

PDGA and WFDF Present the 2016 Team Disc Golf World Championships Bid Guidelines

Co- Sanctioned by:



Bid Submission Deadline: Friday, 15th May, 2015
Selection Announcement: Friday, 12th June, 2015

Send all bids and correspondence via email to both:

Michael Downes
Events Manager, PDGA
Chair: Disc Golf Committee, WFDF
Tel: 1+(706) 261-6342
Email: events@pdga.com
Web: www.pdga.com

Karina Woldt
Event Manager, WFDF
Tel: +49 511-1056-5892
Email: karina.woldt@wfdf.org
Web: www.wfdf.org



Thank you for your interest in hosting this Major Disc Golf Championship event, the first ever to be jointly sanctioned by the Professional Disc Golf Association (PDGA) and the World Flying Disc Federation (WFDF). These guidelines are to assist you in preparing your bid document to host the 2016 Team Disc Golf World Championships (TDGWC).

In order for PDGA and WFDF to make an informed decision when selecting the best qualified hosts, it is crucial that your bid include all the required information. Please read through the background information about PDGA and WFDF, and then follow the headings and guidelines when preparing your bid. If you are selected to host, you will then have a comprehensive blueprint from which to build your operational plans.

Preparing a bid to host a major international sporting event is a challenging but rewarding endeavor and we thank you for your interest and commitment. We rely on hosts like you and your community to help us to bring together the best disc golfers in the world through competition and fellowship. We are committed to growing our sport, and this world class event will help to increase disc golf's exposure and development throughout the world, while allowing new generations of disc golfers to experience fantastic international competition.

All bids will be reviewed by: The WFDF Disc Golf Committee, WFDF Board of Directors and PDGA Board of Directors. A host will be selected based upon their experience in running a sanctioned PDGA/WFDF event, contents of the bid and budget, suitable facilities, proximity of selected venues to each other, course(s) used in competition amongst other requirements. These criteria are only an example and are not the sum of all points reviewed.

These bid guidelines form the basis for the event contract and are an integral part of the commitment given by the Tournament Organizing Committee (TOC). If you have any questions regarding the bid process or your bid proposal for the 2016 Team Disc Golf World Championships, please contact PDGA Events Manager and WFDF Committee Chair Michael Downes at events@pdga.com with a copy to WFDF Events Manager Karina Woldt at karina.woldt@wdfdf.org.

Regards,

A handwritten signature in black ink, appearing to read "M. Downes".

Michael Downes
PDGA Events Manager
WFDF Disc Golf Committee Chair

A handwritten signature in black ink, appearing to read "K. Woldt".

Karina Woldt
WFDF Event Manager

1. INTRODUCTION

1.1 About Disc Golf

Disc Golf is a sport that is played using the same general rules, terminology and etiquette as traditional golf but instead of using a range of clubs to hit a ball into a hole in the ground, a competitor throws a high tech plastic flying disc or Frisbee® into a standardized disc catching target. There are 18 par-rated holes and the object of the game is to play the course in the fewest number of throws of the disc as possible.

The sport was formalized in the 1970's, and is designed to be enjoyed by people of all ages, making it an excellent lifetime fitness sport. The fact that millions of people around the world have thrown a flying disc at some point in their lives gives the game broad appeal and a receptive audience. Over 5,000 disc golf courses can be found in more than 40 countries worldwide. After years of exponential growth, disc golf is now exploding in popularity.



1.2 About the Professional Disc Golf Association (PDGA)

The Professional Disc Golf Association (PDGA) is the international governing body for disc golf and is the largest organization for disc golf in the world. The PDGA is a member governed 501(c)(4) non-profit association based in Appling, Georgia, USA. Traditionally focused on the USA and Canada, PDGA activity in other countries has been growing exponentially since 2005, when the International Program was introduced. Today there are more than 5,400 total PDGA International members (72,000+ PDGA members) and 360+ Tour events in Europe, Japan, South Korea, Australia, and New Zealand. All told, the International Program is now strengthening and supporting the growth of disc golf and the PDGA brand in 28 affiliated countries worldwide.

The PDGA also writes and maintains the rules for the sport, sets the standards for equipment used in play, manages a player rating system, and publishes the sport's leading magazine, *DiscGolfer*.

For more information visit www.pdga.com.

