



*“The Professional Association for All Disc Golfers”*

# **General Bid Guidelines for all 2021 PDGA Major Championships**

Bid Submission Deadline: Friday, November 1, 2019  
Selection Announcement: After December 1, 2019

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](mailto:events@pdga.com)

Web: [www.pdga.com](http://www.pdga.com)

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## Professional Disc Golf Association

*"The Professional Association for ALL Disc Golfers"*

International Disc Golf Center  
3828 Dogwood Lane  
Appling GA USA 30802-3004

Mike Downes  
PDGA

**Tel:** (706) 261-6342 **Email:** [events@pdga.com](mailto:events@pdga.com)  
**Website:** [www.pdga.com](http://www.pdga.com)

Dear Prospective Bidder,

Thank you for your interest in hosting a PDGA Major Event. We have created this package to assist you in presenting your case for hosting one of disc golf's premier events. In construction of your proposal to Host, this "Bid Guidelines" document should be consulted in tandem with the specific bid package document(s) for the event(s) on which you intend to Host.

This document lays out the guidelines on how to prepare a bid to host a PDGA Major. For the PDGA to make an informed decision when selecting the best qualified hosts, it is crucial that your bid include as much information as possible. Please read through the background information about the PDGA, our championship events, and then follow the guidelines outlined here and within the specific event(s) bid package when preparing your proposal. If you are selected to host, your proposal will then serve as a comprehensive blueprint from which to build your operational plans.

Preparing a bid to host a major National or International sporting event is a challenging but rewarding endeavor, and the PDGA thanks you for your interest and commitment. We rely on hosts like you and your community to help us to bring together the best disc golfers in the world in competition and fellowship. We are committed to growing our sport, and this high-level event will help to increase disc golf's exposure and development throughout the world, while allowing new generations of disc golfers to experience a fantastic PDGA competition.

These bid guidelines form the basis for the Event Agreement Contract and are an integral part of the commitment given by the Local Organizing Committee. Said Agreement will be presented to your Team upon award of the event. If you have any questions regarding the bid process or your bid proposal for a PDGA Major Championship event, please contact the Director of Operations, Mike Downes, at [events@pdga.com](mailto:events@pdga.com).

Regards,

Mike Downes  
PDGA Director of Operations

# 1. INTRODUCTION

## 1.1 About Disc Golf

Disc Golf is a sport that is played using the same general rules, terminology and etiquette as traditional golf but instead of using a range of clubs to hit a ball into a hole in the ground, a competitor throws a high tech plastic flying disc or Frisbee® into a standardized disc catching target. There are 18 par-rated holes and the object of the game is to play the course in the fewest number of throws of the disc as possible.

The sport was formalized in the 1970's and is designed to be enjoyed by people of all ages, making it an excellent lifetime fitness sport. The fact that nearly every American has thrown a flying disc at some point in their lives gives the game broad appeal and a receptive audience. Over 8,000 disc golf courses can be found in the U.S. and in over 60 countries worldwide, and the sport is currently experiencing exponential growth and popularity.



## 1.2 About the Professional Disc Golf Association (PDGA)

The Professional Disc Golf Association (PDGA) is the international governing body for disc golf and is the largest organization for disc golf in the world. The PDGA is a member governed 501(c)(4) non-profit association based in Appling, Georgia, USA. Founded in 1976, the PDGA is made up of more than 120,000 members who live and play in 63 countries worldwide. Each year, the PDGA sanctions over 4200 competitive events for professional and amateur players, and that number grows annually.

The PDGA also writes and maintains the rules for the sport, sets the standards for equipment used in play, manages a player rating and points system, and publishes the sport's leading magazine, [DiscGolfer](#).

For more information, visit [www.pdga.com](http://www.pdga.com).

### **1.3 Structure of PDGA Major Championships**

For each of its owned Major Championships, the PDGA seeks hosts and encourages bids from around the US (for USWDGC and US Masters) and the World (all Worlds events). An experienced disc golf club, non/for-profit businesses, or an individual working in conjunction with a community sports commission, visitor's bureau, or facilities owner can submit a bid. The PDGA Staff and Board of Directors will review all bids and select a host based on their experience with running a large, sanctioned disc golf event, contents of the bid, suitable facilities, proximity of courses and venues to each other, and other requirements.

