



USA
WRESTLING

Event Organizing Guide

As of June 11, 2020



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Introduction

This guide, prepared by USA Wrestling (USAW), the National Governing Body for Olympic style wrestling in the United States, is provided to assist you in successfully planning, promoting and conducting a USAW sanctioned event. It touches on most aspects of hosting an event, although some of the details may not apply to you. Additionally, please refer to your event contract for specific tasks and requirements that may not be listed in this guide.

The purpose of the guidelines is to help standardize operations at all USAW events with the goals of increasing participation, enhancing the experience for participants, building event series continuity, providing safe and healthy environments and promoting our sport.

If you have any questions, please feel free to contact USAW Department of National Events at the address or telephone number listed below. Unless advised otherwise, your contact person at USAW is the Director of National Events. Thank you for supporting our mission. Good luck with your event.

Mission, Vision & Values

USA Wrestling is the National Governing Body for the Sport of Wrestling in the United States and, as such, is its representative to the United States Olympic & Paralympic Committee. USA Wrestling is the central organization that coordinates and provides amateur wrestling programs and opportunities at the local, state, regional and national levels. USA Wrestling also works to create interest and participation throughout these levels.

USA Wrestling has more than 230,000 members. These members include athletes of all ages, coaches, officials, parents and fans striving together to strengthen the sport. Each year, USA Wrestling charts over 4,500 wrestling clubs and sanctions over 2,100 local, state, regional and national competitions.

Mission: USA Wrestling, guided by the Olympic Spirit, provides quality opportunities for its members to achieve their full human and athletic potential.

Vision: USA Wrestling will strive to be the world's best sports organization.

Values

Responsibility - Fulfilling all functions, tasks, duties and assignments with trust and credibility on behalf of USA Wrestling by honoring promises and pledges.

Integrity - Being true to self and the mission of USA Wrestling, while discerning right from wrong and acting on it.

Dedication - Dedication to carrying out the mission and goals of USA Wrestling with the highest degree of sacrifice and discipline.

Honesty - Being truthful and upright with people and issues in furthering the mission of USA Wrestling.

Accountability - Providing answers and reasons to others for actions and behaviors intended to support the mission of USA Wrestling.

Respect - Recognizing the absolute dignity in every human being, with a sense of compassion, caring and concern for the well-being of other people.

Guidelines for Sanctioned Events

CONTRACT: An event will be organized by the Local Organizing Committee (LOC), with guidance from USA Wrestling. The contract to organize and stage the event is made between the LOC and USAW to help ensure these events are of the quality USAW desires. Please refer to the contract for event specific details and guidelines. Any questions or concerns regarding contract interpretation should be directed to the Director of National Events and/or USAW staff liaison.

OFFICIAL EVENT NAME: The correct official name of the event shall always be used. The event is sanctioned by USA Wrestling and is part of its National Event Series. USA Wrestling shall be prominently displayed and receive appropriate recognition on all promotional materials.

Note: USAW owns all trademark and other intellectual property rights on its name, symbols, logos, and marks. Advertising and promotional material making use of protected names, symbols, logos, or marks should be reviewed and approved by USAW prior to distribution. USAW will provide typefaces and artwork upon request.

EVENT WEBSITE: www.usawrestlingevents.com is the official website of USAW Regional and National Events. Please work with USAW staff liaison to develop a website and ensure all information is correct and up to date.

EVENT SCHEDULE: The USAW staff liaison must approve any change to or interpretation of the published schedule. Please work directly with USAW staff, Head pairer, Head official and any other necessary members to finalize an event schedule.

MEMBERSHIP: All athletes who meet age group requirements, any existing state qualifying procedures and are current members in good standing of USA Wrestling are eligible to participate. USA Wrestling Athlete Membership Cards may be acquired from the State Chairperson or State Membership Director of the contestant's state of residence or online, please click [HERE](#). Secondary sports accident insurance is provided as a benefit of membership.

