of meals in Championship Dining		✓
Provide on course electrolyte drinks and snacks		✓
Provide access to, and replenishment of, water at every tee		✓
Provide additional Heat Mitigation Strategies, as required		✓

10. MEDICAL SERVICES

10.1. First aid and medical care

The Host Country is responsible for the procurement and delivery of health planning and medical care for all WATC stakeholders at all venues, in accordance with the [WATC Medical Services Delivery Plan](#).

In providing medical services, it is important to:

- ❖ clearly define the level of services;
- ❖ identify which organisations will provide services and where such services will be offered; and
- ❖ communicate such information to all relevant groups.

All medical personnel must be aware of their role within the medical services plan prior to the start of the Championships. They must respect a patients' right to confidentiality. Additionally, as many Players are minors, consent from a parent or legal guardian may be required for non-life-threatening treatment.

The Host Country should also consider the provision of medical and emergency services for spectators. The spectator medical team should liaise with other healthcare providers as required. Spectator medical care personnel should be onsite prior to spectators arriving at the course and shall remain until all spectators have departed.

10.2. Principle obligations

At the golf course, the Host Country shall provide:

- ❖ a climate-controlled First Aid Station (including defibrillators);
- ❖ a climate-controlled medical room with a licensed medical doctor; and
- ❖ a mutually agreed upon number of paramedics and ambulances, and radios with which to contact them. In consultation with the IGF, Paramedics will be placed at strategic points on the course for ease of access in the case of need.

Such services shall be available from the first day of Team Registration through to the final Championship day, at all times during the day when play is being conducted (including 30 minutes prior to practice areas opening and until the final player departs after the scheduled rounds). Medical personnel must remain onsite during Opening and Closing Ceremonies and associated Receptions.

Medical personnel should speak English and need to be aware of the [WADA Prohibited List](#) as well as other anti-doping policies in effect. Designated medical carts should be provided by the Host Country, as well as a medical "stretcher cart".

Local emergency entities must be notified in advance of the schedule of the Championships.

10.3. Physiotherapy services

Physiotherapists should be organised by the Host Country. It is acceptable to charge a reasonable fee for services, however, if costs are too high, this service is unlikely to be used by the Teams.

An appropriate working space for the physiotherapists must be secured by the Host Country.

10.4. Insurance

The structure of the Host Country's public health programme and the liability of health care providers should be considered in the development of the Host Country's insurance programme.

Medical insurance is the responsibility of the Teams whilst the Host Country should have professional liability insurance.

10.5. Right to practice

The Host Country should ensure the appropriate “right to practice” certification for the medical staff and physiotherapists it recruits to provide medical services. The appropriate certification should be provided to the IGF. The IGF Medical Director will also seek the Host Country’s assistance with the importation of medication into the Host Country.

10.6. Doping control

In the months prior to the Championships, the IGF will provide National Federation members with a series of documents related to the IGF Anti-Doping programme and inform Players that both out-of-competition and in-competition testing will be conducted.

All Team members will be required to sign the *Entry & Eligibility Conditions Form*. By signing this document, participants agree to comply with the provisions of the IGF’s Anti-Doping Policy in force at the time of the WATC.

The International Testing Agency (ITA) will develop the Test Distribution Plan, a document that details the number, type and analysis of tests that will be carried out during the WATC. The ITA will manage the testing protocols for the IGF and will work with the Host Country and the National Anti-Doping Organisation, to conduct the testing.

10.7. Spaces required for doping control

The Host Country must provide a Doping Control Area in the Clubhouse, that includes:

- ❖ a registration desk equipped with a logbook, where all movements of anyone entering or leaving the Doping Control Area (DCA) can be recorded;
- ❖ a waiting area where the selected player hydrates under supervision until ready to provide a Sample. The waiting room should be equipped with chairs for the Players, any accompanying person(s) and the chaperone(s). It should also include:
 - a refrigerator containing sealed beverages (water, juices or others depending on the NADO request). In addition, the same beverages should be available sealed, but not refrigerated.
- ❖ toilets (where the Player urinates under direct observation of a same gender Doping Control Officer); and
- ❖ a processing room where the urine/blood Sample is sealed, documents are completed and the sealed urine/blood Sample is stored in a locked fridge until the completion of the session.

The Host Country must provide access to the Championships and to the specific anti-doping spaces to the Doping Control Officer and other anti-doping staff.

The IGF may also organise an anti-doping education booth during Team Registration. This will be jointly managed by the IGF and the ITA Ambassadors. The IGF will create educational posters and material to be displayed throughout the clubhouse.

10.8. Doping control process

The doping control process is clearly outlined in the International Standard for Testing. A basic outline of the process is as follows:

- ❖ Player selection is made by the ITA based on risk assessments and available intelligence.
- ❖ The Player is notified of their selection for doping control immediately post-competition, or at an appropriate time if it is a pre-competition test. The Player is accompanied by a Chaperone from this moment.
- ❖ The Player checks in to the Doping Control Area. Access to the Doping Control Area will be restricted to accredited staff, officials and selected Players only.
- ❖ The Player re-hydrates until ready to provide a urine Sample and/or is ready to provide a blood Sample (if required). Sealed drinks are provided to assist the Player.
- ❖ The Player provides a urine sample under the direct observation of a same-gender Doping Control Officer and/or the Player provides a blood sample.

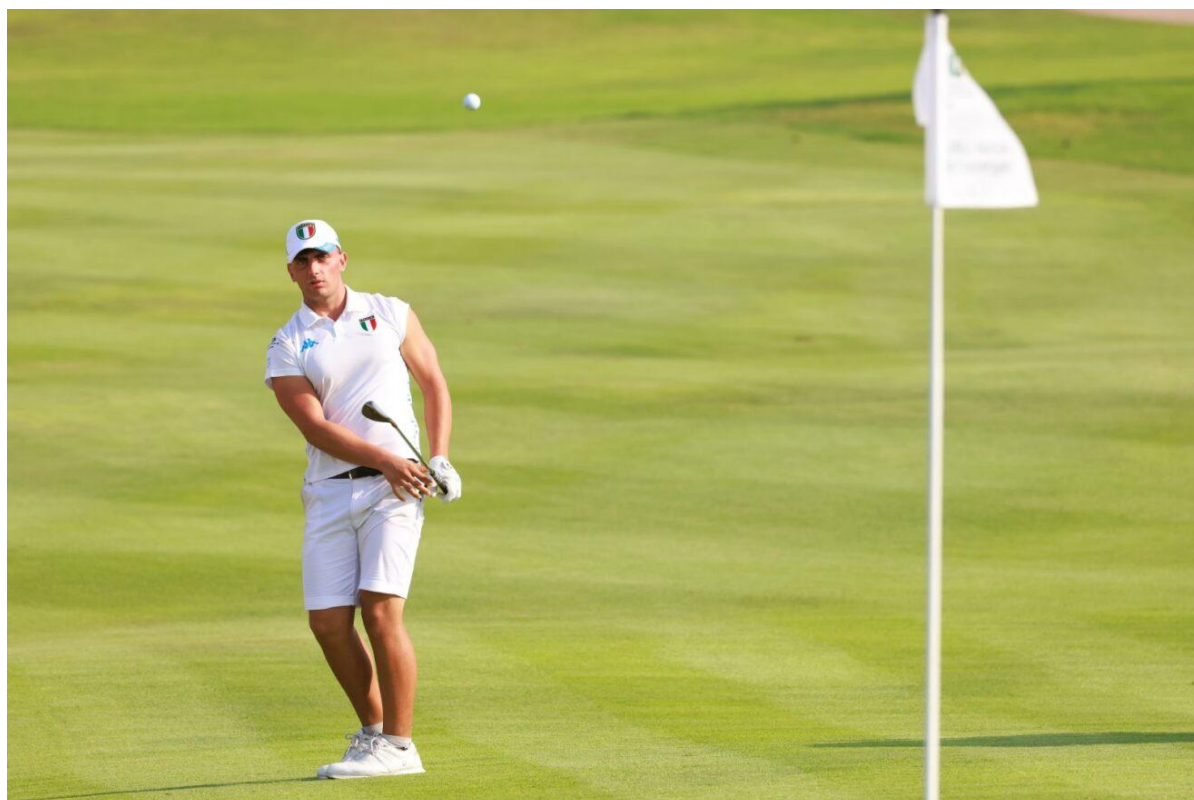
- ❖ Under the direction of a Doping Control Officer, the Player seals the Sample and completes the required documentation.
- ❖ The Player checks out of the Doping Control Area.
- ❖ The Sample is stored securely until the completion of the sample collection session. Unless otherwise agreed, the ITA requires a lockable refrigerator for this storage.

10.9. Transport of Samples and documentation

The ITA will arrange for the transportation of the Samples to the WADA accredited laboratory selected for the Championships.

10.10. Chapter checklist

	IGF	Host Country
Fulfil the requirements of the <i>Medical Services Delivery Plan</i>		✓
Provide appropriate First Aid, Medical and physiotherapy areas		✓
Procure Professional Liability Insurance		✓
Ensure 'right to practice' certification for medical staff		✓
Assist the IGF Medical Director with the importation of medication		✓
Relationship / communication with ITA	✓	
Relationship / communication with NADO		✓
Oversee doping control programme	✓	
Provide appropriate doping control areas		✓
Provide equipment, fridge and beverages requested by NADO		✓



11. PROTOCOL

11.1. National anthems

The Host Country's anthem will be played at the Opening Ceremonies. The winning Team's anthem will be played at the respective Closing Ceremony.

It is the responsibility of the Host Country to provide their own national anthem recording. The IGF may request the assistance of the Host Country to procure a suitable recording of the winning team anthems.

11.2. Flags

The IGF will supply one set of flags for each participating country. The IGF will also provide at least three (3) IGF flags for the following purposes:

- ❖ one for the site of the Opening Ceremonies;
- ❖ one for the standard flagpoles at the course; and
- ❖ one to be handed over to the next future site at the Closing Ceremony.

The IGF will ensure that all flags are displayed in accordance with protocol guidelines and will remove the flags at the conclusion of the WATC for use at future Championships.

11.3. Flags at the Opening Ceremonies

During the WATC Opening Ceremonies, all flags should be displayed in alphabetical order (in English) from left to right. The flag of the Host Country will appear in the centre, (*refer to the diagram below*) and also again in order alphabetically. The Host Federation will be asked to provide the second host nation flag for this purpose. Flags will be raised during the Opening Ceremony and will remain raised for the duration of the respective Championship.

The IGF flag should be placed next to the Host Country flag for the site of the Opening Ceremony.



The Host Country is responsible for procuring and erecting flagpoles (including ropes, fasteners, snap hooks, etc.) in a mutually agreed location at the site of the Opening Ceremonies. The flagpoles should not be erected until the IGF arrives onsite for the Championships.

Flagpoles should be approximately 10 feet above the ground. Manufacturer's guidelines should be followed for installation (e.g., a 12 foot/360cm flagpole would be placed approximately 2 feet/60cm into the ground).

Flagpoles should be positioned no less than 4.5 feet (1.5 half metres) apart. If that is not possible, the flagpoles should be positioned no less than 3 feet (1 metre) apart. If a second row is used, that row should be approximately 3 feet (1 metre) behind the first row, with flagpoles staggered equally between those in front.

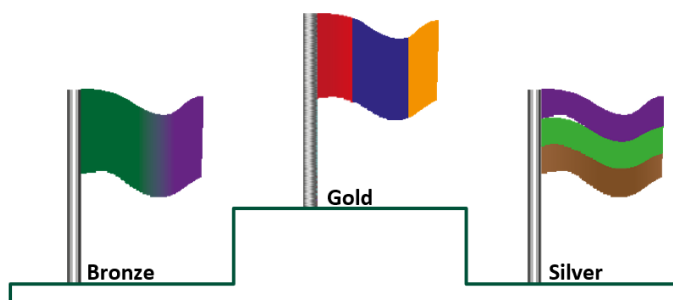
The IGF is responsible for attaching the flags to the poles prior to the Opening Ceremonies and may ask for the assistance of Host Country staff and/or volunteers to do so. Protocol dictates a certain etiquette when handling a flag, a nation's foremost symbol:

- Flags should be folded when carried to and from flagpoles.
- No flag should be in a position lower than another flag.
- All flags should be identical in size, to avoid some flags from standing out more than others. The size of all flags flown during the Championships is 3 feet x 5 feet / 91.4cm x 152.4cm.
- All flags should be evenly spaced and displayed at the same level.

- Flags should be securely fastened so they do not to fall.

11.4. Flags at the Closing Ceremonies

Medal winner's flags will be raised in the horizontal format, at both indoor and outdoor locations. Flags will be raised in the following formation when viewed from the Players' position (observer's left) on the medals podium.



The IGF will present the next future Host Country with an IGF flag at the Closing Ceremony.

11.5. Ties

If a tie occurs, two flags may be flown from the same pole during the medal ceremony. The flags will be hung in alphabetical order from top to bottom.

Two flags should not be flown from the same pole under any other circumstances.

11.6. IGF event protocol

To successfully deliver the Ceremonies and Receptions, the IGF and Host Country will work closely together on the planning which will include:

- running sheets;
- seating plans;
- resource allocation;
- transport/logistics plans; and
- food and beverage.

All planning must be provided to the IGF for final approval.

11.7. Opening Ceremonies

An Opening Ceremony is held the day before each Championship begins to mark the official start of the competition. The Opening Ceremony will give an indication and feeling about the level of organisation of the WATC to all in attendance.