### **1.4 About PDGA Major Disc Golf Championships**

These international competitions are limited to qualified PDGA members who compete for Major Championship titles in multiple age and gender-based divisions. All amateur competitions will be run in "True Amateur" fashion (See Appendix F).

The expected number of competitors for each event is listed within each event bid package, and is generally based upon the number of available, appropriate courses and historic attendance, as listed in Appendix B. For planning purposes, multiply 72 players by the number of courses to estimate your total capacity (See Appendix A).

PDGA Major Events are your chance to host an international sporting event in your community, draw interest and attention to your city and to generate economic impact for local businesses and the community. (See Appendix B)

## **2. HOST ELIGIBILITY REQUIREMENTS**

### **2.1 PDGA Membership and Payments**

To submit a bid, the listed Tournament Director (TD) and Assistant must be:

- A current PDGA member in good standing
- A current PDGA rules official
- Up-to-date with all past tournament payments and reporting
- Vast experience in hosting large PDGA-sanctioned events (A Tier and above)

### **2.2 Endorsements & Support**

The final bid should include a letter of endorsement and/or support from the PDGA state coordinator of the state in which the event is to be hosted. The state coordinator does not necessarily have to be directly involved with the planning of the event, but it is preferred that they support your intentions.

The final bid should include a letter of endorsement and/or support from the local convention and visitor's bureau, or sports commission in the city or cities in which the event will be hosted,

pledging their support for the event. It can also include letters from any local dignitaries who are in support of the event.

The final bid should include a letter of endorsement and/or support from the parks department, or venue owners of the disc golf courses on which the event will be played.

### **2.3 Bid Committee Structure**

It is preferred that the bid come from a registered non-profit organization, LLC, or some other legal entity. The bidder is strongly encouraged to ensure that they adopt a structure that protects their personal financial interests, i.e., ideally eliminating or minimizing any potential risk of personal financial liability arising from the event.

Unacceptable bid committees are groups that are politically motivated, religious organizations, or corporations whose primary business has a conflict with PDGA vision, mission, and value statements.

## **3. BID SUBMISSION**

### **3.1 Bid Application Process**

Your main contact will be the PDGA Director of Operations, who may follow up with you directly asking for more information, clarification or supporting documents. The selection process may include a site visit by a PDGA representative.

The PDGA Executive Director, Director of Operations, Events Manager, and Events Assistant will review all bids and make recommendations to the PDGA Board of Directors. There will be an opportunity to respond to any questions arising from the review of each bid, prior to the recommendation being sent to the Board.

All bids should include the name of the event and the year or years for which you would like to be considered.

The official title of the tournament will be:

“(Year) PDGA Professional Disc Golf World Championships”

“(Year) PDGA Masters Disc Golf World Championships”

“(Year) PDGA Amateur Disc Golf World Championships”

“(Year) PDGA Junior Disc Golf World Championships”

“(Year) PDGA United States Women’s Disc Golf Championships”

“(Year) PDGA Tim Selinske United States Masters Disc Golf Championships”

The official title is to be used in all references to the Event including logos, merchandise, media and Event publications.

## 3.2 Bid Submission

Proposals shall be submitted to:

Mike Downes  
Professional Disc Golf Association  
3828 Dogwood Lane  
Appling, GA 30802-3004

OR

[events@pdga.com](mailto:events@pdga.com)



***The deadline for the submission of a bid for 2021 is November 1, 2019. It is the intention of the PDGA to award the hosting of the event as soon as possible thereafter.***

## 4. BID DOCUMENT GUIDELINES

### 4.1 PDGA Championship Event Guiding Principles

A PDGA Major Championship event does not just take place on the course. All aspects of the event must be well-planned and well-executed, down to the smallest details. Please use the following principles as your guide when preparing your bid and incorporate them into your planning:

#### ***World-Class Competition, World-Class Event Services***

When creating your bid, please ensure that you are prioritizing the needs and expectations of competitors on and off the course over anything else. Off the field, all services should go smoothly for the competitors, so they don't have to worry about anything except their competition. For example, catering services should serve food that is geared towards athletes competing at the highest levels while addressing cultural differences and expectations as well as other dietary needs and restrictions. Event transportation should be on time and sufficient. Hotels should be quiet, clean, and conveniently located. All these areas are more detailed in the associated bid packages, but the principle of putting the athletes first and delivering a world-class event should be incorporated into all plans and decisions.