All coaches that wish to gain access to the competition floor to coach athletes must have a current USA Wrestling Leader Membership Card and be in good standing. All USA Wrestling Leader Membership Cards MUST be attained prior to the event, due to mandatory background checking. For a USA Wrestling Leader Membership Card, please click [HERE](#).

PLEASE ALLOW UP TO 30 DAYS FOR COMPLETION OF USAW LEADER MEMBERSHIP/BACKGROUND CHECK PROCESS.

ONLINE COACHES CHECK-IN PROCESS: Initiated for the 2019-2020 season, all Regional and National Level Events will require an "Online Coaches Check-In Process" through the membership system before receiving a floor pass/credential. USA Wrestling Leader

Membership Cards are required and must be attained prior to the event in order to ensure proper credentials.

REGISTRATION: All regional and national level events will have online registration available through www.usawmembership.com. On-site registration will only be available at the venue prior to the beginning of weigh-ins/medical checks.

OPERATIONS: Please work directly with USAW staff liaison for venue layout and all essential personnel, equipment and supplies. **See sample staffing spreadsheet, budget and venue diagrams on pg. 18-21.**

VENUE SEATING: All Regional and National events must have seating for Spectators, Athletes, Coaches and all Essential Personnel (Staff, Media, Medical, Volunteers, etc.). LOC is responsible for providing adequate seating in the venue. For example, 12 mats, 1,200 wrestler event: 2,000 seats is adequate.

CREDENTIALS: To ensure security and successful ticket sales, the USAW staff liaison and LOC shall work cooperatively in deciding a pass/credential list for the event. Credentialed personnel should include but not be limited to coaches, security, VIPs, sponsors/vendors, media, volunteers, officials, medical, photographers, and staff. All credentialed personnel must have safe sport certification and pass a USAW background check. LOC is responsible to send a security plan to the USAW staff liaison before the event.

MEDIA COORDINATOR: A Marketing/Media Coordinator should be assigned to work with USA Wrestling staff to invite media coverage of the event. While the national staff will focus on inviting national media, the LOC Marketing/Media Coordinator should focus on the local and regional media. Inviting the media by sending press releases via email, followed up by phone calls, can build local interest in the event, which could also help increase ticket sales. It will be the Marketing/Media Coordinator who will be on-site during the event to assist the media in its coverage.

PRESS ROW/MEDIA WORK ROOM: In order to promote and grow the sport, USA Wrestling aims to be media friendly. Plans should be made to have a specific area to accommodate working press at the event. A specific media pass should be designed. Media needs a place to work during the event, as well as a place to file stories after the event. The press row (also called tribune) should have sufficient seating for those accredited, with tables to work on, electricity and access to internet. The press row should have a good view of the wrestling action, with easy access to interview areas. It is also advisable, especially for large events, to have a media work room, which might have a better work environment or better access to internet.

MEDIA ACCESS PLAN: The first question for media access is where can media interview athletes and coaches? This can be done in a specific interview area with a professional backdrop and sufficient lighting, which should also be quiet enough so that interviews can be heard. This is often called a Mixed Zone (where media can mix with athletes/coaches). At

other events, media may be given field-of-play access if there is no formal interview location. Some events could use field-of-play access during early rounds, with a formal media interview location and operations for the finals. Specific zones where media can access should be indicated on the press pass, or explained to media in advance.

MEDIA ACCREDITATION: All journalists who wish to cover a USA Wrestling regional or national event must comply with USA Wrestling’s Athlete Safety Media Policy, which requires journalists to pass USA Wrestling’s background check and complete the U.S. Center for Safe Sport online education. The background check and Safe Sport training is free of charge to approved journalists.

