



NATIONALS

Planning Blueprint

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About Move United

Move United is the national leader in community adaptive sports, empowering 100,000 youth and adults with disabilities each year to live to their fullest potential. Move United's 200 member organizations in 43 states and D.C. are united by a single mission: ensuring everyone, regardless of ability, experiences the life-changing power of sport and is fully included in their community.

Move United, an Affiliate of the U.S. Olympic & Paralympic Committee, provides opportunities for individuals with disabilities to become physically and emotionally stronger through participation in more than 70 adaptive sports. Established in 1956, Move United offers community-based sports recreation, education and competition that push people further, bring people closer and leave no one on the sidelines. Join our MOVEment at www.moveunitedsport.org.

Nationals Overview

In 2023, Move United brought together two championship events from its past. Celebrating the end of the summer sport season, The Hartford Nationals conducted by Move United encompass both an adult and youth component. The weeklong event is for youth and adult athletes with a physical, visual, and/or intellectual impairment. Athletes must be classifiable under the International Paralympic Committee's (IPC) classification code and must meet qualifying standards according to classification and age divisions in order to be eligible to compete. The sports contested at the event include archery, para powerlifting, paratriathlon, shooting, swimming, track and field, and wheelchair tennis. Education sessions and clinics are included as well, for sports on and off the competition program. International athletes and/or teams are welcome with a dual medal system utilized.

The event serves as a platform to promote physical activity and independence for individuals with a disability and provides a national showcase for their abilities through sport. Athletes often experience heightened socialization, self-esteem, and confidence and develop self-discipline and focus while training for and participating in the event. Additionally, The Hartford Nationals serves as a pipeline to international competition and the Paralympic Games.

The first adult national event hosted by Move United was held in the summer of 1957 at Adelphi University in Garden City, NY and called the National Wheelchair Games. Following the pattern set by Dr. Ludwig Gutmann, founder of the modern Paralympic Games, Nationals were planned to provide a variety of competitive sports for those with disabilities. This event continued annually until 1995. At that time, the sports broke off with their respective national governing bodies to host individualized national championship events. Junior Nationals, which began in 1984, grew to include 520 participants consisting of 396 athletes and 124 coaches in 2023.



Host Cities of Nationals

Nationals is conducted in a selected host city on a consecutive two-year basis. The change in location provides an opportunity for athletes to explore diverse areas of the country, for travel costs to remain neutral in terms of distance and cost for an athlete/team to travel, and for various local hosts to gain experience in event management and to build a legacy.

Move United conducts a bid selection process based on the following priorities around a host city and partnering organization:

- A host city and partner organization progressive around Diversity, Equity, Inclusion and Access
- Sophisticated and accessible venues and hotel properties within a close proximity of each other
- Ability of the partner organization to develop, lead and manage a Local Organizing Committee
- Experience in sport event management
- Support of the local community
- Ability to general local event sponsorships, resources and media
- World class hospitality as an affordable vacation destination
- Environmental considerations such as weather

Below is a history of the host cities:

Nationals

2023 – Hoover, AL	1982 – Marshall, MN	1968 – Jackson Heights, NY
1995 – Boston, MA	1981 – Seattle, WA	1967 – Jackson Heights, NY
1994 – Leesburg, VA	1980 – Urbana-Champaign, IL	1966 – Jackson Heights, NY
1993 – Boston, MA	1979 – Queens, NY	1965 – Jackson Heights, NY
1992 – Salt Lake City, UT	1978 – Fishersville, VA	1964 – Jackson Heights, NY
1991 – Hempstead, NY	1977 – San Jose, CA	1963 – Jackson Heights, NY
1990 – Kingston, RI	1976 – Farmingdale, NY	1962 – Jackson Heights, NY
1989 – Ft. Washington, PA	1975 – Urbana-Champaign, IL	1961 – Jackson Heights, NY
1988 – Edinboro, PA	1974 – Cheney, WA	1960 – Jackson Heights, NY
1987 – Houston, TX	1973 – Jackson Heights, NY	1959 – Jackson Heights, NY
1986 – Urbana-Champaign, IL	1972 – Jackson Heights, NY	1958 – Jackson Heights, NY
1985 – Edinboro, PA	1971 – Jackson Heights, NY	1957 – Garden Heights, NY
1984 – Johnson City, TN	1970 – Jackson Heights, NY	
1983 – Honolulu, HI	1969 – Jackson Heights, NY	

Junior Nationals

2022 – Westminster / Thornton, CO	2015 – Union County, NJ	2007 – Spokane, WA
2021 – Westminster / Thornton, CO	2014 – Ames, IA	2006 – Tampa, FL
2020 – Denver, CO*	2013 – Rochester, MN	2005 – Tampa, FL
2019 – Eden Prairie, MN	2012 – Mesa, AZ	2004 – Mesa, AZ
2018 – Ft. Wayne, IN	2011 – Saginaw, MI	2003 – New London, CT
2017 – Middleton, WI	2010 – Deerfield, IL	2002 – New London, CT
2016 – Middleton, WI	2009 – St. Louis, MO	2001 – Piscataway, NJ
	1984 – Dover, DE	2000 – San Jose, CA
	2008 – Piscataway, NJ	1999 – Albuquerque, NM



1998 – Bellevue, WA
1997 – Mesa, AZ
1996 – Birmingham, AL
1995 – Ft. Collins, CO
1994 – Edmond, OK

1993 – Columbus, OH
1992 – Orlando, FL
1991 – Princeton, NJ
1990 – Ft. Collins, CO
1989 – Cupertino, CA

1988 – Johnson City, TN
1987 – Lawrenceville, NJ
1986 – Valley Forge, PA
1985 – Fisherville, VA

*The 2020 Junior Nationals was cancelled due to Covid-19.