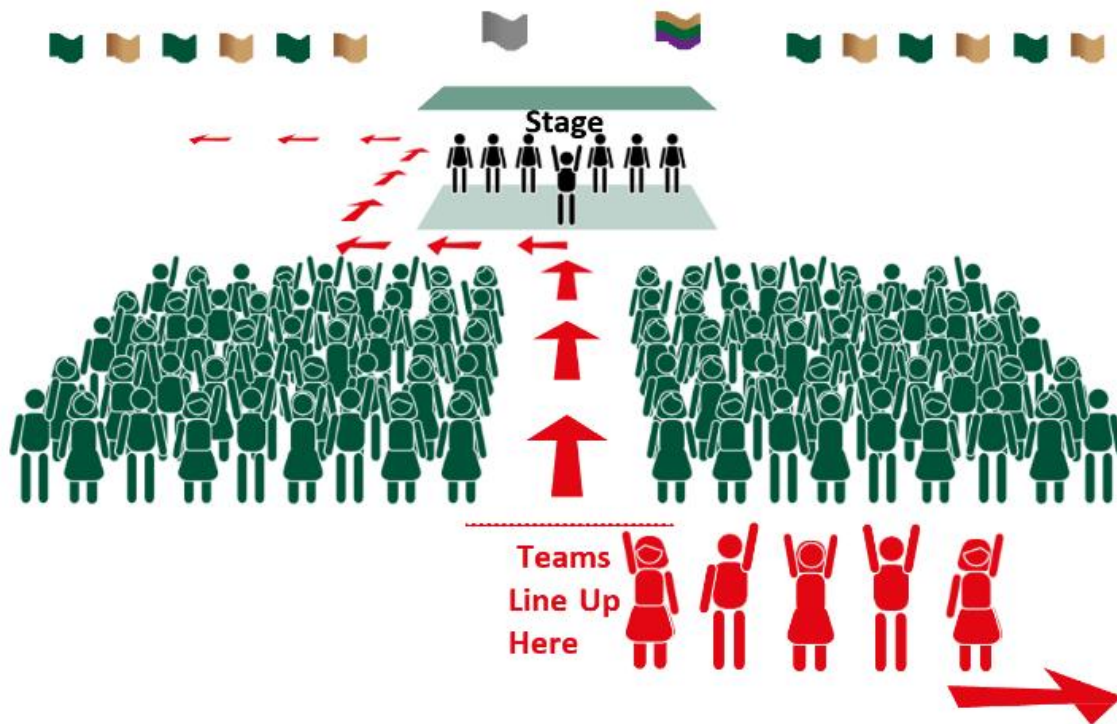
The IGF will schedule a Ceremony rehearsal just prior to each Opening and Closing Ceremony to walk through the plans with all staff, volunteers and Executive involved in the Ceremony. Prior to each rehearsal, the IGF will provide the LOC with the [final run sheet](#), as well as seating plans for the Head Platform. The run sheet also provides the equipment required for the Ceremonies.

Teams wear their formal uniforms to the Opening Ceremony. The Ceremony begins with the Teams marching to their country flags. The Captains raise their respective flags at the time indicated by the Master of Ceremonies. A band is often provided by the Host Country but if not, the Host Country must provide recorded marching music.



Ceremonies are open to all spectators. An alternate indoor location must be available and prepared in case there is inclement weather. Any additional expenses associated with an indoor ceremony are the responsibility of the Host Country.

Example of Team staging for Opening Ceremony



11.8. Opening Ceremony receptions

The Host Country shall provide a Reception to follow each of the Opening Ceremonies. Generally, this reception is open to all in attendance, but if there is a concern that there will be too many members of the general public present to make this reasonable, then tickets may be created for all official participants and supporters.

Drinks, light snacks (hors d'oeuvres) and entertainment are provided by the Host Country. The Receptions are held in the same general location as the Ceremony (must be within walking distance).

It is important that Reception drinks and snacks are served immediately following the Opening Ceremony to allow Teams to return quickly to their hotels at the end of the Reception. The shuttle bus service to return Teams to the hotels must begin shortly after the Ceremony concludes.

11.9. Closing Ceremonies

There will be a Closing Ceremony on the last day of each Championship to present the winning trophies, recognise achievements and mark the official close of the respective Championship. The Ceremony is followed by a Farewell Reception; refer to [Farewell Receptions](#).

The IGF will provide the [final run sheet](#), as well as seating plans for the Executive, prior to the Ceremony.

Amongst other things, the Ceremony will recognise medal winners as well as the efforts of the Host Federation and Host Club in staging the WATC. Only the Anthem of the winning Team is played. A band is often provided but if not, the Host Country must provide appropriate recorded music.

11.10. Farewell receptions

Following the Closing Ceremonies, the Host Country shall provide a Farewell Reception for both the women's and men's Championships. Drinks and heavy hors d'oeuvres will be served and entertainment is appreciated. The hors d'oeuvres offered at this reception should be substantial enough to replace a sit-down dinner meal.

As this is the final farewell to participating Teams, this Reception has a celebratory, party-like atmosphere.

11.11. Chapter checklist

	IGF	Host Country
National Anthems	✓	
National Flags	✓	
Additional Host Country Flag(s)		✓
Flagpoles		✓
Raised stage/platform		✓
100 audience chairs (Opening & Closing Ceremonies)		✓
Ceremony Run Sheets and Seating Plans (Opening and Closing Ceremonies)	✓	
Live band/recorded music (Opening and Closing Ceremonies, and Receptions)		✓
Country name boards (Opening Ceremonies)		✓
Lectern for speeches (Opening and Closing Ceremonies)		✓
IGF Seal for Lectern (Opening and Closing Ceremonies)	✓	
Microphone and stand (Opening and Closing Ceremonies)		✓
PA system (Opening and Closing Ceremonies)		✓
Trophy Plinth (examples from 2022 and 2023 for reference) (Opening and Closing Ceremonies)		✓
Winner's Podium (Closing Ceremonies)		✓
Medal Trays (Closing Ceremonies)		✓
F&B and entertainment for Opening Ceremony Receptions		✓
F&B and entertainment for Closing Ceremony Receptions		✓



12. COMMUNICATION

The IGF and the Host Country will work together to develop a communication plan which will provide an understanding of the major milestones, the possible needs, demands and opportunities within various client groups and determine the most appropriate audiences to which the Host Country will need to communicate.

Several communication actions that have been implemented in the past are detailed below.

12.1. Website

The official website of the competitions, www.igfgolf.org is hosted, prepared and managed by the IGF. It includes information on the Championships such as groupings, daily results, real-time scoring, stories, and photos.

The IGF has reserved a URL for the Host Country to develop, www.worldamateurXXXX.org, where the “XXXX” is the year number of the Championships. This site should contain information relevant to the Host Country, such as transport and accommodation, geography and local culture, tourism/attractions, the course, etc. It is also an excellent outlet for recognising sponsors and luring volunteers.

The IGF and the Host Country sites will be linked together. The Host Country website must be in English but may also be translated into the local language if desired.

12.2. Press releases

These periodic updates to the media provide a steady flow of information about the Championships, leading up to the daily stories during play prepared by the IGF Media Manager.

The IGF will provide an international media list (name, publication, email address) for use by the Host Country. A local/regional media list with personnel name, outlet and email address should be developed by the Host Country and then used by both the Host Country Media Chair and the IGF Media Manager prior to, and during, the Championships. Each Team’s media contact list is solicited prior to and during registration along with biographical forms from all Team Players and Team Captains.

The Host Country is encouraged to generate its own releases concerning work leading up to the Championships. All text for press releases must be submitted to, and approved by, the IGF Media Manager. Each press release about the Championships should include the following paragraph (generally placed at the end of the release): *The IGF is the international federation recognised by the International Olympic Committee (IOC) as the world governing body for golf. In addition to the World Amateur Team Championships, the IGF also organises the golf competitions at the Olympic Games and the Youth Olympic Games.*

During the Championships, the IGF Media Manager distributes a daily story at the end of play, to the international and national media lists. This is also posted on the IGF website.

12.3. Pocket Guide

The Host Country shall produce a *WATC Pocket Guide*, which is sent to WATC stakeholders prior to the Championships. This guide contains information such as schedule, restaurants, map of area and directions, bus schedule, list of area services, doctors, where to play golf, tourist information, shopping, list of embassies and miscellaneous information. For reasons of sustainability, this should be provided in electronic format and emailed to stakeholders as well as posted on the Host Country website. QR codes linking to the guide should be on display within the clubhouse. A sample [WATC Pocket Guide](#) is linked for reference.

12.4. Official Championships programme

If the Host Country produces an Official Championships Programme, the following important guidelines must be observed:

- The IGF prohibits firearms and tobacco advertisements of any kind, anywhere.

- There can be no wording that infers the IGF’s endorsement of a product.
- The IGF will provide several pages of editorial copy to be utilised, if possible. The following must be included if a programme is to be produced:
 - information regarding the Joint Chairs, Women’s Chair, Executive Director, Administrative Committee, and National Federation Members; and
 - welcome letter from the IGF President.
- A story, provided by the IGF, about the organisation, its history, and its duties must be included.
- The words “Conducted by the International Golf Federation” must be included on the front cover, along with the year and name of the Championships and the IGF logo.
- There is significant limitation as to sponsor information that can appear on the front cover.

The Host Country may retain any revenue derived as a result of creating a Championships programme.

12.5. Newsletters

Some Host Countries have periodically emailed newsletters to IGF National Federation members leading up to the Championships. These updates have been very well received and the IGF can assist with an email distribution list for this purpose.

12.6. Clinics

The Host Country is encouraged to conduct clinics during the Championships. Clinics can help introduce new players to the game (especially juniors), educate existing players further, and reach the disadvantaged, etc. If desired, the IGF can assist the Host Country with ideas in this regard.

The clinics should be held during practice rounds or similar times so that they do not take the spotlight away from the competitive play on the course.

12.7. Record book

The Record Book is a report that has been produced after each biennial championship since 1958. It includes information about the Officers, the Administrative Committee, the Delegates present at the IGF Biennial Meeting, the WATC results, the winners and runners-up, Championship records, Team Photos and a list of National Federation members.

It is posted on the IGF website once produced.

12.8. Chapter checklist

	IGF	Host Country
Create communication plan	✓	✓
Provide Host Country with website URL	✓	
Build Host Country website		✓
Develop international/national media contact list	✓	✓
Write/distribute press releases before and during Championships	✓	✓
Collect Team members’ biographical information	✓	
Produce WATC Pocket Guide		✓
Produce Official Championship Programme (optional)		✓
Produce Newsletters (optional)		✓
Host golf clinic (optional)		✓
Produce Record Books	✓	

13. MEDIA OPERATIONS

13.1. Media structure

The Host Country is responsible for the preparation and delivery of all media facilities.

IGF Media Manager

The IGF Media Manager will oversee the media operation. The Media Manager will arrange interviews, assist the media with enquiries, write daily stories and reports for the website and for international distribution.

A pre-Championship fact sheet will be created by the IGF Media Manager, which contains detailed information regarding the Championships. This fact sheet will serve as the basis for a media kit, which the Host Country may supplement with additional media information.

Media Chair

It is critical for the Host Country to have an experienced Media Chair to work in tandem with the IGF Media Manager. Together they will assist the media, photographers, the Teams themselves, and others that are looking for information.

13.2. Media Centre layout

The Media Centre will be separated into a registration area where the IGF Media Manager will work and register media representatives, and a media area set up in a classroom style for accredited media to work.

The size of the Media Centre will be directly related to the number of media expected by the Host Country. The IGF will assist with estimating international media numbers.

If a suitable media room is not available in the clubhouse, the Host Country is required to provide a tent. It should have easy access to the course and practice facilities and ideally be close to parking. If the women's course is different to the men's course, the Media Centre will be transferred the day after the women's Championship concludes.

The Media Centre will need to be cleaned every morning or evening.

13.3. Equipment

The amount and type of equipment depends on the number of media expected, course location in relation to the Media Centre, current technology, etc.

The Host Country should plan to provide:

- ❖ skirted tables and chairs;
- ❖ reliable wireless high speed internet access with high capacity bandwidth;
- ❖ a large screen television;
- ❖ bulletin boards for messages and posting stories;
- ❖ high calibre copy machines with quality copy paper;
- ❖ climate control;
- ❖ extension cords and power strips;
- ❖ adequate power supply for each media representative;
- ❖ basic stationery supplies (e.g., paper clips, pens, staplers, scissors, etc.) and;
- ❖ trash receptacles.

The Host Country should ensure that the operating instructions for the equipment are included (in English) and that there are ample supplies of items such as toner. The names and phone numbers of the appropriate service technicians must be available (including weekends and after hours).

13.4. Security/Access

The Media Centre is a restricted area and signs should be made to this extent. A volunteer is required to monitor this area.

Due to the equipment that will be located within the room, this must be a secure, lockable area. The entry/exit areas should be well lit for the comfort of media representatives who work late into the night.

13.5. Schedule

The Media Centre should be operational three days prior to the first date of competition. On a daily basis, it should open approximately 30 minutes before the first tee time and remain open until the working media no longer require assistance after the competition has finished for the day.

13.6. Registration and accreditation

International media will be able to register online, via the IGF registration platform. All media accreditation will be distributed on site.

13.7. Accommodation and transportation

The Host Country shall ensure there is enough suitable accommodation to meet the needs of all accredited media; refer to [Accommodation](#).

Members of the media frequently leave the course after dark. Measures should be taken to ensure media personnel will not have trouble finding their vehicles due to poor lighting, or obtaining transport from the course, late at night.

13.8. Media Dining

The Host Country should provide the media with complimentary lunch and beverages. If breakfast is not included in the hotel room rate, a continental breakfast should also be provided. Meals can be offered in the clubhouse dining area or in a dedicated media/volunteer dining area.

13.9. Flash Area

The Host Country should arrange for a flash area to be placed close to the 18th green, at a location agreed by the IGF. The flash area should include an interview backdrop under a small tent structure to protect it from the elements.

13.10. Carts

In almost all cases, media must walk. In the case of a rights-holding broadcaster of the Championships, applicable cart scenarios will be determined. Because of a need to keep on-course carts to a minimum, individual television outlets will not be allowed to use a cart during play; however, it is possible that arrangements can be made to help them get on the course.

13.11. Media day

A media day, organised and conducted by the Host Country, is an ideal opportunity to rally support and publicity for the Championships and to gain an idea of how many people will be covering the events.

It is a good idea to hold a media day anywhere from three to five weeks before the Opening Ceremony for the Espirito Santo Championship.

A media day serves a number of purposes:

- ❖ It provides the LOC Media Chair and key staff with an opportunity to meet many of the accredited members of the media and to review accreditation requirements, information about the media room, parking, etc.

- ❖ It is an opportunity to hold a news conference and distribute information, such as Teams taking part in the Championships and well-known Players expected to play.
- ❖ It is an excellent way to give the Host Country Captains an opportunity to speak about their Teams.
- ❖ It is an avenue to introduce dignitaries from the Host Club and officials from the Host Country.
- ❖ It spurs the media to publish stories leading up to the Championships.
- ❖ It gives the media an opportunity to see the Championship site in competition condition in advance.

Generally, media representatives are invited to attend a news conference and then play the Championship course. Playing one of the courses only a few weeks before the best amateurs in the world will face the same test will give the media a perspective on the exceptional level of play they will view during the Championships – a point they will pass along to their audience around the world.

A following luncheon can be as elaborate or as simple as the Host Country wishes to make it.

13.12. Social media

The IGF Social Media Manager will coordinate all IGF social media content in the lead-up to the Championships, as well as during and after the WATC. The IGF will always look to collaborate with the Host Country, National Federations and individual Players to promote the Championships and increase social media presence internationally.

The Host Country is encouraged to create and publish its own social media posts to promote the Championships. All social media posts, images and videos must be coordinated and shared with the IGF Social Media Manager prior to publication.

