



REGULATIONS OF CISM WORLD MILITARY GOLF CHAMPIONSHIP

1. INTRODUCTION-HISTORICAL ACCOUNT

CISM Golf has been played as a CISM Regional Championship in North America since 1986, in Europe since 1990 and in Africa since 2002. The 1st World Military Golf Championship was conducted in October 2003 at Naval Air Station Jacksonville, Florida, USA.

2. THE REGULATIONS

The CISM World Military Golf Championship is organized in accordance with CISM Regulations Edition 15 November 2011 (amended January 2015), hereafter referred as Regulations, and under the auspices of USGA or R&A rules. These rules may be supplemented by the host club golf rules.

3. ORGANIZING NATION

3.1 The Golf Championship is normally organized annually under the auspices of CISM.

3.2 The CISM Board of Directors shall approve the calendar for the organization of the CISM World Military Golf Championship during the Annual CISM General Assembly (CISM Regulations article 2.2 and 2.5 A.8). This calendar provides confirmation from the respective Chief of Delegation of the organizing nation for the competition to be held two years following the General Assembly and for the final calendar (with exact place and date) of the competition to be held one year following the General Assembly.

3.3 At least six (6) months prior to , or at the earliest time possible before the date designated for the championship , the organizing nation must make available to the President of the CISM Golf Committee (CGC) all pertinent information concerning the championship such as:

- Contact information for the Chief of the Organizing Committee
- General course information to include score card and layout
- Athlete and VIP accommodations
- Athlete feeding facilities
- Transportation
- Registration procedures (pass control)
- Security(if deemed necessary)

The President of the CGC, or his representative, is responsible to look over the course and must assess the organizational aspects, the regulations, as well as the program. Any changes must be done with the consent of the organizing nation.

4. THE CHAMPIONSHIP

4.1 TITLE OF THE CHAMPIONSHIP

"(Number) World Military Golf Championship "[CISM logo]– (CISM Regulations article 7.6).



4.2 COMPOSITION OF MISSIONS

A Mission will consist of a minimum of one (1) golfer up to a maximum of eleven (11) personnel. The composition of a full mission often would be:

- **Six (6) Men Golfers of any age,**
- **Three (3) Women Golfers,**
- **One (1) Team Captain / Manager and**
- **One (1) Chief of Mission.**

All missions may compete in the individual Men and Women's competitions. Missions may include two (2) male professional players and one (1) female professional player within the composition. No additional member may be included in the mission without special authorization from the organizing nation. Further details are found in the CISM Regulations article 7.22.

4.3 COMPETITORS

Only personnel on **active duty** in the Armed Forces can take part in the golf championship organized by CISM, or under its auspices (CISM Regulations article 7.21). Competitors may be either professionals or amateurs, but they will only compete within their separate categories. **All competing amateur golfers must maintain their Amateur Status as defined by the USGA and R&A rules. At the time of registration team captains/managers are to present the handicap cards to the organization committee/CGC. In case of non-availability of handicap cards, the respective player will not be allowed to participate in the amateur championship and will be considered a professional.** The names of the athletes and which category they are competing (amateur or professional) should be provided in the final agreement and must be confirmed during the preliminary meeting.

4.4 FORMAT

The championship will consist of individual and team competitions over **seventy-two (72) holes** of medal (stroke) play. Men and Women will compete in separate categories and each will include an amateur and professional competition. Medals will be awarded in the professional events on condition that there are a minimum of eight (8) male professional players and four (4) female professional players respectively. Within the Men's Individual competition, differentiation will be made for the awarding of additional medals to players over 40 (Seniors) on condition that a minimum of four (4) seniors are participating within this category. To compete in the senior category, Men must be forty (40) years old on the day that the first round of the competition (not practice round) takes place. The overall champion may come from either the Open or Senior category. If seniors declared the overall champion, the next best senior score will win the senior competition.

4.4.1 A minimum of two rounds completed would be required to constitute an official championship.

4.4.2 INDIVIDUAL COMPETITION.

The individual competition will be conducted as detailed in paragraph 4.4 above.

a. Individual Champions. The winners in each category will be identified by the aggregate gross scores over the four-day period and will be declared champions with the appropriate title (CISM Regulations article 7.28);



b. Ties. If two or more golfers are tied for the first three positions in a category, the tie will be broken as follows:

i.) For the first place in each category, a sudden death play-off will take place normally starting on the first hole, or any other hole identified by the organizing Committee prior to the start of the competition; and

ii.) For the second and third place in each category, the method of matching cards shall be used in the following sequences:

- 1) The best score over the last eighteen (18) holes will identify the winner;
- 2) If still tied, the best score over the last nine (9) holes will identify the winner;
- 3) If still tied, the best score over the last six (6) holes will identify the winner;
- 4) If still tied, the best score over the last three (3) holes will identify the winner;
- 5) If still tied, the best score on the 18th hole will identify the winner;
- 6) If still tied, the best score on the 18 hole ,then the 17 hole and so on, will identify he winner; and
- 7) Should the above sequence fail to identify a winner, then a sudden death play-off as described in) above shall take place.

