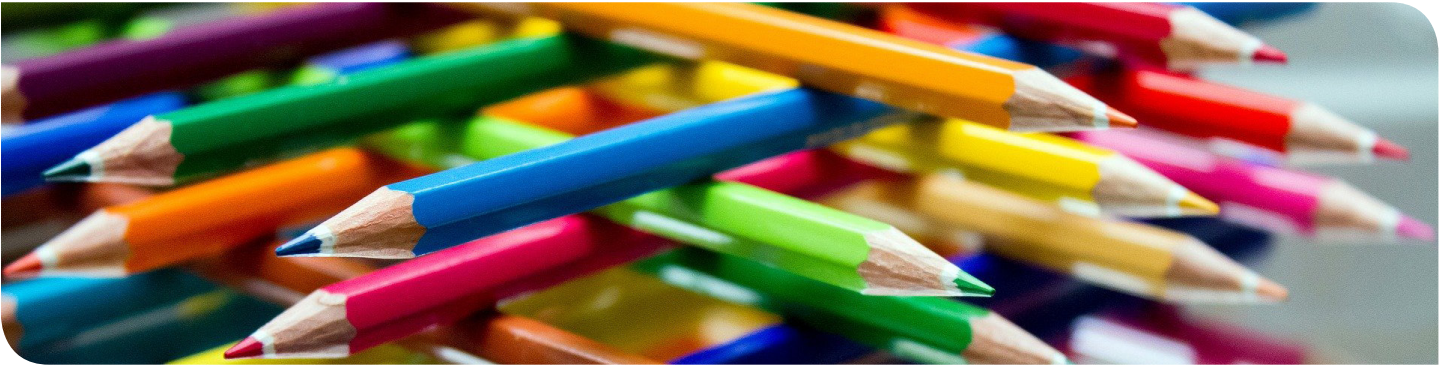


# Accessible Tournament Checklist



*Taking care to create an accessible tournament benefits not only individuals with visible or known disabilities, but also helps to ensure that all participants/attendees, including individuals with non-obvious disabilities and/or chronic health conditions, and people of all ages and body types, are able to fully engage in the program.*

## CHECKLIST:

### 1. Ask your participants!

When you send out the invitation or notice, include a welcome message to let invitees know they can contact the planner regarding accommodations. Your message might include text such as:

*“We strive to host an inclusive, accessible tournament that enable all individuals, including individuals with disabilities, to engage fully. To be respectful of those with allergies and environmental sensitivities, we ask that you please refrain from wearing strong fragrances. To request an accommodation or for inquiries about accessibility, please contact (name, email, phone).”*

One or two days before your event or meeting, send out a reminder about refraining from wearing strong fragrances.

### 2. Check Your Location in Advance

Look for these features when inspecting your meeting/event space:

#### VISIBILITY: IMPAIRED SIGHT

- Is there clear signage (identifying location and directions)?
- Are there well-lit meeting spaces and adjacent areas?
- Is the projection screen visible from all seating (if using projection)?

#### ACOUSTICS: HEARING IMPAIRMENTS

- Is there a public address (PA) system or roving microphone?
- Can you limit unnecessary background music/noise?
- Is there seating available near presenter for lip reading?
- Are assistive listening devices available?
- Is there a well-lit space for an interpreter if needed?
- Is there seating for hard of hearing folk to see the interpreter?

## Accessible Tournament Checklist *CONTINUED*

### MOBILITY: WHEELCHAIR OR MOBILITY IMPAIRMENTS

- Is there accessible parking near the venue and where is it located?
- Where is the handicap accessible ramp located?
- Is there elevator access?
- What are the locations of the accessible bathrooms?
- Are pathways barrier-free?
- Are there wide doorways and aisles to accommodate for wheelchairs/scooters?
- Are there no loose cables across the walking areas?
- Is there a quiet space/room and where is that located?

### TECHNOLOGY: ADAPTIVE DEVICES

- Are there electrical outlets in accessible seating areas to accommodate devices, laptops, etc.?
- Is there extra space or a work surface?

### SERVICE ANIMALS: ACCESS AND SPACE

- Is there a comfortable space for service animals to rest during the event?
- Is there accessible toileting and watering facilities nearby?

## 3. At the Tournament

### POINT PERSON

At the tournament with scheduled accommodations, designate someone to be responsible for accommodations as well as help with seating, ensuring captioning and other technology is working, maintaining clear pathways, or other needs.

### FOOD

Clearly indicate allergens and gluten-free, vegan, vegetarian, or other options.