All social posts published by the IGF and the Host Country must include #Rolex, to recognise the WATC presenting partner.

13.13. Broadcast

It is important to engage in a broadcast agreement process as early as possible in order to ensure the desired coverage; *refer to the Championships Agreement*.

13.14. Commercial photography

Commercial photography is defined as for-individual-profit picture taking. It is generally an undertaking of non-accredited media. An example is when a commercial photographer takes a picture of a Team or Player and then sells it (to that Team or Player), even if via the Host Country. Such photography can be of some value to the Players, however, the places and times where it is allowed to occur are strictly limited to the following:

- ❖ during the Team photo session, but only after the IGF Photographer has completed their work;
- ❖ during social functions (does not include Ceremonies); and
- ❖ during practice rounds.

Commercial photographers will not be allowed on the competition course or practice areas on the four competition days of the Championships. At no time are they allowed a cart.

Commercial photography outside of this permitted scope infringes on the rights of the IGF and the accredited media. A photographer who is at once a commercial photographer and accredited media cannot be a commercial photographer on competition days.

The Host Country may hire a photographer to record the Championships, but they must not sell pictures taken at any other time/place than as outlined above. As with any other photographer at the Championships, they may not take a cart.

The IGF provides the official photographer for the Championships.

13.15. Chapter checklist

	IGF	Host Country
Provide Media Centre and equipment, as outlined		✓
Official WATC photographer	✓	
Media Manager	✓	
Media Chair		✓
Media registration	✓	
Media dining		✓
Provision of Flash Area		✓
Media Day (optional)		✓
Broadcast Agreement		✓





14. MEETINGS AND EVENTS

The IGF hosts a number of meetings and events during the WATC. An onsite location is preferred for all meetings, however, if the Administrative Committee and/or IGF Biennial Meetings must be held offsite, the Host Country is responsible for providing transport to and from the meeting for all participants. The Team Captains' and Referees' Meetings must be held at the course

The IGF will create agendas and provide placards and nametags for all meetings. The Host Country is responsible for providing the meeting rooms, public address systems and audio-visual needs and services. Additionally, the Host Country should arrange for:

- ❖ a sign to be placed outside each meeting room indicating the name of each meeting in progress; and
- ❖ tables (equipped with paper and pens) and chairs.

14.1. Administrative Committee meeting

Approximately 30 participants + observers

The Administrative Committee Meeting shall be held prior to the Men's Championship at a time to be determined by the IGF. The Host Country should provide the meeting room, according to the IGF's requirements. Generally a hollow square set-up is requested.

Audio-visual needs for the Administrative Committee Meeting include, but are not limited, to:

- ❖ projector screen; and
- ❖ video-conferencing capabilities (camera, microphone)

Tea, coffee, water and biscuits (cookies) should be offered.

14.2. IGF Biennial Meeting

Approximately 80 participants + observers

The IGF Biennial Meeting shall be held prior to the Men's Championship at a time to be determined by the IGF. The Host Country should provide a suitable meeting room, according to the IGF's requirements. Generally a class-room style set-up is requested.

Audio-visual needs for the IGF Biennial Meeting include, but are not limited, to:

- ❖ one (1) raised head table with at least four (4) individual stationary microphones;
- ❖ one (1) lectern with stationary microphone;
- ❖ two (2) hand-held/cordless microphones (for audience questions);
- ❖ projector screen(s);
- ❖ one (1) video camera and cameraman; and
- ❖ sound desk and audio technician.

Due to the complexity of the AV needs, an external contractor may be required for this meeting.

Tea, coffee, water and biscuits (cookies) should be offered.

14.3. IGF Delegates' meal

A meal will be offered to meeting delegates, usually immediately before or after the IGF Biennial Meeting. This meal is to be jointly organised by the IGF and the Host Country. The IGF will provide a financial contribution towards this meal.

Each delegate to the IGF Biennial Meeting, plus one guest, will be invited. Certain Host Country representatives will be invited as well, if not already included.

14.4. Team Captains' meetings

Approximately 50 participants

A Captains' Meeting will be held prior to each Championship at a time determined by the IGF. The Host Country should provide a suitable meeting room, according to the IGF's requirements. Generally a classroom style set-up is requested. Theatre style is also an option if there are space restrictions.

Audio-visual needs for the Team Captains' Meeting include, but are not limited, to:

- ❖ projector screen;
- ❖ one (1) raised head table with at least four (4) individual stationary microphones; and
- ❖ two (2) hand-held/cordless microphones.

A water fountain and water glasses should be available.

14.5. Referees' meetings

Approximately 40 participants

A Referees' meeting will be held prior to each Championship at a time determined by the IGF. The Host Country should provide a suitable meeting room, according to the IGF's requirements. Generally a classroom style set-up is requested. Theatre style is also an option if there are space restrictions.

Audio-visual needs for the Team Captains' Meeting include, but are not limited, to:

- ❖ projector screen;
- ❖ one (1) raised head table with at least four (4) individual stationary microphones; and
- ❖ two (2) hand-held/cordless microphones.

A water fountain and water glasses should be available.

14.6. Referees' dinners

Approximately 75 guests

The IGF will host one Referee dinner each week and will ask for the Host Country's assistance in recommending and securing a venue. Each WATC Referee, plus one guest, will be invited. Certain Host Country representatives will be invited as well, if not already included.

The Host Country is responsible for organising and providing the transport of participants to and from the dinner.

The IGF will cover the cost of the Referees' dinners.

14.7. Delegates & Duffers

This is an optional event organised and provided by the Host Country.

As a result of the suggestion made by USA President Dwight D. Eisenhower, upon the IGF's inauguration, to include players of all ability levels in the competition, Delegates & Duffers (D&D) offers the Host Country an opportunity to provide a day of social golf for the national delegates in attendance.

The competition is only for Biennial Meeting attendees. A small number of key representatives of the IGF and the Host Federation may also be invited to attend. Sponsors cannot play (with the exception of representatives from presenting partner, Rolex) however they may be invited to join the reception following.

Should the Host Country decide to host this event, one course for the competition must be secured and approved by the IGF. It is recommended that the club hosting D&D be located within a 30 minute drive of the host hotel(s) used for the Championships.



The Host Country must provide suitable transportation for all D&D participants from each host hotel; consideration for the number of transportation vehicles provided should be given to the size of the field and the requirement to transport a similar number of golf bags to the course. While the day is intended as a golf outing, the opportunity does present itself to visually incorporate exceptional historical and cultural sites enroute to and from the course.

The format is 18 holes of handicap play, in a Stableford competition. The field will use a shotgun start. The D&D course should be prepared to shuttle groups out onto the course (if players are not already in carts – *refer to below*). No other play may be on the course during the competition.

There are two divisions within the competition, one for men and one for women. National Federation Delegates will be polled in advance by the IGF to determine their anticipated participation in the D&D competitions.

The administration of the event, which includes groupings and scoring, will be handled by the IGF staff. It is imperative that there is also a “D&D Chair” from the Host Country to assist with the overall D&D operation.

Final information will be communicated to D&D participants onsite at the Championships, during Delegate Registration. At that time, participants must provide a valid Handicap Index. Provisions should be made for players to either employ caddies or take carts. In any case, a few carts should also be available for those participants with medical conditions that necessitate automotive transportation. The player would be responsible for the fee and gratuity for use of a caddie; this will be made known in advance.

The golf shop should remain open while the participants are at the course, in order to allow them to purchase any golf balls, gloves or other equipment they may require. Additionally, sets of clubs (right and left-handed) should be made available for rent. The IGF will poll Delegates as to the need for rental sets prior to the WATC.

The day’s play is followed by a meal, which is provided by the Host Country. During the meal, a representative of the Host Federation and the D&D Host Club may wish to offer a short speech. Afterward, the winners of the competitions will be announced, and prizes will be presented.

Traditional silver prizes for the winners of each division are provided by the IGF. The remaining prizes (2nd and 3rd in both divisions) must be provided by the Host Country. If desired, the Host Country may also provide a prize for 1st place for both divisions, but this is not required. The Host Country should refrain from selecting prizes of golf equipment or related merchandise; it is preferable to give items that reflect upon the culture of the nation or region. The Host Country should consider that the winners must transport the prizes home.

Once the meal concludes, transportation back to the host hotels is the responsibility of the Host Country. On occasion, some participants may need to be transported directly to a meeting.



14.8. Chapter checklist

	IGF	Host Country
Agendas and placards for all IGF meetings	✓	
Meeting spaces		✓
PA system and AV needs (as outlined)		✓
Pens, paper, water for meetings		✓
Tea, coffee and biscuits (as outlined)		✓
Organisation of the Delegates' Meal	✓	✓
Administration of Delegates and Duffers (registration, communication)	✓	
Delegates and Duffers Chair		✓
Delegates and Duffers carts/buggies		✓
Delegates and Duffers rental clubs		✓
Reception for Delegates and Duffers participants		✓
First place prizes for Delegates and Duffers (both competitions)	✓	
Second and third place prizes for Delegates and Duffers (both competitions)		✓
Transport to/from Delegates and Duffers		✓

15. BRAND IDENTITY

15.1. Championship Logo

The Championships may be identified by a single Championship Logo, designed by the Host Country and subject to the approval of the IGF. The Logo shall at a minimum reference the year of the Championships, the Host Country, the name, “World Amateur Team Championships”, “Presented by Rolex”. No other sponsor recognition is permitted.

Additionally, the Championship Logo:

- ❖ shall reflect the national identity of the country, however the Host Country must be careful in avoiding selecting an element which is not distinctive enough and may be considered to be in the public domain (otherwise the Host Federation may not be able to protect it and prevent its unauthorised use by third parties);
- ❖ shall be original and shall not contain an image or expression with a well- known international or universal connotation/message;
- ❖ shall not contain any component of the National Federation emblem or a distorted version thereof or a design confusingly similar thereto;
- ❖ shall be copyright protectable (without any possible discussion) and suitable for trademark registration; and
- ❖ shall be susceptible to being reproduced in both colour and black & white version.

Early consideration must also be given to the different reproduction techniques that may be required such as backgrounds, printing, etching, embossing etc., and to the reproduction of the Logo in a multitude of different sizes. Clarity and legibility in all formats is essential.

The Logo must be submitted to the IGF for approval prior to use. It is important that the Host Country, in its process of selecting the Logo, has alternatives of designs before coming to the IGF. Alternatives are necessary because the Host Country and the IGF must ensure that the chosen emblem is not similar and/or does not infringe upon the rights of a third party around the world.

15.2. Use of Championship Logo

From the moment the Championship Logo is launched, the Host Country shall provide clear direction on how the Logo can and cannot be used by its internal and external stakeholders so as to ensure consistency, ensure brand awareness and avoid the risk of diluting brand recognition and impact.

The Host Country should produce a composite logo for its partners.



15.3. Use of IGF logo

The IGF logo may not appear other than in promotional items for the Championships and in the form of an official IGF/WATC Composite Logo (e.g., letterhead, magazine articles/advertisements, banners, etc.). The use of the IGF logo or the official IGF/WATC Composite Logo is not permitted on merchandise, on uniforms (except for IGF Staff), in sponsor posters, etc.

The IGF/WATC Composite Logo refers to the visual association of the IGF with the Championship Logo. It is a 2-part design (1 part belonging to the IGF, the other part belonging to the Host Country).

The IGF/WATC Composite Logo will be available for non-commercial use by the Host Country and the IGF National Federation members within their communications materials as a means of identifying their partnership with the respective organisations and communicating their preparations for the WATC.

On letterhead, the IGF/WATC Composite Logo may appear only on the first page of the letterhead at the bottom of the page. There must be no mention of any third parties (with the exception of Rolex), including third party marks, logos, products or services, whether commercial or non-commercial, on the letterhead page on which the IGF/WATC Composite Logo is used.

On official publications, the IGF/WATC Composite Logo may be reproduced inside the official publication and on the front and back cover.

Example of an IGF/WATC Composite Logo:



Please note that Host Country and National Federation members must not create and/or use any other logos or designs than those provided by the IGF to refer to the WATC.

15.4. Colour selection

The development of a colour palette is essential to creating strong, vibrant WATC branding. The colours selected should communicate and support the spirit of the Host Country and the vision it has for its WATC through their tones e.g. energetic, passionate, youthful, vibrant, modern, etc.

Colours can be used singularly and in combinations to build a visual language instantly recognisable and unique to the Host Country and its WATC.

15.5. Typography

Typography is a vital element of the brand identity. It can be a custom design or a font or font family. The selected typeface(s) are selected for use on both headlines and body copy across all WATC applications. The selected fonts should be used for presentations, memos, publications, advertisements, and applications produced internally to ensure consistency. These fonts can also be used externally by sponsors, licensees and authorised parties.

It is important that the typeface selected is well aligned with the overall branding, presents well, and is easily legible in all font sizes and weights. Equally important is the choice and mix of typography colours e.g., good contrast is required for the partially sighted and combinations of colours close to red and green or yellow and blue will be difficult to distinguish for those with colour blindness.

All Host Country graphics and designs are subject to the IGF prior approval.

15.6. Terminology and Marks

The following marks are owned by the IGF and should be used by the Host Country and/or National Federation members in their communications or other materials:

- ❖ International Golf Federation;
- ❖ World Amateur Team Championship;
- ❖ Women's World Amateur Team Championship;

- ❖ World Amateur Team Championships;
- ❖ Eisenhower Trophy; and
- ❖ Espirito Santo Trophy.

The following abbreviations are acceptable:

- ❖ IGF International Golf Federation; and
- ❖ WATC World Amateur Team Championships.

15.7. Guidelines on use of WATC Images

Images of the WATC (still and moving), and all associated intellectual property rights, are owned and carefully controlled by the IGF. Host Country or National Federation members interested in using WATC images for non-commercial purposes in their communications materials (publications, websites, media guides, posters etc.) may do so provided the proposed image and use have been approved by IGF (and provided that the National Federation member has secured all necessary consents and permissions required both from any identifiable Player(s) included in the images and any photographer and agency having rights to the image).

These guidelines shall not supersede any parameters set out in the terms and conditions that might govern the source of the original image (i.e. image bank terms and conditions, terms and conditions of accreditation, etc.).

All proposed use(s) of WATC images by the Host Country or National Federation members must be submitted to IGF for prior written approval.

15.8. Guidelines for equipment and clothing

The IGF's [Logo and Marks Policy](#) addresses the size and placement of third party identification on equipment and clothing. The policy from previous Championships is available for reference.

