



2024

Move United Group Member Handbook

Dana Dodge, Member Services Manager

ddodge@moveunitedsport.org | 240-268-1246

TABLE OF CONTENTS:

TABLE OF CONTENTS

STAFF CONTACT INFORMATION	2
INTRODUCTION	2
PURPOSE	2
ROLES AND RESPONSIBILITIES	3
MEMBER REQUIREMENTS	4
MEMBER SERVICES	5
SPORTS OFFERED	6
SPECIAL PROGRAMS & EVENTS	7
PROGRAMS	7
EVENTS	8
ADVERTISING & MARKETING	9
HEALTH & SAFETY	10
STANDARD OF CONDUCT	11
INSURANCE	11
MOVE UNITED INSURANCE PROGRAM POLICIES OFFERED	12
INFRACTIONS AND DISCIPLINARY ACTIONS	12
INQUIRY PROCESS	12
DUE DILIGENCE	12
TERMINATION OF MEMBERSHIP	12
MEMBERSHIP ON HOLD	13
RENEWAL	13
GRACE PERIOD	13

STAFF CONTACT INFORMATION

- **Member Services Manager - Groups**
Dana Dodge
ddodge@moveunitedsport.org
240-268-1246

INTRODUCTION

This handbook details the policies and procedures for the Move United Group Membership Program. Group member programs must adhere to the policies set forth in this Membership Handbook.

- **Move United Mission**
Move United's mission is to provide national leadership and opportunities for individuals with disabilities to develop independence, confidence, and fitness through participation in community sports, including competition, recreation, and educational programs.
- **Move United Vision**
Every person, regardless of ability, has an equal opportunity to participate in sports and recreation in their community.

Want to learn more about Move United? Check out the [Move United 101](#) course.

PURPOSE

The Move United Group Member Network is made up of organizations that provide local, regional, and/or national direct sports programming to athletes with disabilities. These organizations have access to a variety of direct and ancillary benefits that enhance and foster the continued growth of adaptive and inclusive sports programming nation-wide.

There are four primary group membership levels, including:

- **Affiliate**
Affiliate membership is intended to include and support National Governing Bodies (NGB), High-Performance Management Organizations (HPMO), and other national or regional sport organizations who govern or administer adaptive or inclusive sports programs for athletes with disabilities.
- **Chapter**
Adaptive Sports Organizations; Inclusive organizations with moderate to large adaptive programs.
- **Adaptive Club**
Small to Moderate size Adaptive or Inclusive Sports Organizations.
- **Inclusive Club**
Inclusive organizations with inclusive programming.
- **Event Partner**
Adaptive and/or Inclusive** events that have a clear access point for athletes with disabilities.*

MOVE UNITED GROUP MEMBER HANDBOOK

***Adaptive** – Programming designed for athletes with disabilities

****Inclusive** – Programming designed for athletes with and without disabilities

More information on the membership levels, requirements, and benefits can be found online at:

<https://moveunitedsport.org/get-involved/move-united-membership-network/>

ROLES AND RESPONSIBILITIES

A full Move United staff listing can be found on our [website](#). If you have any questions about a particular program, feel free to reach out directly to the individual associated with it.

