



***Bid Guidelines for
World Ultimate and Guts
Championship Events***

***Includes World Ultimate, Ultimate Club,
Junior Ultimate, Under 23 Ultimate,
World Guts and Regional Ultimate Championships***

WORLD FLYING DISC FEDERATION

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1. INTRODUCTION

1.1 Welcome

Thank you for your interest in hosting a WFDF Championship event!

This document lays out the guidelines on how to prepare a bid to host one of the following WFDF Championship events:

- World Ultimate and Guts Championships (WUGC)
- World Ultimate Club Championships (WUCC)
- World Junior Ultimate Championships (WJUC)
- World Junior U23 Championships (WU23C)
- Regional/Continental Ultimate Championships (Asia-Oceanic and Pan-American)

In order for WFDF to make an informed decision when selecting the best qualified hosts, it is crucial that your bid include as much information as possible. Please read through the background information about WFDF and its Championship events, 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 endeavour, and WFDF thanks you for your interest and commitment to disc sport. We rely on hosts like you and your community to help us to bring together the best Ultimate players in the world in competition and fellowship. We are committed to growing our sport, and these high-level events help to increase Ultimate's exposure and development throughout the world, while allowing new generations of Ultimate players to experience fantastic WFDF competition.

These bid guidelines form the basis for the event contract and are an integral part of the commitment given by the Tournament Organizing Committee. If you have any questions regarding the bid process or your bid proposal for a WFDF Championship event please, please contact the Executive Director at ed@wdf.org.

We wish you good luck with your bid!

1.2 About WFDF

The World Flying Disc Federation (WFDF) is the international governing body for flying disc sports, with responsibility for:

- sanctioning World Championship events.
- establishing uniform rules of play.
- setting standards for and recording of world records.

WFDF is a federation of international flying disc associations (primarily national associations), with no individual members.

WFDF has member associations in over 60 countries, from all six continents around the world. Formed in 1985, WFDF is a not-for-profit corporation, incorporated in Colorado, USA.

Disc sports represented include: Ultimate, Beach Ultimate, field events (distance, accuracy, self caught flight, discathon), Guts Frisbee and Double Disc Court.

WFDF is a member of SportAccord, The International World Games Association (IWGA), and the International Council of Sport Science and Physical Education (ICSSPE).

Flying disc sport rose with the invention of plastic and celebrated its 50th anniversary in 2007.

1.3 About WFDF's Ultimate Championship Events

First staged in Gothenburg, Sweden in 1983, the WFDF World Ultimate and Guts Championship (WUGC) was established to develop a high-level tournament for the best Open, Women's and Junior Open Ultimate players in the world. It was contested again the following year, and then moved to a biannual event thereafter. These Championships were held for National teams.

The first Club team Championships debuted in 1989 in Cologne, Germany and continued on a biannual calendar. The World Championships alternated each year between Club teams and National teams until 2000, when it moved to a biannual schedule where each Championship event took place every four years. As the event continued to grow, from 18 teams in 1983 to 136 in 2010, it was necessary to adjust the tournament schedule in order to be able to find hosts that could accommodate a tournament of this ever-growing size. There were other factors involved in this decision, including the costs of tournament participation and travel for players and teams from all around the world.

From its inception, the primary national team competition divisions in WUGC were Open, Women's and Junior Open. The Masters' division was added in 1988, the Mixed division in 1998 and Junior Women's in 2000. In 2002 the Junior championships evolved to be a biannual event, with every second championships as a stand-alone event. In 2010 the WFDF Congress voted to separate the Junior divisions entirely from the Senior divisions. The World Clubs Championships are contested in the Open, Women's, Mixed and Open Masters divisions.

While the standard required to win a WFDF Championship event is incredibly high, the event is rooted in its ambition to bring together Ultimate players from around the world. This is an opportunity for countries and teams with newer levels of Ultimate development to be exposed to higher levels, helping to improve their level of play and understanding of the sport through exposure and competition. It is an opportunity for international friendships to be made and fostered, which is highly valued by the participants. The level of competition at the top end is high, but it is also broad as teams from around the world come to participate in a WFDF Championship event.

1.4 Structure of WFDF Events

For each of its Championship Ultimate events, WFDF seeks hosts from around the world. A national flying disc federation, community flying disc association or league, or an individual can submit a bid within the allotted time line. However, all bids must be endorsed by the member organization from the home country of the bidding organization (see Section 2.2 below).

A host is selected by the Ultimate Committee, in consultation with the Guts Committee, and then is contracted to plan and produce the tournament, with the help of Tournament staff and volunteers, primarily recruited from the local host community. The Tournament Director reports directly to WFDF's Executive Director. WFDF's Executive Committee, Ultimate Committee, (Guts Committee for WUGC), Tournament Committee and other WFDF committees will support the selected host as needed.

1.5 Previous Event Hosts

World Ultimate and Guts Championships

2008	Vancouver, Canada
2004	Turku, Finland
2000	Heilbronn, Germany
1998	Blaine, Minnesota, USA #
1996	Jonkoping, Sweden
1994	Colchester, UK
1992	Utsonomiya, Japan
1990	Oslo, Norway
1988	Leuven, Belgium *
1986	Colchester, UK
1984	Luzerne, Switzerland
1983	Gothenburg, Sweden

Mixed division added * Masters' division added

World Ultimate Club Championships

2010	Prague, Czech Republic
2006	Perth, Australia
2002	Honolulu, Hawaii, USA
1999	St. Andrews, Scotland #
1997	Vancouver, Canada
1995	Millfield, UK
1993	Madison, Wisconsin, USA
1991	Toronto, Canada
1989	Cologne, Germany