1.3 About the World Flying Disc Federation (WFDF)

The World Flying Disc Federation is the international sports federation responsible for world governance of flying disc (Frisbee™) sports, including Ultimate, Beach Ultimate, Disc Golf, Freestyle, Guts, and Individual Events. WFDF is a federation of 64 member associations which represent flying disc sports and their athletes in more than 60 countries. WFDF is an international federation recognized by the International Olympic Committee (IOC), the International Paralympic Committee (IPC), a member of ARISF, SportAccord and the International World Games Association, and a registered not-for-profit 501(c)(3) corporation in the state of Colorado, USA.

WFDF serves as the international governing body of all flying disc sports, with responsibility for sanctioning world championship and other international flying disc events, establishing uniform rules, and setting standards for and recording of world records.

1.4 About the World Flying Disc Federation Disc Golf Committee

The World Flying Disc Federation Disc Golf Committee is a group of disc golf promoters dedicated to the growth of the sport on an International level. With representation from every corner of the globe, the committee is responsible for the standardization of disc golf rules, equipment, structures, and player classification worldwide. The committee is also the overseer of any jointly sanctioned WFDF/ PDGA world championship disc golf event.

For more information visit www.wfdf.org.

1.5 Hosting a World Championship

Featuring the world's best men and women disc golfers in a teams event, this is the first World Championship event to be jointly sanctioned by PDGA and WFDF.

PDGA Major Events are the premier national and international competitions for the sport of disc golf each year, featuring the world's best men and women disc golfers competing for world, national and other championship titles.

Hosting the 2016 Team Disc Golf World Championships is your chance to host an international sporting event in your community, drawing interest and attention to your city and country, and generating economic impact for local businesses.

1.6 Snapshot: Team Disc Golf World Championships (See Appendix A)

Time of Year: Negotiable (Preferably Mid-July)

Length of Event: 4 days, Thursday to Sunday

Number of Competitors: 72+ (depending on interest and participation rate)

Average length of Stay: 4 nights

Size of Team: Up to 6 players

Formats to be used: Match Play, Doubles, Team Golf

2. HOST ELIGIBILITY REQUIREMENTS

2.1 PDGA Membership and Payments

In order to submit a bid, the tournament director (TD) must be:

- a current PDGA member in good standing
- a current PDGA rules official
- up-to-date with all past tournament payments and reporting
- All bids must include a description of the relationship of the bid committee with the National Federation (NF) and member association of WFDF.
- If the bid committee is not directly affiliated with the NF, the final bid must include a letter of endorsement from the WFDF National member association.

2.2 Bid Committee Structure

It is preferred that the bid come from a registered non-profit organization, LLC, or some other legal entity. The bidder is strongly encouraged to ensure that they adopt a structure that protects their personal financial interests, i.e., ideally eliminating or minimizing any potential risk of personal financial liability arising from the event.

Unacceptable bid committees are groups that are politically motivated, religious organizations, or corporations whose primary business is in conflict with PDGA and/or WFDF vision, mission, and value statements.

3. BID SUBMISSION

3.1 Bid Application Process

During the bidding phase 1st April – 15th May 2015, PDGA and WFDF welcome all potential bidders to make contact to obtain as much information as possible to assist in preparing your bid document. Your main contact will be Michael Downes, who may also follow up with you directly during the bid review phase if required.

Bid documents received AFTER the bid submission deadline will not be reviewed or considered.

The WFDF Disc Golf Committee will review all bids. There will be an opportunity to respond to any questions arising from the review or to supply more information, clarification or supporting documents if requested. The selection process may include a site visit by a PDGA/WFDF representative, if necessary. Once the review is complete, a

formal recommendation will be put to both the PDGA and WFDF Board of Directors for a final discussion and vote.

The official title of the tournament should be:

“PDGA and WFDF 2016 Team Disc Golf World Championships”

The official title is to be used in all references to the Events including logos, merchandise, media and Event publications.

3.2 Bid Submission

Bid Documents shall be submitted via **email** to both:

Michael Downes
Events Manager, PDGA
Tel: 1 + (706)261-6342
events@pdga.com

Karina Woldt
Event Manager, WFDF
Tel: +49 511-1056-5892
Email: karina.woldt@wdf.org

The deadline for the submission of bids is Friday, 15th May, 2015. It is the intention of PDGA and WFDF to make a selection announcement by Friday, 12th June, 2015.