Leadership			
Glenn Merry	Executive Director	gmerry@moveunitedsport.org	301-217-9838
Competitions			
Susan Rossi	Director of Competition	srossi@moveunitedsport.org	240-268-5379
Jessie Cloy	Competitions Manager - Operations	jcloy@moveunitedsport.org	240-268-5380
Nina Cutro-Kelly	Competitions Manager - Administrative	NCutroKelly@moveunitedsport.org	518-334-0090
Development & Communication			
Dave Simonson	Development Director	dsimonson@moveunitedsport.org	301-217-9837
Nora Hertel	Marketing Manager	nhertel@moveunitedsport.org	240-268-5384
Shuan Butcher	Communications Manager	sbutcher@moveunitedsport.org	240-268-2180
Tim Brown	Communications and Marketing Specialist	tbrown@moveunitedsport.org	240-268-5378
Finance/Operation			
Bill Snyder	Chief Financial & Operating Officer	bsnyder@moveunitedsport.org	301-217-9843
James Arnold	Office and Technology Manager	jarnold@moveunitedsport.org	240-268-5372
Member Services			
Kaleigh McCauley-Sayer	Member Services Director	kmccauley@moveunitedsport.org	301-383-9659
Ryan Semke	Insurance Program Manager	rsemke@moveunitedsport.org	240-268-5370
Dana Dodge	Member Services Manager - Groups	ddodge@moveunitedsport.org	240-268-1246
Brittany Morrone	Member Services Manager – Individuals	bmorrone@moveunitedsport.org	301-217-9842
Programs			
Julia Ray	Programs Director	jray@moveunitedsport.org	301-217-9840
Orlando Gill	Field Representative	ogill@moveunitedsport.org	804-937-5195

MOVE UNITED GROUP MEMBER HANDBOOK

Huayra Gomez-Garcia	Senior Events Manager	hgomezgarcia@moveunitedsport.org	240-268-0864
Sydney Rossman	Events Specialist	srossman@moveunitedsport.org	240-268-5382
Micaela Venus	Events Specialist	mvenus@moveunitedsport.org	240-268-5377
Jessica Pullar	Education Manager	jpullar@moveunitedsport.org	301-383-9663
Jacob Tyree	Education Program Manager	jtyree@moveunitedsport.org	301-217-9839
Cayla Hammaker	Senior Education Manager	chammaker@moveunitedsport.org	240-268-5373
Najeeb Siddiqui	Grants Manager	nsiddiqui@moveunitedsport.org	240-264-5374
Karalyn Stott	Senior Program Manager	kstott@moveunitedsport.org	240-268-5375
Tommy Shipeck	USAWFL Program Specialist	tshipeck@moveunitedsport.org	240-268-0237
People and Culture			
Kari Miller Ortiz	Director of People & Culture	kortiz@moveunitedsport.org	240-268-5376

MEMBER REQUIREMENTS

Move United group members must comply with the following to remain in good standing. Move United may request copies of documents to ensure that the member organization meets the criteria of a member as relates to the standards of capacity, competence, and financial accountability.

Member Primary and Secondary contacts receive Move United updates, training, and grant opportunities. It is the responsibility of each member organization to communicate any changes in staffing to the Member Services Manager at ddodge@moveunitedsport.org.

Group Member Requirements	Affiliate	Chapter	Adaptive Club	Inclusive Club	Event Partner
<i>Annual Member Dues</i>	\$500	\$350	\$300	\$250	\$75
<i>Offer safe and effective direct sports programming by qualified individuals to athletes with permanent disabilities</i>		●	●	●	●
<i>Carry Commercial General Liability Insurance</i>	●	●	●	●	●
<i>Demonstrate sound financial practices</i>	●	●	●	-	-

MOVE UNITED GROUP MEMBER HANDBOOK

Comply with Move United's Sport Protection Policy	●	●	●	Policy in place	Policy in place
Demonstrate competent governance	●	●	●	●	-

MEMBER SERVICES

Member organizations will have access to the following exclusive benefits:

Member Services	Affiliate	Chapter	Adaptive Club	Inclusive Club	Event Partner
Training & Education <i>Eligible to apply for training and host opportunities</i>	100%	100%	75%	50%	25%
Grant Program <i>*In order to be eligible for grant funding through Move United, applicants must be tax-exempt (i.e. 501c3 or an established foundation to receive funding). **Move United Membership does not guarantee that grant funding will be awarded.</i>	Eligible to work in conjunction with Move United on Grant Applications	100%	75%	50%	-
Competition Sanctioning <i>Archery, Para Triathlon, Para powerlifting, Track & Field, Swimming, Shooting & Wheelchair Tennis</i>	●	●	●	●	●
Partnerships <i>Opportunity to elevate relationships with corporate, federal and national partners with respect to engagement and sponsorship opportunities, as well as adaptive sports subject matter experts/trainers</i>	●	●	●	●	●
Insurance Program & Access <i>Access to affordable group Commercial General Liability insurance, Directors & Officers and Employment Practices Liability insurance for qualifying organizations *Some exclusions apply</i>	●	●	●	●	●

