

2009 PDGA International Program Protocol

This document outlines the protocol involved in submitting memberships, merchandise orders, tournament information, and payments to the PDGA in 2009, and in resolving any related issues or problems.

This document contains private/confidential information and is not for further distribution. Thank you.

Memberships:

Please use the PDGA affiliated country membership forms to submit your memberships and merchandise orders to the PDGA office in batches or groups. Ideally each batch should have 10 memberships or more. Email the completed forms to the Memberships Manager Addie Isbell at aisbell@pdga.com.

Please do not send the same information twice. If you have changes to make to memberships already sent, or more members to add at the last minute before an event, use a new form to send this information.

Contact Addie whenever you have a membership related problem and she will see that it gets fixed. For example, when a member has not received something from PDGA that they paid for, or when their name is not correct in the PDGA database.

The PDGA now processes batches of memberships daily. Once you have sent a batch of memberships to Addie you can expect your country members to display quickly as current at www.pdga.com/members.php. They will also receive their renewing or new member packages faster than in previous years. Please send your memberships in quickly once you have collected them as this is good service for your country members and ensures that new players receive credit for all their tournament results.

Members can confirm that their membership has been received and processed by the PDGA office by typing in their last name or PDGA# at www.pdga.com/members.php.

PDGA merchandise can be ordered any time at www.pdgastore.com. International players can also pay for their membership at pdgastore.com but the prices there are higher than paying in country.

Event Information for PDGA Tour Calendar:

The preferred method of sending event information to PDGA for listing in the tour calendar at www.pdga.com is as follows:

Send the following in an excel file for as many of your 2009 events as possible, to bhoeniger@pdga.com, with copy to the Office Manager Karolyn Garlock at tourmgr@pdga.com:

Event date(s), tier, name of event, city/town, country, TD first name, last name, phone, email, event website.

The 2009 PDGA International Sanctioning Agreement is required of EuroTour events only. For all other PDGA International events the sanctioning agreement is optional / not required.

Event Reports:

Please use the 2009 International TD Report form provided to submit completed event reports to bhoeniger@pdga.com, with copy to tourmgr@pdga.com. All EuroTour events should also copy the EuroTour Manager Paul Francz at discgolf@bluewin.ch and the PDGA Europe Web Manager Sinus Frank at sf@valbyparken.dk. Once a report has been reviewed and finalized the PDGA will email you back a copy for your records.

“Official” results are posted when the PDGA office processes batches of event reports into the database. This is done about 15-20 times per year. Official PDGA player ratings are calculated and updated 6 times a year by the PDGA Ratings Committee.

TDs and Country Coordinators can also post their event's "unofficial results" at www.pdga.com immediately after an event by using the event password and following the on-line instructions. The posting of "unofficial results" also generates preliminary player ratings for an event. For more information on posting unofficial results please contact tourmgr@pdga.com .

Questions and issues regarding a specific event report and/or its player results and information should be sent to bhoeniger@pdga.com and tourmgr@pdga.com .

Payments:

A. All International payments to PDGA, excluding EuroTour Series events:

Please submit payments in US\$ for memberships, event sanctioning, merchandise, and any other purchases to PDGA in a timely manner using one of the following methods:

1. By PayPal sent to pdgapaypal@pdga.com . This is the preferred and the easiest method. Please indicate what you are paying for by typing the details in the "message from sender" box. For example, "Payment for Finland Memberships Batch #3," or "Payment for 2009 Australia PDGA sanctioned events."

2. The country memberships form allows you to pay by credit card. Several countries are doing this without problem. However sending your credit card details over the internet is not always safe. If you are uncertain about this, then you may wish to phone in your credit card details to PDGA Headquarters at (706) 261-6342 or use Paypal or wire transfer instead.

3. By wire transfer from your bank to the PDGA's bank:

Bank Name: Georgia Bank & Trust
Bank Address: 627 Ronald Reagan Dr, Evans GA USA 30809
Bank Routing # (= Swift#): 061104314
Name of Account: Professional Disc Golf Association (PDGA)
Account #: 0501020934
Account Mailing Address: 3828 Dogwood Lane, Appling GA USA 30802

B. EuroTour Series events ONLY:

Submit payments in Euros, including the sanctioning fee (€100 per event), and the EuroTour player fees (€5 per player), to the PDGA EuroTour Manager:

Bank Name & Address: BEKB, CH-4710 Balsthal, Switzerland
Account #: 16 257.824.9.89
Account Name: Paul Francz, PDGA Europe, CH-4710 Balsthal
IBAN: CH50 0079 0016 2578 24989
Swift: KBBECH22
BC: 790
Account Currency: Euro

Questions:

Please send any questions regarding the 2009 PDGA International program protocol to bhoeniger@pdga.com .

Thank you!

Brian Hoeniger
PDGA International Director
12/28/08