4. BID DOCUMENT GUIDELINES

4.1 PDGA Championship Event Guiding Principles

A PDGA/WFDF Major Championship event does not just take place on the course. All aspects of the event must be well-planned and well-executed, down to the smallest details. Please use the following principles as your guide when preparing your bid and incorporate them into your planning.

World-Class Competition, World-Class Event Services

Your bid should acknowledge and respect that the needs and expectations of the competitors hold the highest priority, both on the course and off. Off the field, all services should go smoothly for the competitors, so they don't have to worry about anything except their competition. Catering services should serve food that is geared towards athletes competing at the highest levels while addressing cultural differences and expectations as well as other dietary needs and restrictions. Event transportation should be on time and sufficient. Hotels should be quiet, clean, and conveniently located. All of these areas are more detailed in the pages that follow, but the principle of putting the athletes first and delivering a world-class event should be incorporated into all plans and decisions.

Professionalism at All Levels

All Major Championship events should be planned with the utmost professionalism. Each planning area should be respectful, well-thought out, and given careful consideration. This is important to consider when selecting staff and key volunteers. For each area, choose people that are trained and experienced. In some cases, it is best to partner with existing companies or agencies that are experts in certain areas to help ensure smooth and successful operations.

When planning your tournament please also remember the message and impression you are giving to others: spectators, sponsors, fans, and future fans, city officials, convention bureau management or any groups that are involved, interested or in attendance. From check-in to the awards ceremonies: please consider and evaluate all areas, and ensure that they are planned with dignity, respect, knowledge and enthusiasm.

Value

Disc golf competitors are, for the most part, fully funded through their own contributions. With airfare, tournament fees, lodging, and meals, the cost of attending an event can be quite expensive. We aim to provide Major Championship events that are a good investment in the career of a disc golfer. We work to ensure that they receive quality services, as well as quality competition, throughout their entire event experience, so they get good value for their investment.

4.2 Bid Application Contents

Please prepare your bid document according to the following guidelines, providing as much detailed information as possible for each item in this section. These are the criteria for which the selection committee evaluates and selects Championship event hosts. If you are unable to respond to any section, please provide an explanation as to why this is not possible. Incomplete information may delay timeliness of the decision-making process.

Although you may not be ready with specific information in some areas, these details will help guide you in your plans and let you know the minimum of what is expected.

The selection committee would like to see information on the following:

Host Organization:

- The name and year(s) of the Major event you are proposing to host.
- The name of the host club or organization proposing to host the event, including its type of formal organization (sole proprietorship, non-profit, LLC, corporation, etc.), its basic history and its experience in running PDGA Tour events.
- The name of the city and country to host the competition.

- A listing or flow chart of the local organizing committee (LOC) including the name of the tournament director, assistant tournament director, and other key positions essential for the planning and management of the event.
- Name of the authorized signer of a contract with the PDGA if your bid is selected.
- The committed support of the host community involved with the event, including involvement of the local chamber of commerce, convention and visitor's bureau, sports commission, the department(s), etc., as well as other support proposed by the host community, including financial commitments, volunteer support, course improvements, event marketing and publicity support.
- List of other disc golf events your organization has hosted in the past.
- A short paragraph or list of the aims and objectives of the LOC in hosting the event in your community.
- A proposed budget (see below)

Course(s):

- A list of the disc golf course(s) to be used in the event, including location, course layouts, length, par, number of holes, type of tees, type of targets, signage, parking, and other assets.
- The support infrastructure amenities at or nearby the courses, such as buildings pavilions, parking, restrooms, restaurants, gas, quickie-shops, etc.
- A list, including year, of previous disc golf events held on the proposed courses.
- The proposed location(s) of any other related ancillary competitions.
- Maps showing the general event precinct and a reference to the nearest township.

Venues:

- Proposed location of player check-in typically held on the day or evening preceding the event. Includes host check-in, distribution of players packages, and event branded merchandise sales.
- Proposed location of the opening ceremonies/players meeting typically held on the evening preceding the event.
- Proposed location of any other evening ancillary events such as a player's party, concert, demonstrations, contests or other planned social gatherings.
- Proposed location of the awards ceremony typically held immediately following the finals.
- Capacity of participants

Host Hotel:

One hotel should be designated as the main host hotel. The host hotel should be centrally located between the venues, and should have enough rooms to accommodate all athletes, guests, and out of town staff and officials in addition to being able to provide meeting space for ancillary activities. A complimentary suite, meeting room, or

other space with high speed internet access should be sought to serve as the tournament office. The PDGA office can assist in these negotiations.

