

# World Flying Disc Federation



## Bid Guidelines

# WFDF 2019 World Team Disc Golf Championships (WTDGC)

Bid Submission Deadline: Wednesday, 14<sup>th</sup> February, 2018  
Selection Announcement: Friday, 16<sup>th</sup> March, 2018

**Send all bids and correspondence via email to both:**

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Thank you for your interest in hosting this World Team Disc Golf Championship event. This will be the third WTDGC held previously in Vancouver Canada in 2016 and Colchester, GBR in 2017. These guidelines are to assist you in preparing your bid document to host the WFDF 2019 World Team Disc Golf Championships (WTDGC).

In order for WFDF to make an informed decision when selecting the best qualified hosts, it is important that your bid include all the required information. Please read through the background information about 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 international competition at its highest level.

All bids will be reviewed by the WFDF Disc Golf Committee with a recommendation made to the WFDF Board of Directors for final approval. A host will be selected based upon their experience in running Disc Golf events, the contents of the bid and budget, suitable facilities for players, staff and spectators, proximity of selected venues to each other and the competition course 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 you and the Tournament Organizing Committee (TOC). If you have any questions regarding the bid process or your bid proposal for the WFDF 2019 World Team Disc Golf Championships, please contact WFDF Disc Golf Committee Chair Charlie Mead at [Charlie.mead01@gmail.com](mailto:Charlie.mead01@gmail.com) with a copy to WFDF Events Manager Karina Woldt at [karina.woldt@wfdf.org](mailto:karina.woldt@wfdf.org).

## **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 6,000 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 World Flying Disc Federation (WFDF)**

About 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 78 member associations which represent flying disc sports and their athletes in more than 76 countries. WFDF is an international federation recognized by the International Olympic Committee (IOC), the International Paralympic Committee (IPC), a member of ARISF, GAISF 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 for all its members. Members are national states who have a variety of organizational models to meet

the needs of their athletes. WFDF has responsibility for sanctioning World Team Championships in all flying disc events as well as other international flying disc events, establishing uniform rules, and setting standards for and recording of world records.

### **1.3 About the World Flying Disc Federation Disc Golf Committee**

The Disc Golf Committee is composed of the following people:

Adriano Mendola (Brazil)

Bernd Wender (Austria)

Carlos Rio (Spain)

Florence Dumont (France)

Hiroshi Yokota (Japan)

Leanne Fulton (Canada)

Leonard Muise (USA)

Rein Rotmeister (Estonia)

And chaired by Charlie Mead (Great Britain)

For more information visit [www.wfdf.org](http://www.wfdf.org).

### **1.4 Hosting a World Championship**

Hosting the 2019 WTDGC is your chance to introduce an international sporting event to your community, drawing interest and attention to your city and country, and generating economic impact for local businesses.

It will also increase coverage and exposure of Disc Golf to your community and act as a catalyst for further growth and expansion of the sport.

### **1.5 Snapshot: World Team Disc Golf Championships (See Appendix A)**

#### **Time of Year:**

Northern Hemisphere: Preferable – end of August so as not to clash with PDGA or DGWT events.

Less preferable – end of July.

Southern Hemisphere: November 2019- February 2020

**Length of Event:** 4 days, Wednesday to Saturday plus 2 days practice minimum

**Number of Teams of 6:** Maximum 24 on one 18 hole course  
Maximum 24 + if two 18 hole courses

**Average length of Stay:** 4 nights minimum

## **2. HOST ELIGIBILITY REQUIREMENTS**

### **2.1 WFDF and PDGA**

Although this is a WFDF event for National Teams, the WFDF Board and Disc Golf Committee are keen to ensure that the highest level of experience is engaged in planning and running this event. To this end we work collaboratively with the Professional Disc Golf Association (PDGA) to provide the support and assurances that players require in a world class event.

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 their National Federation (NF) or Disc Golf Association (DGA) and with their WFDF member association.
- If the bid committee is not directly affiliated with their NF or DGA, the final bid must include a letter of endorsement from the NF or DGA.
- There must also be a separate endorsement from their WFDF Member.

### **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 WFDF vision, mission, and value statements.

## **3. BID SUBMISSION**

### **3.1 Bid Application Process**

During the bidding phase December 15<sup>th</sup> 2017 to February 14<sup>th</sup> 2018, WFDF welcomes 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 Charlie Mead, 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 WFDF representative, if necessary. Once the review is complete, a formal recommendation will be put to the WFDF Board of Directors for a final discussion and vote.

The official title of the tournament should be:

“WFDF 2019 World Team Disc Golf 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:

Charlie Mead  
Chair: Disc Golf Committee, WFDF  
Tel: +44 (0)7802-321710  
Email: [charlie.mead01@gmail.com](mailto:charlie.mead01@gmail.com)

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

The deadline for the submission of bids is Wednesday, 14<sup>th</sup> February 2018. It is the intention of WFDF to make a selection announcement by Friday, 16<sup>th</sup> March 2018.

