



E I G C A
EUROPEAN INSTITUTE OF
GOLF COURSE ARCHITECTS

DESIGN COMPETITION HANDBOOK

Published by :

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PREFACE

A golf course architectural design competition is a method of achieving a quality design by generating a broad search for the best solution to a future or existing golf course. A properly conducted competition will put the design brief to a thorough testing by the profession.

Design competitions must be managed carefully and judiciously. We therefore advise potential design competition sponsors to read this handbook before holding a competition.

The E.I.G.C.A. is available to guide and advise clients in all aspects of golf course design competitions. The E.I.G.C.A. supports clients wishing to run fair and equitable golf course design competitions. As such the E.I.G.C.A. recommends the appointment of an experienced independent golf course architect to act as a professional advisor and to assist the competition sponsor in assessing the appropriateness and feasibility of holding a design competition.

THE COMPETITION METHOD

A Competition is appropriate when:

- the project requires a wide degree of design exploration
- the project is to be on an important or unusual site. The site may be of historical importance or be unusual in location, terrain, vegetation or of great natural beauty
- the project features important environmental concerns that warrant investigation
- patronage is to be avoided e.g. where the sponsor is a Government or national body
- the project is of public significance
- the project benefits from the public interest that a competition can generate.

A Competition is inappropriate when:

- the sponsor does not have a realistic timetable and project budget
- the sponsor is unwilling to appoint and use a qualified jury
- the budget is insufficient to cover the total cost of the competition
- the sponsor does not offer fair and appropriate prize money separate from subsequent commissions
- an adequate brief and conditions have not been provided
- fair and equitable treatment for all competitors is not a condition.
- adequate professional advice is lacking
- fee proposals are a criteria for selection

The Competition Process

The competition process is adaptable. It can generate a wide array of solutions to a variety of design problems. Competition formats can be modified to accommodate most project requirements. Each competition must be designed to suit a particular set of circumstances.

TYPES OF COMPETITIONS

Project competitions lead directly to the construction of specific projects on specific sites. The objective in holding such a competition is:

- to select the best design for the project
- to select a golf course architect to develop the design and complete the project.

Ideas competitions are often held for projects that may not be built but lead to the commissioning of a golf course architect. They are useful as explorations of significant design issues but are limited as they may stop short of realisation.

Eligibility

The E.I.G.C.A. promotes entry only to golf course architects who are registered and are members of the E.I.G.C.A.

The E.I.G.C.A. permits entries from golf course designers, other design professionals and golf course architectural students, provided they associate themselves with a golf course architect who is a member of the E.I.G.C.A. The purpose of such an association is to assure a sponsor that the design concept being offered in a project competition has come from an experienced professional and can be realised.

Open competitions are appropriate where:

- all competing golf course architects have an equal opportunity to be selected on the basis of design merit
- the project requires the widest exploration of potential solutions.

Limited competitions restrict entry for specific reasons, such as:

- the golf course architect must reside within a specified area
- the golf course architect must be registered to practice within a particular State
- budget restrictions
- awareness of and sensitivity to local or regional styles
- small projects.

Commissioned competitions are appropriate where sponsors wish to have their design needs investigated by a small number of golf course architects whose work is of interest to them. The competing golf course architects are paid a fee to cover the costs of their work. Such competitions “commission” the preparation of several design concepts by paying a fee for them.

Student competitions limit entry to those enrolled in a recognised school of golf course architecture. Winners may earn a special prize such as a scholarship, fellowship or

travel award.

Staging

One-stage competitions select a winner and rank other prize winning designs in one step. For ideas competitions and real projects of moderate size, a one-stage competition is sufficient as a test of the competitors' design concepts.

Two-stage competitions are appropriate for large complex projects. They encourage golf course architects to undertake a broad exploration of general design concepts in the first stage and require detailed design elaboration in the second stage.

A two-stage competition:

- attracts more entries by reducing the amount of work required in the first-stage submission
- is an excellent process for selecting promising concepts that can be further developed in the second stage
- provides the opportunity for comments by the sponsor and jury to be incorporated in the second stage development.

