

# The Hartford NATIONALS

## Planning Blueprint

Move United uses the power of sport to push what's possible for people with disabilities, confronting ignorance, fueling conversation, and inciting action that leads us to a world where everyone's included. Established in 1956, Move United is proud to serve wounded warfighters, youth, and adults with disabilities.

## About Move United

Move United is the national leader in community adaptive sports. Since 1956, Move United has been expanding possibilities by providing year-round sports and recreation opportunities to people with a wide range of disabilities, offering more than 70 different adaptive sports. Through our national network of more than 240 community Member Organizations, Move United serves over 100,000 individuals with disabilities of all ages each year.

**Sports make us more.** They push us to realize what we're capable of while showing the world. They turn strangers into teammates, putting us all on a level playing field.

Move United is an official Affiliate of the U.S. Olympic & Paralympic Committee and a recognized partner with numerous sports organizations including the Professional Ski Instructors of America, USA Archery, Adaptive Track & Field USA and TrueSport. Recognition includes the U.S. Olympic & Paralympic Committee's Amazing Leader Award and 2019 and 2024 Rings of Gold Award, as well as the 2021 Robert Wood Johnson Foundation Sports Award.

With hundreds of partners — from member organizations to hospitals, disability organizations, and sports organizations — Move United is leading a movement so that no one is left on the sidelines and everyone gets in the game.



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# The Hartford Nationals Overview

In 2023, Move United brought together two championship events: Junior Nationals and Nationals. Celebrating athletic excellence at the end of the summer sport season, The Hartford Nationals encompasses both an adult and youth component.

This weeklong event welcomes youth and adult athletes with physical, visual, and/or intellectual disabilities. Athletes must be classifiable under the International Paralympic Committee's (IPC) classification code and must meet qualifying standards to compete.

## **Sports contested include:**

- Archery
- Boccia
- Para Powerlifting
- Paratriathlon and Aquathlon
- Shooting
- Swimming
- Track and field
- Wheelchair tennis

The Hartford Nationals operates on a 2-year cycle for the host city and Local Organizing Committee. We move the event around the country to expand opportunities and reach new communities.

Move United evaluates bids with consideration for the following:

- A progressive partner focused on access and expanding possibilities for all
- Accessible and sophisticated sport venues and hotel properties
- Proven experience in event management and community engagement
- Strong local community support rallying for inclusion
- Local organizing committee leadership with the ability to develop partnerships, generate sponsorships, and amplify media opportunities
- Event affordability that makes participation possible for all athletes

## Past Host Cities

### Nationals

- 2025 – Grand Rapids, MI
- 2024 – Hoover, AL
- 2023 – Hoover, AL
- 1995 – Boston, MA
- 1994 – Leesburg, VA
- 1993 – Boston, MA
- 1992 – Salt Lake City, UT
- 1991 – Hempstead, NY
- 1990 – Kingston, RI
- 1989 – Ft. Washington, PA
- 1988 – Edinboro, PA 1987 – Houston, TX
- 1986 – Urbana-Champaign, IL
- 1985 – Edinboro, PA
- 1984 – Johnson City, TN
- 1983 – Honolulu, HI
- 1982 – Marshall, MN
- 1981 – Seattle, WA
- 1980 – Urbana-Champaign, IL
- 1979 – Queens, NY
- 1978 – Fishersville, VA
- 1977 – San Jose, CA
- 1976 – Farmingdale, NY
- 1975 – Urbana-Champaign, IL
- 1974 – Cheney, WA
- 1973 – Jackson Heights, NY
- 1972 – Jackson Heights, NY
- 1971 – Jackson Heights, NY
- 1970 – Jackson Heights, NY
- 1969 – Jackson Heights, NY
- 1968 – Jackson Heights, NY
- 1967 – Jackson Heights, NY
- 1966 – Jackson Heights, NY
- 1965 – Jackson Heights, NY
- 1964 – Jackson Heights, NY
- 1963 – Jackson Heights, NY
- 1962 – Jackson Heights, NY
- 1961 – Jackson Heights, NY
- 1960 – Jackson Heights, NY
- 1959 – Jackson Heights, NY
- 1958 – Jackson Heights, NY
- 1957 – Garden Heights, NY

### Junior Nationals

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

# Event Management Roles

The Hartford Nationals is the property of Move United and The Hartford Nationals name and/or logo shall always appear 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.TheHartfordNationals.org](http://www.TheHartfordNationals.org).

The list of key roles and their responsibilities below is subject to change.

