



Operations Guide

created by the Wisconsin PGA





Part I

Indoor Overview

Agenda

- Championship Overview
- Eligibility and Registration
- Schedule of Competitions
- Pre-Qualifier Communications
- Event Ops
- Materials
- Promotion & Marketing

Operations

- Registration
- Driving
- Chipping
- Putting
- Scoring
- Volunteers



PGA

Wisconsin Section

Junior Foundation



Thank you for your support of the Drive, Chip & Putt Championship (DCP). This manual is intended to help you understand the proper qualifying procedures, help answer any questions about DCP, and showcase best practices that will help ensure a successful and smooth qualifying event.

The Masters Tournament, United States Golf Association (USGA) and The PGA of America are the founding partners of DCP. The vision of this youth skills competition is to grow the game of golf by encouraging youngsters of all ages and abilities to give golf a try. The DCP youth skills competition is for every child, every ability, in every town.

This youth golf development initiative includes boys and girls ages 7-15 that will compete in separate divisions in four age categories. The DC&P Championship has a total of 329 local qualifiers across all 41 PGA Sections and 50 states during the months of May, June, July and early August. Top performers at the local level will advance through sub-regional and regional qualifiers in late July/August and September, respectively. The top 80 performers – 40 boys and 40 girls – will earn an invitation to compete at the National Finals at Augusta National prior to the start of the Masters.

Overview



PGA

Wisconsin Section

Junior Foundation



Here is the breakdown of the 2022-23 schedule across the nation -

Local (May/June/July): 350 host sites

3 juniors advance in each age/gender category from every venue

Sub-Regional (July/August): 6+5 host sites

2 juniors advance in each age/gender category from every venue

Regional (September): 10 host sites

1 junior advances in each age/gender category from every venue

National Finals (April 2, 2023): 80 total participants at Augusta National Golf Club

Overview



PGA

Wisconsin Section

Junior Foundation



Eligibility

1. The 2022-23 Drive, Chip and Putt Championship is open to boys and girls ages 7-15. Boys and girls will compete in separate divisions in four age categories: **7-9 years old; 10-11 years old; 12-13 years old; and 14-15 years old.**
2. Participants will be grouped based on their age as of the National Finals on Sunday, April 2, 2023. Participants must be at least 7 years of age on Sunday, April 2, 2023, and may not be older than 15 years of age on Sunday, April 3, 2022. Please note: A player may participate in local, sub-regional and regional qualifying if he/she is 6 years old provided that he/she turn 7 years old prior to April 2, 2023. A 15-year-old who will turn 16 years of age prior to or on April 2, 2023 is not eligible to participate.
3. All participants will be expected to show proof of age should they advance to sub-regional qualifying. Failure to provide a birth certificate or proper form of age verification at the sub-regional qualifier will result in that participant being ineligible to compete.
4. Participants may register to compete in only one local competition. Competing in more than one local competition will result in the automatic disqualification of that participant.



PGA

Wisconsin Section

Junior Foundation



(Eligibility contd.)

5. The guardian or parent of all participants must submit a release of liability form prior to participation.

6. All competitors must conform to the USGA Rules of Amateur Status. Participation in the Drive, Chip and Putt Championship will in no way affect a competitor's amateur status.

7. The player's clubs and golf balls must conform with the requirements set forth in the Rules of Golf.

The optional restrictions under Section 8G of the Model Local Rules requiring that the driver the player carries is named on the current List of Conforming Driver Heads, the ball the player plays is named on the current List of Conforming Golf Balls, and the player's clubs must conform to the groove and punch mark specifications in the Rules of Golf that are effective from January 1, 2010 are NOT in effect. However, new models of irons, wedges, hybrids and fairway woods manufactured on or after January 1, 2010 must conform to the current groove and punch mark specifications.

8. To view the Rules of Play, [click here.](#)

Eligibility (contd.)



PGA

Wisconsin Section

Junior Foundation



Entries

1. There is no entry fee for the Drive, Chip and Putt Championship.
2. Parents/guardians are required to complete the entry form on behalf of participants. All entry applications must be submitted online at the Drive, Chip and Putt Championship website (www.DriveChipandPutt.com). Entries by telephone, mail or facsimile will not be accepted.
3. Only one entry may be filed by a parent/guardian per participant. The championship officials reserve the right to disqualify any player if more than one entry is submitted for that player.
4. Entries per local qualifying site will be accepted on a first-come, first-served basis.
5. Should a player advance through local qualifying, the sub-regional and regional qualifying sites will be pre-determined based upon the local qualifying site. The player is not guaranteed participation in the sub-regional qualifier unless he/she advances through local qualifying. The player is not guaranteed participation in the regional qualifier unless he/she advances through local and sub-regional qualifying.
6. Entry applications must be received no later than 5 p.m. EDT on the date five (5) days prior to the local qualifier.



PGA

Wisconsin Section

Junior Foundation



RESPONSIBILITIES OF THE SECTION STAFF ONLY!

1. PGA Sections may review their local qualifier registration per site as needed on a daily basis. It is recommended you communicate to parents/guardians when appropriate in advance of the respective local qualifier in which they are registered. It is strongly recommended to ask parents to respond with a confirmation that they will attend the LOCAL and/or sub-regional qualifier.