Other Types of Competitions

In the evolution of the competition tradition, formats have been established for a variety of highly specialised projects.

Developer/Architect Competitions

Include design as one of the factors to be considered by a sponsor in choosing a development scheme for a particular site. Such competitions may be appropriate if the design aspects of the competition are fairly managed and judged, with all other aspects of selection kept independent.

THE COMPETITION SPONSOR

The sponsor is the institution, organisation or person who commissions the competition and is obliged to run the competition in accordance with a specified set of conditions.

BENEFITS TO THE SPONSOR

A competition places the sponsor's design objectives in front of a number of golf course architects. It is a way of investing in possible designs without the cost of an equivalent number of commissioned concept designs. The benefits include:

- identification of an outstanding design through investigation by a number of golf course architects for the most appropriate solution
- preparation and development of a project brief and construction programme
- provision of an opportunity to draw the public's attention to the project through media releases, prize ceremonies and exhibitions of the submissions
- a means for the sponsor to inform the public of the goals and activities, as well as a responsibility towards the environment.

ROLE OF THE SPONSOR

The role of the sponsor is crucial to the success of a golf course design competition.

When commissioning a golf course architectural design competition, the sponsor is obliged to run it according to the procedures set out in the competition conditions. Prize money, fees and honorariums must all be paid as promised. The contract for golf course architectural services must be awarded in accordance with the competition rules.

The cost, time and effort involved in holding a design competition depends on the complexity of the architectural problem and the extent of participation which is anticipated. A limited competition e.g. the redesign of an existing golf course, may be run over a few weeks at modest cost, while an open two-stage competition, attracting numerous entries, for a complex subject such as the creation of a golf course on an industrial wasteland, may be a more expensive, longer process. Costs generated by any particular format should be analysed as the expense involved in each will be different. Past experience indicates that the cost of open golf course architectural design competition may vary from 0.5% to 2% of the total cost of the project. Generally the larger the project, the smaller will be the percentage of cost of holding a competition.

The amount of prize money offered should be sufficient to attract competitors. It should also reflect the effort and expense required of competitors. The cash prize amount should be set by the sponsor after conferring with the Professional Advisor.

INVOLVEMENT OF THE E.I.G.C.A.

The E.I.G.C.A. is available to guide and advise sponsors in all aspects of golf course architectural competitions.

ENDORSEMENT

The E.I.G.C.A. supports sponsors wishing to run a fair and equitable golf course architectural competition and who seek E.I.G.C.A. endorsement. Applications for E.I.G.C.A. endorsement should be directed in writing to the President of the E.I.G.C.A.

The E.I.G.C.A. endorses and will promote to its members competitions that:

- are commissioned by a sponsor committed to completing the competition process
- provide equitable conditions, procedure and assessment for all participants
- commission golf course architectural services as the outcome.
- are run by a professional advisor, appointed by the sponsor with advice from the E.I.G.C.A.
- clearly define the requirements to be incorporated in the design
- clearly define the design constraints
- provide appropriate site and other pictorial or graphic information
- encourage environmental responsibility
- clearly define the competition rules and conditions
- clearly define entrant eligibility requirements
- have a realistic timetable and project budget
- are assessed by a jury selected by the sponsor on advice from the professional advisor and which may include representation from the sponsor
- have a fair and appropriate prize money separate from subsequent commission fees or remuneration suitably compounded into the fees
- provide arrangements for publicising the winning design, its author and the sponsor.

The E.I.G.C.A. does not support competitions:

- run without the guidance of a professional advisor, or in an unfair and inequitable manner
- that ask a number of golf course architects to prepare the same design submission
- “register their interest” by submitting a design proposal without payment
- that require golf course architects to act in a manner contrary to the requirements of the E.I.G.C.A.’s Code of Conduct
- that include fee proposals as a criteria for selection.

THE PROFESSIONAL ADVISOR

A competent Professional Advisor of high calibre and standing is a prerequisite to a successful competition. As consultant to the sponsor, the Professional Advisor is the person most directly responsible for the advising, planning, organising and running of the design competition.

