



*"The Professional Association for All Disc Golfers"*

# **Bid Specifics for the 2021 PDGA Junior 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:

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## Snapshot: PDGA Junior Disc Golf World Championships

This week-long international competition is limited to junior disc golfers (U19) who compete for prizes and World Championship titles in multiple age-based divisions.

The expected number of competitors for the event is based upon the number of available and appropriate courses, with consideration of historical capacities, as listed on page 5. For planning purposes, multiply 72 players by the proposed number of courses to estimate your total capacity (as displayed below). As a general rule of thumb, however, the PDGA employs an event strategy of "bigger is not always better," meaning that the quality of the event should remain paramount when considering the number of courses (and ultimately, Staff members) proposed in any submission.

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.

### Expected Number of Players Matrix

Number of Courses to be Used *	Total Approximate Field Size +
2 Courses	144
3 Courses	216
4 courses	288

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

+ Field size is an approximation ONLY. Actual field size will be determined by the total number of appropriate courses for the registered players, as approved by PDGA.

Time of Year: Mid-Summer (mid-June-end of July)

Length of Event: 7 days (Doubles- Sunday, Field Events- Monday, Check-in and Player Meeting- Tuesday, Preliminary rounds- Wednesday- Friday, Semis and Finals- Saturday)

Number of Competitors: 200 +/-

Average length of Stay: 5 nights

Estimated Room Nights Realized: 75 +/-

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

(Daily room block x 5 nights = Total room nights)

In addition to room nights, please consider the time spent and economic spending within the community by 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.

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

### **Divisional Doubles**

Schedule: Held on the first Sunday 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 supporting Staff, Marshals, Scoreports and Scorecards (if required)

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

### **Field Events**

Schedule: Held on Monday 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 10-15 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 Staff 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 Monday and/or Tuesday from 10am-4pm, preferably at Host Hotel

HOST provides required number of staffers to handle player pack distribution

HOST arranges for a single venue to accommodate check-in

PDGA provides staff assistance (as needed) and check-in lists

### **Player Meeting**

Schedule: Held on Tuesday evening at 7pm (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

PDGA provides and will present annual PDGA awards, as necessary

### **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, activities, etc.

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

## **Singles Competition**

Schedule:

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

PDGA provides the Competition Director and Marshals for competition rulings, event and media assistance.

HOST provides a Scoring Director to manage event scoring, 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.

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).

## **PDGA Junior Disc Golf World Championships: History**

Before 2018, the Junior divisions had historically been grouped with all Amateur divisions to form the PDGA Amateur and Junior Disc Golf World Championships. It was decided by the PDGA Board of Directors at the 2016 Fall Summit that the Junior divisions had been experiencing enough popularity and interest to warrant their own, stand-alone World Championship competition. Therefore, the inaugural PDGA Junior Disc Golf World Championships were held in July of 2018 in Emporia, KS., and were hosted by the superb event team at Dynamic Discs.

So then, the PDGA has conducted its Junior World Championships in nearly every region of the United States including most recently:

<b>Junior Disc Golf World Championships</b>			
<b>Year</b>	<b>City</b>	<b>State</b>	<b># of Players</b>
2014	St. Paul	MN	93
2015	Kalamazoo	MI	118
2016	Madison	WI	107
2017	Quad Cities	IA/IL	110
2018	*Emporia	KS	194
* first year of split from Am Worlds			

# Sample Base Schedule

DRAFT!!														
2019 Junior World Championships Tentative Course Schedule														
Sunday July 7th	Monday July 8th	Tuesday July 9th	Divisions		Wednesday July 10th		Thursday July 11th		Friday July 12th		Saturday July 13th			
<b>DIVISIONAL DOUBLES</b>  9AM Players meeting @ Peter Pan Park	<b>FIELD EVENTS</b>  10AM - 4PM Distance, Putting, Mini golf, Skillshot @ Emporia Middle School	Player Checkin 9AM - 5PM @ Granada Theatre  Player Meeting 7PM @ Granada Theatre	Division	Pool	9am	2pm	9am	2pm	9am	2pm	Final singles round 8am	Final 9 Tee times		
			<b>Jr Boys 18U</b>	A	JES	PPL	Tee Times 8:00am CCL		JES	JWL	JES	CCL		
			<b>Jr Boys 15U</b>	B	JWL	JES	Tee Times 8:00am CCS		PPL	JES	JWS	CCL		
			<b>Jr Girls 18U</b>	C	PPS	JWS		PPS	JWS	HP (x2)	PPS	CCL		
			<b>Jr Girls 15U</b>	C	PPS	JWS		PPS	JWS	HP (x2)	PPS	CCL		
			<b>Jr Boys 12U</b>	C		JWS	JES	PPS	JWS		PPS	CCL		
			<b>Jr Girls 12U</b>	D	FHTC	HP	PPS	JWS		PPS	HP (x2)	CCM		
			<b>Jr Boys 10U</b>	D	FHTC	HP	PPS (9)	HP		PPS	HP	CCM		
			<b>Jr Girls 10U</b>	E	HP	FHTC	HP	FHTC		PPS	FHTC	CCM		
			<b>Jr Boys 8U</b>	E	HP	FHTC	HP	FHTC		PPS	FHTC	CCM		
<b>Jr Girls 8U</b>	E	HP	FHTC	HP	FHTC		PPS	FHTC	CCM					
<b>Evening Activities</b>					TBA		TBA		TBA		Awards after Finals			