## **4. BID DOCUMENT GUIDELINES**

### **4.1 WFDF World Championship Event Guiding Principles**

A WFDF World 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. Accommodation provided by the hosts 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 World 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, both on and off the course.

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.

This should include the main values of WFDF which would include but not be limited to issues of Equality, Diversity, Sustainability and Inclusion for all players, public staff and officials.

### ***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 work to ensure that all participants receive quality services, as well as quality competition, throughout their entire event experience, so they get good value for their investment.

### ***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 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 Organisation**

- The name and year(s) of the WFDF 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, staff responsible for the course, scoring, media, marketing, finance, accommodation and food, transport 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.
- Name of Doctors and medical facilities available for all medical needs for players and visitors to the event
- The committed support of the host community involved with the event, including involvement of the NF or DGA and WFDF member of your country, local chamber of commerce, convention and visitor's bureau, sports commission, the various city/state 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.
- MAPS. A map of the country and where the event will take place with major towns and cities indicated; a map of the local area and location of course (s), accommodation and strategic facilities such as food, toilets etc.
- 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, temporary accommodation for players if required (marquees), parking, restrooms, restaurants, gas, quickie-shops, etc.
- Facilities to record and publicise scores from each round of play
- Live scoring options accessible to public world wide



- Facilities for staff and players to access wi-fi and internet services at the course
- A list, including year, of previous disc golf events held on the proposed courses.
- The proposed location(s) of any other related ancillary competitions.
- Course Maps showing the general event precinct and a reference to the nearest town.

**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 number of participants

**Host Hotel:**

For the purpose of this bid the term 'Hotel' can be used to refer to any accommodation complex that meets the needs of the event as listed below. This may be a University Campus, a Holiday Complex or other form of large accommodation site that is used to hosting large numbers of guests. The main criteria should be that the 'Hotel' has its own staff who can cater for the needs of the players

However, one hotel should be designated as the main host hotel. The host hotel should be located as close as possible to the course, 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.

- Hotel name
- Hotel location
- Hotel contact person, email and phone number
- Hotel capacity
- Negotiated room rate (double occupancy, room rebate, complimentary rooms ratio)
- Cancellation policy
- 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 NF or DGA acknowledging support of the event
- Letter of endorsement from the WFDF National Federation / member association

**Team Composition**

Each country may enter up to 12 players. Each team each round will be composed of 6 players, of which there will be:

- 3 x MPO
- 1 X FPO
- 1 X MPM
- 1 X MJ1

For the purpose of this event MJ1 will mean any player who is 18 or under in the year of the event.

Further details on Team criteria will be issued once the Host for 2019 has been chosen

**Playing Format**

The Format of the event will be a combination of Pairs and Single Matchplay. Matchplay will be a combination of Alternate Shot, Best Shot and Tough Shot

**Schedule: (See Appendix A)**

The competition schedule of WTDGC is the responsibility of the WFDF Disc Golf Committee. This will be designed once Registration of Teams has concluded. This should be a

minimum of 8 weeks before the event is due to start. The seeding of teams, format of play and daily schedule will be managed by WFDF DG Committee both before and during the event.

### **Tournament Organizing Committee (TOC)**

A basic event organizational structure intended by the host TOC for running the event will be required. This will include the overall lead Tournament Director(s) and their summary disc golf resumes, as well as an Organizational Chart showing the intended support areas to be managed. This will include staff responsible for the course, scoring, media, marketing, finance, sponsorship, players packs, accommodation and food, transport and other key positions essential for the planning and management of the event.

The Tournament Organizing Committee which is awarded the event will be required to sign an Event Agreement with 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 and other expenses. 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 publicised and promoted in the local and regional area, any possible or intended ties to local or regional charitable organisations, general plans for obtaining sponsorship including sponsorship levels intended, target sponsors, social media outlets and use.

## **5. Legal Issues**

### **5.1 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 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 77 member associations which represent flying disc sports and their athletes in more than 75 countries. WFDF is an international federation recognised by the International Olympic Committee (IOC), the International Paralympic Committee (IPC), a member of ARISF, GAISF and the International World Games Association, and a registered not-for-profit 501(c)(3) corporation in the state of Colorado, USA”

This statement shall be amended as needed and updated as required by WFDF.

### **5.3 Broadcasting, Videotaping & Photographing:**

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. WFDF shall negotiate such rights on behalf of the Event with national, International or independent media organisations. WFDF shall also retain the rights to record the Event through still photography of any participants.

