



“The Professional Association for All Disc Golfers”

Bid Guidelines for 2019 PDGA Professional Disc Golf World Championships (MPO/FPO ONLY)

Bid Submission Deadline: Wednesday, November 1, 2017

Selection Announcement: After December 1, 2017

Send all bids and correspondence via email to:

Mike Downes
Events Manager, PDGA
Tel: 1+ (706) 261-6342, ext. 104
Email: events@pdga.com
Web: www.pdga.com

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Professional Disc Golf Association

"The Professional Association for ALL Disc Golfers"

International Disc Golf Center
3828 Dogwood Lane
Appling GA USA 30802-3004

Mike Downes
PDGA Events Manager

Tel: (706) 261-6342 **Email:** events@pdga.com
Website: www.pdga.com

Dear Prospective Bidder,

Thank you for your interest in hosting the PDGA Professional Disc Golf World Championships. We have created this package to assist you in presenting your case for hosting one of disc golf's premier events.

This document lays out the guidelines on how to prepare a bid to host this 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 a fantastic PDGA competition.

These bid guidelines form the basis for the event contract Agreement 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 Events Manager, Mike Downes, at events@pdga.com.

Regards,

A handwritten signature in black ink, appearing to read "Mike Downes", is written over a horizontal line.

Mike Downes
PDGA Events Manager

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 7,000 disc golf courses can be found in the U.S. and in 29 countries worldwide, and the sport is currently experiencing 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 98,000 members who live and play in 29 countries worldwide. Each year the PDGA sanctions over 3,300 competitive events for professional and amateur players, and that number grows annually.

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 Structure of PDGA Major Championships

For each of its owned World Championships, the PDGA seeks hosts and encourages bids from around the *world*. An experienced disc golf club, non/for-profit businesses, 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 and a host is selected based upon the experience with running a large sanctioned disc golf event, contents of the bid, suitable facilities, proximity of courses and venues to each other, and other requirements.

1.4 About PDGA Professional Disc Golf World Championships

This four-day international competition is limited to qualified professional disc golfers who compete for world championship titles in both the male and female Open divisions. The expected number of competitors for the event is approximately 288 players.

2017 marks the first year of change to the previous Professional World Championships format. This Championship is for Male and Female Open divisions only; beginning in 2017, the age-protected World titles will be contested at the newly-formed "PDGA Pro Masters Disc Golf World Championships."

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. (See Appendix B)

1.5 Snapshot: PDGA Professional Disc Golf World Championships

(See Appendix C)

Time of Year: Early June – September (Negotiable)

Length of Event: 6 days, Monday to Saturday (Practice + 1 day of field events + 1 day of mixed doubles, followed by 4 days of individual competition)

Number of Competitors: Approximately 288 (228 Open, 60 Female Open)

Average length of Stay: 5 nights

Estimated Room Nights: 200 +/-
(Event capacity [(# players)/2] x 0.30 = Daily room block
(Daily room block x 5 days = Total room nights)

Requirements pertaining to the schedule of events:

Doubles

Schedule: Held on Monday of Worlds week (negotiable)

Professional Mixed Doubles – single course for both rounds

HOST provides one course knowledgeable staffer on course to act as Assistant TD

HOST maintains water stations on courses (minimum of 4 per course)
HOST provides trophies (distribution document will be provided)

PDGA provides Doubles Management, Marshals, Scoreports and Scorecards (if required)
PDGA provides payout information to HOST for payout at Awards Ceremony

Field Events

Schedule: Held on Tuesday of Worlds week (11am-3pm) (negotiable)

HOST arranges for a single venue to fit all field events, tents, food vendors
HOST arranges for Food Vendors or concessions
HOST provides 16-20 staffers to help at Field Events
HOST maintains water stations (minimum of 1 per Field Event)
HOST provides trophies (distribution document will be provided)

PDGA provides Field Events management, Marshals, and all required paperwork
PDGA provides payout information to HOST for Payout at Awards Ceremony

Player Check-In

Schedule: Held on Monday and/or Tuesday from 10am-4pm preferably at Host Hotel

HOST provides required number of staffers to handle player pack distribution

PDGA provides check-in staff and check-in lists.