The media accreditation system has been integrated with USA Wrestling’s membership system, which keeps a record of those who have passed the background check and have completed Safe Sport training. No journalist will be added to the media list of any USA Wrestling national or regional event until they have completed the Athlete Safety Media Policy procedures. All journalists seeking credentials will need to have create an account at <https://www.usawmembership.com>. Journalists seeking assistance in the application process can contact Gary Abbott of USA Wrestling at gabbott@usawrestling.org

TOURNAMENT SOFTWARE: All Regional and National level events are scored and streamed live through one of our existing streaming providers: Trackwrestling and Flo Wrestling. This requires power and internet to each scoring and streaming table. Network-ready high-speed Internet line needs to be provided to the head table for tournament and media operations, with an upload capability of 100Mbps or what is required by the streaming provider (Average is 5 mbps per wrestling mat).

RULES: All competition will be governed by United World Wrestling (UWW) rules or National Federation High School Rules (NFHS), with USA Wrestling modifications where applicable. Additional modifications may only be made by the designated Tournament Committee. Please refer to United States Wrestling Officials Association rule book:

[USA Wrestling Rule Book](#)

PAIRING & MAT OFFICIALS: USA Wrestling utilizes both Pairing & Mat Officials in order to operate a successful event. Pairing officials help with registration, weigh-ins, bracketing, scoring and making sure the tournament runs efficiently. Pairing & Mat Officials shall follow rules in accordance with UWW or NFHS rules, with USAW modifications for regional and national championships. All pairing & mat officials need to be certified in order to be selected for assignment at Regional and National level events. For all relevant information regarding pairing & mat officials, please visit: www.uswoa.com

OFFICIALS CLINIC: At regional and national championships, a meeting shall be scheduled prior to the start of the competition where the Head Mat Official can address the coaches and officials as a group, and coaches may ask questions or address concerns to the Head Mat Official or Tournament Director. Please ensure proper set up: Tables, Chairs, Podium,

Microphone, Projector, Screen or some way to show video.

UNIFORMS: At all USA Wrestling regional and national championships (freestyle & Greco-Roman), male competitors must wear a high-cut singlet, and female competitors must wear a female cut singlet. Low-cut singlets shall not be allowed.

Red and Blue singlets with under briefs are required (Except for Folkstyle). For women, a collegiate or women's singlet is required and a sleeveless sport top is to be worn under the singlet (no T-shirts). Shoelaces must be taped. Singlets are to be colored a predominantly clearly distinguishable shade of red or blue. No two-piece uniforms are allowed.

WEIGH-INS: Athletes must weigh in wearing a **COMPETITION APPROVED SINGLET**. One or more weigh-ins may be required. Depending on age group/event, an athlete competing in two styles may weigh in once for both styles. This is contingent on the athlete actively competing in the first one of two wrestling styles scheduled. Any weigh-in shall only be valid for the day of weigh-ins plus 2 additional days. Athletes competing in one style must weigh in at the official weigh-in for that style. For Kids, 16U and Junior levels, all athletes must be present at the beginning of weigh-ins. In such case, all states must be granted similar opportunities. Late weigh-ins may only be accepted with permission of the Event Coordinator.

MEDICAL CHECK: Athletes must be present in a **COMPETITION SINGLET** and must submit to a skin disease screening prior to weigh-in. The chief medical officer has full authority without appeal in determining the eligibility of an athlete to compete. **See pg. 22-23 for USAW Medical Staffing agreement**

[USA Wrestling Skin Disease Manual.](#)

MERCHANDISE: Athlete Performance Solutions (APS) is the Official Merchandiser for USA Wrestling. No merchandising of any sort, other than concessions, will be allowed at the event venue without prior written approval from USA Wrestling. Please contact the USAW staff liaison for more information regarding this topic.