## Move United Responsibilities

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 execution
- Work with the LOC Event Lead to ensure a smoothly planned and executed event
- Lead the subcommittees through tasks and timelines
- Manage the online registration system and process entries
- Manage the event management system and competition results
- Coordinate the Move United staff and national support team supporting them in lodging, travel, local transportation, and per diem
- Secure national sponsors and partners
- Design, produce, and manage marketing assets
- Create and activate a national outreach plan
- Set the event schedule
- Generate revenue to sustain the national budget of the event Provide event insurance
- Support a network of sanctioned competitions as qualifiers for The Hartford Nationals Request national classification, when applicable
- Request National Governing Body (NGB) and International Federation (IF) sport sanctioning, when applicable
- Host an outreach and information table throughout the event
- Produce credentials, event apparel, goody bags, and other items for athletes, coaches, volunteers, staff, and support team members
- Design, produce, and distribute awards for top finishers and teams
- Supply competition equipment
- Create and populate The Hartford Nationals app
- Create and compile results from the event evaluation

## **Move United National Support Team Responsibilities**

The National Support Team is managed by the Move United Competition Department and consists of national sport leads, a national logistics team, and national classifiers and officials.

- Guide, plan, and implement various aspects of Nationals

## **Local Organizing Committee (LOC) Responsibilities**

A local committee with expertise in event management and sport. Most of these areas will work alongside an area national lead.

### **General responsibilities**

- 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, the Closing Celebration, and social/educational opportunities
- Provide meal plan vouchers to LOC, Move United staff, and national and local support team members
- Recruit and coordinate volunteers
- Manage event details to include local signage, local photography/video, livestream, logistics, risk management, accessibility, etc.
- Utilize The Hartford Nationals brand throughout the event
- Secure a Medical Director, provide onsite medical coverage and create an emergency action plan for all venues

### **Event Lead**

- Recruits and manages the LOC and serves as Chairperson of LOC
- Develops and oversees the local budget and ensures revenue development
- Documents procedures and streamlines processes for future renditions of The Hartford Nationals
- Provides event direction on the following
  - Conducts site visits and selects venues in cooperation with Move United
  - 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



## **Move United and LOC Joint 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. 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)
- Document procedures and streamlines processes for future renditions of The Hartford Nationals.

**Working Subcommittees** Subcommittees consists of national and local individuals to cover planning and management of the event.

- Administration and Registration:
  - Move United responsibilities
    - Host Hotel – Contracts with host hotel, with assistance from LOC. Secure room block for Move United staff and national support team.
    - Participant Check-In – Manages event day participant check-in area, which entails obtaining supplies and equipment, set-up/break down.
    - Awards – Designs, orders, and distributes medals and awards throughout the week of competition. Manage event results and post online.
    - Accommodations – Works with sign language interpreter to ensure all events requiring service are covered and financially supports this service.
    - Registration and Results - Manages the online registration system and processes entries. Creates and populates The Hartford Nationals event application.
  - Local responsibilities
    - Host Hotel – Serves as LOC liaison with host hotel. Assists Move United staff with hotel set up and tear down, securement of copy machine, and any issues as they arise pre-event or during the event. Financially support costs associated with meeting space and food and beverage, if applicable.

- Participant Check-In – Supports event day participant check-in area, which entails obtaining supplies and equipment, set-up/break down, and providing local information to attendees.
- Awards – Assists with medal distribution throughout the week of competition
- Accommodations – Research and recommend sign language interpreter services and other accommodations, as requested.
- Hospitality and Member Engagement (Food & Beverage, Local Flair, Information Table):
  - Move United responsibilities
    - Event Website – Hosts event website and populates event information
    - Socials and Local Attractions – Assists with planning of socials, as needed.
    - Post-Event Economic Impact Report – In cooperation with the LOC, conducts post-event economic impact report.
    - Hospitality Tent and Information Table – Hosts a hospitality tent for registered participants at track and field and an event information table at all venues.
  - Local responsibilities
    - General – Collects and distributes information about the host city.
    - Event Website – Provides local content including restaurants and attractions, transportation options, and meals.
    - Registration – Pre-event, provides meal information to be embedded in the registration process to include daily lunches, Welcome Ceremony, and Closing Celebration options including suggested fees.
    - Food and beverage – Is responsible for the meal plan to include all food and beverage onsite for registrants, staff, officials, and classifiers, and, where applicable, family members and volunteers. Meals and beverages onsite to include daily lunch Saturday to Thursday, Closing Celebration, support team snacks at venues, and others as agreed upon by both parties.
    - Socials and Local Attractions – Lead planning of socials and opportunities to visit local attractions.
    - Post-Event Economic Impact Report – In cooperation with Move United, conducts post-event economic impact report.
- Education & Clinics:
  - Move United responsibilities
    - Solicits interest in and manages execution of educational sessions and sport clinics.
  - Local responsibilities
    - Assists, as needed, with educational sessions and sport clinics
    - Offers suggestions for local leaders to present sessions at the event
    - Secure equipment, as requested



