



Greetings Event Coordinator,

We are excited that you have chosen to run a Circuit Event with us, and we look forward to it.

MVP Disc Sports is passionate about disc golf, and growing the sport. With your help, we want to bring quality events and tournaments to every part of the world.

We thank you for helping us make that dream a reality.

In these pages you will find all of the info you will need to run a successful event with us. Should you have any questions, we will always be here for you.

Thank You,
Brad Richardson
Chad Richardson
MVP Disc Sports

How it works

What is required:

At the bottom of this document is the checklist we recommend using. It may look daunting at first, but 90% of it is common sense items that you will most likely already have completed before you finish reading it.

The checklist is your guide. There are a number of items marked with a star. These items are required to be completed. The reason for this is usually self-explanatory, but if you have questions and concerns, please feel free to ask.

Each Circuit event has it's own Minimum amount if players packs, and format. Be sure to look for the event you are wanting to run from the events below.

Organize the event:

You will be required to organize the event, just like any other tournament you have run or seen run. You will be taking on the role of Tournament Director. The success of the event will largely depend on your ability to get things done, but we will be here to support you should you need it.

For those of you who are veteran Tournament Directors and organizers, please feel free to utilize your expertise when it comes to the event, and keep us updated as to what you would like to do. We are always looking for new and exciting ways to run our events, and welcome your knowledge and experience.

What we will provide:

For each event type, MVP Disc Sports has a number of items available to you in order to run a successful event.

- Players' Packs - See event type for more info
- Trophy Discs
- Printable Promotional Fliers
- Printable Scorecards
- Registration and Tournament Portal

All of these items will be delivered to you prior to the event, or downloadable through the event coordinator portal on our website.

If you have any questions about the above, please email circuit@mvpdiscsports.com

Circuit Event Options

MVP Circuit Events offers a number of specialized disc golf events, and each event is designed to bring a new challenge or style to your players.

Circuit Challenge - Our premier 3 disc event - Available late May - late Sept.

Winter Flight Series - Our winter Electron event - Available Jan - late March.

MVP vs Axiom - Brand vs Brand in a 3 disc faceoff - Available late Sept - late Nov.

Space Race - An out of this world Ace Challenge - Available late Sept - late Nov.

Two Disc Challenge - 1 putter. 1 driver. All year! - Available year round.

Registration

MVP Disc Sports is proud to be able to offer our event organizers an excellent way to do registration.

We have created a state of the art map and registration system just for you and your events. Players will have a direct way to find your event, and registration is very simple. Players don't even need to create an account in order to register.

We charge no additional fee, and all the funds go directly to your PayPal account.

*Please note standard PayPal rates will apply.

We also recommend that you create a custom Facebook Event - and link registration back to your registration portal with us. One of our excellent event coordinators can help you with this process if you need it, and we would be happy to assist.

Pre-order / Pre-registration Period:

MVP Disc Sports has one of the fastest order to ship rates in the industry, and we are proud to be able to offer this same interstellar support to you and your event.

Once pre-registration has closed, you will need to send us your order form, and double check that everything has processed correctly. Once that is determined, we will then trigger the packing and shipping of your Players' Packs, and any additional items. Once we get a tracking number, we will provide it to you.

We ask that all events submit their order 7 Business Days prior to their event. If you are outside the continental U.S., then please let us know when you register your event, so we can be sure to get you your items on time!

Event Management

If you have never run an event before, or you would just like to brush up, use the information below to help run a successful event.

Ace/CTP - If your event type allows, and you would like to offer an Ace/CTP option, here is what we recommend.

Ace - \$1 or \$2 - If a player hits an ace - this amount is awarded to them. If Multiple players hit aces, be sure to divide the ace pot as evenly as possible. If no Ace is hit, be sure to announce what will be done with the funds. We recommend either doing a throw off, or donating the funds to your local club or charity.

CTP - \$2 or \$3 - Announce which holes will be CTP's for which divisions, and be sure to bring Flags, pencils, and paper so players can mark their CTP. Typically CTP prizes are merchandise or club funbox.

