



World Flying Disc Federation Ultimate Committee

**Major Event Contract
for
WFDF World (Event Name) Championships**

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I. Introduction

This Major Event Contract sets forth the minimum terms and conditions between you, (Individual or Organization name), representing the WFDF (Event Name) Organising Committee (herein termed TOC) and the World Flying Disc Federation (herein termed WFDF) regarding the (Event) (herein termed “WXXX’ or “the Tournament”).

Names of parties and addresses

Individual or Organization name

Address

Telephone

Email address

World Flying Disc Federation

Contact Person

Address

Telephone

Email address

II. Agreements

1. Title

The official title of the tournament shall be the "WFDF 20XX World (Event Name) Championships." Upon mutual agreement by WFDF and the TOC, the title of the event may be changed to accommodate title sponsorship. No such changes shall not be permitted 10 weeks or less from the start of the event.

Dates

The event dates are: (Month Day, Year) - (Month Day, Year).

2. Venue

The Event will be held at (Location/Facility name, City) with the finals being held at the (Location/Facility name, City) on (Dates). No other Ultimate or other sports event or activity will be held at these sites while the Event is taking place.

3. Participation of Teams

The event shall be planned for a minimum of XX teams. Should an invited team decline its invitation, WFDF shall make every effort to invite alternative teams to maintain the above minimum.

If participation falls below XX teams, the TOC may apply to WFDF for an increase in player fees or modification of the budget and WFDF will work with the TOC to communicate those changes to the teams and players.

4. Recognition of WFDF Sanctioning Process and WFDF Franchise

The WFDF logo and/or the words "World Flying Disc Federation" and/or the word "WFDF" shall appear on all event discs, event merchandise, promotional material, administrative material and printed materials, including programmes and web site. WFDF will provide the TOC with a high resolution electronic version of its logo within ten 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 beginning 30 days after entering into this Contract. WFDF will provide such within 10 days of the signing of this agreement.

5. Rules of Play

The rules of play for the Tournament shall be the most recently approved WFDF Rules of Ultimate, unless otherwise specified by WFDF in writing.

6. Responsibility to WFDF

The TOC shall be responsible to WFDF for all matters that concern the planning, organization, implementation and evaluation of (Event Name). The main WFDF contacts with the TOC shall be (unless notified otherwise):

- (Name), Chair of the Ultimate Committee, for all technical and competition issues;
- (Name), Executive Director, for event management, contractual and budget issues;
- (Name), Executive Director, for media issues.

7. Tournament Coordination

I. WFDF Responsibilities shall be to:

- a) liaise and consult with the TOC on all aspects of tournament planning, either directly or through the WFDF Tournament Director's Manual.
- b) determine the number of teams to be invited in each division and to issue and accept bids from member countries.
- c) determine the seeding and competition format for all divisions of the tournament.
- d) liaise and consult with the TOC in determining the playing schedule for all teams, send preliminary schedule to TOC not later than 6 weeks prior to the event for comment and supply the final schedule no later than four weeks prior to the event commencing.
- e) determine and enforce all competition guidelines, including length of games, starting times, points targets, time caps, team eligibility, uniform requirements and any other aspects regulated by WFDF.
- f) have at least one WFDF representative present and available to the TOC throughout the tournament for technical, competition and disciplinary issues.
- g) organize and chair the Captains' Meeting prior to the first game of the tournament.
- h) establish a mechanism and policies for dealing with disciplinary issues during the tournament.
- i) accept responsibility for the choice and use of expert game officials, if appropriate.
- j) organize and chair the WFDF Congress and other WFDF meetings during the period of the tournament.
- k) provide TOC with the contact details of all National Associations of the countries whose teams will participate in the Tournament and the contact details for teams that have qualified or been nominated by their National Associations. These will be provided to TOC within ten (10) days of those details becoming known to WFDF.
- l) provide assistance, guidance and cooperation to the TOC in order to ensure a successful event.
- m) approve the event logo(s) to ensure compliance with WFDF franchise requirements as noted in Section 5.
- n) provide opening and closing addresses by the WFDF President or their delegate at the opening and closing ceremonies.

