MOVE UNITED
USA WHEELCHAIR FOOTBALL LEAGUE

BOB WOODRUFF FOUNDATION
Investing in the Next Chapter for Veterans

NFL

USA Wheelchair Football League Tournament Host Request For Proposal

Letter from the USA Wheelchair Football League

Dear Prospective Partner Organizations and Cities,

On behalf of Move United and our wheelchair football athletes, we would like to thank you for your interest in hosting a USA Wheelchair Football League (USAWFL) tournament. Since 2020, the USAWFL has helped more than 1,200 veterans, athletes and coaches reach their highest potential through a competitive, fast-paced, team sport.

Move United seeks organizations with enthusiasm to support adaptive athletes, grounded partnerships in their local community, and experience in sport event management to host a USAWFL tournament. Our tournaments bring in over 250 athletes, coaches, officials and volunteers, along with hundreds of spectators over two days of action-packed competition. Tournaments provide opportunities for athletes to get in the game and push what's possible; showcasing their abilities through sport while promoting physical activity and community connection. Events such as these serve as a powerful step in spreading awareness of adaptive sport, developing meaningful partnerships, and community growth.

Please read through this document to learn more about Move United, the USA Wheelchair Football League, tournament information, the host application process and what is required of hosts.

Feel free to contact us with questions. Thank you again for your interest in partnering with Move United.

Sincerely,
Karalyn Ly
Commissioner
USA Wheelchair Football League Senior Program Manager

About Move United

Move United is the national leader in community-based adaptive sports, empowering 100,000 youth and adults with disabilities each year to live to their fullest potential. Move United's 240+ member organizations in 45 states 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.

About the USA Wheelchair Football League

The USA Wheelchair Football League is the first of its kind football league for adults with disabilities to reach their highest potential through a competitive, fast-paced, team sport. The USA Wheelchair Football League brings together highly trained coaches with passionate athletes, building skills and inspiring athletes to excel both on and off the field through teamwork, dedication, and resilience.

Since 2020, more than 1,200 veterans, athletes with disabilities, coaches and officials have participated in USA Wheelchair Football League programs, growing their skills and love for football. Participation opportunities include learn-to-play clinics, team practice and development opportunities, camps, scrimmages and tournaments that bring together the best adaptive athletes from across the country

Tournament Overview

The USA Wheelchair Football League regular season runs August through October and is comprised of four tournaments held across a weekend (Saturday-Sunday). At each tournament throughout the regular season, eight to ten teams from around the country travel into the host city for the opportunity to compete against with the goal of earning the title of tournament champion. Tournament structures guarantee three to four games to each team throughout the weekend.

General Tournament Structure

- **Thursday:** Move United team arrives onsite.
- **Friday:** Field and venue set up, teams and officials arrive, pre-tournament meetings.
  - Field set up typically runs from 9:00 AM to 4:00 PM
  - Teams and officials arrive typically arrive from 10:00 AM to 4:00 PM
  - Officials meeting typically held at 6:00 PM
  - Coaches and Captains meeting typically held at 7:00 PM
- **Saturday:** Day 1 of tournament gameplay
  - First games kick off at 8:00 AM
  - Final games typically conclude from 5:00 PM to 8:00 PM (pending tournament size and structure)
- **Sunday:** Day 2 of tournament gameplay, teams and officials depart.
  - First games kick off at 8:00 AM
  - Final games typically conclude at 2:00 PM (pending tournament size and structure).
  - Teams and officials departure support typically from 2:00 PM to 7:00 PM
- **Monday:** Move United team departs.

General Tournament Scope

- 2 Fields
- 8 to 10 teams in attendance
  - 135 to 170 athletes and coaches
- 12 officials
  - 6 officials per crew per field
- 10 volunteers per game per field (broken up into shifts of 2 games each)
- Typically 15 to 20 games played (game duration is 2 hours)
  - Minimum goal of 3 to 4 games for each team

Host Partner Benefits

As the national leader in community adaptive sports, Move United takes pride in working alongside partners who support our mission of providing opportunities for people with disabilities to engage in physical activity, participate in sport, and engage within their community. Partnering with Move United provides with a variety of benefits that we encourage organizations to take into consideration.