2. You may communicate to parents for marketing of only DCP event information.

3. After the deadline for each local qualifier, you should immediately have an email communication prepared and send to parents/guardians with the following information:

- a. Reminder of event date and location of qualifier.
- b. Notify of the start time for their son/daughter, plus time to arrive for registration and warm up.
- c. Notify that loaner clubs and golf balls will be available for competitors who may need equipment.
- d. If requested by the host facility, include food and beverage options on the day of the Qualifier
- e. Golf facility should have sent Section office any pertinent information relevant to their respective local qualifier that would then be communicated to parents/guardians (i.e. parking location, F&B offerings, inclement weather procedures, etc.)

Pre-Qualifier Communications



PGA

Wisconsin Section

Junior Foundation



Event Operations

- Please don't overlook the need to be vigilant when it comes to safety. Not only do we need to be concerned with the players, but also remember siblings may be on site and not receiving the proper supervision the environment requires.
- It is strongly recommended that you use roping ,especially around the driving tee, to help with the safety factor.
- Also, be alert for players "warming up" in unstructured areas.
- A volunteer/staff should be dedicated at each skill for organization and safety concerns.
- Days prior, you may want to offer "practice times" as a way to draw more business but are under no obligation to do so.
- Day of competition - consider how to provide an area to hit balls on a range, chip and putt. It is at your discretion whether or not you want to charge for practice balls/ practice area access. A majority of the sites do charge for range balls.
- Plan on setting up for the event a few days/ the night prior. All together, it could take several hours to set up.
- For the day of the competition, players may show up about 1 hour before the first starting time.
- Decide whether or not you'll train your volunteers the morning of or leading up to your event date.



PGA

Wisconsin Section

Junior Foundation



Drive, Chip and Putt in a box will arrive to each site approximately 3 weeks prior the event date.

Let's take a look at what is inside!

*Not pictured: drawing mechanism, ribbons, volunteer hats, and gifts

Materials



PGA

Wisconsin Section

Junior Foundation



Things You May Want to "Add" to Your Box

- driving "rope"
- paint sprayer to draw circles for Chipping and putting

Materials

alternative options



PGA

Wisconsin Section

Junior Foundation



Driving Rope:



The cord extension reel can be purchased at [Home Depot](#). You'll need 6 total (about \$60 for all). I have 6 where I have 100 yards of rope on each one .

The rope is pricier, but has lasted me 4+ years, lays flat, requires no stakes, and can be used overnight. Golf carts can drive over it. I bought it from a boating company online [linked here](#).

Materials

alternative options



PGA

Wisconsin Section

Junior Foundation



Materials Contd.



In your DCP box kit, you will receive string and chalk to draw the chipping and putting rings. Those work great! I used them for years until my husband came up with a better way!

The apparatus in the picture can be made for you and shipped to you at a reasonable price. Then it's yours to keep for whatever you would like! Otherwise, I can show you how you could make it on your own too. Just offering options!

Some more pictures on the next slides. During our demo, I'll show you how to use it.



PGA

Wisconsin Section

Junior Foundation



Materials contd.



CLICK HERE for turf dye used. Approved by Erin Hills and Whistling Straits!





PGA

Wisconsin Section

Junior Foundation



How Many Do you Need?

a. It is strongly recommended you send volunteers applicable sections of the DCP Ops Manual for them to review before their arrival. And have them arrive one hour to 30 minutes prior to the first start time. There are videos they can view on our Section Website on the DCP page

b. Some suggestions for volunteers include using staff, high school/ college teams, and those who are familiar with basic knowledge of golf.

- **Registration (1-2):** This can be a one person job, but it's the earliest "start" time without any real breaks. Helps to have 2 people. Use your volunteers/ staff with the least interest in physical activity (i.e. can't stand for long periods of time/ dislikes heat, etc.
- **Driving (6):** This skill requires the most physically able volunteers. Good eyesight and low maintenance required!
- **Chipping (2):** Similar to registration, can be a one person job, but it's nice to have a back up for breaks and to help pace. Standing required. Often without any shade.
- **Putting (2):** Same as chipping
- **Scoring (2):** HIGHLY encouraged to have you or members of the golf staff be the scorers. One will write scores on scoresheet and one will enter them into computer.

c. You need approximately 14 volunteers at any point in time before and during competition. Each volunteer receives a hat. We typically give volunteers one meal during their shift.

Volunteers



PGA

Wisconsin Section

Junior Foundation



REGISTRATION

- Registration should be in an extremely visible setting. Preferably outside the front entrance to the clubhouse/ pro shop. A tent is helpful.
- All players must register in order to get event information, pick up their scorecards and tee gifts.
- If your event starts at 9am, plan on having registration open about 45 minutes prior.
- All of the event info needs to be distributed to those at registration prior to the start of the event.





PGA

Wisconsin Section

Junior Foundation



REGISTRATION contd.

- Remember, there are absolutely **NO walk ons are allowed** at a Drive, Chip and Putt competition. This is very important and failure to adhere to this rule results in revocation.
- Late to the event - players are encouraged to check in at least 20 minutes prior to their start times. In the rare occurrence that the player arrives late to his/ her starting time, they are disqualified from the competition.
- Registration - the "go to" for all information!





