Bid Guidelines
PDGA International Major Disc Golf Events
(Events held outside of USA)
Dear Prospective Bidder,

Thank you for your interest in hosting a PDGA Major Championship event. We have created this package to assist you in presenting your case for hosting one of disc golf’s showcase events.

This document lays out the guidelines on how to prepare a bid to host a PDGA Major. In order 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 its Championship events, and then follow the headings and guidelines when preparing your bid. If you are selected to host, you will then have a comprehensive blueprint from which to build your operational plans.

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, while allowing new generations of disc golfers to experience fantastic PDGA competition.

These bid guidelines form the basis for the event contract and are an integral part of the commitment given by the Local Organizing Committee. If you have any questions regarding the bid process or your bid proposal for a PDGA Major Championship event, please contact the Executive Director at bgraham@pdga.com.

Regards,

Brian J. Graham
PDGA Executive Director
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 3,500 Disc Golf Courses can be found in 48 of the 50 states in the U.S. and in 36 countries worldwide, and the sport is currently enjoying 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 60,000 members who live and play in 36 countries worldwide. Each year the PDGA sanctions over 1,800 competitive events for professional and amateur players.

The PDGA also writes and maintains the rules for the sport, sets the standards for equipment used in play, manages a player rating system, and publishes the sport’s leading magazine, DiscGolfer.

For more information visit www.pdga.com.
1.3 PDGA Vision, Mission, and Value Statements

Vision Statement:

The PDGA is a membership organization dedicated to the promotion and sustainable growth of disc golf.

Mission Statement:

To develop disc golf into a globally-recognized competitive sport and recreational activity through:

- Player participation
- Tournament development
- Spectator participation
- Course development
- Rules and competitive standards
- Media and sponsor relations
- Public education and outreach

To sustain the growth of the organization, membership, and disc golf by means of:

- Financial stewardship
- Asset and resource management
- Membership support

Value Statement:

The PDGA is driven by the principles of:

- Integrity
- Accountability
- Lifetime fitness
- Transparency
- Professionalism
- Sportsmanship
- Diversity
- Personal Growth
- Inclusion
- Fun
- Volunteerism
- Environmental responsibility
1.4 About PDGA Major Events

PDGA Major Events are the premier national and international competitions for the sport of disc golf each year, featuring the world’s best men and women disc golfers competing for world, national and other championship titles in multiple age and gender based divisions.

The events vary in size and length but typically are contested on multiple courses simultaneously over multiple days, culminating in a showcase final round and the crowning of champions.

PDGA Major Events are your chance to host an international sporting event in your community, drawing interest and attention to your city, and generating economic impact for local businesses.

**International Major Events**

3 or more day long events held outside of USA. Typically 1 or 2 of these events are held each year. Ideally there will be 1 in Europe and 1 in Asia/Oceania per year.

Depending on location and format, these events will offer Pro or Pro/Am divisions to qualified PDGA members who compete for cash and non-cash prizes and championship titles in multiple age based divisions.

Expected number of competitors: 120-200+

1.5 International Major Events History

The PDGA has conducted its recent International Major Events in several different countries, including:

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<td>European Masters</td>
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1.6 Structure of PDGA Major Championships

The PDGA encourages bids for International Major Events from around the world. A country association, an experienced disc golf club, a for-profit business, or an individual working in conjunction with a community sports commission, visitor’s bureau, or facilities owner can submit a bid. All bids are reviewed by the PDGA staff and Board of Directors leading to approval, request for more information or disapproval based upon the experience of the hosts with running sanctioned disc golf events, contents of the bid, suitable facilities, proximity of courses to each other, and other requirements.

**International Major Event**

Time of Year: Negotiable

Length of Event: 3 to 4 days, typically falling between Wednesday and Sunday

Number of Competitors: 120-200+

Average length of Stay: 4-5 nights

Estimated Room Nights: 125

Course Requirements: 1-2 eighteen hole championship caliber Disc Golf courses within 20 miles of event center. PDGA will review courses to determine suitability.

