



EVENT BID HOST MANUAL

EDGF EUROPEAN DISC GOLF CHAMPIONSHIPS
EDGC / EJDGC / EMDGC

This document outlines the concept of, and the bid conditions for the EDGF European Disc Golf Championships.

Table of Contents

1. INTRODUCTION	3
2. ORGANIZATIONAL FRAMEWORK OF DISC GOLF	4
3. EUROPEAN DISC GOLF CHAMPIONSHIPS	5
4. EDGC/EJDGC/EMDGC BID PROCESS	7
5. ATTACHEMENTS	9

1. INTRODUCTION

- 1.1. This document is intended for EDGF Members - National Disc Golf Governing Bodies ("NDGGB"), Host Cities and Event Local Organising Committees ("LOC") interested in bidding to host an EDGF European Disc Golf Championship.
- 1.2. EDGF European Disc Golf Championship, EDGF European Junior Championships and EDGF European Masters Disc Golf Championship ("EDGC", "EJDGC" and "EMDGC", jointly referred as "the Event") are designed to be well-organised events with a wide continental reach and high quality competitions for athletes.
- 1.3. The EDGC, the EJDGC and EMDGC competition formats and standards are specified in a document EDGC/EJDGC/EMDGC Competition Format and Standards ("EDGC Standards") approved by the EDGF. The manual is available as a separate document.

1.4. EDGC features:

- a) A premiere disc golf event for players, competing in MPO and FPO divisions.
- b) A showcase of the best European disc golf players and also representatives of all European disc golf countries.
- c) Significant prize purse.

1.4. EJDGC features:

- a) A premiere disc golf event for players in MJ18 and FJ18 divisions.
- b) A showcase of the best European disc golf junior players and also representatives of all European disc golf countries.
- c) Significant prize purse.

1.5. EMDGC features:

- a) A premiere disc golf event for players, competing in specific age restricted masters divisions.
- b) A showcase of the best European disc golf master aged players and also representatives of all European disc golf countries in these divisions.
- c) Significant prize purse.

2. ORGANIZATIONAL FRAMEWORK OF DISC GOLF

2.1. **EDGF** – The European Governing Body

2.1.1. The European Disc Golf Federation (“EDGF”) was established in 2014.

2.1.2. EDGF is the European governing body for the sport of disc golf, specifically for the European Disc Golf Championships (all forms).

2.1.3. More information about EDGF available at www.discgolffederation.eu.

2.2. **EFDF** (European Flying Disc Federation) – European Governing Body

2.2.1. EFDF is within the WFDF responsible for all flying disc sports in Europe.

2.2.2. More information about EFDF available at <https://new.efdf.org>

2.3. **WFDF** (World Flying Disc Federation) – World Governing Body

2.3.1. The World Flying Disc Federation was founded 1985. Members are the national flying disc associations.

2.3.2. WFDF is the world governing body for all disc sports and is recognised by the International Olympic Committee (“IOC”) and SportAccord, the Association of International Sport Federations.

2.3.3. More information about WFDF available at www.wfdf.org.

2.4. **PDGA** (Professional Disc Golf Association) – International Governing Body

2.4.1. The Professional Disc Golf Association founded in 1976. Members are the individual players.

2.4.2. PDGA serves as the governing body for the sport of disc golf, specifically in view of the competitive play of disc golf, including tournament standards, rules of play, and technical- and materials standards.

