



# National Wheelchair Softball Association

## Hosting the National Wheelchair Softball Tournament

Thank you for your interest in hosting the National Wheelchair Softball Tournament (NWST). This annual event provides the National Wheelchair Softball Association (NWSA) with an annual tournament to bring its member teams to one location to determine a national champion for wheelchair softball. Hosting the NWST is an excellent opportunity to bring to your community a showcase event of the best wheelchair softball athletes in the world.

The host organizations can effectively promote themselves, their sponsors and donors, while creating public awareness of their mission and role in the community through this event. The tournament is effective for increasing public awareness of the athletic possibilities and abilities of people with disabilities. This event is a proven activation to make a significant and positive economic impact on your local community, which is of particular interest to your local businesses, Chamber of Commerce, and Visitors' Bureau.

This summary provides an outline of the responsibilities of a tournament host. If there are questions regarding hosting the tournament, please email NWSA's President John Teegarden at [softball@midwestadaptivesports.org](mailto:softball@midwestadaptivesports.org) or call him at (918) 205-4628. If you would like to submit a "bid" that would express your desire to host the tournament, please email your letter of interest to John Teegarden, or Jeff Downes, the NWSA Commissioner, at [jdownes@gmail.com](mailto:jdownes@gmail.com).

The determination of the site and sponsor for the annual National Wheelchair Softball Tournament shall be made by the NWSA Executive Committee. In the absence of any bids or in the event of non-acceptance of submitted bids, NWSA's Executive Committee shall invite and adjudicate additional bids at any time prior to the date set aside for the National Tournament.

### **About the National Wheelchair Softball Tournament (NWST)**

NWSA teams compete over three days in approximately 50 games to determine a champion and make all-tournament team selections. Historically 16 - 20 teams, comprising of 300 - 400 players and staff attend this competition.

Today, NWSA governs both the Adult division and Junior division. Many teams have sought and found allegiance and sponsorship with their Major League Baseball (MLB) team counterparts.

A history of the tournament, its champions, all tournament players, tournament programs, and more can be found on NWSA's web site at [www.wheelchairsoftball.org](http://www.wheelchairsoftball.org) under the "World Series History" tab.

### **NWST Host Responsibilities**

NWSA has basic requirements for hosting the NWST as stipulated in its bylaws, along with other usual and customary items. NWSA's President and Commissioner will work closely with the host in the planning process, site visit(s), and during the tournament to ensure that the established standards of the NWST are met by the host organization.



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NWST hosts traditionally raise necessary funding primarily in the local host community through donor solicitation, sponsorships, fund raising events, and advertising to meet the expenses of the tournament. NWSA cooperates and collaborates with host organizations in their fund-raising efforts using NWSA trademarks and copyright materials. Additionally, NWSA may contribute funds or pay for specific NWST expenses depending on NWSA resource availability at the time of the NWST.

The NWSA shall provide a portion of the tournament team registration fees to the Tournament Host as its support of the financial costs of hosting the NWST. Specific funding abilities or payment will be discussed in detail with the host organization.

The following is a list of categories and major items needed for hosting the NWST. A more detailed break-out of items, specifications, and estimated costs is available from the NWSA Executive Committee. Host costs will vary depending on the ability to get local resources to donate items, volunteer help, local rental costs, use of professional event planners, and donations in-kind.

1. Fields: Rental fees for a parking lot or facility large enough for 4 fields.
2. Equipment: Rental fees for items such as fencing, marking tape and/or paint, tents, tables, chairs, coolers, garbage cans, dumpsters, restrooms, power generation, sound system, and storage.
3. Hotels: Meeting rooms, potential storage, Awards banquet, lodging for NWSA Executive members not associated with a registered team.
4. Officials: Game fees, meals, lodging, and travel expenses.
5. Volunteers: Score tables, Runners, Team Support, Site/location support.
6. Other: Items such as trophies, t-shirts (event/volunteer), water, insurance, golf carts (3-4), promotion/advertising.

On behalf of NWSA, I hope this provides a summary outline of needs, expectations, and requirements of hosting NWSA's NWST. Please feel free to contact me with questions or additional needs for information.

