

Globally expanding the circle of friendship, health, and peace through Ground Golf !!



International Ground Golf Federation

Ground Golf Tournament Management Guide

- Key Points for Hosting a Successful Tournament -

Tournaments hosted by the International Ground Golf Federation (hereinafter referred to as the IGGF) and its member organizations shall be held in accordance with the rules of the International Ground Golf Federation (hereinafter referred to as the IGGF Rules) and with special attention to the items listed herein. Hosting organizations should also strive for the reasonable, fair, impartial, and safe management of tournaments held.

Section 1: Tournament Event Details

When planning a tournament, hosting organizations should prepare a document containing each of the following event details and properly manage the tournament in accordance with information provided.

(1) Purpose

Present the purpose of the tournament in a clear and concise manner that participants and related parties can easily understand.

(2) Host, Organizer & Other Related Parties

The host (the organization putting on the tournament), the organizer (the organization actually managing the tournament), the partners (the organizations and public institutions supporting the tournament), the sponsors (the institutions and organizations that agree with the aim of the tournament and support the tournament in various ways such as helping to cover expenses incurred) should be clearly stated.

(3) Date & Schedule

- Dates and times should be set so that it is easy for individuals to participate.
- The schedule should include times for registration, the opening ceremony, the start and end of play, the closing ceremony, and any other events or attractions.

(4) Venue

- The venue should be selected to accommodate the scale of the tournament (number of players and courses).
- The venue should be selected with proper consideration given to methods of transportation and what would be done in the event of severe weather.

(5) Qualifying Participants

- Clearly specify the qualifications required to participate in the tournament (for example, whether only members of the association may participate).

(6) Maximum Number of Participants

- List the maximum number of participants that may participate in the tournament and take care to make sure that the limit is not exceeded.

(7) Registration Fee

- Clearly state the registration fee per person as well as how and when to pay the fee.
- List any other items included in the cost (such as lunch, etc.).

(8) Rules

- Clearly state that the tournament will adhere to the rules of the IGGF.

(9) About Gameplay

- State the number of rounds and courses to be played.
- Indicate whether gameplay and ranking will be individual or by team.

(10) Awards

- State what places will receive awards and whether prizes will be awarded for hole-in-ones, etc.

(11) How to Register

- Clearly state the means of applying (via post, e-mail, FAX, etc.), where to send the application (name of staff in-charge, address, phone number, FAX number, etc.), and the deadline for registering.

(12) Other Items

- Mention items related to managing safety concerns, such as encouraging participants to enter into accident insurance, stating what steps will be taken in case of severe weather, informing participants what to do in order to help prevent heatstroke, etc.

Section 2: Equipment Approved for Use at Tournaments

At tournaments hosted, co-hosted, or sponsored by the IGGF or its members, all hole posts, start mats, clubs, and balls used must meet the specifications as laid out in the IGGF Equipment Standards and its bylaws in accordance with Article 5 of the IGGF Rules.

Section 3: Determining Ranking

1. Ranking for Individual Gameplay

When gameplay is individual, players are ranked according to who has the lowest total number of strokes at the end of the game. If players have the same total number of strokes, then the player who consistently hit lower scores throughout the game should be ranked higher. This applies to the rest as well. If players are the same in all respects, then the ranking should be decided in a way predetermined by the hosting organization.

2. Ranking for Group Gameplay

When gameplay is by group, teams are ranked according to which group has the lowest total number of strokes at the end of the game. If teams have the same total number of strokes, then the scores of the lowest-scoring player for each team shall be compared and the team that has the player with the lowest total number of strokes should be ranked higher. If the scores are the same, then the scores of the second lowest-scoring player for each team shall be compared and the team with the player with the lower number of strokes shall be ranked higher. This applies to the rest as well. If all players are the same in all respects, then the ranking should be decided in a way predetermined by the hosting organization.

Section 4: About the Courses

The courses used at tournaments shall follow the standard course as stipulated in Article 16 of the IGGF Rules.

Section 5: Explanatory Items Related to Tournament Administration

It is important to explain the specifics of gameplay to participants to help ensure the appropriate, impartial, and safe management of a tournament. Those responsible for administering gameplay should explain the following items.

I. Items to Explain During the Opening Ceremony

Concisely explain to participants that gameplay will adhere to the IGGF Rules, that further details will be given when players assemble, that players should confirm the meeting places and times listed in the program, and any other important matters.