- Hotel name
- Hotel location
- Hotel contact person, email and phone number
- Hotel capacity
- Negotiated room rate (double occupancy, room rebate, complimentary rooms ratio)
- List of amenities including restaurant, lounge, pool, exercise room, etc.
- List of meeting rooms, meeting space, etc.
- Registration/Check-in area
- Free Wireless internet
- Complimentary meeting space for players meeting, flymart, other planned activities

Host Community Support:

- Letter of support of the event from the local Convention and/or Visitors Bureau, sports commission, or similar agency. This commitment should include the entity's guaranteed financial support of the event. This support can be in the form of cash, in-kind, services, permitting costs, venue fees, other event specific fees, or a combination of the above.
- Letter of support from the local government or authorities acknowledging support of the event
- Letter of support from the venue/course owners acknowledging support of the event
- Letter of support from PDGA Country/state/ province coordinator acknowledging support of the event
- Letter of endorsement from the WFDF National Federation / member association

Schedule: (See Appendix A)

The competition schedule of the TEAM event is generally fixed (Thursday thru Sunday) but optional formats will be considered. Any changes to format or schedule should be discussed with the PDGA Events Manager/ WFDF Disc Golf Chair and WFDF Event Manager. Event schedules for past Major Events will be provided to you by the PDGA office upon request.

Tournament Organizing Committee (TOC):

A basic event organizational structure intended by the host TOC for running the event. This will include the overall lead Tournament Director(s) and their summary disc golf resumes, an Organizational Chart showing the intended support areas to be managed

(Course TDs, Publicity, Merchandising, Financial, Sponsorship, Ancillary Events, Doubles, etc.),

The Tournament Organizing Committee which is awarded the event will be required to sign an Event Agreement with the PDGA/WFDF, identifying the responsibilities of both the Host TOC and the sanctioning bodies (See Appendix B). A sample copy of this Event Agreement will be forwarded to proposed hosts upon request.

Budget:

The TOC will manage a financial budget for the event, including anticipated income streams from registration, sponsorship, merchandise sales, food and beverage, and services in kind. This budget should also outline basic expenses expected, including course infrastructure, staff support (including any staff pay intended), event supplies, communications, promotion, misc. expenses and proposed payout. A detailed budget statement should be included in the proposal, including the profit/loss expected.

Marketing/Publicity:

A brief publicity and marketing plan, identifying how the event will "connect" with the local community, how the event will be publicized and promoted in the local and regional area, any possible or intended ties to local or regional charitable organizations, general plans for obtaining sponsorship including sponsorship levels intended, target sponsors, etc..

5. Legal

5.1 PDGA Sanctioning:

The PDGA will grant to the LOC a royalty-free, non-exclusive, worldwide right to use the relevant PDGA marks, i.e., including "PROFESSIONAL DISC GOLF ASSOCIATION", and the PDGA and PDGA logos (collectively, the PDGA "marks"), as well as the PDGA copyrighted title "PDGA Major" or "PDGA Championship" in conjunction with the Event. One or more of the PDGA marks are required to appear on all Event logos, discs, shirts, and other promotional materials including electronic or printed information prepared by the TOC in conjunction with the Event.

5.2 WFDF Sanctioning:

The WFDF logo and/or the words "World Flying Disc Federation" (preferred) and/or the word "WFDF" and the WFDF logo shall appear on all event discs, event merchandise, promotional material, administrative material and printed materials, including programs and event web site. WFDF will provide the TOC with a high resolution electronic version of its logo within thirty days of the signing of this agreement. A brief explanation of the role and function of WFDF shall appear in all website, promotional, press and public

material after entering into this Contract, as follows: “The World Flying Disc Federation (“WFDF”) is the international sports federation responsible for world governance of flying disc (Frisbee™) sports, including Ultimate, Beach Ultimate, Disc Golf, Freestyle, Guts, and Individual Events. WFDF is a federation of 64 member associations which represent flying disc sports and their athletes in 60 countries. WFDF is an international federation recognized by the International Olympic Committee (IOC), the International Paralympic Committee (IPC), a member of ARISF, SportAccord and the International World Games Association, and a registered not-for-profit 501(c)(3) corporation in the state of Colorado, USA.”

