



"The Professional Association for All Disc Golfers"

2021 PDGA National Tour Event Bid Package

Bid Submission Deadline: July 1, 2020
Selection Announcement: NLT September 1, 2020

Send all bids and correspondence via email to:

Mike Downes, PDGA Director of Operations

Tel: 1+ 762.354.4404

Email: events@pdga.com

Web: 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

Tel: (706) 261-6342
Email: events@pdga.com
Website: www.pdga.com

Dear Prospective Bidder,

Thank you for your interest in hosting a PDGA National Tour Event. We have created this package to assist you in presenting your case for hosting one of disc golf's premier events.

Preparing a bid to host a National Tour 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.

This document lays out the guidelines on how to prepare a bid to host a PDGA National Tour Event. 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 and our National Tour events and then follow the guidelines outlined within the 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.

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 National Tour event, please contact PDGA Director of Operations, Mike Downes, at events@pdga.com.

Regards,

Mike Downes

Mike Downes
PDGA Director of Operations

1. Introduction

1.1 About 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 130,000 members who live and play in 63 countries worldwide. In 2019 alone, the PDGA sanctioned nearly 5,000 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.



1.2 About the PDGA National Tour

National Tour (or NT) is the designation used for a tour of professional events approved as a PDGA Elite Series by the PDGA Board of Directors. At each NT event, NT points are earned by top players towards crowning a tour champion in the MPO and FPO divisions. By catering only to these two divisions, the NT presents them an opportunity to pursue a career in the sport of disc golf.

However, these events serve as a benefit to all PDGA members, as they promote the sport of disc golf and the PDGA in a positive light consistent with the [PDGA mission](#). Simply put, NT events provide an overall positive impact to the sport of disc golf by bringing a high level of exposure through national and international media coverage and by highlighting the communities in which these events take place.

2. Placing a Bid on a PDGA National Tour Event

2.1 Host Eligibility Requirements

For each of its NT events, the PDGA seeks hosts and encourages bids from anywhere in the US. An experienced disc golf club, non/for-profit business, or an individual working in conjunction with a community sports commission, visitor's bureau, or facilities owner can submit a bid. The PDGA Staff will review all bids and select hosts based on their experience with running a large, sanctioned disc golf event, contents of the bid, suitable facilities, and other requirements, as identified within this document.

Bidders must show a track record of success to include the sustainability of the organization, both financially and in its execution with the ability to repeat each season, and must consistently maintain or surpass the competition standards practiced at all levels, as defined by PDGA Tour Standards, as well as the sanctioning agreement or individual event contracts with our Elite Series event hosts.

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, ideally eliminating or minimizing any potential risk of personal financial liability arising from the event. Unacceptable host communities are groups that are politically motivated, religious organizations, or corporations whose primary business has a conflict with PDGA vision, mission, and value statements.

2.2 PDGA Membership and Payments

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

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

2.3 Endorsements and 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 can 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 can include a letter of endorsement and/or support from the parks department, or venue owner(s) of the disc golf course(s) on which the event will be played.

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 Director of Operations, Events Manager, Events Coordinator, and Tour Manager will review all bids. There will be an opportunity to respond to any questions arising from the review of each bid, prior to the final decision.

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

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 (preferred)



The deadline for submitting a bid for a 2021 NT event is July 1, 2020. The PDGA intends to award the hosting of the events as soon as possible thereafter, but no later than September 1.

4. Bid Document Guidelines

4.1 PDGA National Tour Event Guiding Principles

A PDGA National Tour 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. 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 other 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 National Tour experience so they see good value for their investment.

4.2 Bid Application Contents

Please prepare your proposal document according to the following guidelines, providing detailed information for each item in this section. These are the criteria for which PDGA evaluates and selects event hosts. Incomplete information may hinder the timeliness of the PDGA decision-making process. It is also the intention of the PDGA to distribute tournament locations as equitably as possible on a national geographic basis. 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 National Tour event, 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. Please be sure to address any flexibility in terms of scheduling.