Key Contacts for the Move United Nationals

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EVENT MANAGEMENT ROLES



Event Management Roles

The list of key roles and their responsibilities below is subject to change. The list can serve as a guide when creating a local organizing committee (LOC) and working with Move United on the subcommittees that bring the event to life.

Move United Staff led by the Competition Department and supported by the entire Move United Team...

- Set the strategic direction of The Hartford Nationals
- Offer expertise in event management and sport for athletes with a disability from the inception of the bid, through the planning and facilitation stages, to event evaluation and wrap up
- Work closely with the LOC Event Lead to ensure a smoothly planned and executed event
- Lead the subcommittees through various tasks and timelines
- Coordinate registration
- Coordinate the Move United staff and national support team
- Secure national sponsors and partners
- Establish the marketing assets and creates and activates a national outreach plan

Move United National Support Team

Managed by the Move United Competition Department, the National Support Team is made up of national sport leads, a national logistics team, national classifiers and officials who help guide, plan and implement various aspects of Nationals.

Local Organizing Committee (LOC) Event Lead

Chairperson for the LOC. Works closely with the Move United staff in the planning and management of the event. Actively works to recruit and manage the LOC. Provides overall event direction for The Hartford Nationals alongside Move United. Leads local revenue development to support the overall budget. Documents procedures and streamlines processes for the current and future renditions of The Hartford Nationals.

LOC Members

A local committee formed in the host city with expertise in event management and sport. Most of these areas will work alongside an area national lead. Organized into subcommittees to cover planning and management of the event to include:

- *Administration and Registration:*
 - Event Website – Provides content in the areas of venues, hotel, transportation, meals, volunteers, and other applicable areas;
 - Registration – Pre event, advises Move United on all logistical information to be embedded in the registration process to include but not be limited to daily lunches, Welcome Ceremony options, and Closing Celebration options including suggested fees. Manages event day registration area which entails obtaining supplies and equipment, set-up/break down, and providing local information to attendees; and
 - Online Event App – Provides local content to be added to the Online Event App.



- *Awards, Merchandise, and Shirts:* Works with local vendors to provide onsite merchandise with brand oversight from Move United. Orders recognition items for local supporters and contributors. Coordinates distribution of awards and recognition items during the event with the Move United team.
- *Hospitality (Food & Beverage, Local Flair, Information Table):* Provides welcoming atmosphere for attendees. Collects and distributes information about the host city including recommended transportation options, restaurants, and local attractions. In cooperation with Move United, conducts post-event economic impact report.
 - Food and beverage – Be responsible for the meal plan to include all food and beverage onsite for registrants, officials/classifiers, and, where applicable, family members and volunteers. Meals onsite to include daily lunch Saturday to Friday, Welcome Ceremony, Closing Celebration, support team snacks at venues, and others as agreed upon by Move United and LOC. Beverages to include bottled water and electrolyte drinks available throughout the week.
 - Participant Transportation – Transportation is the responsibility of each local athlete, coach, and supporter. To ensure a quality experience, the LOC will provide suggestions on the event website to include air transportation options, ground transportation / rental vehicle options (to include accessible vans), parking instructions for those driving their own vehicles, and notes for those parking equipment trailers. Additionally, the LOC will provide a facility map with addresses and/or directions to post on the event website and in the event application.
- *Host Hotel & Venues:* Conducts site visits, selects venues, establishes agreements, and fosters onsite relationship between LOC and facilities' contacts alongside Move United staff. Identifies and secures a host hotel as well as alternative hotels for the event. Work with Move United to secure a room block at the host hotel designated to the event for participants for the length of the event plus three days from the start date and the finish date.
- *Logistics (local):* Coordinates with Move United team to research and obtain all logistical items such as tents, tables, and storage units for the event. Provides onsite management of procured items, signage, portable toilets, hydration, and sport equipment. Offers support to the Move United logistics team for set up and take down of venues and other duties at venues throughout the week.
- *Marketing & Outreach/Public Relations:* Creates a local PR and Marketing plan in cooperation with Move United nationally. Secures a local print shop to print materials including save-the-date flyers, postcards, posters, programs, on- and off-site signage, sponsor banners, credentials and bib numbers. Coordinates local photography and videography of the event. Compiles and distributes a highlight slideshow/video of the event for Closing Ceremony. Assists Move United with web content and all social media activation before, during, and after the event. Provides onsite media relations.
- *Medical & Risk Management:* Creates a Medical and Risk Management plan for the event in partnership with Move United. The LOC recruits onsite medical coverage and organizes onsite medical spaces ensuring Emergency Medical/1st aid is provided at all venues during competition.



The LOC devises and communicates an emergency action plan for all event venues in the case of a medical issue, security threat, or weather instance.

