



Pennsylvania Amateur Wrestling Federation
State Chairman - Van Plocus
vanplocus@yahoo.com

Dear Tournament Director:

This packet contains information you may find helpful in the final planning for your tournament. It outlines the host club's responsibilities for the event and details the support you can expect from the state organization.

1. Guide to hosting a PAWF Qualifier. This outlines the number of volunteers you will need, and their duties.
2. Training the scorers and timers. A quick guide to the scoring and timing volunteer's responsibilities and example bout sheets are included. The guides should be taped to each table for reference. A set of examples at each table can help assure that the scoring is timely and accurate.
3. Leaders - The following 4 leadership positions are critical to our success.
 - a. **Registration Chairperson**- A lot of paperwork is filled out and a significant amount of money is managed during the registration process. Selecting an experienced volunteer for this position is crucial. He/she will need some "seed" money to make change for the event.
 - b. **Weighmaster** – This individual should be ready to go prior to the start time for weighins. Scales should be set up and checked. Appropriate signage should be displayed (signs are included in this packet).
 - c. **Announcer** - You may want to choose a primary and alternate since the announcer must be available during the entire tournament and breaks are difficult if not impossible to arrange. The announcer also takes care of bout sheet and mat assignments. The process can be overwhelming to some. Make sure you pick someone who can handle the multitasking.
 - d. **Floor Manager** – Supervises the activities of the Scorers and Timers and works with the announcer to assure even distribution of bouts. Expect a lot of walking around. Must be available during the entire tournament.
4. Signs –for registration and weighins will be provided by the State Chairman just prior to the event. They should be posted before the start of registration. Handling the initial surge can be overwhelming if we get a good turnout.

Good Luck!!!!

Hosting a PAWF Qualifier

Hosting a Qualifier can be challenging to first time hosts and even to organizations that have held them many times. People capable of supporting your group will come and go and the expertise you have will change from year to year. We put together this guide to assist you in preparing for your event.

The PAWF State team includes the State Chairperson, trained Referees and qualified Pairers. Their duties will be described along with the duties of the sponsoring Wrestling Club. Each group has specific tasks to perform and certain materials must be assembled to assure the smooth flow of the tournament and the safety of the participants. The teams are:

Host TEAM Personnel:

Tournament Director - the individual with overall responsibility for the conduct of the tournament.

Trainer – Assists in the evaluation of injury.

Registration Chairperson/Clerks – At least three people should be assigned to register the arriving wrestlers and receive payment set by the State Chairperson for that qualifier

Weigh Masters - The persons assigned to the scales for weigh in. A male and a female representative shall be named.

Floor Manager – Assigns scoring and timing personnel. Assures that table help are available at all times during the tournament. May also back up the Announcer.

Scorers and Timers – Two people per mat. Responsible for scoring each match and entering the required information on the Bout sheet.

Announcer- announces each match and assigns wrestlers to the appropriate mat. Works with the Floor Manager to assure all mats are fully utilized to avoid delays.

Pairing Assistants – (2 Minimum) Assist in tournament setup. Write Boutsheets and Wallcharts.

State Team Personnel -

Chairperson – Responsible for the overall operation of the event.

USAW Card Administrator – Assigned by the State Chairperson to accept USAW card registrations and receive payment.

Referees – USAW qualified referees, minimum one per mat.

Chief Pairer – Assembles the weighin cards, prepares the Wallcharts and Boutsheets and directs the flow of bouts.

Pairers – Assist in tournament setup, record results and determine opponents for each round. Direct the activities of the Pairing Assistants.

The **Host Team** and the **State Team** each have responsibilities to provide personnel and materials for the tournament. First the materials.

Materials:

Host Team –

- Wrestling mats, mat tape, mat numbering materials (Usually tape)
- Scoring devices, clocks
- Pencils, pens, marking pens, and masking tape for registration, scorers, timers and WeighMasters.
- Audio system and microphone for announcer.
- Medical Supplies – ice or ice packs, bandaids, tape, nose plugs, mat cleaner or 7% bleach solution, paper towels, disposable gloves, etc.

State Team –

- USAW registration forms
- Weighin Cards
- Wallcharts
- Boutsheets.
- Medals
- State/national team application forms.
- Announcer tracking forms

Host Team Duties

The following pages list the duties of each of the leaders. Separate pages are used for each group.

