**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, 2022
Selection Announcement: After December 1, 2022

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
**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.

**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 Tour(s).

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

**Number of Competitors:** 250 +/- Average
- * (increases exponentially annually)

**Number of Spectators** is dependent upon the capacity of each competition venue

**Average Length of Stay:** 4 nights

**Estimated Room Nights Realized:** 60 +/-
- \( \text{Event capacity} \times \frac{\text{# players}}{2} \times 0.15 = \text{Daily room block} \)
- \( \text{Daily room block} \times 4 \text{ days} = \text{Total room nights} \)

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 (can use two courses if enough demand)

**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 provide 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 week. 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 other PDGA representatives will be present 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 3 days prior to singles competition of USWDGC for players to be able to practice, 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>
<tr>
<td>2021</td>
<td>Rocklin</td>
<td>CA</td>
<td>263</td>
</tr>
<tr>
<td>2022</td>
<td>Madison</td>
<td>WI</td>
<td>318</td>
</tr>
</tbody>
</table>
**Sample Base Schedule**

<table>
<thead>
<tr>
<th>PDGA US Women’s Championships Base Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuesday</strong></td>
</tr>
<tr>
<td>9:00 AM</td>
</tr>
<tr>
<td><strong>A Pool</strong></td>
</tr>
<tr>
<td>Player check-in</td>
</tr>
<tr>
<td>Player check-in</td>
</tr>
<tr>
<td>Course 2</td>
</tr>
<tr>
<td>Course 1</td>
</tr>
<tr>
<td><strong>Open night to explore</strong></td>
</tr>
</tbody>
</table>

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** (complete list will be finalized upon award and will be presented in an event contract)

**PDGA RESPONSIBILITIES (Include but not limited to)**

**Initial Planning**

The PDGA will convene an initial conference call planning session with the HOST and provide a planning package that includes planning and registration milestones and dates for specific HOST deliverables.

**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.
- Sanctioning fee of any PDGA Major is complimentary.
- Provide HOST with registration finance summaries.
- Provide HOST with a pre-event financial stipend of four thousand US Dollars ($4,000 USD), only upon receipt of this signed Agreement and after January 1, 2023 for accounting purposes.
- As part of the registration costs, PDGA will charge an additional $45 on top of the NET entry fee. This is broken down as a $30/player admin fee due to the Host, a $10/player non-refundable registration fee due to PDGA, and a $5/player ace pot fee. Therefore, HOST will receive $30 from each registered player. This is meant to offset the cost of course/facility reservation fees, etc.
- Manage payout of USWDGC 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 approval.
- 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 $600 USD) and to Federal, State, and Local governmental agencies as required by law.
- 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 at least two (2) PDGA representatives (Director of Competition and Director of Marketing) as core staff advisor(s) for pre-event planning. There will be multiple PDGA Staff members on-site to assist with the Event.
- Provide and compensate PDGA competition marshal(s) to support the Event.
- Assist the 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**
- Provide the approved rules governing the competition and approve the final event-specific ground rules and waivers as proposed and in coordination with HOST.
- Conduct site review to inspect and approve the playing courses as proposed by HOST.
• 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.
• The use of Digital Scorecard is required.
• Digital posting of results is required.
• Provide trophy standards document to the HOST in accordance with PDGA Tour standards and “True Amateur” events and approve the final payout tables and trophies as proposed by the HOST.
• Provide detailed information on “True Amateur” style of events.
• Provide a guideline to the HOST for award distribution in accordance with PDGA Tour standards and approve the final payout tables and trophies as proposed by the HOST.
• PDGA representatives will also act as Marshals during event.
• PDGA trailer and assets will be present for branding and tournament support.

Sponsorship
• Provide HOST with space for a full-page pre-event ad in “DiscGolfer” magazine (Spring or Summer issue), or an alternative PDGA marketing platform.
• With HOST, coordinate and assist with sponsorship development (Director of Marketing and/or Director of Competition).
• 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 events page(s). HOST may create a website if desired, but it is imperative that any authoritative data be presented at the PDGA site, rather than duplicated, in order to mitigate the release of inconsistent information.
• 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 media partnerships must adhere to PDGA media policy.
• All sponsorship offerings that include media must be preapproved by the PDGA.
• PDGA media may provide templates for caddie books and tee signs at PDGA Majors. All on-course and ancillary event branding must be approved by PDGA media.
• PDGA media will conduct regular check-ins with the LOC to ensure adequate media and branding operations.
• Please contact the PDGA media team for further media policy details.

Other
• Provide HOST with a comprehensive evaluation of the Event upon its completion, including problem areas and suggestions for improvement.

** The principal PDGA contacts with the HOST are to be the PDGA Director of Competition and PDGA Director of Marketing, who may in turn delegate specific areas of responsibility to other PDGA officials.
ARTICLE 4: HOST RESPONSIBILITIES (NOT LIMITED TO THOSE BELOW)

Since the PDGA United States Women’s Disc Golf Championships are designed to present tournament disc golf in its most professional and competitive form, the following HOST RESPONSIBILITIES are outlined. As such, the Tournament Director and LOC should review this portion of the agreement carefully and evaluate resources objectively.

