

# UNITED STATES DEAF GOLF FOUNDATION (USDGF)

## BIENNIAL U.S. DEAF GOLF CHAMPIONSHIPS -- GUIDELINES & POLICY --

### **Section 1:     Schedule of Events**

The biennial U.S. Deaf Golf Championships take place during the second or third full week in the month of July every two years. The normal schedule of events starts with:

#### **A four-day Tournament** *(Monday to Friday) or (Tuesday to Saturday)*

1. Registration on Monday / Tuesday
2. Practice round on Monday / Tuesday (optional)
3. Orientation and general meeting begins on Monday / Tuesday night at 7 pm
4. Tournament starts on Tuesday / Wednesday (72 hole, four-day event)
5. a. After Thursday's / Friday's round, top ten golfers participate in nine-hole shootout after all golfers complete 3rd round (optional)  
b. After Thursday's / Friday's round - Putting contests to anyone (optional)
6. Tournament ends on Friday or Saturday
7. Banquet and awards ceremony on Friday or Saturday night.

### **Section 2:     Championships Site Requirements**

The golf course format shall meet the following requirements:

1. Total yardage:           for men's tees               between 6200 – 6900  
                                  for women's tees           between 5500 – 6000  
                                  for seniors' tees           between 5700 – 6200
2. Slope rating shall be between 118 – 129
3. Course rating shall be between 69.0 – 73.0
4. This course has been used for championship medal play by USGA, PGA, regional/local PGA, and/or deaf golf associations.
5. Has driving range & practice green facilities.
6. Use of golf carts is optional, except in case where a golf club may require us to use the carts. Participants will be informed in advance whether this requirement is in effect.
7. Must be held in the United States of America
8. Demonstrate that the course is adaptable to unforeseen weather conditions, and has high probability to be in acceptable-to-top condition in time for the Championships.

### **Section 3:     Hotel / Resort**

The hotel / resort accommodations shall meet the following requirements:

1. The maximum travel distance from any major airport to the hotel/resort shall be no more than 100 miles.
2. The maximum travel distance from hotel / resort to the golf course shall be no more than 30 miles one way.
3. The designated resort / hotel should have the capacity to hold up to 100 patrons.
4. The designated resort / hotel should make available a conference room that holds up to 100 patrons.

5. The designated resort/hotel is expected to produce a contract agreement to cover key Championships details with USDGF.

#### **Section 4:      Group / Club Responsibilities as Local Host Committee**

USDGF Board of Directors selects a local group to serve as a local host committee for the upcoming US Deaf Golf Championships. Also, the USDGF Board of Directors makes the final decision regarding site of the US Deaf Golf Championships. The local host committee shall:

1. Reserve golf course (*see section 2 for criteria, subject to approval by USDGF*)
2. Reserve hotel / motel (*see section 3 for criteria, subject to approval by USDGF*)
3. Adhere to the schedule of events (*see section 1*)
4. Make program and logistical plans for the banquet.
5. Provide a minimum of \$2,500.00 in merchandise prizes, cash, and / or gift certificates, excluding the entry fees. Provide information to USDGF on its tentative plans to solicit support from the local community and the business sector.
6. Be responsible for collecting from each participant at the US Deaf Golf Championships as part of the registration package:
  - a. Biennial USDGF membership fees of \$10.00
  - b. Registration fees of \$10.00 (*this goes to the local host committee*)
  - c. Prize entry fee of \$50.00
  - d. Biennial USA Deaf Sports Federation membership dues \$ 32.00
  - e. Additional \$10.00 charge for late registration entries (that arrive within two weeks prior to the Championships)
  - f. A copy of GHIN handicap card for proof  
On a flyer, please include this statement as follows:  
If you never had one before, please click this link and get the idea of what it looks like:  
<http://www.ghin.com/exchange/documentation/erevdemo.htm>  
So, there is a further instruction how to apply and get the information at this link:  
<http://www.ghin.org/>
7. Effectively publicize the Championships, including details on time, date, and place of the national championships at least six (6) months in advance of the Championships date.
  - a. Put advertisements in print media such as SignNews and NAD Mag. Also send word on the Internet to the national deaf community, related deaf golf association websites and listserves such as Deaf Digest, USA-L News, etc.
8. Provide alternative housing arrangements for participants who do not want to stay at host hotel/resort. Every effort must be made to encourage lodging arrangements with host hotel/resort to take advantage of free room use by local host committee Chair/members.
9. Provide hospitality for participants, especially those from outside the USA. Entertain the participants to local and American culture.
10. Arrange conference room for the orientation and general meeting on Monday / Tuesday night from 7 to 10 p.m. (refer to section 1)
11. Publish the program book on the Championships and distribute one to each participant.
12. Select an individual as Chair of the Local Host Committee, and get approval on the selection from the USDGF Board of Directors
13. Appoint with the USDGF Board of Directors' approval a treasurer or a designated representative who will submit two financial reports as follows:
  - a. at least 60 days prior to the tournament and
  - b. Within 60 days after the conclusion of tournament.
14. Provide prizes, trophies and/or plaques (refer to section 5)

## **Section 5: Prizes, Trophies and/or Plaques**

1. Trophies / or Plaques shall be distributed to:
  - a. First top ten men scratch golfers
  - b. First top five women scratch golfers
  - c. First top three senior scratch golfers
  - d. First top three net golfers
2. Cash Prize: (Optional)
  - a. First Place winner receives \$750 or less (see Amateur Status policy)
  - b. The rest of standings – up to local host committee to establish prize payout system

