



"The Professional Association for All Disc Golfers"

Bid Specifics for 2021 PDGA United States Women's Disc Golf Championships

**** Use this document in tandem with the General Bid Package for PDGA Majors to develop your proposal to host this PDGA event ****

Bid Submission Deadline: Friday, November 1, 2019
Selection Announcement: After December 1, 2019

Send all bids and correspondence via email to:

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Snapshot: USWDGC

This 3-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.

Expected Number of Players Matrix

Number of Courses to be Used *	Total Approximate Field Size +
2 Courses	144
3 Courses	216

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

+ Field size is an approximation ONLY. Actual field size will be determined by the total number of registered players, not to exceed 216 unless otherwise approved by PDGA.

Time of Year: Mid–September (Negotiable)

Length of Event: 4 days (Doubles, Check-in and Player Meeting Thursday, 4 rounds competition Friday- Sunday)

Number of Competitors: 100 +/-

Average length of Stay: 3 nights

Estimated Room Nights Realized: 25 +/-

(Event capacity [(# players)/2] x 0.15 = Daily room block

(Daily room block x 3 days = Total room nights)

In addition to room nights, please consider the time spent and economic spending within the community of all players, staff, media, spectators and volunteers. Also, please consider the level of exposure your community will receive through the various media initiatives associated with the event, such as print, video and social media marketing.

Expected Schedule of Events

Doubles

Schedule: Held on Thursday before the event.

- Divisional Doubles – single course for both rounds

Player Check-In

Schedule: Held on Thursday from 10am-4pm (flexible, based on registration and time of Opening Ceremonies)

Mandatory Player Meeting

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

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

Fly-Mart, Player Party, and other Social Events

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

A Player Party and other evening social events should be scheduled throughout the weekend. HOST arranges all venues, vendors, etc.

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

Singles Competition

Schedule:

- Singles rounds are held Friday through Sunday (typically 1-Fri, 2-Sat, 1-Sun)
- Awards Ceremony will immediately follow the final round

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

Note: The HOST is required to have all courses prepped, marked, and in tournament configuration with water and restrooms provided at least by the Tuesday morning prior to USWDGC for players to be able to practice (3 days prior to singles competition), as per PDGA Tour Standards.

United States Women's Disc Golf Championships: History

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

United States Women's Disc Golf Championships			
Year	City	State	# of Players
2003	Peoria	IL	45
2004	Peoria	IL	51
2005	Peoria	IL	76
2006	Peoria	IL	78
2007	Peoria	IL	61
2008	Huntsville	AL	68
2009	Quad Cities	IA	48
2010	Jacksonville	NC	61
2011	Round Rock	TX	86
2012	Huntsville	AL	72
2013	Portland	OR	105
2014	Appling	GA	98
2015	Delaware	OH	72
2016	Sabattus	ME	90
2017	Johnson City	TN	156
2018	Lansing	MI	159



Sample Base Schedule

PDGA US Women's Championships Base Schedule

	Wednesday	Thursday	Friday	Saturday		Sunday
			9:00 AM	9:00 AM	2:00 PM	9:00 AM
A Pool 72	Player check-in	Player check-in	Course 1	Course 2	Course 3	Course 1
B Pool 72			Course 2	Course 3	Course 1	Course 2
C Pool 72			Practice	Doubles	Course 3	Course 1
Evening Events	Open night to explore	Player Meeting	Open night to explore	Player Party		Flymart Awards



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.

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 in the sport they love.

Also, currently, where tournaments tend to fill quickly using pre-registration, True Amateur events are also easier on TDs as they can plan for expenditures on trophies, items for player packs, and tournament amenities with an eye on providing the same value to all registered players.

** For more information about True Amateur, contact the PDGA office.

PDGA/HOST RESPONSIBILITIES

PDGA RESPONSIBILITIES (Include but not limited to)

Finance

- Manage registration related finances and coordinate with HOST for disbursement of funds as needed by host.
- Manage and administer payout to Pro divisions in coordination with Host.
- Provide HOST with financial reference reports from previous similar PDGA events.
- Coordinate with HOST on event budget.
- Provide HOST with registration finance summaries, and funds as needed, upon request.
- Provide HOST with a pre-event financial stipend of three thousand US Dollars (US\$3,000.00) upon receipt of the signed Agreement and after January 1, 2021. This is to be used as "seed money" for the event and shall be used only to offset event expenses.
- Provide all appropriate tax information related to the Event to participants (completed 1099 forms for all winners of cash prizes equal to or greater than US\$600) and to Federal, State, and Local governmental agencies as required by law.
- Assist HOST with event hotel negotiations.