Mixed Division added

World U23 Ultimate Championships

2010	Florence, Italy
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World Junior Ultimate Championships

2010	Heilbronn, Germany
2006	Devens, MA, USA
2002	Latvia

Pan-Asian Ultimate Championships

2009	Manila, Philippines
2007	Kaoshiung, Chinese Taipei

1.6 WFDF Event Cycle

Event	Description	Divisions	Guts Division	Eligibility	Potential Host - Bid Due Date
World Ultimate Club Championships	Held every four years (2010, 2014, 2018...)	Open, Women's, Mixed, Masters	None	Club teams who qualify through their national organizations. WFDF Member countries are allotted a certain number of teams per division.	Three years in advance
World Ultimate Championships and World Guts Championships	Held every four years (2012, 2016...)	Open, Women's, Mixed, Masters; expectation of addition of Women Masters and/or Mixed Masters in 2012	Open Women's (4 country minimum)	National teams who are selected through their national organizations. WFDF Member countries are allotted one team per division.	Three years in advance
World Junior Ultimate Championships	Held every two years (2010, 2014, 2018...)	Junior Open, Junior Women's	None	National teams who are selected through their national organization. WFDF Member countries are allotted one team per division.	Two to three years in advance
Regional Events	Held every two or four years, depending on the region (2009, 2011, 2015...)	Open, Women's, Mixed, Masters, Junior Open, Junior Women's	None	TBD	Two years in advance
World Under 23 Ultimate Championships	Frequency of this event is to be decided by WFDF Congress during 2011	Open, Women's, Mixed	None	National teams who are selected through their national organization. WFDF Member countries are allotted one team per division.	Two Years in advance

1.7 WFDF Future Event Schedule: 2011 – 2016

<i>Year</i>	<i>Event</i>	<i>Event Date</i>	<i>Event Location</i>	<i>Description</i>	<i>Bids due by</i>	<i>Interested Hosts</i>
2011	Asia Oceanic Continental Ultimate Championships	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	2010	
	Pan American Continental Ultimate Championships	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	2010	
	World Beach Ultimate Championships		<i>Lignano, Sabbiadoro, Italy</i>	O, W, X, M, MM, GM	2010	
	World Overall Championship	<i>July 18-23</i>	<i>Fort Collins, CO, USA</i>	O, W, M	2010	
2012	World Ultimate Championships and Guts Championships	<i>TBD</i>	<i>TBD</i>	Ultimate: National Teams O, W, X, M Guts: National Teams – O	2011	Austria, Chinese Taipei, Japan, Michigan, South Africa, UK
	World Junior Ultimate Championships	<i>TBD</i>	<i>TBD</i>	National Teams JO, JW	2011	
2013	IWGA World Games	<i>Jul 25 – Aug 4</i>	Cali, Colombia	6 National teams qualify at WUGC 2012	N/A	Bid process owned by IWGA
	Asia Oceanic Continental Championships	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	2011	
	Pan American Continental Ultimate Championships	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	2011	
	European Beach Ultimate Championships	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	2011	

<i>Year</i>	<i>Event</i>	<i>Event Date</i>	<i>Event Location</i>	<i>Description</i>	<i>Bids due by</i>	<i>Interested Hosts</i>
2014	World Ultimate Club Championships	TBD	TBD	Club Teams O, W, X, M. <i>There is an ongoing discussion relating to the potential need to split this into two events – potential bidders should check latest situation</i>	2011	
	World Junior Ultimate Championships	TBD	TBD	National Teams JO, JW	2012	
	World U23 Ultimate Championships	TBD	TBD	National Teams O, W, X	2012	
2015	Asia Oceanic Continental Ultimate Championships	TBD	TBD	TBD	2013	
	Pan American Continental Ultimate Championships	TBD	TBD	TBD	2013	
	European Continental Ultimate Championships	TBD	TBD	TBD	TBD	Event sanctioned by EFDF/EUF
	European Continental Ultimate Championships	TBD	TBD	TBD	TBD	
	World Beach Ultimate Championships	TBD	TBD	TBD	2013	

As of February 2011.

Divisions

O – Open

W- Women's

X – Mixed

M – Open Masters

JO – Junior Open

JW – Junior Women

MM – Mixed Masters

MW – Women's Masters

GM – Grand Masters

2. HOST ELIGIBILITY REQUIREMENTS

2.1 WFDF Membership and Dues Payment

In order to submit a bid, the prospective host's National Federation (NF) must be a WFDF member in good standing. This means the host country must be:

- a regular member of WFDF
- up-to-date with all membership fees (paid-in-full for all previous membership years and for the current year when bid is being submitted)

2.2 Support of National Federation

All bids must include a description of the relationship of the bid committee with the National Federation (NF).

If the bid committee is not directly affiliated with the NF, the final bid must include a letter of endorsement from the NF.

The NF does not necessarily have to be involved with the planning of the event, but they must be aware of and support your intentions.

2.3 Bid Committee Structure

It is preferred that the bid committee be a non-profit organization registered in their country, or they must be affiliated under an "umbrella" non-profit organization, such as their National Federation. The committee is strongly encouraged to ensure that they adopt a structure that protects their personal financial interests, i.e., ideally eliminating any 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 values and interests, such as tobacco or alcoholic beverages.

3. BID SUBMISSION

3.1 Bid Application Process

Bids should be submitted according to the schedule listed in the “Future Event Schedule” listed on pages 9 and 10 of this document.

Your main contact will be the WFDF Executive Director. He will follow up with you directly, asking for more information, clarification or supporting documents. The Ultimate Committee will review all bids and make a recommendation on the selected bid to the WFDF Board of Directors for final approval.

There will be an opportunity to respond to any questions arising from the Ultimate Committee’s review of each bid, prior to the recommendation being sent to the Board.

In general, WFDF is expected to award hosting rights 2-4 months after the bid deadline. All the bidders and WFDF members will be notified of the results via email, and it will be announced on www.wfdf.org.

Please send an electronic and a hard copy of your bid to:

Executive Director
ed@wfdf.org

President
president@wfdf.org

Ultimate Chair
ultimatechair@wfdf.org

Guts Chair (WUGC Event)
guts@wfdf.org

Additional addresses, if needed, will be provided to you at a later date.

4. BID DOCUMENT GUIDELINES

Please prepare your bid document according to the following guidelines, providing as detailed information as possible for each item in this section. These are the criteria for which WFDF 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 WFDF decision-making process. It is also the intention of the WFDF Board to distribute tournament sites as equitably as possible on a geographic basis, while taking into account the distribution of Ultimate players world-wide.

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.

If you are selected as host, all of these planning areas will be explained more thoroughly in the Tournament Director's Manual.

