



"The Professional Association for All Disc Golfers"

Bid Specifics for 2021 PDGA Amateur Disc Golf World 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:

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

About PDGA Amateur Disc Golf World Championships

This week long international competition is limited to qualified amateur disc golfers who compete for World Championship titles in the Advanced (MA1) and Female Advanced (FA1) divisions.

The expected number of competitors for the event is 288-360 players. Final numbers are based upon number of available courses. For planning purposes, multiply 72 players by the number of courses to estimate your total capacity. Only groups of four players are utilized at Worlds competitions for speed of play considerations.

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 "Major Events History" below)

Snapshot: PDGA Amateur Disc Golf World Championships

Expected Number of Players Matrix

Number of Courses to be Used *	Total Approximate Field Size +
4 Courses	288
5 Courses	360

* Courses to be vetted by PDGA to ensure they are appropriate for the divisions they will accommodate.

+ Field sizes are approximations ONLY. Actual field sizes will be determined by the PDGA in conjunction with Host, and are based on the competition format and available courses.

Time of Year: Mid-July (Negotiable)

Length of Event: 8 days

- Saturday – Mixed doubles
- Sunday – Field events
- Monday – Players 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 holes

Number of Competitors: 288-360 competitors

Average length of Stay: 6 nights

Estimated Room Nights: 150 +/-

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

(Daily room block $\times 6 \text{ days} = \text{Total room nights}$)

** 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.

Typical schedule of events (although flexible, based on venue availability):

Mixed Doubles

Schedule: Held on the first Saturday of Worlds week

- 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, Scorereports and Scorecards (if required)

PDGA provides payout information to HOST for payout at Worlds Pro Shop and Awards

Field Events

Schedule: Held on Sunday of Worlds week (11am-4pm, negotiable)

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

HOST arranges for Food Vendors or concessions be available for competitors

HOST provides 8-12 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 Field Events Staff

PDGA provides payout information to HOST for payout at Worlds Pro Shop and Awards

Player Check-In

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

HOST provides required number of staffers to handle player pack distribution

PDGA provides staff assistance and check-in lists.

Player Meeting

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

HOST arranges venue, including lights, sound and visual media availability

HOST arranges for Guest Speaker (local dignitary)

PDGA will provide agenda

PDGA will provide content and other presenters

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. 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 will take place during the Players Meeting, if necessary. PDGA will advise if needed.

PDGA provides awards and presenters.

Singles Competition

Schedule:

- Preliminary singles rounds are held Tuesday through Friday (no more than two rounds per day, per course).
- Semi-Finals, Finals, and Awards Ceremony are held on Saturday.

PDGA provides a 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 are preferred.

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: 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).

Major Events History

The PDGA has conducted its Am World Championship Events in nearly every region of the United States including most recently:

Amateur World Championships		
<u>Year</u>	<u>City</u>	<u>Players</u>
1996	Augusta, GA	174
1997	Grand Rapids, MI	257
1998	Appleton, WI	251
1999	Kansas City, MO	309
2000	Ann Arbor, MI *	387
2001	Nashville, TN	399
2002	Miami, FL	257
2003	Kansas City, MO	377
2004	Des Moines, IA *	499
2005	Flagstaff, AZ	316
2006	Tulsa, OK	480
2007	Milwaukee, WI	461
2008	Kalamazoo, MI *	430
2009	Kansas City, MO *	518
2010	Marion, OH	428
2011	Rochester, NY	444
2012	Charlotte, NC *	650
2013	Emporia, KS	536
2014	St. Paul, MN	612
2015	Kalamazoo, MI	752
2016	Madison, WI	576
2017	Quad Cities, IL/IA	618
2018	Charlotte, NC	677
*Combined Pro/Am Event		

** 2021 presents the first year of change to the format of Am Worlds. This new model will see the top Amateur and Female Amateur athletes compete for the title of Amateur World Champion in only these two divisions. This competition is meant to host the top amateur players in the world, and is presented in a format similar to the Professional World Championships, preparing these members for their rise to the Pro ranks.