#### ***Professionalism at All Levels***

Each planning area should be respectful, well-thought out, and given careful consideration. This is important to consider when selecting staff and key volunteers. For each area, choose people that are trained and experienced. In some cases, it is better to partner with existing companies or agencies that are experts in certain areas to help ensure smooth and successful operations. When planning your tournament, please also remember the message and impression you are giving to others: spectators, sponsors, fans and future fans, city officials, convention bureau management or any groups that are involved, interested or in attendance. From player check-in to the Awards Ceremony, please think through all areas, and ensure that they are planned with dignity, respect, knowledge and enthusiasm.

### **Value**

Disc golf competitors are, for the most part, fully funded through their own contributions. With airfare, tournament fees, lodging, and meals, the cost of attending an event can be quite expensive. PDGA and LOC will work to ensure that they receive quality services, as well as quality competition, throughout their PDGA Major experience so they see good value for their investment.

## **4.2 Bid Application Contents**

Please prepare your proposal document according to the following guidelines, as well as those found within each event package, providing detailed information for each item in this section. These are the criteria for which PDGA evaluates and selects championship event hosts. Incomplete information may delay timeliness of the PDGA decision-making process. It is also the intention of the PDGA Board of Directors to distribute tournament sites as equitably as possible on a geographic basis, while considering the distribution of PDGA members world-wide. If you are unable to respond to any section, please provide an explanation as to why this is not possible.

In a proposal to host a PDGA Major Championship, the PDGA would like to see information on the following:

### **Proposed Date(s):**

Please identify three potential dates for the event, listed in order of preference.

### **Host Organization:**

- The name and year of the PDGA Major event(s) you are proposing to host.
- The name of the host club or organization proposing to host the event(s), including its type of formal organization (sole proprietorship, non-profit, LLC, corporation, etc.), its basic history and its experience in running PDGA-sanctioned events.
- The name of the city or cities to host the competition.
- A listing or flow chart of the local organizing committee (LOC) including the name of the tournament director, assistant tournament director, and other key positions essential for the planning and management of the event.
- Name of the authorized signer of a contract with the PDGA if your bid is selected.
- The committed support of the host community involved with the event, including involvement of the local chamber of commerce, convention and visitor's bureau, sports commission, the parks and recreation department, etc. to also include other support proposed by the host community, including financial commitments, volunteer support, course improvements, event marketing and publicity support.
- List of other disc golf events your organization has hosted in the past.
- A short paragraph or list of the goals and objectives of the LOC in hosting the event in your community.

### **Courses: (See Appendix E)**

- A list of the disc golf course(s) to be used in the event, including location, course layouts, length, par, number of holes, type of tees, type of targets, signage, parking, and other assets. Designate which course which will serve as the main showcase course and site of the finals, and which will serve as the satellite courses. All courses will be



inspected for suitability with final approval granted by PDGA. This may include a site visit, if necessary.

- Proposed location(s) of the doubles competition (Worlds and USWDGC).
- The support infrastructure amenities surrounding the courses, such as buildings pavilions, parking, restrooms, nearby restaurants, gas, quickie-shops, etc.
- A list, including year, of previous disc golf events held on the proposed courses.
- Description of park security and/or plans for security during event for safety of event assets and competitors.
- Detailed description of Wi-Fi capabilities within the park (for media purposes). For Live Broadcasts, the PDGA selected production teams utilize bonded USB modems, while using the cell signal to upload, rather than Wi-Fi. AT&T and/or Verizon are preferred providers. Cell requirements for live broadcasts are an upload speed of 3-5 mbps at a minimum, while 6-8 mbps is preferred. Download speed is not important.