PGA

Wisconsin Section

Junior Foundation



You may conduct the DCP skills in the order of rotation that best fits the particular golf facility and physical layout. You may go in any order of “Drive, Chip and Putt,” and the key is to keep the competitors moving to the next skill rather than finish the whole division at one skill, then move all participants to the next skill.

- Each participant will compete in all three skills (Drive, Chip and Putt). An individual rules sheet for each skill competition is available on the DCP website.
- Participants will accumulate points in each skill. The participant with the highest number of accumulated points will be declared the Overall Champion of his or her age category. All DCP scoring is done on a 25 point per shot basis, with each participant taking three shots per skill. Each participant will accumulate points per shot in all 3 skills (max per skill is 75. The overall champion in each category will be determined by the participant with the most points accumulated between all three skills added together. What would the max be? 225.
- In the case of tie in the overall score, the putting sequence will serve as the tie breaker, followed by:
 - 1)chipping; and 2) driving; if necessary.
- A description of the awards to be presented to the Local qualifiers
 - Ribbons for 1st, 2nd and 3rd in each skill.
 - Ribbons for 1st, 2nd and 3rd overall top point winners in each division.
 - Notice that there will be an awards presentation at the score board immediately after the conclusion of competition for each age/gender division.

SKILLS COMPETITION

[click here for the Rules of Play](#)



PGA

Wisconsin Section

Junior Foundation



DRIVE

Part I: Overview

- The driving competition can be conducted on a hole or range as long as it can accommodate a teeing area, 40 yard by 300 yard grid, with relatively no obstacles.
- Flags mark both sides of the grid beginning at 25 yards.
- A ball coming to rest on any of the boundary lines is considered IN BOUNDS.
- The score for the attempt is based on where the ball comes to rest - just like in a regulation round of golf.
- Players make three attempts, in a row, at the driving grid and get points based on accuracy and length.
- In the event of a tie, the participant's third attempt will serve as the tie-breaker, followed by the second and first if necessary.
- Whiffs do count as an attempt, and will be marked as a "0."



PGA

Wisconsin Section

Junior Foundation



DRIVE

Part II: Set Up

- Find a relatively benign area to accommodate a 300 yard in length by 40 yards in width. This might be a golf hole fairway, a practice range, or even a nearby field! It is realized that there will be some minor changes in elevation, perhaps a bunker here and there, but as long as there are no major obstacles (i.e. carrying 75 yards of water), you are on your way!
- Once you determine where you want your teeing area to be, pick a teeing area that will in line with a center point approximately 300 yards out. This is your reference point. I give those in the teeing area about 10 yards to work with. If you do the math, you'll have 15 yards on both sides of the marker. I typically will stick a flag in the ground for reference.
- You receive flags starting at 25, 50, 75, 100 and then every 20 yards after that - start with the 25 flag.
- Now some geometry! Using the pythagorean theorem :) Image on the next slide
- This will make a lot of sense once we get into the "how" part of today.

TOTAL SET UP TIME: depends how many people you have helping. If I am by myself, I can set up the whole grid in 60 minutes. My suggestion - do it a few days prior and use paint to spray a quarter size dot where the flags belong.



PGA

Wisconsin Section

Junior Foundation



PART III: Items Needed

- range finder or other distance measuring device
- paint gun (optional but encouraged)
- orange rope shown earlier (optional)
- golf cart
- range yardage flags
- 1 set of tee markers
- signage

Note: If you decide to use orange rope or something along those lines - can be lined the day before or the morning of.

DRIVE





PGA

Wisconsin Section

Junior Foundation



DRIVE

Points/ Scoring Overview

1 point Up to 24 yards
2 points 25-49 yards
3 points 50-74 yards
4 points 75-99 yards
5 points 100-109 yards
6 points 110-119 yards
7 points 120-129 yards
8 points 130-139 yards
9 points 140-149 yards
10 points 150-159 yards
11 points 160-169 yards
12 points 170-179 yards
13 points 180-189 yards
14 points 190-199 yards
15 points 200-209 yards
16 points 210-219 yards
17 points 220-229 yards
18 points 230-239 yards
19 points 240-249 yards
20 points 250-259 yards
21 points 260-269 yards
22 points 270-279 yards
23 points 280-289 yards
24 points 290-299 yards
25 points 300+ yards

- The driving skill is the first skill of the day for each participant.
- Each participant gets three attempts to record as many points as possible in the grid. Players earn points based on accuracy and length.
- Players may use range balls provided or their own ball (will not get their own ball(s) back).
- THE SCORE IS BASED ON WHERE THE BALL COMES TO REST.
- A ball coming to rest outside of the grid is 0 points.
- A ball coming to rest on any boundary line is considered in bounds and counts.
- A "whiff" is 0 points.
- The maximum number of points total: 75
- There are no restrictions as to what clubs can be used for this skill - you can change clubs in between shots
- Pace of play is 40 seconds to **complete the shot** (this includes practice swings and actual stroke) per the USGA.
- The volunteers direct this skill, meaning they measure and record point totals on to the players scorecards.
- Next skill - CHIP.