- o) establish all policies related to merchandising and the use of official event logos on event merchandise (for sale) and team uniforms
- p) solicit bids for and select official event merchandise supplier through a competitive bidding process, Manage business relationship with official event merchandiser.
- q) cooperate with TOC in the identification, procurement and servicing of title and other sponsors (cash and in-kind) for the event to offset expense and enhance the player experience

II. TOC Responsibilities shall be to plan and organize the tournament in a way that accurately reflects the Proposal Bid accepted by WFDF and the guidelines and knowledge laid forth in the WFDF Tournament Director's Manual (TDM), including:

- a) distribute pre-tournament information to National Associations and other interested parties.
- b) organize the Opening Ceremony at (Location) on (Day Month, 20XX).
- c) organize the Closing Ceremony at (Location) on (Day Month, 20XX), including medal and trophy awards, in accordance with any instructions from WFDF.
- d) develop tournament logo(s) for use on all promotional materials, signage, event merchandise and marketing information. The final logo(s) are to be approved by WFDF.
- e) provide access to accommodation providers for:
 - registered players and guests (minimum 3 options)
 - WFDF and National Association representatives, sponsors and others (minimum 2 options)

This is for those who register and pay the respective fee up until (Day Month, 20XX) or up to (Number) persons. Those who register and pay the fee after this deadline may have to find accommodation on their own.

- f) provide breakfast and dinner at (Dining Location) for all players () starting (Day of the week, Day Month) with (First Meal Provided) and concluding (Day of the week, Day Month) with (Last Meal Provided) who register and pay the respective fee up until (Day Month, 20XX). Fee structure for this service shall be clearly communicated to all players, and provisions shall be made for players to purchase this service separately from player fees.

- g) provide plentiful, healthy varied meal packages that are geared to competitive athletes representing a wide background of cultures and food preferences. Cater to special dietary requirements, including vegan, lactose intolerance, nut allergies and gluten intolerance.
- h) make reasonable efforts to provide access to accommodation and food for all players, guests and representatives registered after the registration deadline of (Day Month, 20XX) or once the official accommodation is full.
- i) provide on-field first aid medical facilities and services by (Medical Service Provider/s) at each venue for all players. Basic first aid services should be available at no charge to participants and available starting 1 ½ hours before competition until the close of competition each day (30 minutes after conclusion of last match).
- j) provide and maintain a minimum of (XX) regulation size fields at (Field Locations) including lines, cones and scoreboards, and other necessary equipment. TOC shall follow all WFDF guidelines regarding the 5 m buffer zone for each field.
- k) provide sufficient staffing at the competition fields including scorekeepers and timekeepers.
- l) provide adequate supplies of drinking water and ice at each field location, including a plan for proper storage and efficient distribution to all players and teams as needed.
- m) provide all essential on-field facilities including clean and abundant toilet facilities, regular rubbish disposal, and shade for players.
- n) provide facilities at the fields including a first aid medical centre, staff centre, central information centre (with internet access) for staff, players, public and press, facilities for eating and drinking (in addition to those provided for as part of the food and accommodations package) and the organization of other stallholders.
- o) provide internet access (preferably wireless network) for registered players and guests at locations convenient to the playing fields.
- p) provide a system for communication by staff between all fields, transportation and accommodations sites and to communicate with all players in the event of emergencies.
- q) provide a shuttle bus service between the areas of (Locations) that will deliver players to their fields at least 1 hour prior to the official start time and collect them from fields within 30 minutes of the conclusion of the final game for all competition days, as well as shuttle service between accommodations sites and social venues.

- r) supply a sufficient number of staff to run the tournament, including the TOC, local site staff to cover accommodation, food and other domestic issues, field staff, medical staff, security staff and concessions.
- s) provide tournament social events to include Opening Ceremony party (Day Month, 20XX), Trading Night (Day Month, 20XX) and Farewell Party (Day Month, 20XX).
- t) display game results and current standings in each division on a daily basis at the fields and other relevant locations.
- u) provide team trophies for the top three teams in each division.
- v) provide “Spirit of the Game” trophies/awards for the team receiving the highest average score in each division.
- w) provide WFDF-branded medals (30 per team) to be awarded to the individual players and support staff on the top three teams in each division.
- x) provide a Player’s Pack for each registered event participant that includes a Player’s Guide/Handbook, local map, and optionally a tournament disc and/or other gift items
Players Fees may only be used to provide crucial information for inclusion in the players pack – all other items should be covered by sponsorship or other outside funding.
- y) provide accreditation cards to each registered event participant with categories denoted by WFDF. Develop a plan that determines access to fields, accommodation, meals, social events and transportation through the use of the accreditation cards or similar means.
- z) provide a printed daily tournament newsletter (circulation at least 1,000) each day for (Dates), and Finals' program (circulation at least XXX) for (Day Month, 20XX).
- aa) establish and maintain an official tournament website with a unique domain name through which player registration, event information, newsletter, on-line results, statistics and media streaming will be provided.
- bb) provide facilities for the Captains' Meeting on (Day Month, 20XX) (capacity 200 persons) and WFDF Congress on (Day Month, 20XX) (capacity 80 persons) including internet access, conference call facilities, food and beverage.
- cc) provide a meeting room (capacity 40 persons) for WFDF meetings two days prior to the start of the event and through the events conclusion Provide two (2) workstations at Tournament Central with internet access, printer and photocopier access and power supply for the duration of the event for WFDF directors/officers.