MARKETING: To ensure maximization participation at all Regional and National events, USA Wrestling has developed marketing procedures to help support LOC. USAW, LOC and Media Broadcast Partner will be responsible in this joint effort to develop a customary promotional plan for the specific event. **See USAW marketing procedures on pg. 24**

SPONSORSHIP: USAW reserves the right to name a title sponsor to the EVENT, as well as to promote in conjunction with the EVENT, its official national sponsors. LOC shall not secure any sponsors that directly compete with USAW's official national sponsors without the prior written approval of USAW. USAW also retains all television, streaming, Internet, and radio broadcast rights. USAW shall be entitled to all profits to be derived from same and shall bear all costs associated therewith. LOC shall direct any questions or concerns relating to media broadcast rights to the Executive Director of USAW. The LOC shall assist in the accommodations and production requirement of any official USAW radio, Streaming, or TV

broadcast.

[Current USA Wrestling Sponsors](#)

ACCOMODATIONS: LOC is responsible to provide housing for all officials for the duration of the EVENT (FS/GR only). Each room shall be double occupancy. USAW encourages all LOCs to provide a room block for athletes, coaches and spectators attending the event.

On occasion USA Wrestling uses a VIP housing program. VIP is short for venue incentive program. The VIP housing program is meant to assist with tracking room nights. The room nights generated provide a basis for these hotels to assist with expenses and sponsor the event. USA Wrestling and the local Sports Commission will provide a broad list of properties with attractive rates. These should be the lowest possible rate that the hotel offers during the event. Once you book your hotel, you will receive a Registration Code to register for the competition. Failure to use the Registration Code will result in a higher registration fee. For more information on the VIP program please ask the USAW staff liaison.

TRANSPORTATION: LOC shall be responsible for all travel to and from the event for all assigned staff. Assigned staff traveling to the event by automobile shall be reimbursed at a rate of .40 per mile for their round-trip travel. Assigned staff will work directly with USAW staff liaison on booking travel. LOC shall be responsible in arranging all local travel that is deemed necessary for the event.

HOSPITALITY: LOC shall host an evening social for officials and event staff. LOC shall provide refreshments for the assigned staff and event operations staff during the course of the EVENT. (See Appendix C) LOC shall provide meals for all volunteers required to be at the EVENT over a standard mealtime. LOC shall make a good faith effort to block rooms at discount rates for participants and their families. **Please refer to appendix C** in event contract for more specific information.

AWARDS PRESENTATION: Awards shall be presented to all styles for each age group during the awards presentation. Presentation shall include the following: awards backdrop, stand, athlete seating and event photographer (If feasible). Photographer must provide USAW staff liaison access to all event photos no later than 30 days after competition.

SAFE SPORT POLICY: STAND UP FOR KIDS AND TAKEDOWN MISCONDUCT! The LOC shall follow all USAW policies, including but not limited to USAW's Safe Sport Policy to ensure the safety and security of the arena and the mat area. LOC shall provide personnel to verify certification and membership of coaches and officials at the Event. [I'm not sure what you were getting at here. Sorry!]

MINOR ATHLETE ABUSE PREVENTION POLICY: With regard to Events that include minor contestants, the **LOC must follow the Minor Athlete Abuse Prevention Policies listed in the Safe Sport Handbook on page 15 to the extent applicable. One of these policies that is almost certainly to apply is the LOCKEROOM POLICY:** USAW has adopted the following

locker room policy and expects its LOCs to do the same. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms. **See Locker Room Policy on pg. 19 of the Safe Sport Handbook.**

RETURN TO MAT GUIDELINES: USA Wrestling has released the “Return to the Mat Guidelines” document, which are guidelines and recommendations for the wrestling community as it makes decisions on a local level regarding when and how to safely resume wrestling activity. See [USA Wrestling Return to the Mat Guidelines](#)

RETURN TO EVENTS GUIDELINES: USA Wrestling has released the “Return to Events Guidelines” document, which are guidelines and recommendations for the wrestling community as it contemplates holding local- and state-level events, with extensive recommendations on event operations protocol in the current COVID-19 pandemic environment. The document includes specific chapters on Venue Selection, Government and Medical Expert Adherence, Event Groups, Medical Plan, Infection Mitigation Procedures, Communication, Operational Plan and an Appendix of additional resources.