PGA

Wisconsin Section

Junior Foundation



CHIP

Part I: Overview

- The Chipping competition can be conducted on a hole or practice hole, etc. The chipping station must have realistic, course-like conditions. I.e. the turf must be maintained to a reasonable degree. The chip is 10-15 yards in length. Medium rough length grass is recommended.
- Use of a Putter is NOT allowed for this skill.
- The chipping flag can be left in or out during any point during the players' attempt(s).
- A ball coming to rest on any portion of the golf course (even if you blade it over the green) earns you at least 1 point.
- The score for the attempt is based on where the ball comes to rest - just like in a regulation round of golf.
- Players make three attempts, in a row, from the same location (teeing area) onto the green to the same hole each time.
- In the event of a tie, the participant's third attempt will serve as the tie-breaker, followed by the second and first if necessary.
- It is IMPOSSIBLE to receive less than 1 point in chipping. Even if the ball advances 1/2" or 40 yards over the green, the participant receives 1 point. Total minimum points - 3 points.



PGA

Wisconsin Section

Junior Foundation



CHIP

Part II: Set Up



- Find a relatively moderate chip shot about 10-15 yards in length at a maintained hole. Some courses have a putting green big enough to accommodate a chip and the putting. You'll only need one hole location. The grass should be medium rough height.
- Once you determine where you want your teeing area to be, you'll draw the rings. This can be done with a variety of different options. I usually do this the morning before the competition. If I use my turf dye apparatus shown earlier, you can do it the day before and touch up if needed! (Usually lasts about 3 days).
- You'll create five total rings - 2 feet, 4 feet, 6 feet, 8 feet, and 10 feet.

TOTAL SET UP TIME: if you are by yourself, takes a few minutes to determine spot / hole location, and about 15 minutes to draw the rings.



PGA

Wisconsin Section

Junior Foundation



CHIP

PART III: Items Needed

- chipping flag
- desired option to draw rings
 - chalk, and string
 - paint gun and turf paint (like previous pictured)
 - turf dye apparatus
- 1 set of tee markers
- signage

Note: If you decide to use side walk chalk or something along those lines - be aware of dewey grass in the morning!





PGA

Wisconsin Section

Junior Foundation



Points/ Scoring Overview

- The chipping skill is the second skill of the day for each participant.
- Each participant gets three attempts to record as many points as possible in the rings. Players earn points based on proximity to the hole.
- Players may use range balls provided or their own ball.
- The flag may be left in or taken out.
- Putters are not allowed for this skill.
- A ball coming to rest on any boundary line is considered in bounds and counts as the higher point total.
- It is impossible to get 0 points in chipping. All participants get at least 1 point per attempt (total of 3 pts)
- The maximum number of points total: 75
- Pace of play is 40 seconds to **complete the shot** (this includes practice swings and actual stroke) per the USGA.
- The volunteers direct this skill, meaning they measure and record point totals on to the players scorecards.
- Next skill - PUTT.

SCORING POINT TABLE:

25 points Hole in One
20 points A ball finishing 2' or nearer to the hole
15 points A ball finishing 2' – 4' from the hole
10 points A ball finishing 4' – 6' from the hole
5 points A ball finishing 6' – 8' from the hole
2 points A ball finishing 8' – 10' from the hole
1 point Minimum score

CHIP



PGA

Wisconsin Section

Junior Foundation



PUTT

Part I: Overview

- The Putting competition can be conducted on a hole or practice hole, etc. The putting station must have realistic, course-like conditions. I.e. the turf must be maintained to a reasonable course-like degree.
- You need one hole location and space for a **6 foot putt, 15 foot putt, and 30 foot putt**. Players make their attempts in that order. Ties are broken by attempt starting backwards from the 30 foot putt, so it is CRUCIAL that all players compete in the same manner.
- Any conforming club can be used for this skill and changed in between attempts.
- The putting flag can be left in or out during any point during the players' attempt(s).
- The score for the attempt is based on where the ball comes to rest - just like in a regulation round of golf.
- Volunteers will remove the ball from the rings in between attempts so a ball from attempt X doesn't affect attempt Y or Z. .
- In the event of a tie, the participant's third attempt (30 foot putt) will serve as the tie-breaker, followed by the second and first if necessary.
- It is IMPOSSIBLE to get less than 1 point per putting attempt. Even if the ball only advances forward 1/2" or goes 10 feet by the hole, the player still receives 1 point. Minimum total points = 3 points.



PGA

Wisconsin Section

Junior Foundation



Part II: Set Up



PUTT

- You'll need space for a 6 foot putt, 15 foot putt and 30 foot putt all to the same hole location. Be sure to position the tees where the intended putting line won't hit a tee marker.
- Once you determine where you want your teeing area to be, you'll draw the rings. This can be done with a variety of different options. I usually do this the morning before the competition. If I use my turf dye apparatus shown earlier, you can do it the day before and touch up if needed! (Usually lasts about 3 days).
- You'll create five total rings - 1 foot, 2 feet, 3 feet, 4 feet and 5 feet. Record the point totals on the green for easy scoring.