MOVE UNITED GROUP MEMBER HANDBOOK

Safesport & Background Check Discount	●	●	●	●	●
Resource Library	●	●	●	●	●
Move United Magazine <i>Ability to submit articles and announcements about your activities in Move United's national publication, Move United Magazine (circulation of over 40,000). Access to free subscriptions for your members</i>	●	●	●	●	●
Event Calendar	●	●	●	●	●
Employment Listing	●	●	●	●	●
Event Discounts	●	●	●	●	●
Product & Service Discounts	●	●	●	●	●
Membership Listing	●	●	●	●	●

SPORTS OFFERED

Move United's vision is that every person, regardless of ability, has an equal opportunity to participate in sports and recreation in their community. Our mission is to provide national leadership and opportunities for individuals with disabilities to develop independence, confidence, and fitness through participation in community sports, including competition, recreation, and educational programs. The following is a list of sports programs offered by member organizations. The list is not all-inclusive.

Sports offered by the Move United Network	
<ul style="list-style-type: none"> ● Air Rifle ● Alpine/Downhill Skiing ● Archery ● Backpacking ● Badminton ● Baseball ● Basketball/Wheelchair Basketball ● Biathlon ● Bobsled ● Boccia ● Bowling ● Camping ● Canoeing ● Carriage Driving ● Cheer ● CrossFit ● Curling 	<ul style="list-style-type: none"> ● Martial Arts ● Mountain Biking ● Nordic Skiing ● Orienteering ● Paddle Boarding ● Pickleball ● Power Lifting ● Rafting ● Rock Climbing ● Ropes Course ● Rowing ● Running/Wheelchair Racing ● Sailing ● Scuba ● Skateboarding ● Skeleton ● Sled Hockey

MOVE UNITED GROUP MEMBER HANDBOOK

- Cycling
- Dance
- Diving
- Dragon Boat Racing
- Equestrian/Horseback Riding
- Fencing
- Fishing
- Fitness/Cross Training
- Football/Wheelchair Football
- Goalball
- Golf
- Gymnastics
- Hiking
- Ice Climbing
- Ice Skating
- Kayaking
- Kickball
- Lacrosse/Wheelchair Lacrosse
- Snowboarding
- Snowshoeing
- Soccer/Power Soccer
- Softball
- Strength Training
- Surfing
- Swimming
- Table Tennis
- Tai Chi
- Tennis/Wheelchair Tennis
- Track and Field
- Triathlon
- Volleyball/Sit Volleyball
- Wakeboarding
- Water Skiing
- Wheelchair Rugby
- Windsurfing
- Yoga

SPECIAL PROGRAMS & EVENTS

Move United offers several opportunities for member organizations to enhance the delivery of their programs, through the involvement of their staff, volunteers, and participants in the following programs and events.

PROGRAMS

GRANT PROGRAM

The Move United grant program provides over \$3,100,000 in funding to its member network annually. Grant award amounts vary but are typically meant to supplement programming. Opportunities are shared directly with the member organizations, via Constant Contact, as they become available.

TRAINING & EDUCATION PROGRAM

Training opportunities enable sports providers to deliver improved program services to their communities. Move United offers member organizations within our member network free or reduced education, development, and networking events including but not limited to online Learning Management Modules and the Move United Education Conference.

INDIVIDUAL MEMBERSHIP

The Move United Individual Member Network fosters a sense of community, belonging, and serves as a hub for adaptive and inclusive sports and recreation resources. Whether individuals are looking to find a new sport or get involved, as a member, you have access to a variety of direct and ancillary benefits to support your adaptive sports and recreation endeavors. Member benefits include member huddles (community groups), training and grant opportunities, discounts, and MORE! Individual membership is a great way to stay up to date with Move

MOVE UNITED GROUP MEMBER HANDBOOK

United programs. Don't have an account? [Follow the instructions](#) and register as a free or premium (\$75 annual fee) member [here](#). Join the movement and push what's possible.