The Operational Plan is an extensive document that can be downloaded as a pdf, which includes a step-by-step checklist of specific actions that are recommended in a variety of event-related operations. USA Wrestling highly encourages potential event hosts to use both the Return to Events Guidelines and the downloadable Operation Plan during planning and when they are on-site at a wrestling competition. See [USA Wrestling Return to Events Guidelines](#)

Event Timeline & Checklist

6+ months prior to event

- Complete and return signed USAW event contract.
- Name the Event Director and send contact information to USAW. Request event information form from USAW staff liaison.
- Secure signed venue contract and/or commitment letter from venue.
- Network-ready high-speed Internet line needs to be provided with an upload capability of 100Mbps or what is required by the streaming provider (Average is 5 mbps per wrestling mat).
- Request for Proposals for hotel rooms for all staff, spectators, coaches and participants. Execute signed agreement for hotel blocks as soon as possible.
- Contact USAW National Events office to sanction event through www.usawmembership.com.
- Request to be added as an additional insured on the liability policy of the venue.
- With USAW's input, develop tentative budget. See sample at end of guide.
- With USAW's assistance, develop tentative schedule.
- Recruit and Assign LOC members, Essential Personnel and hold initial organizing meeting.
- Begin efforts to secure key sponsors. All sponsors must be approved through USAW prior to the event. Please refer to USAW's Corporate Partnership Agreement below.
- Create a list of key stakeholders from the community in order to build support for essential personnel and supplies. Contact local leaders and relevant parties. REACH OUT TO LOCAL SPORTS COMMISSION.

3-6 months prior to event

- Finalize the schedule and work with USAW staff liaison to develop promotional materials.
- For spectator events, develop promotional campaign in order to increase sales. Determine ticket pricing.
- For participatory events, develop promotional campaign in order to increase participation numbers. Determine registration entry fees.
- Review event website to ensure all information is up to date and listed correctly.
- Hold meeting with essential personnel to assign and discuss responsibilities for the event.
- Confirm details venue personnel: Venue layout, Network Diagram, Essential Equipment, Security Plan and Facilities.
 - Provide lockers and bathroom facilities for all contestants and mat officials.
 - Reserve rooms for pairings officials, officials' clinics, media, medical, etc.
 - Make plans for pre-event training areas and equipment for athletes.
 - Notify equipment suppliers of event details.
 - Make floor plan showing all mats, tables, seating, concessions, score clocks, call to mat displays, power, internet network, head table, microphones, hospitality rooms, awards, entrances/exits, etc.
 - Develop Security Plan and share with USAW staff Liaison.

- Reserve sufficient number of mats and score clocks. Contact Dollamur for USAW program and details.
- Arrange for tables for medical, announcers, pairing officials, scoring, officials, press row, registration, information, merchandise sales, concessions, program sales, ticket sales, etc.
- Designate a warm-up area and mat for athletes.
- Acquire scales for weigh-in area and checking purposes (digital scales are required).
- Make arrangements for locked storage rooms, weigh-in room, hospitality room, location of socials, etc.
- Discussion and preliminary arrangements should be made for social events, venue music and National Anthem.
- ❑ Confirm details regarding housing. Create housing list.
- ❑ Secure from USAW the names and contact information for all assigned staff. This list may include head mat and pairing officials, clinicians, weigh master, announcers, medical officers, USAW staff liaisons, and others.
 - ❑ Work through the USWOA and USAW's state organizations to secure an adequate number of mat and pairing officials.
- ❑ Communicate periodically with USAW, assigned staff, and USAW's state organizations.
- ❑ Research local transportation and make plans to accommodate the event's needs. Create transportation list if needed.
- ❑ With the assistance of USAW order all necessary awards and gifts.
- ❑ Secure paper supplies such as bout sheets, weigh-in cards & on-site weigh-in cards. Check with USAW staff liaison to find out if there are any items that you need to order.