While at this stage it is not required that your bid include a detailed time-line of events leading to the tournament itself, it is recommended that this be included. A final timeline will be agreed upon by WFDF and the host organization once the bid is accepted. These further guidelines will include:

- team and player registration information and deadlines (decided by the TOC)
- team and player eligibility (decided by WFDF)
- team and player fees, payment procedures and time-line (decided by the TOC)
- player uniforms regulations (decided by WFDF)
- the seeding of teams (decided by WFDF)
- tournament format and scheduling information (decided by WFDF)
- WFDF anti-doping rules and WADA international standards
- and much more!

Please note that many of these areas will be driven primarily by existing WFDF policies.

4.1 WFDF Championship Event Guiding Principles

A WFDF Championship event does not just take place on the competition field. 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

Although there are no typical “professional” athletes in the Ultimate world, all of the athletes competing at a WFDF Championship event are competing at their highest levels. Your bid should acknowledge and respect that the needs and expectations of the athletes hold the highest priority, both on the field and off.

On the field and during competition, there must be first aid and emergency medical care at all competition areas – including the availability of ice for the treatment of injuries. Ample supplies of water must always be provided to allow for adequate hydration of athletes. It should be noted that ice is an essential part of recovery and injury management for elite sporting teams and many teams will want access to substantial quantities of ice. It is not necessary to provide ice-baths for free.

Off the field, all services should go smoothly for the athletes, 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, hostels and dorms 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

Although Ultimate is an amateur sport, WFDF's 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 better to partner with existing companies or agencies that are experts in certain areas to help ensure smooth and successful operations.

WFDF Championship events are definitely about the players, but please don't forget that there are more people involved. Families and friends are there to support the players; sponsors of clothing and discs sell merchandise; local dignitaries, government officials and business people come to observe, spectate, or participate in ceremonies. There is often local and international press, as well as blogs, Twitter and other social media outlets. Games are streamed live on the tournament website, and videos and clips are shown on other sites and internet channels such as YouTube.

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 tournament newsletter, from the commentating during the final games to the awards ceremonies: please think through all areas, and ensure that they are planned with dignity, respect, knowledge and enthusiasm.

Value

Ultimate players are, for the most part, fully funded through their own contributions. With airfare, tournament fees, lodging, and uniforms, the cost of playing Ultimate can be quite expensive. We aim to provide WFDF Championship events that are a good investment in the career of an Ultimate player. We work to ensure that they receive quality services, as well as quality competition, throughout their WFDF experience, so they get good value for their investment.

4.2 Business Plan

A. Proposal Statement

- Organisation (association, club, team or individual) hosting the tournament with contact information
- The name of the tournament to be hosted
- Proposed tournament dates:

Northern Hemisphere: World and Regional events should be held in July or August.

Southern Hemisphere: World events should be held in July or August, if possible. The timing of Regional events is for the time being left open as it is well understood that July-August may be inappropriate in some circumstances.

Alternate dates need to be discussed with the WFDF Ultimate Committee.

Junior and age group events should also consider school and college semesters / terms and aim for periods where the majority of competing nations are on vacation.

Final event dates are decided upon and approved by the WFDF Ultimate Committee.

- The motivation behind the bid to host the tournament. What are your goals for this event and why do you want to bring it to your community?
- The unique features of your region, city, site and/or Ultimate community that will contribute to a successful event, and how hosting this tournament will be beneficial.
- Other comparable sporting events (Ultimate and other sports) held at your site.
- Criteria for a successful event and by what indicators that success will be measured.
- An introduction to key personnel on the bid committee and how they will be utilized as potential members of the Tournament Organizing Committee.

B. Local Support

- Role of government support or other agencies (i.e./ Convention and Visitors Bureaus, Sport Commissions, Mayor's office, event service companies, sport institutions, schools, etc.). Please include any official letters of support.
- Efforts made to secure an indication of financial support of the tournament from the local government.
- Role and support of the flying disc National Federation and local organisations in your bid.

C. Geography and Climate

- Map of the host community indicating locations of key facilities (e.g. playing fields, stadiums, warm-up areas, accommodation, and ancillary venues) with a detailed listing of distances and travel times between them. Please specify the travel times indicating the relevant mode of transport.
- Projected costs of flights from major international cities such as San Francisco, CA, Sydney, AUS, Tokyo JPN, Bogotá COL, London ENG, and Munich DEU to the host country for that time of year.
- Distance from major international airports, train stations and seaports to the tournament site. Include public transportation services from point of arrival to the tournament site/accommodation and their costs.
- Description of typical weather during the proposed tournament dates, including daily sunrise and sunset, average precipitation and wind.

4.3 Human Resources and Development

A. Tournament Organising Committee (TOC)

It is imperative for a well-functioning TOC that staff positions are filled by people who have significant experience in these areas. The time leading up to the tournament is relatively short, and it is in the best interest of all to ensure that staff members bring with them a wealth of experience and expertise, rather than learning “on-the-go”. Please list the staff information detailed below and include an accompanying organizational chart.

- Tournament Director
 - Contact information, qualifications, work history.
 - Experience with Ultimate, event management, general management, marketing and other relevant areas.
 - Experience with previous WFDF events.
 - Additional skills, experience and strengths that are applicable to this position.
- Key Management Staff – please include contact information where applicable, job descriptions, qualifications and experience. Areas of responsibility should include:
 - Fields
 - Competition
 - Statistics
 - Accreditation (registration and check-in)
 - Accommodation
 - Medical
 - Marketing/Sponsorship
 - Public Relations/Communications
 - Media/Broadcasting
 - HR/Business
 - Social functions
 - IT
 - Finance/Legal
 - etc.
- Please indicate which staff positions are paid and which are volunteer, and the time-frames of these positions.
- For those positions that are not yet filled, please include a recruitment strategy or plan on how to fill them and a pool of talent in your area from which to recruit (e.g. how many large national or international sporting events have been held in the country or region from which you might find skilled staff members? How many large Ultimate tournaments have been run by the National Federation or local flying disc association?)
- In some functional areas it is more realistic and efficient to partner with existing companies or contractors to complete the necessary tasks. Examples of these areas could include: website development, legal advice, accounting, auditing, hotel booking, transportation, and accreditation. Decide what makes the most sense within your budget and with the human resources you have available.
- Tournament Staffing Plan – detail the proposed numbers of staff and volunteers for fields/scoring, medical services, accommodation, catering, media, etc.