Ancillary Event Requirements:
- Registration, welcome & check-in area
- Players Meeting – Seating for 200, podium w/ PA system
- Host Community provided Player dinner/party on Saturday night
- Awards & Closing Ceremonies – Immediately following finals at finals location

Hotel and/or other on-Site Requirements:
- Tournament Office - 150 sq. ft. room w/ high speed internet access
- Designated public area for posting of scores
- Free wireless internet
- Restaurant/Bar
- Free parking
- Health club and/or Pool

Organizing Committee Requirements: PDGA event management experience.
2. HOST ELIGIBILITY REQUIREMENTS

2.1 PDGA Membership and Payments

In order to submit a bid, the tournament director (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

2.2 Endorsements & Support

The final bid should include a letter of endorsement and/or support from your national disc golf or disc sports association. The country association does not necessarily have to be involved with the planning of the event, but it is expected that they support your intentions.

The final bid should include a letter of endorsement and/or support from the PDGA country coordinator in which the event is to be hosted. The country coordinator does not necessarily have to be directly involved with the planning of the event, but it is expected 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, tourism department, or sports commission in the city or cities in which the event will be hosted pledging their support for 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 (limited liability company), 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 is in conflict with PDGA vision, mission, and value statements.
3. BID SUBMISSION

3.1 Bid Application Process

Your main contacts will be the PDGA Executive and International Directors, 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 and International Director 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 official name of the event, the proposed and alternate dates of the event, and the year or years for which you would like to be considered.

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

3.2 Bid Submission & Deadline

Proposals shall be submitted to:

    Executive Director
    Professional Disc Golf Association
    International Disc Golf Center
    3828 Dogwood Lane
    Appling, GA 30802-3004

The deadlines for the submission of bids for International Major events are

- one year prior to the proposed event dates
- no later than June 30 of the previous calendar (PDGA Tour) year.
4. BID DOCUMENT GUIDELINES

4.1 PDGA Major 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**

Your bid should acknowledge and respect that the needs and expectations of the competitors hold the highest priority, both on the course and off. Off the field, all services should go smoothly for the competitors, so they don't have to worry about anything except their competition.

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 of these areas are more detailed in the pages that follow, 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**

All PDGA International Major Championship events should be planned with the utmost professionalism. 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 check-in to the tournament newsletter, to the awards ceremonies: 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. We aim to provide PDGA International Major Championship events that are a good investment in the career of a disc golfer. We work to ensure that they receive quality services, as well as quality competition, throughout their PDGA experience, so they get good value for their investment.
4.2 Bid Application Contents

Please prepare your bid document according to the following guidelines, providing as detailed information as possible for each item in this section. These are the criteria for which PDGA evaluates and selects International Major Event hosts. If you are unable to respond to any section, please provide an explanation as to why this is not possible.

Incomplete information may delay timeliness of the PDGA decision-making process. It is also the intention of the PDGA Board to distribute tournament sites as equitably as possible on a geographic basis, while taking into account the distribution of PDGA members world-wide.

Although you may not be ready with specific information in some areas, these details will help guide you in your plans and let you know the minimum of what is expected.

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

Host Organization:

- The name, proposed date(s) and year(s) of the event you are proposing to host.

- The name of the host club or organization proposing to host the event, including its type of formal organization (sole proprietorship, non-profit, LLC, corporation, etc.), its basic history and its experience in running national and PDGA Tour 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 aims and objectives of the LOC in hosting the event in your community.
Local Organizing Committee (LOC):

A basic event organizational structure intended by the host LOC for running the event. 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, Media, Sponsorship, Volunteers, Ancillary Events, Doubles etc.),

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

One or more key staff from the local organizing committee is also strongly encouraged to attend a PDGA International Major event during the year prior to their event in order to closely review, be involved in, and learn from the experience of how the event is run.

Courses:

- 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, as well other satellite courses.

- For multi-course events that include both MPO/FPO and age based divisions, course layouts should be designed to accommodate the skill levels of the age based divisions. This will help to determine how many players per division can be accepted into the event.

- 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.

- The proposed location(s) of any other related competitions, such as doubles, etc.

Venues:

- Proposed location of player check-in, typically held on the day or evening preceding the event. Includes host check-in, distribution of players packages, and event branded merchandise sales.
• Proposed location of the opening ceremonies/players meeting typically held on the evening preceding the event. List related amenities such as pavilion, amphitheatre, auditorium, meeting room, p/a system etc

• Proposed location of any other evening ancillary events such as a player’s party, concert, demonstrations, or other planned social gatherings.

