



GEO TOURNAMENTS SUPPLIER DATA COLLECTION

User Guide

The tracker is aimed at capturing the carbon emissions associated with the golf tournament, including its travel, accommodation, and supply chain.

Please account for all data associated with the given tournament, whether before, during, or after the actual event itself. By completing this form, you are agreeing that the data provided is accurate to the best of your knowledge.

Note: All data provided will only be used by GEO Foundation for the purposes of carbon footprint analysis and reporting only.

The form will include inductor information for tracking submissions, standard data for all supplier types (i.e. Travel, Accommodation, and Freight and Hauling) as well as custom questions based on the types of goods or services provided.

PAGE 1: INTRODUCTION

In this first section, you will be asked for your name and email address. This will allow us to track who has completed the form and allow us to share links with you to save or edit your form as needed.

You will then be shown a dropdown list for Supplier/Contractor/Vendor Type. Select the category most applicable to your organization. See below for descriptions of the data requested from each supplier type. Also, provide your organization's name.

Note: If you are unsure of your supplier type, please contact carbon@sustainable.golf

PAGE 2: TRAVEL & FREIGHT DATA

Staff Travel

You will be asked to provide staff travel for the tournament, according to flights, rail, and car. This does not include standard, daily commutes.

You may select more than one mode of travel and within each you will have certain options (e.g., short or long haul for flights, size of car, etc.). However, it is recommended that you provide the total for each whenever possible. If you do not have all the data available to you at this time, you can save your data or edit your submission later.

For each option, select your preferred unit. There may also be different measures available, such as fuel use, distance, or time travelled.

Accommodation

For accommodation, first select the country of stay from the dropdown list. Then, provide the number of nights, which is calculated by multiplying the number of rooms by the nights stayed. For example, if 2 rooms are booked for 1 night and 1 other room booked for 3 nights, this would equal 7 total nights.



Freight & Delivery

The two types of freight given are HGV/Semi-trucks, which have a minimum weight of 3 tons, while Vans will have a maximum weight of 3 tons. Then, for either option, you will indicate if the delivery vehicle was refrigerated, along with its fuel type.

PAGE 3: SUPPLIER-SPECIFIC DATA

Below is an overview of the types of data that will be requested from each supplier type. It is also noted what units of measurement are given.

Catering

- **Propane** (gal or litres)
- **Cooking Oil** (gal or litres)
- **Meals Provided** – Vegan, Vegetarian, and/or Meat by Portion Size (small or average)
- **Beverages Provided** – Water, Soft Drink and/or Alcoholic by Container Type (Bottle, Can, and/or Draft/Poured)

Energy

- **Energy Consumption** – Grid (kWh), Greener Grid (kWh), and/or Natural Gas (kWh, gal or litres)
- **Fuel Use for Generators** – Diesel, Petrol, Biofuels, and/or Hydrogen (gal or litres)
- **Renewable Energy Generated** – Solar and/or Wind (kWh)

Infrastructure & Staging

- **Embodied Carbon** (tCO₂e) by source

Merchandise

- **Embodied Carbon** (tCO₂e) by source

Tournament Organizer

- **Energy Consumption** – Grid (kWh), Greener Grid (kWh), and/or Natural Gas (kWh, gal or litres)
- **Fuel Use for Generators** – Diesel, Petrol, Biofuels, and/or Hydrogen (gal or litres)
- **Fuel Use for Golf Carts** – Diesel, Petrol, and/or Biofuels (gal or litres)
- **Water** – Consumed and/or Conserved (gal or litres)

Transport

- **Utility Vehicles** – Diesel, Petrol, LPG and/or Biofuels (gal or litres)
- **Spectator Transfers** – Diesel, Petrol, LPG and/or Biofuels (gal or litres), Hybrid (miles or km), and/or Electric Vehicle by Country of Charge (miles or km)
- **Guest/Player Transfers** – Diesel, Petrol, LPG and/or Biofuels (gal or litres), Hybrid (miles or km), and/or Electric Vehicle by Country of Charge (miles or km)
- **Courtesy Car Transfers** – Diesel, Petrol, LPG and/or Biofuels (gal or litres), Hybrid (miles or km), and/or Electric Vehicle by Country of Charge (miles or km)



Waste

- **Fuel Use for Waste Disposal** – Diesel, Petrol, LPG and/or Biofuels (gal or litres), Hybrid (miles or km), and/or Electric Vehicle by Country of Charge (miles or km)
- **Waste Disposal Methods** – Waste Type by Disposal Method (US ton, metric ton, or UK ton)

Water

- **Potable Water** – Mains and/or Tankered (gal or litres)
- **Non-Potable Water** – Greywater Captured On-site and/or Tankered (gal or litres)
- **Discharged Water** (gal or litres)

Other

Embodied Carbon

All supplier types will also be asked if they can report any embodied carbon from within their supply chains. This can be given by supplier name, product, or service but emissions should be reported in metric tons of carbon equivalent (tCO₂e).

SAVE & PREVIEW SUBMISSION

Save for Later

At the bottom of each page, you will have the option to “Save for Later.” If you select this option, you will be given a link to return to the form which will still contain all entered data.

Preview Submission

When you reach the end of the final page, you will be asked to preview your submission. This will take you to a page with all data from all pages listed out for your review. You can return to the form to edit anything, if needed. Otherwise, you may click “Submit” to share your data with GEO Foundation.

Note: After you complete your submission, you will be sent an email to the address provided, containing a summary of your data and a link to edit your submission, if needed.