- *Revenue Development & Vendors*: Raises funds to cover agreed upon budget line items. Recruits local financial and in-kind donors/sponsors. Provides recognition of local supporters prior to, during, and after event.
- *Socials and Special Events*: In partnership with Move United, plan socials and special events (Welcome Ceremony/Closing Celebration) for the participants and their families.
 - *Welcome Ceremony*: Plan and facilitate the Welcome Ceremony to include the agenda in consult with Move United, participation by local dignitaries, entertainment, food and beverage, venue, and volunteers.
 - *Closing Celebration* – Plan and facilitate the Closing Celebration banquet to include the agenda in consult with Move United, meal plan, entertainment, theme, venue, and volunteers.
- *Other social activities*, as applicable (ie: local sporting event tickets, networking opportunities, etc)
- *Sport*: Secures and oversees each venue. Recruits local officials and sport specific resources. Make sport specific recommendations on sponsorship and athlete recruitment channels. Procures equipment and supplies in conjunction with local/national logistics teams. *Each sport will require its own lead and subcommittee.
- *Volunteers*: Creates a volunteer outreach and recruitment plan alongside Move United. Creates and maintains a volunteer sign up site through Move United listing needs and policies around volunteering. Recruits and assigns volunteers, both individuals and groups. Provides onsite volunteer management and recognition. *Role best to be shared among two to three people to ensure coverage at all events and to avoid burnout for coordinator.



EVENT MANAGEMENT RESPONSIBILITIES OF THE LOCAL AND NATIONAL TEAMS



Event Management Responsibilities of the Local and National Teams

Nationals is the property of Move United and the Move United name and/or logo shall always appear in conjunction with the use of the term Nationals and/or its logo in all event publications and promotions to include electronic and print literature, websites, social media, Nationals memorabilia, and awards. All Nationals event information including registration forms, online registration, results, sponsors, hotels, sport qualifications, schedules, maps etc. shall be located on the Move United website at www.moveunitedsport.org. The LOC Event Lead is responsible for providing updated, timely, and relevant information to Move United to post.

The Local Organizing Committee and Host Organization Responsibilities

- Create and lead a LOC with expertise in sport event management
- Generate revenue to sustain the local budget of the event
- Identify, secure, and manage sport and event venues
- Identify, secure, and manage a relationship with a host hotel with a competitive room rate that is within a 10-mile (20 minute) radius of all competition venues and a 30 mile (one hour) radius of a major airport
- Coordinate food and beverage throughout the event
- Plan special events to include the Welcome Ceremony and the Closing Celebration and social/educational events
- Provide meal plan vouchers to classifiers, out of town officials, and support staff
- Recruit and coordinate volunteers
- Manage event details to include welcome bags, local signage, local photography/video, medical team, risk management, accessibility, etc.
- Utilize the Move United and Nationals brand throughout the event
- Produce shirts for participants
- Create an emergency action plan for all venues

Move United Responsibilities

- Set the policies and procedures and strategic direction of Nationals
- Offer expertise in event management and sport for athletes with a disability throughout the process from the inception of the bid, through the planning and facilitation stages, to event evaluation and wrap up
- Create the event schedule
- Generate revenue to sustain the national budget of the event
- Provide event insurance
- Offer network of over 20 sanctioned events as qualifiers for Nationals
- Request national classification, when applicable
- Request NGB and IF sport sanctioning, when applicable
- Create outreach plan to include membership and national partners
- Host an outreach and information table throughout event
- Offer electronic resources on event management of Nationals to the LOC
- Produce shirts for athletes, volunteers, officials, classifiers, and support staff
- Provide competition equipment through a loaner program
- Produce and provide individual and team awards
- Provide lodging, travel support, local transportation, and per diem for meals not included within the meal plan to classifiers, out of town officials, and support staff



- Provide Sport Technical Managers and event support
- Manage online registration system and process entries
- Manage event management system onsite week of the event
- Complete event evaluation

Both parties' responsibilities

- Promote the event locally, regionally, and nationally with a shared outreach plan. The rights to television, radio, video, or photography from the event belong to both parties.
- Utilize branding and signage to acknowledge the partnership of Move United and the LOC throughout the venues the week of the event. Design and produce event banners and signage, in cooperation with the LOC. Move United will design sponsor banners, funded in part by Move United for national sponsors and by the LOC for local sponsors.
- Solicit sponsorship, cash, and in-kind donations and create a shared recognition plan to acknowledge sponsors. Communicate prior to approaching sponsors to ensure no overlap.
- Keep regular and consistent communication between the LOC Event Lead and Move United staff
- Ensure timely communication out to the public
- Provide sponsor development, communication, and recognition
- Sell merchandise, if applicable
- Provide support for necessary site visit(s)
- Documents procedures and streamlines processes for future renditions of The Hartford Nationals.