B. Volunteers

- Volunteers – detailed list of volunteer positions, numbers required, preliminary schedules, recruitment strategy and training plan.

- It is recommended to have a ratio of 200 volunteers for a 100 team tournament.

C. Facilities for Staff and Volunteers

- Offices/work spaces for staff and key volunteers leading up to and during the tournament.
- Volunteer Centre – a place where volunteers can check-in and out, get information, take breaks, and have refreshments during the tournament. Location, services provided, etc.
- Meal plan for staff and volunteers during the tournament.
- Apparel for staff and volunteers.
- Accommodation options for volunteers and, where applicable, key staff members.

D. Development and Legacy Programmes

- Development Programme - How the event will enhance player development pathways and opportunities to grow the sport in the region. Describe how this event and surrounding development activities will positively impact the local Ultimate community and greater community. Plans to work with the community and/or local schools to teach Ultimate, promote the event, encourage spectators, recruit and train volunteers, etc. Include Development Programme goals, staffing plan, etc.
- Legacy Programme – Explain the degree to which the award and organization of the event would enhance the status and local capabilities of the sport of Ultimate following the completion of the event. How the host plans to utilize the event to improve or enhance long-term opportunities for youth players/programmes and how this will fit in with other development projects. Include details of follow-up programmes and how they link to the events being hosted at this location.

E. WFDF Staff - Facilities and Services

- Accommodation, food, and tournament registration for six (6) WFDF Officials: - President , CEO/Events Manager, Ultimate Chair or delegate, Guts Chair or delegate, Treasurer and Secretary. WFDF will pay for any other officers/directors.
- WFDF Members' Forum and Congress
 - Meeting room available for a minimum of 40 people for eight hours on a day preceding the tournament start – WFDF to confirm date.
 - Phone line or WiFi available for Internet access.
 - Conference call telephone facilities available for WFDF officers
- Access to other meeting facilities during the week as specified by WFDF.
- A minimum of two workstations with high-speed internet access for WFDF officials, ideally at Tournament Central.

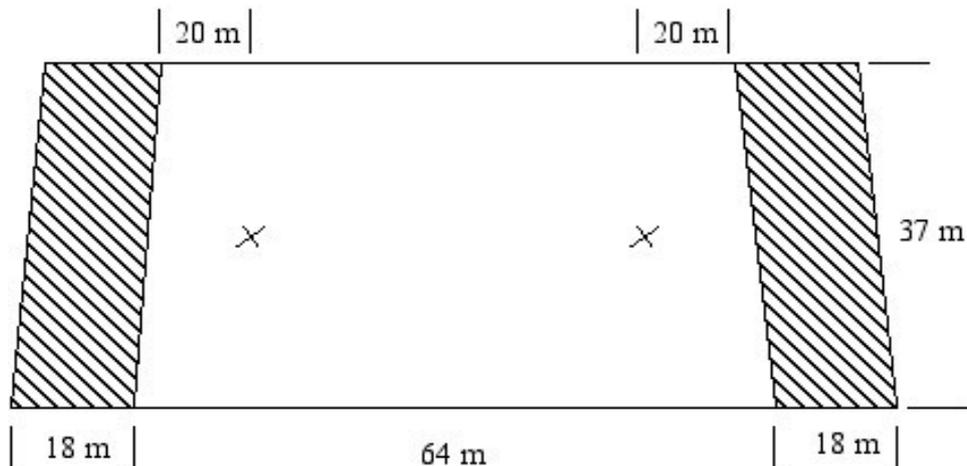
4.4 Competition Management

A document outlining the number of teams by division that competed in past WFDF events is available on the WFDF website.

A. Fields

Ultimate Fields

- Number of Ultimate fields and location (include map)
 - WUGC – approximately 20 fields
 - WUCC – approximately 30 fields
 - WJUC – approximately 10 – 12 fields
 - Regional Events – approximately 10 – 12 fields
- Fields must be available from 8:00 a.m. – 7:00 p.m. daily so that five games can be played per day.
- Sufficient warm-up areas for all fields – please describe what is available (e.g. running tracks, empty field space, indoor facilities)
- Field requirements (as per WFDF's Ultimate Rules)
 - *The field of play consists of a 64 m by 37 m rectangle called the playing field, with an 18 m by 37 m rectangle called an end zone aligned along each of the 37 m sides.*



- *Surface: The playing field may have any surface, although well trimmed grass is suggested, which is essentially flat, free of obstructions and holes, and affords reasonable player safety.*
- *Goal Lines: Goal lines are lines which separate the playing field proper from the end zones and are part of the playing field proper.*
- *Perimeter Lines: Perimeter lines (sidelines and end-lines) are lines separating the playing field from the out-of-bounds area and are not part of the playing field.*
- *Markers: The corners of the playing field proper and the end zones are marked by cones made of a brightly coloured, flexible material.*
- *Restraining Line: A restraining line shall be established 3 m - 5 m from the playing field to ensure that the sidelines remain clear during play.*
- *Line Markings: All lines shall be marked with a non-caustic material and shall be between 5 cm and 10 cm wide.*
- *5 m buffer zone separating each field from all obstacles.*
- Please note that a playing field cannot in general be altered or decreased in size or dimensions to create the required restraining line. Fields should be correctly identified and measured at this stage of the planning process. It is understood that some venues present specific problems when

laying out Ultimate fields, but any changes to the field dimensions must be approved by the WFDF Ultimate Committee. This information should be available as part of the bid document.