TOTAL SET UP TIME: if you are by yourself, takes a few minutes to determine spot / hole location, and about 15 minutes to draw the rings.



PGA

Wisconsin Section

Junior Foundation



PART III: Items Needed



- putting flag
- desired option to draw rings
 - chalk, and string
 - paint gun and turf paint (like previous pictured)
 - turf dye apparatus
- 3 sets of tee markers -- so 6 markers total
- signage

Note: If you decide to use side walk chalk or something along those lines - be aware of dewey grass in the morning!

PUTT



PGA

Wisconsin Section

Junior Foundation



Points/ Scoring Overview

- The putting competition is the third and final skill of the day for each participant.
- Each participant attempts three putts total - 1 from 6 feet, 15 feet and finally, 30 feet. That order must be followed.
- Players may use range balls provided or their own ball.
- The flag may be left in or taken out.
- Any conforming club is acceptable for this skill.
- A ball coming to rest on any line counts as the higher point total.
- The maximum number of points total: 75 -- this means all putts were holed!
- Pace of play is 40 seconds to **complete the shot** (this includes practice swings and actual stroke) per the USGA.
- The volunteers direct this skill, meaning they measure and record point totals on to the players scorecards.
- Next stop: Scoring!

SCORING POINT TABLE:

25 points Hole in One
20 points A ball finishing 1' or nearer to the hole
15 points A ball finishing 1' – 2' from the hole
10 points A ball finishing 2' – 3' from the hole
5 points A ball finishing 3' – 4' from the hole
2 points A ball finishing 4' – 5' from the hole
1 point Minimum score

PUTT



PGA

Wisconsin Section

Junior Foundation



Where to set up?

- Helpful to have the scoring area close in proximity to the putting skill so you can see players come in
- Must have a wifi connection
- Accommodate poster boards 24" by 36" in size, or utilize TV for live leaderboard
- Keep in mind, you'll be getting scorecards turned in constantly throughout the day.
- Keep a clear outline of rules nearby for inquiring parents, grandparents, etc.
- Consider putting tables/ chairs outside scoring area for people to await results.

Set it up for Success

- Recommended to have PGA Professional(s) oversee scoring and awards ceremonies throughout the day.
- Keep player information sheets handy so you know who to expect when turning in scorecards
- REQUIRE the PLAYER to sign his or her scorecard. Do not allow parents to sign for them. This is a teachable moment and something we should take seriously.

SCORING



PGA

Wisconsin Section

Junior Foundation



SCORING

Determining Results

- Once the player has completed all three skills, the turn in the scorecard to you at the scoring area.
- A player can earn either 1st, 2nd, or 3rd place for each SKILL and OVERALL.
- There are 8 age and gender categories - so that's quite a few winners!
- You'll be provided score sheets to record the DRIVE total, CHIP total, PUTT total, and OVERALL points.
- [CLICK HERE](#) for the scoring overview with linked tutorials on how to enter player scores.

Tie breaker procedures:

- The computer scoring system will take care of tie breakers for you, but I want to make sure we understand how they work for each SKILL and OVERALL results.
 - **SKILL ties**
 - If player A and player B each recorded 34 total points for 3rd place in Driving, you look at their THIRD attempt on the scorecard, followed by SECOND and then FIRST. If they are tied all the way through, they are considered co-winners of that skill
 - **OVERALL ties**
 - If player A and B each recorded 120 points (this is 120 points for driving, chipping and putting combined) - you use the putting TOTAL skill points to break the tie. If still tied, you use the third putting attempt, second, first, etc., BEFORE you move on to chipping total. Let's look at the next slide -->



PGA

Wisconsin Section

Junior Foundation



Tie Breakers Continued:

EXAMPLE: Tie break determined by the 3rd attempt, followed by the 2nd attempt and then the first attempt for example:

Player	Attempt 1	Attempt 2	Attempt 3
Player A	10	15	20
Player B	5	25	20

Player B would win this skill competition because their second attempt is higher than player A's second attempt

SCORING



PGA

Wisconsin Section

Junior Foundation



Tie breaker procedures (contd.)

OVERALL and Qualifying Spots for LOCAL and SUB-REGIONAL QUALIFIERS:

1. Ties for the Overall ribbons and moving on to the sub-regional or regional qualifying event will be decided by comparing the putting RANK, if still tied use the chipping RANK and finally go to the driving RANK, if necessary. RANK is another word for how they placed in that skill. In other words, you look at the ENTIRE putting skill (**compare 30 foot attempt, 15 foot attempt and then 6 foot attempt BEFORE moving on to the chipping score**).

***** In the rare occurrence that overall winners are tied all the way through, meaning their scores for all nine attempts starting with the 30 foot putt going backwards all the way to the first drive are the same, a live putt off starting with the 30 foot putt would take place to determine the overall winner breaking the tie. *****

2. It is imperative to have all key DCP volunteers/staff knowledgeable in all tie break procedures and information.

3. Overall and Qualifying Spots for National Finals - At Regional Qualifying, in the case of a tie in the overall score, a playoff shall commence to determine the player advancing to the National Finals. This playoff shall include a single stroke at each of the skills (Drive, Chip and Putt/Longest).

