**AGREEMENT FOR PDGA EURO TOUR EVENT**

### Insert Name of Euro Tour Event

This mutual agreement (the "Agreement") sets forth the minimum terms and conditions between **(HOST)**, a **(type of entity)** registered in **(state)** (herein termed "Host”) and the Professional Disc Golf Association Europe, a non-profit corporation registered in Finland, (herein termed "PDGA Europe"), regarding **(event name)** to be held beginning on **(start date)** and ending on **(end date)** in **(city, state)**, hereinafter called the “Event".

**Article 1: TITLE**

The official title of the tournament is to be **(event name)**. The official title is to be used in all references to the Event including logos, merchandise, media and Event publications whenever practical.

**Article 2: RECOGNITION OF PDGA SANCTION**

As a feature of this mutual agreement, PDGA Europe grants to HOST a royalty free non-exclusive, worldwide right to use the attendant PDGA marks, i.e., PROFESSIONAL DISC GOLF ASSOCIATION™, PDGA™, PDGA Europe™ and PDGA Euro Tour™ logos (collectively, the "PDGA Marks"), as well as the PDGA trademarked title PDGA Euro Tour™, solely in conjunction with the Event.

HOST agrees that one or more of the PDGA Europe Marks shall appear on all Event promotional materials including without limitation any electronic or printed information prepared by HOST in conjunction with the Event. PDGA Europe shall retain the rights to control the nature and quality of the goods and/or services provided by HOST under PDGA Marks.

**Article 3: PDGA RESPONSIBILITIES**

* Provide the approved rules governing the competition, not including the ground rules specific to the venue (HOST should prepare these with assistance from PDGA Europe).
* PDGA Europe will provide and pay for PDGA Europe Representative(s) to attend and assist the Event. The PDGA Europe Representatives are the PDGA Europe Liaisons to the Event, and are primarily responsible for marshaling, media exposure, marketing, and promotion of PDGA Europe and the Euro Tour Elite Series. Other responsibilities may include media relations, or aiding the Event in other ways that the Host and Representatives see fit.
* Make information available to players, fans, and media persons about the tournament operations, etiquette, and Euro Tour Standings through the use of PDGA Europe websites and social media platforms.
* Provide infrastructure for live scoring and reporting procedures (PDGA Tournament Manager application, PDGA live).
* Coordinate international sponsorship development and management of the Euro Tour Series.
* Provide corresponding financial support to individual events from all sponsorship activities on a Tour level.
* Provide a video coverage of the event.
* Coordinate international publicity through the establishment and maintenance of contact with international media before, during and after the tournament.
* Placement of the Event information on pdgaeurotour.com including linkages to HOST website.
* Provide guidelines to the HOST for award distribution in accordance with PDGA Tour Standards.
* Waive a 100€ A-tier tournament fee (for both Open and Masters divisions events).
* Be added as a co-signer for local agreements as may be required.
* The PDGA Europe will work with HOST to solicit media coverage from industry outlets in order to provide post-produced and live tournament coverage. PDGA Europe Tour Manager will work with HOST to determine media initiatives, including cost, videography assignments, timeline, etc. PDGA Europe Tour Manager will determine PDGA Europe financial contribution to media initiatives and sponsors participation.
* The PDGA Europe will provide branding assets for placement around course(s).
* Provide Host with evaluation of Event, including problem areas and suggestions for improvement no later than one month after the conclusion of the Event.
* Provide a sponsorship for Open division and Masters event.
* Provide a caddy book and hole graphics at least 1 month prior to event.

NOTE: The principal PDGA Europe contact with the HOST is to be the PDGA Europe Tour Manager, who may in turn delegate specific areas of responsibility to other PDGA officials.

**Article 4: HOST RESPONSIBILITIES**

Since the Euro Tour is designed to present competitive disc golf in its most professional and competitive form, the following HOST RESPONSIBILITIES are presented. As such, Euro Tour Tournament Directors should review this portion of the agreement carefully and evaluate your resources objectively to ensure you and your team will meet these standards.

**PROMOTION**

* Produce event graphic design as early as 6 months prior to the start of the event. PDGA Europe MUST review and approve design(s) to meet normal etiquette standards and mitigate any potential conflict of interest with any sponsorship arrangements.
* Coordinate and manage the solicitation of local and regional event sponsors.
* Assist PDGA Europe or their partners/resources on generation of local and regional publicity.
* Provide event information (i.e. tournament name, dates, venues, sponsor info, event schedule, course and hotel directions, contact information, course map, ground rules, and any other information pertinent to the event) to be posted on the HOST web site or sent to PDGA Europe Tour Manager.
* Include PDGA Europe and Euro Tour logo on event website, promo material and other related social media pages on prime position.