Mandatory Player Meeting

Schedule: Held on Tuesday evening at 8pm (generally runs 1 hour)

HOST arranges venue.
HOST arranges for Guest Speaker (local dignitary)

PDGA will provide agenda
PDGA will provide content and speakers

Fly-Mart, Player Party, other evening events

Schedule: Highly recommended that the Fly-Mart be held in conjunction with final round, where spectators are more likely to attend. Other evening events may be scheduled as seen fit.

HOST arranges all venues, vendors, etc.

Note: Age-appropriate arrangements should be made for underage participants.

Presentation of PDGA Annual Awards

This should not be separate event; it should be combined with another evening activity (Preferably Player Meeting)

PDGA provides awards and presenters.

Singles Competition

Schedule:

- Singles rounds are held Wednesday through Saturday (4 total rounds, two on each course. No semifinals or Finals. Shuffle will take place Thursday night.)
- Awards Ceremony is held on Saturday following the final round.

PDGA provides the Scoring Director to manage the PDGA Scoring Office as well as the Scoreport cards based on registration and enough Scoreports to handle the number of courses and shuffling (if required). Digital processing and display of scores is preferred.

PDGA provides the Competition Director and Marshals for competition rulings.

HOST provides enough course-specific scorecards and pencils 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 provides the Course Directors and Assistants to run each course, keep water jugs filled, call round scores into the PDGA Scoring Office, and deliver/pick-up Scoreports at the end of each day to/from the Scoring Office (if necessary).

Note: The Host is required to have all courses prepped, marked, and in tournament configuration with water and restrooms provided at least by the Saturday morning prior to Worlds for players to be able to practice (4 days prior to singles competition).

2. HOST ELIGIBILITY REQUIREMENTS

2.1 PDGA Membership and Payments

In order to submit a bid, the listed tournament director (TD) and assistant 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 sanctioned events

2.2 Endorsements & Support

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

The final bid should include a letter of endorsement and/or support from the PDGA state coordinator of the state in which the event is to be hosted. The state coordinator does not necessarily have to be directly involved with the planning of the event, but it is preferred 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, 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, 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 contact will be the PDGA Events 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 representative.

The PDGA Executive Director and Events Manager 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 name of the event and the year or years for which you would like to be considered.

The official title of the tournament will be:

“(Year) PDGA Professional Disc Golf World Championships”

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

3.2 Bid Submission

Proposals shall be submitted to:

Events Manager
Professional Disc Golf Association
3828 Dogwood Lane
Appling, GA 30802-3004

The deadline for the submission of a bid for 2019 is November 1, 2017. It is the intention of the PDGA to award the hosting of the event as soon as possible thereafter.

4. BID DOCUMENT GUIDELINES

4.1 PDGA Championship Event Guiding Principles

A PDGA World 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. 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. 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

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 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 airfare, tournament fees, lodging, and meals, the cost of attending an event can be quite expensive. PDGA and LOC will work to ensure that they receive quality services, as well as quality competition, throughout their PDGA experience so they see 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 Championship event hosts. Incomplete information may delay timeliness of the PDGA decision-making process. It is also the intention of the PDGA Board of Directors to distribute tournament sites as equitably as possible on a geographic basis, while taking into account the distribution of PDGA members world-

wide. If you are unable to respond to any section, please provide an explanation as to why this is not possible.

In a proposal to host the PDGA Professional Disc Golf World Championships, the PDGA would like to see information on the following:

Proposed Date(s):

Please identify three potential dates for the event, listed in order of preference.

Host Organization:

- The name and year(s) of the PDGA Major 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 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.
- 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.