Registration

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

Competition

- Provide the approved rules governing the competition and approve the final event specific ground rules as proposed and in coordination with the HOST.
- Approve and publish the final competition schedule prior to the start of the Event.
- Inspect and approve the playing courses as proposed by the HOST.
- Provide a competition schedule guideline and approve the final competitive schedule as requested by the HOST.
- Provide a guideline to the HOST for award distribution in accordance with PDGA Tour standards and produce the final payout tables and trophies in conjunction with the HOST (Amateur players will compete in "True Amateur" fashion).

Sponsorship/ Media

- Pay for and approve FULL PAGE event advertisement for "DiscGolfer" magazine, or an alternative PDGA marketing platform.
- Assist HOST with national and international sponsorship development and management.
- Be added as a co-signer for local agreements as may be required.
- Assist with national and international publicity through local, national and international media before, during and after the tournament, including regular press releases with the assistance of the HOST.
- Placement of the Event information on the PDGA web site to a dedicated USWDGC page.
- Provide the insurance coverage in compliance with the PDGA Event policy. Details of

the current policy are available from PDGA Office.

Staffing

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

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

HOST RESPONSIBILITIES (Include but not limited to)

Finance

- With the PDGA, coordinate all financial aspects of running the Event in accordance with the PDGA approved Proposed Budget.
- Develop event merchandise and coordinate merchandise sales.
- Present plans for any unprecedented income sources for PDGA approval.
- Add a percentage of net entry fees as added cash for pro payout in each pro division (125% of NET entry fees is the minimum).
- In conjunction with PDGA guidelines, HOST is to provide a final Budget no later than 2 months following the Event for PDGA review and approval. This budget is to include the following areas as a minimum:
 - Income from Entries, including entry fees and projected attendance
 - Sponsorship Income, in cash and in kind
 - Merchandise Sales
 - Other Income
 - Facilities Expenses, including host hotel
 - Staffing Expenses
 - Player Package Expenses
 - Merchandise Cost of Goods Sold
 - Social Event Expenses, including banquet and related taxes
 - Printing Expenses
 - Communication Expenses
 - Trophy Expenses
 - Other Expenses

Competition

- In conjunction with PDGA Course Design Guidelines (www.pdga.com/documents/pdga-course-design-guidelines), 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 3 days prior to the event.
- All courses must also be closed during play. Any multi-use areas including, but not limited to, sidewalks, trails, picnic areas, playgrounds, pavilions and shelters must be closed to the public. This includes practice rounds.
- Provide a player's package to each competitor based upon event registration fees and sponsorship. It is acceptable for Pro players to receive a lesser player pack than the Amateurs.
- 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 30 total gallons on the course, distributed and placed evenly at the start of each round, to be regularly maintained during each round.
- Procure event trophies as outlined by the PDGA.
- Provide PDGA with a comprehensive evaluation of the Event, including problem areas and suggestions for improvement.
- Follow the terms set forth in the Terms of the 2021 PDGA Tour Event Sanctioning Agreement, except where those terms conflict directly with the terms of the event-specific Agreement.
- In conjunction with PDGA guidelines, produce a proposed schedule of Events subject to PDGA review and approval.
- Must adhere to PDGA Tour Standards for a PDGA Major Event.
- Must utilize "True Amateur" format for Amateur competition; be sure to provide a generous player's package to all amateur competitors based upon registration fees and sponsorship. Be sure to promote accordingly, so it does not come as a surprise to players. (See Appendix A)

Sponsorship/ Media

- Produce printed materials necessary for the Event, subject to PDGA review and approval.
- Produce event graphic design, ALL subject to PDGA review and approval.
- Produce an Event Program or Caddie Book, subject to PDGA review and approval.
- Create and submit Event Advertisement for "DiscGolfer" magazine, pending PDGA review and approval (Spring or Summer issue) or alternative PDGA marketing platform. PDGA can aid in the creation of such an advertisement upon request.
- Work with PDGA on coordination and placement of Event, PDGA and sponsor signage.
- Assist PDGA or their partners/resources on generation of local and regional publicity.

- Coordinate the solicitation of local and regional sponsors.

Staffing

- Provide the minimum required Event staff to execute all event operations:
 - Doubles Competition (three staff members– TD, Water, Scoring)
 - Singles Competition – Course Director, Course Asst. (Water, Scoring), Spotters as required by the course design.

Other

- Ensure that all Event sub-contractors and providers of facilities to the Event have third party public liability insurance on behalf of HOST and PDGA to cover all potential claims for negligence, injury or damage due to the failure of such facilities at the Event.
- In coordination with the PDGA office, secure appropriate and enough player and staff housing.
- In conjunction with PDGA guidelines, work with PDGA staff to produce a proposed schedule of ancillary events.
- Schedule, manage and provide rooms or other appropriate space for the Player Meeting, FlyMart, and any other scheduled ancillary events.

**** Many of such responsibilities are to be done through cooperation between PDGA and the HOST. The Event timeline requires consistent communication and collaboration between the two parties, as many responsibilities are interrelated.**