**MEDIA**

* MUST coordinate with PDGA Europe Tour Manager 120 days from start of event to identify and execute any and all Media initiatives.
* All video, audio, and photographic rights of the event are retained by PDGA Europe. Dedicated media workspace with power, internet access, and shelter from elements required at tournament central.
* It is recommended that media teams be included in any hospitality access during the event.
* Please contact the PDGA Europe Tour Manager for further Media policy details.

**REGISTRATION**

* Use Disc Golf Scene for registration.
* Use PDGA live as primary scoring method.
* All competitors must be a current PDGA member at time of registration to continue through the completion of the event.
* Required use of tiered registration for all ETs. Suggested tier limits are:

|  |  |
| --- | --- |
| **2023 - tier registrations** |  |
|  | **Stage 1** | **Stage 2** | **Stage 3** | **Stage 4** |
| **MPO** | 1000 | 975 | 950 | 800 |
| **FPO** | 910 | 880 | 850 | 700 |
| **MP40** | 940 | 900 | 860 | 700 |
| **FP40** | 840 | 780 | 730 | 700 |
| **MP50** | 910 | 860 | 810 | 700 |
| **FP50** | 810 | 740 | 700 |  |
| **MP55** | 880 | 820 | 750 | 700 |
| **FP55** | 760 | 700 |  |  |

**COURSES AND EQUIPMENT**

* In accordance with PDGA Course Design Guidelines ([www.pdga.com/documents/pdga-course-design-guidelines](http://www.pdga.com/documents/pdga-course-design-guidelines)), the HOST will provide appropriate course(s) for play. PDGA Europe may review and approve course(s) to meet PDGA desired guidelines. Any new event or course to the Euro Tour will undergo further evaluation and is subject to approval by PDGA Europe Tour Manager.
* On any individual disc golf course, all catching devices shall be PDGA approved (Championship level) basket-type catching devices, all shall be of a uniform make and model on the same course, shall be of metallic construction with inner chains installed and all shall be in good and updated condition.
* The course layout for the tournament, including first round target placements, out-of-bounds areas, teeing areas, and paths to the next holes must be determined and sufficiently marked no later than 72 hours (3 days) before the start or first tee-time of the first round of the event as per PDGA Tour Standards. All temporary tee and pin locations must be marked on course and noted in caddy book. *Note: “Start of the Event” means the morning of the first day of competition, so a three-day, Friday-Sunday Euro Tour would need to have its courses ready for practice no later than Tuesday morning.*
* Rules governing special conditions along with any waiver requests MUST be submitted to the PDGA Europe 3 months prior to the start of the event for review and possible approval.
* Course and ground rule information (caddy book) will be produced by PDGA Europe and HOST needs to send appropriate information at least 3 months prior to the event.
* Players must be provided a warm-up area for throwing. This area should provide enough space (or equipment, i.e. large net to throw into) for drive, approach, and putt shots. Warm up area must be dedicated, marked for players only and spectators shall not be allowed to enter.
* All courses must have non-earthen tee areas located at or above ground level. Tee surfaces should be safe, consistent, perfectly flat and well-marked.
* All OB and drop zone areas are *recommended* to be marked with WHITE paint, as it is the easiest color to see by those who are color-blind.

**PLAYER/ SPECTATOR AMENITIES**

* Secure appropriate and sufficient player and staff lodging availability for the Event.
* Players/Fans will be provided a schedule/list of events, tee-times, and player responsibilities no less than 1 week before the first tee-time of the first round on the Host website or in a caddy book.
* Players will be provided a final course map, ground rules, and final tournament schedule no less than 72 hours before the first tee-time of the first round.
* Tournament volunteers will be located throughout the course to assist competitors and to help manage galleries and media, so that they do not distract competitors during their round.
* At least two restrooms per course must be located separately throughout the tournament venue (i.e. closest to tournament central and a point on the course farthest from tournament central- 2 restrooms at each) to ensure to players, fans, and media persons reasonable access during the round.
* Provide water for players at each course per PDGA Tour Standards. Required to have at least 30 total gallons on the course placed every three holes at the start of each round, to be regularly maintained during each round. We recommend adding some fruit (bananas) and even sport recovery mixed drinks there too. Refreshment stations should have a shelter (a tent).
* To create consistency between ET events, a Competition Table needs to be setup at the Tournament Headquarters at each course. At a minimum this table should contain a clock, tournament schedule, list of grounds rules & special conditions, course map, standings, and tee times.
* Emergency medical contact information including names and phone numbers available at Competition Table and/or Tournament Headquarters.
* HOST club may maintain a Pro Shop and other vendor space at tournament central for players, fans, and media persons to purchase disc golf equipment and gather information about the tournament or the sport as a whole, if allowed by the park.
* Players’ packages may be provided to each of the players but must not be deducted from the payout.
* It is recommended that a Spectator Guide be created, so that visitors to the event have a general idea of etiquette, best practices and areas to view the competition. If competition takes place in a public park, each entrance must contain such a Guide to make incomers aware of the tournament.

