



GUIDE TO HOSTING A WRESTLING TOURNAMENT

Dear Tournament Host,

The Indiana State Wrestling Association was formed and became incorporated in 1978. Currently there are 175 clubs, over 8400 wrestlers and more than 1000 adults involved in sharing their skills and talents.

Each year many ISWA member clubs schedule open tournaments in their area. The ISWA Board of Directors have compiled the information provided in this manual in order to provide you with a guideline for running a QUALITY TOURNAMENT.

Quality and safety of the athlete are the two most important elements you will want to build into your preparations. As in all worthwhile and successful programs you must begin your planning and recruiting well in advance of your tournament. **Don't assume anything. Things happen correctly because they're planned that way!**

As always, if you have questions please feel free to contact the ISWA office.

Thank you for your support of our organization.

ISWA Board of Directors
Louis Rosbottom, State Chairman

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Calendar & Work Schedule

Once you have decided when, what type and how it is to be run, you will need to do the following:
Confirm date with owner/operator of the facility and get a commitment in writing.

Secure the necessary club membership renewal, sanctions, ad, etc. Before an ISWA sponsored Tournament can be held it must be sanctioned through the ISWA by USA Wrestling. In order for your tournament to appear on the ISWA publication and on the web site, all paperwork must be submitted by **November 1st**.

Select the Tournament Director. The tournament director should be the name submitted with your sanction and tournament ad form.

Select key committee chairpersons and go over each person's responsibilities.

Design, print and distribute tournament entry forms wherever possible.

Order awards.

Purchase, borrow or reserve materials for running your tournament: mats, flip charts, time clocks, tables, chairs, etc.

Arrange for qualified medical personnel to be on site during the event.

Check on available housing in your area if needed.

Selection of a Facility

The facility should be easy to reach with good parking and well lighted with directional signs pointing the way to the building and entry doors.

Check-in /Registration area should be large enough to allow for bad weather.

Pairing area should be located as close to the wrestling area as possible with enough room to accommodate the various divisions and weight classes.

A separate room for officials should be available and secure while officials are working.

A separate hospitality area must be provided for all tournament personnel.

A space for protest hearing if necessary should be available.

Custodial services available.

A room or space set aside for medical personnel.

A staging area for wrestlers located as close to the pairing area as possible.

A warm up area for the wrestlers will prevent injuries.

Concessions available and located in an area away from the competition.

Tournament Director

Aid in the selection of and work closely with key committee chairpersons. Committees should include: physical arrangements, registration, USAW card sales, weigh-ins, pairings, staging, officiating, medical, table help, floor control, hospitality and concessions.

Conduct pre-tournament meetings prior to the tournament dates.

Check on all materials ordered for assurance of delivery on time.

Give guidance to the enforcement of the discipline for the tournament.

Serve as chairperson of the technical committee and arrange for meetings on all protests filed during the tournament.

Conducts himself/herself in an impartial manner throughout the tournament.

Awards

You will need approximately 300 awards (100 each - Gold, Silver and Bronze) to cover Pee-Wee through Junior age divisions. If you are including University, Senior or Veteran age divisions you will need a few additional medals to cover those age division. The cost of awards is usually underestimated.

Custom medals generally range from \$3.50 to \$5.00 depending on the size (1" to 3 1/2") while generic medal prices are in the \$2.50 to \$3.50 range.

If you choose to give ribbons for 4th - 5th and 6th places they are available at a nominal cost. Be sure to order a few extra to cover ties for 4th, 5th and 6th places.

If you are considering plaques the cost will run \$6.00 and up. Trophies for team awards begin at about \$20.00 each.

It is strongly recommended that you not date your awards so you may inventory and re-order what you need for next year.

Be sure to give sufficient time for manufacturing and shipping of awards. When awards arrive check them for errors.

Be sure to have signs directing wrestlers to the "Awards Area."

Schedule at least 2 presenters and warn them that the awards area will become hectic toward the end of the tourney.

Early release forms provided by pairing are very helpful in expedition of 4th, 5th and 6th place awards.

Physical Arrangements

Mats: 1 per 50 wrestlers plus a warm up mat.

Mat Tape: 1 roll per 2 mats.

Scoring Tables and Flip Charts: 1 per mat.

Timing Devices: 2 per mat (1 to time bout and 1 for injury time).

Spit Buckets or Bags: 1 per mat

Disposable Towels, Disposable Gloves, Spray Bottle containing 10% bleach or disinfectant solution for cleaning blood and other body fluids.

