

HOST RESPONSIBILITIES BY FOCUS AREA

VENUE

- Confirm Venue by February 1st, 2025
 - Accessible for 3 Full Days (*Friday through Sunday, typically 7AM to 7PM*)
 - Ample Space for Fields - (*76yds x 28yds per Field with a minimum of 2 fields*)
 - Ability to Mark/Set Up Field Space the Day Prior to Competition Start
 - Onsite Parking or Within 3 Blocks (*Free In/Out Privileges*)
 - Multiple Lodging Options Within 15 Mile Radius
 - Food Options Onsite and/or Ability to Bring in Food Vendors
- Work as Primary Liaison with Venue Throughout Tournament Planning
 - Confirm Usage & Access Logistics
 - Confirm Marketing & Signage Allowances
 - Confirm Inclement Weather Policy & Emergency Action Plan
 - Confirm Medical Classification Appointment Area (*if needed*)
 - Confirm Registration, Volunteer Check-In, & Onsite Medical Locations
 - Confirm Onsite Storage Space for Team Sport Chairs & Equipment
 - Confirm Onsite Trashcans & Trash Removal Throughout the Weekend
 - Confirm Overnight Security of Equipment & Field Site
 - Confirm Power Source for Each Field
 - Confirm Onsite Accessible Restroom Options
- Ensure All Insurance Requirements Are Met
- Conduct Site Visits & Assessments As Needed
- Coordinate Onsite Medical Support, Must be Present During Competition
 - EMS Must Provide Basic Life Support Care & Basic First Aid
 - EMS Must Have Emergency Transport Capability
 - Provide Additional Medical Support to EMS (*if needed*)
 - Athletic Trainers, Nurses, Doctors, etc.

VOLUNTEERS

- Recruit Volunteers for All Roles: Timing/Score Board, Stats Tracking, Classification Tracking, Downs Marker, Ball Person, Set Up/Tear Down, etc.
- Serve as Primary Volunteer Contact for Communication, Confirmations, Waiver Completion, etc.
- Create Onsite/Pre-Event Check-In Plan for Volunteers

SUPPLIES

- Game Timing/Score Board System (*1 Set per Field*)
- Tape for Marking Field
 - 1,000yds of Single Color for Fields (*amount for 2 fields listed*)
 - 150yds of Different Color for Team Bench (*amount for 2 fields listed*)
 - Black Tape to Field Imperfections (*amount dependent on field needs*)
- Coolers
 - Sidelines, Team Areas, Medical
- Hydration
 - Cases of Water & Hydration Beverages such as Gatorade for Sidelines & Team Areas with Ability to Restock
 - Access to Fill Stations
- Ice For Coolers & Ability to Restock
- Basic First Aid Supplies (*if not provided by contracted Medical Staff*)
- Utility Carts/Dollies for Transporting Supplies
- Tables & Chairs for Check-In, Table Official, Registration, etc.
- Generator, Extension Cords, and Power Strips for Each Field (*if needed*)
- PA System for On-Site Announcements (*if needed*)
- Sandwich Boards, Easels, etc. for Signage
- Tournament Trophies/Medals
- Tournament Tees/Giveaways (*optional as appropriate*)
- Tents (*if outdoors*)
 - Field Usage: 3 Per Field (*sidelines & table officials*)
 - Team Areas: 1 Per Team (*typically 8-10*)
 - Event Support: 3 Total - Officials, Registration, and Medical
- Weights and Tiedowns for All Tents and Signage
- Athletic Training Table(s) (*if hosting medical classification appointments*)
- Misc. Supplies: Clip Boards, Pens/Pencils, Paperclips, Painters Tape, etc.
- Additional Supplies As Needed*

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OFFICIALS

- Adhere to the [USAWFL Officials Benefits & Requirements](#)
 - Standard Game Fee Payment of \$75 Per Game for White Hats, \$60 Per Game for Black Hats
 - Min. 5 Officials Per Field
 - Min. of 5 USAWFL Experienced Officials (*may vary per tournament*)
- Assist in Recruitment of Local Officials (*if needed*)
- Coordinate & Organize Officials Lodging & Travel Needs
- Organize Airport Arrival/Departure Transportation & Daily Transportation to/from Lodging/Field Site

COMMUNICATION & MARKETING

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

SUPPORT

- Provide & Designate Onsite Staff for the Following Roles: Volunteer Coordinator, Venue Liaison, Airport Transportation, Medical Team Go-To, Meal Plan Coordinator, General Event Support (trash collection, cooler refills, etc.)
- Support Move United with Host Hotel Group Booking Processes & Site Visits to Ensure Accessibility Standards
- Meal Plan to Provide Lunch for Staff, Volunteers, & Officials Throughout the Weekend
 - Optional Meal Plan Support of Welcome Dinner, Team Lunches, etc.
- Provide Arrival/Departure Equipment Transportation Support Teams
 - Additional Transportation Support of Team Personnel (*if able*)
- Ability to Receive & Store Shipments of USAWFL Tournament Supplies & Equipment