- Logistics and Transportation:
  - Move United responsibilities
    - Secures and delivers all sports equipment, unless noted elsewhere as an LOC responsibility
    - Sets up, maintains, and takes down sports' venues throughout the week
    - Transportation – Secures rental vehicles for Move United staff and national support team. Secures pick up truck(s) and box truck(s) for national logistics and marketing teams. Creates a transportation plan for these individuals.
  - Local responsibilities
    - 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, sports equipment, and trash/recycling management
    - Offers support to the Move United logistics team for set up and take down of venues and other duties at venues throughout the week
    - Secures sports equipment, as requested by Move United
- Marketing & Outreach/Public Relations:
  - Move United responsibilities
    - Creates a national PR and Marketing plan and provides onsite media relations
    - Coordinates national photography and videography of the event
    - Designs and orders overall event signage and creates placement plan
  - Merchandise and Apparel:
    - Designs and orders event t-shirts, staff polos, goody bags, bibs, credentials and lanyards, etc.
    - Orders recognition items for national supporters and contributors
    - Orders event giveaways
    - Designs and orders event awards and medals
  - Local responsibilities
    - Creates a local PR and Marketing plan in cooperation with Move United nationally
    - Coordinates local photography and videography of the event
    - Promotes event locally and provides onsite media relations
    - Merchandise and Apparel:
      - 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

- Medical & Risk Management:
  - Move United responsibilities
    - Provides event insurance coverage
    - Maintains Move United event waiver system
    - Devises an emergency action plan for all event venues in the case of a medical issue, security threat, or weather instance in partnership with LOC.
    - Assigns Risk Management lead for each sport venue and overall event.
  - Local responsibilities
    - Recruits onsite medical coverage and organizes onsite medical spaces ensuring Emergency Medical/1st aid is provided at all venues during competition
    - Secures a Medical Director, provides onsite medical coverage, and creates an Emergency Action Plan for all venues
    - Devises an emergency action plan for all event venues in the case of a medical issue, security threat, or weather instance in partnership with Move United
- Special Event Production
  - Move United responsibilities
    - Assists with VIP reception for Welcome Ceremony in cooperation with LOC
    - Assists with run of show for Welcome Ceremony and Closing Celebration
    - Assists LOC with securing keynote speakers
  - Local responsibilities
    - Identifies, secures, plans, and financially supports costs associated with venues for Welcome Ceremony, Closing Celebration, and socials
    - Leads VIP reception for Welcome Ceremony in cooperation with Move United With Hospitality and Member Engagement subcommittee, establishes meal plan for special events
    - Secures local guests of honor, keynote speakers, emcees, DJs
- Sponsorship & Revenue Development:
  - Move United responsibilities
    - Raises funds to cover agreed upon budget line items
    - Recruits national financial and in-kind donors/sponsors
    - Provides recognition of national supporters prior to, during, and after event. Solicits vendors and creates vendor plan for week of event
    - Serves as point of contact for sponsors and vendors before and during the event.
  - Local responsibilities
    - 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

- Sport:
  - Move United responsibilities
    - Supports two individuals to lead nationally each sport on the program
      - Oversees the competitive program for their respective sport
      - Recruits officials and sport specific resources, as requested
      - Ensures event results are accurate and posted
    - Procures equipment and supplies in conjunction with local/national logistics teams
    - Provides sport specific onsite volunteer management
    - Requests and supports national classification opportunities
    - Requests national and, if applicable, international sanctioning with National Governing Bodies/International Federations
  - Local responsibilities
    - Identifies one to two individuals with expertise in each applicable sport on the competition program
    - Oversees the competition venue for their respective sport in pre-planning and week of event with onsite presence at event
    - Recruits local officials and sport specific resources
    - Makes sport specific recommendations on sponsorship and athlete recruitment channels
    - Procures equipment and supplies in conjunction with local/national logistics teams
    - Makes recommendations to the Volunteer Coordinator for sport specific recruitment
- Volunteers:
  - Move United responsibilities
    - Sets volunteer policies for the event
    - Creates volunteer needs by day to include roles to be filled, number of volunteers needed, and descriptions of each role
    - Assists LOC with a volunteer outreach and recruitment plan
  - Local responsibilities
    - Has connections to the community and experience in volunteer recruitment
    - Creates a volunteer outreach and recruitment plan a minimum of 1 year prior to event alongside Move United
    - Creates and maintains a volunteer sign up site 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 the week of the event to ensure coverage at all events and to avoid burnout for coordinator

# 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 225 rooms on peak nights available at host hotel for our room block with at least two-thirds of those rooms being queen/queen or double/double
  - ADA rooms available
  - 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
    - Tuesday: 25
    - Wednesday: 25
    - Thursday: 85
    - Friday: 190
    - Saturday: 205
- \*Based on avg. 2024 & 2025 room nights
- Sunday: 225
  - Monday: 185
  - Tuesday: 155
  - Wednesday: 130
  - Thursday: 80