- Competition fields should be of high quality grass, or “artificial turf”. A description of the quality, type of surface (if other than grass), slope and surrounding areas for all fields and their relative locations should be included in the bid. In addition to addressing any safety issues, this helps with scheduling and getting the most of the “best” fields throughout the competition. Please include a photograph of each field space.
- Buffer Zones:
 - There should be a 5 m buffer zone around each field. This allows for player safety and the integrity of the game without any intrusion of obstacles, people or equipment in the out-of-bounds areas.
 - There should be no potential hazards to player safety within the 5 m buffer zone. This includes concrete walls, metal poles, sprinkler heads, etc. If there are any situations where this is not attainable for some of your fields, please indicate the measurements of the proposed buffer zones, what the obstructions are, and what remedies the TOC will put in place to avoid any potential hazards (e.g. padding on goal posts or rubber mats on concrete or other hard surfaces,).
 - Please also describe any other situations where fields do not meet the 5 m buffer zone but may still be acceptable in terms of player safety, such as fields that are surrounded by an athletics track or are soccer pitches.
 - Please note that no equipment can be placed within the 3 m zone around each field. This includes drinks, bottles, chairs, scoreboards, bags, etc. Players and spectators cannot be within this 3 m zone either. WFDF will determine with the TOC if there is designated player sidelines and spectator sidelines or areas which will help with the general field set-up.
 - Please contact WFDF with any of your concerns or questions when planning for these areas.
- Arena/stadium field for Opening/Closing Ceremonies, Showcase Games, Opening/Final Games (if different than above).
- The Final Games should have adequate seating to accommodate:

Event	# of Spectators
WUCC	3,000
WUGC	2,000
WJUC	2,000
WU23	1,000

Proper viewing corridors should be in place for all spectators.

- Lining of fields and cones
- Scoreboards – availability at each field location, including description, dimensions and functionality
- Suitability for spectators
- Lighting available for night games
- Parking for players and spectators (including cost if applicable)

Guts Fields

- For WUGC – 2 to 4 fields
- Fields must be available from 8:00 a.m. - 7:00 p.m. daily.
- Sufficient warm-up areas – please describe what is available (e.g. running tracks, empty field space, indoor facilities)

Guts - Field of Play

- **Dimensions:** The field of play shall consist of two parallel lines, designated as foul or goal lines, parallel to each other and 14 m apart (15 yd, 11 in). The line shall be equal to the cumulative width of the scoring zones of the players on the team behind the respective line.
- **Surface:** The playing field may have any surface, although well-trimmed grass is suggested, which is essentially flat, free of obstructions and holes, and affords reasonable player safety.
- **Markings:** The foul or goal lines shall be marked with a non caustic material and shall be between 5 and 10 cm wide. The length of the lines shall be 15 m. As an alternative, a rope along the foul line, secured in place at the end of each line may be used. The choice of whether to use the rope shall be made by the tournament director prior to the start of play.
- **Spectator Control:** The entire playing area shall be separated from the spectators by lines or rope to ensure spectator safety and prevent unnecessary interference of play.

B. Field Map

- To illustrate all of the requirements listed above, please include a map depicting:
 - How the fields are laid out and numbered.
 - The general quality of each field.
 - All buffer zones between fields, including measurements (5 m ideally). Please indicate all potential hazards.
 - The main field for showcase games.
 - Event facilities including merchandise, food and beverage, security, changing rooms, bathrooms, water, medical, officials booth, announcers, lit fields, shaded areas, bleachers, shuttle bus stops, etc.
 - Annotated Google map if possible (indicating how recent the images are).

C. Field Contingency Plan

- Possible scenarios making main fields unavailable and back-up plan.
- Specifically a statement should be made about field use and availability in the case of rain or other inclement weather.
- Detailed plans for maintaining the surface quality of the showcase and semi-final fields.

D. Competition Facilities and Services

- **Tournament Central/Players' Centre** – location, dimensions, services offered, shelter in case of rain or sun, TOC and WFDF workstations or office space. If food is to be served here, include relevant information as well.
- **Public Information Centre** – location, dimensions, services offered (tournament information, games schedules, results, directions, “conciierge”, newsletter distribution, information about event transportation, accommodation, catering and social events).
- **Scorekeepers' Briefing** – meeting space adequate for 20-40 people prior to the event. May be used for other personnel training as well.
- **Captains' Meeting** – indoor location capable of hosting a minimum of 200 individuals for WUGC and 250 for WUCC events.
- **Concessions** – plan for food/snack vendors at all playing fields/arenas. Will the TOC run operations or will this be outsourced? If lunch is not included as part of the event meal plan, tournament organizers **MUST** make sure that appropriate concessions are provided at the fields. There should be an ample number of vendors selling good quality food that is varied, healthy and geared towards athletes (including vegetarian and other requested options). Food should take into consideration the multi-cultural dimensions of the tournament. How will you expedite the distribution/sales process to avoid long lines and keep the wait time to purchase food to a

minimum? Will seating be provided in this area?

- Internet Café – computer stations with high speed internet for players' use or access to WiFi.
- Tournaments Merchandise Sales – plan for display/sales at all playing field locations/arenas.
- Shade for players – ample number of tents or other shaded areas for players – description, quantity of tents, layout, etc. Preferably there should be shade/cover at every field.
- Toilets and changing rooms including shower facilities available at each site location. Include the number of toilets for each gender per location and proximity to the fields. Cleaning and servicing schedule of these facilities .
- Portable rest rooms that are needed at each site location (please indicate on field diagram the proposed layout). Include cleaning and servicing plan.
 - Guidelines for portable rest rooms based on a usage of 8 – 10 hours per day:

# of People	Units Needed
250 - 500	8
500-1,000	9
2,000	15
3,000	21
4,000	30
5,000	36

- Plan for the distribution of drinking water at all fields for all games. Include amounts and availability, staffing requirements and a plan for extremely hot weather..
- Ice should be free and available at all fields sites for injuries as well as cooling down due to exertion and heat. In locations where high temperatures might be expected, the TOC should plan to provide ice at every field. Plan for purchase, storage and distribution of ice. “Free” does not include providing ice-baths.
- Complimentary snacks at each field, appropriate for athletes in competition such as fruit, power bars, etc.
- Describe other planned services, facilities or features that would enhance the players' experience at the fields.
- Event signage plan:
 - Informational signage – identifies locations such as fields, shuttle bus locations, tournament facilities, catering hours and menus, etc. Tournament/game schedules and transportation schedules posted strategically at the venues.
 - Directional signage - directs individuals to field #'s, as well as other critical facilities such as Players' Centre, Medical, Restrooms, etc.