Very truly yours,

John Teegarden  
President, NWSA



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Generally, the requirements, duties, and responsibilities of a sponsor for the conduct of a National Tournament are prescribed as follows.

The sponsor shall:

1. Identify, and gain approval from the NWSA for the tournament site
2. Underwrite tournament expenses involved in the game facility and equipment
3. Provide lodging for members of the NWSA Executive Committee not associated with a registered team
4. Provide lodging and meals for appointed game officials
5. Pay game officials at the rate established by the Commissioner
6. Provide official tournament score books, give books to NWSA at the completion of the tournament.
7. Arrange for the purchase of and engraving of trophies and awards per NWSA guidelines
8. Provide a tournament program (printed or electronic), which shall include information that is pertinent to the event
9. Arrange for appropriate personnel to perform the duties of officials (umpires and score table)
10. Host the Post-Tournament Victory Banquet for the presentation of awards

### NWST Attendance

- Historically 16-20 teams attend.
- Team size averages 15-20 members including staff.
- Family, friends, and others will also travel to support and cheer for their home team.
  - *Family generally makes own arrangements or will “piggy-back” off host hotel arrangements.*
  - *NWST organizers bear no cost for family/friends.*
  - *Consideration of hotel space may be advantageous for group booking rates.*
- Team registration is typically due by May 31, with player final registration by July 31.
  - Team representatives coordinate all players and team registration information.

### NWST Fields

- Site will be reviewed by the NWSA Commissioner or NWSA President to assure quality/safety.
- Commonly used areas to host the NWST include large parking lots with minimal light posts.
- Field dimension specifics can be found at [www.nationalwheelchairsoftball.org/the](http://www.nationalwheelchairsoftball.org/the_game/fields) game/fields.
- Each field is approximately 225ft x 225ft square.
- Fields should be flat, with minimal surface cracks, drains, light poles, islands, medians, or curbs.
  - *Front casters of sport chairs are small and will “catch” in cracks & expansion joints*
- Fields should be made of smooth concrete or hard asphalt.
- Miracle field surfaces (rubber) are not sanctioned field surface for national tournament field.
- Ample parking space should be considered for teams that drive to the tournament site.



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### **NWST Equipment requirements**

- A minimum of 4" high fence - approximately 750 ft per field.
- Fence support weights for stability against wind.
- Field marking tape or paint for lines. Cost - \$200-500.
- Bases – should be painted with a latex white paint or use rubber mats.
- Player bench covering for shade - 10'x 20' covering, 2 per field – one per bench.
- Best field designated as field one and used for Division one and championship games.
- Drinking water coolers or tubs for bottled water for players during games.
- Tent, table, and chairs for scorer's table behind each home plate.
- Garbage cans in each player area.

### **General:**

- Dumpster – 21 cu. Ft or large recommended – minimum 3-5 strategically located.
- Restrooms: Based on expected audience size, minimum of 3 accessible units strategically located.
- Hand sanitizers at restrooms, hand wash stations at strategic public locations.
- Officials/umpires tent.
- Officials Tent: one 10'x20' minimum for umpires (used for between game rest area).
- General Tent: 40' by 60' or larger – main gathering and relief area for players between games.
- 15 tables and 100 folding chairs recommended.
- Utility cart – golf cart or utility vehicle (up to 3-4).
- Small generator for power.
- PA system for announcements, scores, etc.

### **Hotels:**

- About 70 - 80% of expected participants and family will stay in host hotels.
- Typically, 4-night hotel stay – arrival on Wednesday, departure on Sunday.
- ADA rooms should be available to these teams.
- Most rooms can be 2 bed configurations.
- Smaller conference room for small meetings and/or team registration.
- Large ballroom for awards banquet on Saturday evening (250 – 300 attendees).

### **Other Tournament Host responsibilities items:**

- |                                |   |
|--------------------------------|---|
| • Event Insurance              | • Event and Volunteer T-shirts                      |
| • Volunteers & Scorekeepers    | • Water & ice                                       |
| • Trophies per NWSA Guidelines | • NWST official photographer & videographer stipend |
| • Post Tournament Banquet      |   |



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