## Hotel Considerations

- Elevators and hotel layout
  - Is the hotel layout accessible?
  - How many elevators are there and how large are they? Minimum of 3 elevators, recommended
- Hotel transportation – shuttle, proximity to public transportation, etc.
  - Is there a hotel shuttle? If yes...
    - Is there a cost for the shuttle?
    - Is it accessible? If the shuttle is not accessible, what are alternative options?
    - Does it go to and from the airport?
  - What is the approximate cost for transport from airport to hotel via taxi or rideshare?
- Food and Beverage
  - Is there a restaurant and bar onsite? If yes, what are hours?
  - Can outside food be brought into hotel? If yes, is there a charge to do so?
  - Breakfast
    - Is breakfast included with the room rate?
      - If not included, what is the rate for cold and hot breakfast options?
    - Can a large room be reserved for our block to serve breakfast?
    - Will hotel accommodate a 5am breakfast start time on competition days?

# Host Hotel Requirements and Considerations

- Hotel Rooms
  - General
    - How many rooms does the hotel have?
      - How many of those rooms is the hotel willing to include within our block?
    - What is the set up of the rooms? How many single (king) versus multi-guest (double/double or queen/queen)?
  - Accessible Hotel Rooms
    - How many accessible rooms does the hotel have? What is the breakdown in room types? (ie: mobility vs hearing, king vs double/double or queen/queen)
    - What are the dimensions of the doorways (entryway and bathroom) in accessible rooms?
    - What are the dimensions of the bathroom in accessible rooms?
    - What is the height of the bed(s) in accessible rooms?
  - Non-Accessible Hotel Rooms
    - What are the dimensions of the doorways (entryway and bathroom) in non-accessible rooms?
    - What are the dimensions of the bathroom in non-accessible rooms?
    - What is the height of the bed(s) in non-accessible rooms?
    - Can bathroom door be removed if guest cannot access bathroom within existing set up?
  - TO NOTE: ADA Best Practices for Hotel Bathrooms
    - 32" minimum entry door
    - Shower controls within reach and handheld showerhead option
    - Grab bars near toilet and in shower/tub area
    - 60" diameter circle of clear floor space
- Room Amenities
  - Strong preference for hotel that includes refrigerator and microwave in all rooms
  - What amenities are included with room rate?
  - What is the cost for amenities not included?
- Hotel Pool
  - Is there a pool? Is it indoor or outdoor?
  - Is the location of the pool accessible to all?
  - Is the area surrounding the pool accessible?

# Host Hotel Requirements and Considerations

- Parking
  - Is there a cost for hotel parking?
  - How many accessible parking spaces are available?
  - Is the distance and path from the hotel parking lot to the hotel convenient and accessible?
  - Is the parking lot capable of accommodating larger vehicles such as buses, cargo vans, cargo trucks, and POD storage?
- Local Restaurants and Attractions
  - Are there restaurants within one quarter mile and walkable via an accessible route?
  - Are there local attractions within one quarter mile and walkable via an accessible route?
- General Considerations and Questions
  - Contract considerations
    - Comped room nights?
    - Attrition (no greater than 80%)
    - Block to open with event registration on or around May 1 annually
    - Block to close 2 weeks prior to start of event (or later, if an option)
    - Hotel point of contact to handle sub-block requests
    - Waived or reduced cost for packages shipped to hotel for event
    - 5am breakfast start for duration of event
    - Option to utilize Move United AV products rather than hotel AV services
    - Permission to hang event signage in public areas of the hotel for no or reduced cost



# Event Venue Space Needs & Considerations

## General Considerations

- Comply with ADA guidelines
- Accessible and ample parking (to include trailers, trucks, and buses)
- Hydration stations to include coolers with water & sports drinks for athletes and coaches
- Concession area and/or food vendor(s)
- Electrical supply
- Free access to WiFi – required for Move United team and LOC and desired by participants and spectators
- Lighting for early morning and late night sessions at outdoor venues
- Medical/first aid area and risk management plan
- Operational accessible restrooms/accessible portable outdoor toilets checked frequently for cleanliness within close proximity to venue
- Spectator seating to include accessible seating areas
- Trash and recycle vestibules
- Vendor/expo area
- Volunteer check in/information area
- Utility carts to transport equipment/water
- Curb cuts and/or flat access to event areas or portable, ADA approved ramps that lie flush with the surface if curb-free access is not available

## Risk Management

Safety is the most important aspect of event management. The LOC shall devise and communicate an Emergency Action Plan (EAP) alongside Move United 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 athletes, coaches, spectators, staff, and volunteers.

# Event Venue Space Needs & Considerations

## Host Hotel

### Athlete & Coach Check In

- Days Needed: 1.5 weeks - Wednesday through Friday
- Venue space: Approx. 3,000 square feet
- Equipment:
  - High-speed color laser copier
  - Free wi-fi through meeting space for staff
  - Accessible water stations with cups
  - Sufficient outlets to support multiple computer users
  - Vendor and sponsor area within Participant Check-In space or adjacent to
  - Trash & recycling vestibules

### Athlete Classification

The classification process is conducted by Classifiers, who are certified to conduct the evaluation. All athletes must be classified to compete and will sign up through the online registration process.