4.4.3 An individual penalty of disqualification shall rule out the player from individual championship; however, the player may continue to be eligible to compete in the team championship, **unless the disqualification on based upon a violation of code of conduct.**

4.4.4 TEAM COMPETITION

To be eligible to compete in the Men's Team competition, a minimum of four **(4) amateur** men are required. To be eligible to compete in the Women's Team competition, a minimum of two **(2) amateur** women are required. All rules of golf governing medal play are in effect. Details are as under:

a. Scoring. For the Men's Team competition, the best four **(4) amateur** gross scores each day will count. For the Women's Team competition, the best two **(2) amateur** gross scores each day will count.

b. Team Champion. At the end of the four-day competition, the Men's and Women's Team with the lowest aggregate score will be declared the Team champions with the appropriate title (CISM Regulations article 7.28);



- c. Ties. If two or more teams are tied, the tie will be broken as follows:
- i) The lowest aggregate team score over the last day will identify the winner;
 - ii) If still tied, the lowest 3 aggregate scores over the last day will identify the winner;
 - iii) If still tied, the lowest 2 aggregate scores over the last day will identify the winner;
 - iv) If still tied, the lowest 1 score over the last day will identify the winner;
 - v) If still tied, the same procedure as per c. i.) iv.) above shall be applied using the scores over day3, over day 2 and if necessary over day1, to identify the winner.

4.5 COMPETITION PLANNING AND SETUP GUIDE

- a. A guide has been included in this document. It should be used by the organizing committee to plan and conduct the competition. It covers most aspects, but is not exhaustive and should be amended to match local facilities.
- b. Suspension and restart of play must be part of the information passed to all competitors during the preliminary meeting. A siren or air horn should be used in these cases – one long blow to suspend **play immediately and three short blows to suspend upon completion of the hole being played and two short blows to restart play.**

5. CHAMPIONSHIP AWARDS

5.1 CISM championship awards include official medals, a Fair Play Award (CISM Regulations article 8.34) and the Don Keus Challenge Cup. All these awards shall be presented during the closing banquet.

5.2 OFFICIAL MEDALS

The organizing nation, at its expense, must request from the CISM General Secretariat the following official medals for presentation (Procedures Manual, art.3.30):

- a. Individual medals:

Women Individual Professional	- Gold, Silver and Bronze	6 *
Women Individual Amateur	- Gold, Silver and Bronze	6 *
Men Senior	- Gold, Silver and Bronze	3 *
Men Individual Professional	- Gold, Silver and Bronze	6 *
Men Individual Amateur Open	- Gold, Silver and Bronze	6 *

* NOTE–Medals will be awarded in accordance with the number of players participating (See Procedure Manual).



b. Team medals:

Competition	Medal	Men's Competition	Women's
First Place	Gold	6	3
Second Place	Silver	6	3
Third Place	Bronze	6	3

5.2.1 PRESENTATION OF OFFICIAL MEDALS

Medals will be presented in the following order:

- a. Women's Individual Professional - Bronze – Silver - Gold (Play National Anthem)
- b. Women's Individual Amateur - Bronze – Silver - Gold (Play National Anthem)
- c. Women's Team - Bronze – Silver - Gold (Play National Anthem)
- d. Men's Individual Senior - Bronze – Silver - Gold (Play National Anthem)
- e. Men's Individual Professional - Bronze – Silver - Gold (Play National Anthem)
- f. Men's Individual Amateur Open - Bronze – Silver - Gold (Play National Anthem)
- e. Men's Team - Bronze – Silver - Gold (Play National Anthem)

5.3 FAIRPLAY AWARD

A Fair Play Cup, provided by the host country, will be awarded annually to the Team best exemplifying the spirit of Fair Play and Friendship through Sport (CISM Regulations article 8.34).The selection committee shall comprise of:

- Official CISM Representative
- President of CGC or his representative.
- Chief of the Organizing Committee or his representative.
- Chiefs of Mission participating countries

5.4 DON KEUS CHALLENGE CUP

The Don Keus Challenge Cup is awarded to the Mission that best represents participation and excellence. To be eligible to win the cup, a mission must participate in at least one team competition and also demonstrate excellence. Excellence will be scored using the total points of the Mission Men and / or Women's teams in accordance with the following chart:

SCORING CHART	
1st place	25 points
2nd place	20 points
3rd place	15 points
4th place	10 points
5th place	5 points

Note- In the case of a tie, the Mission with the most points in the **Men's** category will win.

5.5 RECORDS / HOLE INONE

The President of the Golf Committee will submit, if necessary, in addition to his report:



a. Form 151.6/e (Request for ratification of a CISM record) to identify Individual and team records for both Men (Open and Senior) and Women as follows:

i) Individual records:

- 1) Men Open 18 hole record;
- 2) Men Open 72 hole record;
- 3) Men Senior 18 hole record;
- 4) Men Senior 72 hole record;
- 5) Women 18 hole record; and
- 6) Women 72 hole record

ii.) Team records:

- 1) Men 18 hole record;
- 2) Men 72 hole record;
- 3) Women 18 hole record; and
- 4) Women 72 hole record.

b. A list of players who score a hole in one.