Courses: (See Appendix E)

- 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, and which will serve as the satellite course. The courses will be inspected for suitability with final approval granted by PDGA. This may include a site visit, if necessary.
- 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.
- Description of park security and/or plans for security during event for safety of event assets and competitors.
- Detailed description of Wi-Fi capabilities within the park (for media purposes). For Live Broadcasts, the PDGA selected production teams utilize bonded USB modems, while using the cell signal to upload, rather than Wi-Fi. AT&T and/or Verizon are preferred providers. Cell requirements for live broadcasts are an upload speed of 3-5 mbps at a minimum, while 6-8 mbps is preferred. Download speed is not important.

Venues: (See Appendix E)

- Proposed location(s) of the mixed doubles competition.
- Proposed location of player check-in typically held on the Monday and/or Tuesday preceding the event. Includes PDGA check-in, host check-in, distribution of player packages, and event branded merchandise sales.
- Proposed location of the field events competitions to be held on the Tuesday preceding the singles competition. Field events include long drive, putting, mini golf (if applicable), and E.D.G.E. Skillshot. The PDGA Events Manager will be the primary director of the field events. A field events procedures document is available from the PDGA.
- Proposed location of the opening ceremonies/players meeting to be held on the Tuesday evening preceding the singles competition. List related amenities such as pavilion, amphitheatre, auditorium, meeting room, P/A equipment, seating, etc.
- Proposed location of the Fly-mart (vendor marketplace) ideally held on Saturday during the Finals.
- 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 to be held immediately following the finals. List related amenities such as pavilion, amphitheatre, auditorium, meeting room, P/A equipment, outdoor, etc.

Host Hotel: (See Appendix E)

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, if necessary. Please provide the following:

- Hotel name
- Hotel location
- Hotel contact person, email and phone number
- Hotel capacity
- Proposed room rate(s)
- Number of restaurants available in close proximity (walking distance) to the hotel
- Check-in and check-out times
- List of amenities including restaurant, lounge, pool, exercise room, etc.
- List of meeting rooms, meeting space, etc.

Room Block:

PDGA Executive Director will assist with hotel negotiations. Use the following formulas to estimate your anticipated room block for bid purposes:

Event capacity $[(\# \text{ players})/2] \times 0.30 = \text{Daily room block}$

Daily room block $\times 5 \text{ days} = \text{Total room nights}$

Hotel Contract Terms:

- competitors will book their own rooms using code provided by hotel
- lowest advertised rate guarantee (hotel cannot offer lower rates online)
- block deadline 1 week before event

- group rate on shoulder dates (days before and after your event dates)
- credit applied to block for rooms booked on shoulder dates
- rooms at group rate after block filled or block deadline if available
- \$5/night room rebate payable to PDGA
- no attrition (or) low attrition based upon cumulative rooms total w/ 20% slippage allowance
- discount on rooms paid for by event due to attrition
- free meeting space
- free high speed internet
- free parking
- complimentary breakfast if available
- comped rooms at 1:20 rate
- 3 room upgrades (suites) at group rate (for event staff and officials)
- Hotel guest list cross referenced with event list to ensure accurate pickup

* All agreed upon terms above should be written into the hotel contract. A contract is only necessary if the hotel is providing you with free meeting space or other services in return for the room block. The PDGA office staff should be involved with all hotel contract negotiations. All contracts should be sent to the PDGA office for review and approval before signing.

Host Community Support:

- Letter of support of the event from the local Convention and/or Visitors Bureau, sports commission, or similar agency. *In lieu of a bid fee, the PDGA requests guaranteed financial support of the event at a level commensurate with the number of hotel room nights booked. This support 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
- Letter of support from the venue/course owners acknowledging support
- Course reservation fees (if any)
- Local permit fees (if any)
- Local advertising

The PDGA office staff is available to help with Host Community Support negotiations. All contracts should be sent to the PDGA office for review and approval before signing.