The Professional Advisor is an impartial intermediary between sponsor, jury and competitors and the E.I.G.C.A. To ensure impartiality, the advisor should be an independent golf course architect capable of approaching a competition objectively, with all participants' welfare in mind. The advisor must have no interest in the project, as a golf course architect, investor, employee of the sponsor, or through association with any competitor.

Selecting a Professional Advisor

Since the quality of a competition is dependent on the capability of the Professional Advisor, the sponsor should select an independent golf course architect experienced in professional practice who has:

- previous experience as an advisor, juror or competitor
- technical knowledge of the competition process
- the ability to translate the sponsor's intentions into architectural competition procedures
- experience with group or committee clients
- the ability to write succinctly and clearly
- sensitivity to the sponsor's goals, attitudes and circumstances, and the ability to respond to them constructively.
- the respect of peers and a combination of tact and firmness

We advise you to contact the E.I.G.C.A. which will gladly forward you a list of suitable advisors.

Remuneration

Generally, the Professional Advisor should be paid for advice and service. The amount will vary according to the amount of work. Both advisor and sponsor should realise that planning and directing even a small competition requires considerable time and that the demand on an advisor's services will be heavy. Whether the advisor receives a fixed fee, a monthly retainer or an hourly fee, is for the sponsor and the advisor to negotiate. An agreement concerning the reimbursement of expenses must also be reached prior to commencement of services.

Accepting the Position

In accepting the position of professional advisor, the golf course architect agrees to conduct a design competition under conditions that are fair to both sponsor and competitors. The position of Professional Advisor should only be accepted with the understanding that it requires a significant professional commitment.

Tasks

The Professional Advisor should establish a detailed programme for the competition, with the responsibilities of the sponsor and the Professional Advisor clearly delineated. During the course of a design competition the Professional Advisor should be involved in the following tasks:

- examining the sponsor's programme, site and budget
- determining the feasibility of holding a competition
- suggesting an appropriate competition format and its cost to the sponsor
- scheduling the order of events
- writing the competition rules
- testing the design brief and cost limitation
- writing the submission requirements
- helping select the jury
- obtaining E.I.G.C.A. endorsement
- advising on appropriate specialist consultants, if needed
- planning for logistics and handling
- writing the competition announcement
- screening registrants for eligibility
- ensuring the competition conditions reach the competitors in due time
- answering competitors' questions
- checking designs for compliance with competition rules
- displaying the entries for jurors
- arranging a public exhibition of submitted designs and assisting in public promotions
- assuring the proper payments are made
- returning or disposing of the entries
- being available for specified post-competition tasks.

It is advised that one person of authority within the sponsor's organisation should be designated as the advisor's principal point of contact.

Sufficient Funding and Authority to hold a Competition

One of the functions of the Professional Advisor is to ensure that a sponsor has both the funds, and the authority to hold a design competition. The Professional Advisor should be

satisfied as to the financial responsibility of the sponsor. Both advisor and sponsor should realise that their reputations can be enhanced or discredited by the way in which a competition is managed.

Developing the Design Brief

The success of a golf course architectural competition depends largely on how the brief is formulated and written. The design brief for a golf course architectural design competition should be clear, complete and as concise as possible. It is the Professional Advisor's responsibility to check and discuss the brief with the sponsor to ensure it reflects the sponsor's specific requirements.

Testing the Design Brief

Testing the design brief is one of the advisor's most important tasks. If the brief is badly conceived, the rest of the competition may be adversely affected.

Recruiting Technical Specialists

For complex golf course projects, the sponsor or the Professional Advisor may need to recruit one or more technical specialists to serve as consultants to the competition. To preserve objectivity, the sponsor's employees should not be consultants to the competition.

Obtaining E.I.G.C.A. Endorsement

The Professional Advisor should forward the conditions to the E.I.G.C.A. for endorsement so that it can be promoted amongst the members to maximum advantage.

