

NVWF Tournament Procedures

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I. General Information

1. Objectives

NVWF objectives are to provide an opportunity for young people to:

- (a) learn the sport of wrestling,
- (b) practice their skills in competition, and
- (c) develop good sportsmanship.

2. Scrimmage Responsibilities

Summary:

Host Team:	Coordinate and conduct the scrimmage
Co-Host Team(s):	Assist Host Team in all assigned areas
Attending Teams:	Provide manning for conducting the scrimmage in all areas as assigned by the Host Club

Specifics:

The **Host Team** has the responsibility to coordinate and conduct their scrimmage.

The **Co-Host Team(s)** have the responsibility of providing assigned assistance to help the Host Team conduct their scrimmage.

Host and Co-Host Clubs must communicate and cooperate and are not expected to perform all of the work themselves. However, it is not intended that either should delegate all of the work to the Attending Teams. A balance of communication, cooperation and participation between all clubs is mandatory per our Bylaws.

Note: any club NOT participating fully may be assessed a \$100 Fine by the Federation Commissioner, so the Commissioner MUST be notified by the Host Club of any problems in advance of their meet.

Attending Teams are to provide manning for the scoring tables (scorers/timers) and if requested, *referees*. If parental help is not available from a club, then it is expected a team coach will assist with these duties. The standard for the number of people (scorers/timers) to provide for an entire day is one for every 20 wrestlers. In other words, teams with up to 20 wrestlers should provide 1 person/day (one person for all day, 2 people for half a day, 3 volunteers for a third of the day, etc.), teams with 21 to 40 wrestlers should provide 2 volunteers per day, etc. Therefore, teams with 20 or less will share scoring table responsibilities with another team, while teams with more than 40 will man more than one single table. The size of Attending Teams and the size of the Host and Co-Host Teams determine if the Host has to provide manning for scoring tables in addition to the Registration, Weigh-In and Bout Return Tables.

The Host Team should use **common sense** in making table assignments utilizing the Team Distribution Matrix which is sent out along with the Schedule (Club Calendar). For example, a team with mostly younger wrestlers might provide more of their required support early in the day when most of their parents will be available. Likewise, a team with fewer wrestlers in the younger age groups might provide most of their

support during the last half of the scrimmage. Clubs with special requests must communicate with their Host Team at least one week in advance of their scrimmage so the Host Club may try to accommodate them as much as possible. Therefore, the **Host Team MUST send out their Table Assignment Sheet to their Attending Clubs no later than the Monday before their assigned meet** (see attachment B-2).

SETUP and CLEANUP IS MANDATORY. If the Host and Co-Host Teams will require assistance to set up or clean up, they should arrange with their Attending Teams' coaches in advance. Any assistance **MUST** be communicated directly to a club director and acknowledgment received by the Host before their meet.

Any assistance for cleanup should be requested first from larger teams since they tend to have more people available at the end of the day. It is especially important for smaller teams (when functioning as Host or Co-Host) to make advance arrangements for setup and cleanup because of the smaller number of parents they typically have available for these tasks. If you, as Tournament Director, feel that specific Attending Teams were uncooperative and did not provide their fair share of support, you should pass this information on to the NVWF Commissioner along with specifics for discussion at the next NVWF Board of Directors' meeting.

→→→**Remember, non-participation by a club can result in a Fine!**←←←

3. Scrimmage Expenses and Payments

SCRIMMAGE ADVANCES

The NVWF Treasurer will advance the Tournament Director money for Referee and Athletic Trainer. twelve (12) referees should be enough to have ten wrestling stations covered at all times. The Athletic Trainer is scheduled by NVWF. **Advances for Referees and Athletic Trainers must be requested on two (2) separate Treasurer Forms and received by the NVWF Treasurer at least 2 weeks in advance to have the cash on their meet day.** Amounts can be found on the NVWF Treasures form. Any unused amount should be returned to the NVWF Treasurer.

GYM USE FEES

The NVWF will reimburse Hosts for Gym Use fees for meets held at non-Fairfax Schools up to the designated amount on the NVWF Treasurer Form. These and any other incidental costs incurred by the Host team **MUST** be submitted on a "Treasurer's Form."

4. Eligibility

NO REGISTRATION PAPERWORK CAN BE ACCEPTED AT THE WEIGH-IN TABLE!