****RANK – can also be the term used as ‘place’ a participant finished in their respective age/gender group.

SCORING



PGA

Wisconsin Section

Junior Foundation



Awards Ceremonies

- Once the results for an age / gender category are completed, you may begin the awards ceremony. It is helpful to have two people on hand to give ribbons and announce winners. Keep in mind, you'll most likely have players from the next age group turning in scorecards.
- Begin with awarding the individual skill prizes first. Example: "Coming in third place today with a score of 40 is Aliisa Helminen (pictured). Work your way from third to first for Drive, then Chip and end with Putt.
- Then, explain that the top three earning the most points overall will advance to the Sub-Regional, etc. I also announce from 3rd to 1st place.
- You will be provided with envelopes to give to the players advancing to the sub-regional giving parents dates/times/what to expect details. Or you can create your own. Check it out here.
- Now, the division is done for the day. You'll essentially repeat this process 8 times - Boys 7-9, Girls 7-9, Boys 10-11, Girls 10-11, etc. If you have lower participant totals for a division, you could combine (i.e. do the Boys and Girls 14-15 together if you have just a handful of girls.
- If you use scoresheets, I encourage you to let the first place winner take home the score sheet.
- Be sure to take pictures of winners, and share on social media or with the WPGA staff.



AWARDS

[click here for the scoring overview](#)



PGA

Wisconsin Section

Junior Foundation



FAQs

- **How do we handle rain inclement weather?**
 - Adhere to the Section weather policies with special attention to this being a youth golf event attracting people new to golf. We communicate in advance to parents that, should rain fall, we do everything we can to conduct the event all in one day.
- **What happens if a competitor "whiffs" on a Drive, Chip or Putt?**
 - If a participant "whiffs" on a Drive, record 0 points. For Chip and Putt, you can get a minimum of 1.
 - It is up to you if you let them try again as a way to gain some confidence back. This happens on occasion in the driving skill. Remember, you earn 1 point for advancing the ball forward by any means.
- **Is it ok to use a putter off the green for the Chipping Skill?**
 - No this is not allowed. Any other club can be used.
- **How can we properly market and promote our local DCP qualifier?**
 - Social media to promote
 - Section websites
 - On your website
 - Email marketing
- **What is the recommended number of volunteers for a DCP qualifier?**
 - 12-14 volunteers are suggested during all points of the qualifier.
- **Can a parent give advice or coach during a skill?**
 - No. Once the player begins a skill (i.e. steps into the teeing area), the parent / guardian cannot give advice. First instance is verbal warning, second instance is immediate disqualification.
- **Where does all of the equipment come from?**
 - Augusta National uses Barker Specialty Stores as their preferred vendor for DCP products, tee gifts, and materials.



PGA

Wisconsin Section

Junior Foundation



FAQs contd.

- **What are the do's and don'ts of sponsor opportunities?**
 - DCP Has no sponsors and is run jointly by the PGA of America, Masters Tournament, and USGA. There are no sponsor opportunities allowed for any DCP qualifiers. No local sponsor signage or product should be displayed during the DCP qualifier events.
- **Are there restrictions geographically for registrations?**
 - There are no restrictions as to where a parent would like their child to register and begin their qualifying path. If they wanted to pick a local in WI, TX or CA, that is perfectly fine, but they MUST follow that qualifying path - i.e. cannot switch into a different sub-regional and/ or regional.
- **PRACTICE SWING / ACCIDENTALLY HIT BALL**
 - Question: Before playing from the teeing area, a player took a practice swing and accidentally struck and moved the ball with the club. Did the player play a stroke or is there a penalty?
 - Answer: The player did not make a stroke (See the definition of a 'stroke'). Since the ball was not in play, he / she incurred no penalty under Rule 9.4b. This ball is not in play until the stroke is made from the teeing area and it may be re-teed by the player anywhere in the teeing area without penalty (See Rule 6.2b(5) "Teeing Area Rules").

**With any questions that arise BEFORE, DURING, or AFTER a local qualifier, please direct them to Erika via cell phone or email dependent on how much of an "emergency" it is. The WPGA Staff is "on call" before during and after a qualifier to help answer and solve any issues that could arise. **



Agenda

Pre-Event Timeline

Run of Show

- Drive

- Chip

- Putt

Train your Volunteers (contd.)

Part II

Run of Show and Video Demos



PGA

Wisconsin Section

Junior Foundation



PRE EVENT Timeline

1 month prior to event:

Check in with WPGA

2-3 weeks prior to event:

You receive your event materials; confirm volunteer shifts

5 days prior to event:

At 4pm CT, the event registration closes unless max is reached

4 days prior to event:

Event Info Email from WPGA to players & host

2-3 days prior to event:

Host site begins setting up for event & contacts volunteers

1 day prior to event:

Host site finishes setting up for event



PGA

Wisconsin Section

Junior Foundation



RUN OF THE SHOW



- You have 100 players.
- Your event begins at 9am
- You are all set up for the day.
- You have printed all materials emailed to you from the WPGA
 - player lists
 - starting time sheets
 - volunteer guides
 - scorecard labels