### **Additional Event Venues: (See Appendix E)**

- Proposed location of player check-in. Typically includes PDGA check-in, host check-in, distribution of player packages, and event branded merchandise sales.
- Proposed location of the Field Events competitions (World championships only). Field Events include long drive, putting, mini golf (if applicable), and E.D.G.E. Skillshot. The PDGA Events Manager will be the primary director of the field events. The PDGA has a field events procedures document available if needed for review.
- Proposed location of the Opening Ceremonies/Players Meeting. List related amenities such as pavilion, amphitheater, auditorium, meeting room, P/A equipment, seating, etc.
- Proposed location of the Fly-mart (vendor marketplace).
- Proposed location of any other evening ancillary events such as a player's party, concert, demonstrations, clinics, or other planned social gatherings.
- Proposed location of the Awards Ceremony to be held immediately following the finals. List related amenities such as pavilion, amphitheater, auditorium, meeting room, P/A equipment, outdoor, etc.

### **Host Hotel: (See Appendix E)**

One hotel should be designated as the main host hotel. The host hotel should be centrally located between the courses, and should have enough rooms to accommodate all athletes, guests, and out of town staff and officials in addition to being able to provide meeting space for ancillary activities, if necessary. Please provide the following:

- Hotel name
- Hotel location
- Hotel contact person, email and phone number
- Hotel capacity
- Proposed room rate(s)
- Number of restaurants available near (walking distance) the hotel
- Check-in and check-out times
- List of amenities including restaurant, lounge, pool, exercise room, etc.
- List of meeting rooms, meeting space, etc.

**Room Block:**

PDGA Director of Operations will assist with hotel negotiations for World Championship events and others as required.

**Hotel Contract Terms (May differ between events):**

- Competitors will book their own rooms using code provided by hotel
- Lowest advertised rate guarantee (hotel cannot offer lower rates online)
- Block deadline 1 week before event
- Group rate on shoulder dates (days before and after your event dates)
- Credit applied to block for rooms booked on shoulder dates
- Rooms at group rate after block filled or block deadline if available
- \$5/night room rebate (payable to PDGA for Worlds, LOC for others)
- No attrition (or low attrition) based upon cumulative rooms total w/ 20% slippage allowance
- Discount on rooms paid for by event due to attrition
- Free meeting space (if required)
- Free high-speed internet
- Free parking
- Complimentary breakfast if available
- Complimentary rooms at 1:20 rate (comped rooms are for LOC use)
- 3 room upgrades (suites) at group rate (for event staff and officials)
- Hotel guest list cross referenced with event list to ensure accurate pickup

All agreed upon terms above should be written into the hotel contract. A contract is only necessary if the hotel is providing you with free meeting space or other services in return for the room block. The PDGA office staff should be involved with all hotel contract negotiations. All contracts should be sent to the PDGA office for review and approval before signing.

**Host Community Support:**

- Letter of support of the event from the local Convention and/or Visitors Bureau, Sports Commission, or similar agency. *In lieu of a bid fee, the PDGA requests guaranteed financial support of the event at a level commensurate with the number of hotel room nights booked. This support can be in the form of cash, in-kind, services, permitting costs, venue fees, other event specific fees, or a combination of the above.*
- Letter of support from the local government acknowledging support
- Letter of support from the venue/course owners acknowledging support
- Course reservation fees comped (if any)
- Local permit fees comped (if any)
- Local advertising

The PDGA office staff is available to help with Host Community Support negotiations. All contracts should be sent to the PDGA office for review and approval before signing.

**Schedule:**

A proposed schedule of the weekly events is requested. The competition schedule of the singles event is fixed (see appropriate bid document for event specifics). The schedule for evening ancillary events is somewhat flexible based upon the availability of venues. Event schedules for past major events can be provided to you by the PDGA office upon request. Awarding of a bid

does not mean that the proposed schedule is accepted. The final schedule will be developed by the PDGA office in consultation with the Tournament Director. (See Appendix C).