6. INVITATION

At least six (6) months before the championship's scheduled date, the organizing nation must end an official invitation to all member nations (CISM Regulations article 8.1). The invitation file for the Championship shall contain the points listed in the CISM Regulations article 8.2. The invitation will include two (2) reply forms. The first is a preliminary agreement form (Annex "A" of this document) that must be returned to the organizing nation at least three (3) months prior to the competition. The second is a final entry (Annex "B" of this document) that must be returned at least one (1) month prior to the competition. Details are listed in the CISM Regulations article 8. Two other forms, Composition of the mission (Annex C) & Commitment by Chief of Delegate of the participating Nation (Annex D) are also to be returned along with above two agreements. (Please refer to Chapter VIII of the CISM Regulations for complete details pertaining to invitation procedure).

6.1 INVITATION TO CGC MEMBERS

The Organizing Committee shall send an invitation, Appendix E, to each member of the CGC using the mailing addresses provided by the CGC President. Each CGC member will reply directly to the CGC President who will then turn end a joint reply to the Organizing Committee.

7. ORGANIZATION

7.1 AUTHORITIES OF THE CHAMPIONSHIP

The authorities of the championship are:

- (1) Official CISM Representative.
- (2) Chief of Delegation of the organizing nation.
- (3) President of the CGC.
- (4) Technical Jury.
- (5) Jury of Appeal.



7.2 ORGANIZING COMMITTEE

The Chief of Delegation for the host nation is responsible for all aspects of the long-term preparation for the competition (CISM Regulations article 8.10). He shall appoint a Chief of the Organizing Committee as well as an organizing committee comprised of five (5) sections– Technical, Public Relations, Finance, Logistics and Partnership & Sponsoring (CISM Regulations article 8.10B and 8.11). The organizing committee is responsible for on the spot preparation of the competition (CISM Regulations article 8.11).

7.3 TECHNICAL CHAIRMAN

The organizing nation will nominate a Technical Chairman. The Technical Chairman will handle golf rules inquiries, disputes or interpretations at the first level. **Dependent upon the tradition of the organizing nation this function will either be performed by the local golf professional or by a knowledgeable rules official.** The Technical Chairman will conduct a local rules briefing during the preliminary meeting.

7.4 OFFICIAL CISM REPRESENTATIVE

The Official CISM Representative is appointed by the CISM Board of Directors to attend the championship. The Organizing Committee will assign him a place of honour, with precedence overall other CISM officials, except the President of CISM. His mission & responsibilities are detailed in the CISM Regulations article 2.13 and 2.14.

7.5 JURY OF APPEAL

During the preliminary meeting, the Official CISM Representative will form a Jury of Appeal for the duration of the competition comprised of himself as President and three (3) members chosen among delegates of the participating nations. Duties and appeal procedures are covered in the CISM Regulations article 8.13. All disputes or interpretations will be resolved according to the English version of this regulation. Its decision is final.

7.6 PRESIDENT OF THE CGC

The CGC is composed of a President, a Secretary and several members, preferably from each continent (CISM Regulations article 2.15). Their respective Chief of Delegation nominates CGC personnel to the CISM Secretary General and the CISM Board of Directors approves their appointment. The responsibilities of the President of the CGC are found in the CISM Regulations article 2.16.

7.7 TECHNICAL JURY

The Technical Jury is presided over by the President of the CGC. It consists of a minimum of four (4) persons to a maximum of six (6) persons. Members of the CGC will serve on this Jury. Where an insufficient number of CGC members are present, a jury member may be selected from among the delegates of the participating nations. The designation of jury members takes place during the Preliminary meeting. If more than four (4) candidates present themselves, a drawing of lots is done. Competitors and members of the Technical Jury cannot be part of the Jury of Appeal. Duties and procedures for handling protests are found in the CISM Regulations article 8.12. All disputes or interpretations will be resolved according to the English version of this regulation.



8. CONDUCT OF THE CHAMPIONSHIP

8.1 PROGRAM OF THE CHAMPIONSHIP

The duration of the championship will generally be seven (7) days.

PROGRAM:

- | | | |
|---------------------|---|--|
| 1 st day | - | Arrival of the missions |
| 2 nd day | - | Opening ceremony |
| | - | Preliminary meeting |
| | - | Practice round |
| | - | Team Captains' meeting |
| 3 rd day | - | Competition - First round |
| | - | Organizing committee will prepare draw for second round in accordance with first round scores |
| | - | Team Captains' meeting |
| 4 th day | - | Competition – Second round |
| | - | Organizing committee will prepare draw for third round based on aggregate score of first two rounds. |
| | - | Team Captains' meeting |
| 5 th day | - | Competition -Third round |
| | - | Organizing committee will prepare draw for final round based on aggregate score of the first three rounds. |
| | - | Team Captains' meeting |
| 6 th day | - | Competition – Final round |
| | - | Closing ceremony and Banquet– Medals ceremony, Don Keus Challenge Cup and Fair Play awards |
| 7 th day | - | Departure of the missions. |

Note: A cultural event could take place on one evening following play on either the third round or on the day after the last day of the championship

8.2 OFFICIAL MEETINGS FOR THE CHAMPIONSHIP

The following official meetings are considered to be essential to the effective conduct of a competition (CISM Regulations article 8.27):

- Preliminary meeting(CISM Regulations article 8.28)
- Meetings of the Jury of Appeal (CISM Regulations article 8.13)
- Meetings of the Technical Jury (CISM Regulations article 8.12)
- Meetings of the CGC(CISM Regulations article 7.13)
- Meeting of the Anti-doping Commission (CISM Regulations article 8.14)
- Meetings of Team Captains/Managers



8.2.1 MEETINGS OF THE TEAM CAPTAINS/MANAGERS

The Chief of the Organizing Committee plans a meeting on the day **before** championship following the practice round. The purpose of the meeting is to clarify any questions concerning the golf course, including local course rules. The President of the CGC will then conduct a meeting on each evening during the competition to ensure the smooth conduct of the championship. The following persons must attend:

- Chief of the Organizing Committee
- Official CISM Representative
- President and members of the CGC
- Technical Chairman/ Chief Referee
- Team Captain/Manager and / or Chief of Mission of each participating nation.