## 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 (NOT LIMITED TO THOSE BELOW)**

#### **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 \$3,000 USD only upon signing of this Agreement and after January 1, 2021 for accounting purposes.
- Assist HOST with event hotel negotiations (Director of Operations).
- Provide first place trophy baskets, as provided through PDGA sponsor support. PDGA requests appropriate 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.
- Describe, in detail, the [Parent Guardian guidelines for Junior events](#) at time of registration.
- Describe, in detail, the [player division guidelines for Junior Worlds](#) at time of registration.

#### **Staffing**

- Provide supporting staff for both the Field Events and Doubles competition.
- Provide at least two (2) PDGA representatives (Tour Manager and Events Manager) as core staff advisors amidst planning stages. At least two (2) PDGA representatives will be on site to assist the event.
- Provide use of items and assets contained within PDGA Tour Trailer.
- Provide PDGA competition Marshals to support the Event (PDGA Reps on-site).
- Assist HOST in event staffing through the referral of PDGA TD's and officials from other regions.

#### **Competition**

- PDGA and HOST will develop a competition schedule in company, using established formats and guidelines. This document will need feedback from HOST and PDGA representatives 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 venues as proposed by the HOST.
- Inspect and approve the playing courses as proposed by the HOST.
- Provide trophy standards document to the HOST in accordance with PDGA Tour standards and "True Amateur" events and approve the final payout tables and trophies as proposed by the HOST.
- Provide detailed information on "True Amateur" style of events (see above).

- Provide the approved rules governing the competition and approve the final event specific ground rules and waivers 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 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 manager.
- 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- the 2021 PDGA media policy will be made available to Host upon finalization.

**\*\* 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.**

### **ARTICLE 4: HOST RESPONSIBILITIES (NOT LIMITED TO THOSE BELOW)**

*Since the Junior World Championships are designed to present tournament disc golf in its most enjoyable, professional and competitive form, the following HOST RESPONSIBILITIES are presented. As such, the Tournament Director 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 any event losses are the sole responsibility of the HOST.

### **Registration**

- In coordination with PDGA Staff, execute process items as identified within planning package documents.
- Provide a generous player's package to each competitor based upon event registration fees and sponsorship. Junior Worlds will be run as True Amateur with larger player packages and either a limited or no purse as per PDGA Tour Standards.

### **Staffing**

- Manage player check-in.
- Provide enough staff to distribute player's packages during Player Check-in.
- Provide the required event staff to address event duties as outlined by the PDGA:
  - Doubles Competition (TD, Asst TD, Media, Water, Scoring, spotters as required by course design)
  - Field Events (16-20 staff members)
  - Singles Competition – Tournament Director, Asst. TD, Scoring Director, Media Director, Volunteer Coordinator, Sponsorship/Marketing Director, Course Directors, Course Asst. (Water, Scoring), Rules Marshals, and Spotters as required by the course design
- Manage main event scoring as well as tee times, including posting of results at PDGA.com.

### **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](http://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](http://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. 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.
- For rounds using tee times nothing less than 10-minute intervals is allowed.
- Provide a generous player's package to each competitor based upon event registration fees and sponsorship. Junior Worlds will be run as True Amateur with larger player packages and either a limited or no purse as per PDGA Tour Standards.
- Provide Scoreport boards and Scoreport cards for all pools and competitors (if required). Digital posting of results is encouraged when available.
- 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.
- 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 placed evenly on the course 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 Marketing Manager will assist, if necessary.
- Work with PDGA on coordination and placement of Event, PDGA and sponsor signage.

## Media

- MUST coordinate with [PDGA Media Manager](#) at least 120 days from start of event to identify 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 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 preapproved by the PDGA media manager.
- 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- the 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.
- 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, Media, 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.**