



## 2024 Move United Sanctioned Competition Requirements

These requirements serve to elevate Move United Sanctioned Competitions and uphold a standard of excellence across all events.

### Pre-Event Requirements

#### **Membership**

All organizations requesting sanctioning for a 2024 competition must be current member organization of Move United in good standing. If you are not a current member, please contact Dana Dodge ([DDodge@moveunitedsport.org](mailto:DDodge@moveunitedsport.org)).

#### **Application**

Complete a [Move United Sanctioned Competition Application](#) within **60 days** of the start of the competition

#### **Move United Data Requirements**

Please add the questions in the linked document to your 2024 Sanctioned Competition registration form prior to launch of registration: [2024 Sanctioned Competition Data Collection](#)

#### **Sport Specifics**

- All sanctioned sports must follow national, and where applicable, international rules and regulations. You can find links to these rules and regulations on the [Move United website](#) under the applicable sport.
- Securement of appropriate and sophisticated venues based on [sport level and sport rules](#)
- Securement of certified officials who are SafeSport trained and in good standing with their National Governing Body

#### **Insurance**

All sanctioned events are required to have liability insurance of \$1,000,000 per occurrence limit and \$2,000,000 aggregate limit.

#### **Events Utilizing Move United Insurance**

- Incident Report Form
  - An Incident Report Form should be present at the event to document any accidents or injuries. This form is available online at <https://www.moveunitedsport.org/membership/insurance/>
  - A hard copy can be requested from Ryan Semke ([rsemke@moveunitedsport.org](mailto:rsemke@moveunitedsport.org))
- Release of Liability Waiver
  - All staff, athletes, officials, coaches, classifiers, and volunteers (both day of and on-going volunteers) at Sanctioned Competitions are required to sign the Move United Release of Liability. This is provided annually by Move United and is specific to your organization



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- o We have discovered that the most efficient way to secure signed releases is to embed the WaiverFile link into the registration confirmation that is supplied to your Member Organization contact from Move United.
- o A hardcopy of the form is also available upon request from Ryan ([rsemke@moveunitedsport.org](mailto:rsemke@moveunitedsport.org))
- Media Release
  - o All staff, athletes, officials, coaches, classifiers, and volunteers (both day of and on-going volunteers) at Sanctioned Competitions are asked to sign the Move United Media Release.
  - o This is optional and participants may opt out of signing.
  - o If someone chooses to NOT sign the media release, a system should be put into place to inform photographers, videographers, and media to not take pictures of said individuals or to pass said images along to Move United.
  - o Best practice is to post notices that photos may be taken in certain areas to inform people
  - o Please utilize your organization's Media Release and include Move United as a party with rights to images. You do not need to return signed waiver forms to Move United.

### Events Not Utilizing Move United Insurance

- Certificate of Insurance
  - Provide a Certificate of Insurance naming Move United an additional Insured, to Nina Cutro-Kelly ([ncutrokelly@moveunitedsport.org](mailto:ncutrokelly@moveunitedsport.org)) and Ryan Semke ([rsemke@moveunitedsport.org](mailto:rsemke@moveunitedsport.org)) no later than 30 days prior to the event.
  - This certificate must reflect \$1,000,000 per occurrence limit and \$2,000,000 aggregate limit
- Incident Report Form
  - o Please follow all requirements of your organization and your insurance plan to document incidents. Incidents do not need to be reported to Move United.
- Liability Waiver
  - o Please utilize your organization's liability waiver form(s). You do not need to return signed waiver forms to Move United.

### Athlete Safety

- Event staff, local organizing committee members and officials need to have a current SafeSport certification and complete and pass a criminal background check once every 12 months. Note: This requirement does not apply to "day of" volunteers.
- Event staff, athletes, local organizing committee members and officials should all sign a Code of Conduct with respect to their participation in the event.
- Sample Code of Conduct available under Member Resources on the Move United Website : <https://moveunitedsport.org/membership/resources/>
- The organization hosting the event should ensure compliance of these athlete protection policies and keep copies of certificates and results of background checks.
- If you need assistance with SafeSport training or discounts as a member organization, please reach out to Ryan Semke ([rsemke@moveunitedsport.org](mailto:rsemke@moveunitedsport.org))



