



"The Professional Association for All Disc Golfers"

Bid Specifics for 2021 PDGA Masters Disc Golf World Championships (Pro and Am Age-Based Divisions)

**** 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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Email: events@pdga.com
Web: www.pdga.com

About PDGA Masters Disc Golf World Championships

This week-long international competition is limited to qualified professional and amateur disc golfers who compete for World Championship titles in age-based mixed and female divisions.

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

Snapshot: PDGA Masters Disc Golf World Championships

Expected Number of Players Matrix

Number of Courses to be Used *	Total Approximate Field Size +
6 Courses	Approx. 500
7 Courses	Approx. 600
8 Courses	Approx. 650

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

+ Field sizes are approximations ONLY. Actual field sizes will be determined by the appropriate skill levels of the available courses to best suit the players in the event.

Time of Year: Mid-June – Late August (Negotiable)

Length of Event: 8 days

- Saturday – Doubles
- Sunday – Field Events
- Monday – Player Meeting
- Tuesday – Day 1 singles
- Wednesday – Day 2 singles
- Thursday – Day 3 singles
- Friday – Day 4 singles
- Saturday – Cut to top players for Semi-final round, Top 4 compete in Final 9

Number of Competitors: Approximately 450-650

Average length of Stay: 6 nights

Estimated Room Nights: 220 +/-

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

(Daily room block x 6 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, consider the level of exposure of 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 (although flexible, based on venue availability):

Divisional or Mixed Doubles (will work with Host to select most appropriate)

Schedule: Held on the first Saturday of Worlds week

- Single course for both Pros and Ams, for both rounds (2 courses)

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

HOST maintains water stations on courses (minimum of 3 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 PRO payout at Awards Ceremony

PDGA provides payout information to HOST for Amateur Merchandise Payout at Worlds Pro

Shop during the rest of Worlds week

Field Events

Schedule: Held on Sunday of Worlds week (10am-5pm, negotiable)

HOST arranges for a single venue to fit all field events, tents, food vendors

HOST arranges for concessions to be made available to competitors

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 lunch for all volunteers and staffers

PDGA provides payout information to HOST for PRO Payout at Awards Ceremony

PDGA provides payout information to HOST for Amateur Merchandise Payout at Worlds Pro

Shop during the rest of Worlds week.

Player Check-In

Schedule: Held on Sunday and/or Monday from 10am-5pm, preferably at Host Hotel

HOST provides required number of staffers to handle player pack distribution and check-in

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

Mandatory Player Meeting

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

HOST arranges venue.

HOST arranges for Guest Speaker (local dignitary)

PDGA provides agenda

Presentation of PDGA Annual Awards/ Hall of Fame Inductions

Schedule: Should be done in conjunction with a banquet (typically on Thursday) – the banquet is player-paid, the awards ceremony is free.

HOST arranges venue, banquet, catering, etc.
PDGA and/or Hall of Fame provide awards and presenters.
PDGA provides agenda

Fly-Mart, Player Party, other evening events

Schedule: Highly recommended that the Fly-Mart be held early in the week while players still have available cash to spend. An additional vending opportunity can be scheduled at the site of the Finals, if permitting and space allows. Other evening events may be scheduled as seen fit. HOST arranges all venues, vendors, etc.

Singles Competition

Schedule:

- Preliminary singles rounds are held Tuesday through Friday (no more than one round per day, per division for 70+ divisions).
- Semi-Finals, Finals, and Awards Ceremony are held on Saturday.

The PDGA works with HOST to create the singles course schedule based on the appropriate divisions for the specific courses with an eye to historical percentages of players per division and current PDGA membership numbers. No more than two rounds will be scheduled per day on each course.

PDGA provides the Scoring Director to manage the PDGA Scoring Office and shuffling.
PDGA provides the Competition Director and Marshals for competition rulings.
PDGA provides additional event and media staff to support those initiatives.

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 Scorereports at the end of each day to/from the Scoring Office (if necessary). HOST also provides spotters as required.

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

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.

Major Events History

The PDGA has conducted its Professional World Championship Event 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
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	415
2017	Grand Rapids	MI	*177
2018	Kansas City	MO	*137
2019	Jeffersonville	VT	???

*Addition of Masters Worlds, listing only Professional age-based divisions.