5.3 Broadcasting, Videotaping & Photographing:

The PDGA and WFDF have the right and responsibility, in working constructively with the TOC, to award or limit broadcasting and videotaping rights and privileges at the Event. The PDGA and WFDF shall negotiate such rights on behalf of the Event with national, International or independent media organizations. The PDGA/WFDF shall also retain the rights to record the Event through still photography of any participants.

5.4 Sponsorship:

The PDGA, WFDF and the TOC agree to maintain open communication about sponsorship contacts and discussions and to cooperate in their solicitation. In order to avoid any conflicts in the development of Event sponsors, whatever their source, the PDGA and WFDF reserve the right to approve or disapprove any potential sponsors of the Event.

Appendix A

Team Disc Golf World Championships

This unique biennial event will be the first of its kind in the disc golf world. Never before have we seen players compete to represent their country in a team-style format. This team competition will become the model for disc golf at future team-based competitions, such as the World Games or even the Olympics. It is expected that the participation rate will only increase as the event gains momentum, so this 12 Team format is merely a projection of field size and can be expanded to 16 teams and beyond. Please keep in mind that several of the variables listed below are flexible and dependent on additional circumstances, such as availability, interest level, participation rate and location, to name a few. As 2016 will present this inaugural event, many of these parameters are still up for discussion and could continue to develop through execution and experience.

Country/Team Invitation Process: Teams will be selected by the WFDF Disc Golf Committee through assistance from the PDGA International Director and Events

Manager. We will ask for a “Letter of Intent” from those nations who wish to participate, and deliver invitations accordingly. It is the intention of PDGA/WFDF to include any interested country/team in the event.

Team Composition: Individual Team members will need to be selected by PDGA Country Coordinator or otherwise approved method. It is suggested to use the PDGA Player Rating system or World Ranking system (or a combination of both). All teams will have 6 players- 4 Open Men, 1 Open Woman and 1 Masters Aged Male player. *Note: check WFDF standards for player eligibility here: <http://wfdf.org/sports/eligibility-information>.

Competition Format: Teams will compete in multiple competition formats throughout the event. Each player will be “seeded” within their Team. MPO players #1-4, FPO #5, and MPM #6. In the Round Robin rounds, each player will play match play versus the same seed from another country. Matches will be 9 holes so that two matches can be played in one 18-hole round of disc golf. For the Doubles round, pairs can be grouped by seed, and multiple formats can be utilized (best shot, best disc, alternate shot, etc....) Team Golf can incorporate a number of different formats such as total team score or any variation of combined throws.

Proposed Overall 12-Team Event Schedule Example:

Thursday	11:00	Opening Ceremony
	14:00	Round Robin 1
	16:00	Round Robin 2
Friday	9:00	Round Robin 3
	11:00	Round Robin 4
	14:00	Team Golf 18 holes
Saturday	10:00	Round Robin 5
	13:00	Doubles 18 holes
	19:00	Players Dinner
Sunday	9:00	Semi Finals 18 holes match play)
	13:00	Finals 18 hole match play
	17:00	Awards

* For further explanation and examples, contact Mike Downes at events@pdga.com.

APPENDIX B

PDGA/WFDF and TOC (HOST) Responsibilities

PDGA/WFDF Responsibilities

Finance

- Provide HOST with financial reference reports from previous similar PDGA events.
- Provide HOST with a pre-event financial stipend of two thousand US Dollars (US\$2,000.00) upon receipt of a signed Agreement.
- Be added as a co-signer for local agreements as may be required.

Registration

- Determine player eligibility, and qualification if necessary.

Competition

- Provide the approved rules governing the competition and approve the final event-specific ground rules as proposed and in coordination with HOST.
- Inspect and approve the playing courses as proposed by the HOST.
- Provide a competition schedule guideline and approve the final competitive schedule as requested by the HOST.
- Provide a guideline to the HOST for award distribution in accordance with PDGA Tour standards/ WFDF Protocol and approve the final payout tables and trophies as proposed by the HOST.

Sponsorship/ Media

- Coordinate national and international sponsorship development and management.
- Coordinate national and international publicity through local, national and international media before, during and after the tournament, including regular press releases with the assistance of the HOST.
- Placement of the Event information on both the PDGA and WFDF websites and social media.

Staffing

- Provide at least one (1) PDGA representative(s) and one (1) WFDF representative(s) as core advisor(s).
- Assist the HOST in event staffing through the referral of PDGA TD's and officials from other nearby regions.
- Provide a comprehensive evaluation of the Event, including problem areas and suggestions for improvement

The PDGA and WFDF representative(s) may delegate specific areas of responsibility to other PDGA officials as required.

