

## Key Local Personnel-

**Tournament Director-** coordinates the overall event, available all day

**Registration Chairperson -** coordinates the registration activities at both wrestling sessions, usually directs at least 2 helpers.

**WeighMaster -** available for each session.

**Floor Manager –** trains and schedules all table help. Minimum one scorer and one timer for each table/mat. Available all day. Critical Position!!

**Announcer –** Needed throughout both sessions, a backup is a good idea. Must have a good voice and be organized. Controls BoutSheet flow.

**Trainer/Medical –** Available any time wrestling is in session.

**Pairing Help –** 2 to 3 to assist in setup, also Bout/Wallchart writers for each session.

## Typical Schedule

Time	Operational Event	Personnel Required
07:00am	Doors open for staff preparation	Registration Personnel, Food Concession Help
07:30am	Initial Tournament meeting and Introductions, Key Personnel identified, go over responsibilities	State Chairperson, Tournament Director, Head Pairer, Registration Chairperson, WeighMaster
07:45am	Registration and WeighIn setup complete. Scales in place, signs up, pencils, pens, forms in place and ready to go. Staff given instructions on filling out forms legibly.	Registration Chairperson, WeighMaster
08:00am	All mats should be in place, tables set up, flip charts ready to go.	Tournament Director, Floor Manager
08:00am	Registration and WeighIns start. USAW card table open.	USAW cards are managed by the State team. Registration is local.
08:15am	Critical Staff Operations Training - duties outlined, training materials provided	State Chairperson, Tournament Director, Head Pairer, Floor Manager, Head Announcer, Head Mat Official (in Pairing Room)
08:30am	Registration and weighins end.	
08:30am	Pairing begins.	All Pairing Help, Bout Sheet writers report to pairing room.
08:45am	Greco clinic begins, all wrestlers are to attend. Announcer meets with Head Mat Official and notifies wrestlers.	Head Announcer, Head Mat Official
08:45am	Scorer and Timer training. Mandatory session.	Head Mat Official, Floor Manager, all Scorers and Timers (minimum 2 per scheduled Mat)

9:30am	Pairing complete, Wallcharts posted. Wrestling begins. Announcer, Pairing Officials, Mat Officials, Scorers and Timers at their duty stations!	Announcer – “ALL WRESTLERS CLEAR THE MATS”
9:30am	All changes to age groups/weights	Pairers, State Chairperson
9:45am	Corrected Wallcharts are posted. Wall Chart Posters must be available throughout each wrestling session	Head Pairer, Assigned Wall chart posters.
9:45am	Update WallCharts ( 9:45 until wrestling concludes) Bout Sheet and Wall Chart Personnel report to the Head Table	Pairers, Assigned Bout Sheet Writers, Wall Chart Posters
11:15am	Registration Personnel return to your tables. Freestyle WeighIns open.	Registration Chairperson, assigned personnel, WeighMaster
11:30am	Freestyle Registration begins. USAW cards are available only at the Wrestling Concession Table. See Mrs. Plocus.	
11:45am	Time approximate – Greco Wrestling concludes. Greco Medals and qualifier information available at the head table	State Chairperson
11:45am	Freestyle Pairing Begins.	All Pairing Helpers, Bout Sheet writers report to pairing room.
12:00pm	Freestyle Registration, WeighIns close	
12:15pm	Freestyle Wrestling Clinic – all wrestlers report as directed	Head Announcer, Head Mat Official
12:30pm	Operations review of Greco Session. Open issues discussed. Meet in Pairing Room	Head Pairer, Mat Official, Floor Manager
12:45pm	Scorers and Timers return to their tables. Mat Officials ready to go.	Floor Manager reviews any open issues from the Greco Session with the Scorer and Timer teams.
1:00pm	Freestyle Wrestling begins. Call to the mat.	Head Announcer
1:15pm	Corrected Wallcharts are posted. Wall Chart Posters must be available throughout each wrestling session	Head Pairer, Assigned Wall chart posters.
1:15pm	Update WallCharts ( 1:15pm until wrestling concludes) Bout Sheet and Wall Chart Personnel report to the Head Table	Pairers, Assigned Bout Sheet Writers, Wall Chart Posters
3:00pm	Time approximate. Financial Review. Meet in Pairing room.	State Chairman, Tournament Director
4:30pm	Freestyle Medals and qualifier information available at the head table	State Chairperson
4:30pm	Time approximate. Freestyle Wrestling concludes.	
	Mat Teardown, cleanup begins.	