• Proposed location of the awards ceremony, typically held immediately following the finals. List related amenities such as pavilion, amphitheatre, auditorium, meeting room, restrooms, p/a system, etc.

**Host Hotel:**

One hotel should be designated as the main host hotel. The host hotel should be centrally located between most of 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. A complimentary suite, meeting room, or other space with high speed internet access should be sought to serve as the tournament office, if one is not available at the course(s). The PDGA can assist with hotel negotiations if requested by the LOC.

- Hotel name
- Hotel location
- Hotel contact person, email and phone number
- Hotel capacity
- Negotiated room rate(s)
- List of amenities including restaurant, lounge, pool, exercise room, etc.
- List of meeting rooms, meeting space, etc.
- Registration/Check-in area?
- Wireless internet? Is it complimentary?
- Complimentary meeting space for players meeting, flymart, other planned activities?

**Host Community Support:**

- Letter of support of the event from the local Convention and/or Visitors Bureau, Tourism department, sports commission, or similar agency. Support from these agencies 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 of the event.
- Letter of support from the venue/course owners acknowledging support of the event.
Player Qualification & Registration

The bid will include the proposed player qualification and registration process of the singles event. Examples from past Major Events will be provided to you by the PDGA office upon request. The player qualification and registration process, and any changes made to it, must be reviewed and approved by PDGA before it is finalized.

Schedule:

The bid will include the proposed competition schedule of the singles event. Event schedules for past Major Events will be provided to you by the PDGA office upon request. The competition schedule, and any changes made to the event format or schedule, must be reviewed and approved by PDGA before they are finalized.

Budget:

The LOC will manage a financial budget for the event, including anticipated income streams from registration, sponsorship, merchandise sales, food and beverage, and services in kind. This budget should also outline basic expenses expected, including course infrastructure, staff support (including any staff pay intended), event supplies, communications, misc. expenses and proposed payout. A proposed income statement should be included, including the profit/loss expected.

Marketing/Publicity:

A brief publicity and marketing plan, identifying how the event will ”connect” with the local community, how the event will be publicized and promoted in the local and regional area, any possible or intended ties to local or regional charitable organizations, general plans for obtaining sponsorship including sponsorship levels intended, target sponsors, etc..

PDGA Responsibilities:

The PDGA will work closely with the Local Organizing Committee (LOC) to organize and host a world class event. To this end, the PDGA will

- Assist with determining and approve the player eligibility and qualification system
- Approve the registration process for qualified players
• Provide the approved rules governing the competition and approve the final event specific ground rules
• Provide the LOC with a pre-event financial sponsorship of $2500
• Approve the playing courses.
• Approve the final competitive schedule
• Provide an on-site PDGA representative to serve in various capacities as needed
• Provide on-site support for all statistical procedures, including scoring, as well as local and Internet posting of results.
• With LOC, assist regional, national and international sponsorship development and management.
• Reserve the right to approve or disapprove any potential sponsors
• With LOC, coordinate regional, national and international publicity through the establishment and maintenance of contact with local, national and international media before, during and after the tournament
• Placement of Event information on the PDGA website.
• Provide guidelines to the LOC for award distribution in accordance with PDGA Tour standards and approve the final payout tables and trophies as proposed by the LOC.
• Be added as a co-signer for local agreements as may be required.
• Provide the LOC with financial reference reports from previous similar PDGA events.