Sample Base Schedule

2021 Masters World Championships Schedule												
Divisions		Tuesday		Wednesday		Great Shuffle	Thursday		Friday		Saturday	
Division	Pool	9am	2pm	9am	2pm		9am	2pm	9am	2pm	Semis 8am	Finals
MP40	A	Tee Times 8am C1		C2	C3		C3	C2	Tee Times 8am C1			
MP50	B	C2	C3	Tee Times 8am C1			Tee Times 8am C1		C3	C2		
MP55												
MP60	C						C5	C4	C2			
MP65												
MP70			C2	C4	C5							
MP75												
MP80	D											
FP40			C5	C6	C3		C3	C8	C5			
FP60												
FP65												
FP70												
MA40	E	Tee Times 8am C1			C2	C2		Tee Times 8am C1				
	F				C3		C3					
MA50	G		C4	Tee Times 8am C1		Tee Times 8am C1		C4	C4			
MA55	H	C4						C4				
MA60	I	C6	C5		C4	C4		C5	C6			
MA65												
MA70	J											
FA40			C5	C6	C6			C6	C6	C5		
FA50												
FA55												
FA60												
FA65												
FA70												

Allotted Players	604
Current	485

COURSES KEY	
C1	Course one
C2	Course two
C3	Course three
C4	Course four
C5	Course five
C6	Course six
C7	Course seven
C8	Course eight

Amateur Pools (If filled)*			
DivCode	Pool	Field #	2018
MA40	E	72	72
MA40	F	36	36
MA50	G	72	72
MA55	H	36	36
MA60	I	48	59
MA65		24	0
MA70	J	12	8
FA40		28	19
FA50		12	18
FA55		12	0
FA60		4	5
FA65		4	0
FA70		4	0
Total	12	364	325

Pro Pools (If filled)*				
DivCode	Pool	Field #	Current	
MP40	A	72	50	
MP50	B	36	34	
MP55		36	21	
MP60	C	36	28	
MP65		12	7	
MP70		8	4	
MP75		4	2	
MP80		4	1	
FP40		D	12	5
FP50			4	2
FP55	4		3	
FP60	4		3	
FP65	4		0	
FP70		4	0	
Total	15	240	160	

Pool	Total Field
A	72
B	72
C	64
D	32
E	72
F	36
G	72
H	36
I	72
J	76

Course	Tuesday July 23rd		Wednesday July 24th		Thursday July 25th		Friday July 26th		Saturday July 27th
	9am	2pm	9am	2pm	9am	2pm	9am	2pm	
C1	AEF Tee Times 180		BGH Tee Times 180		BGH Tee Times 180		AEF Tee Times 180		
C2	B	C	A	E	E	A	C	B	
	72	64	72	72	72	72	64	72	
C3	B	DF	A		A	DF	B		
	72	68	72		72	68	72		
C4	H	G	C	I	I	G	H	G	
	36	72	64	72	72	84	36	72	
C5	DJ	J	C		C		I	DJ	
	108	72	64		64		72	108	
C6	I	DJ	J		J	DJ	I		
	72	108	76		76	108	72		
C7									
C8									

*Please note combined "DJ" Pool will not exceed 72 players. It is listed as such for example only.

PDGA/HOST RESPONSIBILITIES

PDGA Responsibilities (listed, but not limited to):

Initial Planning

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

Finance

- Manage registration related finances and coordinate with HOST for distribution of funds as needed.
- Provide HOST with financial reference reports from previous similar PDGA events.
- Coordinate with HOST on event budget.
- Provide HOST with registration finance summaries.
- Provide HOST with pre-event financial stipend of \$5,000 USD only upon signing of the Event Agreement and after January 1, 2021 for accounting purposes. This is to be used as "seed money" for the event, and shall be used only to offset event expenses.
- Manage PRO payout of Masters Worlds and add 25% of net entry fees as added cash for a minimum Pro Payout of at least 125% of Net Entry Fees. This is in combination with any realized funds from the HOST due to event sponsorship. An increased added cash amount will be an effort of the HOST, if desired and pending PDGA BoD approval.
- Assist HOST with event hotel negotiations (PDGA Director of Operations).

Registration

- Determine player eligibility and qualification.
- Manage the invitation and registration of qualified players, including waitlist procedures.
- Provide HOST with detailed planning package which identifies administrative tasks.