Tournament Director:

- Assembles and trains the local team. They include:
 - Registration Chairperson and 2 clerks
 - Weighmaster – at least 1 male. 1 female also should be named. This could be one of the registration help.
 - Announcer – at least 1 - available from morning weighins through the final match.
 - Floor Manager and scorers/timers for each mat - available from the end of morning weighins through the final match.
 - Trainer – available from start of wrestling through conclusion.
 - Pairing Assistants (2) – available from weighins to final match.
 - In Summary:

Function	Required help
Registration	3
Weighins	1+
Announcer	1
Floor Manager/Scorer/Timer	9(4Mats)
Trainer	1
Pairing Assistants	2
Minimum total help needed	17

- Secures and places mats for the event.
- Provides a table, scoring system, and clocks for each mat.
- Assures that enough pencils, pens, markers etc are provided for table help and registration.
- Advertises the event. Assures that data on the USAPAWF website is correct and current. Advises the State Chairman of required changes.
- Plans for food and drink services.
- Assures adequate rest rooms and dressing facilities.
- Provides signs indicating locations of the various areas to minimize confusion (Rest Rooms, Weighins, Trainer, etc.).
- Is available to provide help as needed throughout the tournament.
- Provides the NAMES of the 4 Leaders and the Trainer to the Head Pairer or Announcer. This will help us find the appropriate individual should problems arise.

Mat Considerations.

One of the more difficult situations we face is not knowing how many wrestlers will attend. The schedule allows a maximum of about 2 hours and 45 minutes for Greco. If wrestling starts at 9:30 as scheduled, it must be concluded prior to 12:15 for Freestyle to start on time. If 4 mats are setup, we can realistically handle about 75 Greco wrestlers using 2-minute periods. If we

shorten the periods to 1-½ minutes, we can accommodate around 90 Greco wrestlers in the allotted time. Adding additional mats is most helpful.

The Freestyle tournament has a longer scheduled time, around 4 hours. While we can extend the finish to accommodate more wrestlers, it has been our experience that wrestlers begin to drop out of the tournament if we cannot complete Freestyle by around 4:30PM. When wrestlers withdraw, it creates considerable extra work fixing the Wallcharts, rewriting Boutsheets, etc. and it delays the tournament.

- The following chart indicates hours to complete given various factors.

Wrestlers	Mats	Period Length	
		2:00 Min	1 ½ Min
75	4	2.8 Hours	2.3 Hours
90	4	3.4 Hours	2.8 Hours
100	4	3.8 Hours	3.1 Hours
100	5	3.0 Hours	2.5 Hours
120	5	3.6 Hours	3.0 Hours
140	5	4.2 Hours	3.5 Hours
160	5	4.8 Hours	4.0 Hours
180	5	5.4 Hours	4.5 Hours
180	6	4.5 Hours	3.8 Hours
200	6	5.0 Hours	4.2 Hours

Guidelines: 2.75 hours for Greco, 4 Hours for Freestyle, reducing periods from 2 minutes to 1½ has roughly the same effect as adding a mat.

- If you only have room for 4 mats in the main Gym, consider another mat in the wrestling room or auxiliary gym. Though not ideal, it helps if we have a large turnout. We don't like to reduce the time of the periods.

Trainer:

- Evaluates injuries.
- Provides materials for blood control
- Provides ice packs as required.
- Assures each mat has the following:
 - Lined receptacle for disposal of waste which may contain body fluids
 - Paper towels for cleanup of body fluids
 - 7% bleach solution or mat cleaner. A spray bottle works best.
- Advises the local emergency response team that a tournament is being held in their area.
- Maintains contact numbers for emergency services.
- Available from the start of the first match through finals.

Registration Chairperson/Clerk:

- Arrives prior to 8AM to set up the registration area for **Greco**.
- Assures that an adequate space, with tables, chairs, pencils, etc. is provided. Makes sure an adjacent area for USAW cards is set up as well.
- Tapes age and weight signs to the tables. The State Chairperson provides these signs.
- Returns to the registration area for the 11AM **Freestyle** registrants. **Freestyle only registrations** should **not** be accepted at the early registration!
- Verifies that the wrestler has a valid USAW card and completes the weigh in form.
- All information must be **clearly printed in Capital Letters** on the card. The Chairperson assures that all weigh in cards are legible. Abbreviations should be avoided. If the information on the form is not legible, delays are created during tournament setup. Sometimes, the names are interpreted incorrectly and additional delays occur when the names are announced and no one responds! Getting it right the first time saves time!
- Verifies the age of a participant and assigns the wrestler to the proper Division.
- Collects payment for the entry fees per the schedule set by the State Chairperson.
- Directs the wrestler to the weigh in area.