Tournament host can expect to receive the following benefits:

- A unique opportunity to highlight their commitment to inclusion for individuals with disabilities and support of the adaptive sport movement.
- The ability to support awareness of the Paralympic sport movement as our country prepares to host the 2028 Olympic and Paralympic Games in Los Angles, CA.
- Media exposure from local, regional, and national outlets. Previous outlets have included ESPN, PBS, the New York Times and CBS Sports.
- Promotion of host partner, including use of logo and linking to website, across a wide variety of materials, such as event collateral, social media, website and digital communications.
- Opportunity to advertise other organizational programs to attendees at on-site informational booth.
- Strategic opportunity to strengthen current sponsorships and build new relationships with community partners.

Host Responsibilities by Focus Area

In addition to providing a world-class venue for the tournament, hosts are a key ingredient for ensuring tournaments run smoothly through pre-event planning and on-site support. We've listed out as many of those responsibilities by category below to ensure you have a good sense of the potential time, staffing and budget needed to be a successful host.

Event Support

- Provide and 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, set up/tear down, cooler refills, etc.)
    - One person can fill multiple roles as long as they are capable of doing so
- Attend bi-weekly tournament planning meetings with Move United (starting approximately 10 weeks prior)
    - Move United will create agendas and project plans for these calls, but host is expected to provide action updates
- Receive and store shipments of tournament supplies and equipment (up to 6 weeks prior)
- Ensure all insurance requirements are met
    - Certificate of Additionally Insured, naming Move United
    - Host and/or venue waivers provided to Move United for attendees to sign
    - Support creation of inclement weather policy and emergency action plan
- Hotel and Lodging
    - Support Move United with securing host hotel contract and group booking process (est. 100 rooms for Friday through Sunday)
    - Ensure accessibility standards are met
- Communication and Marketing
    - Follow all USAWFL and Move United promotional and branding guidelines
- Airport Transportation Support
    - Provide arrival and departure equipment transportation support for teams
    - Additional transportation support for team personnel (if able)

Host Responsibilities by Focus Area

Venue Management

- Work as primary liaison with venue throughout tournament planning and confirm the following:
  - Venue usage and access logistics
  - Marketing and signage allowances
  - Medical classification appointment area (separate private room if needed)
  - Indoor space for Friday evening meetings
  - Onsite trash collection and removal throughout the weekend
  - Overnight security of equipment and venue
  - Power source for each field
- Coordinate onsite medical support (must be present during competition)
  - EMS must provide basic life support care and basic first aid
  - EMS must have emergency transport capability
  - Provide additional medical support or supplies to EMS (if needed)
    - athletic trainers, nurses, doctors, etc.

Field Site Attributes

- Accessible for 3 full days (Friday through Sunday, typically 7AM to 8PM
- Ample space for 2 fields (76yds x 22yds per field, see pages 14 - 17 for field dimensions and example field set ups)
- Playing surface must be a flat, smooth surface with no large cracks or gravel
- Minimum ceiling height of 30ft (if indoors)
- Ability to mark/set up field space the day prior to competition start (typically Friday)
- Space for teams, officials, medical, volunteer areas
- Onsite parking or within 3 blocks (free in/out privileges)
- Multiple lodging options within a 15 mile radius
- Food options onsite and/or ability to bring in food vendors
- Onsite storage for sports chairs & team equipment and/or ability to bring In storage options
- Onsite accessible restroom options and/or ability to bring in accessible options
- Access to water for tent weights and ice for coolers

Host Responsibilities by Focus Area

Officials Recruitment and Support

- Adhere to the USA Wheelchair Football League Officials Benefits and Requirements
  - Standard game fee payment of $75 per game for White Hat roles, $60 per game for Black Hat Roles
  - Minimum 12 officials per tournament, two crews of 6 officials
    - Minimum of 7 experienced USA Wheelchair Football League officials
    - Up to 5 locally recruited officials
- Coordinate and organize officials lodging and travel needs
- Organize airport arrival/departure transportation and daily transportation to/from lodging to field site (if needed)

Volunteer Recruitment and Support

- Recruit volunteers for all roles, create and manage the sign up process and onsite check-in.
  - Move United will provide a list of required roles and suggested shifts no later than 3 months prior to the tournament. Current needs are listed below, but these are subject to change.
  - *Typical volunteer shift is 2 games which is about 4 hours.*
- Serve a primary volunteer contact for communication, confirmation, and waivers.