Throw-in Device: 1 per mat, used to stop the bout.

Chairs: 6 per mat (2 coaches, 1 mat judge, 1 mat chairperson, 1 timer, 1 scorer).

Pencils: 3 or more per mat plus extra sharp pencils or electric pencil sharpener.

Tickets, Markers: To indicate when a spectator has paid.

Workers Pass: For all tournament workers.

Cash boxes, Change: For concessions and gate.

Copier for the Pairing Area: Make sure it is in good working condition and you have extra toner

Income & Expense

INCOME:

Most tournaments are established as a money making event for the sponsors. Profits can only come if you plan ahead of time what you must take in to offset expenses. Here are some items to consider in the financing of your tournament.

- Entry Fees: Most open tournaments are in the \$10.00 to \$12.00 range.
- Gate Fees: Adults - \$3.00 Students - \$1.00 to \$2.00 Children under 6 - Free
- Concessions: In most cases parents and club members will run this for you.
- Vendors: Most vendors will donate a percentage of their earnings to your club.
- Gifts-in-Kind: Materials, products and services donated by local merchants, etc.

EXPENSES:

These items do not include every expense you will incur, however, it does reflect the majority of things you need to be aware of in planning your event.

- Facility Costs: Varies as to location. Anything from 0 to \$800.00 per day.
- Custodial & Security: \$300 per day and up if not included in facility cost.
- Medical: In some communities this will be donated. ISWA recommends a doctor of dermatology be available at weigh-ins and a certified trainer be on site throughout the tournament.
- Insurance: You must have your tournament protected with liability insurance. This insurance is included in the \$250.00 sanction fee paid to the ISWA.
- Tournament Ad: A 1/2 page ad in the Indiana Amateur Wrestling News and on the ISWA web site www.iswa.com is included in the cost of a tournament sanction. Please include as much information as possible on your ad application. The more information you provide the less time your tournament director will have to spend answering and returning phone calls.
- Physical Set-Up: Moving mats, tables, chairs, etc. This will depend on your location and facility provider.
- Hospitality: The cost of food per worker is approximately \$3 to \$5 per person per day. Most clubs ask for donations from parents and club members.
- Pairing Supplies: A first time tournament will need to spend an average of \$400.00.
- Awards: This cost varies greatly and the decision is left up to the tournament.
- Misc. Expense: Postage, phone calls, printing, etc.

USAW Card Sales

All athletes wrestling in an ISWA/USAW sanctioned tournament must produce a current USAW Competitors Membership Card. USAW Membership Cards will be mailed to all tournaments, held prior to April 6, 2008, approximately 2 weeks prior to your event. You do not have to order them. The amount of cards sent is based on where your tournament falls in the calendar.

You will need 3 or 4 persons to sell USAW Cards (more if you are hosting a tournament the first few weeks of the schedule.)

If you are hosting an early tournament we suggest that you form an assembly line as follows:

Check the competitor's card application to make sure all information is complete and write the USAW card number issued on the application form.

Fill out the competitor's card.

Check the date of birth and place birth verification sticker on the card. You may sell a USAW card without birth date verification, but you must not place the ISWA sticker on it unless proof of age is provided. A wrestler's age must be verified in order to compete in the ISWA State Finals.

Collect the fee.

PLEASE check all information to make sure it is LEGIBLE. Whether or not a wrestler receives a publication or any other communication from the office is dependant on the information written on the application. If you have to ask the wrestler how to spell his/her name, chances are "others can't read it either!"

Return all completed applications, unused cards and voided card to the ISWA office IMMEDIATELY following your tournament! Please do not use staples.

It is critical that you follow the instructions on the Tournament Report Form included with your cards. If you are instructed to hold the cards by your Tournament Director, Treasurer or any other club officer, you are in direct violation of the rules.

Athletes have no registration on file and no confirmation of insurance coverage until all information is returned.

Temporary Cards

If a wrestler has lost or forgotten their membership card, the procedure is as follows:

They must complete a Temporary Card Application included with your USAW competitor's cards packet and pay the \$30.00 card fee.

Give the wrestler the Temporary Card attached to the form. They may use this card to wrestle in ISWA tournaments. The state records will be checked and if the wrestler is on file a refund (less \$5.00) and a new USAW membership card will be mailed to them

Include all Temporary Card Applications and fees collected with your USAW Card sales applications and fees.

