

HOST RESPONSIBILITIES BY FOCUS AREA

Venue

- Confirm Venue (min. 3 months out)
- Work as Primary Liaison with Venue Throughout Tournament Planning (confirm set up times, locker room areas, appropriate signage areas, etc.)
- Ensure Any Insurance Requirements Are Met
- Conduct Site Visits (as needed)
- Confirm Storage Space for Team Wheelchairs & Equipment
- Confirm if a Warmup Location is Available
- Confirm Registration & Volunteer Check-In Locations
- Confirm Classification Area (if needed)
- Assist in Field Set Up/Marking

Supplies

- Game Score/Timing System
- Tape for Marking Field
 - 1,000 yards (single color for the fields)
 - 150 yards (different color from field, marking team bench)
 - Black Tape (to cover any cracks, bumps, etc., amount dependent on field)
- Water Coolers/Hydration Systems - including cases of water, hydration beverages such as Gatorade, etc.
- Bags of Ice
- Basic First Aid Supplies (if not provided by contracted Medical Staff)
- Utility Carts/Dollies for Transporting Supplies
- Tables & Chairs for Check-In, Hospitality, etc.
- PA System for On-Site Announcements (if needed)
- Sandwich Boards, Easels, etc. for Signage
- Tournament Trophies/Medals
- Tournament Tees/Giveaways (optional as appropriate)
- 8 Tents for Sidelines, Table Officials, Registration and Medical (if outdoor venue)
- Weights and Tiedowns for All Tents and Signage

Officials

- Assist in Recruitment of Officials (min. of 10 officials)
- Organize Transportation/Lodging for Out of Town Officials
- Provide Standard Game Fee Payment (\$75 per game for White Hats, \$60 per game for Black Hats)

Attendee Support

- Provide Transportation Support for Teams
- Meal Plan for Staff, Volunteers, and Registered Coaches/Athletes

Volunteers & Event Staffing

- Serve as Primary Volunteer Contact: confirmations, communication, etc.
- Recruit Volunteers for All Core Roles: Timing/Score, Downs Marker, Ball Person Registration, Meals, Transportation, Set Up/Tear Down, etc.
- Confirm On-Site Medical Staff - Min. 1 Medical Professional Per Tournament
- Create Onsite/Pre-Event Check-In Plan for Volunteers

Communication & Marketing

- Share Media Release with Local Contacts
- Follow all USAWFL Promotional Regulations and Procedures