HOST RESPONSIBILITIES

Staffing

- Provide the minimum required Event staff as outlined by the WFDF Disc Golf Committee.
 - Team competition- At minimum per course, Course Director, three (3) Course Asst. (volunteer coordination, water and scoring), Spotters as required by course design.

Competition

- Follow the terms set forth in the Terms of the 2015 PDGA Tour Event Sanctioning Agreement, except where those terms conflict directly with the terms of the PDGA Major Event Agreement, which will be provided to the TOC at the time of selection.
- Must use PDGA registration system, Disc Golf Scene, or otherwise approved registration service as primary tool for registration process.
- 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)).
- In conjunction with PDGA/WFDF guidelines, produce a proposed schedule of Events subject to review and approval
- Must adhere to PDGA Tour Standards for a PDGA Major Event (See Tour Standards here: <http://www.pdga.com/documents/pdga-tour-standards>).
- As per PDGA Tour Standards, event courses are to be set in tournament configuration no later than 3 days prior to the event.
- Provide water for players at (each) course. Required to have at least (1) five gallon jug of water every (6) holes, to be regularly maintained throughout the day. It is recommended to have a water jug every three holes.
- Procure a food vendor(s) or concessions to be made available to players throughout competition.
- Provide toilets for players, to be distributed throughout Tournament Central (TC) and the course. It is recommended to have at least two toilets at TC and one somewhere near the furthest point of the course from TC.

Sponsorship/ Media

- Produce printed materials necessary for the Event, of which no more than 50% may be advertising space, subject to PDGA/WFDF review and approval.
- Produce event graphic design, subject to PDGA/WFDF review and approval.
- Create and submit Event Advertisement for “DiscGolfer” magazine, pending PDGA/WFDF review and approval.

- Work with PDGA/WFDF on coordination and placement of on-site Event, PDGA/WFDF and sponsor signage.
- Assist PDGA/WFDF or their partners/resources on generation of local and regional publicity.
- Coordinate the solicitation of local and regional sponsors.

Finance

- Present plans for any unprecedented income sources for PDGA/WFDF approval.
- Develop event merchandise and coordinate merchandise sales, including PDGA and WFDF-licensed merchandise on a consignment basis, to be arranged with PDGA/WFDF.
- Present final accounts for the Event to PDGA/WFDF no later than two months after the end of the Event to the PDGA/WFDF. This report must include summaries and details of the total entries, income, expenses and payouts.
- Provide all appropriate tax information related to the Event to participants and governmental agencies.
- Manage all financial aspects of running the event. In conjunction with PDGA/WFDF guidelines, HOST is to provide a proposed budget no later than Six (6) months prior to the Event, and a final Budget no later than two (2) months prior to the Event, both subject to PDGA/WFDF review and approval. These budgets are to include the following areas as a minimum:
 - Income from Entries, including entry fees and projected attendance
 - Sponsorship Income
 - Merchandise Sales
 - Other Income
 - Facilities Expenses
 - Staffing Expenses
 - Player Package Expenses
 - Merchandise Cost of Goods Sold
 - Social Event Expenses
 - Printing Expenses
 - Communication Expenses
 - Event Payout, including Trophy Expenses
 - Other Expenses
- Pay all bills when due, but no later than two months after the end of the Event.

Other

- Work in consultation with PDGA/WFDF on all event planning and operational matters. An Event Management Plan will form the basis on which all tasks are tracked and monitored.
- Provide and maintain a Risk Management plan no less than six (6) months prior to the event with an update two (2) months prior to the event.
- Ensure that all Event sub-contractors and providers of facilities to the Event have third party public liability insurance on behalf of HOST, PDGA and WFDF to cover all

potential claims for negligence, injury or damage as a result of the failure of such facilities at the Event

- Schedule, manage and provide rooms or other appropriate space for all associated publicity events, including Pre-Event Orientation Meeting and Post-Event Awards Ceremony
- Secure appropriate and sufficient player and staff housing availability for the Event
- Provide PDGA/WFDF with a comprehensive post event evaluation, including problem areas and suggestions for improvement
- Follow and maintain a safe event venue and workplace environment whilst meeting all health and safety requirements and obligations as set out in the host country.
- Follow best practice for a sustainable event

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