Staffing

- Provide management staff for both the Field Events and Doubles competition.
- Assist with player check-in.
- Provide at least two (2) PDGA representatives (Tour Manager and Director of Operations) as core staff advisors amidst planning stages, although additional PDGA Staff will be present for various duties throughout the event.
- Provide PDGA competition marshals to support the Event.
- Assist HOST in event staffing through the referral of PDGA TDs and officials from other regions.
- Manage main event scoring as well as tee times, including posting of results at PDGA.com.

Competition

- Work with HOST 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 (if necessary).
- 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.
- Provide detailed information on "True Amateur" style of events (see above).

Sponsorship

- Provide HOST with space for a full-page pre-event ad in "DiscGolfer" magazine (Summer issue), or an alternative PDGA marketing platform.
- With HOST, coordinate and assist with sponsorship development (Director of Marketing).
- With HOST, assist with event publicity, including publication of regular event press releases.
- Provide insurance coverage in compliance with the PDGA Event policy.
- Be added as a co-signer for local agreements/contracts as may be required.

Media

- All video, audio, and photographic rights of the event are retained by the PDGA. Use of any sounds or images derived from the event must be authorized by written consent of the PDGA.
- ALL media initiatives must adhere to PDGA Media policy.
- All sponsorship packages that include media must be preapproved by the PDGA Media Team.
- All media initiatives must be discussed with and contracted by PDGA Media Team. Please note – 2021 PDGA Media policy will be made available to Host upon finalization.
- Placement of the Event information on the PDGA web site on a dedicated Worlds page(s).
- Coordinate and manage Live Scoring, photography, videography, and other media initiatives as determined by PDGA Media Manager.

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

HOST Responsibilities (Required, but not limited to):

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

Initial Planning

The HOST is responsible for meeting the milestones and dates for HOST deliverables as detailed in the planning package provided by the PDGA in the initial planning conference call.

Finance

- With the PDGA, coordinate all financial aspects of running the event.
- Develop event merchandise and coordinate merchandise sales.
- Present plans for any unprecedented income sources for PDGA approval.
- In conjunction with PDGA guidelines, HOST is to provide a final Budget no later than 2 months following the Event for PDGA review. 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 (detailed)
- 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 three thousand US dollars (\$3,000USD), 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 assumed by the HOST. HOST and PDGA also agree that losses are the sole responsibility of the HOST.

Registration

- In coordination with PDGA Staff, execute process items as identified within planning package documents.

Staffing

- Manage Player Check-in.
- Manage Worlds Pro Shop and sales of merchandise.
- Provide enough staff to distribute player's packages during Player Check-in.
- Provide the minimum required event staff as outlined by the PDGA. Tournament Staff should consist of these positions at least: Tournament Director, Assistant TD, Scoring Manager, Course Maintenance Manager, Financial Manager, Volunteer Manager, and a Spectator/Sponsor/Media Relations Manager.
- Additional Staff should be provided for:
 - Doubles Competition (TD, Asst. TD, Water, Scoring, spotters as required by course design)
 - Field Events (10-15 staff members)
 - Ancillary events as required

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 championship 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)).

- The course layouts for the tournament, including first round target placements, out-of-bounds areas, teeing areas, and paths to the next holes should be determined and sufficiently marked no later than 96 hours (4 days) before the start or first tee-time of the first round of the singles event as per PDGA Tour Standards. All temporary tee and pin locations must be marked on course and noted with consistency in the caddie book.
- All courses must also be closed during tournament play. Any multi-use areas including, but not limited to, sidewalks, trails, picnic areas, playgrounds, pavilions, and shelters must be closed to the public.
- Rules governing special conditions along with any waivers are to be submitted to the PDGA no less than 30 days prior to the start of the event for review.
- Course and ground rule information (caddie book) should be available on EVENT website at least four days prior to the start of the event.
- Tee signs should be posted on all holes of the event to indicate the hole number, par, and distance, at least, and disc flight paths, next tees, and a tournament/hole sponsor, if applicable.
- Players must be provided a warm-up area for throwing. This area should provide enough space (or equipment, i.e. large net to throw into) for drive, approach, and putt shots.
- All courses are required to have non-earthen tee pads located at or above ground level.
- All OB and drop zone areas are required to be marked in a consistent manner. All OB and drop zone areas are recommended to be marked with WHITE paint or flags, as it is the easiest color to see by those who are color-blind.
- Produce event/course scorecards, subject to PDGA review and approval, along with pencils. Scorecards should include at a minimum hole numbers, hole distances, and hole pars that are consistent with course signage and caddie book. Note- for rounds using tee times, nothing less than 10-minute intervals will be considered by PDGA.
- Provide information regarding all local emergency contacts at each course to each Course TD and Marshal. It is recommended that this information be supplied to all competitors as well.
- Provide water for players at each course. Required to have at least 30 total gallons on the course dispersed evenly at the start of each round, to be regularly maintained during each round.
- Recommended to make available food vendors or concessions for players at each venue throughout competition, including Doubles and Field Events.
- Procure event trophies as outlined by the PDGA.