Volunteer Roles:

- Time and Score Keeper: 1 to 2 volunteers per field, per game
- Down Marker: 1 volunteer per field, per game
- Ball Person: 2 volunteers per field, per game
- Stats Tracker: 2 volunteers per field, per game
- Classification Tracker: 2 volunteers per field, per game
- Field Set Up Support: 5 to 10 volunteers
  - *Typically on Friday mid-morning*
- Field Breakdown Support: 5 to 8 volunteers
  - *Typically on Sunday mid-afternoon*

Host Responsibilities by Focus Area

Meal and Hydration Plan

- Provide and organize meal plan to provide lunch for staff and officials throughout the weekend
  - Optional meal plan support of Friday evening welcome dinner, weekend lunch/dinner options for teams or volunteers, onsite concessions.
- Hydration
  - Provide hydration options as outlined in the health and safety plan.

Providing Supplies

- Game timing/score board system (1 set per field)
  - Must clearly present time and score for both home and away teams
  - Must be able to produce an auditory “beep” when game time hits 00:00
- Tape for Marking Field
  - 1,000yds of 2 inch width high contrast single color tape for fields (amount for 2 fields listed)
  - 150yds of 2 inch width different high contrast color tape for team bench area (amount for 2 fields listed)
  - Black tape to cover field imperfections (amount dependent on field needs)
  - If the field site is outdoors, ensure tape is rated for outdoor (heavy duty, water resistance tape)
  - If the field site is indoors, ensure tape is rated for indoor use
- 8 Coolers for Ice/Hydration Needs
- 15 Tables & 40 Chairs for Volunteers, Officials, Medical, and Team Areas
- 6 Sandwich Boards (outdoor usage)
- 10 Easels (indoor usage)
- 19 Tents (if outdoors) for Fields, Officials, Medical, and Team Areas
- 4 Tent Weights Per Tent, 8 Weights for Signage (if outdoors)
- Generator, extension cords, and power strips for each field (if needed)
- Utility Carts/Dollies for Transporting Supplies
- Generator, extension cords, and power strips for each field (if needed)
- Tournament Trophy
- Athletic Training Table(s) (if hosting medical classification appointments)
- Misc. Office Supplies as Needed:

Host Contribution

The cost of hosting a USA Wheelchair Football League Tournament can vary depending on an organization's facilities and community partnerships. Move United provides grants for tournament hosts to support tournament costs. Grant amounts vary depending on the hosts needs and our organizational priorities.

To help you put together a budget, we've listed approximate costs of required line items below. Many costs can be offset through in-kind donations and sponsorships, which can be recognized at tournaments. Tournament sponsorship recognition is provided in partnership with Move United and national sponsors.

Example Host Budget

Line Item	Estimated Indoor Venue Cost	Estimated Outdoor Venue Cost
Venue Rental	*$5,000 to $30,000*	*$1,000 to $6,000*
Onsite Medical (EMS)	*$1,000 to $2,000*	*$1,000 to $2,000*
Tables and Chairs	*Typically included in rental cost*	*$300.00*
Equipment Storage	*Typically included in rental cost*	*$1,000 to $2,000*
Restroom Access	*Typically included in rental cost*	*$500 to $850*
Venue Security	*$500 to $1,000*	*$500 to $1,000*
Officials Travel, Lodging, and Meals (assumes ⅓ of officials are local)	*$3,750.00*	*$3,750.00*
Officials Games Fees (average of 15 games a tournament)	*$4,725.00*	*$4,725.00*
Officials Meals	*$400.00*	*$400.00*
Field Tape	*$900 (for 2 fields)*	*$900 (for 2 fields)*
Tournament Trophy	*$100.00*	*$100.00*
Misc. Equipment	*$500.00*	*$500.00*
Estimated Total	$16,875 to $43,375	$14,175 to $20,225