15.9. Chapter checklist

	IGF	Host Country
Championship Logo		✓
Composite IGF/Championship Logo	✓	
Composite Championship/Local Sponsor Logo		✓
<i>Logo and Marks Policy</i>	✓	

16. ON COURSE REQUIREMENTS

16.1. Course closure

All participating courses and their practice areas will be closed to outside play during the time of the Championships, which is to include the practice rounds and registration. It is additionally required that the courses be closed for a period of at least two days before the start of the first practice day on that course, for the sake of course conditioning, course work, operational work, etc. Detailed requirements are outlined in the *Championships Agreement*.

16.2. Driving range/practice areas

The driving range and practice areas must open at least ninety minutes prior to the first starting time each day. The actual time of closing is left to the Host Country's discretion; however, an hour after the last group of the day has finished play should be considered the minimum.

The driving ranges should be set up with defined hitting stations, bag racks (if available), and club cleaning supplies (buckets of water with towels). The ranges should be staffed at all times by attendants who assist Players by replenishing range balls at each station as needed. Privileges of practice facilities will be complimentary.

In liaison with the IGF, the Host Country must provide 550 dozen range balls that reflect at least the top three brands used by the Players.

Approximately two hours after the last group starts on the last day of the Women's Championship the practice areas will be made available to the men's Teams, if the men and women are using the same course.

If the size of a driving range necessitates that practice should be determined by a schedule, such schedule will be prepared and supplied by the IGF.

It should be determined well in advance whether any distance restrictions (e.g., "irons only") will be necessary on the driving ranges. Discussions should ensue as to whether protective nets may help or whether alternate practice areas may be available nearby.

The Host Country is asked to monitor the driving range and other similar areas for those persons unauthorised to be practicing there.

16.3. Course marking

The IGF will mark the courses upon arrival. The Host Country is asked not to paint any penalty areas, out of bounds, or ground under repair for one month prior to the Championships.

The Host Country should supply the marking paint and paint guns. It is also requested that the Host Country supply stakes and mallets for course marking. The required quantities and colours of stakes, paint, and paint guns will be advised by the IGF upon visiting the courses. To ensure suitability, the IGF will review the type of equipment the clubs have available at a site visit.

The IGF may request some assistance from the superintendent(s) in terms of trimming, clearing, etc.

16.4. Course rating

The course must be rated for men and women under the country's normal course rating system, using the Championship tees for this purpose. Details are to be provided to the IGF ahead of the Championships.



16.5. Starting and Scoring (Recording) tents

Starting tents must be erected near the 1st and 10th tees and Score Recording tents near the 9th and 18th greens. Each tent should have three sides that can be let down for protection from the elements or rolled up for ventilation.

If existing Starter's houses are already in place and adequately located, they may be used instead of tents for starting.

The approximate locations for these tents can be found in reports prepared by the IGF following course visits. However, these tents should not be erected until an IGF staff member is onsite at the time of the Championships to approve their exact positions. All tents should be in place for the start of the first practice round.

If the same courses are being used for the men's and women's Championships, the starting tents will in most cases need to be relocated between the competitions since the tent sits directly next to the tee being used.

The following are needed at each tent:

- ❖ one 1.5m or 2m skirted table with tablecloth;
- ❖ chairs (2 for the starting tents, 5 for the scoring tents); and
- ❖ drinking water and a trash container.

Each Starting tent also requires a starter's box, which is a compartmentalised tray with room for golf pencils, permanent marking pens for golf balls, tees, ball-markers, etc. The Host Country is responsible for providing the starter boxes if Rolex does not provide.

All written materials that are provided to Players when they begin their rounds will be created by the IGF.

Public Announcement (PA) Systems must also be available at the starting tees unless it is determined that too much volume will be a distraction to nearby play.

16.6. Starters

The Host Country will be asked to provide experienced Starters, as well as appoint an appropriate person to coordinate the Starters from the 1st and the 10th tees, during the practice and Championship rounds. The coordinator will be responsible for producing a rota for the Starters in collaboration with the IGF requirements. The IGF will provide Starter Guidelines and Script.

It is not necessary to announce Players' names during the practice rounds, but a Starter's presence is required to maintain the order of play on the draw sheet.

During the practice rounds, the Starters are often course staff. During the Championship rounds, the starters are usually Host Country officials. All starters need to be able to speak very good English.

16.7. Clocks

The IGF will facilitate discussions between the Host Country and Rolex on the provision, installation and daily checking of clocks. Generally, clocks should be placed around the clubhouse, and at the practice areas and starting tees.

16.8. Roping and staking

The official scoreboard (if used), the areas surrounding the 9th and 18th putting greens, and the areas of the 1st and 10th tees (including any tents) will need to be roped and staked to help guide spectators. In other parts of the course, this procedure will be implemented only on an as-needs basis, for example, at the practice areas. Stakes must be easily movable. If necessary, additional rope should be available for walking marshals.

Roping and staking should be discussed in advance by the IGF and the Host Country.

16.9. Yardage boards and tee-markers

An example of recent [yardage boards, tee markers, tee boards and on-course boards](#) have been linked for reference.

The Host Country is responsible for providing yardage boards and tee-markers for each tee, according to the following:

- ❖ the IGF logo should be prominently displayed;
- ❖ no sponsor logo is permitted, with the exception of the lock-up logo containing the presenting partner, Rolex; and
- ❖ the Championship Logo, as well as logos of the Host Federation and of the Host Course are permitted but none of these should be bigger or more prominently placed than the IGF logo.

Yardage boards must be two-sided and have measurements of the hole in both yards and metres. If the same signs are being used for the women's and men's competitions, separate or adjustable faces must be built for the signs.

Yardage boards should be placed on the tee being used, at least two paces from the edge of the teeing ground, on the side opposite where the Players would approach the tee. Upon their arrival at the Championships, the IGF will work with the Host Country to place these signs. Yardage boards should be in place two days before the first practice round. If the same courses are being used for the women's and men's competitions, the yardage boards must be moved on the day of the first practice round of the men's event.

Tee markers should be built big enough to display the IGF logo on two opposite sides. They should be used for all practice and Championship rounds. A number of spare tee markers should be produced, in case of damage or breakages during the Championships.

All artwork relating to yardage boards and tee markers must be shared with the IGF, for approval, ahead of production.

16.10. Tee boards and on-course boards

The Host Country is to provide:

- ❖ 18 IGF tee boards and a mutually agreed upon number of IGF on-course boards; and
- ❖ 10 Rolex tee boards and 10 on-course boards.

Additional tee and on-course boards displaying local partner logos may also be produced. These shall not be placed in a more prominent position than the IGF or Rolex boards.

16.11. Flagsticks and flags

The IGF prefers flagsticks that are 7 feet in height, which are to be provided by the Host Country. The flagsticks should not have a diameter greater than 3/4 of an inch. The IGF will send multiple 18-hole sets of Championship hole flags. Each flag will have the Host Country's name or Championship Logo, the IGF logo, and a hole number screen-printed on it. Discussions will take place during site visits as to the preferred colours of flagsticks and flags.

The flags should be carefully collected each evening, so they do not become souvenirs. Many flags will be left with the Host Country following the Championships for mementos, if desired.

16.12. Yardage books

The Host Country shall print and distribute, or have a third-party print and distribute bespoke Yardage and Metres books, specific to the Championships indicating tees, course markings and other details set up specifically for the Championships. These books should be provided to Players, Captains, and Coaches/Manager at registration, on a complimentary basis. Rules Officials will also require a copy of the books. These should be provided in place of a club's generic book. The IGF can provide examples from previous Championships to indicate the style and minimum level of detail required within the books. The IGF shall advise the Host Country on the quantity of Men's and Women's yardage books to be printed.

The preparation of Yardage Books should be in close concert with IGF staff so as to not create conflicting measurements of the courses. The IGF must approve any Yardage Book artwork and course painting plan in advance. If the men's and women's Teams are using the same courses, a lot of thought will need to be put into the paint used on the ground so that any markings are compatible with both Championships.

16.13. Inclement weather

The Host Country may be required to provide onsite meteorological equipment (including sophisticated lightning detection devices such as radar and Thor Guard), and a professional forecaster to interpret the readings, for all practice and competition rounds. The equipment should be tested prior to the first practice rounds. The forecaster should be in close communication with the IGF staff at all times.

Only the IGF can declare a suspension of play due to inclement weather, and it is required that any permanent weather detection system that the club may already have installed (e.g., an automatic siren) is deactivated for the time of the Championships. The Host Country must provide approximately twelve maritime-quality airhorns that will be used by IGF Officials to signal suspensions of play.

Appropriate weather warning signs, written both in English and in the native language of the Host Country, shall be prepared. At the direction of the IGF, these signs may be placed on the course leaderboards and the main scoreboard to warn spectators to take cover from approaching storms.

16.13.1. Extreme heat

Risks associated with exercise in extreme heat/humidity include underperformance, heat illness, heat stroke, and death. Risks/heat illness in the context of golf can apply to Players, Caddies, Event staff and spectators.

In the case of extreme heat and/or humid conditions, organisers should consider the application of the [IGF Extreme Heat Guidelines](#) issued by the IGF Medical Committee.

16.13.2. Air quality

Air pollution can harm the health of individuals or groups, when exposed to poor air quality.

In the case of poor air quality conditions, organisers should consider the application of the [IGF Air Quality Guidelines for Golf](#) issued by the IGF Medical Committee.

16.13.3. Fog

Whether to commence or continue play in a round when fog is present is a difficult decision. Fog, by its very nature, is not easy to forecast, and it is challenging to predict when it will set in or lift.

From a playability standpoint, it is generally the IGF's policy to commence/continue play in a round if the landing zones for all shots to be played at the time are visible to the Players. In this regard, tee shots requiring the use of drivers may present the most difficult challenge since such shots cover the most distance. Things such as fairway lines, penalty areas, trees, etc., in the drive zone must be visible to a large extent. However, the fact that visibility is partially obscured by fog such that seeing the entire flight of the ball is not possible does not necessarily require a decision to delay/suspend play.

16.14. Course evacuation

In light of the possibility of dangerous, life-threatening weather anywhere in the world, the exposed nature of golf courses, the severe weather difficulties experienced at recent Championships, and the tight nature of the schedule for the Championships, the IGF requires that a course evacuation plan be in effect throughout the weeks of the Championships, including practice rounds.

The IGF will define a plan to be reviewed with the Host Country and Host Course that will accommodate Players, Captains, Coaches/Managers, standard bearers, and Referees.

It may be determined that a number of large evacuation vehicles will need to be stationed at various points for the 14-day period of practice and Championship days (enclosed permanent shelters may also be considered.) In addition, drivers will be needed for the evacuation vehicles. Such vehicles and drivers must be dedicated to the task of course evacuation and not scheduled otherwise. This extensive set-up is required so that Players may be kept safely on the course during a minor suspension; otherwise, the time and effort required to bring everyone to the clubhouse can easily result in a lost day of competition.

It is required that a test run of the evacuation plan, including the returning of the Players to the course, be completed prior to the Championships. Drivers must be advised not to take their vehicles off the course unless signalled to do so by the IGF. Again, this is crucial to spending as little time as possible on a suspension of play.

The approved plan will be available at the starting tees during practice and competition rounds.

16.15. Radios

The IGF will require the Host Country to provide approximately 35 radios per Championship for the use of the IGF staff and Referees. Earpieces must be provided with these radios. The Host Country radio needs are in addition to this number. Any other radio systems that will be in use should be checked for possible frequency interference.

A minimum of three radio channels is required.

16.16. Carts (“Buggies”)

The exact number of standard electric golf carts (“buggies”) required by the IGF will be communicated prior to the Championships, but an estimate is as follows:

Sign	Number per course
Rules	20
IGF Media	2
IGF Scoring	2
IGF Medical	1
IGF Staff	5

The Host Country will need to provide signs for these carts.

One “People mover” cart is also required for media purposes. This can alternate in purpose as a shuttle cart for [Non-Ambulatory Spectators](#). A [medical stretcher cart](#) must also be secured.

A small number of carts must be available at least one week before each Championship and will be staged at a mutually agreed place near the IGF Office.

No other automotive transportation will be allowed on the golf course during the weeks of the Championships, except as otherwise permitted by the IGF (e.g., vehicles used by the grounds crew, etc.). Spectator carts are not permitted.

The carts listed above are for IGF use only. Any carts the Host Country requires for its operational functions are in addition to this number.

16.17. Motorised transport for medical exemptions

For Teams, the IGF will permit motorised transportation for properly documented medical conditions only. The IGF will administer all decisions in this regard and will provide strict guidelines for vehicle use.

The first preference is for the Host Country to obtain “scooters,” i.e., single rider vehicles similar to those often seen in medical supply stores, grocery stores, or shopping malls. The second option is to use a regular (electric) golf cart.



The Host Country will be asked to provide a sign with the country name on it in either case. There will be no expense assessed to an individual from a Team utilising motorised transportation.

16.18. Non-ambulatory spectators

This Host Country is encouraged to explore ways for spectators who are unable to walk to better enjoy the competitions. The Host Country is asked to have scooters available (for rent or otherwise), as mentioned above, for these spectators. All scooter styles must be first approved by the IGF, e.g., scooters should have four wheels instead of three for better stability, etc. It is often possible to make arrangements where such scooters can be donated by a medical supply company. A routing plan should be established to show where it is safe to drive the scooters.

These scooters are permissible only for the elderly, people with disabilities, recent surgeries or injuries, etc. If someone can reasonably walk, they are not eligible to take a scooter.

No spectator is allowed to be driven around the course. If there are spectators that are unable to operate scooters, a designated driver in a “people mover” cart may take those persons to ideal viewing points located around the courses (e.g., 3-4 different spots per course). This cart and driver can circulate these areas, for example, every hour.

The Host Country must also give special consideration for accessibility, particularly where disabilities are concerned, to clubhouse, media room, functions, popular spectator viewing areas, course restrooms, etc.

16.19. Pull carts (“Trolleys”)

The Host Country must provide a sufficient number of high-quality pull carts (“trolleys”). The IGF will provide the number of trolleys required but there should be a minimum of one per Player, with contingency for breakages. Electric trolleys are not permitted through the Terms of Competition.

16.20. Club repair

It is helpful if equipment repair facilities are available onsite. Due to amateur status restrictions, the IGF should be consulted prior to the Host Country hiring/contracting outside vendors for this service.

16.21. Drinking water

At a minimum, the Host Country is to have “still” (i.e., not carbonated) filtered drinking water available at every third hole throughout the golf course for each day of practice and Championship rounds. In warm climates, such as Singapore, water must be available at every hole. Given the fragility of immune systems where foreign travel is concerned, the water must be filtered.

Drinking water should be replenished with careful attention and should also be available at the practice areas, starting tents, and scoring tents.