Schedule:

A proposed schedule of the weekly events is requested. The competition schedule of the singles event is fixed (Wednesday thru Saturday). The schedule for some evening ancillary events is somewhat flexible based upon the availability of venues. Event schedules for past major events can be provided to you by the PDGA office upon request. Awarding of a bid does not mean that the proposed schedule is accepted. The final schedule will be developed by the PDGA office in consultation with the tournament director. (See Appendix C).

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(s) and their summary disc golf resumes, an Organizational Chart showing the intended support areas to be managed (Course TDs, Publicity, Merchandising, Financial, Sponsorship, Field Events, Mixed 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 can be forwarded to proposed hosts upon request.

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. These are contributing factors to the successful continuity of PDGA World Championships.

Budget:

The PDGA will manage the competition related finances of the event, including player registration. The LOC will manage a separate financial budget for the event, including anticipated income streams from sponsorship, merchandise sales, food and beverage, in-kind donations and services. This budget should also outline basic expenses expected, including course improvements, 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. It is suggested to include any additional events hosted by the LOC.

5. PDGA SANCTIONING

The PDGA will grant to the LOC a royalty free non-exclusive, worldwide right to use the attendant PDGA marks, i.e., PROFESSIONAL DISC GOLF ASSOCIATION™, PDGA and PDGA logos (collectively, the "PDGA Marks"), as well as the PDGA copyrighted title "PDGA Major™" in conjunction with the Event. HOST agrees that one or more of the PDGA Marks shall appear on all Event logos, discs, shirts, and promotional materials including electronic or printed information prepared by HOST in conjunction with the Event. PDGA shall retain the rights to control the nature and quality of the goods and/or services provided by HOST under PDGA Marks.

6. BROADCASTING, VIDEO, and PHOTOGRAPHY ARRANGEMENTS

PDGA has the right and responsibility, in working constructively with HOST, to award or limit broadcasting and videotaping rights and privileges at the Event. PDGA shall negotiate such rights on behalf of the Event with national, international or independent media organizations. The HOST is strongly encouraged by the PDGA to facilitate the capturing of still images from the EVENT by providing a photographer who will coordinate with "Discgolfer" magazine concerning publication of said images. The PDGA shall retain the rights to record the Event through still photography of any participants. Such photography may not be used for commercial purposes unless mutually agreed between the parties, but may be used for Event publicity, public information or any other non-commercial use that falls within HOST and PDGA activity. For more information please see the PDGA Media Agreement document located at: <http://www.pdga.com/media/policy>. Current (2019) policy will be provided once it becomes available.

7. SPONSORSHIP

PDGA and HOST agree to maintain open communication about sponsorship contacts, in order to avoid the development of sponsorship conflicts. PDGA reserves the right to approve or disapprove any potential sponsor of the Event. Such approval shall not be unreasonably withheld and will be given within seven business days of PDGA's confirmed receipt of such notification.

By agreement to participate in the PDGA Major event, HOST agrees to full cooperation with all sponsorship and related arrangements that are established by the PDGA.

8. CONCLUSION

In summary, on behalf of the PDGA Staff and Board of Directors, thank you for your interest in hosting a PDGA Major event. We realize that none of these events would be possible without the time and effort put forth from our local organizers. Preparing a bid to host a major national 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, as well as within your community, while allowing new generations of disc golfers to experience fantastic PDGA sanctioned competition. We look forward to reviewing your bid.

Appendix A

Expected Number of Players Matrix

Number of Courses to be Used *	Total Approximate Field Size +
2 Courses	288

* Courses to be vetted by PDGA and assigned to appropriate divisions.

+ Field size is an approximation ONLY. Actual field size will be determined by the total number of registered players, not to exceed 288 unless otherwise approved by PDGA.

