



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aatikd.co.za · Website: www.aatikd.co.za

COURSE BROCHURE

Plan Manage And Report On A Golf Tournament Training

Culture and Arts / Sport

Unit Standard 120212 · NQF Level 5 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the skills to plan, manage, and report on a golf tournament, ensuring successful execution from concept to post-event evaluation. It covers logistics, stakeholder coordination, budgeting, and reporting, aligning with industry best practices and SAQA unit standard requirements.

Category	Culture and Arts
Subfield	Sport
Unit Standard	120212
Accreditation	SAQA Accredited · NQF Level 5 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Plan the golf tournament by defining objectives, scope, resources, and timelines.
- Manage tournament logistics including venue, catering, sponsorships, and participant registration.
- Implement risk management and contingency plans to ensure smooth event operations.
- Coordinate stakeholders such as sponsors, suppliers, and volunteers effectively.
- Evaluate tournament success and compile a comprehensive report with recommendations.

WHO SHOULD ATTEND

- This course is ideal for event coordinators, sports administrators, and managers responsible for organizing corporate or community golf tournaments who need a structured approach to planning, execution, and reporting.

COURSE OUTLINE

Day 1: Foundations of Golf Tournament Management

- Introduction to golf tournament management principles.
- Stakeholder analysis: sponsors, players, volunteers, and venue.
- Legal and compliance considerations (SAQA, insurance, contracts).
- Tournament types: professional, amateur, corporate, charity.
- Overview of the planning timeline and critical milestones.
- Risk identification and basic mitigation strategies.
- Ethical conduct and code of conduct for tournament officials.
- Case study: common pitfalls in tournament planning.

Day 2: Planning and Logistics Coordination

- Budgeting: cost estimation, revenue streams, and financial controls.
- Venue selection criteria and course suitability assessment.
- Logistic planning: transport, accommodation, and catering.
- Scheduling: tee times, shotgun starts, and multi-day formats.
- Communication channels: newsletters, apps, and briefings.
- Procurement: sourcing sponsors, prizes, and promotional materials.
- Volunteer management: recruitment, training, and scheduling.
- Contingency planning for weather and emergencies.

Day 3: Tournament Operations and On-the-Day Management

- Registration systems and player check-in procedures.
- Scoring methods: manual, electronic, and live leaderboards.
- Rules of golf and tournament-specific conditions.
- Marshal duties, pace of play, and course etiquette.
- Medical and emergency response plans.
- Media management: press releases, interviews, and photography.
- Spectator management and signage.
- Technology tools: apps for scoring, communication, and live updates.

Day 4: Financial Management and Reporting

- Real-time expense tracking and variance analysis.
- Payment processing: entry fees, vendor payments, and petty cash.
- Sponsor invoicing and benefit fulfilment tracking.
- Financial reporting: income statements, cash flow, and profit/loss.
- Tax considerations for tournaments and charitable events.
- Audit preparation and documentation retention.
- Post-event financial review and lessons learned.
- Budgeting for future tournaments based on historical data.

Day 5: Post-Event Evaluation and Reporting

- Post-event survey design and distribution.
- Data analysis: participation, revenue, expenses, and feedback.
- Final report structure: executive summary, operational review, financials.
- Stakeholder debrief meetings and reporting requirements.
- Lessons learned workshop and continuous improvement.

- Archiving documentation for compliance and future reference.
- Recognition and thank-yous: sponsors, volunteers, and staff.
- Handover to next year's committee or planning team.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **8 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Pretoria, South Africa

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 120212) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza, 1122 Burnett St, Hatfield 0028, Pretoria, Gauteng, South Africa
Tel: +27 12 004 8389 · WhatsApp: +27 65 077 6310 · apply@aaticd.co.za · www.aaticd.co.za