Move United Contribution

Move United is committed to ensuring that tournaments and host partners are successful. In addition to the opportunity to receive a tournament grant, Move United provides a wide variety of support in terms of pre-event planning and on-site staff support as well as a large amount of field equipment.

Curious about what support Move United provides? Here is a list of what you can expect from us.

Line Item	Estimated Value
Field Supplies for 2 Fields (pylons, sideline markers, down markers, marking templates, 13 tents)	*$16,250.00*
Event Planning Support	*$5,500.00*
Onsite Staff Support	*$6,500.00*
Move United Branding and Signage	*$5,000.00*
Estimated Total:	*$33,250.00*

Additional Support

In addition to the items listed above, you can expect the following items that are potentially invaluable:

- Media and Press Support
  - Previous national media outlets include: ESPN, PBS, New York Times, CBS Sports
- Move United Partnership
  - Exposure to our network of over 240 chapter organizations and over 6,000 individual members
  - Benefit from established local and national partnerships

Ready to Join the Movement?

Click here to submit your organization's tournament host application!

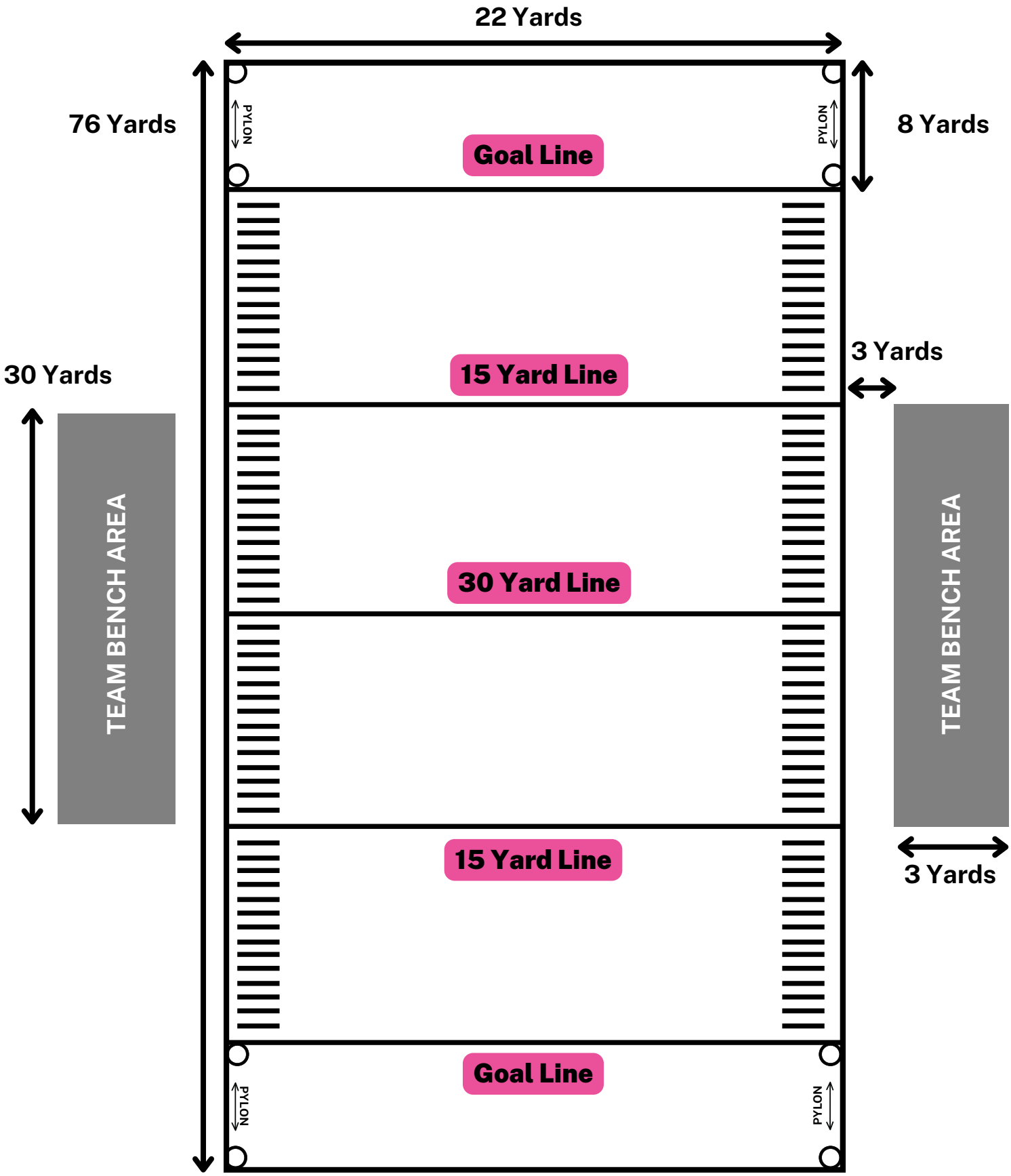
Questions? Get in Touch.

