



*"The Professional Association for All Disc Golfers"*

# **Bid Specifics for 2020 PDGA Professional Masters Disc Golf World Championships (Age-Based Professionals)**

**\*\* 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  
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Email: [events@pdga.com](mailto:events@pdga.com)  
Web: [www.pdga.com](http://www.pdga.com)

## About PDGA Professional Disc Golf World Championships

This week long international competition is limited to qualified professional disc golfers who compete for World Championship titles in age-based Male and Female Divisions.

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.

## Snapshot: PDGA Professional Masters Disc Golf World Championships

### Expected Number of Players Matrix

Number of Courses to be Used *	Total Approximate Field Size +
4 Courses	360
5 Courses	432
6 Courses	576

\* 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-June- Late August (Negotiable)

Length of Event: 8 days

- Saturday –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

Number of Competitors: Approximately 250-400

Average length of Stay: 6 nights

Estimated Room Nights: 120 +/-

(Event capacity [(# players)/2] x 0.15 = Daily room block

(Daily room block x 6 days = 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.

## **Expected 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 3 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 Awards Ceremony

### **Field Events**

Schedule: Held on Sunday of Worlds week (11am-3pm, negotiable)

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

HOST arranges for concessions to be made available to 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 volunteers and staffers

PDGA provides payout information to HOST for Payout at Awards Ceremony

### **Player Check-In**

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

HOST provides required number of staffers to handle player pack distribution

PDGA provides check-in lists and additional check-in staff.

### **Mandatory Player Meeting & Presentation of PDGA Annual Awards**

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

HOST arranges venue.

HOST arranges for Guest Speaker (local dignitary)

PDGA will provide agenda

PDGA will provide content and speakers

PDGA provides annual awards and presenters.

### **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.

## **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.

The PDGA works with HOST to create the singles course schedule based on the appropriate divisions for the specific courses with an eye to historical percentages of players per division and current PDGA membership numbers. No more than two rounds will be scheduled per day on each course.

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.

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, call round scores into the PDGA Scoring Office, and deliver/pick-up Scoreports at the end of each day to/from the Scoring Office (if necessary). HOST also provides spotters as required.

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 Professional World Championship Event in nearly every region of the United States including most recently:

Year	City	State	Players
1982	Irvine	CA	75
1983	Huntsville	AL	148
1984	Rochester	NY	184
1985	Tulsa	OK	261
1986	Charlotte	NC	215
1987	Toronto	ON	202
1988	Cincinnati	OH	282
1989	Waterloo	IA	226
1990	Phoenix	AZ	275
1991	Dayton	OH	248
1992	Detroit	MI	279
1993	Huntsville	AL	260
1994	Port Arthur	TX	289
1995	Port Arthur	TX	247
1996	South Bend	IN	308
1997	Charlotte	NC	342
1998	Cincinnati	OH	362
1999	Rochester	NY	371

Year	City	State	Players
2000	Ann Arbor	MI	410
2001	St Paul	MN	357
2002	Houston	TX	225
2003	Flagstaff	AZ	336
2004	Des Moines	IA	332
2005	Lehigh Valley	PA	301
2006	Augusta	GA	300
2007	Highbridge	WI	312
2008	Kalamazoo	MI	311
2009	Kansas City	MO	327
2010	Cedar Lake	IN	307
2011	Santa Cruz	CA	432
2012	Charlotte	NC	390
2013	Cedar Lake	IN	299
2014	Portland	OR	390
2015	Pittsburgh	PA	405
2016	Emporia	KS	415
2017	Grand Rapids	MI	*177

\*First year of Masters Worlds, hosting only age-based divisions.

# Sample Base Schedule

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## 20?? PDGA Masters Pro World Championships Schedule

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Sat 6-Aug	Sun 7-Aug	Mon 8-Aug	Courses		Tuesday 9-Aug	Wednesday 10-Aug	Thursday 11-Aug	Friday 12-Aug	Saturday 13-Aug	
					Tee Times start @ 8AM	Tee Times start @ 8AM	Tee Times start @ 8AM	Tee Times start @ 8AM	Semis @ 8AM Shotgun Start	Finals (Tee Times)
Mixed Doubles 9AM Jones East	Field Events @ Emporia Middle School Track Fields 10am-4pm  Player Check-in Granada Theatre 9am-5pm	Player Check-in Granada Theatre 9am-4:30	Emporia CC	CCG Gold		B	A	A		All Pools
				CCB Blue	C	D				
			Jones East	JE	A	A	B D	B	B*	
			Jones West	JW				C	C D*	
			Peter Pan	PP	B D	C	C	D	A*	
Evening				TBD	TBD	PDGA Banquet Granada Theatre	Fly Mart and Block Party Downtown Emporia	Awards Emporia CC		

- \* All divisions that have a minimum of 16 players will have a cut to the semis with the top competitors playing in a semifinal.
- \* All divisions in the D & E pools that have 8 to 15 players will advance 4 competitors to the finals without a semifinal round.
- \* All divisions in the D & E pools that have 4 to 7 players will advance 2 competitors to the finals without a semifinal round.