Announcing the Competition

Invitations to competitors should include the following information:

- brief description of the project
- name of sponsor
- number of stages
- eligibility requirements
- amount of prize money
- whether or not a commission will be awarded to the winner
- name of the Professional Advisor
- names of jurors and their professions

- schedule for registering and for submitting entries
- amount of registration fee, if any
- where competition conditions and registration forms may be obtained.

Registration Procedures

It is the Professional Advisor's responsibility to set up appropriate registration procedures. A brief registration form should request:

- name and contact details of the competitor/competitors
- registration details
- signature of the competitor/s stating an intention to comply with the competition conditions.

The Professional Advisor should prepare a list of all registrants. In an open competition, the sponsor may want to announce how many golf course architects or design teams are competing and how many States they represent. The list can also indicate the size of the space that will be needed for displaying all the entries to the jury and for exhibition to the general public.

A small registration fee can be charged to separate the serious competitors from those who are merely curious.

Questions and Answers

Following the close of registration and the mailing of conditions and brief for the competition, the Professional Advisor should schedule a time during which registrants may submit questions on the competition conditions. The deadline for questions should be no later than one-third of the way through the design phase. As soon as a question is asked by a competitor, the Professional Advisor should supply an answer as soon as possible if deemed necessary to all the competitors.

The objective of the question and answer exercise is to clarify competition conditions, while providing all competitors with information that is as accurate as possible. The Professional Advisor should understand that some answers might logically suggest additional questions, which should be answered simultaneously. Care should be taken that the advisor's responses do not suggest a particular design solution.

Exhibit Handling

The Professional Advisor should find appropriate exhibition space that is comfortable, well lit, private, secure and large enough to accommodate the expected number of submissions. The advisor should supervise the exhibition of drawings and models to

ensure that all competitors' entries can be fairly and properly seen.

Checking for Compliance

The Professional Advisor should prepare a checklist and examine all designs against this for compliance with competition conditions. Complex projects may require that technical specialists be retained by the sponsor to check for compliance with specific technical requirements.

If a mandatory design brief requirement is not satisfied, the Professional Advisor should mark the design accordingly, noting the shortcoming.

Occasionally, a competitor will exceed the design submission requirements by submitting a model, extra drawings or other information. These should be set aside and not shown to the jury.

Jury Schedule and Procedure

Before contacting the jurors, the Professional Advisor should establish a timetable for running the competition. Time, resources and accommodation must be arranged so the jury can:

- visit the project site
- have a thorough knowledge of the requirements to be incorporated in the design
- have a thorough knowledge of the design constraints
- see all the entries in a fair and equitable way
- have a secluded space in which to deliberate
- write a report explaining its choices.

Inviting Jurors

The sponsor, with the assistance of the Professional Advisor, must decide on the membership of the jury. It is the Professional Advisor's task to:

- invite prospective jurors
- describe the purpose and scope of the competition
- indicate the time frame for jury service
- indicate the remuneration a juror will receive
- ensure the jurors elect a Chair.

Report to the Jury

Before the jurors view the entries, the Professional Advisor may report to the Jury Chair explaining why any entries have been disqualified.

Notifying the Winners and Other Competitors

The winner and runners- up should be notified as soon as possible after the presentation of the jury report, by the sponsor. The prize-winning architect should be told to regard the notification as confidential until the public announcement.

Exhibitions

The Professional Advisor may arrange a public exhibition of the competitors' drawings and models when provided for in the competition conditions. The scope of the exhibition will depend on the sponsor's intentions, the amount of public interest and the amount of space available. Exhibitions provide a good opportunity to stimulate public interest in golf course architectural design. As full a presentation as possible of the submissions should be attempted.

Returning the Submissions and Drawings

Shortly after the awards are announced (or a post-competition exhibition is held) the Professional Advisor should arrange for the designs to be returned to competitors when requested. In a two-stage competition, submissions should not be returned until after the final judging, even if no post-competition exhibition is intended.

THE COMPETITION CONDITIONS

The competition conditions should contain:

1. the competition rules, which all participants must follow;
2. the design brief, including the sponsor's objectives as well as information about the site, legislative requirements and all other technical details, such as topographical maps and soil surveys.
3. the submission requirements, including the number, type, size and scale of drawings (or models) and written information where required.