Raffle: A Raffle is an excellent way to raise funds, support a charity, and raise awareness for your event. MVP Disc Sports will not be providing any items specifically for having a raffle.

However, if there are local clubs or organizations that would like to make a non-monetary donation to your event, a raffle item is a great contribution. It's good marketing for them, and provides items for you.

Example: A local restaurant would like to be a sponsor, but doesn't want to give money. Asking them to donate a shirt/hat/jacket or even gift cards to their restaurant are all awesome ways they can help out.

Raffle ticket prices are up to you, but we recommend using the following if you aren't sure.

1 ticket for \$3

2 tickets for \$5

5 tickets for \$10

Circuit Events Checklist

Weeks Before Your Event	Done	Notes
* Select Date. Check for conflict with other local events		
* Select course and reserve course and shelter		
* Determine format (Singles or BYOP Doubles)		
* Determine divisions (Open / Adv / Int / Rec / Mixed?)		
* Submit event to MVP Circuit Events		
* Check event details for errors		
* Create Facebook event with local groups/clubs		
* Include graphics provided by MVP.		
* Input event Info from Circuit Events site to Facebook		
* Link to registration portal for taking pre-registration		
Post players pack pictures and updates as they arrive		
* Begin advertising to local clubs and groups		
Be sure to invite people and groups to event		
Print fliers to hand out at local leagues and events		
Contact local media about possible coverage		
Contact potential local sponsors.		
* Print scorecards		
* Gather/print small materials (See list below)		

Small Materials

Small Pencils		Ziploc Bags	
Clip Boards		CTP Markers	
Scorecards		2-4 Sharpies	
Results Cards		Cash Box / Bag	

Day Before Your Event

Done

Notes

	Course prep. (Baskets and Tables in place?)		
	Mark out of bounds (If necessary)		
	Create check-In list from registrants		
	Create players packs		
	Double check that you have all items needed		
	Write players meeting script (see below sample script)		

Day Of Your Event (Before Registration)

Done

Notes

	Setup registration area		
	Put out any signage (sponsors, directions, etc)		
	Create CTP markers		

During Registration

Done

Notes

	Check-in players.		
	Collect Ace/CTP fund - \$5		
	Give out players pack items		
	Set up scorecards		
	Set up hole and group assignments		

	Meeting *See Players Meeting Script Example*		
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After Round (Or During)		Done	Notes
	Organize monies collected		
	Set ace pot aside in case one is hit		
	Put rest of monies away in cash box or bag (Be sure to total what all was collected)		
	Setup for After round events		

End Of Event		Done	Notes
	Collect scorecards and determine winners		
	Sell raffle tickets (If applicable)		
	Send helpers to collect any items left on course		
	Payout ace pot if hit		
	Give out after round event prizes		
	Do awards ceremony - Thank Sponsors Again		
	Give out awards		
	Do Raffle		
	Thank Everyone for attending.		
	Ask for any help if needed to clean up		
	Be sure of Monies Collected		

Players Meeting Script Example

- 1) Call everyone in for players meeting. Be sure to stand up high and use a loud voice so everyone can hear you.
- 2) Welcome all the players, and thank them for making this great event happen. Round of applause for all.
- 3) Thank Sponsors. Start with Local Sponsors.
- 4) Make any announcements. Possibly when next Circuit event will be locally.
- 5) Go over basic rules and out of bounds. Make sure everyone has the items they need.
 - a) Everyone got a Pencil? Mini?
- 6) Go over CTP and announce the amount in the Ace Pot. Announce what will be done if no Ace is hit.
- 7) Tell everyone of any after round events. Raffle, Driving Competition, Putting Competition, Merch for Sale.
 - a) If you are doing a raffle, announce what great items you have, and cost of tickets.
- 8) Finally, End thanking your players and coordinators.
- 9) "Lets play some Disc Golf!"
- 10) Tell players to grab their cards and head out to their holes. Tee off will be at XX Time