PGA

Wisconsin Section

Junior Foundation



STARTING TIMES

Edgewood GC - PB/OB - July 16, 2019

NAME: Sperber, Zachary

AGE DIVISION: Boys 7-9

TIME: 9:00 AM



ORDER OF PLAY

Drive
Chip
Putt

Example of Erin Hills
in 2019 (85 players)

- The WPGA staff will create, publish, and email the starting times to the players and each host site once the deadline passes
- We follow this order: Boys 7-9, Girls 7-9, Boys 10-11, Girls 10-11, Boys 12-13, Girls 12-13, Boys 14-15 and end with Girls 14-15.
- Players start every 2 minutes. There are typically 8 minute breaks in between age groups as a way to give volunteers a break or time to catch up on time.
- If you have a parent or guardian contact you about starting times, please direct them to the Section staff.



PGA

Wisconsin Section

Junior Foundation



TRAIN YOUR VOLUNTEERS



STEP 1

TRAIN YOUR
VOLUNTEERS



PGA

Wisconsin Section

Junior Foundation



REGISTRATION

[click here for the
Volunteer sheet](#)

- 1-2 volunteers needed
- Can be seated at a table
- Must be knowledgeable about facility and competition
- Identify where practice areas are / skills competitions
- Use starting time sheet to check in players
- Hand the player his / her scorecard
- Give player tee gift and don't forget to wish them good luck!

OPTIONAL: If you have access to radios or walkie-talkies, the registration

Helpful tip:

Use good old fashion clipboards! Put a pen, highlighter, starting time sheets and volunteer instructions on it.



PGA

Wisconsin Section

Junior Foundation



QUALIFYING SITE AND DATE:

NAME:

BIRTHDATE:

DIVISION

AGE 7-9

☐

AGE 10-11

☐

AGE 12-13

☐

AGE 14-15

☐

GENDER

MALE

☐

FEMALE

☐

DRIVE SKILL

DRIVE 1	DRIVE 2	DRIVE 3	DRIVE TOTAL

CHIP SKILL

CHIP 1	CHIP 2	CHIP 3	CHIP TOTAL

PUTT SKILL

PUTT 1	PUTT 2	PUTT 3	PUTT TOTAL

TOTAL

OVERALL TOTAL

COMPETITOR'S SIGNATURE:

SCORECARD



PGA

Wisconsin Section

Junior Foundation



DRIVING - starter

[click here for the
Volunteer sheets](#)

- 1 volunteer needed - think military like
- Must be able to withstand long periods of standing without rest, endure elements like direct sunlight, and have sound sight/ hearing.
- Call the players **in the exact order** on the starting time sheet. You can announce time / name if you'd like.
- If a player is not present at their tee time, they are disqualified.
- It is recommended to call two players at a time (think at bat, and on deck)
- The starter collects the scorecard from player and hands it to scorekeeper to record points.
- At first glance, this job doesn't seem intense in nature, but this volunteer is mainly responsible for the run of the show! Leadership qualities preferred.

OPTIONAL: if you have access to walkie-talkies or radios, the starter can communicate with the Registration volunteer in regards to no-shows, etc.

Helpful tips:

- Continue to use clipboards!
- Have a tent set up with table holding a basket of tees.
- Set up a designated area to put the player that is "on deck"
- Be on time!



PGA

Wisconsin Section

Junior Foundation



DRIVING - scorekeeper

[click here for the
Volunteer sheet](#)

- 1 volunteer needed
- Must be able to withstand long periods of standing without rest, endure elements like direct sunlight, and have sound sight/ hearing.
- Volunteer will be in communication with ranger throughout the day.
- The ranger will communicate the measured distance in yards to the player and scorekeeper.
- The scorekeeper will have a clipboard with a yard to point conversion chart.
- He/she will record the point total directly onto the scorecard IN ORDER of the attempts. We break ties based on the order of their attempts - so this step is crucial.
- If a ball is out of bounds (no portion of the golf ball is touching the boundary line), it is a 0.
- If any portion of the ball is touching the boundary line, it is in bounds.

OPTIONAL: It is suggested to measure and record after each attempt instead of waiting until the end.

Helpful tips:

- Continue to use clipboards!
- use a pen or marker to record points.
- Record the point totals on the scorecard using a pen or sharpie - you don't have to add them up. The computer takes care of that!



PGA

Wisconsin Section

Junior Foundation



DRIVING - ranger

- 1 volunteer needed
- Must be able to withstand long periods of standing without rest, endure elements like direct sunlight, and have sound sight/ hearing.
- Must know how to use a rangefinder or DMD.
- Volunteer will be in communication with scorekeeper throughout the day.
- After the player makes his/her first attempt, the volunteers on the grid will hold up a flag so you can measure distance. Make sure to record from the same place each time for consistency.
- Verbalize yardage out loud i.e. "145 yards" or "OB".
- If a ball is out of bounds (no portion of the golf ball is touching the boundary line), it is a 0.
- If any portion of the ball is touching the boundary line, it is in bounds.

OPTIONAL: It is suggested to measure and record after each attempt instead of waiting until the end.

Helpful tips:

- Use a distance measuring device like a Bushnell.
- Stand in the same place each time to measure distance.
- Have extra batteries for the rangefinder nearby!