**EVENT OPERATIONS**

* Determine player eligibility and qualification when necessary.
* Produce a detailed schedule of events to be approved by PDGA Europe.
* Provide the necessary insurance information (otherwise insured, etc.) to PDGA Europe Tour Manager no later than two months before the event.
* Follow the terms set forth in the PDGA Sanctioning Agreement. Terms in this Event Contract supersede those of the Sanctioning Agreement.
* Follow the practices as developed and issued by the PDGA as per PDGA Tour Standards, including but not limited to the following:
* Any tournament should contain added cash included in the final payout that exceeds 100% of entry fees by at least 5000€ in continental Europe and 15000€ in Scandinavia. Added cash should be distributed in a manner consistent with PDGA Tour Standards. PDGA Europe Tour Manager will work with host on acquiring enough sponsors to fulfil this requirement on all events. NOTE that this is not a requirement, but a goal for joint efforts.
* Payout calculations will be determined by awarding cash prizes in each division as agreed with PDGA Europe Tour Manager.
* Provide significant trophies for first place. Trophies for second and third place recommended.
* Event must be a minimum of 3 days long, with a minimum of 54 holes played.
* Tournament Scoring:
* Round results must be recorded electronically via PDGA live.
* Results and tee times for each round must be publicly displayed no later than one hour after all the last rounds’ scores are verified.
* Tournament payouts must be publicly displayed (in multiple locations, if possible) no later than prior to the last round of competition, as per PDGA Tour Standards.
* Tournament Staff should consist of at least: Tournament Director, Assistant TD, Scoring Manager, Course Maintenance Manager, Financial Manager, Volunteer Manager, and a Spectator/Sponsor/Media Relations Manager. It is also recommended that the staff include additional volunteer positions as required, such as live scoring volunteers and spotters positioned where course design deems necessary.
* Tournament Central for the Euro Tour event will be a highly visible pavilion, shelter, or canopy where players, fans, media, and sponsors can gather and gain information about the event. Multiple tents, sponsor amenities, volunteers, national flags of all competing players and professional audio system will be at tournament central.
* The Event players’ check-in should occur the night before the opening round of the tournament to allow the competition to get off to a fresh start the following day. A short ground rules meeting prior to each tee time is acceptable.

**POST-EVENT REPORTING**

* Round results must be recorded electronically and uploaded to the PDGA website (at the completion of each round) as well as submitted in the final TD Report (due within 24 hours from completion of the event).
* Complete the “Finance” section of the TD Report no later than 24 hours after the conclusion of the Event.
* Event and HOST will follow all applicable Country, and Local tax laws.
* Review and analyze the PDGA Europe evaluation of the Event, including problem areas and suggestions for improvement in order to better prepare for future events.
* The Tournament Financial Report will include only revenues specifically derived from and designated for the pre- and post-Euro Tour Event operations.
* Acknowledge the contributions of all sponsors, volunteers, and community organizations. Also, it is recommended to request feedback from sponsors in order to better serve future events and services.
* Organize a club meeting specifically to evaluate the strengths and weaknesses of the tournament as per PDGA Europe evaluation, so that the appropriate adjustments can be made before the next event.

Many of these responsibilities are to be done through cooperation between PDGA Europe and the HOST. The Event timeline requires consistent communication and collaboration between the two parties, as many responsibilities are interrelated.

**ARTICLE 5: EVENT TIMELINE**

This is a basic timeline for this event. Any changes should be agreed upon by Host and PDGA Europe.