- Days Needed: Vary. Beginning on Thursday and running through Tuesday
- Venue space: Approx. 500 – 700 square feet per classification team near athlete check-in room
  - Plan for 3 rooms needed per day
  - The 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

A secure room to serve as a working office throughout the week for Move United staff.

- Days Needed: 1.5 weeks - Wednesday through Friday
- Venue space: Approx. 500 – 1,000 square feet square feet
- Equipment:
  - Sufficient outlets to support multiple computer users and charging for radios

### Storage

A secure room to serve as a storage area throughout the week for Move United staff.

- Days Needed: 1.5 weeks - Wednesday through Friday
- Venue space: Approx. 500 – 1,000 square feet square feet

# Event Venue Space Needs & Considerations

## Host Hotel (continued)

### Coaches Meeting Room

Coaches meetings occur in the evenings throughout the week.

- Days needed: Vary
- Venue space: Approx. 2000 – 2500 square feet with seating for between 100 and 200 coaches in theater set up
- Equipment:
  - Access to A/V

## Special Events

### Welcome Ceremony

A celebration bringing together athletes, coaches, family members, sponsors, spectators, and community members to welcome all in attendance and thank contributors.

- Days Needed: Friday
- Venue space:
  - Staging area, a parade route, and congregating area for 300+ athletes/coaches
  - Spectator seating area that is accessible so all can view the ceremony
  - If outdoors, a weather backup plan is required that accommodates 500 individuals for the ceremony and a separate area for post-ceremony activities
  - Indoor space is the preference
  - Ability to hang event and sponsor banners
- Equipment:
  - Stage and/or platform with ramp for VIPs and speakers
  - PA sound system and video capabilities
  - Announcer or Master of Ceremonies
  - Opening speaker (optional) and entertainment
  - Additional needs TBD depending on type of venue

### Socials and Educational Opportunities

Social events or sport specific sessions or clinics to entertain and/or to educate athletes, coaches, and family members. Socials can be simple or more elaborate to highlight a local attraction. Opportunities finalized in consultation with Move United.

- Days needed: Varies
- Venue space: Varies
- Equipment: Varies

# Event Venue Space Needs & Considerations

## Special Events (continued)

### Closing Celebration

A celebration concluding the event to recognize accomplishments, present awards, and thank sponsors while remaining athlete-focused. The celebration is typically indoors with a sit-down meal. A party for the athletes to immediately follow the meal.

- Days needed: Thursday
- Venue space: Approx. 7,000 – 10,000 square feet for up to 500 individuals and dance floor space for 100. Location convenient to host hotel is preferred.
- Equipment:
  - Stage and/or platform with ramp for VIPs and speakers
  - PA sound system and video capabilities
  - Announcer or Master of Ceremonies
  - Closing speaker (optional)
  - DJ and/or music

## Competition Venues

### Archery

Sanctioned by USA Archery. Rules are conducted in accordance with World Archery (WA) rules with exceptions outlined within the Move United Archery Rulebook.

- Days needed: 3 days
  - Day 1: set up
  - Day 2: practice
  - Day 3: competition
- Venue space: Outdoor, flat AstroTurf or grassy field, recently mowed, about 100M wide x 100M long with shooting direction into the North. Venue should be reserved for three full days. Irrigation systems should be turned off during hours of competition. Space must be closed to the public for safety reasons during use.
- Equipment and venue needs:
  - PA system
  - Electronic timing system
  - Target butts and stands (15 or more target butts/stands required)
  - Accessible spectator seating for 50 or more
  - Access to ADA toilet facilities (indoor plumbing preferred) near field
  - Area for Sports Medicine Team and access to water & ice
  - Shaded or climate controlled area for officials
  - Removal of all excess equipment and barriers from the inside of the venue
  - Tents, tables, and chairs
  - Trash and recycle vestibules

# Event Venue Space Needs & Considerations

## Competition Venues (continued)

### Boccia

Hosted in partnership with USA Boccia.

- Days needed: 2 days
  - Day 1: set up and practice
  - Day 2: competition
- Venue space: Indoor gymnasium. Minimum 2 basketball courts in size. Venue should be reserved for two full days.
- Equipment and venue needs:
  - PA system One (1) 50" or larger TV/monitor per court. Plan on 6 to 8 courts.
  - Accessible spectator seating for 20 or more
  - Access to ADA toilet facilities
  - Area for Sports Medicine Team and access to water & ice
  - Removal of all excess equipment and barriers from the inside of the venue
  - Tables and chairs
  - Trash and recycle bins

### Para Powerlifting

Sanctioning is through Move United. The sport uses an adaptive bench where the lifter performs the Powerlifting Press. This is a weight category sport.

