



Bid Guidelines for Canadian National Disc Golf Championships

Please send completed bids by email to:

PDGA Canada Manager
bhoeniger@pdga.com

Updated: September 2018



Dear Prospective Bidder,

Thank you for your interest in hosting the Canadian National Disc Golf Championships.

This document lays out the guidelines on how to prepare a bid to host this event. In order for the PDGA Canada Manager and the PDGA Provincial Coordinators to make an informed decision when selecting the best qualified hosts, your bid should include as much information as possible. Please follow the headings and guidelines when preparing your bid. If you are selected to host, you will then have a blueprint for your event planning.

Preparing a bid to host a national sporting event is a challenging but rewarding endeavor, and PDGA Canada and its members are very grateful for your interest. Together, we are committed to growing our sport, and this high-level event will help to increase disc golf's exposure and development across the country.

If you have any questions regarding the bid process or your bid proposal for the Canadian National Disc Golf Championships, please contact me at bhoeniger@pdga.com.

Regards,

Brian Hoeniger
PDGA Canada Manager

1. OVERVIEW

An experienced disc golf club, non/for-profit businesses, or an individual PDGA member working in conjunction with a community sports commission, visitor's bureau, or facilities owner can submit a bid. All bids will be reviewed by the PDGA Canada Manager and PDGA Canada Provincial Coordinators. The HOST will be selected based upon their experience with running a large sanctioned disc golf event, contents of the bid, suitable facilities, proximity of courses to each other, and other criteria.

2. EVENT SUMMARY

Time of Year: 1st weekend in June – mid-September

Length of Event:

3-4 days, beginning Wednesday, Thursday or Friday and finishing on Saturday or Sunday

Number of Competitors:

144-288 competitors based on the number of courses to be used

Divisions Offered: MPO, FPO, MPM, MPG, MA1, FA1, MA40, MA50, MA2, MJ1

Event Tier: A Tier for both Pros and Ams

Players Eligible: All disc golf players eligible, provided they meet the requirement of current PDGA membership. Note: event eligibility may change in future, if there is consensus, to only Canadian citizens and residents reflecting its standing as Canada's National Championship event.

Players Registration: To be determined in consultation between HOST and PDGA Canada. System may be first come first served, or a Phase based system that enables players with higher PDGA Ratings to register in Phase 1, and all other players to register in Phase 2.

Event Website and Information:

The event HOST will launch an event website no later than 4 months in advance of the event that will include such key information as registration system, courses information, event schedule, photos and other media images, sponsorship information and event sponsors and partners. Event results will be posted at pdga.com with link from event website.

Course(s) Preparation:

HOST will have all courses prepped, marked, and in tournament configuration, including all OB clearly marked, and all tee pads, tee signs and baskets in place, no later than 3 days in advance of the singles competition for player practice.

Player Check-In:

Held at designated location on day before competition begins.
HOST provides staff to handle check in and player package distribution

Players Meeting:

It is recommended that a players meeting for all competitors be organized by HOST and held on the day before singles competition begins. Alternatively a players meeting can be held at each course being used in Round 1 prior to the start of Round 1. HOST arranges venue.

Fly-Mart, Player Party, other evening events:

Holding these extra-curricular events are at the discretion of HOST who arranges all venues, vendors, etc.

Doubles Competition:

Doubles is an optional event that can be held during the day prior to singles competition, with or without PDGA sanctioning.

Singles Competition:

A minimum of 3 rounds of 18 holes, and ideally 4 rounds of 18 holes will be held. HOST has option to include a 9 hole FINAL for top qualifiers in each division or a showcase Final 9 for the top MPO group only. Awards ceremony to follow.

The HOST will design and submit a singles schedule for review and approval by PDGA Canada. No more than two rounds will be scheduled per day on each course.

HOST will provide enough volunteers as spotters on holes with propensity for lost discs and/or back ups and for ensuring that scorekeeping and regrouping for next round is handled in a timely fashion. HOST will provide 1 Scoreport per player pool.

The overall event TD and the TD for each course must be a non-playing current PDGA member and certified PDGA official. If present the PDGA Canada Manager and/or PDGA Provincial Coordinator(s) will assist with officiating, and with scorekeeping including tabulation, verification, shuffling, and posting of results to the PDGA website.

HOST provides enough course-specific scorecards and pencils and Rules Books to their Course Directors for all rounds on all courses including extra for players, staff etc. Scorecards must be specific for each course with correct distances and pars listed for that course.

HOST will provide a minimum of 3 water stations per course and ensure water jugs are full prior to each round and replenished during rounds if necessary.

HOST will procure event trophies, including 3 trophies for each division with 12 players or more, and at least 1 trophy for divisions with less than 12 players.

Optional: HOST will procure a food vendor(s) or concessions to be made available to players at the course(s) throughout the singles competition

3. HOST ELIGIBILITY REQUIREMENTS

In order to submit a bid, the listed 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
- experienced in hosting large PDGA Canada sanctioned events

It is preferred that the bid come from a registered non-profit organization, or other legal entity.

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.

4. BID SUBMISSION

4.1 Bid Application Process

Your main contact will be the PDGA Canada Manager, 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 Canada representative.

The PDGA Canada Manager and Provincial Coordinators will review all bids. There will be an opportunity to respond to any questions arising from the review of each bid, prior to the awarding of the bid.

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

The official title of the tournament will be:

“(Year) Canadian National Disc Golf Championships”

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

4.2 Bid Submission

Proposals shall be submitted to by email to:

PDGA Canada Manager
bhoeniger@pdga.com

4.3 Bid Deadline

The deadline for the submission of a bid for 2019 is September 30, 2018. It is the intention of PDGA Canada to award and announce the successful 2019 bid by October 31, 2018.