MOVE UNITED WARFIGHTERS

Since 1967, Move United has proudly served wounded warriors, including those injured in the Iraq and Afghanistan wars, offering over 70 winter and summer sports at more than 100 events each year. Warfighters rebuild lives through sports by improving self-confidence, promoting independence, and uniting families through shared healthy activities.

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.

MOVE UNITED ADAPTIVE SHOOTING LEAGUE

The [Move United Adaptive Shooting League](#) is comprised of Move United's member organizations and community partners from across the country that have an interest in fostering the sport of adaptive shooting (air rifle and air pistol) for individuals with a disability, including wounded warfighters.

ON DEMAND

[Move United On Demand](#) provides a high-quality, engaging online fitness platform adapted for different abilities and body types. Through highly trained instructors and workouts that are fun, dynamic and engaging, athletes with disabilities can enjoy the benefits of healthy, physical activity at home and other places where you train.

EVENTS

THE HARTFORD SKI SPECTACULAR

The programs offered during this week-long event include learn to ski and snowboard lessons, a week-long race camp, Nordic skiing, free sports clinics, Ski Spectacular Instructor Academy for Instructors, and other social/networking events.

THE HARTFORD NATIONALS

Nationals is the largest, long-standing annual multi-sport event in the United States for individuals with a physical, visual, and/or intellectual impairment who are classifiable under the International Paralympic Committee's classification system.

It is a weeklong national sport championship event conducted by Move United open to athletes of any age. Sports on the program include archery, para powerlifting, paratriathlon, shooting,

MOVE UNITED GROUP MEMBER HANDBOOK

swimming, track and field, and wheelchair tennis. The event serves as a platform to promote physical activity and independence for youth with a disability.

SANCTIONED COMPETITIONS

In 2024, The Move United Sanctioned Competition includes 35 single and/or multi-sport events in twenty-four states. Annually, the competitions collectively serve over 2000 athletes of all ages and performance levels with a physical, visual, and/or intellectual impairment and offer competition in summer Paralympic-style sports. These events, offered through Move United and the Move United member network, serve as qualifiers and/or training opportunities for national competitions including The Hartford Nationals conducted by Move United, U.S. Paralympics National Championships/Trials, NGB National Championships, the National Veteran Wheelchair Games, the Valor Games, and the Warrior Games.

Move United Sanctioned Competitions are among the best adaptive multi-sport competitive events in the United States and are sanctioned by both Move United and applicable National Governing Bodies (NGBs) for the sports being contested. This sanction represents a commitment to follow national and, when applicable, international rules and to provide a safe, positive environment for participants, volunteers, officials, coaches, and spectators.

The official designation issued by Move United approves the holding of a competitive multi-disability, multi and/or single sport event in the United States in one or more of the following sports: archery, para powerlifting, paratriathlon, shooting, swimming, track and field and/or wheelchair tennis. Many Sanctioned Competitions offer additional sports and clinics at their events.

WORLD ABILITYSPORT

World Abilitysport is one of the world's leading organizations in the development of Para sports with a membership of more than 80 countries from around the world. Move United has been the primary member of World Abilitysport for the United States since its inception. In alternate years, Move United has the opportunity to field a US delegation to the World Abilitysport Games and World Abilitysport Youth Games. The Games encapsulate Unity, Friendship and Sportsmanship and demonstrate the values of World Abilitysport to educate, train and provide competitive opportunities worldwide. Since 2006, Move United has sent 182 athletes (18 of which have earned the title Paralympian) and 46 staff to 13 World Abilitysport Games.

MOVE UNITED EDUCATION CONFERENCE

This annual conference brings together community-based organizations, healthcare providers, and others for a unique educational opportunity that aims to develop and strengthen the adaptive sport industry. Move United offers member organizations reduced cost access to this event.