*[October or 6 months prior]*

* Event logo and associated graphics proposed by HOST and MUST BE approved by PDGA Europe
* Publicity campaign and sponsor outreach continues
* Event staff coordinators are announced with contact information.
* Announce event information (i.e. tournament name, dates, registration date(s), venues,
* Appropriate and sufficient player and staff housing availability secured by HOST

*[December or 3 months prior]*

* Event, course and competition schedule proposed by HOST, approved by PDGA Europe
* Provide sponsor info, event schedule, course and hotel directions, contact information, course map, ground rules, and any other information pertinent to the event) to be reviewed by PDGA Europe, then posted on the website

*[2 months prior]*

* All necessary insurance requests submitted to PDGA

*[72 hours prior]*

* Courses required to be setup for first round configuration. Temporary holes or courses need to be clearly marked and have baskets. All OBs and mandatories should also be clearly marked or defined.
* Course maps and ground rules and caddy book will be made available to players, either on HOST website or hard copy, or both (preferred)

*[24 hours post]*

* Submission of Event TD Report to Tournament Manager

*[1 month post]*

* Event wrap up, including financial summary to PDGA Europe completed.
* Event evaluation will be provided to Host by PDGA Europe Representative.

**ARTICLE 6: SPONSORSHIP**

To avoid the development of sponsorship conflicts, both the PDGA and Host agree to maintain open communication about sponsorship contacts. PDGA reserves the right to review and disallow any potential sponsor of the Event in the case of sponsorship conflict, or if the sponsor does not meet sponsorship guidelines as laid out by the Board of Directors. Sponsorship guidelines are available at <http://www.pdga.com/documents/sponsorship-advertising-policy>.

**ARTICLE 7: RESPONSIBILITY**

* HOST agrees that PDGA will not be responsible for any financial aspects of the tournament beyond those stated above.
* HOST shall provide all appropriate tax information related to the Event to participants and governmental agencies as required by law.
* HOST hereby releases, discharges, covenants not to sue, and agrees to hold harmless the Professional Disc Golf Association and PDGA Europe, its respective administrators, directors, agents, officer, volunteers, and employees, the participants, any sponsors, advertisers, and if applicable, owners and lessors of the Event premises (each considered one of the “Releasees” herein) from all liability, claims, demands, losses or damages caused or alleged to be caused in whole or in part by the negligence of the HOST. **It is implied that the HOST will have all participants sign a waiver of liability prior to beginning play** by having a well formulated waiver in the Disc Golf Scene prior to registration start (this way all participants must agree to it by registering). PDGA Europe can provide a sample if necessary.
* PDGA Europe hereby releases, discharges, covenants not to sue, and agrees to hold harmless the HOST, its respective administrators, directors, agents, officer, volunteers, and employees, the participants, any sponsors, advertisers, and if applicable, owners and lessors of the Event premises (each considered one of the “Releasees” herein) from all liability, claims, demands, losses or damages caused or alleged to be caused in whole or in part by the negligence of the Professional Disc Golf Association or PDGA Europe.
* This Agreement constitutes the entire understanding of the parties concerning the subject matter hereof and revokes and supersedes all prior agreements between the parties. This Agreement shall not be modified or amended unless mutually agreed upon by HOST and PDGA Europe.
* The parties hereto are independent contractors and nothing herein shall be construed as creating a partnership or joint venture between them. Neither party shall have the power to obligate or bind the other except as otherwise agreed upon in writing.
* This Agreement shall be construed under the laws of Finland. Any dispute, controversy or claim arising under or related to this Agreement shall be adjudicated by a court of competent jurisdiction within Finland.
* No waiver by either party of any breach of this Agreement shall be deemed a waiver by such party of any other breach of this Agreement.
* Should any provision of this agreement be adjudicated by a court of competent jurisdiction as void, invalid or inoperative, such decision shall not affect any other provision hereof, and the remainder of this agreement shall be effective as though such void, invalid or inoperative provision had not been contained herein.

In signing the Agreement, the HOST and PDGA Europe representatives confirm and accept all aspects of the understandings which are outlined above.

**On behalf of HOST On behalf of PDGA Europe**

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 Name of Authorized HOST Representative (printed) Name of Authorized PDGA Representative (printed)

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 Authorized Signature of HOST Authorized Signature of PDGA Rep

Date: Date:

HOST Tax ID No.:

Address: Address:

Phone: Phone:

Email: Email: office@pdga-europe.com

HOST is to complete, sign, and date this agreement and return to PDGA Europe Representative. The PDGA Europe Representative will then sign and return one copy to the HOST for their records.

The PDGA Europe Board greatly appreciates your willingness to host this important tournament and looks forward to working with you as a team to produce a very successful event.