Sponsorship

- Create and submit Event Ad to "DiscGolfer" magazine or an alternative PDGA marketing platform, pending PDGA review and approval. PDGA assistance available at no charge, upon request.
- Produce an Event Program, which should contain a modest balance of content and advertising space (Caddie Book).
- It is recommended that a Spectator Guide (or App) be created, so that visitors to the event have a general idea of etiquette, best practices, and areas to view the competition.
- All event graphic design is subject to PDGA review and approval (event logo and beyond).
- Coordinate the solicitation and management of event sponsors. PDGA Director of Marketing will assist, if necessary.
- Work with PDGA on coordination and placement of Event, PDGA, and sponsor signage.

Media

- ALL media initiatives must adhere to PDGA Media policy.
- MUST coordinate with PDGA Media Manager at least 180 days from start of event to identify, plan, and execute all Media initiatives.
- All video, audio, and photographic rights of the event are retained by the PDGA. Use of any sounds or images derived from the event must be authorized by written consent of the PDGA.
- All sponsorship packages that include media must be preapproved by the PDGA media manager.
- Dedicated media workspace with power, internet access, and shelter from elements required at tournament central.
- It is requested that media teams be included in any hospitality considerations during the event.
- Please contact the PDGA Media Team for further Media policy details.
- All media initiatives must be discussed with and contracted by PDGA Media Team. Please note – 2021 PDGA media policy will be made available to Host upon finalization.

Other

- Ensure that all Event sub-contractors and providers of facilities to the Event have third party public liability insurance on behalf of HOST and PDGA to cover all potential claims for negligence, injury or damage because of the failure of such facilities at the Event.
- Provide the necessary required insurance information (otherwise insured, etc.) to PDGA Office Manager no later than one month before the event.
- Follow the terms set forth in the PDGA Sanctioning Agreement, except when those conflict with the items contained within this document.
- In coordination with the PDGA Director of Operations, secure appropriate and enough player and staff housing.
- In conjunction with PDGA guidelines, work with PDGA staff to produce a proposed schedule of ancillary events.
- Schedule, manage, and provide rooms or other appropriate space for the Player Meeting, FlyMart, HOF Banquet, Awards Ceremony, 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 Event Operations and Scoring Office.
- Provide PDGA with a comprehensive evaluation of the Event, including problem areas and suggestions for improvement.

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

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
- Ability to create two (2) 9-hole loops to be used as Final 9 location for both Ams and Pros
- Minimum parking (on site or off site) for 300-400 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 150 cars minimum
- Restrooms and/or 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 Tuesday morning.

Hotel

One local hotel should be designated as the host hotel. The host hotel needs to have enough rooms to comfortably accommodate most athletes, officials, and staff.

Additional Meeting Venues

PDGA event/scoring office- 500 sq. ft. (min) room with high speed internet access for 7 days (Mon-Sun)

Registration, welcome, and check-in area- 1000 sq. ft. (min.) room for 3 days (Sat-Mon)

Player Meeting – Seating for 400-800, podium w/ PA system

Vendor Marketplace (FlyMart) – Exhibit area for fifty 10'x10' booths, power (also at finals location, if desired)

PDGA Awards and HOF Induction Banquet- Tabled seating for 150-200, podium w/ PA system, catering options

Awards and Closing Ceremonies – Immediately following finals at finals location

Worlds Pro Shop (or booth at Flymart/Finals)- "traveling" retail shop to support demand from attendees, and to fulfill Amateur payout of both Doubles and Field Events competitions.

Field Events Requirements- Public park, athletic facility or other area w/ suitable parking/amenities for 500 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
- Putting - Diverse terrain, mostly open, approximately 1/2-1 acres
- E.D.G.E. Skillshot – Diverse terrain, mostly open, approximately 3-5 acres
- Mini Golf (if applicable)– Rolling diverse terrain approximately 3-5 acres