9. ANTI-DOPING CONTROLS

9.1 Doping is defined as

- The presence of prohibited substances or its metabolites or markers in an athlete's bodily specimen.
- The use or the attempted use of a prohibited substance or a prohibited method
- The refusing, or failing without compelling justification to submit to sample collection after notification

9.2 Doping, according to this definition, is strictly for bidden in CISM, and especially in Golf.

9.3 At least at each CISM Military World Golf Championship, if possible also at other major events, anti-doping controls will be carried out according to the latest CISM Anti-Doping Regulation (CISM Regulations Chapter IX) that are fully in line with the World Anti-Doping Code of WADA. Specificities of the IGF Anti-Doping Regulation will be considered when necessary.

9.4 The operative responsibilities of the anti-doping controls will lie on the Anti-Doping Commission formed for the considered event. The composition and the tasks of this commission are defined in the CISM Anti-Doping Regulation.

9.5 As far as possible, at least 3 (**1 Male + 1 Female+ 1 Senior**) tests will be carried out without considering world records.

9.6 The list of prohibited substances and methods used for the anti-doping testing in CISM events will always be the actual WADA list.

10. OTHER ACTIVITIES

10.1 PRESS CONFERENCE ON CISM

The Organizing Committee's public relations officer shall organize a press conference with the Official CISM Representative and the Chairman of the Organizing Committee to promote CISM and its activities (CISM Regulations article 8.29 B.1.).



10.2 CULTURAL EVENT

It is the responsibility of the host nation to include a cultural or tourist type activity in the program (CISM Regulations article 8.29 B.3.).

10.3 REPORTS

The following reports are to be submitted to the Official CISM Representative at the close of the competition:

- Official CISM Representative Joint Report (CISM Regulations article 7.14 B.).

11. UNFORESEEN AND CONTENTIOUS CASES

The Official CISM Representative shall judge all unforeseen and contentious cases. He may consult with the Chairman of the Organizing Committee and / or the President of the CGC if necessary. Any cases that cannot be resolved may be submitted to the CISM Appeal Commission (CISM Regulations article 2.19).



Tournament Setup Guide



**CISM World Military
Golf Championships**



TOURNAMENT SETUP GUIDE

INTRODUCTION

The following guide lines are provided to help you pre-plan your event as much possible. This is not all-inclusive, but a guide you can use as a foundation for any tournament. Establish check list sand follow them to the letter, but don't try to do everything yourself. Delegate various responsibilities to your staff who have a special talent in that area. Follow up and have progress meetings at least weekly and more often as the event draws near. This keeps you informed on all aspects of the event planning and precludes things from getting out of hand prior to the tournament. Keep all of the check lists and modifications to your event as future reference and provide a copy to a member of the **CISM Golf Committee (CGC)**. Pay close attention to detail to ensure every aspect of your plan is attended to well ahead of time. Detailed planning will give you confidence that everything can be done to ensure the event will run smoothly and is enjoyable for the players.

Don't wait until the last minute. Pre-plan as much as possible. Good prior planning and getting as much done ahead of time as possible allows time to solve any last minute and expected situations.

THE TOURNAMENT PLAN

If the plan is complete and well thought out, running the tournament will be a breeze. Don't be concerned with being over-organized because you can't execute what you didn't plan for. An early step should be to arrange a planning meeting with all of your principal staff to review the contract and establish our tournament check lists. This includes an event planning sheet and an event job responsibility sheet. Once the questions have been answered and duties assigned, it's time to really get into the finite details of the competition.

You, as the Chief of the organizing committee, will probably be involved with the majority of the tournament committee positions yourself. However, each member of your staff should have a responsibility for tournament activities. The following are divided into activity categories.

PULL CARTS/ MOTORIZED CARTS/CADDIES

A sufficient amount of pull carts should be available for competitors. Motorized carts shall not be used by competitors, unless a waiver is approved by the Technical Jury. Caddies shall not be used unless a waiver is approved by the Technical Jury.

COURSE PREPARATION

Course preparation starts with the entrance to your course not the first tee or the first green. You want to give the contestant a good first impression when he or she turns that corner in to the golf course. If they see how well kept the drive to the parking lot is they will naturally assume that the course is in the same condition. In the players' view, the overall condition of the course is the single most important element of a tournament. Good mowing practices with good striping (eye appeal) goes a long way toward satisfying the contestant. Course preparation should begin well in advance of the tournament. First, figure out the pin placements for the tournament; then keep open play away from



those areas for 3-4 weeks. Grass clippings are another eyesore and rules problem. Ensure the maintenance crew keeps these clippings well out of play. These are just a couple of items that you and your superintendent need to discuss well ahead of the tournament. If you have any special requirement such as long drive, most accurate drive, closest to the pin, or tee marker placements, make the superintendent aware well in advance so there are no surprises the day of the tournament.