2-3 months prior to event

- ❑ Begin pre-event ticket sales effort.
- ❑ Create credential/pass list for essential personnel and order any necessary supplies for credentialing (i.e. wrist bands, bar code scanners, lanyards, credentials...etc.).
- ❑ Ensure all essential personnel have proper USAW membership or have begun the process of securing membership. Refer to event website, under the "Membership" tab for relevant event membership information.
- ❑ Finalize budget.
- ❑ Finalize hotel rooms for assigned staff, if applicable to your agreement. Finalize meal arrangements.
- ❑ Finalize transportation arrangements.
- ❑ Finalize awards presentation. Contact USAW staff liaison about awards banner and stand.
- ❑ Finalize Venue Diagram, Essential Personnel, Equipment, Facilities and Security Plan.
- ❑ Execute promotional campaign with National office and streaming partner.
- ❑ Make a final effort to secure sponsors.
- ❑ Send a reminder note to the organizations from which you are borrowing equipment.
- ❑ Adjust all plans and arrangements as needed.

1-2 months prior to event

- ❑ Communicate periodically with USAW, assigned staff, & USAW's state leaders.
- ❑ Double-check budget. Double check housing list.
- ❑ Continue pre-event ticket sales.
- ❑ Continue promotional campaign.
- ❑ Make arrangements to fulfill sponsorship requirements. Communicate with sponsors to keep their commitment secure.
- ❑ Order sufficient quantities of mat tape and multi-colored striping tape for use on mats.
- ❑ Arrange for a sufficient supply of chairs.
- ❑ Re-check all arrangements that have been made to ensure that everything is in order.

3-4 weeks prior to event

- ❑ For each mat, purchase the following: wastebasket, box of tissues, roll of paper towels, spray bottle with cleaning solution, match terminator towels, and pencils.
- ❑ Ensure that all other necessary equipment has been ordered.
- ❑ Continue promotional campaign.
- ❑ Contact all assigned staff and LOC directors to make final arrangements.
- ❑ Contact concessions manager and coordinate operation of concession stands.
- ❑ Finalize Housing List.
- ❑ Finalize Transportation list. Double check on confirmation for transportation to and from venue for assigned personnel.

2-3 weeks prior to event

- ❑ Contact all personnel/groups helping with tournament and give specific duties and assignments.
- ❑ Contact all persons lending equipment and coordinate pick-up and return.
- ❑ Ensure that all ordered equipment has arrived or been shipped.
- ❑ Contact ticket office and coordinate sale of tickets, distribution of complimentary tickets and will-call lists, and issuance of floor passes.
- ❑ Contact Building and Equipment Coordinator and review all plans in detail. Walk through facility if possible to lay down a solid floor plan.
- ❑ Make appropriate signs.
- ❑ Acquire all materials for information booth, including a general local information sheet to be distributed at registration to all athletes, coaches, and tournament management staff.
- ❑ Re-check all responsibilities up to this time and be sure they are being carried out.
- ❑ Inventory awards, gifts, and tournament paper supplies.
- ❑ Finalize credential/pass list and make sure all necessary supplies are available.

1-2 weeks prior to event

- ❑ Send notice of final meeting to all tournament operations staff.
- ❑ Visit the venue manager and walk through the venue to finalize any last minute arrangements.
- ❑ Finalize arrangements for socials.

- ❑ Contact any personnel with whom you have not spoken to recently to remind them you are counting on them.

Week of event

- ❑ Contact medical officers, timers, scorers, registrars, photographer, mat aids, and others to coordinate times and activities.
- ❑ Re-check with security.
- ❑ Obtain awards stand.
- ❑ Hang USAW and other banners.
- ❑ Post all signs and decorate venue.
- ❑ Meet with USAW staff liaison on site.
- ❑ Distribute courtesy vehicles to assigned staff.
- ❑ Pick-up mats, tape, equipment, and supplies.
- ❑ Set up registration, weigh-ins, venue, clinic rooms, meeting rooms, etc.
- ❑ Confirm and re-confirm housing list.
- ❑ Confirm arrangements for Transportation List.