Division	Pools						Semis (#)	20??
Master Men (MPM)	A	PP	CCG	JE	JE	PP (32)	120	120
Grandmaster Men (MPG)	B	CCB	PP	PP	JW	JW (32)	120	120
Master Women (FPM)	C	PP	CCB	JE	PP	JW (4)	16	48
Grandmaster Women (FPG)	C	PP	CCB	JE	PP	JW (4)	16	
Sr. Grandmaster Women (FPS)	C	PP	CCB	JE	PP	JW (4)	16	
Sr. Grandmaster Men (MPS)	D	CCB	PP	JW	PP	JW (20)	52	72
Legend (MPL)	D	CCB	PP	JW	PP		8	
Senior Legend (MPE)	D	CCB	PP	JW	PP		8	
Grand Legend (MPR)	D	CCB	PP	JW	PP		4	
<b>Total</b>							<b>360</b>	

## **PDGA/HOST RESPONSIBILITIES**

### **PDGA Responsibilities (listed, 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.
- Manage payout of Masters Worlds and add 25% of net entry fees as added cash for a minimum Pro Payout of at least 125% of Net Entry Fees. This is in combination with any realized funds from the HOST due to event sponsorship. An increased added cash amount will be a collaborative effort between PDGA and HOST, if desired and pending PDGA BoD approval.
- 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 amidst planning stages, although a majority of PDGA Staff will be present for various duties throughout event.
- 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**

- PDGA and HOST will develop a competition schedule in company, using established formats and guidelines. This document will need feedback from HOST and PDGA representatives once course inspections have been performed.
- Approve and publish the final competition schedule prior to the start of the Event.
- Approve the Field Events and Doubles venues as proposed by the HOST.
- Inspect and approve the playing courses as proposed by the HOST.
- Provide Scoreport boards and Scoreport cards for all pools and competitors (if required). Digital posting of results is encouraged when available.
- 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 and waivers as proposed and in coordination with the HOST.

### **Sponsorship/ Media**

- Pay for and approve space for a full-page pre-event ad in "DiscGolfer" magazine. (Summer issue).
- With HOST, coordinate and assist with sponsorship development (Marketing Manager).
- With HOST, assist with event publicity, including publication of regular event press releases.
- 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 and Host Media Team.
- 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 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 (detailed)
- 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 (\$3,000USD), 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 General Bid guidelines).
- In conjunction with PDGA Course Design Guidelines ([www.pdga.com/documents/pdga-coursedesign-guidelines](http://www.pdga.com/documents/pdga-coursedesign-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 championship 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-standardsmanufacturers-guidelines](http://www.pdga.com/documents/pdga-technical-standardsmanufacturers-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 should 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.
- 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 (1) ten-gallon jug of water every (6) holes, to be regularly maintained 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.

### **Sponsorship/ Media**

- Create and submit Event Ad to "DiscGolfer" magazine, pending PDGA review and approval (Summer Issue).
- Produce an Event Program, which should contain a modest balance of content and advertising space (Caddy Book).
- It is recommended that a Spectator Guide (or App) be created, so that visitors to the event have a general idea of etiquette, best practices and areas to view the competition.
- Produce event graphic design (event logo and beyond), all of which is subject to PDGA review and approval.
- Coordinate the solicitation and management of event sponsors. PDGA Marketing Manager will assist.
- 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, as well as other duties as determined by HOST.
- Provide the minimum required event staff as outlined by the PDGA:
  - Doubles Competition (two staff members per course – Water, Scoring), 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 the specific Event Agreement.
- 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.
- Additional tasks as discussed in the 2020 Pro Masters Worlds and General Bid Guidelines

**\*\*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 300-400 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 (Mon – Sat)

### **Additional Meeting Venues**

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

Players Meeting – Ample seating for all competitors, staff, volunteers and media, podium w/ PA system, audio/video media capabilities

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

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