A wrestler must be officially 'Registered' with the NVWF in order to compete in NVWF scrimmages. To be officially *registered*, the following must have been provided to the NVWF Registrar by the wrestler's coach or team administrator by the initial Registration Deadline, Friday before Thanksgiving, for the December NVWF scrimmages and thereafter each week **by 6pm Wednesday** before the next NVWF scrimmage:

- a) NVWF Online Registration completed
- b) Team verification of Birth Certificate **copy** (or some other official government document showing birth date)
- c) AAU Membership Card **copy** (must use NVWF Master Club Code* when Registering)

IMPORTANT: The NVWF Registrar must be in receipt of a) the wrestler's active AAU membership card BEFORE wrestling can be permitted. Note: AAU membership is the responsibility of the individual clubs which can be purchased online at www.ausports.org **using only the NVWF Club Code.** * **do not create a new club number.**

5. Registration Cards, Rosters, and Computer Equipment

Two complete sets of registration cards (one set for each meet location) will be maintained by the NVWF Registrar and updated each week per input received from coaches. The NVWF Registrar will also maintain a complete NVWF Master Roster organized by club. This roster will be used to resolve any instance of missing cards, incomplete registration, etc. The registration cards, roster, and computer equipment are all part of the Registration Related Equipment (see Attachment A-2) and are retained by the NVWF Registrar between scrimmages. It is the responsibility of the Host Team to arrange for pickup and return of this equipment before and after their scrimmage (See paragraph 8e below under Section II, Scrimmage Checklist for specific requirements). Note: *if a wrestler is NOT on the Master Roster, they can NOT wrestle in that meet.*

6. Late Fees

The deadline for completion of NVWF Registration is the Friday before Thanksgiving. Any NVWF team whose initial registration submission is NOT received by this deadline can be assessed a \$100.00 Fine. Additionally, individual late registrations will incur a **Late Fee of \$5.00/wrestler**. For the registration of an individual wrestler to be considered complete, *all* eligibility requirements, as specified under Eligibility above, must be satisfied.

7. Registration Deadline for Scrimmage Participation

Registration of inexperienced wrestlers significantly after the season begins is discouraged as this very often results in a bad experience for the wrestler in question. However, we do not restrict registration of wrestlers during the season as there are always those who move into the area during the season or those who find out about the program late, but have enough natural ability so they will not be handicapped by their late start. It is up to their participating club as to whether or not they will accept any particular participant and when.

In order for a wrestler who is being registered late to be able to participate after December in a particular regular season scrimmage *all* Registration materials must be received by the NVWF Registrar **by 6PM of the Wednesday before the scrimmage**. This will allow time for the NVWF Registrar to add the individual to the database and print the necessary Registration weight card. This applies to the second and subsequent scrimmages.

Note: **No “late” registrants will be allowed to participate in the December scrimmage of the season.**

8. Deadline for Information Updates

Coaches **MUST** call the NVWF Registrar to report any discrepancies or changes in wrestler information (change of A/B/C Level, change in name spelling, etc.) For any such information to be reflected in the roster and cards for a particular scrimmage, it *must be received by 6:00 PM of the Wednesday before their scrimmage*. Note: *failure to accurately report an A/B Level change may result in a \$100.00 Club Fine.*

9. Divisions and Experience Level

Divisions

All registered wrestlers will be assigned to a Division based on their year of birth. Current year division levels can be found at <http://www.nvwf.net>. Select **Registration Info**.

Experience levels

There are three (3) experience levels:

Experience Level	Definition	Designation
Beginner	A wrestler with no prior wrestling experience	B
Advanced	A wrestler with one or more years of experience	A
CAWL	A wrestler participating in wrestling leagues outside of the NVWF	C

Coaches are responsible to specify the experience level of each of their wrestlers at time of Registration as "B" for Beginner, "A1" through "A9" (the numeric digit indicating the number of seasons of experience) for Advanced, or "C0" through "C9" (the numeric digit indicating the number of seasons of experience) for CAWL. The following rules apply:

- a) First year wrestlers may participate as "A" wrestlers at the coach and parent's discretion. Parents must get a coaches permission.
- b) Wrestlers participating in other leagues, such as the CAWL, will be designated at the appropriate "C" level.
- c) Wrestlers not participating in other leagues with one or more seasons of experience begin the season at the appropriate "A" level.
- d) "A-1" wrestlers who are winless after their 3rd scrimmage may move down to "B".

Bantam Pairing - As in past years, the A/B (Advanced/Beginner) distinction will not normally be used when pairing Bantams because of their small numbers. However, A/B should still be specified with their Registration since it can be useful when making final class adjustments prior to wrestling (*do not confuse NVWF A/B with AAU A/B definitions*).