Day of event

- ❑ Ensure that building and all equipment is operational. (Check scoring devices and PA system the night before.)
- ❑ Ensure that all posts are covered at least twenty minutes prior to scheduled start.
- ❑ Stay in constant communication with the USAW staff liaison, announcer, head pairing official, head mat official, and weigh master.
- ❑ Stay calm. Look for logical solutions to any problems.

After the event

- ❑ Send results to all applicable media. Outstanding Wrestler, Team Champions, Venue Pictures.
- ❑ Return all borrowed equipment promptly.
- ❑ Return all equipment, results, and paperwork to USAW.
- ❑ Ship any leftover awards back to Hasty.
- ❑ Prepare final accounting and send post-event budget to USAW's staff liaison.
- ❑ Pay all bills.
- ❑ Send thank you letters to all assigned staff, LOC members, sponsors, and others of merit.
- ❑ Celebrate with LOC volunteers and sponsors.

Checklist of Essentials

A similar list of the following items should be used throughout the preparation process. The list should contain names and phone numbers of all individuals to make them easily accessible for all situations. **REFER TO EVENT CONTRACT FOR EVENT STAFF RESPONSIBILITIES**

□ ESSENTIAL PERSONNEL

- Accreditation
- Announcer/Assistant Announcer(s)
- Assistant Event Director
- Awards Coordinator
- Building and Equipment Coordinator
- COVID-19 Coordinator
- DJ or Entertainment
- Event Coordinator
- Head Medical, Mat Official and Pairing Official.
- Hospitality Coordinator
- Mat and equipment movers
- Mat officials
- Media/Marketing Coordinator (May be two (2) people)
- Pairing Officials
- Photographer
- Registration personnel
- Safe Sport Liaison
- Table Help Workers (Computer & Camera)
- Ticket Manager and Assistants
- Trainer with assistants
- Transportation Coordinator
- Technical Software Operator (TSO)
- USAW staff liaison(s)
- Ushers/security guards/ticket takers
- Volunteer Coordinator
- Volunteers
- Weigh master

□ ESSENTIAL FACILITIES

- Announcer's platform
- Clinic rooms
- Concession stands
- Dressing rooms
- Equipment room

- Head table with worktables, chairs and power.
- Hospitality room
- Interview area (If necessary)
- Isolation Room or Mobile Unit
- Meeting rooms
- Merchandising area
- Officials' dressing room
- Parking lot
- Photography area
- Press row (If necessary)
- Registration Area (Accreditation & Check-in)
- Sanitizing Stations (Hand Sanitizer, Disinfectant Spray, Wipes)
- Storage area
- Ticket office
- Training room
- Warm-up area
- Weigh-in area
- Work out area
- Wrestling area

□ **ESSENTIAL EQUIPMENT**

- Awards
- Awards stand
- Ankle Bands
- Cash boxes
- Chairs
- Challenge Bricks
- COVID-19 Guideline Signage
- Ethernet Cables
- Ethernet Switches
- Extension Cords
- Floor passes
- Gifts – Essential Personnel.
- Head table
- High speed internet
- Paper Towel
- Mat disinfectant
- Mats
- Mat Mops
- Mat tape/marketing tape
- Medical Forms (Green, Yellow, Red)
- Medical supplies

- Merchandise tables
- Microphones
- Office supplies
- Pencils
- Press table
- Registration table
- Paddles (FS/GR Only)
- Personal Protective Equipment (Gloves, Masks, Gowns)
- Sanitary Products
- Scales
- Score clocks (TW Clocks or TV monitors)
- Score clock stands
- Scoring Computer (TW and Flo software)
- Spray bottles
- Staff shirts
- Surge Protectors/Quad Boxes
- Table skirting
- Tables for mats (Chairman and Judge for FS/GR)
- Tickets
- Tournament paper supplies
- Wastebaskets
- Weigh-in Supplies (Sharpies, Nail Clippers...etc.)
- Weigh-in Cards (Pre-paid and On-site)

BE SURE TO ALLOW FOR BACKUP PERSONNEL AND MATERIALS!