Appendix B

Major Events History

The PDGA has conducted its Professional (Open and Age Based divisions combined) World Championship Events in nearly every region of the United States including most recently:

Year	City	State	Players
1982	Irvine	CA	75
1983	Huntsville	AL	148
1984	Rochester	NY	184
1985	Tulsa	OK	261
1986	Charlotte	NC	215
1987	Toronto	ON	202
1988	Cincinnati	OH	282
1989	Waterloo	IA	226
1990	Phoenix	AZ	275
1991	Dayton	OH	248
1992	Detroit	MI	279
1993	Huntsville	AL	260
1994	Port Arthur	TX	289
1995	Port Arthur	TX	247
1996	South Bend	IN	308
1997	Charlotte	NC	342
1998	Cincinnati	OH	362
1999	Rochester	NY	371

Year	City	State	Players
2000	Ann Arbor	MI	410
2001	St Paul	MN	357
2002	Houston	TX	225
2003	Flagstaff	AZ	336
2004	Des Moines	IA	332
2005	Lehigh Valley	PA	301
2006	Augusta	GA	300
2007	Highbridge	WI	312
2008	Kalamazoo	MI	311
2009	Kansas City	MO	327
2010	Cedar Lake	IN	307
2011	Santa Cruz	CA	432
2012	Charlotte	NC	390
2013	Cedar Lake	IN	299
2014	Portland	OR	390
2015	Pittsburgh	PA	405
2016	Emporia	KS	492
2017	Augusta	GA	288

Appendix C

Sample Base Schedule

PDGA Elite Pro World Championships Base Schedule (minimum 2 course configuration)
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	Monday	Tuesday	Wednesday	Thursday		Friday	Saturday
Pool A (144 MPO)	Field Events/ Practice Rounds	Mixed Doubles	Course #1 Tee Times	Course #2 Tee Times	S H U F F L E	Course #1 Tee Times	Course #2 Tee Times
Pool B (90 MPO, 54 FPO)		Practice Rounds	Course #2 Tee Times	Course #1 Tee Times		Course #2 Tee Times	Course #1 Tee Times
Evening Events		Player Check-in	Evening Activity	Open Night to Explore!		Player Party	Flymart/ Awards Ceremony
	Clinics for Public	Player Meeting					

4 Rounds @ 1 Round per Day, No Semis or Finals

Payout at 139% of Entry Fees-- @ \$250 Base Entry Fee the Total Purse is \$100,000 (\$28,000 Added by PDGA)

Field	
MPO	228
FPO	60
Total	288

(Appendix D)

HOST/PDGA RESPONSIBILITIES

PDGA Responsibilities:

Finance

- Manage registration related finances and coordinate with HOST for disbursement of funds as needed by host.
- 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 of Pro Worlds and add a percentage of net entry fees as added cash for pro payout.
- Assist HOST with event hotel negotiations.

Registration

- Determine player eligibility and qualification.
- Manage the invitation and registration of qualified players.

Staffing

- Provide management staff for both the Field Events and Doubles competition.
- Manage player check-in.
- Provide 2 PDGA representatives (tour mgr., events mgr.) as core staff advisors.
- 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 as well as tee times, including posting of results at PDGA.com.

Competition

- Work to provide a competition schedule using established formats and guidelines.
- Approve and publish the final competition schedule prior to the start of the Event.
- Approve the Field Events venue as proposed by the HOST.
- Inspect and approve the playing courses as proposed by the HOST.
- Provide Scoreport boards and completed cards for all pools and competitors.
- 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/ Media

- Pay for and approve space for a full-page pre-event ad in "DiscGolfer" magazine (Spring issue).
- With HOST, coordinate and assist with sponsorship development.
- 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 Worlds 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.