There are several ways to work your crew in preparation for a tournament. An important element in your maintenance planning is to make any adjustments to the work schedule far enough in advance of the tournament so that the crew can do their own personal planning.

You might consider working a split schedule with half of the crew working the morning shift and the other half working the afternoon or evening shift. This reduces overtime and also ensures that some maintenance personnel are on hand during the tournament to react to any problems on the course. The Superintendent should have a radio with him at all times and be in contact with tournament headquarters and rules officials. In his absence the foreman on duty should maintain the radio. Here are a few considerations when preparing the course for an event.

FAIR WAYS

The importance of mowing the day of the tournament, or each day of the tournament *including the practice round*, cannot be over-emphasized. A closely mown fairway (1/2" to 3/8") is the most desirable condition for players. If this height of cut is shorter than normal, start reducing to fairway height several weeks before the event. When time permits cross cut the fairways before the tournament. This will help reduce the graininess of the turf and provide a better cut. Start grooming early! Aerate, verti-cut, top dress and fertilize a month or so before the major event. If this is one of your majors, consider protecting the teeing areas a week or two ahead to allow time for the divots to repair. Continue good mowing practices by alternating the mowing patterns daily. Drag the tees daily if covered by dew. Treat your tees as you would your greens and you will have some very happy players.

PUTTING GREENS

The single most talked about, sensitive, and visible parts of your course are your greens. It's irrelevant how good your tournament is run if the greens are in poor condition. If they are too soft, too hard, inconsistent, or not mowed properly you will have a difficult time with complaints. Also, word will spread as to the condition of the greens and their impression of the course, and your course reputation will suffer. Firm dry greens provide the best test for golfers of any caliber. Protect the areas on the greens to be used for cup settings. The cutting height you choose for the greens should be based on the caliber of player in your tournament. The most important thing is that the greens be consistent in their speed. This is where the Stimp meter comes in handy; however only your superintendent should be allowed to "Stimp" the greens. Greens must be cut on a daily basis to include all designated practice rounds. Green height must stay consistent from day to day, starting with the practice rounds.



BUNKERS

The bunkers are another area that players use to judge the condition in golf course. If bunkers are not trimmed or properly filled with the right type of sand or weeded it gives the impression that course maintenance is substandard. The settled depth of sand in bunkers should be 4 to 6 inches, except that the sand in the faces of bunkers must be shallow enough and firm enough to prevent balls from plugging and perhaps becoming lost. If any fresh sand is put in to bunkers, it should be done at least 3 months before the competition. Then if there is no heavy rain storm, the sand should be soaked artificially so that it will firmly settle. All bunkers should be raked daily. It is recommended to place rakes outside bunkers at spots where they will most likely come into play. Practice areas should be maintained similarly to the conditions on the course.

PRACTICE AREAS

When preparing the golf course ensure that the driving range is maintained at the same level as the rest of the course. Practice bunkers should be raked daily and the putting green **should** be the first green cut in the morning before the contestants arrive. Your practice areas are just as important as the rest of the course as these areas are the first part of the course the contestant uses. If you have a dispensing machine on your range make sure it is full of balls and operational. The change machine should also be checked to ensure it is full of change or tokens and fully operational. Have a staff member at the driving range with a radio to help contestants. Test the PA system to ensure that it can be heard in all practice areas.

FOOD AND BEVERAGE

When planning for the golf event, you should also consider the food and beverage area and its relationship to the tournament. To make all of this easier, you might consider making a catering brochure for your food operation. You can add this to the tournament packages you provide. A key to a successful food and beverage operation is to use some type of check list to guide you through the event. Develop your own check list to conform to your operation.

PRO-SHOP

One of the biggest reflections on you and the way you manage your course is the way you prepare the pro-shop for a tournament. The shop should be, at a minimum, clean, organized, well run, and the personnel well informed on every facet of the tournament.

The following checklist may help you prepare the shop for a tournament:

- One week prior to your event, give the proshop a good top to bottom cleaning. It makes cleaning during the tournament much easier.
- Based on the size of the tournament, adjust personnel schedules to cover the shop as well as other duties necessitated by the tournament.
- Have frequent meetings with your staff so they stay well informed. Conduct an after tournament meeting to discuss the successes and things to do better. Write an after action report on every tournament and event you hold. Have your assistants write an after-action report for their areas of responsibility.



- Establish a bulletin board for messages. Usually the score board is a good place for contestant messages.
- Have your pro shop personnel wear name tags.
- If the tournament has a theme, think about decorating your shop to that theme.
- Have a sale during the tournament. These are just a few items that you can use to make the operation run smoother. Add to the list those things that are unique to this event.