II. Items to Explain when Players Assemble

The following items should be explained in detail to help ensure the smooth management of the tournament.

1. Matters Related to the Courses

- (1) Explain which areas are to be used as courses, the number of courses, and the meaning of the flag colors.
- (2) Explain how many players there are per group and how many groups will play each course.

2. Matters Related to the Rules

- (1) Explain that the tournament will adhere to the rules of the IGGF.
- (2) Mention that each round of play will consist of one course (8 holes).
- (3) Explain that the order of play should follow the order of names as listed on the scorecard and the player that goes first each round shall be decided follow the Rotating Order of Play method.
- (4) Explain that play will start across all courses at the same time at the sound of an announcement or signal.
- (5) If necessary, explain the boundaries of the course and where a ball would be considered out of bounds.
- (6) Remind players that hitting the ball more than once in a row on the same turn is not allowed.
- (7) Explain that players should mark their own balls during gameplay.
- (8) Remind players to follow the hosting organization's decision on whether practicing on the course before a tournament is allowed.

3. Items to Record

Hosting organizations should provide an explanation regarding the following items:

(1) How to Fill in the Scorecard

- ① Scorecards used should be designated for use by groups. Members of a group fill a scorecard during gameplay.
- ② The scorecard shall be filled in as shown in the IGGF Rules' example scorecard.

- ③ At the end of each round, participants should confirm the actual number of hits, the number of hole-in ones, and the calculated total score. Participants should then sign the scorecard as evidence of their confirmation.

(2) Scorecard Submission

- ① All players in a group should submit the scorecard together to the designated area after each round.
- ② If a calculation error is discovered after submission, the hosting organization reserves the right to fix the error at its own discretion.

4. Hole-in-One Prize

- (1) The host should explain whether the hole-in-one prize is offered for all holes or just designated holes.
- (2) The host should explain where participants should go to receive their hole-in-one prize.

5. Changes to Program Times

The hosting organization should advise players that they should listen to any announcements broadcasted during the tournament as there may be a change in meeting times and locations depending on the progression of the tournament or due to weather concerns.

6. Severe Weather Conditions

The hosting organization should advise players that there may be a change in the program in the event of severe weather.

7. Risk Management

The hosting organization should encourage participants to take proper care of their physical wellbeing. Participants should stop playing if they do not feel well, without worrying about being a burden to their group or colleagues.

Section 6: Other Items

Other important items not mentioned herein but that should nevertheless be conveyed to participants should be included in attachments to the document containing the event details. See the following examples:

- 1. The hosting organization should decide and notify related parties in advance regarding what to do in the event of a change in participants or notification method. There should also be a note regarding what to do in the event of a change in players who will take part in a group game, as the courses played are also affected by such changes.
- 2. As the success of a tournament depends on both the participants and the organizers working together, the hosting organization should ask for everyone's cooperation in the smooth operation of the tournament. The hosting organization should also mention that it is proper etiquette to stay until the end of the closing ceremony.
- 3. Hosting organizations should ask that participants comply with all management policies and procedures.
- 4. Regarding the handling of personal information and portrait rights, appropriate measures such as obtaining written consent in advance must be taken by hosting organization.

< Ground Golf enthusiasts enjoying a round of Ground Golf. >



Guidelines for the Proper Management of Ground Golf Tournament

- Enjoying gameplay together -

In addition to following the “Ground Golf Tournament Management Guide- Key Points for Hosting a Successful Tournament” as included in the IGGF Constitution in striving towards the proper, fair, impartial, and safe operation of Ground Golf tournaments, member countries and regions of the International Ground Golf Federation (hereafter IGGF) should also pay attention to the guidelines contained herein in order to properly promote Ground Golf internationally as a lifelong sport that cultivates friendship, health, and peace.