### **5.4 Sponsorship:**

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, WFDF reserve the right to approve or disapprove any potential sponsors of the Event.

**APPENDIX A**  
**WFDF and TOC (HOST) Responsibilities**

**WFDF Responsibilities**

**Finance**

- Provide HOST with financial reference reports from previous similar PDGA events.
- Provide HOST with a pre-event financial stipend of one thousand US Dollars (\$1.000) 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 seeding, format and schedule and approve of the final competitive schedule as requested by the HOST.

**Sponsorship/ Media**

- WFDF have agreements with Flying Disc related companies and have a duty to promote those companies within and throughout their World Championship programme. This currently includes Discraft (for Discs), VC Wear (for clothing) and Disc Golf Association (for Disc Golf Baskets). This does not exclude other major sponsors or providers being approached but these companies should be given first refusal on any provision, sponsorship or merchandise proposals from host organising committees.
- 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) WFDF representative(s) as core advisor(s).
- Assist the HOST in event staffing through the referral of TD's and officials from other nearby regions.
- Provide a comprehensive evaluation of the Event, including problem areas and suggestions for improvement

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

## **HOST RESPONSIBILITIES**

### **Staffing**

- Provide the minimum required TOC and Course Event staff as outlined by the WFDF Disc Golf Committee.
  - Team competition- At minimum per course, Course Director, five (5) Course Asst. (live scoring, social media, volunteer coordination, water and leader board scoring for finals), Spotters as required by course design.
  - Overall event management - TOC as described earlier.

### **Competition**

- 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 WFDF 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 WFDF and 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)).
- Event courses are to be set in tournament configuration no later than 3 days prior to the event.

### **Sponsorship/ Media**

- Hosts would be expected to work collaboratively with WFDF Approved Sponsors and preferred suppliers as stated above. For WTDGC this currently includes Discraft, VC Wear and Disc Golf Association. This does not exclude other major sponsors but these companies should be given first refusal on any provision, sponsorship or merchandise proposals from host organising committees.
- Produce printed materials necessary for the Event, of which no more than 50% may be advertising space, subject to WFDF review and approval.

- Produce event graphic design, subject to WFDF review and approval. This to include logos, Catch lines or any image or graphic that is repeatedly used to promote the event.
- Create and submit Event Advertisement for WFDF Website and social media pages, pending WFDF review and approval.
- Work with WFDF on coordination and placement of on-site Event, WFDF and sponsor signage.
- Assist 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 WFDF approval.
- Develop event merchandise and coordinate merchandise sales, including WFDF-licensed merchandise on a consignment basis, to be arranged with WFDF.
- Present final accounts for the Event to WFDF no later than one month after the end of the Event to the WFDF. This report must include summaries and details of the total entries, income, expenses and payouts as well as detail of all results. See attached Final Report for 2017 as an example.
- 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 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 proposed Team and Player entry fees and projected attendance
  - Sponsorship Income in cash and kind
  - Merchandise Sales – for both Host and WFDF products
  - Other Income – for example from Food sales, concessions
  - Facilities Expenses to include Disc Golf Course costs, green fees, marketing and promotion, scoring support systems, Insurance
  - Accommodation and Food costs handled by Host
  - Staffing Expenses, to include staff uniforms, staff accommodation and expenses
  - Player Package Expenses to include Caddy Book, on line Apps, goods.
  - Merchandise Cost of Goods Sold
  - Social Event Expenses – any proposed social events, BBQ's, Putting contests, Party etc.
  - Marketing, Promotion and Printing Expenses, including Banners and signs, maps.

- Communication Expenses, including local on course communication as well as global communication
- Trophy and Medal Expenses
- Other Expenses
- Pay all bills when due, but no later than one month after the end of the Event.

### **Other**

- Work in consultation with 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 to cover all aspects of the event 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 and WFDF to cover all potential claims for negligence, injury or damage as a result of the failure of such facilities at the Event. This cover should be set at a minimum of \$5,000,000.
- Schedule, manage and provide rooms or other appropriate space for all associated publicity events, including Pre-Event Orientation Meeting and Post-Event Awards Ceremony as well as opportunities for WFDF Members to meet.
- Secure appropriate and sufficient player and staff housing availability for the Event
- Provide 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 as outlined by the WFDF Sustainability Policy and advised by Sustainability Officer. This should include recognition of the need to use a low level of natural resources, a low carbon footprint, provision of mass transport instead of individual car use, recycling of materials and any and all other measures that meet the Sustainability Policy.

Many of these responsibilities can be done through cooperation between WFDF and the HOST. The Event timeline requires consistent communication and collaboration between the parties, since many responsibilities are interrelated.

We look forward to hearing from you and communicating closely in the coming months.

Yours

Charlie Mead  
WFDF Chair Disc Golf Committee  
November 2017