PGA

Wisconsin Section

Junior Foundation



DRIVING - spotters

[click here for a copy of
the driving_grid](#)

- 3 volunteers needed
- Must be able to withstand long periods of standing without rest, endure elements like direct sunlight, and have sound sight/ hearing. Must be able to operate a golf cart and walk or run quickly.
- After the player makes his/her first attempt, the volunteers on the grid will hold up a flag so you can measure distance.
- Distances are measured from where the ball comes to rest.
- Figure out a way to communicate with the starter/scorekeeper/ranger at the if ball is in or out of bounds.

OPTIONAL: You could provide them with radios to use with the scorekeeper and/or starter.

Collect golf balls and return as you go to lessen the # that you need initially.

Helpful tips:

- Provide each volunteer on the grid with a golf cart and a bucket for collecting golf balls if needed.
- Give them a flag to hold up in case this could help with measuring.
- Suggest lining up on the perimeter beginning at 100 yards to start the day.



PGA

Wisconsin Section

Junior Foundation



CHIPPING

[click here for the
volunteer sheet](#)

- 2 volunteers needed
- Must be able to withstand periods of standing and have sound sight and hearing. Can be done with 1 volunteer, but helpful to have 2 to keep pace reasonable and allow for breaks.
- The player comes from the driving skill - so the Chipping volunteers are concerned about ORDER only, as opposed to TIME. Example: Player A begins DRIVE at 9:00am, he arrives at CHIP at 9:05am.
- Players must maintain order of starting time sheet.
- Each player makes 3 attempts from the same teeing area to the same hole location
- Once the ball comes to rest, the volunteer records the points directly on the scorecard using a pen / sharpie. Repeat process 3 times while recording the attempts in order from L -> R on the scorecard.
- Remove the ball in between attempts so the ball at rest doesn't interfere with the next attempt.
- Players cannot use a putter.
- Players can chip with the flag in or ask the volunteer to remove it.
- Direct the player to head to the Putting station when they are finished.

Helpful tips:

- Provide the chipping station volunteers with some extra golf balls in case juniors don't want to use their own
- Announce the points out loud in between attempts.
- Provide clipboards and chairs for volunteers.



PGA

Wisconsin Section

Junior Foundation



PUTTING

[click here for the
volunteer sheet](#)

- 2 volunteers needed
- Must be able to withstand periods of standing and have sound sight and hearing. Can be done with 1 volunteer, but helpful to have 2 to keep pace reasonable and allow for breaks.
- This marks the last part of the skills competition - so the Putting volunteers are concerned about ORDER only, as opposed to TIME. Example: Player A begins DRIVE at 9:00am, he arrives at CHIP at 9:05am, and then PUTT at 9:08am.
- Players must maintain order of starting time sheet.
- Each player begins with the 6 foot putt, followed by the 15 foot putt, and finishes with the 30 foot putt.
- Once the ball comes to rest, the volunteer records the points directly on the scorecard using a pen / sharpie. Repeat process 3 times while recording the attempts in order from L -> R on the scorecard.
- Remove the ball in between attempts so the ball at rest doesn't interfere with the next attempt.
- Players can chip with the flag in or ask the volunteer to remove it.
- Instruct the player to head directly to Scoring.

Helpful tips:

- Provide the chipping station volunteers with some extra golf balls in case juniors don't want to use their own
- Announce the points out loud in between attempts.
- Provide clipboards and chairs for volunteers.



PGA

Wisconsin Section

Junior Foundation



SCORING

[click here for the
scoring overview sheet
with tutorial links](#)

- 2 volunteers needed - PGA Professional preferred
- Set up close to putting to watch as players come in. Must have computer skills and access to the internet.
- Once the player has completed the competition, he/she heads to the scoring table.
- Use your starting time sheet to track players coming in.
- The player MUST sign his / her own scorecard.
- Enter the scores on www.drivechipandputt.com.
- Keep scorecards organized by division.
- Record scores on poster board for awards ceremony.
- Once the players in that division are finished, use the computer to verify 1st, 2nd, 3rd in each skill and overall. Use highlighters to help distinguish winners.
- Conduct awards ceremony and keep scorecards until event is concluded/ communicated with Section office. Refer to page 35 for awards ceremony guidelines.

Helpful tips:

- keep ribbons organized by skill to help during awards ceremonies.
- when making the scoreboards, write their names in the order on the starting time sheet, not in alphabetical order. Helps keep track of players.



PGA

Wisconsin Section

Junior Foundation



POST EVENT Timeline

After event:

Take down skills stations, thank volunteers; sign and email invoice to the WPGA office

1-2 days after the event

Share any pictures taken to your social media pages and with the WPGA office

2-3 weeks after the event:

Receive your payment from the PGA of America

1 month after the event:

Contact the WPGA office to set up a date for the next season!

Receive your MSRs for hosting



PGA

Wisconsin Section

Junior Foundation



Questions?





Agenda

Registration

Driving

Chipping

Putting

Scoring

Volunteers (contd.)

Wrap up/ Miscellaneous

Part III

Outdoor Demos and Wrap Up



Junior Foundation

[illegible]