HOST HOTEL REQUIREMENTS AND CONSIDERATIONS



Host Hotel Requirements and Considerations

Hotel requirements

- Competitive and affordable room rate
 - Location within a 10-mile (20 minute) radius of all competition venues and a 30 mile (one hour) radius of a major airport
 - Minimum 250 rooms available within room block on peak nights of event with at least two-thirds of those rooms being queen/queen or double/double
 - ADA rooms available
 - A large number of shower chairs must be available for participants (on a first-come, first-serve basis) for those staying in non-ADA rooms.
 - Average room night request
- *Based on 2023 athlete numbers – anticipate growth in future
- | | |
|-----------------|------------------|
| ▪ Friday: 60 | ▪ Wednesday: 330 |
| ▪ Saturday: 160 | ▪ Thursday: 315 |
| ▪ Sunday: 250 | ▪ Friday: 250 |
| ▪ Monday: 325 | ▪ Saturday: 5 |
| ▪ Tuesday: 340 | |

Hotel considerations

- Hotel amenities
 - Elevators and hotel layout
 - Is hotel layout accessible?
 - How many elevators are there and how large are they? Minimum of 3 elevators, recommended
 - Pool
 - Indoor or outdoor?
 - Accessibility of pool and surrounding area
 - Hotel transportation – shuttle, proximity to public transportation, etc.
 - Is there a cost for hotel shuttle? Is it accessible? Does it go to and from the airport?
 - Approximate cost for transport from airport to hotel
 - Food and beverage
 - Is there a restaurant onsite? Is there room service available?
 - Is coffee available?
 - Is breakfast included in room rate automatically?
 - If breakfast is not included, what is rate for cold and hot breakfast options? Is hotel willing to include breakfast in rate? Can a large room and early morning hours be set aside for the group?
 - Can outside food be brought into hotel? If yes, is there a charge associated?



- Parking
 - Is there a cost for parking?
 - How many accessible parking spaces?
 - Is walk from parking lot to hotel convenient?
 - Is parking lot capable of accommodating larger vehicles such as buses, cargo vans, cargo trucks, etc.
- Local restaurants and attractions
 - Are there restaurants and/or attractions within walking distance? If not, how far away are they?
- Room amenities – WiFi, coffee maker, refrigeration, microwave, etc.
 - Cost associated with amenities if not included
- Rooms
 - Accessible hotel rooms – How many accessible rooms does the hotel have? What types of accessible rooms do they have? (ie: wheelchair, visually impaired, hard of hearing)
 - What are the dimensions of the bathrooms in accessible room? (pictures are helpful)
 - How many beds are in wheelchair accessible rooms?
 - If there are not many, would hotel be willing to keep one wheelchair accessible room free for use by any participants staying at a hotel?
 - Non-Accessible hotel rooms
 - How many total sleeping rooms are there? How many of those are double queens?
 - How wide are paths around room and into the bathroom?
 - Bathrooms
 - Minimum width of 32 inches for accessible and non-accessible bathroom entry doors
 - How accessible is non-accessible bathroom? Dimensions and pictures. How close is the toilet to the door? Is there room on either one or both sides for a wheelchair? How high is the sink? Is area open underneath sink for wheelchair to roll under or is it a full vanity?
 - Can the bathroom door be taken off, if necessary, and a privacy curtain put up?
 - Are shower chairs available?
- Complimentary options – What kind of comps for “X” number of booked rooms are there? For example: for every 15 booked rooms one comped sleeping room for the week for LOC use or meeting space for the week
- Will an attrition clause be required within contract?
- Can event banners, sponsor banners, etc be hung in public areas of the hote? If so, is there a fee associated?



EVENT VENUE SPACE & EQUIPMENT NEEDS



Event Venue Space and Equipment Needs

Safety is the most important aspect of event management. Emergency Medical/1st aid and security must be provided at all venues during competition. The nearest medical facility shall be posted and communicated to all registrants. The LOC shall devise and communicate an Emergency Action Plan for all competition venues in the case of health concerns, inclement weather, natural disaster and/or a security issue. Ultimately, the LOC must provide a safe, accessible environment for participants, coaches, spectators/family members, staff and volunteers.

All aspects of the event should comply with ADA guidelines. The following items are needed throughout every area listed.

- Accessible and ample parking (to include trailers, trucks, and buses)
- Hydration stations to include coolers with water & sports drinks for participants
- Concession area and/or food vendor (if applicable)
- Electrical supply
- Free network/internet or free access to WiFi – required for Move United team and LOC, desired for participants and family members
- Lighting for outdoor space
- Medical/first aid area and risk management plan
- Accessible restrooms/accessible portable outdoor toilets within close proximity to venue
- Signage
- Spectator seating (to include accessible seating)
- Tables, chairs, tents for participants, vendors, spectators, volunteers and event staff, officials, and classifiers
- Vendor/expo area
- Volunteer check in/information area
- Utility carts to transport equipment/water

An additional equipment list is available to supplement the list below upon request to the host that secures the bid.

Host Hotel

Athlete & Coach Check In

Overview:

Serves as first point of contact with the athletes and coaches to greet them, to verify all registered events are correct, and to provide them with information needed for the week. Space should be reserved from one day prior to start of event through close of athlete and coach check in mid-week.

Venue space:

- Approx. 3,000 square feet in the host hotel

Equipment:

- Heavy-duty high-speed color laser copier



- Food and beverage throughout the day for staff and volunteers
- Sufficient outlets to support multiple computer users
- Vendor and sponsor area within Participant Check-In space or adjacent to

Archery, Para Powerlifting, and Track and Field Classification

Overview:

The process by which athletes are assessed by reference to the impact of impairment on their ability to compete in a specific sport. The classification process is conducted by Classifiers, who are educated, trained, and certified to conduct the classification evaluation. All athletes must be classified in order to compete and will sign up through the online registration process.