Pairing - For pairing purposes, all "C" wrestlers (C0 to C9) will be grouped together "A" wrestlers (A1 to A9) will be grouped together and will regularly wrestle each other. When time and numbers permit, the Pairer can use the different "C" and "A" designations to help make classes of wrestlers with more equal abilities. After the season is underway and coaches have some experience with their wrestlers' performance at scrimmages, they can call the NVWF Registrar and request changes to wrestlers' "A" designation. The "C" designation cannot be changed. The deadline for this is same as cited in paragraph #8 above.

Final Tournament pairing

Since there will be no A/B designation at the Final Tournament, wrestlers should be encouraged to move to the "A" level as soon as they are ready so that they will receive better competition prior to the NVWF Final Tournament. "C" level wrestlers placing sixth (6th) or better in the previous year CAWL Final Tournament are not eligible to wrestle in the NVWF Final Tournament. CAWL Wrestlers are not allowed to wrestle in the Final Tournament if they participate in a CAWL meet or Tournament on the same weekend.

Scrimmage Administration

To ease scrimmage administration and paperwork and prevent mix-up; all registration cards, bout tickets, and pairing sheets for a division will have a different color. Since registration cards must be printed and available prior to the first scrimmage of the season the NVWF Registrar will determine colors according to the availability of card stock. Specific colors used at the scrimmages are not as important as insuring that the paperwork for each session is all the same and different from the other sessions.

Division information is shown in the following table:

Division	A/B Level Used
Bantam	If numbers warrant
Midget	Yes
Junior	Yes
Intermediate	Yes
Senior	Yes

There will be four separate starting times for wrestling, each approximately 2 hours later than the one preceding. This is based on an 8-hour availability of the site, but may have to be adjusted if a greater amount of time is needed. Bantams and Midgets will start first together (usually the largest Division), followed in turn by Juniors, then Intermediates, and finally Seniors (usually the smallest Division).

10. Class Formation

Classes will be formed within each unique division/level grouping by arranging in order of increasing weight and then separating them into as many classes of 4 as possible (weight permitting). Each wrestler will meet each of the other three wrestlers in his class (4-man round robin). Every effort will be made to insure every wrestler gets at least 2 matches during a scrimmage, but this can not be guaranteed (especially for the heavy weights). To this end, the following will be done when necessary to create more optimal pairing (the most matches for the most wrestlers): (a) classes of 3, 5, or 6 may be made; (b) maximum weight guidance may be relaxed; and (c) wrestlers may be moved from A to B or B to A (with their coach's prior approval).

Coaches will be called to the Weigh-In Table to participate in this process of optimization, ***but if they or their representatives do not respond in a timely fashion, the scrimmage will not be delayed to obtain their concurrence on matters affecting their wrestlers. It will be assumed by their absence that they concur with the final class determinations.*** Note: class formation process is described in Attachment C-2.

Note: Class formation for the Final Tournament will be done using 8-man double elimination brackets to the greatest extent possible.

11. Bouts

Bouts shall be officiated by NVWF referees using the Wrestling Rules of the National Federation of State High School Associations with the exceptions listed in Attachment I - *NVWF Special Rules*. Tournament Directors must instruct referees are be instructed to conduct the bouts in a safe manner to avoid injuries, i.e., follow the action, anticipate danger and always err on the side of safety. See Attachments H -Referee Instructions and G - Referee Coordinator.

12. Placement of Wrestlers

Wrestler placement (1st, 2nd, etc.) within individual weight classes are determined by the number of losses they have incurred. Basically, no losses means 1st, one loss means 2nd, etc. Specific instructions on how to award specific places to the competing wrestlers are included in the description of the placement determination process (see Attachment C-8).

13. Sportsmanship

One objective of the NVWF is to teach good sportsmanship. Therefore, poor sportsmanship on the part of wrestlers, coaches, parents, spectators and/or the Tournament Director cannot be tolerated. "Some" disagreement is inevitable, but a firm line has been drawn at physical or verbal abuse. It is the responsibility of NVWF Tournament Directors to ensure their scrimmages are conducted in the spirit of good sportsmanship. To this end, the NVWF Tournament Director has the authority to eject wrestlers, coaches, parents, and spectators who, in his/her opinion are behaving in an "unsportsmanlike manner" per NFHS rules. ALL adult misconduct of these rules is "flagrant" and grounds for removal from the premises. The Tournament Director's decision shall be final.

Along with this authority, the Tournament Director has a responsibility to the NVWF and to those attending their scrimmage to maintain a positive attitude throughout their meet and try to work out problems in a mutually acceptable manner. Any disagreement with the Tournament Director's decision shall be taken up with the NVWF Commissioner if present or if absent, AFTER the scrimmage has been completed. **Coaches are NOT to verbally assault or continually confront the rulings of a referee.** When present, the NVWF Commissioner is the Chief Referee. The NVWF Commissioner has the legal authority to issue a permanent "No-Trespass" warrant against any adult offender per NVWF Bylaws Sec. 16, Penalties and Sanctions.