### **Local Organizing Committee (LOC):**

A basic event organizational structure intended by the host LOC for running the event should be provided. This will include the overall lead Tournament Director(s) and their summary disc golf resumes, an Organizational Chart showing the intended support areas to be managed (Course TDs, Publicity, Merchandising, Financial, Sponsorship, Field Events, Mixed Doubles etc.),

The local organizing committee which is awarded the event will be required to sign an Event Agreement Contract with the PDGA, identifying the responsibilities of both the Host LOC and the PDGA. A sample copy of this Event Agreement can be forwarded to proposed hosts upon request.

One or more key staff from the LOC are also strongly encouraged to attend the event they are bidding on the year prior to their event to closely review and be closely involved in the event production, as well as to learn from and experience how the event is run. These are contributing factors to the successful continuity of a PDGA Major Championships.

### **Budget:**

A proposed comprehensive event budget is requested. This should include competition-related finances of the event, including player registration. During the event, the LOC will manage a separate financial budget for the event, including anticipated income streams from sponsorship, merchandise sales, food and beverage, in-kind donations and services. This budget should also outline basic expenses expected, including course improvements, staff support (including any staff pay intended), event supplies, communications, miscellaneous expenses and proposed payout. A proposed income statement should be included with the profit/loss expected.

### **Marketing/Publicity:**

A brief publicity and marketing plan is requested, identifying the following:

- How the event will "connect" with the local community.
- How the event will be publicized and promoted in the local and regional area.
- Are there possible or intended ties to local or regional charitable organizations?
- General plans for obtaining sponsorship including sponsorship levels intended, target sponsors, etc.
- It is suggested to include any additional events hosted by the LOC.

## **5. PDGA SANCTIONING**

The PDGA will grant to the LOC a royalty free non-exclusive, worldwide right to use the attendant PDGA marks, i.e., PROFESSIONAL DISC GOLF ASSOCIATION™, PDGA and PDGA logos (collectively, the "PDGA Marks"), as well as the PDGA copyrighted title "PDGA Major™" in conjunction with the Event. HOST agrees that one or more of the PDGA Marks shall appear on all Event promotional materials including electronic or printed information

prepared by HOST in conjunction with the Event. PDGA shall retain the rights to control the nature and quality of the goods and/or services provided by HOST under PDGA Marks.

## **6. MEDIA**

PDGA has the right and responsibility, to award or limit broadcasting and videotaping rights and privileges at the Event. PDGA, shall negotiate such rights on behalf of the Event with national, international or independent media organizations. The HOST is strongly encouraged by the PDGA to facilitate the capturing of still images from the EVENT by providing a photographer who will coordinate with "Discgolfer" magazine concerning publication of said images. The PDGA shall retain the rights to record the Event through still photography of any participants. Any produced media may not be used for commercial purposes unless approved by the PDGA, but may be used for Event publicity, public information or any other non-commercial use that falls within HOST and PDGA activity. Sponsorship packages shall not be tied to media coverage unless approved in advance by PDGA. For more information please see the PDGA Media Agreement document located at: <http://www.pdga.com/media/policy>. Current (2021) policy will be provided once it becomes available.

## **7. SPONSORSHIP**

PDGA and HOST agree to maintain open communication about sponsorship contacts, to avoid the development of sponsorship conflicts. PDGA reserves the right to approve or disapprove any potential sponsor of the Event. Such approval shall not be unreasonably withheld and will be given within seven business days of PDGA's confirmed receipt of such notification.

By agreement to participate in the PDGA Major event, HOST agrees to full cooperation with all sponsorship and related arrangements that are established by the PDGA.

## **8. CONCLUSION**

In summary, on behalf of the PDGA Staff and Board of Directors, thank you for your interest in hosting a PDGA Major event. We realize that none of these events would be possible without the time and effort put forth from our local organizers. Preparing a bid to host a major international sporting event is a challenging but rewarding endeavor, and the PDGA thanks you for your interest and commitment. We rely on hosts like you and your community to help us to bring together the best disc golfers in the World in competition and fellowship. We are committed to growing our sport, and this high-level event will help to increase disc golf's exposure and development throughout the world, as well as within your community, while allowing new generations of disc golfers to experience fantastic PDGA-sanctioned competition. We look forward to reviewing your bid.