E. Scoring and Results Management

- Local hosts should plan to use the WFDF scoring system (same used at WUCC 2010), as it will provide live scoring and statistics. WFDF and the TOC will work together to continue to develop and improve this system.
- TOC to provide mobile phones and/or SIM cards for scorekeepers, and training on how to use the system. A backup paper system needs to be in place too.
- Results service – plan for relaying information to Tournament Central, the press, etc. and posting results at the Players' Centre, Public Information Centre, event website and other locations.
- Display facilities for posting playing schedules and results at all venue locations and accommodation sites, on the tournament website, etc.
- Sound system for announcements and game commentary at each location, as available.
- Scorekeepers and timekeepers – operational plan, including staffing and scheduling.

- Communication plan for staff at and between fields (as well as other venues as needed such as transportation and accommodation) – radios, cell phones, etc.

F. Showcase Games

- Showcase games should be scheduled for each evening of the tournament, even when there are other events taking place. These should encompass every division and should feature games that might reasonably be expected to be competitive.
- The semi-finals should be featured games and staggered in the schedule to maximize the number of spectators. At the very least the schedule should be organised to enable players to watch the semi-finals in the divisions in which they are competing.
- The Open and Women's finals should be in the stadium and filmed/broadcast.

G. Awards

- The TOC will provide first, second and third place team trophies for each division. Past event organisers created trophies that reflected their city, country or region or were created by artists from the local Ultimate community.
- The TOC will provide medals for all players in the top three teams of each division. A minimum of 30 medals should be produced per team. A number of generic medals without engraving should be kept on hand in case of need. Players and up to four support staff are eligible to receive medals.
- The TOC will provide one team trophy for the "Spirit of the Game" winners of each division. An additional gift for each member of each of these teams is usual: e.g. something related to the sport or the region that they will be able to use again – a keepsake or useful item, including inscription of the award and division, if possible.
- The design of all trophies and medals is to be approved by WFDF. WFDF will supply the text.

H. Players' Pack

- The TOC should provide Players' Packs to each player. These are usually distributed at Team registration.
- Players' Pack contents:
 - Mandatory Items*
 - Tournament Information: e.g. Players' Handbook (or other printed piece)
 - WFDF Rules
 - Transportation schedule
 - Other important tournament-related information not included in the Handbook.
 - Optional Items*
 - Tournament Disc
 - Sponsor information and/or products
 - Other ideas: bag, sun screen, quality water bottle, visors or caps, bottle openers, etc.

Please note: Player fees may contribute directly to the costs of providing crucial information, and a heavily discounted tournament ultimate disc, but all other gifts should be covered by sponsorship or otherwise simply not provided at all.

I. Medical Services and Facilities

- The TOC is responsible for the tournament-related health and safety of all players and as such must provide appropriate medical care, equipment and materials for event participants while on site at the tournament. This service is essentially basic first-aid care, but also must include the capability to deal appropriately with serious injuries or other emergencies. Beyond that, players are directed towards local medical facilities such as hospital emergency rooms.

- Basic first aid care should be provided free at point of delivery for all registered players and staff at the tournament site, including all satellite field locations
- First aid should be delivered in the first instance by experienced first aid trained volunteers. Typically one first aider is required per 2 – 3 fields.
- Supporting these first aiders should be physiotherapists experienced in field-side sports work. Typically one physiotherapist is required per 6 – 8 fields.
- A doctor with experience in sports injuries should be available at each major field location (8 or more fields).
- The medical team will require communication equipment, transport and relevant medical equipment / sports kits.
- Other clinical services may be offered to players on a fee-for-service basis, such as physiotherapy and massage therapy.
- Identify nearby hospitals, medical facilities, and ambulance services, and include proximity to the fields, accommodation and other venues. This information must be included in the Players' Handbook.
- Please create a preliminary medical emergency response plan.

J. Insurance

- The TOC is responsible for providing third party general liability insurance to cover all players, staff and spectators from accidental damage as a result of holding the tournament. WFDF must be listed as co-insured on the Certificate of Insurance. This will be included in the event contract, and insurance should be in effect all the dates of the tournament, including all registration and check-out days. This includes insurance for all temporary structures, the housing and food options and medical treatment for non-playing injuries occurring on the tournament site. (Please check with all of the venues to see what insurance benefits/requirements they have.)
- Please provide a preliminary plan for insurance including costs and the name of the insurance company that will be used.
- Insurance standards (minimum):
 - \$1M USD per occurrence, \$2M USD aggregate
- The TOC should notify WFDF of the arrangements for the insurance no less than 6 months before the tournament start. **The tournament will not proceed without this.**
- The TOC must collect signed waivers from participants – **required by all players before competing.** WFDF will provide the text for the waivers to the TOC. The TOC should deliver the waivers to the WFDF representative on-site before the beginning of the event.
- While not required, organizers may want to identify and direct players to optional medical insurance coverage for purchase. Please provide information if this is an option. At the very minimum, the TOC should encourage event participants to procure travel and medical insurance on their own.

K. Anti-doping

- In 2003, the Congress of the World Flying Disc Federation acknowledged that doping in sport is against the spirit of sport and contrary to Article 102 in the WFDF Rules of Flying Disc Sports. As such, WFDF and its members are expected to abide by and adhere to the WADA World Anti-Doping Code. This commitment was renewed by the Board in 2009.
- Per the code, anti-doping testing may occur at any WFDF World Championship event.
- Bidding organizations should present information on available testing facilities and associated costs within their country
- Organisations bidding to host WFDF events in the period 2011 – 2015 should expect that anti-doping will be an area under continuous review, and that the extent of testing and education at WFDF events will increase each year.

4.5 Event Services and Logistics

The experience of the players off the field is just as important as those on the field during a WFDF Championship Event. It is the directive of the TOC to ensure that all of these areas go smoothly for the players so they can focus on themselves, their teams and the competition. Although you may not have all the details of these plans finalized at this time, it is important to begin to build the foundation for each of these areas and ensure that they are efficient, accurate and meet all expected and unexpected needs. These areas are extremely important to putting on a high quality event.