- Days needed: 1 - 2 days
  - Day 1: ½ a day for set up
  - Day 2: 4 hours reserved for weigh in, 8 hours reserved for competition
- Venue space: Competition requires a minimum of 4500 sq. ft. of indoor space. No other programming should be taking place in the competition area. A warm-up space is required in close proximity to the competition area. A small private room (500 sq. ft.) is needed for weigh-in near the competition area.
- Equipment and venue needs:
  - Announcer and PA system
  - 4 x 60" or larger TV monitors to display scores
  - Wheelchair accessible scale that weighs in kilograms
  - 2 x Eleiko or Eagle Sportschairs para powerlifting bench for warm up area
  - 2 x Eleiko 20kg powerlifting bar plus kilogram weights for warm up area
  - Accessible spectator seating for 100 or more
  - Indoor ADA toilet facilities
  - Area for Sports Medicine Team and access to water & ice
  - Removal of all excess equipment and barriers from the inside of the venue
  - Tables and chairs
  - Trash and recycle bins
  - Raised platform for livestream

# Event Venue Space Needs & Considerations

## Competition Venues (continued)

### Paratriathlon and Aquathlon

For the paratriathlon, 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. For the aquathlon, athletes compete in a single race that combines two different events: swimming and running. This sport is sanctioned by USA Triathlon.

- Days needed: 1.5 days
  - Day 1: Set up and practice
  - Day 2: Competition (½ day)
- Venue space:
  - Swim: Shall take place in an open water venue.
  - Transition Zone: 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).
  - Bike: Closed road or wide path required for bike portion of the event.
  - Run: Closed road, wide path, or track required for running portion of the event. The bike and run portions can be a loop course.
  - Distance
    - Youth Distance (15 and younger) – 100yd swim, 3-mile bike, 0.5-mile run
    - Junior Distance (16 to 19) – 200yd swim, 6-mile bike, 1-mile run.
    - Adult Distance (20 and older) – 400 yd swim, 6-mile bike, 1.5-mile run.
- Equipment and venue needs:
  - Electronic timing system
  - Lifeguards with experience in open water
    - Kayaks
  - Bike racks for 25 or more participants
  - Accessible spectator seating for 25 or more
  - Access to ADA indoor toilet facilities and access to ADA portlets near field of play
  - Area for Sports Medicine Team and access to water & ice
  - Shaded or climate control area for officials
  - Removal of all excess equipment and barriers from the inside of the field of play
  - Tents, tables, and chairs
  - Trash and recycle bins
  - Gators/golf carts
  - Generator



# Event Venue Space Needs & Considerations

## Competition Venues (continued)

### Shooting (Air Rifle)

Competition consists of a 10M air rifle match from the seated position. Each athlete will compete in a 60 shot qualifying round for their division, with the top shooters advancing to the final elimination round. Sanctioned by USA Shooting.

- Days needed: 2.5 days
  - Day 1: Set up (½ day)
  - Day 2: Practice
  - Day 3: Competition
- Venue space:
  - Indoor air rifle range (different from a standard shooting range) or
    - Range outfitted with electronic targets set to a distance of 10 meters is preferred (Megalink, SIUS, or Elite Scorer)
    - Range should be configured with a backstop that prevents .177 lead pellets from ricocheting back to the shooter
    - Includes a waiting area for athletes to prepare prior to competition is desired
  - If range is unavailable, 2 basketball court size gymnasiums with minimal external noise and light and without other programs in the competition area
  - Space reserved solely for competition
  - Limited outside noise
- Equipment and venue needs:
  - Area to securely store air rifles and other equipment overnight
  - PA system
  - Loading dock and forklift, if available, to unload shipped equipment
  - Accessible spectator seating for 30 or more
  - Access to ADA indoor toilet facilities
  - Area for Sports Medicine Team and access to water & ice
  - Removal of all excess equipment and barriers from the inside of the field of play
  - Tables and chairs
  - Trash and recycle bins

### Swimming

USA Swimming observed. Swimming is contested over 2 days with 1 or 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).

- Days needed: 4 days
  - Day 1: Classification & clinic (1-2 lanes with starting blocks in place)
  - Day 2: Classification and practice (all lanes for practice sessions)
  - Day 3 & 4: Competition

# Event Venue Space Needs & Considerations

## Competition Venues (continued)

### Swimming (continued)

- Venue space:
  - 50 meter 8+ lane pool and 25 yard pool achievable by a moveable bulkhead
  - Minimum 4.5 feet (1.35 meter) at starting area for diving
  - Minimum desk space of 12 to 15 feet to allow wheelchair access
  - Indoor facility preferred
  - Operational chair lift required with knowledgeable staff to operate
  - Designated room for officials on or nearby to pool deck
  - 2 private rooms each approximately 800 - 1000 sq. ft. adjacent to pool for classification on Day 1 and Day 2
- Equipment and venue needs:
  - Announcer and PA system
  - Lifeguards
  - Backstroke flags
  - Accessible starting blocks for each lane
  - Accessible moveable bulkhead - Ramp may needed to make accessible
  - Automatic timing system with touch pads/operator, backup button, and video display board
  - Accessible showers and locker rooms for athletes as well as separate accessible restrooms for spectators and officials
  - Lap counters
  - Adjustable height massage tables/benches (2) for classification
  - Large misting fans (outdoor only)
  - Accessible spectator seating for 100 or more
  - Area for Sports Medicine Team and access to water & ice
  - Removal of all excess equipment and barriers from the inside of the venue
  - Tables and chairs
  - Trash and recycle bins