14. Crowd Control

It is the responsibility of the NVWF Tournament Director to maintain overall crowd control. It is the responsibility of coaches to maintain crowd control of their own team's wrestlers and parents. It is recommended spectators remain seated in the bleachers to keep from restricting the vision of others.

A yellow rope barrier (included in NVWF Equipment Box #4) should be used to restrict access to the wrestling area with spectators kept outside this barrier. "On Deck" wrestlers are to remain OUTSIDE the rope barrier. The only authorized persons permitted inside the rope barrier are: (a) wrestlers participating in their match, (b) all referees, (c) one coach and assistant/parent per wrestler, (d) timers, scorekeepers, "towel throwers," and (e) the Tournament Director and/or Referee Coordinator. Common sense must be used for and by a parent who wishes to film their wrestler. However, parents are never to step out onto the mat *or* interfere with the table personnel's view of the referee.

Note: Referees may be instructed to stop their match in the event crowd control restrictions have failed (or for any unsportsmanlike conduct directed at them) and seek out their Tournament Director for assistance.

15. Referees

The importance of *educated* referees is **key to well run scrimmage**. The Tournament Director should assign a knowledgeable and capable individual to serve as their “Referee Coordinator.” This individual's duties are detailed in Attachment G, but **simply passing out the referee instructions is NOT sufficient**. All referees **MUST** be verbally briefed **prior to refereeing** on the contents of those instructions to emphasize the NVWF Special Rules and the importance of safety (“follow the action,” always err on the side of their wrestlers’ safety) along with crowd control and the proper handling of disputes. If present, the Federation Commissioner is considered Chief Referee and may be consulted for rulings. **No hats or baggy/bright-colored pants may be worn and gym/tennis/wrestling shoes must be worn whenever on the mat.**

16. Injuries

The Host Team **MUST** have a Fairfax County Public School Athletic Trainer OR that properly insured school’s A.T. at their meet. Contracting with any Athletic Trainer is to be coordinated with the Federation Commissioner and payment in cash (see “b” below) at their meet by their Tournament Director. If an injury occurs, it is the responsibility of the Tournament Director to ensure appropriate measures are being taken by the wrestler's parents/coaches (see “a” below). The Tournament Director should use and heed the advice of the Athletic Trainer who is the **ONLY** medical professional legally allowed to diagnose and recommend medical treatment at an NVWF meet. The injured wrestler’s coach **MUST*** fill out an AAU Incident Report if one of three rulings by the A.T. are made; 1) the wrestler may no longer continue in the meet, 2) the wrestler is transported for immediate care and/or 3) follow-up medical care is recommended after the meet.

REMEMBER: An AAU Incident Report (in NVWF Equipment Box #2) **MUST*** be filed by the injured wrestler’s coach in accordance with its AAU instructions to the NVWF Commissioner within 30 days or their club may be subject to a Fine (*it is much easier just to have everyone fill out and sign at the meet*), and

17. Parent Education

Each club should conduct its own form of parent orientation. A parents' meeting is the best forum for this, but at a minimum, a handout should be sent home explaining the overall program, specific expectations for your club's parents, conduct at scrimmages (e.g., stay behind the ropes, take problems to coaches, etc.) The attachment entitled “Suggested Topics for a Parents’ Meeting” (see Attachment L) suggests topics for such a briefing or handout and can be used as the basis for the one you develop for your club. Also, the NVWF’s Communicable Disease Information handout and Doctor’s Skin Lesion Report Form given out at the beginning of the season by the clubs to their parents should also be given out to newly registered parents.

Note: the Federation has adopted the policy of no wheeled recreational items such as “skate-shoes” (wheeled shoes) allowed in any school. It is the responsibility of each club to completely notify their parents of this policy. To prevent any possibility of non-compliance, a club should ask their parents **NOT** to let any of their children wear or bring these items to a Federation meet. Any child observed using these items inside a school will be asked to surrender said items to that Tournament Director until after the meet. The name of the club and parent(s) will be given to the NVWF Commissioner for follow up and/or any ruling.

→**Important: A Host Club MUST pre-train their Weigh-In Table volunteers BEFORE their meet.**←

The Registration Table and Bout Return Table can be learned on the job, but the learning curve is too great for the three programs on the Weigh-In laptop to be understood without some prior introduction. Therefore, it is

MANDATORY for at least three volunteers per club to be already trained on the proper setup and use of the Weigh-In laptop, electronic scale and printer BEFORE their assigned meet. This pre-training MUST be over-emphasized to allow on-time wrestling especially for the first (and largest) Division. Training can be prearranged with the NVWF Registrar, but it is ultimately the responsibility of the Host Club to ensure their Weigh-In Table staff is good-to-go BEFORE their meet. Please remember: a Fine for non-compliance may be assessed to a Host club missing their assigned responsibility for pre-training their Weigh-In Table.