- dd) provide “Guest/Staff/VIP” accreditation cards to on-site, non-playing WFDF staff for access to transportation and social events.
- ee) provide a maximum of (Quantity) free meal packages and twin-share lodging packages to WFDF directors/officers in the main tournament hotel.
- ff) ensure attendance of TOC representative at the Captains' Meeting, WFDF Congress and other meetings as required by WFDF.
- gg) establish and maintain contact with local, national and international media before, during and after the tournament, including issuing regular press releases.
- hh) provide access to social events for registered event participants during the course of the tournament.
- ii) provide third party general liability insurance of no less than \$1million on behalf of TOC and WFDF to cover all potential claims for injury or damage as a result of events at the tournament. WFDF shall be named as an additional insured on all policies. TOC must notify WFDF of the arrangements for such insurance no less than 6 months prior to the start of the event. Event will not proceed without fulfilment of this requirement.
- jj) prepare, distribute to and collect from each player individually signed waivers of liability. In the case of minors (under 18 years of age), waivers must be signed by the player and parent or legal guardian. Waiver of liability will be provided by and subject to final approval by WFDF.
- kk) ensure that all sub-contractors and providers of facilities have third party public liability insurance on behalf of TOC and WFDF to cover all potential claims for negligence, injury or damage resulting from their actions while providing services to the tournament or the failure of any facilities provided by them in the course of organizing the tournament.
- ll) accept responsibility for all the local financial aspects of running the tournament within the budget approved by WFDF.
- mm) pay a tournament sanctioning fee of USD (Fee amount for this event) to WFDF for each player in all divisions.
- nn) provide final event report within 12 weeks after the close of the tournament.
- oo) Cooperate with WFDF in the identification, procurement and servicing of title and others sponsors(cash and in-kind) to offset event expenses and increase player experience.

- pp) as needed, cooperate with WFDF in fulfilling requirements of WADA anti-doping code and possible testing for performance enhancing drugs
- qq) to comply with all WFDF guidelines and policies related to alcohol and its distribution at World Championship events

8. Sponsorship

The procurement of corporate sponsors shall be based on two essential objectives – to offset event-related expenses and to enhance the participant/spectator experience. WFDF and TOC shall work together to identify, procure and service all sponsors. WFDF shall reserve the right to approve or disapprove any potential sponsor of the tournament. Such approval will not be unreasonably withheld and will be given within 14 days of official notification. To minimize the risk of this veto being needed, WFDF shall provide the TOC with guidelines regarding types of sponsor or sponsorship arrangement that would likely be disapproved by WFDF.

WFDF undertakes to send such guidelines to TOC without undue delay within 10 days after signature of this Agreement.

TOC agrees to pay 15% of the Net Sponsorship Income to WFDF. This Net Income is determined after the following is subtracted: sponsorship-related PR costs, sponsorship-related material costs, tournament advertising costs, and all media production and material costs.

9. Broadcasting, Videotaping, Photography and Website

Broadcasting. WFDF has the right and responsibility in working with TOC to award or limit broadcasting and videotaping rights and privileges at the tournament. The TOC shall, in collaboration with WFDF, negotiate such rights on behalf of the tournament with any national, international or independent media organization. Any broadcasting arrangements which exceed the level of news broadcasts must receive approval from WFDF. WFDF shall appoint a media officer who shall be responsible for coordinating broadcast arrangements with TOC.

TOC undertakes to inform WFDF about any broadcasting and videotaping at this tournament that is coordinated under their jurisdiction.

WFDF reserves the right to enter into agreements for broadcasting or streaming which do not infringe upon existing negotiations of which TOC has notified WFDF.