A. Accreditation and Registration

- All individuals associated with the event must register through the WFDF system and receive personal event accreditation when on-site. This is the basis for event security.
- Event Registration - plan for how individuals and teams will register for the tournament. This information should include contact information, housing selection, catering selection, dietary restrictions and other special needs. Capturing this information in one place will make the process more manageable.
- Accreditation card – Cards should be printed on card stock and laminated. The TOC can create a design that is consistent with their tournament and logo, but WFDF will have final approval and will provide the text for the card. Individual photos should also be on the card. Please keep in mind that accreditations cards are often saved as keepsake items from tournaments, so they should be of good quality. Provide lanyards so the badges can be worn during the tournament.
- Accreditation categories:
 - Athlete
 - Team Support
 - WFDF
 - Event Staff
 - VIPs
 - Event Medical Staff
 - Press/Photo
 - Guest
- Access zones – please list any areas that individuals will be required to wear accreditation in order to gain access. Determine how these will be used – e.g. access to venues, transportation, and special events. Will the car be used for catering purposes? Please remember that having accreditation checkpoints will impact staffing/volunteer needs as there will need to be people checking accreditation cards at each access point.
- Accreditation card distribution – Identification badges with lanyards issued at check-in for players, staff, volunteers and other groups as needed. It is recommended to pre-print the cards in advance in order to speed up distribution.
- On-site team check-in and registration – location, schedule, process. Plans must be made so that players/teams can check in quickly, including having a help desk for resolving issues and concerns. Prior to check-in, teams must be clearly informed as to the on-site location of the check-in area. Distribution of Players' Packs should take place here as well.

B. Accommodation

- Include a range of accommodation options available with prices for players, staff and guests: various-priced hotels and alternative accommodation such as dorms, hostels, camping, etc. Include room size, number of beds per room, bathroom facilities, catering facilities, etc.
- For a Junior-level event, school classrooms, as used for many European tournaments, may be offered as one of a range of options but not for WUGC or WUCC. If used, 24 hour security must be in place to protect people and possessions.
- All accommodation options should be inspected in advance to ensure that they are clean, safe and

quiet.

- Ideally, all accommodation options will have internet access in the rooms or at least a location within the lodging that offers internet hookup or WiFi.
- Include the proximity of all lodging options to all field locations. Please include a map indicating these locations.
- Include a transportation plan if the accommodation is further than a short (10 – 15 min) walk from the field venues. When considering teams competing in the first time slot of the day, all players must be able to arrive at the fields an absolute minimum of 1 hour before the start of the game.
- Please indicate the availability and proximity of supermarkets, chemists (pharmacies) and other relevant services located near the accommodation. Please include relevant information in the Players' Handbook.

C. Catering/Meal Plan

Food for a WFDF Championship event needs to be planned well in advance, and the dietary considerations of world-class athletes needs to be of the utmost importance. The available food and meal plans should be planned accordingly. Quality and quantity is key. A certified nutritionist from a local university or from the food service industry can be consulted to help plan the menu. Players will note their dietary restrictions when they register, and these should be planned for and respected. Vegetarian, allergy-free and low tolerance food options should always be available at all catering venues. The food served should take into consideration the multi-cultural aspects of the players and should include a variety of foods and food staples that will be appealing to most people. Players need to be able to access food quickly and conveniently, in order to fit in to their playing and rest schedules. Please note that players in the first and last games each day need full access to food services. This may mean food services being available from 6am until 11pm.

Athletes should be able to start eating breakfast at least 2 hours before the start of their first game (preferably longer if they wish), and sufficient time must be factored in to cope with the number of athletes that might be affected. Please ensure that there is sufficient transportation to the breakfast venue, as needed.

Athletes competing in showcase games that finish after 8pm must be offered specific support to obtain appropriate food (as above) within one hour of the end of their game.

At WFDF Championship events in general, breakfast and dinner are served at the hotel/lodging or a designated cafeteria or restaurant. Lunch and snacks are available at the fields. Lunch can be bought with a meal coupon as part of a pre-bought meal plan or offered for purchase.

- Describe food options available for players and guests – list meal plan options, where it is served, and the hours available. Will breakfast be included at any hotels or lodging options? Preliminary menu description for all options. Hours of operation for all catering venues.
- Access to food – will there be a meal ticket system, accreditation card swipe or other system that will control the meal plan?
- General location of nearby restaurants, supermarkets and convenience stores to fields and accommodation.

D. Event Transportation

- Transportation plan for:
 - Shuttle service from airports and other arrival points to accommodation and team registration may be provided but is not required. Arranged by TOC and/or through hotels.
 - Bus service for the transport of players from accommodation to all field sites, if necessary.
 - Bus service to special events from fields and/or accommodation, if necessary. Includes

- ceremonies, showcase games and finals, trading nights, etc.
- Include preliminary service plan and schedules. Plan for peak hours to be incorporated into the schedule, as well as flexibility for all players to travel when needed. There must be a sufficient number of buses to accommodate all transportation requirements. Eventually, the transport plan must be carefully integrated into the tournament schedule.
- Other options including public transportation and taxi service (list phone numbers of preferred taxi companies in the Players' Handbook).

E. Security

- Describe the plan to ensure security for players and their possessions on the fields, at their accommodation, and at tournament events.

F. Ceremonies

- Opening and Closing Ceremonies – these are an important component of WFDF Championship events and should be planned accordingly. Plans and scripts should be developed for these ceremonies. A master of ceremonies should emcee the event, and make sure to include city officials and dignitaries, sponsors, and other guests in the event where appropriate. The key to a successful ceremony is to make it a fun, interesting and energetic event – one that does not last too long. You are welcoming the athletes to your city and inaugurating the event, and then saying good-bye to them and bringing them together at the close of the event. These ceremonies should be thought of as celebrations.
 - Opening Ceremonies – should include a parade of nations/teams, a few speakers such as the Tournament Director, the WFDF Executive Director, a city official, a sponsor, etc. Speeches should be short. Entertainment that is relevant to the host city or culture can be an added feature. If the opening ceremony precedes a showcase game, please plan to start the game quickly after the close of the ceremony. The opening ceremony can be in the city centre or other location, rather than at the fields, if appropriate.
 - Closing Ceremonies – should include a few short speeches of thanks and congratulations to all of the players, coaches, volunteers, TOC staff, sponsors, local government officials, etc.
 - Award Ceremonies - should be formal and professional, and they can take place after each final game or during the Closing Ceremonies. Podiums should be used if possible or at least a demarcation thereof. A protocol for the award ceremony will be developed with WFDF and a script should be followed. Utilize sponsors, local government officials and other VIPs to help present the awards.