II. Meet Timetable Checklists

The Host Team and Tournament Director are responsible for conducting their scrimmage in an efficient manner, which does not result in wasting a lot of the volunteers' time. The following checklist has been found to result in well run scrimmages and is provided for compliance purposes. While this checklist will cover most aspects of running a scrimmage, it remains the responsibility of the Host Team and Tournament Director to ensure any other factors unique to their particular scrimmage have been covered.

1. Two (2) Weeks BEFORE the Scrimmage

- a. **Send “Treasurer’s Forms” to NVWF Treasurer for Referee and Athletic Trainer advances.**
- b. Make contact with their appropriate school representative and confirm:
 - Date and starting time of scrimmage
 - Earliest entry time to building
 - Last exit time from building
 - Doors to be used, so they can be unlocked in time
 - Contact person to call if there is a problem getting into the building
 - Where the school rep. or custodian will be before, during, and after the scrimmage (note: always try to get assigned a radio to communicate directly with the custodian)
 - Location of:
 - mats 2 full mats minimum (plus 1 piece or several gym mats)
 - mat trolleys 2 minimum
 - scoring tables 10 minimum (smaller to sit three people)
 - Registration table 1 minimum (smaller to sit two people for two lines)
 - Weigh-in table 1 minimum (larger for two people with laptop + printer)
 - announcers table 1 if needed (or a flat desk)
 - A.T. table 1 minimum (smaller, may also have a chair matside)
 - chairs 37 minimum (three per scoring table plus above)
 - PA system 1 (can use school’s if no fee, otherwise use NVWF)
 - Sink/faucet to get water for cleaning mats
 - Mop and bucket (Mat Cleaning Bar get from NVWF Equipment Manager)

- Volleyball Standards 6 minimum (to wrap Yellow Rope barrier around)
- Whether school plans to bring out and/or put away mats and when and where
- Where large dust broom will be available to sweep mats
- When bleachers will be pulled out by custodians (or electronically by AD)
- When basketball backboards will be raised by custodians (“ ”)
- Location and availability of restrooms and how to restock paper supplies
- How often custodian will check/empty trash containers (extra bags for our use)
- Location of nearest telephone in case of emergencies (or carry cell phone)
- Where availability of wall outlets (needed for scale, printer and laptop for Weigh-in Table and laptop for Bout Return Table)
- Who to contact for Concession Stand (If not, is there an objection to NVWF one?)*
- Whether there are food/drink restrictions in their gym
- Discuss clean up responsibilities to reduce custodial time/fee

*Note: the average wrestler turnout is 400 per meet. After adding in parents and friends, it is IMPERATIVE the Host Club ensures they have refreshments at their meet.

2. One (1) Week BEFORE the Scrimmage

- Email “Table Assignment” sheet to all attending clubs by the Monday before your meet.
- Get Tower Equipment **FROM** preceding Tournament Director at their meet (see Calendar).
- Inventory contents of equipment boxes per list in Attachment A-1 and restock or contact NVWF Equipment Manager if needed (MUST wash referee/A.T. shirts = *no bleach*).
- Prepare assignments for all jobs at your scrimmage (host, co-host and attending teams). By Monday, notify your attending teams of what you are expecting from them at your scrimmage.
- Arrange for high school referees or assign responsibility to Attending Teams (see “e”)
- Contact coaches of attending teams and remind them about:
 1. Starting times (will start promptly and no “late” registrations)
 2. Providing referees (if needed)
 3. Table assignments for their parents (email by Monday)
 4. Providing help with posting, setup, and clean up (if needed)

- Arrange for setup crew to be on site at least 1 1/2 hours in advance of starting time.
- Assign a cleanup crew to be stay for at least 1 hour after the end of the scrimmage.
- Arrange for two persons who have read and understand our computer instructions *in advance** to be at their computer tables all day. (An hour during or after a wrestling practice should be adequate time to train these volunteers *in advance*).
- Contact the NVWF Registrar to arrange for pickup* and return of the Computer Equipment, i.e., two laptops, one printer, one card box with two ‘memory sticks,’ etc. (see Attachment A-2).
- Contact the NVWF Equipment Manager if you will need to use the Federation P.A. System and/or the Mat Cleaning Bar as you will need to pick these up BEFORE your meet.
- Coordinate with the *next* Tournament Director to **TAKE** all your equipment (see Calendar).

