



"The Professional Association for All Disc Golfers"

Bid Specifics for 2021 PDGA Professional Disc Golf World Championships (MPO/FPO ONLY)

**** 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:

Mike Downes, PDGA Director of Operations
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Email: events@pdga.com
Web: www.pdga.com

About PDGA Professional Disc Golf World Championships

This week-long, international competition is limited to qualified professional disc golfers who compete for world championship titles in both the Mixed and Female Open Divisions. The expected number of competitors for the event is approximately 288 players.

This Championship is for Mixed (MPO) and Female Open (FPO) Divisions only.

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

Snapshot: PDGA Professional Disc Golf World Championships

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. 144 players per course, with MPO being split to create 2 equal pool sizes

+ 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.

Time of Year: Early June – September (Negotiable)

Length of Event: 8 days

- Saturday – Mixed doubles
- Sunday – Field events
- Monday – Players meeting
- Tuesday – Round 1
- Wednesday – Round 2
- Thursday – Round 3
- Friday – Round 4
- Saturday – Cut to top <40%> of the field for Finals

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

Average length of Stay: 5 nights

Estimated Room Nights: 100 +/-

(Event capacity $[(\# \text{ players})/2] \times 0.15 = \text{Daily room block}$

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

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

Doubles

Schedule: Held on Saturday of Worlds week (negotiable)

- 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 6 per course)

HOST provides trophies (distribution document will be provided)

PDGA provides Doubles Management, Marshals, Scoreports (if required) and Scorecards

PDGA provides payout information to HOST for payout at Awards Ceremony

Field Events

Schedule: Held on Sunday prior to Worlds week (11am-3pm, negotiable)

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

HOST arranges for availability of concessions for participants

HOST provides 8-10 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 Payout at Awards Ceremony

Player Check-In

Schedule: Held on Sunday and/or Monday from 10am-4pm (flexible, based on registration)

HOST provides required number of staffers to handle player pack distribution

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 will provide agenda

PDGA will provide content and speakers

Fly-Mart, Player Party, other evening events

Schedule: The Fly-Mart will be held in conjunction with final round, where spectators are more likely to attend. Other evening social events should 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 will take place during the player meeting.

PDGA provides awards and presenters.

Singles Competition

Schedule:

- Singles preliminary rounds are held Tuesday through Friday
- One 18 hole round each day on each course
- Final round will be on Saturday
 - Only top <40%> of field will play final round
- Awards Ceremony will immediately follow the final round

PDGA provides the Scoring Director to manage the PDGA Scoring Office in conjunction with UDisc digital scoring.

PDGA provides the Competition Director and Marshals for competition rulings, as well as additional representatives for event and media assistance.

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, process and submit round scores into the PDGA Scoring Office.

Note: 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).

Major Events History

The PDGA has conducted its Professional 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	205
2018	Jeffersonville	VT	277

*First year to break out age-based divisions, hosting only one open and one female division.

Sample Base Schedule

PDGA Elite Pro World Championships Base Schedule								
	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
A Pool 144 MPO	Mixed Doubles Practice	Field Events Player Check in Practice	Practice Player Check in	Course 1 Tee Times	Course 2 Tee Times	Course 1 Tee Times	Course 2 Tee Times	Course 1 Final Round
B Pool 90 MPO, 54 FPO				Course 2 Tee Times	Course 1 Tee Times	Course 2 Tee Times	Course 1 Tee Times	Course 2 Final Round
Evening Events	Evening Activity	Clinics for Public	Player Meeting	Evening Activity	Open night to explore	Player Party	Open night to explore	Flymart Awards



HOST/PDGA RESPONSIBILITIES

PDGA RESPONSIBILITIES (NOT LIMITED TO THOSE BELOW)

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.
- Manage payout of Pro 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 by the HOST due to event sponsorship. An increased added cash amount will be a collaborative effort between PDGA and HOST, if desired and pending PDGA BoD approval.
- Assist HOST with event hotel negotiations (PDGA Director of Operations).
- Provide HOST with first place trophy baskets, as provided through PDGA sponsor support. PDGA requests appropriate and commensurate sponsor recognition be provided.

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 (Director of Operations, Tour Manager and/or Events Manager) as core staff advisors amidst planning stages, although a majority of PDGA Staff will be present for various duties throughout event.
- 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 with UDisc as well as tee times, including posting of results at PDGA.com.
- UDisc representatives will be present to assist with the recruitment of scorekeepers.

Competition

- Provide to HOST a competition schedule using established formats and guidelines. This document will need feedback from HOST and CHIEF MARSHAL once course inspections have been performed.
- Approve and publish the final competition schedule prior to the start of the Event.
- Approve the Field Events and Doubles venue as proposed by the HOST.
- Site review conducted to inspect and approve the playing courses as proposed by the HOST.
- Provide digital scoring through UDisc using UDisc Staff.
- 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

- Provide HOST with space for a full-page pre-event ad in "DiscGolfer" magazine. (Spring 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.
- 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.

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 sponsorship packages that include media must be preapproved by the PDGA media manager.
- Please contact the [PDGA Media Team](#) for further Media policy details.

**** The principal PDGA contacts with the HOST are to be the PDGA Director of Operations, 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):

- In conjunction with PDGA guidelines, HOST is to provide a final Budget no later than 2 months following the Event, both subject to 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 (detailed)
- Develop event merchandise and coordinate merchandise sales.
- Present plans for any unprecedented income sources for PDGA approval.
- With the PDGA Executive Director, 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 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.
- 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 positions that cover 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, Assit. TD, Water, Scoring, spotters as required by course design)
 - Field Events (10-15 staff members)
 - Ancillary events as required

Competition

- In conjunction with PDGA guidelines, provide a suitable venue for Doubles Competition, Field events, as well as any other ancillary activities (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)).
- 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, distances, 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 *recommended* 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.

- For rounds using tee times, nothing less than 10-minute intervals is advised.
- 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 placed every three holes 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.
- Provide PDGA with a comprehensive evaluation of the Event, including problem areas and suggestions for improvement.

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, which requires MPO1 and FPO1 next-day coverage at a minimum.
- 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.
- Coordinate with UDisc no later than 1 month prior to start of event.
- At least one dedicated volunteer required at starting table of each course used to assist with UDisc scorekeeper recruitment.
- 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- 2020 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 two months 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, 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 the 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 for final round) 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 LOC
- 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

500 sq. ft. (min) room with high speed internet access for event office (6 days-Mon-Sat)

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

Player 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
- Putting - Diverse terrain, mostly open, approximately ½-1 acres
- E.D.G.E. Skillshot – Diverse terrain, mostly open, approximately 3-5 acres