Bid Specifics for
2023 PDGA United States Women’s Disc Golf 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: Tuesday, November 1, 2021
Selection Announcement: After December 1, 2021

Send all bids and correspondence via email to:

Michael Downes
Director of Operations, PDGA Tel:
1+ (762) 354-4404
Email: events@pdga.com
Web: www.pdga.com
**Snapshot: USWDGC**

This 4-day national competition is limited to amateur and professional female disc golfers who compete for prizes and national championship titles in multiple age-based divisions. PDGA will award national titles to all female divisions at the US Women’s Disc Golf Championships, which will take precedence over the winners of those divisions at the US Masters and US Junior Disc Golf Championships. This means the winners of the female-only (Pro and Amateur) divisions at US Masters and the winners of the female-only divisions at the US Juniors are not national championship titles, as those national titles are only awarded at the US Women’s Disc Golf Championships.

**Expected Number of Players Matrix**

<table>
<thead>
<tr>
<th>Number of Courses to be Used *</th>
<th>Total Approximate Field Size +</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Courses</td>
<td>216</td>
</tr>
<tr>
<td>4 Courses</td>
<td>216 +</td>
</tr>
</tbody>
</table>

* Courses to be vetted by PDGA and assigned to appropriate divisions. 72 players per course.

+ Field size is an approximation ONLY. Actual field size will be determined by the total number of registered players.

**Time of Year:** Negotiable- Due to the increasing number of professional, touring female disc golfers, the USWDGC should align with the typical flow of the Elite Series Tours.

**Length of Event:** 4 days (doubles, check-in and player meeting Wednesday, 4 rounds competition Thursday - Sunday)

**Number of Competitors:** 180 +/- Average

**Estimated Room Nights Realized:** 40 +/-

(Event capacity [(# players)/2] x 0.15 = Daily room block
(Daily room block x 4 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, please consider the level of exposure 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

Doubles
Schedule: Held on Wednesday before the event.
  • Divisional Doubles – single course for both rounds

Player Check-In
Schedule: Held on Wednesday from 10am-4pm (flexible, based on registration and time of opening ceremonies)

Mandatory Player Meeting (Included in opening ceremonies)
Schedule: Held on Wednesday evening at approximately 7pm (generally runs 1 hour)

HOST to arrange venue; PDGA will assist with agenda, content and program, as necessary.

Fly-Mart, Player Party, and other Social Events
Schedule: Should the opportunity present itself given sponsor agreements; a fly-mart can be arranged to be held during the week. It is recommended that this be held in conjunction with the final round, where all players, volunteers and spectators are likely to attend.

A player party and other evening social events should be scheduled throughout the weekend. HOST arranges all venues, vendors, etc.
Note: Age-appropriate arrangements should be made for underage participants.

Singles Competition
Schedule:
  • Singles rounds are held Thursday through Sunday
  • Awards ceremony will immediately follow the final round

PDGA provides a representative on-site to serve as lead marshal for competition rulings, and for event and media assistance.

Note: The HOST is required to have all courses prepped, marked, and in tournament configuration with water and restrooms provided at least by the Monday morning prior to USWDGC for players to be able to practice (3 days prior to singles competition), as per PDGA tour standards.
United States Women’s Disc Golf Championships: History

The PDGA has conducted its USWDGC in nearly every region of the United States including most recently:

<table>
<thead>
<tr>
<th>Year</th>
<th>City</th>
<th>State</th>
<th># of Players</th>
</tr>
</thead>
<tbody>
<tr>
<td>2003</td>
<td>Peoria</td>
<td>IL</td>
<td>45</td>
</tr>
<tr>
<td>2004</td>
<td>Peoria</td>
<td>IL</td>
<td>51</td>
</tr>
<tr>
<td>2005</td>
<td>Peoria</td>
<td>IL</td>
<td>76</td>
</tr>
<tr>
<td>2006</td>
<td>Peoria</td>
<td>IL</td>
<td>78</td>
</tr>
<tr>
<td>2007</td>
<td>Peoria</td>
<td>IL</td>
<td>61</td>
</tr>
<tr>
<td>2008</td>
<td>Huntsville</td>
<td>AL</td>
<td>68</td>
</tr>
<tr>
<td>2009</td>
<td>Quad Cities</td>
<td>IA</td>
<td>48</td>
</tr>
<tr>
<td>2010</td>
<td>Jacksonville</td>
<td>NC</td>
<td>61</td>
</tr>
<tr>
<td>2011</td>
<td>Round Rock</td>
<td>TX</td>
<td>86</td>
</tr>
<tr>
<td>2012</td>
<td>Huntsville</td>
<td>AL</td>
<td>72</td>
</tr>
<tr>
<td>2013</td>
<td>Portland</td>
<td>OR</td>
<td>105</td>
</tr>
<tr>
<td>2014</td>
<td>Appling</td>
<td>GA</td>
<td>98</td>
</tr>
<tr>
<td>2015</td>
<td>Delaware</td>
<td>OH</td>
<td>72</td>
</tr>
<tr>
<td>2016</td>
<td>Sabattus</td>
<td>ME</td>
<td>90</td>
</tr>
<tr>
<td>2017</td>
<td>Johnson City</td>
<td>TN</td>
<td>156</td>
</tr>
<tr>
<td>2018</td>
<td>Lansing</td>
<td>MI</td>
<td>159</td>
</tr>
<tr>
<td>2019</td>
<td>Spotsylvania</td>
<td>VA</td>
<td>166</td>
</tr>
</tbody>
</table>
### PDGA US Women’s Championships Base Schedule