PLEASE REMEMBER:

YOU MUST EMAIL YOUR “TABLE ASSIGNMENTS” TO ALL ATTENDING CLUBS BY THE MONDAY BEFORE YOUR MEET OR BE SUBJECT TO A \$100 FINE.

3. ON Scrimmage Day (as Soon as Site is Available)

Arrive at Least 1 1/2 Hours BEFORE the Scheduled Start Time for Bantams/Midgets and:

- **Walk gym with Custodian and get their initials on the NVWF School Gym Report.**
- Set up Registration Table, Weigh-in Station and Bout Return Table

Registration Table: Provide official weight cards and the 2 Alphabet signs.

Weigh-in Station: Provide laptop, printer, scale (zero out), paper cutter, sign and pencils. (Man these positions at least 1 hour before each scheduled start time and make first call for wrestlers to check in.*)

Bout Return Table: Provide laptop, cardboard tray for “turned-in” sheets and sign.

- Weigh-in and Bout table associated equipment: 2 computers (1 for weigh-ins and 1 for bout recording) with 2 memory sticks (1 for B/M & I and 1 for J & S), 2 printers, paper cutter, pencils.
- Move, layout, and tape mats then clean and disinfect (get mat cleaning bar from Equip. Man.).
- Pull out bleachers if still closed (check with custodian for proper procedure).
- Set up station tables (10) with 3 chairs for each (hang large Table number signs on front edge with tape) and 2 tables for scoring and announcing (use signs).
- Set up Towers at each table (use small Tower Topper number signs which slide over top)

- Consult with Athletic Trainer and designate a suitable location for their table (use A.T. sign).
- Distribute equipment to scoring tables: flip score boards, clocks, anklets, throw towels, sample bout sheet/instructions, Special Rules/Referee Instructions handout and pencils.
- Set up and check out the PA system (or contact Commissioner for the Federation's PA system).
- Rope off wrestling area using the school's 6 volleyball standards with yellow rope & duct tape.
- As soon as the Bantam/Midget wrestler's briefing is over; clear the mats, play the National Anthem (if available) and make any general announcements: for example; "You will notice a yellow rope has been set up around the wrestling mats. Only wrestlers, coaches and assistant coaches, referees and persons actually working at the scoring and pairing tables are permitted inside the roped off area. Please stay in the bleachers as much as possible to watch the matches."

Note: A sample scrimmage timetable has been included as Attachment B-1 (9 hour).

Remember: There are TWO LAPTOPS provided for each scrimmage site. One will be used for Weigh-in/Pairing* and the second for Bout Recording. The FIRST memory stick is for the Bantam/Midget & Intermediate age groups while the SECOND memory stick is for the Junior & Senior age groups only. These "memory" sticks are traded back and forth between the Weigh-in and Recording tables before each respective Division begins their actual wrestling.

***IMPORTANT: Once Registration is CLOSED DO NOT TRY TO REOPEN AND REGISTER LATE ARRIVALS! LATE ARRIVALS CAN ALWAYS WRESTLE-UP IN THE NEXT DIVISION.**

The following steps are described without reference to a specific division, and should be completed four times through the course of the day -- once for each division.

4. Forty-five minutes before scheduled Starting Time, announce and begin Registration.

- a. Registrations are ONLY thirty minutes long for each division.
- b. Announce the end time for registration as well.

5. Thirty Minutes before scheduled Starting Time

- a. Make second announcement for wrestlers to check in at Registration Table and the time registration will be ending.
- b. Call Coaches Meeting to go over conduct of scrimmage, discuss any rules interpretations, assign “safety” coach to brief wrestlers, assign scoring tables and remind clubs of clean up commitments.
- c. Conduct Referee Meeting as specified in Attachments G, H and I. This only needs to be done prior to the first Division. If new referees are introduced later in the day, it may be necessary to repeat the instructions on an individual basis.
- d. Check with Weigh-in Table personnel and provide instruction if needed for Pairing.

6. Twenty Minutes before scheduled Starting Time

- a. Make final call for wrestlers to check in and then close Registration (late arrivals must wrestle-up in the next division age group). Note: take weight cards’ box to Weigh-in Table when Registration personnel leave or change, do NOT leave weight cards’ box unattended.