If a wrestler entering your tournament is using a "Temporary Card" it is to be honored as a USAW membership card.

*Note: Most local tournaments will accept a xerox copy of their card or verification from a club coach with their club roster and USAW number.

Tournament Registration

Collect entry fees and give draw number tickets at one location whenever possible. You will need cash boxes.

Have several tables with pens or pencils set up with registration forms.

Have at least one registration table for each age division with at least two workers at the larger divisions (Novice, Schoolboy/girl, Cadet). Post above each table the appropriate age division including the years. Example: Schoolboy/girl 1995-96.

- a) Check the wrestler's USAW card to verify that he or she is registering in the correct age division. Write their USAW number on the weigh-in card.
- b) Write the draw ticket number in the upper right hand corner of weigh-in card and staple the ticket to the registration form (not the weigh-in card).
- c) Ask each wrestler if they would be willing to move up one weight class if they are a single and mark the back of the weigh-in card with a yes or no and have the wrestler (or their coach/parent) initial it.

Fill out all information requested on the weigh-in card LEGIBLY.

If you are conducting two or more tournaments in the same week-end, it is recommended that you provide the wrestlers a separate weigh-in card for each style.

Weigh-Ins

If you are using digital scales at least 2 are needed, depending on the size of your event. If you are accepting faxed weigh-ins you may adjust the number needed.

The person in charge of all weigh-in sites should choose mature adults familiar with the requirements of certifying a contestant, recalling that a wrestler can move up one (1) weight class. However, they must declare this while they are still on the scales during the initial weigh-in. They can not return after leaving the scales and ask to be moved up nor can they ask to be moved back down after declaring the change of weight class.

This period can become very time consuming if not properly anticipated. Be sure to have enough scales and manpower. You should have at least 2 persons at each scale. The duties of the two are divided as follows:

- Weigh-in the contestant with confirmation by the second person.
- Mark the weigh-in card of the contestant using a black pen.
- Mark the weight of the wrestler on the arm with a permanent marker. This will avoid confusion for the officials.

Tournaments offering 2 or more styles on the same week-end may allow one (1) weigh in for both styles.

All skin checks and nail checks should take place at weigh-ins. (For more information see Medical Support.)

Announcing

You will need: P.A. System and an announcer. It is important that the announcer be located in an area that is easily accessible and that you are able to communicate closely with pairing personnel.

Staging

There are differing staging techniques used at local tournament:

Staging directly to the mat using bout numbers or name and weight class

Staging area method

Assigning wrestlers to the same mat all day using mat side pairing

The Staging Philosophy: The goal of a successful staging process is to keep an equal number of bouts assigned to each mat and to avoid having a large number of unassigned people on the wrestling floor area. Additionally, it is desired to avoid a wrestler having to wait at mat side for a long time after a mat assignment has been made for that bout.

Bouts Per Mat: For most tournaments, the ideal number of bouts assigned to a mat at any one time is three. One bout will be on the mat wrestling, one will be on deck, and one will be in the hole. Having more than three bouts per mat is a major contributor to floor control problems. A wrestler is allowed to have two coaches at matside for the bout. For each bout, that is six people who can legitimately be at matside for each bout. Three bouts per mat brings at least eighteen people to the mat. If a tournament is running ten mats, that is 180 people who will rightfully be on the wrestling floor. Four bouts per mat brings 240 people, five bouts brings 300 people, and things are quickly out of control. If the announcer says that all people who are not assigned to mats must leave the floor, there are not many people who truly are obliged to leave.

In considering the time a wrestler has to wait at matside, three bouts per mat would result in approximately a ten minute wait. Four bouts would give a 15 minute wait, and five bouts would involve about a twenty minute wait. Wrestlers don't want to wait in a cramped area for a long time after they have warmed up to wrestle.

Rest Time: The fact that the half-hour rest time cannot be waived under any circumstances must not be ignored. It doesn't matter if both wrestlers want to sign off on a time waiver, or that the tournament director says to waive it. It must not be done. It invalidates the tournament's insurance. Who among us is willing or able to assume the medical expenses or the liability for a serious injury that may occur during a tournament?

Table Help

Instruct all scheduled table help to report to a designated area 30 minutes prior to the event. At this time you can then give each worker a pass that entitles them to food and will get them on and off the floor without being hassled by security.

Hold a brief clinic explaining the proper procedure for completing a bout sheet.

Stress the point of checking to make sure all information is correct and is included on the returned bout sheet.