16.22. Restrooms

The Host Country is required to place portable restrooms around the course, if permanent ones are not already present in sufficient quantity. As the layout of each course varies, it is difficult to establish a definite number, but generally there should be restroom facilities available in the vicinities of the practice areas, the starting tees, “the turns,” the middles of each nine, and the finishing holes. The IGF will determine the requirement for restrooms during a site visit. Restrooms should be serviced at the end of each day.

Players, Officials, Captains and Coaches/Managers should have use of restrooms that are separate from those for spectators so that they may return to their activities quickly. Caution should be taken so that the doors to these restrooms do not slam shut loudly.

16.23. Litter

The Host Country is required to supply an adequate number of trash containers around the course and to ensure that they are emptied on a daily basis. Depending on the size of the containers and the number of spectators, the containers may need to be emptied more than once a day.

The need for more trash receptacles than usual should be anticipated due to the high number of Players and spectators (and the fact that Players will not have carts for trash). Care should be taken that they are not the type to blow away easily on a windy day.

The Host Country should also utilise a general cleaning crew to check the courses, work offices, media centre, etc., daily.

16.24. Recycling

Separate recycling receptacles should be in place throughout the course, next to every litter container. Throughout the clubhouse, including the IGF and LOC offices, there should be recycling receptacles for bottles, cans, and paper. The offices should also have access to cardboard recycling bins; *refer to [Sustainability](#)*.

16.25. Chapter checklist

	IGF	Host Country
Create Team Practice schedule	✓	
Provide staff and equipment at the Practice areas		✓
Course marking	✓	
Course marking equipment		✓
Course rating		✓
Starting and Score Recording tents		✓
Starters		✓
Starters Coordinator		✓
Clocks		✓ (Rolex)
Yardage boards / Tee markers		✓
Tee boards / On-course boards		✓
Flagsticks		✓
Hole Flags	✓	
Yardage Books		✓
Meteorologist	✓	
Airhorns		✓
Course Evacuation Plan	✓	✓
Radios		✓
Carts / Buggies		✓
Scooters (non-ambulatory individuals)		✓
Pull carts		✓
Club repair		✓
Provide access to, and replenishment of, water at every tee		✓
Additional restrooms		✓
Trash / recycling receptacles		✓



17. MARSHALS / SPOTTERS

Marshals shall be supplied by the Host Country. They are vital to the smooth running of the Championships as their ball-spotting abilities can greatly assist with the speed of play.

Beneficial locations will be jointly determined by the Host Country and the IGF, although the most ideal situation is to have a spotter at every tee shot landing area on par 4 and par 5 holes, and at every green. Spotters at greens can also serve as scorers. *Guidelines for Spotters* are included below.

Marshals will be needed more for their ability to find balls than for crowd control. However, if necessary, some walking marshals should be prepared to accompany groups of Players with large amounts of spectators such as Host Country Teams, other leaders, etc. They should carry with them lengths of rope that can be held behind the Players if necessary, to provide them with adequate space as they play.

Walking marshals should be aware of photographers, who are important to the promotion and history of the Championships and have been instructed on how to proceed. They will be appropriately accredited. It is very helpful to these photographers if the ropes mentioned above can be placed on the ground before the Players hit, in order to avoid lines appearing in pictures.

17.1. Guidelines for spotters

The Host Country should be aware of the length of each spotter shift, the availability of food and beverages and restrooms, and the transportation needs for shuttling spotters to and from their assigned locations.

Spotters will require small, colourful electrical flags to indicate the position of golf balls. They will also require larger green and red flags to signal various messages as detailed below. Spotters should practice caution on the course and attempt to keep spectators from stepping on and/or kicking golf balls.

Green/Red Flag Signals

On arrival at the tee:

- ❖ red means it is not clear to hit yet (spotters should stand in the middle of the fairway if possible); and
- ❖ green means it is clear to play (spotters stand to the side of the fairway).

After playing a stroke:

- ❖ green means the ball is in bounds and its location is known or it is in a penalty area.

17.2. Chapter checklist

	IGF	Host Country
Flags used by Spotters		✓

18. SCORING

18.1. Overview

As each Championships has a slightly different set-up, it is difficult to estimate the exact number of scoring volunteers required. Prior to each Championship, the IGF will provide the Host Country with a more specific schematic.

It is ideal if the Host Country can provide the resources for hole-by-hole scoring, i.e., the scores of each group will be reported after they complete each hole. This allows the most current scoring information possible for viewing by Players, spectators, and visitors to the IGF website.

18.2. Scoring Chair

The IGF recommends that the Host Country select a Scoring Chair to oversee the scoring operation. The Chair may then wish to establish sub-Chairs (e.g., for Walking Scorers, Hole Reporters, etc.).

18.3. Official Scorer

The IGF will provide the Official Scorer. The results, groupings, etc., of this Scorer shall be the onsite authority. No other scoring arrangements may be made by the Host Country.

18.4. Recorders

The Host Country will provide the recorders who receive score cards at the 9th and 18th green scoring areas upon completion of the Players' rounds. Two individuals who are very familiar with golf and speak excellent English should be assigned for each scoring area.

18.5. Internet scoring

The IGF will provide live internet scoring through its website: <https://www.igfgolf.org/>

18.6. Equipment

The Host Country must provide scoring equipment found throughout this section, including but not limited to:

- ❖ Radios;
- ❖ web wireless cell phones;
- ❖ PDAs or tablets;
- ❖ printers;
- ❖ high speed internet access;
- ❖ [a main scoreboard](#) (optional);
- ❖ minimum of [four leaderboards](#); and
- ❖ [standards](#).

All additional equipment such as country name plaques for leaderboards and standards, aprons for standards, etc., must also be provided by the Host Country.

18.7. Scoring Central (Scoring HQ)

An indoor Scoring Central office must be set up. This must have access to power, wireless high speed internet, lighting, tables, chairs, etc and should be conveniently located to the course. It must be climate controlled. The size and requirements of these working spaces will vary according to each Championship set-up and will be coordinated with each Host Country.

Scoring Central is where scoring transmissions from the course are monitored. Computerised scoring records will be maintained here. The IGF Official Scorer will run Scoring Central.

Due to the equipment that will be located within this room, it must be lockable.

18.8. Scoreboard

A [public scoreboard](#) may be provided by the Host Country for each Championship. The scoreboard should reflect nine-hole and eighteen-hole scores for each player, cumulative scores for each player, the Teams' total score for each day and total cumulative score each day. In lieu of a main scoreboard, a large monitor or TV may be used to scroll scores.

[Score sheets](#) should be placed alphabetically by country, with each player's name listed alphabetically by last name (surname) within the country's section of the scoreboard. The country's flag is also displayed.

The scoreboards provided must be large enough to contain all requested information. The title of the competitions ("Year World Amateur Team Championships") should appear over the scoreboard.

Scores may be written in by hand (e.g., by a calligrapher) or posted with pre-made stencils, stickers, or magnetics. Players' 9-hole scores (e.g., "38") should be placed on their square once it is known. Then, when an 18-hole score is returned, the 9-hole score is removed or covered with it.

Scoreboard preparations must be complete with each country's score sheet, Players' names, etc., the day before each Championship starts. One or two volunteers are needed at each scoreboard at a time.

The scoreboards must have plastic covering for night and rain if vulnerable materials are used. The area around the scoreboards should be roped off. There should be a large umbrella table with a tablecloth and several chairs for the workers' convenience, located so that it does not interfere with the spectators' view of the scoreboard. Provision must be made for the stability of all items in windy conditions.

Ensure that the foliage and other conditions in the surrounding area allow enough room for spectator viewing. Spectators viewing scoreboards should not be looking into the setting sun. It is also a good idea to make sure the scoreboard area is well lit should daylight wane.

18.8.1. Scoreboard sheet examples

GERMANY (German Flag)	1	2	3	4	TOT
Brown, Susan	73	74	38		
Jones, Mary	73	74	40		
Smith, Jane	71	74	35		
TEAM TOTALS:	144	148			
		292			

*Note: shows play through first nine holes of round 3 – i.e., this team is currently on their "back" or "second" nine.

GERMANY (German Flag)	1	2	3	4	TOT
Brown, Susan	73	74	73	74	294
Jones, Mary	73	74	74	75	296
Smith, Jane	71	74	70	76	291
TEAM TOTALS:	144	148	143	149	
		292	435	584	

Team summary (to be created at the end of each day):

POS	COUNTRY	SCORE
1	NETHERLANDS	138
2	AUSTRALIA	139
3	CHINESE TAIPEI	140
4	JAPAN	142
5	FINLAND	143
6	SWEDEN	145
7	UNITED STATES OF AMERICA	146
T8	GERMANY	148
T8	SPAIN	148
10	SOUTH AFRICA	150

Individual summary (to be created at the end of each day):

POS	PLAYER	COUNTRY	SCORE
1	Luke Donald	ENG	138
2	Kim Felton	AUS	139
3	Yih-Shin Chan	TPE	140
4	Tomohiro Kondo	JPN	142
5	Mikko Ilonen	FIN	143
6	Henrik Stenson	SWE	145
7	Matt Kuchar	USA	146
T8	Marcel Siem	GER	148
T8	Sergio Garcia	ESP	148
10	Jean Hugo	RSA	150

18.9. Leaderboards

[Leaderboards](#) keep spectators, Players, Captains, Coaches/Managers and officials informed of the countries that are leading the Championship. A minimum of four leaderboards shall be located at each course. The locations of the leaderboards will be mutually determined by the IGF staff and the Host Country prior to the Championships.

Leaderboard operation should take place all four days of both Championships. They should be checked well before the Championships start to make sure all materials are in order.

18.9.1. Leaderboard Operation

Scoring Central will provide the order in which the countries should be listed at the beginning of each day. There should be room for ten countries to be listed on each leaderboard. Panels should have the country's name, or the [three-letter country code](#) and may be created as one strip, or with individual letters put together. The country's flag may appear in addition to the country's name if desired.

When changes occur, the country panels should not be rearranged if "slotted" strips are used, but rather the numbers indicating the scores and the holes played should be changed. If magnetic strips are used, then the country panels can be rearranged during the day if desired.

Numbers are needed to show holes played and standing to par. Red numbers may be used to represent under par, and black for all others. Alternatively, plusses (+) and minuses (-) may be used.

18.9.2. Leaderboard example

COUNTRY	TODAY	THRU	TOTAL
GER	+2	5	+2
CHI	-1	8	+2
PHI	E	12	+5
FRA	+3	17	+8
etc.			

* The 'TODAY' column is optional

The number in the "THRU" column represents the last hole on the course that the Team's last scheduled player has finished. For example, if the German Players are on holes 8, 7, and 6, they are THRU 5.

The score represents the Team's standing to par for the Championship. Such information is created by the Official Scorer by discarding the highest player's score at the time of the report. For example, if the German Players are Even (thru hole 7), +2 (thru hole 6), and +4 (thru hole 5), the +4 score is not counted in the total and the Team will be reflected as +2 thru 5 holes. Due to changes that may occur to any player's score during the round, which may result in a different player's score being dropped, Team scores cannot be official until the end of a round.

Each sign should have a space where weather warning signs can be attached.

Step-stools or small ladders may be needed to help volunteers reach the top of the leaderboards. It is suggested that two volunteers be stationed at each leaderboard – one to read and organise updates, the other to change the panels on the board. Depending on the method being used to convey scoring information, one volunteer may suffice.

All leaderboard materials should be removed and stored securely at the end of each day.

18.9.3. Electronic leaderboards

[Electronic leaderboards](#) should have a 16:9 aspect ratio, all fed from a single point.

18.10. Starting times

All groupings and starting times will be prepared by the IGF Official Scorer and distributed electronically to Teams. They will also be posted on the IGF website. For the first two days of each competition, groupings and starting times will be known and available in advance. For the last two days of each competition, the groupings and starting times will be created upon conclusion of the previous day's play.

18.11. Score cards

The IGF will provide the cardstock and arrange for the production of score cards.

18.12. Staff/volunteer training

The Host Country should schedule training for the various groups below prior to the Championships; *refer to [Workforce](#)*. “Trial Runs” are also recommended. All personnel and volunteers involved with the scoring operation should already have a basic understanding of golf.

Once onsite, the IGF Official Scorer can also assist with any additional training.

18.13. Personnel

The following is a summary of the scoring personnel that shall be provided by the Host Country.

Walking scorers

One Walking Scorer should accompany each group of Players. They walk with the Players and count their strokes. If Walking Scorers are not used, Players can report their scores at the end of each hole to a Hole Reporter.

Scoring Central

Scoring Central monitors the entries of scores from the Walking Scorers or Hole Reporters. Scoring Central also ensures scoring updates to the Leaderboard and Scoreboard Operators.

Leaderboard operators)

Leaderboard Operators receive updates of leading Teams and post them to the Leaderboards placed around the course.

Scoreboard operators

Scoreboard Operators prepare and update the main scoreboard.

Score card runners

Score Card Runners help collect score cards as groups complete their 9th and 18th holes of play. The score cards are taken to the Official Scorer.

Standard bearers (“Mobile scoreboard carriers”)

For the last two days of each Championship only, Standard Bearers will accompany the nine leading Teams (i.e., the last nine groups). Their job will be to reflect how each player in that group stands to par for the day; *refer to [Standard Bearer guidelines](#)*.

18.14. Standard bearer guidelines (“Scoreboard carriers”)

[Scoring-standards](#) (“mobile leaderboards”) keep spectators posted on how each player stands to par for the day.

On the last two days of each Championship, a scoring standard, which is a portable status board, will accompany the leading nine Teams (the last 9 groups). The Host Country may supply Standard Bearers for more groups than this minimum if they wish, provided they have enough equipment and volunteers.

The Host Country is required to provide all Standard Bearer equipment, including double-sided standards, numbers and letters, and an apron to carry the reserve numbers and letters. Generally red numbers are used to represent figures under par, while black numbers represent a standing over par. Alternatively, plusses (+) and minuses (-) may be used. An “E” usually represents a total that is even par.

The aprons also usually have a place to insert the bottom of the standard pole so that it may be carried more easily, or a separate holster may be used for this purpose.



Standards reflect how each Player in the group stands to par for the day. The standards should provide the names of the countries of the Players who are competing in that group in pairing order. The [three-letter country codes](#), should be used, and country flags if desired.

At the tees, the standard should be positioned so that all spectators in the area can see it.

It is recommended that there be a tall metal stake at each green where the standards may be placed for better visibility, which will also give the Standard Bearers a chance to rest (e.g., the bottom of the standard poles would be hollow and fit over the stakes.) This stake should be positioned near the exit from the green to the next tee; it would be kind to provide a chair for the Standard Bearer at this position, as well.

Volunteers should pick up their standards and accompanying equipment 45 minutes before the group to which they are assigned starts. Standards may be carried by one volunteer, or teams of two may be helpful based on weather conditions.