7. Fifteen Minutes before scheduled Starting Time

- b. Conduct Division’s Wrestler Safety Meeting: illegal holds/moves, warnings/penalty points, safety and sportsmanship.
- c. Call coaches to the Weigh-in Table to resolve any pairing problems. If a team does not provide a coach or representative to address pairing problems, they are considered to concur with any decisions made by the table staff.
- d. Hand out Coaches’ Sheets and post Pairing Sheets on designated walls (tape in Box 1).
- e. Retrieve weight cards from the Weigh-in Table. Make sure they are in Alphabetical Order and return to weight card box. Note: Leave out cards of those wrestlers wrestling up in the next Division (The wrestler/parent /coach is to come back to the Weigh-in Table during the following Division’s Registration and “confirm” that wrestler still wants to wrestle-up).

8. At Scheduled Starting Time for Matches

- a. Deliver Bout Sheets to their assigned tables and remind Scorers to:

- record bouts as shown on the sample bout sheet provided and to especially **(a) use actual points instead of tick marks, (b) mark the first match points scored and (c) write the Pin Time in the correct period;**
 - make sure all wrestlers have a coach or parent present; and
 - use the correct match time for this division (Bantam through Junior = 1 min or Intermediate through Senior = 1 1/2 min rounds).
- b. If advanced planning has been carried out as indicated above, actual wrestling should begin 15 minutes after the registration has been closed.

9. During Wrestling

- a. **Sort the weight cards alphabetically by last name to facilitate locating wrestlers who may come and request to “wrestle up” (compete in the following age group session).**
- b. Open Registration for the next Division (thirty minutes before the scheduled start time).
- c. Periodically check with the Bout Return Recording Table (do NOT leave laptop unattended).
- d. Periodically check with the Scoring tables that:
 - The number of pending matches at all tables are about equal
 - There are no "open" tables with no volunteers or referee
 - There are no problems with coaches/parents harassing the referees.
- e. Check with the Custodian for replacing trash bags and bathroom paper.
- f. Check with Weigh-in and Registration Tables for problems.
- g. Check with Athletic Trainer and have those coaches fill out injury reports as necessary.

Note: You can break down Scoring Table areas as you reduce the number of tables per Division (as you break down scoring tables, lay their equipment in separate piles for inventorying ease).

Go Back and Repeat Steps 4 through 8
Again for Each Scheduled Start Time

10. After Scrimmage is Over

- a. Pay referees in CASH from advance received from Treasurer (check-in their equipment).
- b. Pay Athletic Trainer in CASH advance received from Treasurer.
- c. Print before your meet and use the “Quickie” Equipment Checklist under Signature Forms.

- d. Clean and put away mats, tables, chairs and other large equipment. Do the heaviest work first to maximize available help and use them to police bleachers.
- e. Lay Scoring Table equipment in piles on floor to ease inventorying BEFORE putting into proper equipment boxes (don't just "throw" them in during clean-up).
- f. Bungee cord Towers properly (base plates in box, base poles all together with 2 bungee cords, tree-tops in two bundles of five each with 3 bungee cords diagonal across each).
- g. Keep "dirty" Referee and Athletic Trainer shirts separate from clean ones because: 1) inventorying for missing ones and 2) washing only "dirty" ones by next club.
- h. Retain completed Bout Sheets and Registration Cards with the Laptops and Printer and arrange for their return to the NVWF Registrar no later than Sunday evening following the scrimmage weekend. If a Saturday meet, try to deliver it that night. **If the NVWF Registrar is at your scrimmage, give it to him/her there; if not, find someone to deliver it ASAP.**
- i. Make sure all supplies have been returned to their respective equipment boxes (inventory*) and ALL the Equipment Boxes/Towers are taken by the next Host Team for their scrimmage.
- j. TAKE ALL "Lost & Found" items and give to NVWF Commissioner. (Emails can be sent about expensive items and the rest will be laid out at the Final Tournament for recovery.)
- k. Make sure the school custodian agrees their facility is in good condition BEFORE leaving by **signing the NVWF Gym Report (form "O") and file with the Commissioner.**
- l. Later contact the school's building use administrator (vice principal, activity directory or their secretary, etc.) to make sure they were satisfied with the condition their facility was left. This is a goodwill gesture that will pay dividends for the Federation in the future.
- m. If used, return Mat Cleaning Bar and/or NVWF PA System to Equipment Manager.

