**PRE-EVENT**

Select Venue that Meets Field & Spectator Guidelines as Outlined in the USAWFL Rulebook

*Final venue selection must be made a minimum of 6 weeks prior to the tournament date*

*Share with Move United for team communications*

Secure Appropriate Event and Venue Insurance

Provide Guidance Sheet on Travel to Area (Nearest Hotels, Restaurants for Groups, Etc.)

*No formal hotel group contract is required unless there is only one option in the area or the tournament is held on a weekend where hotels are typically difficult to come by in your city - i.e. a local race or festival weekend*

Work with Move United to create a Tournament Schedule & Bracket

Recruit and Train Officials (Minimum of 3 per Game)

Recruit and Train Needed Event Volunteers

*Volunteer areas include, but are not limited to: Check-In, Scoring and Timing, Down Marker Sideline Volunteer, Equipment Management*

Recruit On-Site Medical Staff

Create Emergency Action Plan

*Share with Move United for team communications*

**DURING TOURNAMENT**

Provide Check-in and Credentials for Officials, Volunteers, Teams & Coaches as Appropriate

Ensure Tournament Runs Smoothly

*Ensure Games Start on Time, Provide Space and Em Cee for Opening & Award Ceremony as Appropriate, Provide Appropriate Traffic Flow In/Out of Accessible Changing Areas,*

Have Appropriate Supply of Equipment (Footballs, Pylons, Scoring Sheets, Etc.)

Ensure Athletes have Access to Hydration Stations Throughout Tournament

*Water Fountains are Acceptable*

Provide Wheelchair Storage Throughout Tournament Dates

Provide Area for Officials and Classifiers to Rest Between Games

Ensure Appropriate Recognition of Move United and Sponsors

Encourage Sportsmanship at All Levels, including Coaches, Players, Officials, Volunteers and Spectators

Optional:

*Tournament Clothing Sales/Giveaways*

*Team Dinners*

*Concessions - Recommended if food options are not available near the venue*
MOVE UNITED TO PROVIDE

Team Registration Portal & Collection of Rosters, Classification Details, Etc.
Event Management Planning Assistance Throughout Planning Phases (as needed)
Pre-Event Communication to Primary Team Contacts
On-Site Staff Member
Classifier, Including Travel, Lodging, Fees (if needed)
Tournament Awards/Trophies
Assistance with Scheduling
Assistance with Marketing (if needed)
Post-Event Survey and Evaluation to Participants, Officials, Coaches & Volunteers

Results will be shared with host site