### Track and Field

Adaptive Track and Field USA and USA Track and Field sanctioned and World Para Athletics approved.

Field consists of seated (those that throw from a chair) and ambulatory athletes (those that stand). Typically, field is contested over 1 to 2 days.

Track is contested over 2 to 3 days. Track and field events may overlap so venue should be able to handle multiple areas running simultaneously.

# Event Venue Space Needs & Considerations

## Competition Venues(continued)

### Track and Field (continued)

- Days needed: 5 days minimum
  - Day 1: Set up
  - Day 2: Set up and practice
  - Day 3 - 5: Competition
- Venue space:
  - Field events
    - Ambulatory field
      - Minimum 1 permanent shot put, discus, and javelin throwing area. Preference is for venue to have 2 of each of these areas.
      - Minimum 2 long jump/triple jump runways flush with the ground and pits filled appropriately with sand
      - High jump area
      - Discus area must be caged
      - Javelin runway must be level and smooth and preferably paved
    - Seated field
      - Minimum 100 yard x 120 yard accessible, flat, freshly mowed grass field. Needs to accommodate 8 to 10 seated throwing areas.
      - Field must accept 24" stakes driven into the ground (4 per seated pit) that are used to tie down throwing chairs
    - Irrigation systems should be turned off during practice and competition days. Map of irrigation system should be available for seated pit area.
    - Minimum 500 sq. ft. temperature controlled room near field for weights and measures/storage of field implements
  - Track events
    - 400 meter outdoor oval track with 2 parallel straightaways of equal length and 2 approximate single radius turns
    - Accessible facility via multiple entrances/exits
    - 8 or more lanes with each lane being a minimum of 42 in. (1.06 m) with only the line on the right hand of each lane included in the width measurement
    - White lane lines clearly visible and not faded
    - Level track surface with no more than 1:100 inclination
    - Mondo or similar surface preferred
    - Inside rail preferred
    - Lane markings consistent with World Athletics (WA) rules
    - Finish line at the spectator stand's side of the track
    - Track survey required certifying track markings and distances meet WA rules
    - Area surrounding the track large enough for team tents

# Event Venue Space Needs & Considerations

## Competition Venues (continued)

### Track and Field (continued)

- Venue space
  - Track events (continued)
    - Area for call room/staging at or near 100m start line with easy and accessible access to track venue from staging
    - Accessible press box and/or designated area for timing company and announcers with speaker system and microphone, electricity, and Wi-Fi
    - Scoreboard capable of displaying live results
- Equipment and venue needs:
  - All events
    - Announcer and PA system
    - Large misting fans
    - Industrial freezer
    - Accessible spectator seating for 250 or more
    - Access to operational ADA indoor toilet facilities and access to ADA portlets near field of play
    - Area for Sports Medicine Team and access to water & ice
    - Removal of all excess equipment and barriers from the inside of the venue
    - Tents, tables, and chairs
    - Trash and recycle bins
    - Shaded or climate control area for officials
    - Gators/golf carts
    - Generators
    - 2 storage PODS (minimum 16 ft. in length) for athlete equipment storage
  - Field events
    - 60 - 12 ft. by 6 ft. fencing panels to create cages for seated throws
    - Rakes, brooms, and water hose connected to water source for horizontal jumps
    - High jump equipment (standards, bar, and pads)
    - Portable wind gauge
    - Fully automated timing system and operator(s) for live field results
  - Track events
    - Electricity at finish line for timing company
    - Starting blocks (minimum of 9)
    - Fully automated timing system and operator(s) with 2 cameras for live track results
    - Lap counter with bell
    - Covered steeplechase area, if applicable

# Event Venue Space Needs & Considerations

## Competition Venues (continued)

### Wheelchair Tennis

Format, regulations, and tournament play is by the United States Tennis Association (USTA) and sanctioned by USTA. Typically contested over 2 days minimum with final number of days dependent on weather and participant number.