Venue space:

- Approx. 500 – 700 square feet per classification team near athlete check-in room
 - Plan for 4 classification teams per day during classification period
- Room must be private. Larger space may be used and divided to provide private space for each team of classifiers
- Hotel guest room is not appropriate for this task
- Adjacent outside area with grass and a long-paved surface required

Equipment:

- Adjustable height massage tables/benches – 1 per classification team
- Room dividers, if utilizing one large space

Staff Office

Overview:

A secure room to serve as a working office throughout the week for Move United staff. Room must be able to be locked at any time with keys available for Move United.

Venue space:

Approx. 500 – 1,000 square feet square feet in the host hotel

Equipment:

- Sufficient outlets to support multiple computer users
- Sufficient space for storage of boxes and materials

Nerve Center

Overview:

A secure room to serve as a working office throughout the week for the LOC and Move United. Room must be able to be locked at any time with keys available for LOC and Move United.

Venue space:

Approx. 500 – 1,000 square feet in the host hotel near athlete check-in

Equipment:

- Heavy-duty high-speed color laser copier
- 2-3 cases of paper
- Sufficient outlets to support multiple computer users

Marketing and Communications Hub

Overview:

A secure room to serve as a working office throughout the week for the Marketing and Communications team at Move United.



Venue space:

Approx. 500 – 1,000 square feet in the host hotel near athlete check-in

Coaches Meeting Room

Overview:

Coaches meetings occur nightly for daily highlights and informational updates.

Venue space:

- Approx. 2000 – 2500 square feet in the host hotel with seating for between 100 and 200 coaches in theater set up

Equipment:

- Access to a/v
- Water and/or light refreshment and evening snack options

Special Events

Welcome Ceremony

Overview:

A celebration bringing together athletes, coaches, family members, sponsors, spectators, and community members to welcome all in attendance and thank contributors. Ceremony is held on Tuesday to recognize the success of athletes from the first ½ of the event and welcome those arriving for the second ½ of the event.

Venue space:

Staging area, a parade route, and congregating area for 400+ athletes/coaches as well as area for family members and spectators to assemble and view the ceremony. If outdoors, a weather back up plan is required that accommodates 800 individuals for the ceremony and a separate area for post-ceremony dining and activities. Ability to hang event and sponsor banners.

Equipment:

- Stage and/or platform with ramp for VIPs and speakers
- PA sound system
- Announcer or Master of Ceremonies
- Opening speaker (optional) and entertainment
- Additional needs TBD depending on type of venue

Socials and Educational Opportunities

Overview:

Social events or sport specific session or clinic to entertain and/or to educate athletes, coaches, and parents. Socials can be simple to offer a chance to socialize with ice cream or more elaborate to highlight a local attraction. Opportunities will be finalized in consultation with Move United.

Venue space: Varies

Equipment: Varies

Closing Celebration

Overview:

A celebration concluding the event to recognize accomplishments, present highlights, and thank sponsors while remaining athlete focused. The celebration is typically a sit-down meal for accessibility reasons, including a vegetarian option, a meat option, and a



child option. A party for the athletes to wrap up the event shall immediately follow the meal.

Venue space:

Approx. 8,000 – 11,000 square feet for up to 800 individuals and dance floor space for 150. Location convenient to host hotel is preferred.

Equipment:

- Stage and/or platform with ramp for VIPs and speakers
- PA sound system
- Announcer or Master of Ceremonies
- Closing speaker (optional)
- DJ and/or music

Competition Venues

Archery

Overview:

Sanctioning is obtained by Move United. Rules are conducted in accordance with World Archery (WA) rules except those that are clearly outlined within the Move United Archery rulebook found on the Move United website. Refer to the WA and Move United rulebooks for specific rules and regulations.

Venue space:

Flat AstroTurf or grassy field, recently mowed, about 100M wide x 100M long with shooting direction into the North. Venue should be reserved one day prior to start of competition for set up and practice session and also for entire day of competition. Irrigation systems should be turned off during hours of competition. Space must be closed to the public by a safety line/rope to block pedestrian traffic during competition.

Equipment:

- PA system
- Target faces
- Bungee cords
- Field line paint
- Targets, stands, and butts

Para Powerlifting

Overview:

Athletes become eligible to compete in this sport on the day of their 14th birthday. Sanctioning for this event is through Move United. The sport is adapted from non-disabled powerlifting, using an adaptive bench where the lifter performs the Powerlifting Press. An athlete gets 3 attempts to lift their maximum weight and a fourth lift is given for record breaking only. Para powerlifting is a weight category sport. This event needs 1-2 hours reserved for weigh-in and a minimum of 5 hours for competition.

Venue space:

Competition requires 2500 square feet of space. A warm-up space is required in close proximity to the competition area. A small private room/section is needed for weigh-in, near the competition area. A spectator seating area should exist.

Equipment:

- Announcer and PA system



- 16'x16' platform (if elevated 1' accessible with a ramp)
- Computer, projector, and screen to display scores (1-2)

Paratriathlon

Overview:

Athletes compete in a single race that combines three different events: swimming, biking and running. Athletes can choose to compete as an individual or on a 2 or 3-person relay team. As an individual, athletes will compete on their own in all three stages. As a relay team, team members will divide up the three stages of the course with one team member competing in no more than two legs of the course, the swim, the bike or the run.