Karalyn Ly
Move United Senior Program Manager
Kly@moveunitedsport.org

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.
www.moveunitedsport.org

Tournament Host Resources

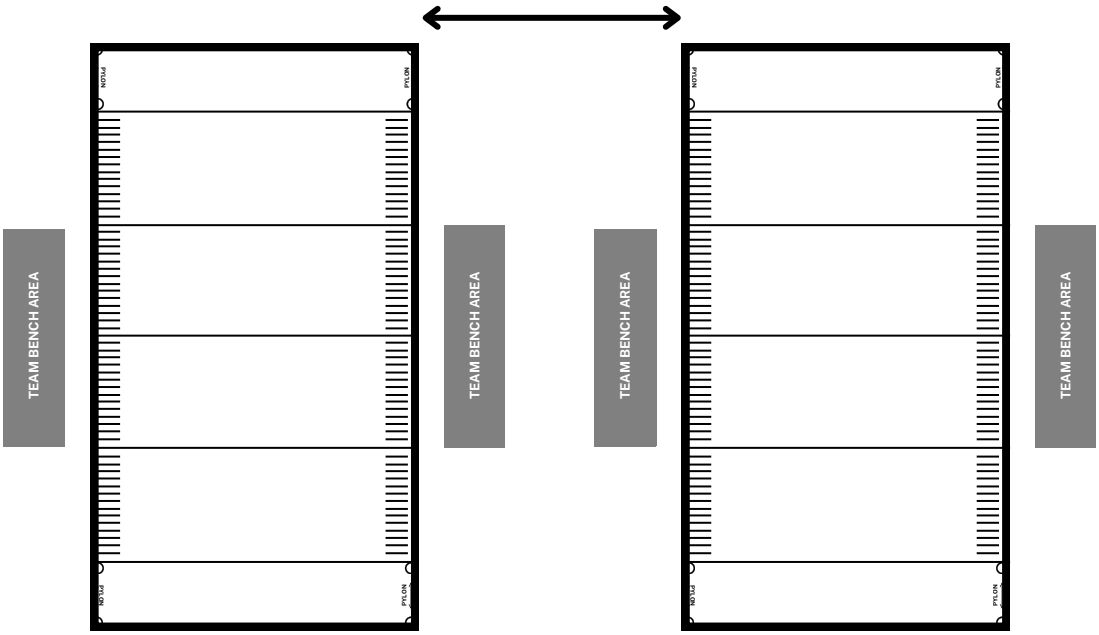
Field Dimensions



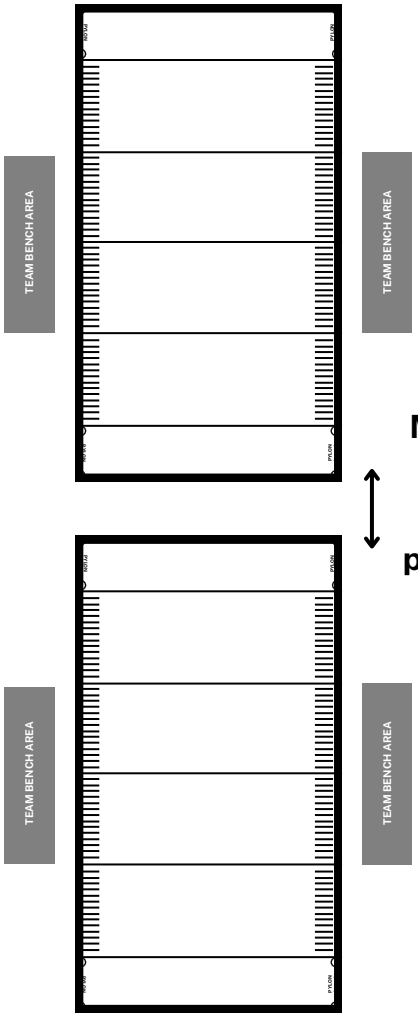
Example Field Layouts

Parallel