- Days needed: 3
  - Day 1: Set up
  - Day 2: Tournament play
  - Day 3: Tournament play
- Venue space
  - 6 to 10 hard court surfaced tennis courts
  - Preference for facility with entry gates and doorways minimum of 4 ft. in width
  - Preference for facility with 6 ft. wide paths to access courts. 4 ft. wide paths are minimum.
  - Level, accessible pathways
  - Preference for outdoor facility with indoor court options for inclement weather
- Equipment and venue needs:
  - Tennis balls (180 or more)
  - Announcer and PA system
  - Large misting fans
  - Accessible spectator seating for 50 or more
  - Access to operational ADA indoor toilet facilities and access to ADA portlets near field of play
  - Area for Sports Medicine Team and access to water & ice
  - Removal of all excess equipment and barriers from the inside of the venue
  - Tents, tables, and chairs
  - Trash and recycle bins
  - Shaded or climate control area for officials Indoor, secure storage area for equipment or storage POD

# Move United Equipment Loaner 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, in cooperation with the national logistics team, is 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.

## **General**

- Buckets, clipboards, state flags, walkie talkies, cones, extension cords, sandwich boards and event signage, 10x10 and 10x20 branded tents, stop watches, and basic office supplies

## **Archery**

- Lane numbers, 13 x archery stands and target butts, target faces, wind flags, and field paint and paint striping machine

## **Boccia**

- Floor tape, iPads/computer system

## **Para Powerlifting**

- 2 x Eleiko para powerlifting benches, bars, and kilogram weight sets, light kits, and straps, floor tape

## **Paratriathlon and Aquathlon**

- Directional signage, buoys, AccessTrax for beach access, swim caps

## **Shooting**

- Electronic target system (contracted, if not available locally), shooting tables, SH2 shooting stands, air rifles (if borrowed), air tanks, shooting backdrop

## **Swimming**

- Pool mats, staging area baskets

## **Track & Field**

- Implements, paint and paint striping machine, weights and measures kit, measuring tapes, ratchet straps, stakes, hip numbers, officials' flags, lap counter with bell, towels, and staging area baskets

## **Wheelchair Tennis**

- Balls

The full Move United inventory of equipment can be requested through our Competition Department.



# Sample Budget

The Hartford Nationals total budget exceeds \$400,000. The LOC portion of the budget is typically \$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.

## Local Budget

- General program operations
- Venue rental and permitting
- Hotel meeting space rental and permitting
- Food and beverage
  - Hydration stations – water, sports drinks, ice, etc.
  - Lunches for daily meal plan for participants that purchase, staff, support team (officials, classifiers, etc), and volunteers, when applicable
  - Dinners for staff and support team (officials, classifiers, etc), on evenings when competition runs over dinner hour
  - Snacks for participants, volunteers, and staff
  - Welcome Ceremony meal, if applicable
  - Closing Celebration dinner
  - Breakfast (if not included with host hotel contract) for those in room block
- Awards and recognition
  - LOC and local sponsor recognition
- Classification
  - Classification space rental
  - Supplies (ie: hand sanitizer, sanitizing wipes)
- Contract and support staff
  - Local Event Director and/or contract staff salary
  - Athletic trainer and medical staff
  - Sport announcer(s) fees
  - Special guest speakers fees
  - Local officials' stipends and per diem
  - LOC stipends and per diem, if applicable
- Special Events
  - Welcome Ceremony and Closing Celebration venue rental, etc.
  - Socials

# Sample Budget

## Local Budget (continued)

- Program marketing
  - Year specific signage (local)
    - Local sponsors
    - Volunteer recruitment and event flyers
  - Photography/Videography
    - Local photographer and/or videographer services
  - Promotional supplies
    - Local giveaways
    - Event merchandise to sell or give away
- General and sport specific equipment
  - Tent rental - average number and size needed listed below
    - 20 x 40: 2                      ▪ 20 x 20: 1                      ▪ 10 x 10: 40
  - Tables and chairs rental - average number needed listed below
    - Tables: 80 8-ft.                      ▪ Chairs: 420
  - Gator/utility carts - minimum of 8 carts used throughout the week at various locations
  - Storage PODS - minimum of 3 15 ft. units
  - Port-O-Potty - minimum of 5 used throughout the week at various locations
  - AC/portable mister, if excessive heat is expected
  - Electronic timing system
    - Archery                      ▪ Swimming
    - Paratriathlon                      ▪ Track and field
  - Construction fencing for seated field
  - U-Haul / cargo van rental to transport equipment
- AV equipment
  - PA system and speakers
  - TV monitors
- Office supplies
  - High speed color laser copy machine
  - 2 cases of 8 ½ x 11 paper
- Medical supplies
  - Medical supplies as requested by athletic trainers

A detailed budget for The Hartford 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.

# The Hartford NATIONALS

## Key Move United Contacts

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## Nationals Cycles & Bid Deadlines

The Hartford Nationals operates on a 2-year cycle for the host city and Local Organizing Committee. We move the event around the country to expand opportunities and reach new communities.

**Bids for 2029-2030 and beyond are being accepted through August 27, 2027.** If Move United receives a compelling bid prior to the deadline, we reserve the right to move forward awarding the bid at an earlier date.