## **Section 6: USDGF Responsibilities**

1. USDGF Board of Directors will be responsible to cover the following expenses by the local host committee, subject to provision of receipt(s) and / or proof of purchase(s).
  - a. Charges incurred for the meeting room(s)
  - b. Photos taken at the event (to be placed in the USDGF history books)
  - c. Video / camcorder VHS tapes / CDs / DVDs - *optional*
  - d. Extra copies of the program books (limit five)
  - e. Refund of the one hundred (\$100.00) dollar deposit after the final financial report
2. Championships Code of Conduct and Rules Compliance
  - a. USDGF Board of Directors shall mediate any disagreement among golfers during the Championships. A golfer may bring a complaint first before the Men's and Women's Golf Team Directors, provided there are other witnesses. The Golf Team Directors will review the complaint and consider the merits of the complaint. If the complaint has sufficient merit, then the Golf Team Directors make the request to the USDGF President for a special meeting of the Board of Directors that are present at the Championships. The Board of Directors shall review the case as presented by the Golf Team Directors. The Board of Directors has full authority to render a decision, such as reprimanding or suspending the affected participant in relation to participating in the Championships as a result of his / her inappropriate behavior or action.
  - b. USDGF Board of Directors shall establish the rules of the Championships. In general, the USGA rules apply and the golf course's local rules will be considered for compliance. The USDGF Board's decisions on Championships rules are final, and supercede those of the local club pro's rules, etc. However, the local club pro shall be consulted for advice, as the USDGF Board of Directors deems necessary to settle unique circumstances, etc.
  - c. USDGF Board of Directors shall oversee the posting of scores and makes decisions for pairings during the Championships.

## **Section 7: Dual Flight System**

USDGF shall use the gross and net scores system. The USDGF handicap committee shall:

1. Advise and assist the local host committee on procedures with the handicap system to determine fairness and appropriateness with the pairings for Championships play.
2. Gear the awarding of top prizes towards those that participate in the gross score system.
3. Assign new handicaps to those who participate the first time in the Championships.

## **Section 8: Prospective Future Bidders**

Prospective groups shall propose their bids at the biennial USDGF membership business meetings. They shall:

1. Demonstrate there are sufficient members within the regional/local organization to plan and implement the activities for a four-day Championship.
2. Provide evidence of interest from the golf course and hotel and /or resort to sponsor the Championships.
3. Produce details in the bid proposal such as the area's geographical position within the USA, the local area's options for tourism and family fun activities, prior history in golf with the local deaf community and hard of hearing population, and etc.
4. Place a conditioned, refundable deposit of one hundred (100) dollars in advance to make the bid. If the bid is not awarded to the group making the bid, the deposit is refundable by the USDGF to the group.
5. In case, the first choice bidder fails to meet the requirements as expected, then the second choice bidder will be awarded the bid to sponsor the Championships.

### **Section 9: Financial Operations of the Championships**

USDGF hosts the Championships with the logistical support from the local committee. USDGF retains final responsibility with the budget, and then the actual revenue and expenses for the Championships. The local committee's first step toward working with the USDGF Board in this area is identifying a candidate to be the local committee's treasurer. The local committee's nomination for its Treasurer position must be approved by the USDGF Board of Directors. When approval is made for the local committee's Treasurer, the local committee Treasurer maintains a close working relationship with the USDGF Board Treasurer.

The following items represent the specific responsibilities of the USDGF Board of Directors, and the local host committee for the US Deaf Golf Championships:

#### A. Responsibilities of the USDGF Board of Directors:

1. Approve the nomination by the local host committee for its Treasurer position.
2. Approve and implement the budget plans for the US Deaf Golf Championships. The plans are developed by both the men's and women's USA team directors, the USDGF Treasurer, the Chair of the local host committee, and the local host committee Treasurer.
3. The men's and women's USA team directors, the USDGF Treasurer, the Chair of the local host committee, and the local host committee Treasurer work together under close supervision of the USDGF President to ensure the Championships are operated in close accordance with the budget plans, resulting in a breakeven or a surplus.
4. If the Championships result in a surplus, the USDGF splits it in half and half with the local host committee.
5. If the Championships result in a loss, the USDGF absorbs the loss in full.

#### B. Responsibilities of the local host committee:

1. Identify a person to be its Treasurer, and submit the nomination to the USDGF Board of Directors for its approval.
2. The men's and women's USA team directors, the USDGF Treasurer, the Chair of the local host committee, and the local host committee Treasurer work together under close supervision of the USDGF President to ensure the Championships are operated in close accordance with the budget plans, resulting in a breakeven or a surplus.
3. Solicit funding for the Championships such as contributions, corporate sponsorships, and etc. Adhere to, or surpass the levels as predicted in the USDGF approved Championships budget.
4. Solicit as many good merchandise prizes to distribute at the Championships. Refer to section 4.
5. Aggressively recruit and publicize for as many attendees to the Championships. Incentive to the local host committee is to collect a registration fee from each attendee. Registration fees will be totaled up, and paid separately to the local host committee. They are considered as not a part of net revenue to cover total expenses for the Championships.
6. If the Championships result in a surplus, the local host committee receives 50% of it from USDGF.

7. If the Championships result in a loss, the local host committee does not assume any of the loss, rather the USDGF assumes it in full.