



"The Professional Association for All Disc Golfers"

Bid Specifics for 2020 PDGA Amateur Disc Golf World Championships

**** Use this document in tandem with the General Bid Package for PDGA Majors to develop your proposal to Host this PDGA event****

Bid Submission Deadline: Thursday, November 1, 2018
Selection Announcement: After December 1, 2018

Send all bids and correspondence via email to:

Mike Downes, PDGA Director of Operations
Tel: 1+ (706) 261-6342, ext. 104
Email: events@pdga.com
Web: www.pdga.com

About PDGA Amateur Disc Golf World Championships

This week long international competition is limited to qualified amateur disc golfers who compete for World Championship titles in multiple age and gender-based divisions.

The expected number of competitors for the event is based upon number of courses and history as listed in "Major Events History" below. For planning purposes, multiply 72 players by the number of courses to estimate your total capacity.

PDGA Major Events are your chance to host an international sporting event in your community, drawing interest and attention to your city, and generating economic impact for local businesses. (See "Major Events History" below)

Snapshot: PDGA Amateur Disc Golf World Championships

Expected Number of Players Matrix

Number of Courses to be Used *	Total Approximate Field Size +
6 Courses	576
7 Courses	648
8 Courses	720

* Courses to be vetted by PDGA and assigned to appropriate divisions.

+ Field sizes are approximations ONLY. Actual field sizes will be determined by the appropriate skill levels of the available courses.

Time of Year: Mid-July (Negotiable)

Length of Event: 8 days

- Saturday – Mixed doubles
- Sunday – Field events
- Monday – Players meeting
- Tuesday – Day 1 singles
- Wednesday – Day 2 singles
- Thursday – Day 3 singles
- Friday – Day 4 singles
- Saturday – Cut to top players for Semi-final round, top 4 compete in Final 9 holes

Number of Competitors: 500-800 competitors

Average length of Stay: 6 nights

Estimated Room Nights: 250 +/-

(Event capacity $[(\# \text{ players})/2] \times 0.15 = \text{Daily room block}$

(Daily room block $\times 6 \text{ days} = \text{Total room nights}$)

** In addition to room nights, please consider the time spent and economic spending within the community of all players, staff, media, spectators and volunteers. Also, consider the level of exposure of your community will receive through the various media initiatives associated with the event, such as print, video and social media marketing.

Typical schedule of events (although flexible, based on venue availability):

Doubles

Schedule: Held on the first Saturday of Worlds week

- Single course for both rounds

HOST provides one course knowledgeable staffer on course to act as Assistant TD

HOST maintains water stations on courses (minimum of 6 per course)

HOST provides trophies (distribution document will be provided)

PDGA provides Doubles Management, Marshals, Scoreports and Scorecards (if required)

PDGA provides payout information to HOST for payout at Worlds Pro Shop and Awards

Field Events

Schedule: Held on Sunday of Worlds week (10am-4pm) (negotiable)

HOST arranges for a single venue to fit all field events, tents, food vendors

HOST arranges for Food Vendors or concessions be available for competitors

HOST provides 16-20 staffers to help at Field Events

HOST maintains water stations (minimum of 1 per Field Event)

HOST provides trophies (distribution document will be provided)

PDGA provides Field Events management, Marshals, and all required paperwork

PDGA provides lunch for all Field Events Staff

PDGA provides payout information to HOST for payout at Worlds Pro Shop and Awards

Player Check-In

Schedule: Held on Sunday and Monday from 10am-4pm, preferably at Host Hotel

HOST provides required number of staffers to handle player pack distribution

PDGA provides staff assistance and check-in lists.

Mandatory Player Meeting

Schedule: Held on Monday evening at 8pm (generally runs 1 hour)

HOST arranges venue, including lights, sound and visual media availability

HOST arranges for Guest Speaker (local dignitary)

PDGA will provide agenda

PDGA will provide content and speakers

Fly-Mart, Player Party, other evening events

Schedule: Highly recommended that the Fly-Mart be held early in the week while players still have available cash to spend. Other evening events may be scheduled as seen fit.

HOST arranges all venues, vendors, etc.

Note: Age-appropriate arrangements should be made for underage participants.

Presentation of PDGA Annual Awards

This will take place during the Players Meeting.

PDGA provides awards and presenters.

Singles Competition

Schedule:

- Preliminary singles rounds are held Tuesday through Friday (no more than one round per day, per division for 70+ divisions).
- Semi-Finals, Finals, and Awards Ceremony are held on Saturday.

