Bid Specifics for 2023 PDGA Champions Cup (MPO/FPO ONLY)

**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: Tuesday, November 1, 2021
Selection Announcement: After December 1, 2021
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
About PDGA Champions Cup

This week-long, international competition is limited to qualified professional disc golfers who compete for major titles in both the mixed and female open divisions. The expected number of competitors for the event is approximately 172 players.

This championship is for mixed (MPO) and female open (FPO) divisions only.

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.

Snapshot: PDGA Champions Cup

Expected number of players

<table>
<thead>
<tr>
<th>Number of Courses to be Used *</th>
<th>Total Approximate Field Size +</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Course</td>
<td>172</td>
</tr>
</tbody>
</table>

* Course to be vetted by PDGA.

+ Field size is an approximation ONLY. Actual field size will be determined by the total number of invited and registered players, not to exceed 184 unless otherwise approved by PDGA.

Time of Year: Spring

Length of Event: 6 days

Number of competitors: Approximately 172 (112 open, 60 female open)

Average length of stay: 5 nights

Estimated room nights: 65 +/-

(Event capacity [(# players)/2] x 0.15 = Daily room block (Daily room block x 5 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

Player Check-In
Schedule: Held on Monday and/or Tuesday from 10am-4pm (flexible, based on registration)

HOST provides required number of staffers to handle player check-in and player pack distribution
PDGA provides check-in lists and additional check-in staff

Mandatory Player Meeting (Opening Ceremony)
Schedule: Held on Tuesday evening at 7pm (generally runs 1 hour)

HOST arranges venue
HOST arranges for guest speaker (local dignitary)

PDGA will provide agenda
PDGA will provide content and speakers

Singles Competition

Schedule:
• Singles preliminary rounds are held Wednesday through Saturday
• One 18 hole round each day
• Semi-finals and Finals will be on Sunday
  o Cut to top MPO and FPO players on Sunday
• Awards ceremony will immediately follow the final round/matches

PDGA provides the scoring director to manage the PDGA scoring office in conjunction with digital scorekeeping methods.

PDGA provides the competition director and marshals for competition rulings, as well as additional representatives for event and media assistance.

HOST provides caddie books, back-up scorecards and pencils, and any other necessary supplies to their course directors for all rounds on all courses including extra for players, staff etc.

HOST provides the course directors and assistants to run the course, keep water jugs filled, process and submit round scores into the PDGA scoring office.

Note: HOST is required to have the course prepped, marked, and in tournament configuration with water and restrooms provided at least by the Saturday morning prior to event for players to be able to practice (4 days prior to singles competition).
### Sample Base Schedule

#### 2022 PDGA Champions Cup Course Schedule

<table>
<thead>
<tr>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Player Check-in 10am - 4pm</td>
<td><strong>COURSE</strong></td>
<td><strong>Tee Times - 8 AM</strong></td>
<td><strong>Tee Times - 8 AM</strong></td>
<td><strong>Tee Times - 8 AM</strong></td>
<td><strong>Finals (if Match Play)</strong></td>
</tr>
<tr>
<td>Player Meeting 7:00pm-8:00pm</td>
<td><strong>W.R. Jackson</strong></td>
<td><strong>MPO &amp; FPO</strong></td>
<td><strong>MPO &amp; FPO</strong></td>
<td><strong>MPO &amp; FPO</strong></td>
<td><strong>MPO/FPO CUT</strong></td>
</tr>
<tr>
<td></td>
<td><strong>MPO &amp; FPO</strong></td>
<td><strong>MPO &amp; FPO</strong></td>
<td><strong>MPO &amp; FPO</strong></td>
<td><strong>MPO &amp; FPO</strong></td>
<td><strong>Morning Matches #1 vs #4 #2 vs #3</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Afternoon Matches Winners play for title</strong></td>
</tr>
</tbody>
</table>
HOST/PDGA RESPONSIBILITIES

PDGA RESPONSIBILITIES (NOT LIMITED TO THOSE BELOW)

Finance
- Manage registration related finances and coordinate with HOST for distribution of funds as needed.
- Determine entry fee for the event, to include a facility fee of $20 per player due to the HOST, which is meant to help pay for facility expenses.
- 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 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 by 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 Board of Directors approval.
- Procure Champions Cup perpetual trophy, with winners names engraved.
- 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
- Assist with player check-in.
- Provide at least two (2) PDGA representatives (Director of Operations, Tour Manager and/or Events Manager) 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 and tee times, including posting of results at PDGA.com.