5. BID DOCUMENT GUIDELINES

5.1 Event Guiding Principles

As our National Championships, 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. For example, 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.

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, for example event retail, it may be better to partner with an experienced company to help ensure smooth and successful operations. When planning your tournament please also remember the message and impression you are making on 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 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 travel, tournament fees, lodging, and meals, the cost of attending an event can be quite expensive. The HOST and PDGA Canada will strive to ensure that they receive quality services, as well as quality competition, throughout their experience so they see good value for their investment.

5.2 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. Incomplete information

may reduce your chance of being selected as event host. Note that It is also the intention of PDGA Canada to rotate tournament sites across the country.

Host Organization:

- The name of the host club or organization proposing to host the event, including its type of formal organization (sole proprietorship, non-profit, 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.
- 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. Information here should 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.
- The local organizing committee which is awarded the event will be required to sign an Event Agreement with PDGA Canada, acknowledging its responsibilities.
- One or more key staff from the local organizing committee are also strongly encouraged to attend the event in the year prior to their event in order to learn from and experience how the event is run.

Courses:

- A list and map of each disc golf course to be used in the event, including location, and 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.
- 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.
- In conjunction with PDGA Course Design Guidelines (www.pdga.com/documents/pdga-course-design-guidelines), 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.

Venues:

- Proposed location(s) of any other venues to be used in connection with the event, including players check-in and meeting sites.
- Proposed location of any other evening ancillary events such as a player's party, concert, demonstrations, or other planned social gatherings.

Accommodations:

One hotel should be designated as event hotel. The host should be centrally located between most of the courses, and should have enough rooms to accommodate all out of town competitors, guests, staff and officials. Please provide the following:

- Hotel name, location, capacity
- Hotel contact person, email and phone number
- Proposed room rate(s)
- Restaurants and shops available in close proximity to the hotel
- List of amenities including restaurant, lounge, pool, exercise room, etc.

Basic information is also to be provided on other accommodation options for travelling players, such as local campgrounds, cottage rentals, budget motels, etc., including locations, prices and links to the websites of these facilities.

Host Community Support:

- Letter of support of the event from your local disc golf club
- Letter of support of the event from the local Convention and/or Visitors Bureau, sports commission, or similar agency.
- Letter of support from the local government
- Letter of support from the parks department(s) and/or venue/course owners
- Course reservation fees (if any)
- Local permit fees (if any)
- Advertising in DiscGolfer Magazine or PDGA website
- Local advertising

Schedule:

A proposed event schedule, reflecting your preferred calendar dates for hosting the event, in table or spreadsheet format, from check-in to awards ceremony, including the timing of rounds and the projected assignment of pools of divisions to courses.

Local Organizing Committee (LOC):

A basic event organizational structure intended by the host LOC for running the event should be provided. This will include the overall lead Tournament Director, Course TDs, Publicity, Merchandising, Financial, Sponsorship, etc.

One or more key staff from the local organizing committee are also strongly encouraged to attend the event they are bidding on the year prior to their event in order to closely review and to be closely involved in the event production, as well as to learn from and experience how the event is run.

Budget:

The HOST will manage a financial budget for the event, including anticipated income streams from entry fees, sponsorship, merchandise sales, food and beverage, in-kind donations and services. This budget should also outline basic expenses expected, including pro cash payout, amateur merchandise payout, course improvements, staff support event supplies, communications, misc. expenses and proposed payout. This information should be presented and managed as a profit/loss statement.

- The event budget should include the following line items at a minimum:
 - Income from Entries, including entry fees and projected attendance
 - Sponsorship Income, in cash and in kind
 - Merchandise Sales
 - Other Income

 - Player Payout and Trophy Expenses
 - Player Package Expenses
 - Merchandise Cost of Goods Sold
 - Facilities Expenses
 - Staffing Expenses
 - Social Event Expenses
 - PDGA Player Fee Expenses based on event tier(s)
 - Printing Expenses
 - Website & Communication Expenses
 - Media Expenses
 - Advertising Expenses
 - Other Expenses

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. The HOST will also produce event graphic design.

6. PDGA Sanctioning & Insurance

PDGA Canada will grant to the HOST the right to use the attendant PDGA marks, i.e., PROFESSIONAL DISC GOLF ASSOCIATION™, PDGA Canada, and PDGA Canada logos (collectively, the "PDGA Marks"). HOST agrees that one or more of the PDGA Marks shall appear on all Event logos, discs, and promotional materials.

PDGA Canada will reimburse the hosts for the cost of the event sanctioning fee they pay at <https://www.pdga.com/pdga-event-sanctioning-agreement> and provide event insurance under the PDGA policy free of charge.

7. Videotaping & Photographic Arrangements

The HOST is strongly encouraged to facilitate the capturing of still and video images from the EVENT by assigning a photographer and/or videographer. The HOST and PDGA Canada shall both have the right to publish these images with proper credit to the artist but without financial cost.

8. Sponsorship

It is the HOST responsibility to secure sponsorship for the event, at, or ideally well beyond, the level required to meet all event related costs and to meet, or ideally significantly exceed, the PDGA payout standards based on event tier.

PDGA Canada will contribute cash sponsorship of \$2500-\$3000 or more.

9. Other

- HOST will provide PDGA Canada with a comprehensive evaluation of the Event, including problem areas and suggestions for improvement.
- HOST will 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 as a result of the failure of such facilities at the Event.