Net revenue accrued as a result of awarding broadcasting rights of event will be split evenly with 50% the property of WFDF and 50% the TOC.

Net revenue is defined as gross revenue less direct costs resulting from arranging and facilitating that particular broadcast or broadcasts.

Video Package

A video package of highlights and finals games will be produced by the TOC or its volunteers, employees or contractors and will be made available at a reasonable price to players and the public. The TOC will provide WFDF with three copies of the video package at no charge. The production must not include content that would attract a restricted adult (18 years plus) classification in European or North American jurisdictions.

Profits from the sale of this video package will accrue to the TOC until 36 months after the completion of (Event Name 20XX), after which WFDF will own all rights to the compiled production.

The TOC will endeavor to provide WFDF with at least 120 minutes of high quality unedited high definition (standard 1080p) footage of competition from the Tournament upon completion of the Tournament, for use in promotional, non-commercial purposes, including the right to permit a third party to broadcast this footage for said purposes. Footage must include/represent competition in all divisions. This will be provided as part of the final report.

Photography

TOC will restrict the rights to still photography to the event to personal, non-commercial use, or news content, unless the photographer is officially accredited with (Event Name 20XX). TOC may charge for photography rights, to be included in the merchandising budget. TOC may sell photography to players, guests and spectators, as part of the merchandising budget.

TOC will provide WFDF with no fewer than 2 complimentary accreditation credentials for official event photographers for archival purposes.

TOC will provide WFDF with no fewer than 100 high resolution (10 megapixels) digital action photographs from the event as part of the final report.

Website

TOC will register a unique domain name for the Tournament. TOC will maintain a website containing all information required for the players and teams to register for the Tournament and to secure accommodation and food packages for the Tournament

The website will provide for on-line registration of teams and players through a web interface. During the Tournament, the website will display results of all games.

TOC shall use the WFDF scoring system and to incorporate such data into its web site in order to provide live scoring and statistics. TOC and WFDF will work together to develop and improve the system.

10. Intellectual Property

WFDF will retain all rights to any intellectual property developed by it or its employees or contractors for the event, but will grant free license to the TOC to use any such intellectual property for the (Event Name 20XX) event. Likewise the TOC will retain all rights to any intellectual property developed by it or its employees, volunteers or contractors for the event, but will grant free license to WFDF to use any such intellectual property for future WFDF events.

Intellectual property includes, but is not limited to; still photography, computer software, written material and video material. A copy of the (Event Name 20XX) website will be supplied to WFDF 12 weeks after the tournament is completed – for archival purposes, and a final static copy of the website will be provided no later than 12 months after the event. Should the TOC elect to remove this information from the web prior to the end of the 12 month period, TOC agrees to provide said copy of the website to WFDF prior to removing it from publication on the Internet.

11. Risk Management

TOC will maintain a risk management plan for all aspects of the tournament organisation and present it to WFDF four months in advance of the Tournament.

12. Responsibility

In organizing the tournament, (TOC/Organization Name) agrees to make every effort to ensure that it acts according to and upholds (Country) laws and regulations, including but not limited to laws and regulations governing non-profit organizations, taxation, employment, safety, protection of the environment and responsibilities of event organizers.

TOC holds WFDF, its President, Board members, officers and coordinators, agents and consultants harmless from any claims and liabilities that may arise from the TOC's organisation of the tournament, including, but not limited to, claims and liabilities arising from inadequate insurance coverage.

III. Timeline

The following timeline should be followed by TOC:

T-12months (minimum)

All National Associations informed of the dates and venue of the tournament, including contact names and numbers.

T-11months

Official invitations sent to each National Association with information regarding costs and availability of accommodation, food, players package and other tournament services.

T-7months

National Associations notify TOC of teams selected to play at (Tournament Name). Only players approved by the National Association can enter. All Team Fees to be paid. All provisional numbers of players, coaches, guests for each team to be submitted to TOC.

T – 6 months

TOC provides updated bid proposal and budget to WFDF.

T-3months

All teams and players approved by the National Association to register players with TOC. This includes provisional roster. Team registration closes.

T-3months

All Player Fees and food and accommodation costs to be paid.

T-6weeks

WFDF seeds teams and devises tournament format and playing schedule. All teams notified immediately when schedule is finalized and approved by WFDF.

T-4weeks

All individual player registration closes.