Minimum of 25 feet between fields to allow space for scores tables and team benches.

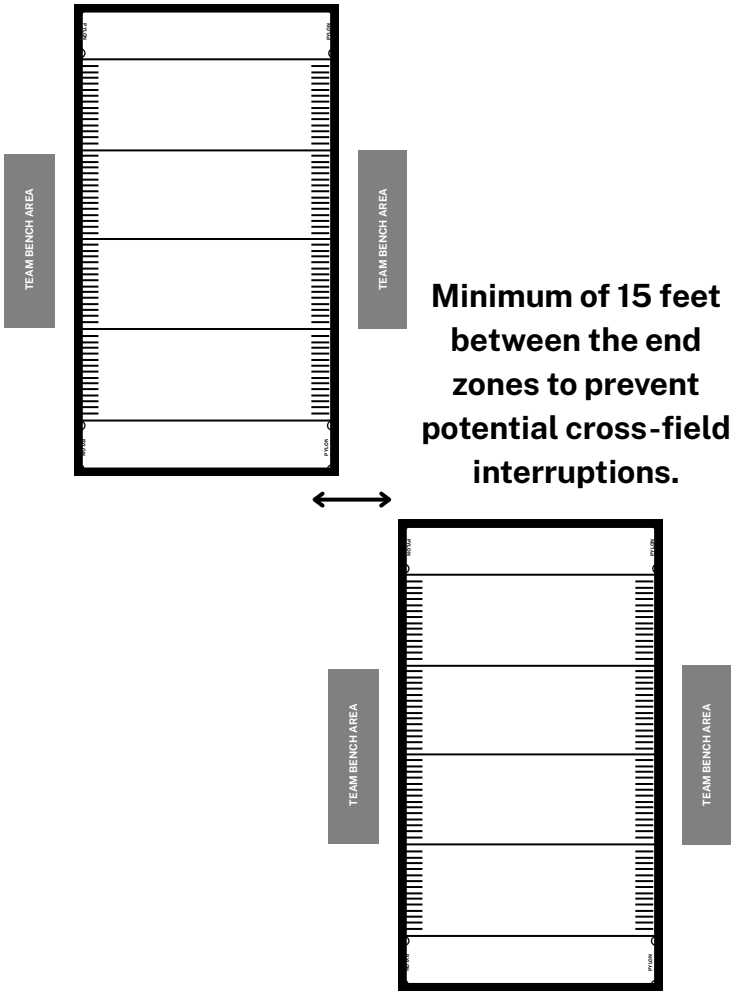


Vertical



Minimum of 20 feet between the end zones to prevent potential cross-field interruptions.

Staggered



Minimum of 15 feet between the end zones to prevent potential cross-field interruptions.