Emphasize the importance of the bout sheet being signed by both the winning wrestler and the mat official.

Emphasize the importance of only accepting bout sheets assigned to their mat.

Call club contacts that you know will be bringing athletes to your meet. Request that their club volunteer to cover one mat for the entire length of your tournament. A lot of this contact can be done when attending week-end tournaments.

Call clubs who will be hosting a tournament in your area and volunteer to work a table at their tournament in exchange for their members working a table at yours.

Type a workers list and submit it to the gate staff. This will guarantee that the workers will be admitted free of charge.

Recruit two people to help in delivering drinks to the workers.

Send "Thank You" notes to each club acknowledging their support. This may help insure that they volunteer again the next year.

Pairing Officials

The heart of the tournament is in the hands of the pairing personnel. The head pairing official must exercise extreme discipline in the operation of the pairing area. The person in charge of pairing needs to be the singular control point in all tournaments and be selective in their appointment of pairing personnel. The staff assigned to this area must be able to accept directions in order to avoid needless mistakes. If there is ever a doubt as to the importance of pairing operations, let it be clearly understood, that it is truly the heart of the tournament. It is your responsibility to recruit a head pairing official as well as sufficient pairing personnel to conduct your tournament.

All pairers from your club who plan to work your tournament need to attend a pairing clinic. A list of ISWA pairing officials is provided in your tournament folder. It is strongly recommended that the person in charge of pairing be a senior pairing official. If this is impossible you may use a Senior Candidate or an Associate. The head pairing official must be qualified to do the following:

Attempt to answer questions and provide explanations to the wrestlers.

Coordinate the flow of the tournament to enable continuous wrestling in as many classes as possible.

Construct the timing of the tournament to allow for sufficient rest for wrestlers between bouts and at the same time keep the tournament running smoothly.

Supervise the pairing operation and employ a procedure to avoid errors.

Serve on the tournament Technical Committee.

Pairing Supplies

Pairing Supplies are available through the ISWA office.

Order forms are included in your tournament folder. All pairing supplies will either be mailed to the designated person appearing on the order form or may be picked up at the ISWA office.

Pairing supplies you will need for your event are as follows:

- a) Pairing Sheets: 1 ½ per weight class.
- b) Copier: For duplicating wall charts. Be sure to have extra toner and back up copier, if at all possible.
- c) Weigh-In Cards: A separate card for each contestant. Provide 2 cards if you are hosting more than one event and are allowing only 1 registration and weigh-in. If you are hosting a Women's tournament, be aware that some women's age divisions and weight classes differ.
- d) Bout Sheets: 2 times the number of entries per tournament.
- e) Pairing work sheets
- f) Age Division & Weight class chart and classification points chart for each age division.
- g) Tables & Chairs: One 6 ft. table for each age division, 1 table for flow and 1 for materials.
- h) Wrestling Rule Book: At least 1
- i) Misc. Materials: Black and red pens, paper clips, staplers, rubber bands, correction fluid, masking tape (more than you think you will need because it disappears), scotch tape, protest procedure and protest forms, weight class order of wrestling.

Mat Officials

It is your responsibility to recruit a head mat official as well as a sufficient number of officials to conduct your tournament. You will need 2 officials per mat. At least one should be an experienced ISWA (IHSAA for Folkstyle) official. You will need to provide each Freestyle/Greco official with a whistle and a set of Red and blue wrist bands and leg bands for folkstyle. A list of mat officials and folkstyle referees is provided in your tournament folder. The head mat official must be qualified to do the following:

Conduct an official's clinic prior to the tournament.

Establish the discipline and conduct of the officials during the tournament.

Conduct a rules clinic for the wrestlers prior to the beginning of the tournament.

Serve on the tournament Technical Committee.

Floor Control/Security

Floor control continues to be a problem at events. Therefore, it is necessary that you provide sufficient security to maintain discipline both on and off the wrestling floor.

Since many of the problems with irate coaches and parents occur at matside, it is especially important that security be available to assist the mat officials during the tournament.

We suggest that you have at least one (1) and preferably two (2) uniformed officers available throughout the day. Security that demands respect and has the authority to make an arrest is by far the most effective.

Depending on the facility, it is most helpful in maintaining floor control to have a system by which only wrestlers and their coaches are allowed at matside. Spectators should be limited to viewing all competition from the stands.