2.4.3. More information about PDGA available at www.pdga.com.

2.4.4. PDGA activities in Europe are governed by **PDGA Europe**, the European branch of PDGA.

2.4.5. More information about PDGA Europe available at www.pdga.com/europe.

3. EUROPEAN DISC GOLF CHAMPIONSHIPS

- 3.1. EDGC, EJDGC and EMDGC are the officially recognized competition formats for determination of the European disc golf champions in all divisions offered. They provide conditions for the highest level of play for European players as well as the opportunity to all European disc golf countries to be represented on the highest level.
- 3.2. The rules of EDGC, EJDGC and EMDGC determined by EDGF in accordance with EDGC Standards.
- 3.3. The junior divisions MJ18 and FJ18 at EDGC are organized in a formally separate PDGA event - European Junior Disc Golf Championship (EJDGC). To allow all age eligible players from Europe to compete in the EJDGC regardless of their PDGA Pro/Am status, the EJDGC official divisions are MPO/FPO. Only players who receive national or individual spots in MJ18 and FJ18 for EDGC will be able to register for the EJDGC event. EJDGC and EDGC share the same tournament directors and the assistant tournament director. They also share, date, location, course(s) and all general organization.
- 3.4. The Local Organizing Committee (LOC) is comprised of:
 - a) The legal entity representing the organizers.
 - b) The host city.
 - c) The owners/management of the tournament site property.
 - d) The NDGGB in the hosting country.
- 3.5. The LOC is encouraged to develop visionary proposals that can enhance the scope, presentation and marketing of the events. Priority will be given to existing organizing structures that have followed the ideal development path of hosting a National event, Series event or Regional events and already delivered (a) high quality event(s).
- 3.6. EDGF exclusively owns the rights to the events and signs individual contracts or a joint contract ("Event Contract") with the LOC specifying details of the organization of EDGC, EJDGC and EMDGC, and rights and responsibilities of EDGF and the LOC.
- 3.7. The LOC must be fully aware of the concept, format, and scope of EDGC, EJDGC and EMDGC, as envisioned by EDGF and its partners as defined in this document, and EDGC Standards.
- 3.8. EDGF objectives are**
 - a) A safe and fair competition.
 - b) Presentation of a European championship that is attractive to sponsors, and/or, tourism authority, and is of benefit to the NDGGB's objectives of developing the sport at a high level.
 - c) Maximisation of media exposure for the EDGC, EJDGC and EMDGC nationally and globally.

- d) Engagement of public institutions.
 - e) Establishing strong partnerships of all parties involved (EDGF, all partners involved in LOC, and the related partners of EDGF).
- 3.9. The **Event Contract** between EDGF and the LOC specifies the detailed event related arrangements to the minimum extent specified by the EDGC Standards.

3.10. Obligations and responsibilities of EDGF and LOC

- a) Both EDGF and LOC must abide by the terms and conditions of the Event Contract and the financial obligations specified therein.
- b) Promote the event globally in the months leading up to the event and after the event.
- c) To ensure the event is administered effectively, LOC and EDGF will establish internal management structures and procedures that allow both parties to work together cohesively. Both parties will name representatives that are responsible for the communication and the cooperation.

4. EDGC/EJDGC/EMDGC BID PROCESS

4.1. Bid Processing Timeline

The EDGF European Disc Golf Championships LOC-s' will be selected through a bidding process. A rough time line for the bid process is as follows:

- Opening of the bid process: app. 2 years before the tournament.
- Deadline for submission of bid documents: 10 weeks after the official announcement of the beginning of the bidding process.
- Decision about the winners of the bids EDGF: up to 4 weeks after submission.
- Public announcement of the hosts: as soon as possible after the decision.

4.2. Bid Application Documentation Guidelines

- The purpose of this section is to assist possible organizers in the preparation of a comprehensive bid package.
- Documents should be prepared in a simple format at modest costs.
- All documents must be submitted to the EDGF in English as PDF.
- Bids are evaluated on substance and content.
- Maps and diagrams should be meaningful, accurate and of good quality.
- Digital photos should be included.
- Videos, especially of courses/venues are optional.
- A downloadable file should include all printed and extra materials.

4.3. Bid Application Content

4.3.1. The following materials should be included: Filled online EDGC/EJDGC/EMDGC host bid form.

4.3.2. Event host bid application containing

a) Official letters of support

NDGGB: a letter of support from the respective national disc golf governing body).

Host City: a host city letter of commitment.

Venue: a letter of commitment with venue (area, Public Park, private facility, owner and/or management).

Local Authorities: letters of support from the local tourism and government authority (if envisaged including any anticipated financial assistance).

Other Public Institution: letters of support from other relevant public Institutions.

Media: letters outlining commitments from media and television for the event.

Partnerships and Sponsorships: letters describing any existing or planned commercial partnerships and sponsorship commitments.