Finance
● In conjunction with PDGA guidelines, HOST is to provide a final Budget no later than 2 months following the Event. This budget is to include the following areas as a minimum:
  ➢ Income from Entries, including entry fees and other event attendance (spectators)
  ➢ Sponsorship Income
  ➢ Merchandise Sales
  ➢ Other Income
  ➢ Facilities Expenses
  ➢ Staffing Expenses
  ➢ Player Package Expenses
  ➢ Merchandise Cost of Goods Sold
  ➢ Social Event Expenses
  ➢ Printing Expenses
  ➢ Communication Expenses
  ➢ Event Payout, including Trophy Expenses
  ➢ Other Expenses as necessary
● Develop event merchandise and coordinate merchandise sales.
● Present plans for any unprecedented income sources for PDGA approval. Be sure to adhere to PDGA Sponsorship and Advertising policy.
● Pay all bills when due, but no later than two months after the end of the Event.
● In coordination with the PDGA (who manages registration-related finances), manage all other financial aspects of running the Event.
● 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 the profits from the event will be assumed by the HOST. HOST and PDGA also 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.
● Amateur side of the competition will 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. PDGA can provide additional information on “True Amateur” format upon request.

Staffing
● Manage Player Check-in.
● Provide enough staff to distribute player’s packages during Player Check-in, as well as other duties as determined by HOST.
Provide at least the minimum required event staff as follows: Tournament Director, Assistant TD, Scoring Manager, Course Maintenance Manager, Financial Manager, Volunteer Manager, and a Spectator/Sponsor/Media Relations Manager. Additional Staff should be provided for:
  o Doubles Competition (TD, Assit. TD, Water, Scoring, spotters as required by course design)
  o Ancillary events as required
  o Crowd control/spectator management
  o Live scorekeeping for FPO division, at a minimum

**Competition**

- In conjunction with PDGA guidelines, provide suitable venues for Doubles Competition, as well as any other ancillary activities (see Bid guidelines).
- In conjunction with PDGA Course Design Guidelines ([http://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, and shall be uniform in type and style. In addition, all catching devices should be re-verified by HOST as meeting PDGA Technical Standards. ([http://www.pdga.com/documents/pdga-technical-standards-manufacturers-guidelines](http://www.pdga.com/documents/pdga-technical-standards-manufacturers-guidelines), section II(B)).
- Provide a generous player’s package to each Amateur competitor based upon event registration fees and sponsorship. The amateur side of USWDGC will be run as True Amateur with larger player packages and either a limited or no purse as per PDGA tour standards.
- 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 72 hours (3 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.
- All courses must also be closed to the public during tournament play, to include practice rounds. 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 rules information (caddie book) should be available on EVENT website at least two weeks 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 (in feet and meters) at least, and disc flight paths, next tees, and a tournament/hole sponsor, if applicable.
- Players must be provided a warm-up area for throwing at each course. This area should provide enough space (or equipment, e.g., large net to throw into) for drive, approach, and putts.
- All courses are *required* to have non-earthen tee pads located at or above ground level. Tee pads at each course must be of a consistent type, unless otherwise approved by PDGA.
- All 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 who are color-blind.
- Produce course-specific scorecards as a backup to digital scoring.
- For rounds using tee times, nothing less than 10-minute intervals is advised (PDGA will assist with tee times).
- Provide information regarding all local emergency contacts at each course to each Course TD. 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 30 total gallons evenly dispersed throughout the course at the start of each round, to be regularly maintained during each round.
Each course must have restrooms available to event participants, accessible on the courses every 5-6 holes.

Recommended to make available food vendors or concessions for players at each venue throughout competition.

Sponsorship
- Create and submit Event Ad to “DiscGolfer” magazine (Spring or Summer issue) 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, assumed risk, best practices and areas to view the competition.
- All event graphic design is subject to PDGA review and approval (event logo and beyond MUST be approved by PDGA).
- Coordinate the solicitation and management of event sponsors. PDGA Director of Marketing and/or Director of Competition will assist, if necessary.
- Work with PDGA on coordination and placement of Event, PDGA, and sponsor signage.

Media
- MUST coordinate with the PDGA media team at least 180 days from start of event to identify, plan, and execute all media initiatives, including the development of an event logo and branding to be approved by the PDGA media team.
- 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.
- Presenting sponsor to receive first right of refusal for coverage sponsorship and advertising packages up to 60 days from the start of the event. For MPO/FPO Majors, refer to the DGPT media policy.
- Event logos minimum standards and deadlines will be established through PDGA media regular check-ins. All event branding must be approved by PDGA. Anticipate six months minimum lead time for development of the event logo.
- Any feature cards must be developed with HOST, PDGA, and DGN in concert.
- At least one dedicated volunteer required at starting table of each course used to assist with digital scorekeeper recruitment, as necessary.
- Provide dedicated media workspace with power, internet access, and shelter from elements required at tournament central or otherwise convenient location.
- 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 and event branding details.
- All media partnerships to be contracted by PDGA media team, or by the DGPT team for FPO/MPO majors. Please note- 2024 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 one month 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.
● Procure event trophies as outlined by the PDGA.
● Schedule, manage, and provide rooms or other appropriate space for the Player Meeting, FlyMart, Awards Ceremony, and any other scheduled ancillary events.
● Provide PDGA with a comprehensive evaluation of the Event, including problem areas and suggestions for improvement.
● Additional tasks as discussed in the 2024 US Women's 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.**