Weigh Master:

- Sets up the weighin area.
- Posts signs indicating the weight classes and various divisions. The State Chairperson provides these signs.
- Set up one or more scales for weighing the participants.
- Performs a skin check on each wrestler.
- Unless authorized by the State Chairperson, no weight allowances are to be given!
 - Mark the weighin form with the **EXACT WEIGHT**. **This is a change for the 2011 Spring Season**. Only indicate a weight class if the wrestler is moving up a weight class.
 - There are separate boxes for actual weight and weight class.

- Makes sure that completed weighin cards are sent to the pairing team as quickly as possible. Do not wait until the end.
- Close weighins promptly at 8:30 (Greco) or 11:30 (Freestyle), unless the Tournament Director authorizes a delay.
- While the numbers of female wrestlers is low at this time, it is imperative that we provide suitable Weighin facilities to accommodate any who wish to participate. A Female WeighMaster has been assigned by the Tournament Director and should conduct all female Weighins.

Floor Manager:

- Assembles a team of scorers and timers. Normally, two per mat (one team) and one extra team to rotate through to give appropriate breaks.
- Trains the team using materials supplied by the State Chairperson. Special attention to the rules for Greco and Freestyle are expected. A demonstration of referee signals is also helpful.
- Assures that a copy of the directions and the sample filled out bout sheet are taped to each table for reference.
- Assures that there are always 3 bout sheets at each table. 1 – “Wrestling”, 2 – “on deck” and 3- “in the hole”. Reports to the Announcer or Head Pairer if a scoring team is running low or has too many bout sheets. This is critical to the flow of the tournament and deserves special attention.
- Advises the Announcer/Head Pairer if an injury occurs that will delay restarting wrestling on a mat. Upon approval of the Head Pairer, bouts may be moved to other mats.

Scorer:

- Talks to both wrestlers prior to the match. Confirms the names on the bout sheet. The red wrestler is on the left, blue on the right.
- Responsible for recording the points as indicated by the referee.
- Records cautions as indicated by the referee.
- Assigns Positive points to each wrestler at the end of each match. Winner can receive 3, 4, or 5 points. The loser can receive either 0 or 1 point. The Scorer will receive training from the Floor Manager or a referee prior to the start of the tournament;
- Assures that the **winner signs** the bout sheet and that the name is legible and WINNER’s NAME is not crossed out on the bout sheet. **This is critical!** Failure to do this produces our most common mistake and time waster.
- Orders the winning wrestler to immediately return the bout sheet to the Announcer’s bout sheet box. Again, a critical element in the smooth operation of the tournament.
- Do not allow any completed Boutsheet to lay on the table. Find a volunteer to return it if you can’t.

Timer:

- Checks the operation of the clock or scoring system prior to start. Practice setting the start time on the clock, usually 1 ½ or 2 minutes.
- Be aware of the Division that the wrestlers belong in. The youngest groups may have shorter periods. Check your instructions taped to the table for details.

- Occasionally, the time periods need to be shortened to accelerate the conclusion of the tournament. You will be advised if that occurs.
- Start and stop the match as indicated by the referee.
- If you do not have a timing device with a display screen that the wrestlers and referee can see, verbally advise the participants when the clock is about to run out. Advise at 10 seconds, then 5 seconds. Do this for every period and every match.
- Assure that a buzzer is sounded or towel thrown in at the conclusion of each period. Pay attention if a towel is used. You may have to advise the referee if a last second call occurred before or after time ran out. Call the referee to the table. It is **always** the ref's decision if a point is awarded.