PDGA provides the Scoring Director to manage the PDGA Scoring Office as well as the Scoreport cards based on registration and enough Scoreports to handle the number of courses and shuffling (if required). Digital processing and display of scores is preferred.

PDGA provides the Competition Director and Marshals for competition rulings, as well as additional representatives for event and media assistance.

HOST provides enough course-specific scorecards and pencils to their Course Directors for all rounds on all courses including extra for players, staff etc. Scorecards must be specific for each course with correct distances and pars listed for that course.

HOST provides the Course Directors and Assistants to run each course, keep water jugs filled, process and submit round scores into the PDGA Scoring Office.

Note: The Host is required to have all courses prepped, marked, and in tournament configuration with water and restrooms provided at least by the Friday morning prior to Worlds for players to be able to practice (4 days prior to singles competition).

Major Events History

The PDGA has conducted its Am World Championship Events in nearly every region of the United States including most recently:

Amateur World Championships		
<u>Year</u>	<u>City</u>	<u>Players</u>
1996	Augusta, GA	174
1997	Grand Rapids, MI	257
1998	Appleton, WI	251
1999	Kansas City, MO	309
2000	Ann Arbor, MI *	387
2001	Nashville, TN	399
2002	Miami, FL	257
2003	Kansas City, MO	377
2004	Des Moines, IA *	499
2005	Flagstaff, AZ	316
2006	Tulsa, OK	480
2007	Milwaukee, WI	461
2008	Kalamazoo, MI *	430
2009	Kansas City, MO *	518
2010	Marion, OH	428
2011	Rochester, NY	444
2012	Charlotte, NC *	650
2013	Emporia, KS	536
2014	St. Paul, MN	612
2015	Kalamazoo, MI	752
2016	Madison, WI	576
2017	Quad Cities, IL/IA	618
*Combined Pro/Am Event		

Sample Base Schedule

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Kalamazoo 2015 Worlds Schedule - Am & Jr Divisions										Schedule Draft				V2.9												
Saturday July 18	Sunday July 19	Monday July 20	Divisions				Tuesday July 21	Wednesday July 22	Thursday July 23	Friday July 24	Saturday July 25															
			Division	Pool	8a	9a	2/TBD	6p	8a	9a	2/TBD	6p	8a	9a	2p	5p	8a	9a	2p	9p	Semis	Finals				
Doubles Amateur Mixed @ Spinski's Champion Juniors @ Spinski's Original Player Meeting 9:30am	P l a y e r C h e c k i n g 10-6	F i e l d E v e n t s D i s t a n c e, P u t t i n g, M i n i G o l f, E D G E S k i l l s @ T i m b e r R i d g e	P l a y e r M e e t i n g 6:00 p m	Advanced Men	A	VRL			MBS	MBN			SPC	OSH			TIMBER RIDGE				VRL	T.R.				
					B																					
					C																					
					D																					
					E																					
					G																					
					M																					
					J																					
					F																					
					W																					
					X																					
					K																					
					S																					
	L																									
Evening Activities >>				Player Party Bell's Eccentric Café 6p				FlyMart Timber Ridge 6p-9p				Game Night @ Wayside West 5p-10p				Festivals plus Glow-in-the-Dark Vicksburg - 9p										

AMATEUR POOLS		
DivCode	Pool	Field #
MA1	A	288
	B	
	C	
	D	
MM1	E	72
MM1	M	72
MG1	G	72
MS1	S	56
ML1	L	8
FA1	F	52
FM1		20
FG1	W	8
FS1		4
AM TOTAL = 652		
Worlds Total = 774		

KEY	AM & JR COURSES	Tuesday	Wednesday	Thursday	Friday	Saturday
T.R.	Timber Ridge	E - G	M - J	C - D	B - A	T.R.
OSH	Oshtemo	M J	E G	B A	D C	
SPC	Spinski's Champion	J M	G E	A B	C D	
SPO	Spinski's Original		WXX WXX	S S	F	
MBS	Meyer Broadway South	C D	A B	M J	E G	
MBN	Meyer Broadway North	D C	B A	J M	G E	
VRL	Vicksburg Rec Long	A B	C D	F	X S	
VRS	Short			F	WXKL	
CBR	Coldbrook - 24h	X K F W	S L	G E	M J	
R.M.	Robert Morris	S L S	F F	WXX WKL		

JUNIOR POOLS		
Pool	DivCode	Field #
X	F,J1, F,J2	16
K	F,J4, MJ4, F,J3, MJ3	34
J	MJ2	32
	MJ1	40
JUNIOR TOTAL = 122		