PAIRINGS

One of the most important and sought after documents in your tournament is the pairing sheet. The pairings should be posted as far in advance as possible, and throughout the clubhouse so it's easy for contestants to find out when and where they play. Also, ensure that each person in the proshop, cartbarn, bagdrop, and club storage has a copy of the pairing sheet. The pairing sheet should be neatly typed. The following are some guide lines to be considered when making the pairings for your tournament:

- Tee time intervals should be established at 10-minute intervals
- Each group **must** have one player from a different country.
- The pairing sheet should have the following information:
 - Originator of the event
 - Format
 - Name of course being played
 - Discontinuing play due to lightning or darkness
 - How to identify the rules officials and the rangers (marshals)
 - Players and play-off procedures with time and place

Ensure that all players know the rules official has the authority to penalize contestants for slow play. Guidance for match and stroke play draws are in the Rules of Golf.

THE SCORE CARD

Rule 33-5, of the Rules of Golf, states that each competitor shall be issued a score card containing not only the competitor's name, but also the date. Rather than print each contestants name on the card by hand consider using short file labels that can be typed in advance and easily removed for those last minute changes. This saves a lot of time particularly if you are running a multi-day tournament and change pairings after the first round. Consider having special score cards printed. Just make sure you budget for it and get the cards well ahead of time. One of your tournament sponsors may wish to supply the cards with their name or logo discretely printed somewhere on the card. Make sure that CISM logo is also printed on the card.

THE SCORE BOARD AND SCORING AREA

The bottom line of any tournament is the scoring and how efficiently the scoring committee runs the operation and gets the results out. There is nothing worse than waiting an hour for results. In the preparation and planning phases of the event ensure you assign enough people to do the scoring. If you are using a computer, assign a runner to bring the scorecards from the scoring area to the computer for posting. Keep the scoring secure so that only contestants and officials are allowed near the scoring table. **The scoring table should be located in plain view near the 18th green to ensure players hand in their score cards immediately following their round.** The scoring table should have a table cloth and a box or cup for the players to put their pencils when finished signing their



cards. Remember, the scoring committee is responsible for the total score and the player is only responsible for the hole-by-hole totals.

The score board is the one item everyone sees, studies, commiserates over, and reviews their standings. As a result of this the score board should be your show case for the tournament. When you select an area to establish a score board it should face north or south so that it does not face the sun. This makes it much easier on the scorers and the spectators. It should also be in an area that will accommodate both players and spectators. When planning the score board's construction ensure that it is large enough to post the largest tournament the course can accommodate. It is important to ensure that you have enough score sheets to handle the event. You might consider having customized sheets printed for CISM.

These are just a few of the considerations you must take into account when laying out the score sheets and score board. If you are using calligraphy pens make sure you have extras of the same size and color and that they do not dry up). The longest name determines the size pen you use. Don't crowd your work. Don't try to white out mistakes, as it never looks right. Use correction tape or cut portions of a score sheet to cover misprints. A glue stick comes in very handy for repairs. Make sure you also have scissors, rule book, pairing sheet, note book, calculator, stapler, scorecards, tournament rules sheet, waste basket, sunglasses, sunscreen, and plastic to cover the score board in the event of rain, especially if it stays up overnight. Keep the area organized, clean, and free of spectators by roping off the score board area.

The players' names should be listed alphabetically on the score sheets by country. This will make it easy to find the names when posting and easier for the spectators to find who they are looking for. Put the score sheet header in the same color as the country on the score card. Include summary sheets in your planning. Summary sheets give the contestants a quick reference as to where they are and where team stands overall.

ARRIVAL / REGISTRATION

Here's an opportunity to reinforce the competitors impression of your organization and golf club, good or bad! The following are some helpful hints for the arrival /registration area:

- Good signage to make it easy for the people to find the registration area.
- Friendly and knowledgeable staff manning the registration area.
- Appropriate Base Security personnel present.
- Have several digital cameras, photo and card printers and laminating machines on hand to prepare security passes for all participants.
- Have bag tags with each competitor's name on them, stickers or some method that can be used to identify golf bags.
- Large table with table cloth and chairs.
- Provide welcome information booklet detailing accommodation, eating and transportation arrangements for all participants – it should include a map of the Base, competition information, a rules sheet, a pairing sheet and a local restaurant guide.
- Alphabetized list of players with starting times and /or starting holes.
- Have visitor's passes at the front gate with an alphabetized list of the players by country (coordinate with Base Security).

With all of this information in hand the guest should now feel comfortable and know everything he or she needs for participating in the tournament.



STARTERS

The starter in a major event is the voice of the tournament. They should be articulate, organized, and conversant with the tournament and its format. Make this position one of prominence. Besides announcing the players to the tee the starter's additional duty is to keep the tee running on time. This becomes critical when you are using a split tee format. The starter should not run the tee a head of the posted time, as this will cause as much of a problem as a late tee. The international representation of CISM will provide challenges in appropriate pronunciations of names. It is recommended that the starter become as familiar as possible with the names prior to each player being announced. Seek out the team captain or Chief of Mission for assistance in correct pronunciation.

RANGERS / MARSHALS

You might consider calling the ranger a "customer service representative" rather than ranger or marshal. This gives the customer and contestants a better feeling when approached by this person. The customer service rep should be equipped with a first aid kit, 2-way radio, towels, pairing sheet with starting times or starting holes, and, if possible, be trained in CPR. This person, unless designated as an official, should not make a rules or pace of play call, but contact an official to make the call. The people you select should be friendly, project authority, and possess people skills.