***THE HOST CLUB IS RESPONSIBLE FOR INVENTORING ALL EQUIPMENT BEFORE AND AFTER THEIR MEET. THE HOST CLUB MUST WATCH THEIR LAPTOPS DURING THEIR MEET. IF A LAPTOP IS LOST, THEY WILL BE CHARGED FOR ITS REPLACEMENT. IF THE WEIGHT CARD BOX IS LOST, THE MEET IS OVER AND THE HOST CLUB WILL BE CHARGED. CONTACT THE NVWF COMMISSIONER WITH ANY QUESTIONS, CONCERNS OR COMMENTS (esp. with "k" above).**

Keys to Conducting a Good Scrimmage

- Make advanced preparations as outlined above and in this Section.
- Have all equipment completely set up at least 30 minutes prior to the scheduled starting time.
- Have at least two people knowledgeable about the computer pairing process available throughout your scrimmage (at least one must be “pre-trained” and present at the Weigh-in Table at all times).
- Make sure your workers know their jobs and receive all necessary instruction. Give each a copy of their job description (Attachment C-1 to C-10) with enough time to read it and form any questions.

Remember: Weigh-in Table training must be done prior to the actual day of the scrimmage.

- Make sure referees are appropriately briefed and receive support throughout the day.
- Start coach, referee and wrestler briefings at their scheduled starting times.
- Start each Division’s first matches no later than 15 minutes after their scheduled starting time.
- Keep matches going at all tables and make sure that no classes fall behind.
- "Full-size" wrestling mats vary considerably in their actual dimensions. If yours are smaller, you should not put all 10 stations on your two full mats (see Attachment D-2), but utilize the wrestling room. Remember to consider closing down some scoring tables and move the rest apart to allow more room when the Seniors are wrestling.
- Have involved coaches fill out AAU Incident Reports immediately (give to Commissioner later).
- Start clean up as soon as practical (don't wait for last bout to finish).
- Inventory all equipment BEFORE and AFTER your meet (referees “sign-in” their equipment).
- Contact the Equipment Manager about missing or broken equipment a week before your meet.

REMEMBER:

A Tournament Director should be more of a “manager” and not so much a “worker.”

He/she should spend their time walking around the gym and tables looking for problems to solve.

If ALL the above procedures have been followed, the Tournament Director should have assigned all the necessary roles to allow said Tournament Director to “enjoy” putting on a successful meet.

Test Question:

If you are first reading this AFTER your meet, you are too late to do what was needed.

(Did you pass?)

III. Pairing and Related Processes - A General Description

The following is a synopsis of the paper flow at a scrimmage. Each separate process (registration, class formation, etc.) is described in detail as part of Attachment C, and is shown in this section in bold face. This discussion is intended to show how all the different processes fit together and will be most useful if read with Attachment D-1 (Scrimmage Paper Flow Diagram) on hand for reference. Specific manning and training requirements for these functions are discussed in Attachment E.

1. **Registration** is the first order of business. As wrestlers arrive, they must check in with the Registration Table to have their weight card pulled and take to the Weigh-in Table. **Registration** should be closed promptly for the scheduled start time of wrestling.
2. After Registration has closed and all weight cards are on hand, **Class Formation** can begin. Since the computer accepts the weight from the scale, pairs the wrestlers, prints all bout sheets and pairing sheets; there can be **no** manual processes of **Pairing Sheet preparation** or **bout sheet preparation**. Properly following the computer instructions included with this Guide will insure these processes are accomplished correctly. **REMEMBER, DO NOT TRY TO REGISTER LATE ARRIVALS AFTER REGISTRATION IS CLOSED AND YOU HAVE RUN THE PAIRING PROGRAM, THE PROGRAM WILL LOCK UP!**
3. Initial **Posting** is simply taping the produced Pairing Sheets to the wall. Try to find an area of wall space that is easily accessible but does not hinder foot-traffic flow (see Diagram D-2).
4. The initial supply of **Bout Sheets** must be delivered to their respective assigned tables. Try NOT to move matches to other tables except near the end of the Senior round.
5. **Scoring** tables should be manned by a minimum of two *responsible* people; one to write down the scores signaled by the referee and one to flip the numbers on the match scoreboard/keep time/throw towel (or a third person to throw the towel). Once the bout is over, the completed bout sheet is signed by its Referee with the winner *circled* and is given to the winning wrestler to take to the Bout Table for recording. Make sure Pin Time is recorded in its proper time period (first, second or third).
6. Once the completed bout sheet is returned for **Recording**, its return is annotated by the Bout Sheet Coordinator and the results entered into the computer.
7. Electronic **Result Sheets** will later be produced by the NVWF Registrar from the data in the returned Bout Return computer and will be emailed to each team.
8. Ribbons distributed at the beginning-of-season meeting are handed out by the individual clubs after they receive their Result Sheets. This same method will be used for the Final Tournament for the clubs to hand out their wrestlers' Medals at their end-of-season dinner (additional ones are mailed from the E.C.).
9. Because of the Tower System, **announcing** can be kept to minimum for important announcements such as calling for coaches to come to the announcers table or for crowd control, etc.