Projected Semis & Finals							
Div	Field	Semis	Finals	Div	Field	Semis	Finals
MA1	288	76 max	4	MJ1	40	12 +Ties	4
MM1	108	36 +Ties	4	MJ2	32	9 +Ties	4
MG1	108	36 +Ties	4	MJ3	20	6 +Ties	4
MS1	56	20 +Ties	4	MJ4	5	0	2
ML1	8	0	4	FJ1	8	0	4
FA1	52	16 +Ties	4	FJ2	8	0	4
FM1	20	6 +Ties	4	FJ3	4	0	2
FG1	8	0	4	FJ4	5	0	2
FS1	3	0	0				

NOTES:
 Check-in: Timber Ridge at 10am-6pm Sunday; and 10am-3pm on Monday
 Player Meeting Location: Miller Auditorium, Kalamazoo, MI
 Friday: Taste of Kalamazoo, Arcadia Creek Festival Site, 5p-10p

Explanation of True Amateur Event

The true spirit of organized amateur athletics is *competing in a sport purely for the love of that sport and the act of competition itself.*

“True Amateur” is the designation used by the Professional Disc Golf Association in reference to those amateur events, or the amateur portion of an event, which promote that true spirit of amateur athletics by presenting only trophies to the top finishers of the tournament rather than a payout in merchandise. Instead, all players in the event receive equal value through their tournament experience due to the tournament amenities that are provided.

“Tournament Amenities” – these should enhance each player’s tournament experience at a True Amateur event. Those amenities may include, but are not limited to, social gatherings such as a party or an outing; meals provided during competition breaks; snacks and beverages provided during competition; the provision of “comfort stations” out on the course (beyond the park’s usually limited facilities), or other infrastructure amenities such as paid parking permits in those locations with parking fees. ***For PDGA Major events, at least 125% of entry fees is required to be distributed through tournament amenities.***

“Player Pack” - a package of commemorative items such as discs or clothing should be provided to each player – but it should provide only a portion of the tournament value.

The goal of a PDGA True Amateur Event is to provide a great holistic tournament experience to each player as they enjoy the spirit of amateur competition in the sport they love.

Also, in this day and age where tournaments tend to fill quickly using pre-registration, True Amateur events are also easier on TDs as they can plan for expenditures on trophies, items for player packs, and tournament amenities with an eye on providing the same value to all registered players.

For more information about True Amateur, contact the PDGA office.



PDGA/HOST RESPONSIBILITIES

PDGA Responsibilities (specific, but not limited to):

Finance

- Manage registration related finances and coordinate with HOST for distribution of funds as needed.
- Provide HOST with financial reference reports from previous similar PDGA events.
- Coordinate with HOST on event budget.
- Provide HOST with registration finance summaries.
- Provide HOST with pre-event financial stipend of \$5,000 USD only upon signing of the Event Agreement and after January 1, 2020 for accounting purposes. This is to be used as “seed money” for the event, and shall be used only to offset event expenses.
- Assist HOST with event hotel negotiations (PDGA Director of Operations).

Registration

- Determine player eligibility and qualification.
- Manage the invitation and registration of qualified players, including waitlist procedures.
- Provide HOST with detailed planning package which identifies administrative tasks.

Staffing

- Provide management staff for both the Field Events and Doubles competition.
- Assist with player check-in.
- Provide at least two (2) PDGA representatives (Tour Manager and Director of Operations) as core staff advisors.
- Provide PDGA competition marshals to support the Event.
- Assist HOST in event staffing through the referral of PDGA TD's and officials from other regions.
- Manage main event scoring as well as tee times, including posting of results at PDGA.com.

Competition

- Work with HOST to provide a competition schedule using established formats and guidelines.
- Approve and publish the final competition schedule prior to the start of the Event.
- Approve the Field Events venue as proposed by the HOST.
- Inspect and approve the playing courses as proposed by the HOST.
- Provide Scoreport boards and completed cards for all pools and competitors (if necessary).
- Provide trophy standards document to the HOST in accordance with PDGA Tour standards and approve the final payout tables and trophies as proposed by the HOST.
- Provide the approved rules governing the competition and approve the final event specific ground rules as proposed and in coordination with the HOST.
- Provide detailed information on “True Amateur” style of events (see above).

Sponsorship and Media

- With HOST, coordinate and assist with sponsorship development (Marketing Manager).
- With HOST, assist with event publicity, including publication of regular event press releases.

- Pay for and approve space for a full-page pre-event ad in “DiscGolfer” magazine (Summer issue).
- Placement of the Event information on the PDGA web site on a dedicated Worlds page(s).
- Coordinate and manage Live Scoring, photography, videography and other media initiatives as determined by PDGA Media Manager.
- Provide insurance coverage in compliance with the PDGA Event policy.
- Be added as a co-signer for local agreements/contracts as may be required.