1. The rules of the IGGF shall be strictly enforced at international tournaments and all other tournaments held or co-sponsored by IGGF member countries and regions.
2. All hole posts, start mats, clubs, and balls used at tournaments held or co-sponsored by the IGGF and/or its member countries and regions shall conform to the IGGF Equipment Standards and its bylaws.
3. IGGF member countries and regions shall give sufficient consideration towards risk management, including what to do in the event of severe weather and how to deal with sports-related injuries.
4. Other Items
 1. Hosting organizations should keep opening and closing ceremonies as short as possible out of consideration to the health and wellbeing of the participants.
 2. Ground golf is fundamentally a self-officiated sport and, as such, referees shall not be appointed to officiate gameplay.
 3. In accordance with the rules of the IGGF, three points shall be subtracted from the appropriate player’s score for each hole-in-one.
 4. Consecutive turns are not allowed during gameplay (except for instances where the ball comes to rest near the hole-post and the player knocks his/her ball in before the next player’s turn).
 5. If it appears as though a ball will obstruct gameplay, then the player whose ball it is should mark his/her ball before removing it from the field.
 6. Individuals not participating as players in the tournament shall not enter or walk across the courses.
 7. Once gameplay has begun, players are not allowed to practice hitting the ball while waiting for his/her turn.
 8. Money (cash prizes) shall not be awarded to tournament winners. Additionally, prizes awarded shall not include high-value items.
 9. The hole-post shall not be placed in a spot where it is difficult to get a hole-in-one, such as on slanted surfaces or where it cannot be seen from the start mat.
 10. Keeping in mind that the rules of Ground Golf begin with a section on etiquette, in addition to the aforementioned items, it is important to remind players to approach tournaments with a mindset of upholding good manners and fair play.

Office of the International Ground Golf Federation

IGGF Headquarters (Japan Sport Olympic Square 7F Rm.703)



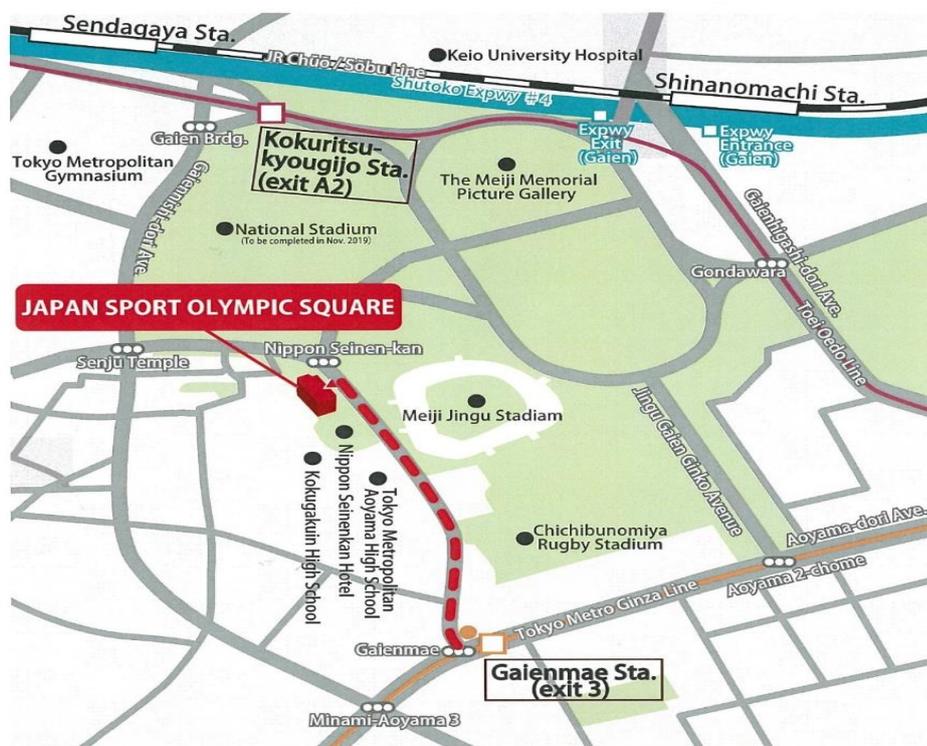
Address: 4-2 Kasumigaokamachi, Shinjuku-ku, Tokyo 160-0013 JAPAN

E-mail: info@groundgolf.or.jp

Tel + 81 - 3 - 5843 - 1097 5843 - 1098

Fax + 81 - 3 - 5843 - 1095

Area Map



Access

- Approx. 10min. from Exit 3 of Gaenmae Station, Tokyo Metro Ginza Line
- Approx. 15min. from Exit A2 of Kokuritsu-Kyogijo Station, Toei Oedo Subway Line
- Approx. 20min. from the JR Shinanomachi Station or Sendagaya Station