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- For background checks, we recommend the National Center for Safety Initiatives (NCSI). A discount is available through Move United. Cost is dependent upon the product selected. If interested, please contact Ryan Semke ([rsemke@moveunitedsport.org](mailto:rsemke@moveunitedsport.org))

### **Branding**

- Prominently display the Move United Sanctioned Competition logo on your competition's marketing materials, registration, and website and through social media.
- The logo is intended to be a benefit to you for greater event recognition with the affiliated Move United brand. If you need a copy of the Move United logo, please contact Nina Cutro-Kelly ([ncutrokelly@moveunitedsport.org](mailto:ncutrokelly@moveunitedsport.org))
- Update webpage pre-event
  - Event directors should refresh their webpage by the end of the 2023 calendar year.
  - Provide Move United with a link to the landing page of the event for further information on dates, location, registration and contacts.
- Share event news on your social media channels and be sure to tag Move United.
  - o Twitter @moveunitedsport
  - o Instagram @moveunitedsport
  - o Facebook @Move United Sport
  - o YouTube Move United

### **Day(s) of Event Requirements**

#### **Athlete Safety**

- Conduct SafeSport practices following an athlete protection policy to ensure athletes are provided a safe space to compete.
- A Sport Protection Policy is a requirement of Move United membership; see [Sport Protection - Move United \(moveunitedsport.org\)](#) or contact Ryan Semke ([rsemke@moveunitedsport.org](mailto:rsemke@moveunitedsport.org))

#### **Branding**

- Prominently display the Move United Sanctioned Competition banner and/or Move United Member Organization banner at your venue(s).



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- Share event highlights, athlete success stories, etc. on your social media channels and be sure to tag Move United.
  - o Instagram @moveunitedsport
  - o Twitter @moveunitedsport
  - o Facebook @Move United Sport
  - o YouTube Move United

### Track & Field National Records

Level 3 track and field competitions are eligible to submit national record forms to Adaptive Track & Field USA (ATFUSA). Record forms can be found on the [ATFUSA website](#). Be sure to print out enough copies before the day of your event.

*Suggestion: Complete the basic event information on the form before making copies to save your officials from having to complete the entire form day of the event.*

### Results

Share results to your event website and via social media as soon as possible.

## Post-Event Requirements

### Move United Physical Activity Survey

Please share the [Move United Physical Activity Survey](#) in your post-event communication with participants and ask that they complete it.

### Post Event Report and Results

The following items need to be completed and submitted to Nina Cutro-Kelly (ncutrokelly@moveunitedsport.org) within 14 days of the completion of your competition. Failure to complete and submit required reports can result in future sanctioning ability being impacted & your event's information not being highlighted in our yearly report.

- A Complete [Demographic Report](#) – Utilize Move United template (Include in post event report)
  - Post-Event Report to include testimonials and outcomes, photos, and reports.
  - o To streamline processes and avoid duplication of your time and effort, if you are receiving a grant from Move United for this specific competition, you will complete the Grants department post-event report, which will come from Najeeb Siddiqui.
  - o If your competition has not applied for and received a grant via Move United, you will complete the [Competitions department post-event report](#), which will come from Nina Cutro-Kelly
  - o Complete the [Sport Results Report Templates](#) utilizing the Move United template and return to Nina Cutro-Kelly (ncutrokelly@moveunitedsport.org) within 14 days of the completion of your competition. (include in post event report)
  - o Post results to your event website and share via email to all registered participants.



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### **Track & Field National Records**

Level 3 track and field competitions that completed ATFUSA National Record Forms should return the forms to Jim Strunk within 14 days of completion of your meet. Jim's contact information is included on the record forms.

### **Post-Event Survey**

It is a good standard of excellence to elevate your event by conducting a satisfaction survey to attendees within 2 weeks of your event. Move United can provide you with example templates if needed. Please email Nina Cutro-Kelly ([ncutrokelly@moveunitedsport.org](mailto:ncutrokelly@moveunitedsport.org)) if you need assistance with your survey.

*Make copies of all record forms before submitting (electronic or paper).*

**Thank you again for your interest in sanctioning through Move United. If you have any questions regarding the requirements or process, please contact Nina Cutro-Kelly ([ncutrokelly@moveunitedsport.org](mailto:ncutrokelly@moveunitedsport.org) or 518-334-0090**