The Competition Rules

The competition rules should state:

- the type of competition (project competition or ideas competition)
- who is sponsoring the competition along with the sponsor's intentions
- who is the Professional Advisor and possibly the composition of the jury.
- announce whether there are to be one or two stages and if participation is:
 - Private
 - Open
 - Limited (by residence, place of registration or other qualification)
 - Commissioned (in a commissioned competition, the competitors are each paid an agreed fee with the amount stated in the conditions)
- who is eligible to compete:
 - Members of the E.I.G.C.A.
 - Teams in which only the principal or team leader must be a member of the E.I.G.C.A.
 - Golf course architectural students

and what proof of eligibility is required. Some sponsors may require an individual to be nominated as the responsible person. Sufficient information should be requested to verify the ability to successfully execute the project.

Restrictions

Any restrictions pertaining to eligibility. The rules should state that associates, employees or direct family of the sponsor, jurors or Professional Advisor are not eligible to compete.

Registration

A registration fee may be charged for entering a design competition and should be clearly stated in the conditions. The fee should be returned to all competitors who complete the competition. The purpose of such a fee is to restrict entry to serious competitors only.

Jury's Report

The competition rules should require the jury to write a report explaining its reasons for selecting the winning design and ranking the other prize winning designs, including any honourable mentions. A copy of the jury report should be provided to each competitor upon request.

Shipping of Submissions

It is the competitor's responsibility to wrap and ship design submissions so that they arrive intact and on time. Sponsors should disclaim any responsibility for loss or damage of designs in transit from competitors. The entries must be stored in a secure place. After announcement of the winner(s) the sponsors may keep all entries for as long as they deem necessary and should so advise competitors. All entries that are not awarded prizes should be returned to their authors when no longer needed by the sponsor. Competitors should be advised to make copies of their submissions before dispatch so that they will have a record of their work.

Copyright

Competitors retain the copyright to their entries even if no notice of copyright has been affixed. The sponsor may exercise the right to make certain uses of the work submitted and this should be stated in the competition conditions.

Sponsors should request permission to photograph or otherwise record all submissions for archival and publicity purposes. The rules should state that relevant information will be included in the archive and may be released to the media.

Use of Features from Unsuccessful Designs

The rules should state that features from unsuccessful submissions will not be incorporated into the execution of the winning design without the permission of the author of that specific design feature. A statement of 'agreement to respect all the rules of the competition' should be attached to the registration form. The conditions should require the competitor to sign and return such a statement as part of the official registration.

Calendar

The competition conditions should include a calendar of events and a copy should be available at the E.I.G.C.A.'s secretariat. The competition conditions should be mailed to all competitors on the same date, with the reasonable assumption that all will receive it within a few days. This calendar typically establishes the following dates:

- The final date for registering as a competitor.
- The final date for submission of questions to the Professional Advisor (preferably no later than one third of the way through the design phase).
- The date for any proposed site visit(s).
- The date by which design submissions must be postmarked or by which submissions must be received.
- The dates of the jury's deliberation (both first and second stage in two-stage competitions).

Disqualification

Registered competitors may not communicate regarding the competition with either the sponsor or jurors or any other consultant involved in the competition under penalty of being disqualified.

The rules should describe clearly the disposal of a competition entry that fails to meet the requirements set out in the design brief and the design exhibit instructions. It is the Professional Advisor's role to disqualify submissions that fail to meet the requirements, prior to being seen by the jury. Should there be any doubt, the advisor may seek the advice of the Jury Chair.

Fees

In a commissioned competition the sponsor must pay a fee to each of the competitors. This amounts to a commission for preliminary design work. The amount of the fee should correspond to the amount and detail of information the competition requires. If the commissioned competitors (or the finalists in a two stage competition) are also required to present their designs to a jury, their travel and subsistence expenses should be reimbursed.

Awards

The number and amount of all prizes should be included in the announcement of the competition as follows:

- The specific amount of money

- The commission to develop the winning design
- Money plus a commission
- Money that is deductible wholly or in part from a commission
- A scholarship for study or travel (if a student competition).