**** The principal PDGA contacts with the HOST are to be the PDGA Executive Director, the PDGA Tour Manager, and the PDGA Director of Operations, who may in turn delegate specific areas of responsibility to other PDGA officials.**

HOST Responsibilities (Required, but not limited to):

Finance

- In conjunction with PDGA guidelines, HOST is to provide a proposed budget no later than 3 months prior to the Event and a final Budget no later than 2 months following the Event, both subject to PDGA review and approval. These budgets are to include the following areas as a minimum:
 - Income from Entries, including entry fees and projected attendance
 - Sponsorship Income, in cash and in kind
 - Merchandise Sales
 - Other Income
 - Facilities Expenses, including host hotel
 - Staffing Expenses
 - Player Package Expenses
 - Merchandise Cost of Goods Sold
 - Social Event Expenses, including banquet and related taxes
 - Printing Expenses
 - Communication Expenses
 - Trophy Expenses
 - Other Expenses
- Develop event merchandise and coordinate merchandise sales.
- Present plans for any unprecedented income sources for PDGA approval.
- With the PDGA Executive Director, manage all financial aspects of running the Event in accordance with the PDGA approved Final Budget.
- If there is a net profit to the Event as part of the Event costs, the HOST may include an Event Management Fee in their budget, not to exceed five percent (5%) of the Event revenue, or three thousand US dollars (\$3,000 USD), whichever is lower. If there is a net loss to the Event exclusive of an Event Management Fee, there is no Event Management Fee consideration due to the HOST.
- When post-event accounts are complete, the HOST and PDGA agree that the profits from the event will be split evenly between the HOST and the PDGA. HOST and PDGA also agree to split any losses equally, up to a maximum total loss capped at two thousand US dollars (\$2,000USD), or one thousand US dollars (\$1,000USD) apiece. Losses in excess of this cap are the sole responsibility of the HOST.

Competition

- In conjunction with PDGA guidelines, provide a suitable venue for Doubles Competition and Field events, as well as any ancillary activities (see Bid guidelines).
- In conjunction with PDGA Course Design Guidelines (www.pdga.com/documents/pdga-course-design-guidelines), provide appropriate courses for play subject to PDGA review and approval. On any individual disc golf course, all catching devices shall be PDGA approved, shall be of championships caliber, shall be uniform in type and style, and shall be of metallic construction with inner chains installed. In addition, all catching devices should be re-verified by HOST as meeting PDGA Technical Standards. (www.pdga.com/documents/pdga-technical-standards-manufacturers-guidelines, section II(B)).
- The course layouts for the tournament, including first round target placements, out-of-bounds areas, teeing areas, and paths to the next holes shall be determined and sufficiently marked no later than 96 hours (4 days) before the start or first tee-time of the first round of the singles event, as per PDGA Tour Standards. All temporary tee and pin locations must be marked on course and noted with consistency in the caddy book.
- Rules governing special conditions along with any waivers are to be submitted to the PDGA no less than 30 days prior to the start of the event for review.
- Course and ground rule information (caddy book) should be available on EVENT website as downloadable PDF file at least four days prior to the start of the event.
- Tee signs should be posted on all holes of the event to indicate the hole number, par and distance at least, and disc flight paths, distances, next tees, and a tournament/ hole sponsor, if applicable.
- Players must be provided a warm-up area for throwing. This area should provide enough space (or equipment, i.e. large net to throw into) for drive, approach, and putt shots.
- All courses are *recommended* to have non-earthen tee pads located at or above ground level.
- All OB and drop zone areas are *recommended* to be marked with WHITE paint, as it is the easiest color to see by those who are color-blind.
- Provide a generous player's package to each competitor based upon event registration fees and sponsorship. Amateur Worlds will be run as True Amateur with larger player packages and either a limited or no purse as per PDGA Tour Standards.
- Produce event/course scorecards, subject to PDGA review and approval, along with pencils. Scorecards should include at a minimum hole numbers, hole distances and hole pars that are consistent with course signage and caddy book.
- Provide information regarding all local emergency contacts at each course to each Course TD and Marshal. It is recommended that this information be supplied to all competitors as well.
- Provide water for players at each course. Required to have at least 30 total gallons on each course, placed every three holes at the start of each round, and to be regularly maintained during each round.
- *Recommended* to make available food vendors or concessions for players at each venue throughout competition, including Doubles and Field Events.
- Procure event trophies as outlined by the PDGA.
- Provide PDGA with a comprehensive evaluation of the Event, including problem areas and suggestions for improvement.

