2022 PDGA Canada Protocol

This document outlines the procedures to be followed by 2022 PDGA Canada members and events.

Memberships

All renewing and new (first time) PDGA members in Canada submit and pay for their annual PDGA memberships in US$ at: http://www.pdga.com/membership

- Payment methods are credit card or paypal.
- Prices are: Pros US$75, Amateurs US$50, Juniors US$30 (Born 2004 or later)
- After entering and paying for their membership, PDGA members receive a confirmation email from which they can print out a temporary copy of their member card. New members receive their PDGA# instantly and can then view their PDGA player’s page by entering in their name or PDGA# here: http://www.pdga.com/players. New Members who played in PDGA Tour events before they were a member can get credit for these event results by emailing a list of the events they played, the dates of the events, and their division and places of finish to tournament-errata@pdga.com.
- Affiliated Clubs and club members can submit their memberships at a $5/member discount by using their club’s assigned coupon code. See http://www.pdga.com/affiliate-club for more information.
- Members will receive their mailed package a few weeks after signing up. All Canada memberships include the PDGA’s quarterly DiscGolfer magazine.

Officials Exam

Any current member can take the PDGA official’s test here: http://www.pdga.com/rules/exam. The exam is open book and may be taken an unlimited number of times until it is passed. Once passed, the member must pay the US$10 fee to be certified. Official’s certification is valid for 3 years. All PDGA Tournament Directors and all players competing in a PDGA Major or in an Elite Tour Series event are required to be Certified Officials.

Event Dates Approval and PDGA Sanctioning

PDGA Canada A Tier events submit their dates for approval to the Tour Manager in October of the previous year. Once they have been approved they can submit their sanctioning agreements and pay their sanctioning fees.

PDGA Canada B and C Tier events, which include more than 90% of PDGA Canada events, must first submit and have their proposed dates approved by their Provincial Coordinator. Once this has been done, they can apply for PDGA sanctioning, beginning in November, as follows:

All Canada events to be PDGA sanctioned must complete and submit the sanctioning agreement and pay their sanctioning fee in US$ at: http://www.pdga.com/pdga-event-sanctioning-agreement. All listed event TDs and Assistant TDs must be both current members and officials before the PDGA will list an event on the Tour schedule.


Payment methods are credit card and paypal.

PDGA Tournament Manager

Upon sanctioning the PDGA Office sends an event confirmation email to the TD. This email includes a link and password to the PDGA Tournament Manager system. TDs can and are required to manage and complete all reporting requirements within this web based PDGA system which allows you to submit all event data online via PC, Tablet, or smart phone. This includes all financial items such as Entry Fees, Added Cash, Player Packs, Trophies, Prizes, and Payouts. Note that once the TD has completed all finance entries, they can also easily print a “Payout Sheet” that details each division’s payouts, as well as all the added values provided, for posting at Tournament Central. See: https://www.pdga.com/help/tournament-management for all the how-to’s.

Canada event TDs who run events in locations without internet or cell service or who upload player lists from registration sites other than Disc Golf Scene (which does it automatically) can still use the Excel file TD Report found...
here: [http://www.pdga.com/pdga-documents/canada/canada-event-td-report](http://www.pdga.com/pdga-documents/canada/canada-event-td-report) to manage their ongoing event. They then copy/paste the Excel sheet of player names, PDGA#s, scores and payout values into Tournament Manager when they have internet access again.

**Official event results** are generated when a TD finalizes their event report and presses the orange “Submit Report” button at the bottom of the Submit Report page within Tournament Manager. If there are any flags raised, the PDGA staff will also review and verify that the report is complete and accurate. **Official player ratings** updates are published on the 2nd Tuesday of every month.

Canada TDs send their PDGA player fees to the PDGA Canada Manager in Canada $ (CAD) as soon as possible following their events (they DO NOT send these fees to the PDGA Office in USA). Payment methods are.

- By Interac e-Transfer sent to bhoeniger@pdga.com (preferred method)
- By paypal sent to bhoeniger@pdga.com (alternative method)

**Player fees** are: Per Player - A Tier $4, B Tier $3, C Tier $2, PLUS $10 collected from each non-PDGA member or non-current member. Junior division players are exempt from the $10 fee. These player fees should be built into and collected as part of the event registration system.

**Leagues**

For all countries including Canada, PDGA sanctioned Leagues are handled entirely by the USA Office. Sanctioning is US$25 per League, all League fees are paid in US$ to the PDGA Office, and all League event Reports are sent directly to the PDGA Tour Manager. For more information on PDGA Leagues please see: [http://www.pdga.com/leagues](http://www.pdga.com/leagues)

**Tour Standards**

All PDGA Canada events follow the 2022 PDGA Tour Standards as found here: [http://www.pdga.com/pdga-documents/tour-documents/pdga-tour-standards](http://www.pdga.com/pdga-documents/tour-documents/pdga-tour-standards). The only exceptions are CAD values are used in place of USD values, and PDGA Canada player fees are sent to the PDGA Canada Manager.

**Event Support Hotline:**

In October 2021, the PDGA created the Event Support Helpline. The Helpline assists Event Directors with troubleshooting, event best practices, questions about the Official Rules of Disc Golf, Competition Manual and Tour Standards, as well as training on the functions of the Digital Scorecard, Tournament Manager, and Tournament Central. The Helpline is available Monday-Friday 0900-1700h and 1200-1700h on weekends, Eastern time, at eventsupport@pdga.com or by calling +1-762-253-2200.

**PDGA Provincial Coordinator & Canada Manager Contacts**

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<tr>
<th>Province</th>
<th>Coordinator</th>
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<tr>
<td>Alberta</td>
<td>Robin Lambert</td>
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**Questions, Corrections & Changes**

To discuss and resolve event related, membership related, and any other issues, please contact:

**Event related including Waiver Requests:** The Event Support Team Director at eventsupport@pdga.com.

**Membership Related:** The Memberships Manager at eventsupport@pdga.com.

**All other issues:** The Canada Manager at bhoeniger@pdga.com.

Thanks very much!