The Standard Bearer should walk with the group on the side of the fairway that causes the least disturbance to the Players, trailing the group by about five yards. The standard should be carried in an upright position, with an attempt made to have the information face toward spectators. As the Player prepares to hit, the Standard Bearer should stand even with the ball until after it has been played, and then move up even with the next ball to be played.

The Standard Bearer should not be positioned behind a Player as they swing, whether on the tee, fairway, or green. If a Standard Bearer is ever unsure about where to stand or walk, they should ask the Walking Scorer with their group, or the Referees who will be located around the course. Standard Bearers and Walking Scorers may wish to generally walk together.

Standard Bearers should be especially quiet around tees and greens. Scoring changes should be made as quickly as possible at a convenient time to keep pace with the Players, but never at a time which would disturb their play. An ideal opportunity is when walking from green to tee.

If Standard Bearers are unsure about a score for a certain hole, they should not ask the Player involved. They should ask the Walking Scorer accompanying the group, or the Hole Reporter, or a Referee (if it appears that a penalty was involved). The Players should only be asked as a last resort.

When the group is finished, Standard Bearers should return their equipment to a designated location. It is helpful to the next Standard Bearer if the numbers in the apron are in order when they are returned.

18.15. Weather Warning

It is the IGF's intention to safeguard all Players, Captains, Coaches/Managers, Referees, Standard Bearers, and Walking Scorers whenever possible from dangerous weather. An [Evacuation Plan](#) will be published and implemented for this purpose.

The IGF also recommends that the Host Country notify spectators and other volunteers on the course in advance, if possible, of approaching inclement weather. Since providing shelter for these groups is not practical in most cases, the IGF recommends that "Weather Warning" signs be hung at all leaderboards and scoreboards when inclement weather is detected within a potentially dangerous range.

The Host Country should work with the IGF Rules Staff to determine when the signs should be displayed. The idea is to post them early enough so that spectators have adequate time to walk off the course before the dangerous weather arrives.

When "Weather Warning" signs go up, volunteers should "spread the word" on their hole that dangerous weather is in the area. Volunteers must clear bleachers whenever the "Weather Warning" signs appear. Spectators should be told to avoid other dangerous areas such as wire fences, hill tops and single trees. Volunteers are advised to use their best judgment about when to take cover. The IGF does not expect any volunteer to take undue risks.

18.16. Chapter checklist

	IGF	Host Country
Official Scorer	✓	
Scoring Chair		✓
Score Recorders		✓
Scoring Central (Scoring HQ) with equipment		✓
Scoreboard (optional) and operators		✓
Leaderboards and operators		✓
Score card runners		✓
Groupings and Starting Times	✓	
Walking Scorers		✓
Score cards	✓	
Standard Bearers		✓
Scoring Standards and associated equipment		✓



19. INFORMATION FOR PREPARATION OF CHAMPIONSHIP COURSES

The following information supplements that which will be prepared by the IGF staff upon visits to a site.

19.1. General considerations

Hosting the World Amateur Team Championships is an especially challenging task for the golf course maintenance staff. This is due to the length of time that Championship conditioning must be provided as well as the large number of competitors involved.

The number of Players competing generally requires very early morning 1st and 10th tee starts each day. With this factor, additional staff and equipment are usually required for accomplishment of daily course preparation in advance of the early morning starting times. It is recommended that all additional equipment is brought onsite well in advance so that any required adjustments can be made. A week or two prior to the first practice round, training or practice sessions should be conducted so that all regular staff plus volunteers or temporary contract labourers are familiar with their duties.

It is important that similar conditions (putting green speeds, tee, fairway, rough height of cut, etc.) be maintained on the course for all practice and competition rounds. It is also desired that firm and dry conditions be maintained through the courses. A course that is firm requires more shot-making skills, as well as good course management. When the same course is used for both the Espirito Santo and Eisenhower Trophies, adjustments in course conditions can be necessary to provide a more challenging setup for the men's competition. To produce the level of course conditioning that meets these specifications, some changes in routine maintenance programmes may be required.

19.2. Timelines

Please keep the following timelines in mind:

- ❖ Major reconstruction/renovation projects should be completed a minimum of at least two years prior to the Championships.
- ❖ Drainage, tee levelling, irrigation system changes, etc. should be completed one year prior to the Championships.
- ❖ New bunker sand, if needed, should be installed a minimum of 90 days prior to the Championships. The IGF Agronomist can provide information on techniques for settling and firming of new bunker sand.
- ❖ New turf (sod) – if any area is to be covered with new turf, this work should be completed two months prior to the competition.

19.2.1. Putting greens

Firm and fast putting greens add an important dimension to the game. The firmness of the putting greens should be such that they “hold” a crisply hit iron shot from the fairway, but not a poorly played shot. In making a judgment to that end, please remember that this firmness may need to differ slightly between the men's and women's Championships, if possible.

Excessive organic matter/thatch accumulation in the upper rootzone of putting greens can be detrimental to providing a firm, smooth surface condition and turf- grass health in general.

Cultural management practices such as core aeration, sand topdressing and verticutting are the primary tools for the management of thatch and grain and specific programmes can be reviewed during preliminary site visits. It is requested that core aeration of putting greens not be conducted less than eight weeks prior to the beginning of the Championships so that adequate time for recovery and reestablishment of a smooth and firm surface condition is possible.

Fast putting green speeds are desirable because they require a player to have a delicate touch as well as good nerves to handle pitch and chip shots around the putting greens. Achieving the desired speeds for a competition typically requires advanced preparations; *refer to above*. A USGA stimpmeter reading of



between 10.0 - 12.0 feet shall be specified for the play of the Championships. The Championship speeds will be based on factors such as surface contours, turf species and condition, and weather. The putting green speed should be achieved by the day of the first practice round so that the speed of the putting greens does not change between the practice rounds and the competition rounds.

Beginning two weeks prior to the first official practice round, the putting greens should be mowed every morning. Hand-mowing of putting greens is preferable because this provides the best quality of cut while exerting less stress and wear on the turf, and also minimises the potential for damage from hydraulic leaks. If hand mowers aren't available, borrowing them from nearby facilities is encouraged.

Double cutting and/or rolling of putting greens are commonly employed practices for producing consistently smooth and firm surface conditions along with the desired speeds. The IGF staff will consult with the course superintendents with regard to the need for double cutting or rolling. Along with the necessary equipment, additional trained staff may be needed to conduct these practices in a timely and efficient manner.

During the month prior to the Championships, it is requested that every effort be made to use hole locations that are unlikely to be used during the competitions. This minimises problems of old hole plugs interfering with prime hole locations. Extra care should be practiced in changing of holes to prevent raised, scalped or sunken plugs.

The IGF will set hole locations for all practice and competition rounds. Two experienced staff are needed for cutting of hole locations – one for the front nine and the other for the back nine. The hole cutters will need the appropriate materials to paint the inside of the holes white above the liners, every day that the holes are changed.

The Host Course is required to have at least six squeegees per course onsite to combat the effects of possible inclement weather. If more are needed, they can often be borrowed from neighbouring clubs.

19.2.2. Putting green collars

Between the putting green and intermediate rough there should be a collar (also known as an “apron” or “fringe”). If aprons are not already established, then a width of 30-inches (0.75 metres) is a good guide. Aprons are maintained at the same height of cut as the fairways and are mowed daily.

19.2.3. Approaches

If not already present, approaches leading from the fairway to the front of the putting greens should be established. Daily mowing of the approach areas should be performed throughout the practice and competition rounds.

19.2.4. Teeing grounds

A smooth and firm surface condition is desired on the teeing grounds. Also, a level and consistent surface condition extending 10 yards in front of and behind the centre point of the Championship tees is needed to allow for rotation of the tee-markers.

The tees, including the practice range tee, should be cut daily prior to the start of play. In some cases, daily mowing of only the Championship tees is performed to conserve time (i.e., the tees not being used are mowed as time allows).

If dew reoccurs on the tees after mowing, removal by whipping may be necessary. Divots on the tees should be filled in the evenings, prior to the tee-markers being moved the following day (but not when the tee-markers are to remain in the same place the following day). Care should be exercised not to have them filled above ground level.

It is also requested that a walkway from each Championship tee to the beginning of the fairway be present and mowed daily. The height of cut of the walkways should be the same as the tees, fairways or intermediate rough. This needs to be developed well in advance in order to avoid turf scalping.



Please have all non-Championship tee-markers removed from the course. The IGF staff will place the tee-markers for all practice and Championship rounds.

The par 3 tees (and any tees where it is likely that Players will hit irons) should be covered with protective netting during the practice rounds. The actual area for use by Players will be determined by IGF staff upon their arrival.

19.2.5. Fairways

The fairways should be maintained so as to provide a smooth, firm and tight turf. Fluffiness in fairway turf is undesirable because it results in flyers, i.e., shots without backspin due to the existence of grass between the ball and the face of the club at impact. Depending on turf species, the height of cut of the fairways between 0.375-inch (9.5 mm) to 0.5-inch (12.7 mm) will be specified.

The fairways should be mowed daily, weather permitting, for all practice and competition rounds. Due to time considerations, mowing of the fairways after play is an option, as long as the units stay far enough behind the final groups so as not to disturb them. The IGF staff will coordinate the initiation of afternoon maintenance practices with the golf course superintendent.

If there is heavy morning dew and fairway mowing is being conducted in the afternoon, it is necessary that dragging be performed. Usually, it is only necessary to drag the first three to six fairways of each nine for dew removal.

Beginning approximately one month prior to the Championships, it is requested that filling of divots through the primary landing areas be performed. Commencing with the first practice round, it is requested that divots be filled on a daily basis after play and before mowing of the fairways. It is very important that divots are only filled to just below surface level and then smoothed by mowers in order to minimise the effect of over-filled divots on play.

19.2.6. Intermediate rough

The purpose of the intermediate cut of rough is to provide a lesser penalty for a player who misses a fairway or putting green by a yard (metre) or so. An intermediate cut of rough on each side of every fairway is desired, and at a consistent width. When possible, this intermediate rough should be extended around each putting green; however, this will depend on the design of the course and the nature of the putting green surrounds.

The intermediate rough is ideally cut every day or at least every other day. Depending on the turf species, a typical height of cut is 0.75-inch (19.05 mm) to 1.25-inch (31.75 mm); a typical width is one triplex mower width (3 yards/metres) along fairway edges, and a walk-behind mower width of 18-26 inches (450-650 cm) along putting green collars.

If an intermediate rough is not routinely maintained, it should be established six months prior to the Championships so that the turf has an opportunity to fully acclimate.

19.2.7. Primary rough

The primary rough should be beyond the intermediate rough along the fairways and around the putting greens, depending on the nature of the surrounds. The IGF will review the primary rough upon arrival to determine if the height of cut is appropriate and if/when it will need to be mowed during the Championships.

The rough should be of sufficient height to provide a significant obstacle, but not so penal that a player in the rough will always have to take a wedge and hack the ball sideways back into the fairway. It is desired that the penalty for straying off the fairway should be about half a stroke. The desired height of cut of the rough depends on the type of turfgrass and its overall density.

19.2.8. Bunkers

The settled depth of sand in bunkers should be 4-6-inches, except that sand in the faces of bunkers must be shallow enough and firm enough to prevent balls from constantly plugging and becoming lost.

To ensure that the margins of the bunkers are clearly determined for rules purposes, a clean, neat edge must be maintained. It is undesirable for Players to be able to putt out of greenside bunkers.

Rakes must be placed at each bunker for use by Players. The rakes should be placed lying down outside the bunkers in locations where they will least likely affect play. Daily maintenance raking practices for the bunkers will also be reviewed by the IGF staff.

In regions where frequent and/or heavy rainfall events are common and the persistence of puddles in bunkers is a problem, it is advised to have a few gasoline powered mud pumps available to facilitate rapid removal of water from bunkers.

19.2.9. Practice facilities

The practice putting green should be of the same character and putting quality as the putting greens on the course and should be managed in the same way.

The practice range tee should be mowed daily at the same height of cut as the fairways. During practice rounds and Championship days, the hitting areas or stations should be defined by ropes and/or markers and will need to be reset each day. A front to back or back to front rotation of the hitting line can be used and it is recommended that the hitting line be moved one yard/metre each day.

It is requested that the area of the driving range that will be used for the Championships be taken out of use at least one month prior (depending on growing conditions) to the start of the practice rounds.

19.2.10. Nursery areas

The availability of turf nurseries for putting greens, tees and fairways is desirable. Such nurseries should be maintained in a similar condition to these areas on the golf course. A putting green nursery should be at least as large as the largest putting green on the golf course, and preferably two to three times larger than the average putting green.

19.2.11. Miscellaneous

Please do not place mulch and/or wood chips on the course. It is understood that they are a convenient aesthetic device, but they may present rules problems.

To the extent possible, please move all benches, trash receptacles, ball washers, etc. to the tee that will be used during each Championship.

To avoid rules problems, tree basins should be filled if possible, and support wires and tree wrappings should be removed. Pruning of tree branches and other landscape plant material may be requested in a case where they present an unfair situation in the playing of a stroke.

19.3. Course set-up notes

Course set-up notes will be shared by the IGF following the site visits to the Host Country.

19.4. Chapter checklist

	IGF	Host Country
Additional equipment and maintenance staff		✓
Course set-up notes	✓	

20. OFF COURSE REQUIREMENTS

20.1. Signage

The Host Country is responsible for designing and producing all signage. [Directional Signage, Office and Parking Signs](#) are included for reference. The IGF will work with the Host Country on suitable signage requirements and locations throughout the planning and build process of the Championships.

20.2. Locker rooms

Clubhouse locker rooms will be utilised for the Championships. If necessary, the Women's Championship will utilise the men's locker rooms if the women's locker room has an insufficient number of lockers. In this case, a minimum of 160 lockers in the men's rooms and 40 lockers in the female rooms are required. It is ideal if each country can have four lockers. If there are still not enough lockers for every player, Players can share a locker. Referees would appreciate a locker each as well. Captains who are opposite gender to their Teams, will receive lockers in the other locker room. Generic 'Referee' locker signs are used in this case.

Alphabetical assignment of lockers by country usually works best. The Host Country [labels the lockers](#) using the country names. If the men's and women's Teams will be using the same locker room, it is easier to combine the entry lists and only label the lockers once, although additional lockers are required for this set up.

It is up to the Host Country to determine how Player possessions will be kept secure e.g. locks with keys, electronic keypads etc. The locker rooms must be fully functional by the first day of Team Registration.

Access to locker rooms must be restricted to Teams and Championship Officials. Locker room attendants should be stationed in the area of the locker rooms at all times in order to help the Players. It is often appreciated if shoe cleaning services are available. Please equip the locker rooms/restrooms/showers with any toiletries needed.