Announcer:

- Announces each match using the Boutsheet. Calls Division, then Weight Class, then the names starting with the left (Red Wrestler) Name first, then Red Wrestler Club, followed by the right Name and Club. This cadence should be followed for each bout that goes out. It helps your audience to mentally prepare for a name if they hear the Division, then Weight first.
- Using forms provided by the Head Pairer, the Announcer maintains a checklist of bouts going out and returning. Assigns bouts to the next available mat. This is usually the same mat that is on the last bout sheet returned. Strict adherence to this detail will assure that you are maintaining 3 bout sheets at each mat.
- Every thirty minutes, either go to each mat or send someone to assure that 3 bout sheets are at each mat. This is a critical element of tournament flow. We operate on a tight schedule and idle mats cannot be tolerated. No matter how tightly you control it, they always get out of sync. Wrestlers go the wrong mat; forget to return Boutsheets, etc.
- Announces special messages as provided by others.
- Periodically reminds wrestlers to immediately return Boutsheets.
- Advises the Head Pairer if leaving the microphone for any reason.

Pairing Assistants:

- Helps at tournament setup (Both Greco and Freestyle), usually writing Wallcharts and Boutsheets. All it takes is to write neatly and follow the instructions of the Pairer you are working with.
- Assists in the writing of Boutsheets, updating Wallcharts and any other duties needed to assure the timely administration of the tournament.
- Reports to the Head Pairer upon arrival.

State Team Duties

State Chairman:

- Sets the schedule for all tournaments.
- Provides the paperwork for the administration of the tournament.
 - Weighin Cards
 - USAW card applications
 - Wallcharts
 - Boutsheets
- Provides Medals for 1st through 3rd places.
- Works with the Tournament Director to tally event revenue and costs.
- Provides paperwork for the State Championship Tournament to all 1st through 4th place qualifiers.
- Receives requests for wrestlers wishing to partake in the various traveling teams, i.e.; Junior, Cadet, Schoolboy Duals.

USAW Card Administrator:

- Occupies a table at Greco weighins for those wrestlers who have not yet purchased USAW cards. This table is open only during Greco weighins. These are from 8:00 to 8:30. If time permits, she will open a little early.
- Wrestlers requiring cards for Freestyle will have to see Mrs. Plocus at the wrestling wear concession. No table will be set up.
- Reviews the applications filled out by the wrestlers and issues the USAW card. Cost is \$30 for athletes..
- Provides a lookup service for those wrestlers who do not have their cards or card numbers with them. A fee is charged for lookup. Wrestlers are expected to bring their cards to each tournament.

Head Pairer:

- Sets up the tournament based on data taken from completed weighin cards. Fills out the Wallcharts and Boutsheets. Assembles the completed items and posts a copy on the wall for all wrestlers to review.
- Decides the order of weights. Normally, one round of large weight classes precedes the first full round of wrestling. Order of weights will be posted or announced.
- Makes changes to Wallcharts as required to assure that wrestlers receive a fair amount of bouts.
- Gathers data on the number of wrestlers in each weight class and total number of wrestlers.
- Provides bout sheets to the announcer and monitors the flow of bouts to the mats. Advises the Tournament Director and State Chairman if any operational changes are required to meet the time constraints of the tournament.

- Inputs scores and pairs subsequent rounds.
- Determines winners.
- Resolves ties per the official USAW rules.
- Corrects all mistakes. Holds weight classes and re-pairs as appropriate to assure a fair tournament.
- Reports all operational issues to the State Chairperson.

Pairer:

- Fills out the Wallcharts and Boutsheets.
- Makes changes to Wallcharts as required to assure that wrestlers receive a fair amount of bouts.
- Inputs scores and pairs subsequent rounds.
- Determines winners.

Referee:

- Conduct a clinic for each style of wrestling.
- Hold a Scorer and Timer information session to review operational issues and answer any questions the Scorer/Timer teams may have. The Floor Manager must also attend this session.
- Referee each match. When possible, 2 or 3 referees will be on each mat.

We hope that this list of duties will help guide you in the preparation of your tournament. Many factors need to come together to assure the success of this event and our level of preparedness for the tournament will certainly influence its potential to succeed.

We sincerely value your input on the usefulness of this document and on the overall operation of the Pennsylvania Amateur Wrestling Federation, its planning and operation, and the conduct of the scheduled events. We believe we have one of the finest organizations in the country. It all starts with wrestlers, parents and others who value competition as the prime builder of skills and character. You are the PAWF. Thank you for your participation.

Suggestions for improving this document should be directed to vanplocus@yahoo.com.