G. Social Events

- Trading Night – takes place mid-week. Requires a large space with tables where players can lay out t-shirts, discs and other apparel that they wish to trade with others. The location should be close to the accommodation if possible. The space should be large enough to handle large crowds and should have the capacity to hold a minimum of 500 people. Transportation to and from the event, if needed, should be sufficient and on an on-going basis.
- Closing Party – description of the location and capacity. Plan for food, drinks, music etc. All players, registered team personnel, event volunteers and staff should be able to attend.
- Other Events - discos, films, informal meeting places during the week, etc.
- Are there any local regulations of late-night parties or events?
- All events must comply with WFDF Alcohol Policies (see section 4.2 E).
- Timing of social events during the tournament must be considered carefully when athletes have

games the next morning.

H. Alcohol Policy

- For JUNIOR Championships please acknowledge that you will follow WFDF's alcohol policy:

All WFDF Junior events are alcohol free. All players agree in their participant agreement that they will not drink alcohol (or use any illicit drugs) while at the tournament. No alcohol may be sold, served or distributed at official tournament venues. Team officials and support staff, WFDF officials and tournament staff may not drink alcohol while on duty or within a tournament venue or official accommodation. No alcohol sponsors are allowed at the tournament.

- For WUCC and WUGC alcohol is for sale/served at the fields, social events and/or at catering venues. The TOC should ensure that there are controls in place to ensure that under-age drinkers do not access tournament-provided alcohol. Additionally, the TOC should develop a responsible service of alcohol plan.

4.6 Marketing

A. Event Marketing and Promotions

- Plan for advertising and promoting the event and all surrounding activities via print, radio, TV, etc. Describe target audiences, goals, etc.
- Describe how marketing ties in to Development and Legacy programmes.
- Showcase facilities and supplies for the Tournament including national flags, grandstand seating, corporate hospitality, etc.
- Facilities for spectators and guests including VIP and Hospitality services.

B. Sponsorship

- WFDF and the TOC will determine any relationship between tournament sponsors and WFDF sponsors and develop a plan to work together to secure sponsorship.
- List and describe TOC sponsorship, including companies approached or to be approached, and the estimate of financial or product contribution. Please include letters confirming this.
- The TOC will pay 15% of net sponsorship revenue from the event to WFDF.

C. Sales and Merchandising

- WFDF's Role
 - Establish all policies related to merchandise and apparel sales (including sales by WFDF members and/or teams), licensing (including use of tournament logo by outside companies) and event exhibiting with the exception of food and beverage.
 - Solicit, approve and manage the relationship with the official merchandise supplier(s),
 - Work with official event merchandiser(s) to determine the quantity and range of merchandise.
 - Approve the final design of the event logo.
- TOC's Role
 - Design tournament logo (subject to approval by WFDF).
 - Provide covered space to official event merchandise supplier(s) and other exhibitors for sales of products and services.
 - As needed, provide support staff to merchandisers and exhibitors (for liability reasons, it is preferred that all merchandisers provide their own staff).

D. Event Signage

- Informational signage – plan for signs depicting location such as fields (numbered), event facilities, catering venues, menus, shuttle bus stops, transportation schedules, etc.
- Directional signage – plan for signs that give direction to key locations where necessary such as fields, restrooms, catering venues, etc.
- Please make sure that at “process” locations, where there will be a lot of people, such as team registration or accommodation check-in, there is sufficient amount of signage telling people where to go and what the procedures are. This will help provide guidance during sometimes confusing processes.

4.7 Media, Broadcasting and Publications

A. Media

- Media Plan - Print, Internet, Radio, TV
- Social media plan for event promotion and communications
- Photography – services, plan for posting to website and other outlets, photos for sale, etc.
- Video Services - HDTV video content for internal purposes
- Results service – TOC to provide mobile phones or SIM cards to sync in with the scoring software.
- Website – creative and editorial. Needs to have live internet streaming and be able to support a mobile version.
- Streaming video
- Information/Press Centre or office – location, results services, interviews, access and services for other press, internet access, computer work-stations, etc.

B. Broadcasting

- WFDF is the owner of all TV and internet broadcasting and any other media rights of WFDF World Championships.
- TOC to source a host broadcaster who can provide a feed that can be sold internationally.
- Host Broadcaster – minimum requirements:
 - Film the major semi-finals and finals with live feed available in the appropriate region (which may mean worldwide).
 - If possible, film the feature games each night of the competition.
 - Other footage can be done by “amateurs”.
 - Projected costs if the TOC has to fund completely.
 - Availability of the footage to be purchased by players / teams.

C. Publications and Design

- Publications
 - Tournament newsletter – plan for a daily newsletter with coverage of the tournament – schedule, results, photos, interviews, equal coverage of all divisions, etc. Should be available through the web and mobile devices with targeted content.
 - Player's Handbook – a handbook, guide or equivalent publication that includes relevant tournament and local information.
 - Volunteer Manual – handbook that includes information from training sessions, tournament rules and information that is relevant to their jobs.
- Design and artwork
 - Design of event logo - the correct name of the event needs to appear on the logo, including the acronym “WFDF”.
 - Posters, banners, website design, etc.
 - All final designs and logos need to be approved by WFDF before publication.
 - Sample logos from previous WFDF events – please see next page

Sample Logos From Previous WFDF Events



5. Budget

5.1. Budget Preparation and Template

Please prepare an estimated budget to include when submitting your bid by using the accompanying *WFDF Ultimate Championship Budget* template as a guide.

This will help WFDF to evaluate and give you feedback on your bid. A well-planned and reasonable budget is essential to a successful tournament. Please be as thorough as possible.

Your budget should:

- reflect all aspects of your bid
- be divided into income and expenditure
- include a range of accommodation and catering options (including player costs if a player chooses not to take up your choice of accommodation or catering options.)

Please remember to include the WFDF sanctioning fee (in USD, per player) when calculating player fees.

Event	Fee (per player)
WUGC and WUCC	\$30
WJUC	\$15
WU23UC	\$20
Regional Championships	\$10

Budgets require constant revision and the TOC is required to submit a revision of its budget to WFDF:

- six months before the tournament.
- six weeks before the tournament.

This enables WFDF to monitor and advise the TOC on financial aspects. If you have any questions during the budget preparation process, please contact WFDF for assistance.