Venue space:

The swim portion of the event shall take place in an open water venue. There shall be a space immediately adjacent to the water that can serve as a transition zone for the bike and run portions of the event. Transition zone must be able to accommodate at minimum 30 pieces of equipment (upright bikes, tandem bikes, handcycles, and racing chairs). Closed road or wide path required for bike portion of the event. Closed road, wide path, or track required for the run portion of the event. The bike and run portions can be a loop course. Junior Distance (U11) – 100yd swim, 3-4-mile bike*, 0.5-mile run. Senior Distance (U14/17/20/23) – 200 yd swim, 5-6-mile bike*, 1-mile run. Adult Distance – TBD. The transition zone area should be reserved for the entire day of competition to allow for a bike fitting session prior to competition. This is a half a day, 4-hour event with the pool only needing to be reserved for 1.5 hours.

Equipment:

- Stop watches or electronic timing system
- Course marshals

Shooting (Air Rifle)

Overview:

Competition consists of a 10M air rifle match from the seated position. Each athlete will compete in a 40 shot qualifying round for their division, with the top shooters advancing to the final, elimination round.

Venue:

The marksmanship competition requires an indoor air rifle range or a large multipurpose room or gymnasium capable of having a minimum of 15 shooters competing simultaneously. There should be no other activity in the space and limited outside lighting and noise. Ranges already outfitted with electronic targets set to a distance of 10 meters are preferred (Megalink, SIUS, or Elite Scorer). The range must be configured with a backstop that prevents .177 lead pellets from ricocheting back to the shooter. A spectator viewing area for up to a 30-member audience is desired. Since the competitors will be adaptive athletes, each firing point should be ample in space both to the shooter's left and right and also to the rear of the firing point. A waiting area for athletes to prepare prior to competition is desired. Additionally, the ability to store rifles and equipment overnight is highly desired. Event takes one full day.

Equipment:

- Air rifles that comply with USA Shooting equipment standards
- Shooting tables
- Spring stands (SH2 only)



- A loudspeaker system

Swimming

Overview:

Sanctioning is obtained from Move United. World Para Swimming (WPS) rules are followed. Typically, swimming is contested over 2 days. Typically, there are 1 to 2 sessions per day with each session being four hours in length plus warm up time. Sessions are divided up by course distance: short course (25 yard) and long course (50 meter). Venue should be reserved for 4 days to allow for classification, which takes place for 2 days prior to the start of competition and for practice time.

Venue space:

50 meter 8+ lane pool with lane lines and a 25 yard/meter pool achieved by a moveable bulkhead or a separate facility, with a minimum of 4.5 ft. (1.35 m) for diving and minimum deck space of 12'-15' to allow wheelchair access. This should be the ONLY event utilizing the space during set-up, warm-up, and competition timeframe. Pool may be indoors or outdoors but indoors is preferred to avoid inclement weather delays. Accessible area for teams and accessible spectator area required.

Equipment:

- Announcer and PA system
- Lifeguard(s)
- Backstroke flags
- Starting blocks for each lane
- Automatic timing system with touch pads/operator
- Back up button/stop watches (3/lane)
- Accessible showers and locker rooms for athletes as well as accessible restrooms for spectators
- Lap counters
- Large misting fans (outdoor only)

Swimming Classification

Overview:

The process by which athletes are assessed by reference to the impact of impairment on their ability to compete in a specific sport. The classification process is conducted by Classifiers, who are educated, trained, and certified to conduct the classification evaluation. All athletes must be classified in order to compete. Venue reserved for 2 days.

Venue space:

- 1 lane within a 25 yd/m pool with diving ability for water testing
- Two private rooms each approx. 800 – 1,000 square feet at aquatic facility adjacent to pool

Equipment:

- Adjustable height massage tables/benches – 1 per classification team
- Accessible locker rooms for changing



Track and Field (Athletics)

Overview:

Sanctioning is obtained from Adaptive Track and Field USA (ATFUSA) and Move United and may additionally be obtained from USA Track and Field (USATF) or World Para Athletics (WPA). WPA rules are followed with the exception of U11 and U14 athletes, who are held to ATFUSA modified rules.

Field:

Overview: Field consists of seated and ambulatory athletes. Typically, field is contested over 1 to 2 days. Seated field and ambulatory field usually take place simultaneously. Venue is reserved for the entire week (Saturday to Friday) to be utilized for practice by participants and to allow for set up of venue prior to competition.

Venue space:

- Competition venue space must be provided for shot put/softball, discus, javelin/club, high jump, triple jump, and long jump.
- Ambulatory field – Athletes use standard field pits. The Discus pit must be caged and the javelin runway must be level and smooth (preferably paved). The long/triple jump pit(s) must be clean, filled appropriately, and be the proper width. The runway should be flush with the ground. A facility with 2 jump pits is preferred but not a requirement.
- Seated field – An approximate 100 yd x 120 yd accessible, relatively flat, freshly mowed field must be available to accommodate 8 to 10 seated throwing areas. Each throwing area must accept 4, 24” stakes driven into the ground around the throwing circle to tie down the athlete in his/her field chair. Irrigation systems should be turned off a minimum of one day prior to and during hours of competition and a map of the irrigation system should be provided to the logistics team. Portable cages must be available for seated discus and club throws.