<table>
<thead>
<tr>
<th></th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A Pool</strong></td>
<td></td>
<td></td>
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<tr>
<td>72</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Player check-in</td>
<td>9:00 AM</td>
<td>9:00:00 AM and 2:00 PM</td>
<td>Course 2</td>
<td>Course 1</td>
<td>Course 2</td>
<td>Course 1</td>
</tr>
<tr>
<td>Practice</td>
<td>Course 1</td>
<td>Course 3</td>
<td>Course 2</td>
<td>Course 3</td>
<td>Course 1</td>
<td></td>
</tr>
<tr>
<td>B Pool</td>
<td></td>
<td></td>
<td></td>
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<td>72</td>
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<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Player check-in</td>
<td>9:00 AM</td>
<td>9:00:00 AM and 2:00 PM</td>
<td>Course 1</td>
<td>Course 3</td>
<td>Course 2</td>
<td>Course 3</td>
</tr>
<tr>
<td>Doubles</td>
<td>Course 1</td>
<td>Course 2</td>
<td>Course 3</td>
<td>Course 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C Pool</td>
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<td>72</td>
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<tr>
<td>Course 3</td>
<td>Course 2</td>
<td>Course 3</td>
<td>Course 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evening Events</td>
<td>Open night to explore</td>
<td>Open night to explore</td>
<td>Player Party</td>
<td>Flymart</td>
<td>Awards</td>
<td></td>
</tr>
<tr>
<td>Player Meeting</td>
<td>Open night to explore</td>
<td>Player Party</td>
<td>Flymart</td>
<td>Awards</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Sample Base Schedule**
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.

Trophy requirements - Any division with 36 or less players should receive trophies for 1st-3rd place. Any division with greater than 36 players should receive trophies for 1st-5th place.

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. True Amateur events are also easier on tournament director as they can plan for expenditures on trophies, items for player packs, and tournament amenities with an effort to provide the same value to all registered players.

* This information is subject to change to align with current tour standards. For more information about True Amateur, including trophy requirements for a PDGA major, contact the PDGA event team.
PDGA/HOST RESPONSIBILITIES

PDGA RESPONSIBILITIES (Include but not limited to) Finance
- Manage registration related finances and coordinate with HOST for disbursement of funds as needed by host.
- Manage payout of Pro divisions 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.
- 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, and funds as needed, upon request.
- Provide HOST with a pre-event financial stipend of three thousand US Dollars (USD $3,000.00) upon receipt of the signed Agreement and after January 1, 2023. This is to be used as “seed money” for the event and shall be used only to offset event expenses.
- Provide all appropriate tax information related to the Event to participants (completed 1099 forms for all winners of cash prizes equal to or greater than US$600) and to federal, state, and local governmental agencies as required by law.
- Assist HOST with event hotel negotiations.

Registration
- Determine player eligibility, and qualification if necessary.
- Manage the registration of qualified players, utilizing Disc Golf Scene as registration service.

Competition
- Provide the approved rules governing the competition and approve the final event specific ground rules as proposed and with input from the HOST.
- Approve and publish the final competition schedule prior to the start of the Event.
- Inspect and approve the playing courses as proposed by the HOST.
- Provide a competition schedule guideline and approve the final competitive schedule as requested by the HOST.
- Provide a guideline to the HOST for trophy distribution in accordance with PDGA tour standards (Amateur players will compete in “True Amateur” fashion).
- Produce the final payout tables for professional divisions with input from the HOST.