Club members must be sure to clean out their lockers prior to the Championships and are thanked in advance for their help.

20.3. Notice boards

A notice board will be required during the Championships. It should be located close to the locker rooms and will be used by the Host Country and the IGF.

It is convenient if additional notice boards are available for use in the clubhouse and hotel foyers for transportation schedules, daily notices, etc.

20.4. Clubhouse restrooms

With the closure of the locker rooms to the general public, there are usually not enough clubhouse restroom facilities remaining for all of the spectators and officials in attendance. In these circumstances, a block of restrooms may be needed near the clubhouse.

20.5. Club storage

Lockable club storage should be available for Players at the clubhouse. Club members may need to take their clubs home during the time of the Championships to make enough space.

20.6. Information distribution

During the Championships, the IGF will provide new and updated information (such as groupings, starting times etc.) to Teams via email and text message. The IGF will also place this information on the main

notice board near the locker rooms and the Host Country should ensure that a copy of this information is posted at all hotels.

A copy should also be available in in the LOC office and the Media Centre.

20.7. Team photographs

The official Team photos are taken by the IGF Photographer. These photo sessions will usually occur on the day of the Opening Ceremonies. An indoor space, ideally close to the IGF Office must be allocated within the clubhouse for Team photos. The IGF will identify a suitable space with sufficient electrical outlets for lights and equipment, during a site visit. The IGF Photographer will provide all necessary equipment.

The IGF will produce a schedule for Team photographs that will be coordinated with the Teams' practice rounds that day. A sign-up table should be located just outside the photography area where Teams will check in and confirm their names. Where practical, a mirror should be located in this area.

Head shots for scoring purposes will be taken at the same time. The IGF will request assistance from a Host Country staff member or volunteer to take the head shots.

The Host Country may make arrangements for additional Team photographs with a [commercial photographer](#). However, due to the tight schedule for Team photos (less than five minutes per Team), any additional photography must be done outside of the area used by the IGF Photographer. In all cases, the IGF Team photos take precedence over other portraits, including photos taken by Team supporters, or those taken with Delegates, alternates, etc.

IGF Team photographs will not be available for sale but will be available for download from the IGF.

20.8. Wi-Fi requirements

Wireless high-speed internet is required in the following areas:

- ❖ all IGF offices ([IGF office space](#), [Media Centre](#), [Scoring Central](#), meteorologist office), meeting rooms, first aid, medical and anti-doping areas. This should be a dedicated, password protected connection;
- ❖ the Team Registration area; and
- ❖ all other common areas of the clubhouse such as Championship Dining, restaurants.

It is desirable to have the starting times and scores scrolling on large TV screens in several areas, e.g., dining areas, hospitality areas. It is also desired to have the starting times and scores scrolling on the host hotel's closed-circuit TV system. These requirements will be evaluated at each site, at which time further specifications will be provided.

An IT specialist and technician will be required to analyse the needs and set up these networks.

20.9. IGF office space

The Host Country is required to provide office space for the IGF. The IGF office may be located in an existing room or a trailer. It should be conveniently located to the course and cart parking.

20.9.1. IGF office equipment

The IGF Office(s) must be equipped with:

- ❖ dedicated wireless high speed internet access. This should be password protected and separate to the general internet access within the club that others can access.
- ❖ skirted tables (for use as desks) and chairs for a minimum of 30 people;
- ❖ a high-capacity colour copying machine (capable of collating, stapling, and making copies on large paper, e.g., 11" x 17"/A3) and sufficient white copy paper;
- ❖ multi-coloured A4 paper for printing hole locations;
- ❖ two wireless colour printers;
- ❖ sufficient number of power strips (with surge protectors) and extension cords;

- ❖ notice/bulletin board;
- ❖ adequate lighting;
- ❖ filtered water;
- ❖ tea and coffee making facilities;
- ❖ small refrigerator; and
- ❖ trash containers.

The IGF meteorologist may be located in this area as well and may have additional requirements.

The exact space and equipment needed for offices will depend on the nature of the facilities at the courses and the number of facilities used and will be further discussed during site visits.

The Host Country should ensure that the operating instructions for the equipment are included (in English) and that there are ample supplies of items such as toner. The names and phone numbers of the appropriate service technicians must be available (including weekends and after hours).

The Host Country should check existing electrical circuits in the IGF Office to avoid power loss. The radios and copy machines will require large amounts of electricity.

20.9.2. Office supplies

The IGF will provide its own office supplies, however, may request assistance from the Host Country to purchase particular items that can be billed to the IGF.

20.9.3. IGF storage room

As outlined in [Logistics and Shipping](#), the IGF will require a storage area for items shipped to the Host Country pre-Championships. Ideally, this storage area should be close to the IGF Office.

20.10. Executive meeting room

A small, separate meeting space for the IGF Executive in attendance is required. This meeting room could also be used for IGF/LOC daily operations meetings and IGF/Superintendent meetings.

20.11. Referees' area

A separate area for Referees should be available near the IGF Office. This area should contain tables for Rules materials and radios.

20.12. LOC office

The Host Country must have an LOC office at the course in order to make themselves available for questions from the Teams. The LOC Office must be open an hour and a half before play starts each day and must stay open until at least one hour after play has concluded.

20.13. Meeting and resting area for volunteers

It is customary to have a meeting and resting area for all of the volunteers and local personnel involved in the Championships. Generally, this area will be sheltered and provide refreshments, tables and chairs, check-in areas, etc.

Often the Host Country will provide a reward of sorts for its volunteers post-Championships, e.g., a party, round of golf, etc.

20.14. Security

If the Host Club does not already have a dedicated security office, this may be required for the Championships.

20.15. Future sites desks

Upon request, an area where bidding and confirmed future sites can establish desks for promotional purposes will be required. The location of this desk will be finalised once the IGF staff is onsite. Each representative will require a table for brochures and other materials and a chair. Each country's desk should be located in the same high-visibility area. All promotional activities will be restricted to this area. No receptions or other activities will be permitted, whether before or after a Biennial Meeting vote. Distribution of gifts is not permitted.

20.16. Chapter checklist

	IGF	Host Country
Signage		✓
Locker rooms		✓
Notice board		✓
Club storage		✓
Team photographs	✓	
Office and meeting spaces, and associated equipment		✓
Security		✓
IT personnel		✓



21. LOGISTICS AND SHIPPING

The IGF will ship multiple items to the Host Country in advance of the Championships. The Host Country shall appoint a logistics company and a customs agent to ensure that these items clear Customs in a timely fashion. The IGF will pay for its own shipping costs, however any customs fees assessed by the host government will be the responsibility of the Host Country to pay, in accordance with the *Championships Agreement*. The Host Country is therefore encouraged to make advance customs arrangements.

If requested, the Host Country shall provide WATC stakeholders with guidelines for shipments, as well as the importation of medical equipment and medication by doctors.

A secure logistics compound and desk should be designated by the Host Country for delivery and storage of items prior to the IGF arrival onsite. Once onsite, the IGF may require some assistance in moving the items to the IGF Office.

At the conclusion of the Championships, the IGF will prepare handbills for return shipping. The logistic company's assistance may be required by IGF staff and other WATC stakeholders to complete export documentation and collection of goods. The logistics company will make sure the items are picked up by the courier.

21.1. Chapter checklist

	IGF	Host Country
Appoint logistics company and customs agent		✓
Provide IGF storage area		✓



22. SECURITY

The security requirements must be determined by the Host Country in conjunction with the relevant public safety and security agencies.

In addition, during the Championships:

- ❖ The Host Country must take steps to provide that all equipment and office spaces used during the Championships remain secure 24 hours a day. In this regard, it is advisable to notify local law enforcement authorities of the fact of the Championships and seek their advice and assistance.
- ❖ A security/accreditation check is required at the locker room entrances. Additionally, based on any admission policies developed regarding the clubhouse, hospitality areas, etc., security may be needed at the entrances to these areas. Any such restrictive admittance policy must be pre-approved by the IGF.
- ❖ Publicity can make a Championship successful but on a rare occasion it also brings the facilities to the attention of vandals. Special care should be taken that access to the course is carefully monitored during hours of darkness.

Approximately five (5) weeks prior to the Championships, staff members and volunteers involved in security should attend the venue specific training which will provide them with the skills required to perform their role.



23. WORKFORCE

Workforce planning defines workforce types, job titles, job descriptions that outline responsibilities and skills for the role and hierarchy. The Host Country, in collaboration with the IGF, is responsible for developing a headcount of paid staff and volunteers necessary to stage the WATC. Around 10 months prior to the Championships and following the creation of job descriptions, the Host Country will be able to create their organisation chart and share it with the IGF for approval.

23.1. HR policies

All Host Country staffing policies for WATC volunteers must be submitted to the IGF for approval. At a minimum, the policies should include:

- ❖ minimum and maximum number of rostered shifts;
- ❖ minimum and maximum length of each shift;
- ❖ meal entitlements;
- ❖ breaks per shift;
- ❖ training requirements;
- ❖ uniform entitlements;
- ❖ days on/days off per staff type;
- ❖ minimum age of workforce across each staff type; and
- ❖ accommodation (if applicable).

23.2. Recruitment plan

The Host Country should develop recruitment plans approximately 18 months prior to the WATC. Successful recruitment means developing the right number of qualified workforce members at the right time. Recruitment strategies should be developed by the Host Country to ensure that the most talented staff, volunteers and contractors available are put in place to stage the WATC.

23.3. Key milestones for recruitment

Key Milestone	Date (in months)
Finalise volunteer recruitment strategy	15
Public launch and call for volunteer expressions of interest	12
Facilitate interview and selection process of volunteers	6
Send offers to successful candidates / letter to unsuccessful candidates	5
Receive candidates' acceptance	4

23.4. Staff rostering

Every member of the WATC workforce (paid staff and volunteers) must receive a roster, which outlines the job title, location, dates and hours of the shifts to be worked. A timeframe between one to three months prior to the commencement of their shift is advisable, so that any requests for changes to rosters can be managed effectively and implemented.

23.5. WATC volunteer/workforce summary

The table below includes an indicative number of volunteers required for different roles. Counts reflect one shift each day. For scoring purposes, counts reflect live scoring every three holes. For marshals/spotters, one is assigned for every hole. When there is a range of numbers, this represents the differences between a one-tee start (i.e., 1st tee) and two-tee start (i.e., 1st and 10th tees). These counts reflect minimum recommendations from the IGF and may be increased as the Host Country and IGF consider necessary.

The IGF will provide the Host Country with a minimum number of roles that must be filled for the successful staging of the Championships. Many of these positions may be filled by (unpaid) volunteers. However, if

the Host Country is unable to fill these positions with volunteers, they shall hire paid staff to ensure that the standard of the Championships is not jeopardised.

In addition to the table below, the IGF will also request volunteer assistance for certain tasks and events. These roles are included in a [separate table](#).

The “Timing” column in this section does not include any planning or training sessions.

Manual Chapter	Role	Description	Number	Timing
5	Team Registration	Assist Teams with the Host Country portion of the Registration Process	4	Days of registration
11	Opening Ceremony	Assist Host Country with Ceremony	4	Days of Ceremonies
11	Closing Ceremony	Assist Host Country with Ceremony	2	Days of Ceremonies
11	Receptions	Assist Host Country with Receptions	4	Days of Receptions
16	Driving Range	Supervise practice areas and assist Players	3	All practice days and championship rounds
16	Starters	Start Teams during practice and Championship rounds at each tee	2	All practice and Championship rounds
16	Course Evacuation	Drive vehicles to shelter; return Teams to courses (numbers dependent on vehicle size/capacity)	4 to 6	All practice and championship rounds
16	Drinking Water	Replenish bottled water in coolers	6 for the full day	All practice and championship rounds
16	Waste Management	Remove litter and recycling from offices and course containers	2	Each day the offices are in use; all practice and championship rounds
17	Marshals/Spotters	Help find balls in par 4 and par 5 drive zones and at greens on par 3s; help with spectator control	8 to 18	All Championship rounds
18	Scoreboards	Update 9- and 18-hole scores for each player, tallies (optional)	2	All Championship rounds
18	Leaderboards	Update course leaderboards	8	All Championship rounds
18	Hole Reporters (Marshals/Spotters can be reduced if there are sufficient Hole Reporters)	Receive scores from Players and input them	8 to 18	All Championship rounds
18	Walking Scorers (if used for every group, can eliminate Hole Reporters)	Record scores on each hole and input them	36, if used	All Championship rounds
18	Score Recorders	Receive score cards at the end of the round	4	All Championship rounds



18	Standard Bearers	Carry standards reflecting Players' scores in that group; input scores into mobile device (if walking scorers not used)	9	Last two rounds of each Championship, last 9 groups
18	Score card Runners	Take cards from score recorders to scoring central	2	All Championship rounds
18	Scoring Central	Oversee scoring operation	4	All Championship rounds

Any responsibility not listed above is generally incorporated into the Host Country role or is designated via a contractor. However, if enough volunteers/workforce exists, the Host Country may assign additional tasks accordingly.

Some of these volunteers, e.g., those interacting with Players, must be able to speak English.

23.6. Volunteer requests for IGF assistance

The following requests are made for direct volunteer assistance to IGF staff. Shifts may be assigned as the Host Country deems best. These requests should be considered as being separate from any personnel the Host Country may require for its purposes at the related event, such as volunteers for scoring, spotters, registration, Host Country office, etc. It is requested that these volunteers are able to speak English.

Manual Chapter	Role	Description	Number	Timing
16	Course Marking	Assist with painting and staking.	1	Days 3-6 prior to each Championship
19	Course Preparation	One person from the grounds crew to help obtain measurements on the golf course (stimpmeter, moisture, firmness, etc.).	1	All days the IGF agronomist is in attendance
11	Opening Ceremonies	Volunteers to help with operational and staging aspects.	4	During Ceremonies plus two hours prior
11	Closing Ceremonies	Volunteers to help with operational and staging aspects	4	During ceremonies plus two hours prior
13	Media Centre	One volunteer for the media centre	1	All days that media centre is open
14	IGF Biennial Meeting	Assist with registration, welcoming delegates, AV, refreshments etc. These volunteers are to arrive well in advance to help with the meeting room set-up and remain during the meeting to ensure the roll call is being signed by all Biennial Meeting representatives, as well as other tasks stipulated by the IGF.	3	During meeting plus two hours prior and one hour after
20	Team Photos	Assist the photographer organise the Teams and record names. Another volunteer (must be comfortable with using a basic digital camera) will help take head shots for scoring system and website.	2	Days of Team photos

23.7. Orientation training

Orientation training is for the entire workforce. Host Country staff and volunteers participate in the same training, regardless of role assignment. The purpose of orientation training is to expose the entire workforce to basic information and customer service skills expected of all staff.