ADVERTISING & MARKETING

MOVE UNITED MEMBER LOGO

This file contains Move United Member logos in black, white and full color. A style guide provides instructions on how to appropriately use these files.

MOVE UNITED GROUP MEMBER HANDBOOK

MOVE UNITED BOILERPLATE

Move United is the national leader in community adaptive sports, empowering 100,000 youth and adults with disabilities each year to live to their fullest potential. Move United's 230+ member organizations in 45 states are united by a single mission: ensuring everyone, regardless of ability, experiences the life-changing power of sports and is fully included in their community.

Established in 1956, Move United is an Affiliate of the U.S. Olympic & Paralympic Committee providing opportunities for individuals with disabilities to become physically and emotionally stronger through participation in more than 70 adaptive sports. Move United offers community-based sports recreation, education and competition that push people further, bring people closer and leave no one on the sidelines. Join our MOVEment at www.moveunitedsport.org

MOVE UNITED MAGAZINE

Over 42,000 copies of the magazine distributed to potential adaptive athletes looking for sports opportunities. Member organizations have the opportunity to submit articles promoting unique adaptive sports opportunities available through their program three times per year (Spring, Fall and Winter)

EVENT CALENDAR

Member organizations may submit events/programs/training for inclusion in our comprehensive online calendar. Events must provide sports programming opportunities for individuals with disabilities. Promotional events/fundraisers will not be included on this calendar.

In addition, training opportunities available to member organizations are posted on the event calendar. Training opportunities enable adaptive sports providers to deliver improved program services to their communities. Move United offers member organizations free or reduced cost education, development, and networking events.

EMPLOYMENT LISTING

Move United posts job, internship, and volunteer opportunities from the member network on our [online employment listing](#).

HEALTH & SAFETY

Sport Protection Policy

Move United has undertaken a national Sport Protection Policy to promote an environment free of misconduct and abuse. To this end, members of Move United are required to adopt a written Sport Protection Policy that meets the minimum standards of Move United. That policy must be publicly available to the member's community. Each Member's Sport Protection Policy shall govern those individuals who fall under the responsibility of the local chapter. ***Members may include additional and/or different policies that relate to their specific organization, but such policies may be no less restrictive than those presented by Move United, or as otherwise required by law.***

Move United has developed [policy templates for members](#) just entering the process and who need help getting started.

MOVE UNITED GROUP MEMBER HANDBOOK

Members with existing policies can check them against the listed requirements above. If they meet the minimum standard, please submit a written copy to Move United for review.

Required Policies

Each Move United member is responsible for creating their own policies and procedures to ensure the safety of their participants, volunteers, and employees.

A list of policies Move United requires all Member Organizations to have in place and resources to create and modify policies can be found in the [Resource Library](#).

STANDARD OF CONDUCT

Member organizations must have a Code of Conduct in place, and may use Move United Templates provided in the [Resource Library](#) or develop their own code of conduct as long as it meets the following minimum standards:

- **Staff/Volunteer Code of Conduct**
 - Mandatory paperwork needed for participation
 - Outline personal conduct guidelines
 - How to communicate on behalf of company (in person & social media)
 - Employment environment
 - [Policies on discrimination, harassment, bullying](#)
 - Employment Practices and Affirmative Action
 - Protocol for staff participation in activities while on the job
 - Protocol on relationships (staff and participant, between staff members, etc.)
 - Protocol on use of substances while on the job
 - Protocol for emergency procedures
 - Protocol for grievances
 - Outline any consequences for breaking the code of conduct and future participation

- **Participant Code of Conduct**
 - Mandatory paperwork needed for participation
 - Outline acceptable behavior in and out of programming
 - Policy on discrimination, harassment, bullying
 - Protocol on use of substances while participating in activities
 - Protocol for emergency procedures
 - Outline any consequences for breaking the code of conduct and future participation

INSURANCE

All member organizations must carry Commercial General Liability Insurance in an occurrence format in an amount of no less than \$1,000,000 per occurrence and \$2,000,000 per annual aggregate with no “participant or spectator exclusions”, covering liability arising out of premises operations, personal and advertising injury, products-completed operations, contractual liability, and independent contractors.