AWARDS PRESENTATION (AT CLOSING BANQUET)

The final part of the event must be as well organized as the first. The awards ceremony can make up for any shortcomings during the day, and cause the customer to leave with a good feeling, and wanting to come back again. If you are the Master of Ceremonies make sure you have notes that cover all of the bases. The following are some tips that will help make the awards presentation a success:

- Test the audio equipment well in advance.
- Set up the awards table close to the podium and label the order of presentation. Have a legible tournament summary in front of you. Ensure when you are addressing the group, you thank the staff, sponsors, volunteers, superintendent, tournament committee, prize committee, food and beverage staff.
- Start the awards with the least award first, progressing to the most important award.
- Play the National Anthem for each gold medal presented—i.e. Women's Individual, Women's Team, Men's Individual, Men's Senior and Men's Team Champions. Thank the appropriate winners and the rest of the players for participating in the event. Write an after-action report of the tournament as soon as possible. If you have committees, have each chairman write their report and then consolidate the reports. Submit this report to CISM representatives. Following the ceremony, call the local newspaper sports desk and give them the tournament results. You should also provide the same information to the Base paper.



STAFF ASSIGNMENTS

Each staff person has a responsibility for tournament activities. The following must be included in a check list for your various staff positions. The list should be divided in to activity categories with the following serving as a minimum:

	<u>Staff Assigned</u>	<u>Date Required</u>	<u>Date Completed</u>	<u>Notes Price</u>
Budget	_____	_____	_____	_____
Dates	_____	_____	_____	_____
Coordinator	_____	_____	_____	_____
Entry Printed	_____	_____	_____	_____
Entry Distributed	_____	_____	_____	_____
List of Players Pairings _____ Start		_____	_____	_____
Times Tee Assignments_ Flights		_____	_____	_____
Pairings Typed/Posted	_____	_____	_____	_____

Coordinator: _____

Awards/Prizes	_____	_____	_____	_____
Tee (Hole) Sponsors	_____	_____	_____	_____
Putting Contest Setup		_____	_____	_____
_____ Circles on		_____	_____	_____
Greens(radius)_____ Closest to		_____	_____	_____
Pin Markers		_____	_____	_____
_____ Long		_____	_____	_____
Drive Markers		_____	_____	_____
_____ Straight		_____	_____	_____
Drive Contest	_____			

Coordinator: _____



	<u>Date Assigned</u>	<u>Date Required</u>	<u>Date Completed</u>	<u>Notes Price</u>
Score Sheets	_____	_____	_____	_____
Scorecards	_____	_____	_____	_____
Scorecard Service/Posting	_____	_____	_____	_____
Scoring Area / Tables	_____	_____	_____	_____
_____ Order Bag	_____	_____	_____	_____
Tag	_____	_____	_____	_____
Bag Tags Prepared	_____	_____	_____	_____
_____ Storage	_____	_____	_____	_____
Tags Prepared	_____	_____	_____	_____
_____ Format/Sc	_____	_____	_____	_____
orecard/Rules	_____	_____	_____	_____
_____ Event	_____	_____	_____	_____
Summary Report	_____	_____	_____	_____
_____ Block	_____	_____	_____	_____
Sheets/Summaries	_____	_____	_____	_____
_____ Playoff	_____	_____	_____	_____
Procedure Posted	_____	_____	_____	_____
Coordinator:	_____			
Local Rules	_____	_____	_____	_____
Course Definition	_____	_____	_____	_____
_____ Course	_____	_____	_____	_____
Setup	_____	_____	_____	_____
Hole Placement Charts	_____	_____	_____	_____
_____ Rangers/	_____	_____	_____	_____
Marshals	_____	_____	_____	_____
_____ Rules	_____	_____	_____	_____
Committee	_____	_____	_____	_____

Rules Chairperson: _____



	<u>Date Assigned</u>	<u>Date Required</u>	<u>Date Completed</u>	<u>Notes Price</u>
Registration Table(s)	_____	_____	_____	_____
Starter's Supplies (pencils, ashtrays, score cards, etc.)		_____	_____	_____
Scoring Table(s)	_____	_____	_____	_____
Starting/Tee Tables, Chairs		_____	_____	_____
_____ Tables/Chairs, Course		_____	_____	_____
_____ Contest		_____	_____	_____
Marker son Course _____ Place		_____	_____	_____
Signs on Course	_____			

Coordinator: _____

Pick Up Sign son Course				
_____ Furniture/Supplies				
_____ Awards				
Tables				
Pull Carts	_____	_____	_____	_____
Bags/Clubs Storage	_____	_____	_____	_____
Golf Range: Setup				
_____ Attendant				

Pick Up	_____			

Coordinator: _____



	<u>Date Assigned</u>	<u>Date Required</u>	<u>Date Completed</u>	<u>Notes Price</u>
Food Service/Menu				
___Food/Beverage-	Course	_____	_____	_____
___Decorations	_____	_____	_____	_____
Entertainment/Cultural	Day	_____	_____	_____
_____	Bar/Bever	_____	_____	_____
age Service	_____	_____	_____	_____
_____	Guests	_____	_____	_____
Speakers				
Meeting Requirements	_____	_____	_____	_____