Equipment:

- Electrical outlets or access to 20KW generator is required for large misting fans, if the temperature is expected to be greater than 90 degrees during times of competition.
- Equipment storage or trailer placed near the field area
- Weights & measures area with solid level flooring, ventilation, and a generator or electrical power. Minimum 20'x 15'
- Field paint to mark all lines/circles on a grassy field
- Portable wind gauge for jumps (Note: if track is being contested at the same time, a wind gauge must be available for both).
- Athlete equipment storage (pod/storage trailer) minimum of 260 square feet. Must be secure as left at venue overnight (may be shared with track).
- Rakes and brooms for horizontal jump pits with water and hose available
- High jump equipment (standards, bar, and pads)

Track:

Overview:

Typically, track is contested over 2 to 3 days with a morning and evening session possible on 1 or more days. An afternoon session on the final day is reserved as a make-up session in case of inclement weather. Venue is reserved for the entire week (Saturday to Friday) to be utilized for practice by participants and to allow for set up of



venue prior to competition.

Venue space:

A 400-meter outdoor oval track with 2 parallel straight-aways of equal length and 2 approximate single radius turns. Track must be accessible to all participants. Eight or more 400m and 100m lanes are required with each lane being a minimal of 42" (1.06 meters with only the line on the right hand of each lane included in the measurement of the width of each lane). The track surface must be level and should have no more than 1:100 inclination. It is highly recommended to be a Mondo surface or similar. An inside rail is recommended but not required. The lane markings should be consistent with World Athletics (WA) rules. The finish line must be at the spectator stand's side. A track with a damaged surface such as cracks, lifting of synthetic surfaces, dips, bumps, inconsistent lane lines/width is not acceptable. A track survey confirming all track markings and distances, consistent with WA rules, must be submitted for the track to be sanctioned by ATFUSA and Move United, USATF, and WPA. There should be ample space outside of the track but within the stadium venue for team tents. Additionally, there must be room for a call room tent near the start of the 100m. There should be easy and accessible access to the track from the call room and an accessible exit from the track near the finish line.

Equipment:

- Announcer and PA system
- Electricity at the finish line
- A 2 camera Finish Lynx fully automatic timing system and operator. The timing system is required to synchronize with the meet management program.
- Wind gauge
- Athlete equipment storage (pod/storage trailer) of a minimum 260 square feet. Must be secure as left at venue overnight (may be shared with field).
- Electrical outlets or access to 20KW generator for misting fans if the temperature is expected to be greater than 90 degrees during times of competition
- Lap counter with bell
- A minimum of 8 starting blocks
- Covered steeple chase area, if applicable

Wheelchair Tennis

Overview:

Format, regulations, and tournament play is by the United States Tennis Association (USTA). This is a junior specific wheelchair tennis tournament focusing on competitive junior wheelchair player competition and player development creating a national junior pathway for future adult level tournaments. Typically contested over 2 days minimum. Number of days dependent on weather and participant number.

Venue space:

- Wheelchair accessible facility (ie restrooms etc.)
- 6-10 hard court surfaced tennis courts
- Preference for facility with entry gates and doorways a minimum of 4' in width
- Preference for facility with 6' wide paths to access courts; 4' wide paths are considered a minimum.

Equipment:

- Tennis balls



Move United Loaner Equipment Program

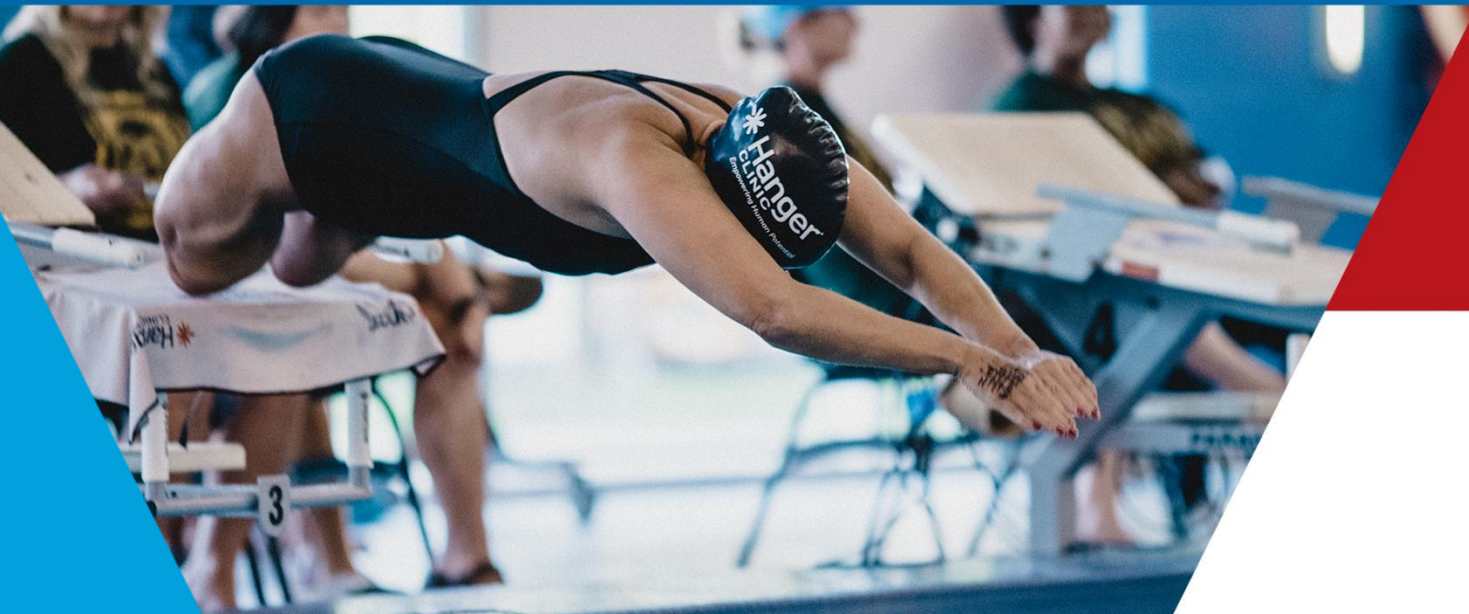
Move United will provide competition equipment on a loaner basis. Move United will pay for the equipment to be transported to and from the host city. Once the equipment arrives in the host city, if a second vehicle is needed for the logistics team, the LOC is responsible for coordination of securing and covering all expenses associated with this vehicle. The LOC is also responsible for ensuring items are cared for and accounted for at the end of the event to return to the place of origin. Below is a list of equipment owned by Move United that can be transported, if needed, to the event. This equipment is in addition to the equipment needs listed above that will need to be secured locally.