MOVE UNITED GROUP MEMBER HANDBOOK

A Certificate of Insurance evidencing proof of all insurance required and naming Move United, Inc. as an Additional Insured must be furnished to Move United annually at the time of policy renewal.

Members at the **Chapter** and **Adaptive Club** levels are eligible to apply to participate in the Move United's Group Insurance Program, offered by American Specialty & Risk Services and Great American Insurance Company.

MOVE UNITED INSURANCE PROGRAM POLICIES OFFERED

Commercial General Liability Insurance Policy and Excess Liability Insurance*

Directors & Officers (D&O) and Employment Practices (EPL) Liability Insurance

For more information about Move United's Group Insurance Program, please contact Ryan Semke at rsemke@moveunitedsport.org.

**Members participating in Move United's Group Insurance Program may also purchase supplemental policies such as Liquor Liability, Non-Owned Hired Auto and Inland Marine insurance at an additional cost.*

INFRACTIONS AND DISCIPLINARY ACTIONS

INQUIRY PROCESS

Move United has a mechanism by which to respond to public feedback on members and will follow up accordingly. Adverse feedback may result in an inquiry to ensure that standards are being met. Reports will be kept confidential to the extent possible.

DUE DILIGENCE

Move United may request copies of documents to ensure that member organizations meet the criteria of a member as it relates to the standards of capacity, competence, and financial accountability. These documents include but are not limited to the following: proof of state of incorporation registration, IRS determination letter, insurance, a certificate of insurance naming Move United as an Additional Insured, annual IRS filing, and/or official name change.

The Primary Contact must notify Move United immediately of any change in a member organization's status or operations.

TERMINATION OF MEMBERSHIP

Member organizations shall abide by the requirements outlined in their Membership Agreement. Move United may terminate this Agreement if member organizations fail to meet the outlined responsibilities and is therefore not in good standing.

Move United will provide member organizations with 30 days' notice to meet the specified terms prior to the effective date of termination.

MEMBERSHIP ON HOLD

A member is placed on hold for any of the following reasons:

- Member did not pay their annual membership dues within the 90-day grace period.
- Loss of tax-exempt status
- Unable to provide proof of Commercial General Liability Insurance that meets the minimum standards for membership with Move United.

Member organizations do not have access to any membership benefits while on hold. A member organization has one year from being put on hold to elect to stay a member or they will be decertified. If the member organization elects to stay a member, they must provide the documentation necessary to be in good standing. Annual membership dues must be paid to be in good standing and access membership benefits. If a member decides after one year that they do not wish to continue Move United membership, they will be decertified. After being decertified, if that member organization decides they would like to reinstate Move United membership, the organization must resubmit a full membership application.

RENEWAL

Renewal reminders will be sent annually in June, and will include the following:

- Dues invoice – Paid via check or online payment portal
- Membership Agreement – Signed and returned
- Member Handbook – Reviewed
- Move United Branding Guidelines - Reviewed
- Member Survey link – Completed via SurveyMonkey

Members are not required to apply to renew membership, but will be expected to review the materials above, and comply with any related instructions by September of each year to remain in good standing.

If a member organization would like to change their level of membership, they must contact the Member Services Manager, Dana Dodge at ddodge@moveunitedsportorg or 240-268-1246. In some cases additional documentation may be necessary to change membership levels.

GRACE PERIOD

Member organizations are extended a 90-day grace period following the current membership date to renew their membership. A member who completes the membership renewal process during this time frame maintains the original membership join date and remains eligible for longevity programs and other tenure-based benefits. After the 90-day grace period, ending September 28th of each year, a member will be put on hold.

The grace period is the amount of time after membership expires, June 30th, and before a payment is made. During this time the member organization will continue to receive benefits. When the grace period expires, if the member has not renewed, the membership is changed to on hold and benefits are no longer accessible.