Sponsorship/ Media
- Pay for and approve full page event advertisement for “DiscGolfer” magazine, or an alternative PDGA marketing platform.
- Assist HOST with national and international sponsorship development and management.
- Be added as a co-signer for local agreements as may be required.
- Assist with national and international publicity through local, national and international media before, during and after the tournament, including regular press releases with the assistance of the HOST.
- Coordinate all media initiatives for the event.
- Placement of the Event information on the PDGA web site to a dedicated USWDGC page.
• Provide the insurance coverage in compliance with the PDGA Event policy. Details of the current policy are available from PDGA office.
• 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 communications manager.
• Please contact the PDGA media team for further media policy details.

Staffing
• Assist the HOST in event staffing through the referral of PDGA tournament directors and officials from other regions.
• Provide 2 PDGA representatives (tour mgr., events mgr.) as core staff advisors.
• Provide PDGA competition marshals and media assistance to support the Event.
• Provide PDGA tour trailer for event assistance. Contents of trailer will be conveyed upon request.
• Provide HOST with process and administration documents to ensure continuity of information.
• Provide HOST with a comprehensive evaluation of the Event, including problem areas and suggestions for improvement.

The principal PDGA contact with the HOST is to be the PDGA tour manager and PDGA events manager, who may in turn delegate specific areas of responsibility to other PDGA officials.

HOST RESPONSIBILITIES (Include but not limited to)

Finance
• With the PDGA, coordinate all financial aspects of running the Event in accordance with the PDGA approved proposed budget.
• Develop event merchandise and coordinate merchandise sales.
• Present plans for any unprecedented income sources for PDGA approval.
• 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

**Competition**

- In conjunction with PDGA course design guidelines ([www.pdga.com/documents/pdga-course-design-guidelines](http://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](http://www.pdga.com/documents/pdga-technical-standards-manufacturers-guidelines), section II(B)).
- As per PDGA tour standards, event courses are to be set in tournament configuration no later than 3 days prior to the event.
- All courses are required to have non-earthen tee pads located at or above ground level.
- All courses must also be closed during play. Any multi-use areas including, but not limited to, sidewalks, trails, picnic areas, playgrounds, pavilions and shelters must be closed to the public. This includes practice rounds.
- Provide a player’s package to each competitor based upon event registration fees and sponsorship. It is acceptable for professional players to receive a lesser player pack than the Amateurs.
- Provide generic scorecards as a back up to digital scoring.
- Provide information regarding all local emergency contacts at each course to each course tournament director and marshal.
- Provide water for players at each course. Required to have at least 30 total gallons on the course, distributed and placed evenly at the start of each round, to be regularly maintained during each round.
- Procure event trophies as outlined by the PDGA - Any division with 36 or less players should receive trophies for 1st-3rd place. Any division with greater than 36 players should receive trophies for 1st-5th place.
- Provide PDGA with a comprehensive evaluation of the Event, including problem areas and suggestions for improvement.
- Follow the terms set forth in the terms of the 2023 PDGA tour event sanctioning agreement, except where those terms conflict directly with the terms of the event-specific agreement.
- In conjunction with PDGA guidelines, produce a proposed schedule of events subject to PDGA review and approval.
- Must adhere to PDGA Tour Standards for a PDGA major event.
- Must utilize “True Amateur” format for amateur competition; be sure to provide a generous player’s package to all amateur competitors based upon registration fees and sponsorship. Be sure to promote accordingly, so it does not come as a surprise to players.

**Sponsorship/ Media**

- Produce printed materials necessary for the Event, subject to PDGA review and approval.
- Produce event graphic design, all subject to PDGA review and approval.
- Produce an event program or caddie book, subject to PDGA review and approval.
- Create and submit event advertisement for “DiscGolfer” magazine, pending PDGA review and approval (Spring or Summer issue) or alternative PDGA marketing platform. PDGA can
aid in the creation of such an advertisement upon request.

- Work with PDGA on coordination and placement of Event, PDGA and sponsor signage.
- Assist PDGA or their partners/resources on generation of local and regional publicity.
- Coordinate the solicitation of local and regional sponsors.
- Coordinate procurement of media with PDGA Media Team.

**Staffing**

- Provide the minimum required Event staff to execute all event operations:
  - Doubles competition (three staff members—tournament director, water, scoring)
  - Singles competition—course director, course asst. (water, scoring), 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 due to the failure of such facilities at the Event.
- In coordination with the PDGA office, 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 opening ceremony, flymart, and any other scheduled ancillary events.

**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.**