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

HOST RESPONSIBILITIES:

Finance

- In conjunction with PDGA guidelines, HOST is to provide a proposed budget no later than 6 months prior to the Event and a final Budget no later than 2 months prior to the Event, both subject to PDGA review and approval. These budgets are 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
- Develop event merchandise and coordinate merchandise sales.
- Present plans for any unprecedented income sources for PDGA approval.
- With the PDGA, 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, not to exceed five percent (5%) of the Event revenue, or five thousand US dollars (US\$5,000), whichever is lower. 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 split evenly between the HOST and the PDGA. HOST and PDGA also agree to split any losses equally, up to a maximum total loss capped at five thousand US dollars (US\$5,000), or two thousand five hundred US dollars

(US\$2,500) apiece. Losses in excess of this cap are the sole responsibility of the HOST.

Competition

- In conjunction with PDGA guidelines, provide a suitable venue for Field events (see Bid guidelines).
- 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)).
- As per PDGA Tour Standards, event courses are to be set in tournament configuration no later than 4 days prior to the event.
- Provide a player's package to each competitor based upon event registration fees and sponsorship.
- Produce event/course scorecards, subject to PDGA review and approval.
- Provide information regarding all local emergency contacts at each course to each Course TD and Marshal.
- Provide water for players at each course. Required to have at least (1) five gallon jug of water every (6) holes, to be regularly maintained throughout the day.
- Procure a food vendor(s) or concessions to be made available to players throughout competition, including Doubles and Field Events.
- 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/ Media

- Create and submit Event Ad to "DiscGolfer" magazine, pending PDGA review and approval.
- Produce an Event Program or Caddy Book, subject to PDGA review and approval.
- Produce event graphic design (logo), subject to PDGA review and approval.
- Coordinate the solicitation of event sponsors.
- Work with PDGA on coordination and placement of Event, PDGA and sponsor signage.
- Work with PDGA or their partners/resources on generation of local and regional publicity.

Staffing

- Provide enough staff to distribute player's packages during Player Check-in.
- Provide the minimum required event staff as outlined by the PDGA:
 - Doubles Competition (two staff members– Water, Scoring)
 - Field Events (16-20 staff members)

- 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 as a result of the failure of such facilities at the Event.
- In coordination with the PDGA office, secure appropriate and sufficient 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's Meeting, FlyMart, and any other scheduled ancillary events.
- Schedule, manage, and provide a furnished room (tables and office chairs) of a minimum of 500 sq. ft. with adequate air conditioning, electrical service and broadband internet access for dedicated use as the PDGA Operations and Scoring Office.

****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.**

Appendix E

Venue REQUIREMENTS

Courses

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 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

Satellite competition venue must have at a minimum:

- 18-hole championship caliber disc golf course reserved by the host organization
- Parking (on site or off site) for 100 cars minimum
- Restrooms and porta-johns located throughout the course
- Covered pavilion or building reserved by the host organization for course headquarters

Courses used in competition must be set up in tournament configuration no later than 4 days (96 hours) before the start of the singles competition Wednesday morning.

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:

- 1000 sq. ft. (min.) room for check-in and welcome (3 days – Sat, Sun, Mon)
- 500 sq. ft. (min) room with high speed internet access for event office (6 days – Mon – Sat)
- Free wireless internet
- Free parking

The following hotel amenities are also preferred but not required:

- Swimming pool
- Exercise room
- Free continental breakfast (or) hotel restaurant
- Bar/Lounge
- Social gathering area.

Additional Meeting Venues

Registration, welcome & check-in area

Players Meeting – Seating for 350-400, 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

Field Events Requirements: Public park, athletic facility or other area w/ suitable parking/amenities for 300 competitors including a mix of athletic fields, green space with trees, rolling terrain, open areas. PDGA will provide field events guide & procedures. All field events must take place at same venue.

- Long Drive – Open flat area approximately 250' wide x 800' long
- Mini Golf (if applicable)– Rolling diverse terrain approximately 3-5 acres
- Putting - Diverse terrain, mostly open, approximately 1-3 acres
- E.D.G.E. Skillshot – Diverse terrain, mostly open, approximately 3-5 acres