

2010 PDGA International Program Protocol

For all PDGA affiliated countries in Europe, Asia and Oceania, this document outlines the protocol involved in submitting memberships, merchandise orders, tournament information, and payments to the PDGA in 2010, 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 form to submit your memberships to the PDGA office in batches or groups. Ideally each batch should have 10 memberships or more. Note that the full address and birth date fields must be completed in order for the PDGA to process a player's membership. 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 processes batches of memberships daily. Once you have sent a batch of memberships to Addie you can expect your country members to display as current by the following Wednesday afternoon at www.pdga.com/members.php. Members should expect to receive their renewing or new member packages within 2-4 weeks of the PDGA receiving their information. 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.

Refer-a-Friend Program:

For 2010 the PDGA has launched a new Chain Reaction Refer-a-Friend Program, aimed at increasing membership. Current members who get their friends to sign up as new PDGA members earn a US\$5 credit at www.pdgastore.com for each new member they refer. For the international countries, these credits are awarded by filling in the recruiting member's PDGA# in the column provided on the affiliated country membership form. Note – credit is to be given to the actual recruiting member, it should not simply be given to the Country Coordinator on behalf of a country. For all the information on this program please go to www.pdga.com/chain-reaction-program.

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 2010 events as possible, to bhoeniger@pdga.com with copy to the Tour Manager at dgentry@pdga.com :

Date(s), tier, name of event, city/town, country, TD first name, last name, PDGA#, phone, email, event website.

The 2010 PDGA International Sanctioning Agreement is required of EuroTour events only. For all other PDGA Europe & International events the sanctioning agreement is optional. All PDGA International event TDs are required to know and to uphold the PDGA Rules of Play.

Event Reports:

Please use the 2010 International TD Report form provided to submit completed event reports to bhoeniger@pdga.com, with copy to dgentry@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.

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"Official" results are posted when the PDGA office processes batches of event reports into the database. This is done about 30 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 following the instructions and using the password emailed to the TD by the PDGA office in advance of the event. The posting of "unofficial results" also generates preliminary player ratings for an event. For more information on posting unofficial results please contact office@pdga.com.

Any questions and issues regarding a specific event report and/or its player results and information should be sent to bhoeniger@pdga.com and dgentry@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 2010 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

Note: In USA the Routing & Account numbers are used in place of the IBAN system used in Europe.

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 2010 PDGA International Program protocol to bhoeniger@pdga.com.

Thank you!

Brian Hoeniger
PDGA International Director
12/1/09