Authority of the Jury

The competition conditions should state that the sponsor will be bound by the jury's decision.

Appointment of Architect

For a project competition, the rules should stipulate that the winning architect will be employed by the sponsor or receive additional compensation should the project not proceed. The competition conditions should describe the proposed contractual relationship. In major competitions this description should include a statement outlining the alternative compensation the sponsor will pay the winning architect should the project not proceed beyond the competition stage.

Right to Require Association

Should the winning golf course architect be deemed by either the jury or sponsor to have insufficient golf course architectural experience (example: obtaining planning permits in a specific area) or to need wider consulting assistance, the golf course architect may be required to associate with other consultants, including other golf course architects, to develop the design to final execution. A consultant should only be chosen with the concurrence of the sponsor and the winning golf course architect.

The Design Brief

Competitors' designs must address the requirements of the design brief or risk disqualification. The professional advisor in checking the sponsor's brief should balance the requirements with the competitor's freedom of design interpretation.

History and Background

The competition conditions should include a brief but relevant history of the project and the sponsoring organisation, its interests and intentions.

Objectives

The design brief should inspire the imagination of potential competitors by a clear presentation of the competition objectives and constraints.

Criteria

The design brief should establish the criteria the sponsor expects the jury to follow in evaluating the competitors' entries.

The design brief will state the project's major goals or themes in more general terms

Site Information

A detailed site plan at an appropriate scale must be supplied. It should show:

- a graphic scale and north arrow
- project boundaries
- topography
- neighbouring buildings (their uses, heights, entrances, materials, etc)
- site easements, if any
- trees and vegetation
- sub-surface conditions (may be a separate report, if required)
- utilities (water, sewer, storm- water, gas, electric, telephone)
- prevailing seasonal wind directions.
- zoning

Site Visit

The design brief may require or recommend that all competitors visit the project site. This should be arranged by the sponsor. If a site visit is mandatory, the sponsor should determine that a proper visit to the site has been made by each competitor.

Space Requirements

The design brief must include the area requirements for each operational component (example parking). It must also supply:

- areas listed by function and size
- proximity or relationships between various activities
- a description of how the golf course shall be maintained, with an approximate budget

- and staff
- a description of how the golf course shall be managed
- special functional considerations in and around the club-house
- access requirements for workers, visitors, service and emergency personnel
- provisions for the handicapped.

Budget Limitations

Cost should be one of the principal determinants of a project, both initial capital costs and subsequent operational and maintenance costs. In this respect, competition projects are no different from any other golf course architectural project.

A competition sponsor may have a specific amount of money available for a project or a limit for the entire cost of construction and operations. The sponsor's financial target should be clearly communicated to the competitors and jury. The cost of the project should be established as one of the following:

Budget target:

Competitors instructed not to exceed a stated overall cost in their designs.

Budget estimate:

Competitors asked to estimate the total cost of their designs, usually on the basis of area or volume cost assumptions.

Mandatory budget requirements:

An absolute cost limit having been established, the Professional Advisor may be asked to check entries for compliance. Putting limitations on the amount of area or volume allowed in the design brief may assist a sponsor to control the cost of a project.

The Submission Requirements

The submission requirements summarise for competitors and jury precisely what design information the competitor is to produce. Participation in a design competition requires that a golf course architect spend a significant amount of time away from regular practice. Consequently, the Professional Advisor should exercise care in determining how much design information is required. The design submission instructions should be sufficient to explain the design without resulting in over-elaborate and unnecessary drawings. Keeping the number and detail required in the drawings to a minimum, benefits the sponsor as well as the competitors, for it allows the architects who enter to concentrate on finding the best

design solution rather than on its graphic presentation. In general, the submission requirements should:

- be clear and concise
- keep the number of drawings to a reasonable minimum
- stress design information in preference to graphic presentation
- allow competitors the freedom and opportunity to express their ideas in a manner compatible to all.