- b) Designation of the event that the bid is meant for EDGC/EJDGC, EMDGC, or combined event of EDGC/EJDGC/EMDGC at the same time at the same venue/city/region/location.
- c) Proposed event date, with at least one alternative date, the primary date must lie during the window reserved for European Championships by the PDGA.
- d) Proposed venue and preliminary course map(s), including the details on course equipment, course availability (dates, course public access, warm-up areas, tournament centre, and toilets/facilities on and off the course).
- e) The structure of the organizing committee, legal entity description, experience of personnel, proposed staff size.
- f) List of other sports events hosted by the bidder or at the bid venue in the past, including links to access additional information about these events.
- g) Estimated participant fees, incl. potential registration fees, and estimated participants local travel expenditures.
- h) Preliminary event budget including level of added cash and total prize money estimation.
- i) Preliminary event marketing and promotion plan, including public outreach.
- k) Event Media Plan.
- l) Proposed social events and facilities.
- m) Proposed live scoring services (live is strongly recommended).
- n) Proposed accommodation, transport and food services, additional hosting city accommodation capacity with price levels.
- o) Hosting city travel accessibility.
- p) Description of local disc golf community and its activities.

4.4. Bid Evaluation and Selection

- a) The EDGF will evaluate all bids received within the time frame mentioned in 4.1.
- b) Please name one, max two responsible persons of the LOC with their contact data to provide additional information, on short notice during the evaluation process.
- c) EDGF may eliminate bids that are not in line with the criteria as laid out in this bid document and/or EDGC Standards. EDGF will only shortlist a bid if it is convinced that the bid shows the capability and resources to stage the EDGC/EJDGC/EMDGC at the quality required, and to fulfil all obligations of the respective EDGC Standards.
- d) The final decision of the event hosts will be made by the EDGF Board of Directors.

4.5. Event Dates

The dates for the EDGC/EJDGC will depend on whether the PDGA Worlds will be in Europe or in the US. The bidding for PDGA Major 2025 will close on the 1st of November 2023 with a decision after the 1st of December 2023.

4.5. Bid Submission

- 4.5.1. The host bid form should be filled in at <https://forms.gle/f1neeTDR3K4bBnuF6>
- 4.5.2. All other bid documents and supporting materials must be submitted electronically in PDF format to: info@discgolffederation.eu and to president@discgolffederation.eu.
- 4.5.3. For the bid submission, the proposed LOC must contain the following:
- a) Name of city/community bidding.
 - b) Name of proposed host organization and its legal status.
 - c) Name of proposed tournament director and two secondary persons, including eventual event manager.
 - d) Main contact details (e-mail, phone, WhatsApp/signal).
 - e) If, due to unforeseen circumstances, one or more docs/info cannot be provided in time, please inform the EDGF asap and provide a sketch of the expected data, a reason for the delay, and a definitive date for the presentation of the missing data/letters/information.
- 4.5.4. Submission Deadline: **20 December 2023**

Close of Bidding Process: Middle of January 2023, which will allow bidders to adapt for the situation, if PDGA Worlds would be in Europe (pref. last week of July).

5. ATTACHEMENTS

- a) EDGF EDGC/EJDGC/EMDGC Format and Standards (separate document)
- b) Bid Limitations Questionnaire

BID LIMITATION QUESTIONNAIRE

All bidders interested in organizing EDGF 2025 EDGC/EMDGC must fill the following questionnaire as a part of their bid.

Are there any foreseeable eventual limitations in the proposal in regard of the	YES	NO
1. Access to the events site during the expected duration of the event (EDGC: 8 days - Saturday - Saturday, EMDGC: 9 days - Saturday - Sunday)?	<input type="checkbox"/>	<input type="checkbox"/>
2. Ability to install championship level disc golf course on site (limitations to install tee pads, including necessary groundwork, limitations to place baskets, clean fairways, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
3. Event insurance (third party liability insurance, local organizer financial liability insurance, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
4. Personnel availability?	<input type="checkbox"/>	<input type="checkbox"/>
5. Financial resources (dependence on unconfirmed future grant funding, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
6. Event organization with respect to local legislation (is the event organization in violation of any current local or national laws, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
7. Any other foreseeable eventual event organization limitations?	<input type="checkbox"/>	<input type="checkbox"/>

If you have answer YES in any of the questions, please, provide the detail description of the limitations:

Please use Acrobat Reader to open the PDF which enables you to fill-in the form.