Host Organization:

- The name of the PDGA National Tour event 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, to include the name, date, and tier level of the event (and event ID, if possible).
- A short paragraph or list of the goals and objectives of the LOC in hosting the event in your community.

*** 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 an Event Agreement can be forwarded to proposed hosts upon request.*

Courses:

***Please note, in the current disc golf climate, the courses on Tour are long and physically and mentally challenging, to the point that playing more than one round is asking too much of the athletes and could risk injury. Therefore, the event format should allow for only one round per day, utilizing tee times in 10-minute intervals, at least. A maximum of two, 18-hole courses may be used for a National Tour event.**

- 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, and other assets. All courses will be inspected for suitability with final approval granted by PDGA. This may

include a site visit, if necessary.

- At least one (1) Championship Level Course to be able to run Tee Times for 144 players in MPO/FPO (to be vetted by the PDGA.)
- Additional appropriate courses if wishing to run a concurrent A-Tier for non-MPO/FPO divisions.
- The support infrastructure amenities surrounding the course(s), such as buildings, pavilions, number of available parking spaces, restrooms, nearby restaurants, gas stations, etc.
- A list, including year, of previous disc golf events held on the proposed course(s), to include the name, date, and tier level of the event (and event ID, if possible).
- Description of park security and/or plans for security during event for safety of event assets and competitors.
- Detailed description of cellular data service 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. 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:

- Proposed location of player check-in.
- Proposed location of the Opening Ceremonies/Players Meeting (If needed). List related amenities such as pavilion, amphitheater, auditorium, meeting room, P/A equipment, seating, etc.
- Proposed location of any other evening ancillary events such as a player's party, clinics, demonstrations, concert, or other planned social gatherings.
- Proposed location of the Awards Ceremony to be held immediately following the final round.

Host Community Support:

- Letter of support of the event from the local Convention and/or Visitors Bureau, Sports Commission, or similar agency.
- Course reservation fees (if any)
- Local permit fees (if any)
- Local advertising

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 or in-kind. Examples of in-kind services are permitting costs, venue fees, other event specific fees, or a combination of the above.

Budget:

- Fundraising - ability to meet the NT Added Cash Requirement (\$10,000 in 2020).

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. An example from a previous event that is similar in size and scope to the proposed NT event is sufficient.

Marketing/Publicity:

A brief publicity and marketing plan are 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 examples from any previous events hosted by the LOC

5. Media

- Tournament Directors are required to assign media rights ownership to PDGA as part of being on the tour.
 - This gives PDGA negotiating leverage with media entities and positions PDGA for future broadcasting opportunities
 - TDs will receive 85% of any funds realized if/ when broadcast rights are monetized
- Title sponsors will still have the right of first refusal to sponsor the media, but these two entities are separate.
 - Please do not build media exposure (e.g., commercials, on-screen logos, etc.) into sponsorship as a guarantee.
- Chain of command: PDGA assigns media teams, then media teams approach sponsors.
 - Sponsors do not get to make the first call on media, but PDGA staff will work with TD requests for media teams
- Event may opt-in to charge a per-round fee for outside commercial photography and video, of which TD will receive all proceeds.
 - PDGA will set this price and manage approvals. The purpose is to build an open, balanced, and welcoming tour.
- On-course assets: PDGA will require a set amount of space that it will be able to allot to tour sponsors for on-course signage; more on this to come.
- Use of any sounds or images derived from the event must be authorized by written consent of the PDGA.
- Event must otherwise adhere to PDGA NT media policy.
- A dedicated media workspace with power, internet access, and shelter from elements is required at tournament central.
- It is recommended that media teams be included in any hospitality access during the event.
- Include PDGA National Tour logo on event website, printed tournament materials (posters, caddie books, etc.), digital renderings of printed materials, and social media pages and posts.

*** 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.*

6. Sponsorship

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

7. Conclusion

In summary, on behalf of the PDGA Staff and Board of Directors, thank you for your interest in

hosting a PDGA National Tour event. We realize that none of these events would be possible without the time and effort put forth from our local organizers. 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.