Sample Base Schedule

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v1.0

20XX PDGA Amateur World Championships Schedule													
Sat	Sun	Mon	Tuesday AM	Tuesday PM	Wednesday AM	Wednesday PM	Thursday AM	Thursday PM	Friday AM	Friday PM	Saturday		
Mixed Doubles 9AM Two Rounds	Field Events @ 11am-4pm Player Check-in @ 10am-4pm	Player Check-in @ 10am-4:00	Courses		Shotgun start @ 9AM	Shotgun start @ 2PM	Shotgun start @ 9AM	Shotgun start @ 2PM	Shotgun start @ 9AM	Shotgun start @ 2PM	Semis @ 9AM Shotgun Start	Finals Tee Times	
			1 Long	A	D	B	C	CD (tee times)	AB (tee times)	A	MA1/FA1		
			1 Short										
			2	B	C	A	D		E				
			3	C	B	D	A			CD (tee times)			
4	D	A	C	B				E					
5	E (tee times)		E (tee times)								E		
Evening Activity		Player Mng 7 pm Evening Activity	Evening Events	Evening Activity		Fly Mart and Party		Evening Activity		Evening Activity		Awards	

* All divisions that have a minimum of 16 players will have a cut to the semis with the top "X" competitors playing in a semifinal.

Division	Pools	# of players					Semis (#)
Advanced (MA1)	A	1	4	2	3	1	72 top X %
Advanced (MA1)	B	2	3	1	4	1	72 top X %
Advanced (MA1)	C	3	2	4	1	3	72 top X %
Advanced (MA1)	D	4	1	3	2	3	72 top X %
Female Advanced (FA1)	E	5		5		2	72 top X %
Total						360	

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, in this day and age 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 (specific, 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.
- 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 and refund 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.
- 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 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.
- 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 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 Amateur 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

- In conjunction with PDGA guidelines, HOST is to provide a final Budget no later than 2 months following the Event, 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
- 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 (\$3,000 USD), 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 and Field events, as well as any 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 caddy 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 (caddy book) should be available on EVENT website as downloadable PDF file 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 *recommended* to be marked with WHITE paint, as it is the easiest color to see by those who are color-blind.
- For rounds using tee times, nothing less than 10-minute intervals is advised (PDGA will manage tee times and scoring procedures).
- Provide a generous player's package to each competitor based upon event registration fees and sponsorship. Amateur Worlds will be run as True Amateur with larger player packages and either a limited or no purse as per PDGA Tour Standards.
- 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 caddy book.
- 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 each course, placed every three holes at the start of each round, and 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 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 be discussed with and contracted by PDGA Media Team. Please note- 2020 PDGA Media policy will be made available to Host upon finalization.
- 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.
- MUST coordinate with [PDGA Media Manager](#) at least 180 days from start of event to identify, plan, and execute all Media initiatives.
- ALL media initiatives must adhere to PDGA Media policy.
- Dedicated media workspace with power, internet access, and shelter from elements required at tournament central.
- It is recommended that media teams be included in any hospitality considerations during the event.
- All sponsorship packages that include media must be pre-approved by the PDGA Media Team.
- Please contact the [PDGA Media Team](#) for further Media policy details.

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.
- 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.
- Event shall be run in "True Amateur" fashion, as per PDGA Tour Standards and should be promoted as such.
- In coordination with the PDGA Director of Operations, 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, 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 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 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 venues 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 in addition to being able to provide the following:

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

Additional Meeting Venues

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

Players Meeting – Seating for 600-800 (consider registration numbers), podium w/ PA system
 Vendor Marketplace (FlyMart) – Exhibit area for fifty 10'x10' booths, power at selected location
 Evening Social Activities – size/parking/amenity availability based on registration numbers
 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 ½-1 acre
- E.D.G.E. Skillshot – Diverse terrain, mostly open, approximately 3-5 acres