Competition
- Provide to HOST a competition schedule using established formats and guidelines. This document will need feedback from HOST and chief marshal once course inspections have been performed.
- Approve and publish the final competition schedule prior to the start of the Event.
- Site review conducted to inspect and approve the playing courses as proposed by the HOST.
- Provide digital scoring.
- 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.
Sponsorship
- Provide HOST with space for a full-page pre-event ad in “DiscGolfer” magazine (previous year Winter issue), or an alternative PDGA marketing platform.
- With HOST, coordinate and assist with sponsorship development (Director of Marketing).
- 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 event page(s).
- Provide insurance coverage in compliance with the PDGA Event policy.
- Be added as a co-signer for local agreements/contracts as may be required.

Media
- All video, audio, and photographic rights of the event are retained by the PDGA. Use of any sounds or images derived from the event must be authorized by written consent of the PDGA.
- All sponsorship packages that include media must be preapproved by the PDGA.
- Please contact the PDGA Media Team for further Media policy details.

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

HOST RESPONSIBILITIES (REQUIRED, BUT NOT LIMITED TO):

- In conjunction with PDGA guidelines, HOST is to provide a final Budget no later than 2 months following the event for PDGA review and approval. This budget is 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.
- Provide trophies for 1st-3rd in MPO and FPO. Trophies for 1st place should be ordered in conjunction with PDGA, to ensure for accurate duplication of Champions Cup perpetual trophy.
- 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. 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 losses are the sole responsibility of the HOST.
Registration
- In coordination with PDGA Staff, execute process items as identified within planning package documents.

Staffing
- Manage player check-in.
- Provide the minimum required event staff as outlined by the PDGA. Tournament Staff should consist of positions that cover at least: Tournament Director, Assistant TD, Scoring Manager, Course Maintenance Manager, Financial Manager, Volunteer Manager, and a Spectator/Sponsor/Media Relations Manager.
- Recruitment of volunteer scorekeepers.

Competition
- 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 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 caddie book.
- The course must be closed to the public during tournament play. Any multi-use areas including, but not limited to, sidewalks, trails, picnic areas, playgrounds, pavilions, and shelters must be closed to the public.
- 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 (caddie book) should be available on event website 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.
- The course is required to have non-earthen tee pads located at or above ground level.
- All out of bounds (OB) and drop zone areas are required to be marked in a consistent manner. All OB and drop zone areas are recommended to be marked with WHITE paint or flags, as it is the easiest color to see by those persons who are color-blind.
- Produce scorecards as a backup to digital scoring.
- For tee times, nothing less than 10-minute intervals is advised.
- Provide information regarding all local emergency contacts at each course to the Course TD and Marshal. It is recommended that this information be supplied to all competitors as well.
- Provide water for players on the course. Required to have at least 30 total gallons, spaced evenly throughout the course, to be regularly maintained during each round.
- Recommended to make available food vendors or concessions for players at each venue throughout competition.
- 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**
- Create and submit event ad to “DiscGolfer” magazine or an alternative PDGA marketing platform, pending PDGA review and approval. PDGA assistance available at no charge upon request.
- Produce an event program, which should contain a modest balance of content and advertising space (caddie 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.
- All event graphic design is subject to PDGA review and approval (event logo and beyond).
- Coordinate the solicitation and management of event sponsors. PDGA Director of Marketing or Operations will assist, if necessary.
- Work with PDGA on coordination and placement of Event, PDGA and sponsor signage.

**Media**
- ALL media initiatives must adhere to PDGA media policy, which requires MPO1 and FPO1 next-day coverage at a minimum.
- MUST coordinate with PDGA Media Team at least 180 days from start of event to identify, plan, and execute all media initiatives.
- All video, audio, and photographic rights of the event are retained by the PDGA. Use of any sounds or images derived from the event must be authorized by written consent of the PDGA.
- All sponsorship packages that include media must be preapproved by the PDGA.
- At least one dedicated volunteer required at starting table of the course to assist with digital scorekeeper recruitment.
- Dedicated media workspace with power, internet access, and shelter from elements required at tournament central.
- It is requested that media teams be included in any hospitality considerations during the event.
- Please contact the PDGA Media Team for further Media policy details.
- All media initiatives must be discussed with and contracted by PDGA Media Team. Please note- 2023 PDGA media policy will be made available to Host upon finalization.

**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 because 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.
- In coordination with the PDGA Director of Operations, secure appropriate and enough 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 meeting, awards ceremony, and any other scheduled ancillary events.
- Provide PDGA with a comprehensive evaluation of the Event, including problem areas and suggestions for improvement.
**Many of such PDGA and HOST 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**

**Course**

The competition venue 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
- Minimum cellular data requirements.

**Course 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.

**Additional Meeting Venues**

- 500 sq. ft. (min) room with high-speed internet access for event office (6 days)
- Registration, welcome & check-in area (1000 sq. ft. (min.) room for 3 days)
- Player meeting – Seating for 300-400, podium w/ PA system
- Vendor marketplace (flymart) – Exhibit area for fifty 10’x10’ booths, power at finals location
- Awards & closing ceremonies – Immediately following finals at finals location