Coordinator: _____

Publicity Media/	_____	_____	_____	_____
Press	_____	_____	_____	_____
Photography	_____	_____	_____	_____
Historian	_____	_____	_____	_____
Welcome Signs	_____	_____	_____	_____
Press Releases	_____	_____	_____	_____

Coordinator: _____



	<u>Date Assigned</u>	<u>Date Required</u>	<u>Date Completed</u>	<u>Notes Price</u>
Accommodation	Cleaned			
___Linen/Blankets/Pillows				
___Rooms Assigned & Listed___VIP				
Rooms Assigned _____				
Keys & Master Key				
___Reading Lamps _____				
Fans _____				
Garbage Cans _____				
Lounge/TV Room _____Washrooms				
Clean/Serviced___Toilet Paper/Mops				
_____Cleaning Staff Scheduled				

Coordinator: _____

Vans/Cars Reserved _____Team				
Hosts Assigned				
___Translators _____				
VIP Transport Assigned___Military				
Police Informed___Security Assigned				

Coordinator: _____



SUPPLEMENTALCHECKLIST

Tournament Maintenance

Fairways Mowed Practice Round
Fairways Mowed-Each Day of Competition
Greens Mowed – Practice Round
Greens Mowed - Each Day of Competition
Tees Mowed- Practice Round
Tees Mowed- Each Day of Competition
Cups Changed-Each Day of Competition
Bunkers Raked Practice Round
Bunkers Raked - Each Day of Competition
Practice Range Tees Mowed
Pin Placement Sheets Each Day of Competition
Practice Green Mowed

Administrative Preparations

Score cards for each day
Score sheets
Tee Time sheets posted
Tournament Information and gift packs prepared
Dress Code for competitors published
Schedule of events published

Siren or Air horn available and tested



Annex A

<p>...World Military Golf Championship CISM</p> <p>Date</p>

PRELIMINARY AGREEMENT

To be returned before.../.../.... to:
Organizing Committee of the.... CISM Military World Golf Championship

.....
.....
.....
.....

With a copy to the Secrétariat Général du
C.I.S.M.Rue Jacques Jordaens 26
B-
1000BRUXELLESBELG
IQUE

Nation¹

A Mission representing our Delegation to CISM

Will participate²

Won't participate

Number of men golfers Amateur/Professional):.....

Number of women golfers (Amateur Professional):

Number of senior golfers:



Date: _____

Signature: _____

Rank and name of the Chief of Delegation

¹*Write-down the name of the country*

²*Check the appropriate box*



Annex B

<p>...World Military Golf Championship CISM</p> <p>Date</p>

FINAL AGREEMENT

To be returned before.../.../.... to:
 Organizing Committee of the.... CISM Military World Golf Championship

With a copy to the Secrétariat Général du
 C.I.S.M.Rue Jacques Jordaens 26
 B-
 1000BRUXELLESBELG
 IQUE

Nation¹

A Mission representing our Delegation to CISM

Will participate **YES** **NO**

Time of arrival /Flight n°:

Total number of Athletes :

Place of arrival



Total number of CGC Members:

Date of departure

Means of transport:

Time of departure/Flight n°:

Car

Plane

Date:

Signature:

Rank and name of the Chief of Delegation



World Military Golf Championship CISM Date

COMPOSITION OF THE MISSION

Nation: ¹

--

MISSION:

FUNCTION	RANK	NAME	FIRST	NAME
Chief of Mission				
Team Captain				
Men				
Women				
Women				
Women				

NOTE – If Senior Men Category (40 years or older), please print **SENIOR** in box beside **MEN**

NOTE 2 – If Professional, please print **PROFESSIONAL** in box beside Men/Women

¹Write down the name of the country



...World Military Golf Championship CISM
Date

COMMITMENT BY THE CHIEF OF DELEGATION

As Chief of Delegation, I declare my nation will participate in the CISM World Military Golf Championship.

I am aware of the regulations for CISM World Military Golf.

I attest to have read and understood the following obligations:

- 1. The mission of the country that arrives for the championship without having previously submitted their final agreement can be excluded if their unexpected arrival is posing a serious problem to the organizing country.*
- 2. Missions that are not in military dress for the opening ceremony of the championship will not be authorized to participate in the championship. The CISM Official Representative will notify the Chief of Mission if concerned of this decision.*
- 3. In respect of the regulations and of the traditions of CISM, all political or religious actions during a CISM event are expressly forbidden and in particular, the distribution of documents of propaganda, photos, brochures, reviews etc. Violations will result in the exclusion of the delegation from the championship.*
- 4. Chiefs of Missions are reminded that all members of the mission must respect CISM regulations and procedures. Any breach of these regulations and procedures may result in the disqualification of the member or the mission concerned.*

Date: _____

Signature: _____



INVITATION TO CGC MEMBER

To be returned before.../.../.... to:

Name

**CGC-President
(Address)**

Nation¹

The CGC Member of my nation

Will participate²

Won't participate

In the CISM World Military Golf Championship that will take place

From/.../....

To...../.../....

Date:_____

Signature:_____



Rank and name of the Chief of Delegation

Or representative

¹*Write down the name of the country*

²*Tick the appropriate box.*