Medical Support & Assistance

It is required by the ISWA and USA Wrestling that qualified medical personnel be on site at your tournament. You should have a well equipped area set aside for your medical personnel. Although all ISWA tournaments are sanctioned by USA Wrestling and covered by liability insurance it is a *MUST* to have trained professionals to handle all skin checks and injuries. This decreases the risk to the wrestler as well as the club hosting the tournament.

Arrange to have a Doctor of Dermatology on site during weigh-ins.

Arrange for trained medical personnel to be on duty throughout the tournament.

Arrange for emergency transportation to the hospital if needed.

It is very important that the person you choose as head of medical personnel at your tournament should have the ultimate say as to whether or not a wrestler may participate. This should not be the decision of the Tournament Director. In order to avoid legal ramifications, decisions of this magnitude should be made by trained professionals.

In order to minimize skin infections, it is recommended that you mop all mats both prior to the start of your tournament and again mid-way through the event.

Tournament Statistics

All tournaments must fill out a count sheet and mail it, along with your mat officials and pairing officials sign-in sheet, to the ISWA office.

If your tournament serves as a qualifier for the ISWA Freestyle State Finals you *MUST* also do the following: Pull the weigh-in cards of the top 4 finishers in each weight (Pee-Wee through Junior) and paper clip them to the appropriate original wall charts. If you have an out-of-state wrestler in the top four, add the 5th place finisher's card.

Send all original wall charts (not the copies) in the priority envelope provided to you by the Statistics Director.

Send all other weigh-in cards in the same box.

The above information should be mailed promptly (Monday) following your tournament. This information is vital to the registration process at the State Finals. Remember - there are many other tournaments, all of which have to be entered in the computer.

SUGGESTIONS: FROM THE STATISTICS DIRECTOR

- a) PLEASE, PLEASE, PLEASE - Don't staple draw tickets to the weigh-in cards! If you do, remove them before sending. (That's no fun!)
- b) It would help if you have your pairers highlight the names of out-of-state wrestlers on the wall charts.
- c) Have copies of the charts - NOT the originals - for awards distribution. It's tough to read the charts with wrestler's signatures on them, and it lessens the chance of being misplaced.
- d) Fill out the weigh-in cards completely - name, birth date, USA card number, address, city, state, ZIP, and phone number.
- e) Last but not least, make sure your "card writers" at registration write LEGIBLY. Countless hours are spent trying to decipher handwriting. Example: last year I entered the name BUNSEG for a young man who qualified for the State Finals. His real name? RAMSEY. Sure looked like Bunseg to me!

Hospitality

Arrange for a hospitality area for your tournament workers. One of the key ways to get workers to return to your tournament is to provide a great Hospitality Room.

Many clubs hosting tournaments work to get much of the food donated by wrestlers parents. When this is the case, the food is generally much better and is not a great expense to the club.

The coffee should be made and the hospitality room ready by the time the workers begin to arrive. Pairers greatly appreciate having coffee, drinks (including water), and donuts provided in the pairing area during set-up. Pairers can not get away to go to a hospitality area during that time.

Concessions

Although not mandatory, a good concession stand provides the following:

1. A substantial amount of revenue for your tournament.
2. Keeps people from leaving to find food which helps prevent wrestlers from missing their call.
3. Tables and chairs nearby provide a place to relax and eat, and less food will be taken into the stands.
4. Provides an opportunity for club parents who are not familiar with wrestling to work and be a part of your tournament.

Tournament Wrap-Up

Be sure to include closing down the tournament in your overall plan. Clean up all areas used as soon as possible. Try to leave your facility in as good or better condition than you found it. This helps create an element of trust between your club and the owner/operator of the facility.

Make arrangements for returning mats and all other things borrowed.

Make arrangements to send all required tournament results to the ISWA Tournament Statistics Director.

Make arrangements to send all monies and applications for USAW Cards purchased at your tournament to the ISWA Office.

Be sure to file results with the local media whenever possible.

Be sure to find a way to thank each person that helped with your tournament including: officials, pairing personnel, etc. who traveled to your tournament and volunteered their time in order to make it a success.

Thank you notes are important! You can't thank people enough. If you want officials, pairing personnel, table help, etc. to help next year *FEED* them and *THANK* them.

Tournament Critique Meeting

Hold a meeting as soon as possible after your tournament. Make notes regarding the strong points and weaknesses of your event. File all notes and reports for reference. Making accurate notes and filing them for reference will be extremely helpful to you. The references will make next year's tournament that much easier to prepare for. Delaying the above makes it more difficult to come back to and many of the details can be forgotten or overlooked.