Disregard of the submission requirements by competitors is a violation of the rules and will result in disqualification. The instructions should stipulate whether or not models, perspectives or additional drawings will be accepted. The preferred procedure requires the Professional Advisor to withhold from the jury any extra materials in order to maintain comparability among designs.

Drawings

The number, size, scale and type of drawings from each competitor should be specified. This is a critical decision. The Professional Advisor should plan this most carefully with the sponsor.

Models

Models may rarely be required as design submissions. When required models should be kept simple as they are costly to construct and transport and difficult to handle and store.

Scale

The scale of all drawings is very important because scale determines the degree of explicitness sought in the design studies of the competitors. The scale for submissions shall vary with each project, but they should be set by the Professional Advisor in a way that is consistent with the sponsor's objectives and the competitor's design intent.

Explanatory Drawings Diagrams or Text

It may be useful to require explanatory drawings diagrams or text as part of the submission. Specific drawings may also be required to indicate materials and construction. If the competition subject includes an interest in a particular aspect or design (example: protection of an ecologically sensitive area) that aspect should be explained. A short text, diagrams and drawings are appropriate requirements.

Gross Area or Volume Tabulation

The competitors may be required to furnish to a standard method of calculation, a gross area or volume tabulation showing the size of the submitted design.

Methods of Presentation

Instructions regarding the number, mounting, size and relationship of panels and other submission items must be precisely described.

Anonymity

Anonymity is to be protected. Competitors should be instructed to submit their designs in an appropriate and convenient manner. Double wrapping is the most secure method. When the exterior wrapping is removed, a plain wrapper with no markings should enclose the submission. Identification is usually achieved by the competitor affixing a sealed envelope to the rear of a specified drawing. Inside the envelope the competitor should enclose name, address and telephone number. Those competitors who desire the return of their design exhibits should be instructed to place a cheque inside the sealed envelope to defray the sponsor's packaging and shipping expenses as estimated by the Professional Advisor. An alternative is to permit the competitors to pick up their submissions on or by a specified date.

THE COMPETITION JURY

The use of a qualified jury ensures expert judgement in the competition selection process. It also provides the sponsor with a level of golf course architectural advice that is not readily available in commissioned work. The calibre and standing of each member of the jury must be of the highest order.

Golf course architects are willing to enter competitions where they can be confident of the ability of juries to judge their work fairly and fully. The quality of the jurors thus helps determine the quantity and quality of submitted designs.

Golf course architects who serve on a competition jury should have no vested interest in the sponsor's project or in any of the competing firms. Only as independent professionals can their objectivity be assured.

Obligations

It is a jury's obligation to abide by the competition conditions in judging all submitted work. It is essential that before agreeing to serve that prospective jurors devote an appropriate amount of time to a careful examination of the competition conditions. In accepting the position, jurors agree to abide by the rules of a competition and, except where otherwise prescribed, undertake:

- to have no contact with any of the competitors
- to devote themselves fully to the task of evaluating entries on the days established for judging
- to respect and maintain the anonymity of the submissions when anonymity is a part of the requirements
- to abide by the requirements of the competition conditions in evaluating the competitors' entries
- to refrain from introducing considerations in addition to, or contrary to those described in the conditions.
- to make every effort to arrive at a consensus in the selection of a winner
- to submit a report explaining their decisions.

Jury Selection

The E.I.G.C.A. suggests that the sponsor, in consultation with a Professional Advisor, appoints the jury. The E.I.G.C.A. may nominate but does not normally select competition jurors. The goal is to assemble a small group of highly qualified people capable of exercising sound judgement.

Jury Composition

Design competition juries should be small enough for members to exchange views readily, individually and collectively, formally and informally. Competition juries may be composed of the following:

- practising golf course architects members of the E.I.G.C.A.
- consultants from fields related to the specific requirements of the competition
- representatives of the sponsor
- eventual users.
- representatives of associations
- representatives of local or regional government departments
- laymen respected within the local community for their integrity and their sound judgement

The majority of jury members should be familiar with the game of golf and have some understanding of golf course architecture. They should easily interpret drawings and be capable of visualizing the finished design indicated in the submitted graphic material. This helps to ensure that informed judgements are made regarding the merits of a competitor's proposal. In addition suitably experienced jurors can quickly determine if a particular design is readily able to be built both technically and economically.