TOC provides pre-tournament update of the budget to WFDF

All exceptions to this timeline to be approved by the WFDF Ultimate Committee Chair.

T + 12 weeks

TOC provides final report for event to WFDF

IV. Budget

TOC shall:

- present an interim budget six months prior to start of the tournament.
- present a pre-tournament update of the budget one month prior to the start of the tournament.
- present final accounts for the local aspects of the tournament twelve weeks after the end of the tournament.

All budgets should include a specific breakdown of:

- Income
- Accommodation and Food costs
- Field costs
- Player package costs
- Social costs
- Other expenditures

There should be individual itemized costs per player and an overall tournament figure for each area of the budget. These areas should follow the budget outline that is included in the Bid Proposal for WFDF sanctioned Ultimate tournaments.

One month before the opening day of the event AFDA shall pay WFDF 50% of the estimated total WFDF sanctioning fee, which has been collected from the players for the event. Six (6) weeks after the last day of the event AFDA shall pay WFDF the balance of the WFDF sanctioning fees collected from the players.

TOC shall accept that WFDF will not be responsible for any financial aspects of the Tournament beyond that stated above. Any loss at the Tournament shall be the responsibility of TOC. TOC is responsible for the budget as a whole and for all of its parts.

100% of team/player and guest subscriptions shall be used for tournament infrastructure and providing those player services, which are available on an equal basis to all players and/or guests. Any unexpected surplus resulting from these subscriptions will be paid to WFDF.

It is expected that the income from team, player and guest subscriptions will be less than the costs of the tournament infrastructure and the player/guest services provided to all, and that such services will be subsidized by the marketing budget through sponsorship or otherwise.

Eight weeks after the final day of the tournament, together with the final accounts of (name of event), TOC shall present a separate player services surplus/deficit calculation indicating the revenue gathered through team/player and guest subscriptions and the costs incurred in providing the above mentioned player and guest services.

Income will also be derived from the marketing budget - including sponsorship, government grants, advertising, marketing, concessions, beverage sales, merchandise, and spectator admission.

TOC agrees to pay 15% of the net sponsorship procured by the TOC for the event to WFDF. This is in recognition of the value of the WFDF Tournament brand, making possible the Tournament and bringing several thousand potential consumers to the TOC for the Tournament. This net sponsorship and product sales is determined after the following costs are deducted from gross sponsorship and product sales income:

- costs of marketing, including costs of sponsorship, media, merchandising, spectator services
- player services provided from the marketing budget
- donations to charity
- non-current assets
- tax

TOC shall pay WFDF this sum (12) weeks after the last day of the event.

V. Final Report

TOC will provide WFDF with a Final Report package no later than 12 weeks after the completion of the Tournament. The final report should include a summary covering each major aspect of organizing the event, notes on major obstacles/issues and solutions, and recommendations on areas for improvement for future WFDF events.

The following items are required as part of this report:

- financial statements including budget and actual
- an evaluation of WFDF's relationship with the TOC and suggestions to improve WFDF's supervision of the Tournament final risk management plan, and a list of all incidents that occurred which were covered by the plan
- list of registered players and guests in each category and division
- final tournament results (may be included in website)
- all game results
- all newsletters
- a static copy of the Tournament website
- 120 minutes of high definition video footage
- 100 high definition digital still images

The following items are optional and may be included as part of the report:

- details of media appearances and clippings (if available)
- website hits, broken down by day and page or section
- numbers of viewers on web streaming, if applicable
- an environmental evaluation of the tournament, preferably including an estimate of waste produced, recyclable and non-recyclable, and greenhouse gas emissions, including those attributable to travel by participants

VI. Event Contract Agreement

In signing this contract both parties accept all aspects of the contract outlined above. The signatories affirm that they have the express approval of their Board or Executive Committee as appropriate to enter into this agreement.

Each party listed below will sign the contract and will receive a copy for themselves. The Chair of the Ultimate Committee will keep the original with all original signatures.

It has been a pleasure working with you and we look forward to a great tournament.

Organization Name
Tournament Director
Mailing Address
Email
Telephone

Organization Name
TOC Member
Mailing Address
Email
Telephone

World Flying Disc Federation
WFDF President
Mailing Address
Email
Telephone

World Flying Disc Federation
WFDF Chair of Ultimate Committee
Mailing Address
Email
Telephone

ATTACHMENT: TOC event bid and budget