Sponsorship/ Media

- Create and submit Event Ad to “DiscGolfer” magazine, pending PDGA review and approval.
- Produce an Event logo, Caddie Book, as well as supporting event graphic design, all subject to PDGA review and approval.
- Coordinate and manage the solicitation of event sponsors.
- Work with PDGA on coordination and placement of Event, PDGA and sponsor signage.
- Work with PDGA or their partners/resources on generation of local and regional publicity.

Staffing

- Provide enough staff to distribute player’s packages during Player Check-in.
- Provide the minimum required event staff as outlined by the PDGA:
 - Doubles Competition (two staff members per course – Water, Scoring, Asst. TD), spotters as required by course design.
 - Field Events (16-20 staff members)
 - Singles Competition – Tournament Director, Asst. TD, Scoring Director, Media Director, Volunteer Coordinator, Sponsorship/Marketing Director, Course Directors, Course Asst. (Water, Scoring), and Spotters as required by the course design.

Other

- Ensure that all Event sub-contractors and providers of facilities to the Event have third party public liability insurance on behalf of HOST and PDGA to cover all potential claims for negligence, injury or damage as a result of the failure of such facilities at the Event.
- Provide the necessary required insurance information (otherwise insured, etc.) to PDGA Office Manager no later than two months before the event.
- Follow the terms set forth in the PDGA Sanctioning Agreement, except when those conflict with the items contained within this document.
- Event shall be run in “True Amateur” fashion, as per PDGA Tour Standards and should be promoted as such.
- In coordination with the PDGA Director of Operations, secure appropriate and sufficient player and staff housing.
- In conjunction with PDGA guidelines, work with PDGA staff to produce a proposed schedule of ancillary events.
- Schedule, manage and provide rooms or other appropriate space for the Player’s Meeting, FlyMart, Awards Ceremony, and any other scheduled ancillary events.
- Schedule, manage, and provide a furnished room (tables and office chairs) of a minimum of 500 sq. ft. with adequate air conditioning, electrical service and broadband internet access for dedicated use as the Event Operations and Scoring Office.
- Provide PDGA with a comprehensive evaluation of the Event, including problem areas and suggestions for improvement.

****Many of such responsibilities are to be done through cooperation between PDGA and the HOST. The Event timeline requires consistent communication and collaboration between the two parties, as many responsibilities are interrelated.**

VENUE REQUIREMENTS

Courses

The main competition venue (site of the Finals) must have at a minimum:

- 18-hole championship caliber disc golf course reserved by the LOC
- Minimum parking (on site or off site) for 300-500 cars
- Restroom building(s) and port-a-johns located throughout the course
- Covered pavilion(s) or building reserved by the LOC for tournament headquarters
- 50,000 sq. feet of green space for spectator and vendor village

Satellite competition venue must have at a minimum:

- 18-hole championship caliber disc golf course reserved by the host organization
- Parking (on site or off site) for 150 cars minimum
- Restrooms and/or porta-johns located throughout the course
- Covered pavilion or building reserved by the host organization for course headquarters

Courses used in competition must be set up in tournament configuration no later than 4 days (96 hours) before the start of the singles competition Tuesday morning.

Hotel

One local hotel should be designated as the host hotel. The host hotel needs to have enough rooms to comfortably accommodate most athletes, officials, and staff in addition to being able to provide the following:

- 500 sq. ft. (min) room with high speed internet access for event office (6 days – Mon – Sat)

Additional Meeting Venues

Registration, welcome & check-in area (1000 sq. ft. (min.) room for 3 days – Sat, Sun, Mon)

Players Meeting – Seating for 600-800 (consider registration numbers), podium w/ PA system

Vendor Marketplace (FlyMart) – Exhibit area for fifty 10'x10' booths, power at Finals location

Evening Social Activities – size/parking/amenity availability based on registration numbers

Awards & Closing Ceremonies – Immediately following finals at finals location

Field Events Requirements: Public park, athletic facility or other area w/ suitable parking/amenities for 300 competitors including a mix of athletic fields, green space with trees, rolling terrain, open areas. PDGA will provide field events guide & procedures. All field events must take place at same venue.

- Long Drive – Open flat area approximately 250' wide x 800' long
- Mini Golf (if applicable)– Rolling diverse terrain approximately 3-5 acres
- Putting - Diverse terrain, mostly open, approximately ½-1 acre
- E.D.G.E. Skillshot – Diverse terrain, mostly open, approximately 3-5 acres