1. General: Buckets, clipboards, state flags, walkie talkies, cones, extension cords, sandwich boards and event signage, tents, stop watches, signage, and basic office supplies
2. Archery: Lane frames, lane numbers, archery stands, target faces, targets, tall wind flags, and paint striping machine
3. Field: Shot puts, discuses, javelins, clubs, softballs, paint striping machine, pit signs, implement scales, measuring tapes, ratchet straps, and stakes
4. Powerlifting: Chalk, light kit, powerlifting bars, powerlifting benches, scale, straps, and Kilogram weights/plates
5. Track: Hip numbers, officials' flags, lap counter with bell, and staging laundry baskets

The Move United inventory of equipment can be requested through our Competition Department. The inventory is currently located in Lake Forest, Illinois and Mesa, Arizona. The preference is always to utilize the equipment available locally first and if items need to be supplemented, request through the loaner program.



SAMPLE NATIONALS BUDGET



Sample Nationals Budget – Local Organization

The Nationals total budget exceeds \$300,000. The LOC portion of the budget typically exceeds \$150,000; however, note that much of the LOC budget can be secured through in-kind contributions. General budget buckets for the LOC are listed below.

When seeking national level sponsors that exist locally, the LOC will consult with Move United to ensure that there is not a conflict with existing Move United national level sponsors. Overall event sponsorship will be recognized mutually. Move United will take the lead on annual Nationals sponsorship requests nationally with the LOC if preexisting relationships exist.

1. General program operations
2. Venue and hotel rental and permitting
3. Registration fees and services
 - a. Participant, volunteer, and staff credentials
 - b. Participant goody bags
 - c. Participant bib numbers
 - d. Participant and volunteer shirts
4. Food and beverage
 - a. Hydration stations – water, sports drinks, ice, etc.
 - b. Lunches for daily meal plan for participants, volunteers, and staff
 - c. Snacks for participants, volunteers, and staff
 - d. Welcome Ceremony dinner/BBQ
 - e. Closing Celebration dinner
 - f. Breakfast (if not included with host hotel contract) for participants and staff
 - g. Food and beverages for LOC planning meetings
5. Awards and recognition
 - a. Support staff, LOC, and local sponsor recognition
6. Classification
 - a. Classification supplies, if applicable
7. Contract and support staff
 - a. Local Event Director and/or contract staff
 - b. Athletic trainer/medical staff
 - c. Announcer(s)
8. Special events
 - a. Welcome Ceremony
 - b. Socials, educational clinics, and/or sport clinics
 - c. Closing Celebration
9. Program marketing
 - a. Year specific signage (local)
 - b. Sponsorship packet
 - c. Sponsor banners (local)
10. Photography/Videography
 - a. Local photographer and/or videographer
11. Promotional supplies
 - a. Event merchandise to sell or give away
12. General and sport specific equipment
 - a. Tent rental – 40x100 (1), 10x10 (6), pop ups



- b. Tables and chairs rental
 - c. Gator or utility carts and insurance
 - d. Storage PODs
 - e. Port-O-Pottys & clean out (and bio hazard containers)
 - f. AC/Portable mister
 - g. Swimming - CO Timing System
 - h. Track and Field - Hytek FinishLynx Timing System
 - i. Seated field cages
 - j. U-Haul / Cargo van rental for equipment transport locally
13. AV equipment
- a. PA system
14. General and Office supplies
- a. Copy paper, copy machine, etc.
 - b. Medical supplies
15. Staff and Volunteers
- a. Local officials' stipends
 - b. Local Organizing Committee's stipends/per diem, if applicable

The entire detailed budget for Nationals can be requested through the Move United Competition Department. When a bid city is selected, the budget will be reviewed in depth and adjusted as needed. A Memorandum of Understanding will be established between Move United and the LOC outlining final programmatic and budget responsibilities.