LOC Responsibilities:

For the bid, the proposed LOC must provide the following:

1. Name of city/community bidding
2. Name of proposed host organization
3. Name of proposed local tournament director and two secondary persons responsible for the championships planning
4. List any supporting organizations
5. List other events your organization has hosted in the past

For the bid, the following should also be provided:
• In conjunction with PDGA guidelines, the proposal should provide a proposed budget. LOC will also be expected to provide a final Budget no later than 2 months prior to the Event, subject to PDGA review and approval. This budget is to include the following areas as a minimum:
  a) Income from Entries, including entry fees and projected attendance
  b) Sponsorship Income, in cash and in kind
  c) Merchandise Sales
  d) Other income
  e) Facilities Expenses, including host hotel
  f) Staffing Expenses
  g) Player Package Expenses
  h) Merchandise Cost of Goods Sold
  i) Social Event Expenses, including banquet and related taxes
  j) Printing Expenses
  k) Communication Expenses
  l) Event Payout, including Trophy Expenses
  m) Other Expenses

• In conjunction with PDGA Course Design Guidelines (www.pdga.com/documents/pdga-course-design-guidelines section II(B)), 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 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 the LOC as meeting PDGA Technical Standards (www.pdga.com/documents/pdga-technical-standards-manufacturers-guidelines, section II(B))

• Produce a proposed player qualification and registration system, subject to PDGA approval
• Produce a proposed schedule of Events subject to PDGA approval.
• Secure appropriate host hotel for Event.
• Schedule, manage and provide rooms or other appropriate space for the opening players meeting, awards ceremony, and other event related gatherings.
• Produce an Event Program.
• Produce event scorecards and course maps.
• Produce Event graphic design
• Provide the minimum required Event staff.
• Coordinate the solicitation of local and regional sponsors.
• Develop Event merchandise and coordinate merchandise sales.
• Work with PDGA or their partners/resources on generation of local and regional publicity.
• Ensure that all Event sub-contractors and providers of facilities to the Event have third party public liability insurance on behalf of LOC and PDGA to cover all potential claims for negligence, injury or damage as a result of the failure of such facilities at the Event.
• Manage all financial aspects of running the Event in accordance with the approved Final Budget.
• Contract with agreed upon course venues.
• Handle all local sponsorship sales and services.

**Competition Venues**

The main competition venue (site of the Finals) must have at a minimum:

• 18-hole championship caliber disc golf course reserved by the LOC
• Minimum parking (on site or off site) for 100-300 cars
• Restroom building(s) or port-a-johns
• Covered pavilion(s) or Building reserved by the LOC for tournament headquarters
• Green space for spectator/vendor village

Satellite competition venues must have at a minimum:

• 18-hole championship caliber disc golf course reserved by the host organization
• Parking (on site or off site) for 75 cars minimum
• Restrooms or porta-johns
• Covered pavilion or building reserved by the host organization for course headquarters

**Hotel**

One local hotel should be designated as the host hotel. The host hotel needs to have enough rooms to comfortably accommodate the majority of athletes, officials, and staff in addition to being able to provide the following (where this is not provided on site):

1. Room for check-in
2. Room with high speed internet access for event office
3. Free or nominal cost wireless internet.
4. Free or nominal cost parking.

The following hotel amenities are also preferred but not required:

1. Swimming pool
2. Exercise room
3. Free continental breakfast (or) hotel restaurant
4. Bar/Lounge
5. Social gathering area.
For the bid, please provide the following:

1. Hotel Name (may include more than one)
2. Hotel contacts, email and phone number
3. Hotel capacities
4. Proposed room rate(s)
5. Number of restaurants available in close proximity (walking distance) to the hotel
6. Check-in and check-out times

**PDGA Sanctioning**

The PDGA will grant to the LOC a royalty-free, non-exclusive, worldwide right to use the relevant PDGA marks, i.e., including “PROFESSIONAL DISC GOLF ASSOCIATION”, and the PDGA and PDGA logos (collectively, the PDGA “marks”), as well as the PDGA copyrighted title “PDGA Major in conjunction with the Event. One or more of the PDGA marks are required to appear on all Event logos, discs, shirts, and other promotional materials including electronic or printed information prepared by the LOC in conjunction with the Event.

**Broadcasting, Videotaping & Photographing**

The LOC and the PDGA each have the rights and responsibilities, in working constructively with each other, to negotiate, award or limit broadcasting and videotaping rights and privileges at the Event. The PDGA shall also retain the rights to record the Event through still photography of any participants.

**Sponsorship**

The PDGA and the LOC agree to maintain open communication about sponsorship contacts and discussions and to cooperate in their solicitation. In order to avoid any conflicts in the development of Event sponsors, whatever their source, the PDGA reserves the right to approve or disapprove any potential sponsors of the Event.