Where the skills of design disciplines such as town planning, landscape architecture, and structural engineering are essential, persons from these disciplines should be on the jury.

Consultants who are not members of the design professions may also serve where appropriate. Competitions with specialised purposes such as the rehabilitation of a waste dump should have specialised juries. Similarly, different types of sites such as landfills or racetracks require persons on the jury familiar with the particular requirements of such sites. Their participation helps to ensure that specific needs or issues will be considered.

A jury need not be made up solely of golf course architects and other professional consultants. Jury members who are representatives of the competition sponsor may help ensure that all needs are properly met. In competitions where a public agency is the sponsor, one or more jurors may be chosen to represent the agency's or even the public's interest in a project. A jury's composition will vary in accordance with the subject of a competition. The major advantage of including a person or persons with professional or academic qualifications in a discipline other than golf course architecture, is the greater breadth of knowledge than is available from a strictly specialist jury. Such a jury could make a better-informed decision.

The Jurors

The appointment of a balanced jury serves as an important assurance to competitors that a

competition has been well organised. A jury whose members hold a breadth and depth of view can assure competitors that a fair and equitable search for the best solution, regardless of approach, will be made.

The Jury Chair

Competition sponsors may either appoint a jury Chair or leave the selection to the jurors themselves. In either case, the primary function of the Chair is to ensure that the jury's deliberations proceed in a fair and orderly way. After a winner is selected, the Chair supervises the writing of the jury report.

Pre-Evaluation Procedures

Prior to the evaluation of entries, a jury should:

- select a Chair (if one has not been designated by the sponsor) to preside over its deliberations and supervise the preparation of the jury's report
- visit the site where feasible
- be willing to devote sufficient time, in accordance with the number of entries and complexity of the conditions, to perform its evaluation responsibilities
- be given adequate assistance to permit the rearrangement of exhibits as needed.

The Evaluation Process

The selection of award winners is made by a progressive elimination of entries. At some points elimination decisions may be made by voice vote, at others by written ballot. Each jury should determine its own voting procedures. More important than how votes are tallied, however, is the exchange of views that takes place during a jury's deliberations, for decisions grow out of dialogue.

After the field is reduced to three or four potential prize winners, a detailed examination of these remaining designs should be made, the strengths and weaknesses carefully compared and the workability of the projects confirmed. When all issues have been thoroughly discussed, the jury should select the first prize winner and rank the remaining designs.

In the unlikely event of a jury deciding that none of the submissions meet the expectations of the sponsor, it may recommend that no first prize be awarded.

In two-stage competitions, a jury will convene on two or more separate occasions to evaluate submissions. At the end of the first stage, the jury's mandate is to choose those schemes that deserve further development. Its task is to select a group of finalists who will be commissioned by the sponsor to develop their original concepts.

The Jury's Report

After making its final selection, the jury must write a report explaining its decision. The report of a jury has three basic functions:

- It is written evidence to competitors, sponsor and the public that the evaluation and selection procedures were executed with fairness and care, thus conferring legitimacy on the prize winning designs.
- It is an educational document that describes criteria for evaluating golf course architectural design, thus stimulating thought for competitors, design professionals, users and the public.
- It is a historic document that lists the winners and explains why specific designs were chosen.

The jury report is presented directly to the sponsor or through the Professional Advisor. With the announcement of the competition results, the report becomes a public document.

A jury report should be accurate, comprehensive and succinct. Each juror should have ample opportunity to offer comments and suggestions, but the report as a whole should speak with one voice. The report should:

- list the award winning designs and honourable mentions
- make an appropriate statement of the reasons for the jury's decision in regard to each entry

IN CONCLUSION

A golf course architectural competition, if appropriate for a particular project, can be the most thorough and rewarding method of selecting a design solution and / or golf course architect

For further advice on running a golf course architectural competition, do not hesitate to contact:

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