Information elements include WATC history, golf, venue structure, accreditation, policies, procedures and codes of conduct. Service skills cover communication, challenge resolution, cultural awareness and disability awareness. The orientation training sessions can also reinforce the desired behaviours sought after in the selection process.

Orientation training could encompass a number of topics, including:

- ❖ create excitement about the WATC;
- ❖ Host Country expectations;
- ❖ overall WATC schedules;
- ❖ details on golf,
- ❖ venues;
- ❖ workforce policies;
- ❖ accreditation;
- ❖ venue/Host Country organisational structure;
- ❖ steps in workforce process (such as uniform pick-up, venue training, etc.);
- ❖ safety, security, code of conduct; and
- ❖ cultural/disability sensitivity.

Orientation training curriculum development and delivery are both the responsibility of the Host Country. It is essential that all Host Country paid and volunteer staff members attend orientation training. It may also be an opportunity to review the quality of staff and volunteers and discover potential supervisory skills in attendees.

Orientation training should be held around 3 months prior to the WATC.

23.8. Job specific training

The Host Country shall develop a training programme for each job title with the complexity of the job determining the timing and the number of sessions required. Some functions may require 3-hour sessions several weeks prior to the WATC, but others may only require a short session in conjunction with venue training, about 1 week prior to the WATC.

It should be mandatory that all staff (paid and volunteer) attend job specific training for their position. The timing of job specific training will vary based on the positions' requirements.

23.9. Venue specific training

Venue Specific Training prepares each team member to work at their assigned venue. Venue Training is generally done at the venue within several weeks prior to the start of the WATC.

Venue training will cover details on the venue site and layout, the venue team, key roles and responsibilities, safety and emergency procedures and other general information about the venue.

Specific topics may include:

- ❖ venue tour;
- ❖ event information;
- ❖ safety/security procedures;
- ❖ workforce policies;
- ❖ transportation information;
- ❖ communication protocols; and
- ❖ venue organisational structure

Additionally, Venue Pocket Guides which contain the venue maps, schedules, contact, transportation and emergency information may be distributed.

The Host Country's significant tasks include:

- ❖ develop Venue manual template;
- ❖ create Venue Pocket Guide;
- ❖ format simplified venue maps for use in manuals and Pocket Guides;
- ❖ coordinate Venue Training timelines;
- ❖ produce training manuals and support material; and
- ❖ support Venue in use of training system.

It is mandatory that all staff (paid and volunteer) attend the venue training. Each venue training session is generally conducted one to two weeks prior to the Championships.

23.10. Uniforms

It is recommended that the Host Country provide uniforms for its volunteers and workers, with matching shirts as a minimum requirement. This helps participants identify those who are working at the Championships. The only colours that should not be used are those that will be worn by the IGF.

Approximately one month prior to the Championships, the Host Country should send necessary information to the volunteers regarding collection of uniforms and accreditation.

23.11. Chapter checklist

	IGF	Host Country
Create a workforce planning document		✓
Recruit appropriate number of paid staff and volunteers		✓
Create staff and volunteer rosters		✓
Provide orientation training, job specific training and venue training		✓
Produce and distribute staff and volunteer uniforms		✓

24. FINANCE

24.1. Championship expenses

The expense of conducting the Championships shall be borne by the Host Country. However, some costs will also be covered by the IGF, as outlined throughout this document.

The Host Country is entitled to any resultant profits from many aspects of the Championships; more information on allowable profit may be found in the *Championships Agreement*.

24.2. Team expenses

Each National Federation member is responsible for the expenses of its Players, Captain, Coach/Manager and any accompanying delegation members.

24.3. IGF Championship entry fees

The IGF will collect and retain all championship entry fees (in US\$).

24.4. Purchases

A tab is the preferred method for IGF Staff and Executive to pay for food and drinks; *refer to [Food and Beverage](#)*. Creating tabs for Teams has proven problematic and is not recommended. Cash and credit card (or room charge if at a resort facility) are generally the safest way to proceed.

24.5. Admission and parking

Fees for admission and parking may be charged to the public, although it is not encouraged. The IGF believes that spectators should experience the Championships free of any such expense, as it is a way to educate the public about golf and it is always in the best interests of the Championships to have a large number of spectators.

Often free admission can still provide financial benefit as spectators purchase refreshments, merchandise, etc., and continue to promote the course after they leave the site.

24.6. Merchandise sales

The sale of merchandise commemorating the Championships is permitted. All revenue from such merchandise may be retained by the Host Country. The approved Championships logo may be used; but the IGF logo may not be used. All merchandise must be approved by the IGF prior to production.

24.7. Money exchange

If cash machines (ATMs) are not available at the course, they should be available within, or close to, the host hotels. Additionally, it is useful to have money exchange and banking systems with fair exchange rates within a reasonable distance.

24.8. Host Country Accounting department

The responsibilities of the Host Country's Accounting Department are typical to most Accounting Departments and include:

- ❖ maintaining a general ledger;
- ❖ overseeing financial controls;
- ❖ managing cash;
- ❖ currency activities;
- ❖ annual audits; and
- ❖ producing fiscal reports.

24.9. Reporting

The Host Country must interact with the IGF to report on the budget and the delivery of the *Championships Agreement*. This coordination begins approximately 18 months prior to the start of the Championships, with scheduled reporting periods.

24.10. Post Championship reports

A detailed record of Championship income and expenditure must be kept by the Host Country and submitted to the IGF following the Championships. A sample [I&E sheet](#) is available for reference. This information is invaluable for other National Federation members contemplating the staging of the Championships.

The IGF will ask the Host Country to produce additional post Championship reports on functional areas such as accommodation, transport, and food and beverage.

24.11. Chapter checklist

	IGF	Host Country
Produce Merchandise (optional)		✓
Create and update Championships budget		✓
Produce post-Championship reports		✓
Assist IGF with creation of F&B tab within the clubhouse		✓



25. ADVERTISING/SPONSORS

The Host Country could consider ways to help defray some of the costs associated with staging the WATC in the form of sponsors and advertisers. Past LOCs are an excellent source of ideas in this regard. Many past sites have found that using a tiered sponsorship allocation has been beneficial.

In addition to, or as part of, a sponsorship package, many items needed for the Championships may be provided as Value In Kind against marketing rights, or donated.

The Host Country will be required to provide a marketing plan to the IGF. This plan will set out the Host Country's strategy. A typical outline of a Host Country's Marketing plan will look similar to the following:

- vision and objectives;
- revenue targets;
- description of the Partnership Programme;
- proposed sponsors and number of sponsors;
- proposed Rights Package; and
- non-Commercial Partners.

All advertising resulting from sponsorship must be tasteful in presentation. When such advertising is located on the course, the IGF must be consulted prior to any placement.

Under no circumstances may there be a title sponsor added to the name of the Championships, or a sponsor appear on the Championships logo, with the exception of the presenting partner, Rolex; *refer to [Brand Identity](#)*. The IGF prohibits firearms and tobacco advertisements of any kind, anywhere.

Some examples of places where sponsor recognition may be present or utilised:

- ❖ sponsor signs placed around the course, usually at tees or greens or in practice areas. These should not be more prominent than IGF or Rolex signs. All sponsor signs should only be placed once the IGF personnel have arrived onsite;
- ❖ [sponsor recognition boards](#);
- ❖ volunteer uniforms;
- ❖ hospitality tents;
- ❖ scoreboards and leaderboards, although care should be taken not to over-power the competition information contained there. Scoreboards and leaderboards must also include the logo of presenting partner, Rolex;
- ❖ score cards;
- ❖ Host Country's Championship website;
- ❖ transport vehicles;
- ❖ golf carts (except for those used by IGF representatives and Referees);
- ❖ water bottles;
- ❖ yardage and metres books;
- ❖ interview backdrop (there are limitations as to what may appear on the backdrop; *refer to below*);
- ❖ Championship programme (there are limitations as to what may appear on the front cover); and;
- ❖ trash receptacles.

Sponsors are usually invited to Opening and Closing Ceremonies, as well as Receptions (but this should never be at the expense of excluding international traveling parties, which have first priority). The Host Country should create electronic invitations for this purpose. The IGF will work with the LOC to develop a list of other dignitaries that should receive an invitation. Past Host Countries have held sponsor appreciation tournaments after the Championships.

Sponsor recognition is not permitted on yardage boards, tee-markers and hole flags, with the exception of presenting partner Rolex.

If a sponsor is a professional player agent group or has any role in such, though it may also offer other services, then representation of this sponsor is not appropriate in all locations at an amateur Championship (an example of this is the interview backdrop).

If golf equipment companies serve as sponsors, there are limitations as to their presence, donations, and services. Please consult the IGF staff.

The Host Country may wish to pursue a sponsorship agreement with an airline which could then offer discounted rates to Championship participants. Any discounted rates in this regard should be independent of hotel rooms, etc.

25.1. Chapter checklist

	IGF	Host Country
Create a Marketing Plan		✓
Opening and Closing Ceremony and Reception invitations		✓



26. HOSPITALITY

The Host Country may establish hospitality areas for club members, sponsors, patrons, and VIPs. These areas offer refreshments and reprieve from the elements. The Host Country should create electronic invitations for guests.

Access to the hospitality area is allowed only to guests having an accreditation displaying the appropriate designation. Team Captains and Delegates are sometimes invited to these areas or to a separate area dedicated just to this group.

Closing time for the Hospitality areas is likely to vary every day and will depend on when the last competition is scheduled to finish.

All hospitality areas should be at a convenient location and within easy access to the golf course. The location must be approved in advance by the IGF.

26.1. Chapter checklist

	IGF	Host Country
Provide a hospitality programme (optional)		✓
Create hospitality invitations		✓



27. RISK MANAGEMENT

There are an array of risks, threats and issues that could adversely impact the success of an event and potentially tarnish the image and reputation of the sport of golf. The impact of any such incident or crisis will be amplified and further complicated by the speed at which it is reported globally and opened up to universal scrutiny.

The IGF and the Host Country shall jointly develop a Risk Management Plan and Risk mitigation strategies for each identified risk. The aim of the Risk management plan is the following:

- ❖ prevent known risks, threats and issues from becoming incidents and crises;
- ❖ if issues or incidents do occur, prevent them from becoming crises; and
- ❖ if crises occur, prevent them from descending into worst case outcomes to minimise the impact on the Host Country, the IGF and the sport of golf.

The IGF requests that a detailed record of Risk Management be kept by the Host Country and submitted to the IGF in the form of a post-event report following the Championships.

27.1. Insurance

The IGF does not provide any insurance to the Host Country, which must therefore make all necessary arrangements. More information may be found in the *Championships Agreement*. The Host Country should consider personal accident insurance for all team members, officials and volunteers

Copies of the insurance policies must be submitted to the IGF thirty (30) days prior to the commencement of onsite operational preparations for the Championships.

27.2. Chapter checklist

	IGF	Host Country
Risk Management Plan	✓	✓
Insurances		✓



28. SUSTAINABILITY

The Host Country is encouraged to develop an event sustainability strategy based on the Sustainable Development Goals (SDGs), also known as the Global Goals, that were adopted by the United Nations in 2015 as a universal call to action to end poverty, protect the planet, and ensure that by 2030 all people enjoy peace and prosperity.

The 17 SDGs are integrated—they recognise that action in one area will affect outcomes in others, and that development must balance social, economic and environmental sustainability.

SUSTAINABLE DEVELOPMENT GOALS



As a reference, some specific sustainable actions, can be found below:

28.1. Climate and biodiversity

This axis reflects our commitment to fighting climate change while safeguarding aquatic and terrestrial life, through the revitalization and sustainable management of the areas we operate:

- ❖ reduction of carbon emissions and contribution to climate action;
- ❖ calculation of the event's carbon footprint;
- ❖ establishment of a biodiversity protection plan to preserve the course;
- ❖ carbon off setting initiatives;
- ❖ maximisation of the "insetting" approach in the event activities; and
- ❖ strengthen conservation and revegetation projects at the golf course.

28.2. Circular economy & waste management

Commitment to the circular economy and thoughtful waste management, promoting the optimal use of resources on site:

- ❖ implementation of waste management according to the 3Rs [reduction - reuse - recycling];
- ❖ reuse of existing furniture and infrastructure year after year;
- ❖ reduction of partners' packaging and single-use plastic;
- ❖ reusable and recyclable aluminium composite signage;
- ❖ cotton/fabric collection for reuse- recycling; and
- ❖ reduction or elimination of printed materials.

28.3. Responsible catering

Responsible catering with inclusion or more vegetarian option locally sourced ingredients and with priority given to the supply chain as well as reducing food waste:

- ❖ reduction and recycling of PET bottles, single-use cutlery and plastic whenever possible;
- ❖ deployment of reusable cutlery from sustainable/recycled materials;
- ❖ promotion of seasonal and local ingredients;
- ❖ signature of a sustainable catering charter by the caterers;
- ❖ vegetarian or vegan options offered by each caterer; and
- ❖ reduction of food waste and food donation via local organisations.

28.4. Energy transition & water conservation

Moving towards sustainable energy and optimal water management to actively participate in this transition:

- ❖ installation or use of 100% renewable sourced electricity;
- ❖ installation of solar panels;
- ❖ use of hydrogen Fuel Cells generators;
- ❖ implementation and monitoring of a water management plan;
- ❖ deployment of water fountains for Players, staff and the public;
- ❖ transition to 100% LED lighting systems; and
- ❖ documentation of energy-consuming equipment.

28.5. Smart and soft mobility

The transport of spectators and Teams represents a major environmental challenge for golf events. With this in mind, promoting more sustainable mobility is a key step towards carbon reduction:

- ❖ optimisation/reduction of logistics and shipments;
- ❖ free public transport or shuttles for spectators (if any) reduce use of private vehicles;
- ❖ transport of event stakeholders by train, or by electric car;
- ❖ charging points available for electric and hybrid vehicles;
- ❖ web page dedicated on "how to get to the tournament", highlighting the carbon footprint of different transport options; and
- ❖ web page dedicated for voluntary offsetting options available for spectators.

28.6. Engagement

Promoting inclusion and reducing inequalities, while reinforcing sustainable partnerships:

- ❖ accessible pricing policy and free admission for under-18s, ensuring inclusion;
- ❖ implementation of welcoming measures and improved signage for people with reduced mobility;
- ❖ partnerships with schools and the local community on various projects;
- ❖ exhaustive communication of sustainable practices via the website, social networks, broadcasters and on site to raise public awareness (conferences, information stands, interactive activities);
- ❖ signature of the UN Sports for Climate Action Framework or others; and
- ❖ strengthened communication on best practices.