Sample Staffing Needs

Officials (10 mats, at least 15 officials needed per session)									
Session	Start Time	End Time	First Name	Last Name	Email	Phone #	Paid?	Rate	Amount Paid
Saturday morning	9:00 AM	1:00 PM							
Saturday morning	9:00 AM	1:00 PM							
Saturday morning	9:00 AM	1:00 PM							
Saturday morning	9:00 AM	1:00 PM							
Saturday morning	9:00 AM	1:00 PM							
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Saturday afternoon	1:00 PM	8:00 PM							
Saturday afternoon	1:00 PM	8:00 PM							
Saturday afternoon	1:00 PM	8:00 PM							
Table Workers (matside computers, no runners, 2-3 people per table depending on taper)									
Session	Start Time	End Time	Mat #	Club Name	Club Contact	Email	Phone #	Rate	Amount Paid
Saturday morning	9:00 AM	1:00 PM	1						
Saturday morning	9:00 AM	1:00 PM	2						
Saturday morning	9:00 AM	1:00 PM	3						
Saturday morning	9:00 AM	1:00 PM	4						
Saturday morning	9:00 AM	1:00 PM	5						
Saturday morning	9:00 AM	1:00 PM	6						
Saturday morning	9:00 AM	1:00 PM	7						
Saturday morning	9:00 AM	1:00 PM	8						
Saturday morning	9:00 AM	1:00 PM	9						
Saturday morning	9:00 AM	1:00 PM	10						
Saturday afternoon	1:00 PM	8:00 PM	1						
Saturday afternoon	1:00 PM	8:00 PM	2						
Saturday afternoon	1:00 PM	8:00 PM	3						
Saturday afternoon	1:00 PM	8:00 PM	4						
Saturday afternoon	1:00 PM	8:00 PM	5						
Saturday afternoon	1:00 PM	8:00 PM	6						
Saturday afternoon	1:00 PM	8:00 PM	7						
Saturday afternoon	1:00 PM	8:00 PM	8						
Saturday afternoon	1:00 PM	8:00 PM	9						
Saturday afternoon	1:00 PM	8:00 PM	10						
Security and Ticket Takers (at least 1 club for each task for each session, 3-4 people for gate, 5-6 for security)									
Session	Start Time	End Time	Club Name	Club Contact	Email	Phone #	Security or Gate	Rate	Amount Paid
Friday evening	5:00 PM	8:00 PM							
Saturday morning	8:00 AM	1:00 PM							
Saturday morning	8:00 AM	1:00 PM							
Saturday afternoon	1:00 PM	8:00 PM							
Saturday afternoon	1:00 PM	8:00 PM							
Setup/Tear Down (1 club or 10 to 15 people for each session)									
Session	Start Time	End Time	Club Name	Club Contact	Email	Phone #	Setup or Tear Down	Rate	Amount Paid
Friday Afternoon	1:00 PM	5:00 PM							
Saturday Evening	7:00 PM	10:00 PM							
Awards (Setup/distribute)									
Session	Start Time	End Time	Club Name	Club Contact	Email	Phone #	Setup or Tear Down	Rate	Amount Paid
Saturday morning	9:00 AM	1:00 PM							
Saturday afternoon	1:00 PM	8:00 PM							

Sample Budget

RECEIPTS:

TICKET SALES (XXX @ \$___)	\$ _____
PROGRAM SALES (XXX @ \$___)	\$ _____
AD SALES	\$ _____
CONCESSIONS	\$ _____
MERCHANDISE	\$ _____
SPONSORSHIP	\$ _____
LODGING	\$ _____
ENTRY FEE	\$ _____

TOTAL RECEIPTS
\$ _____

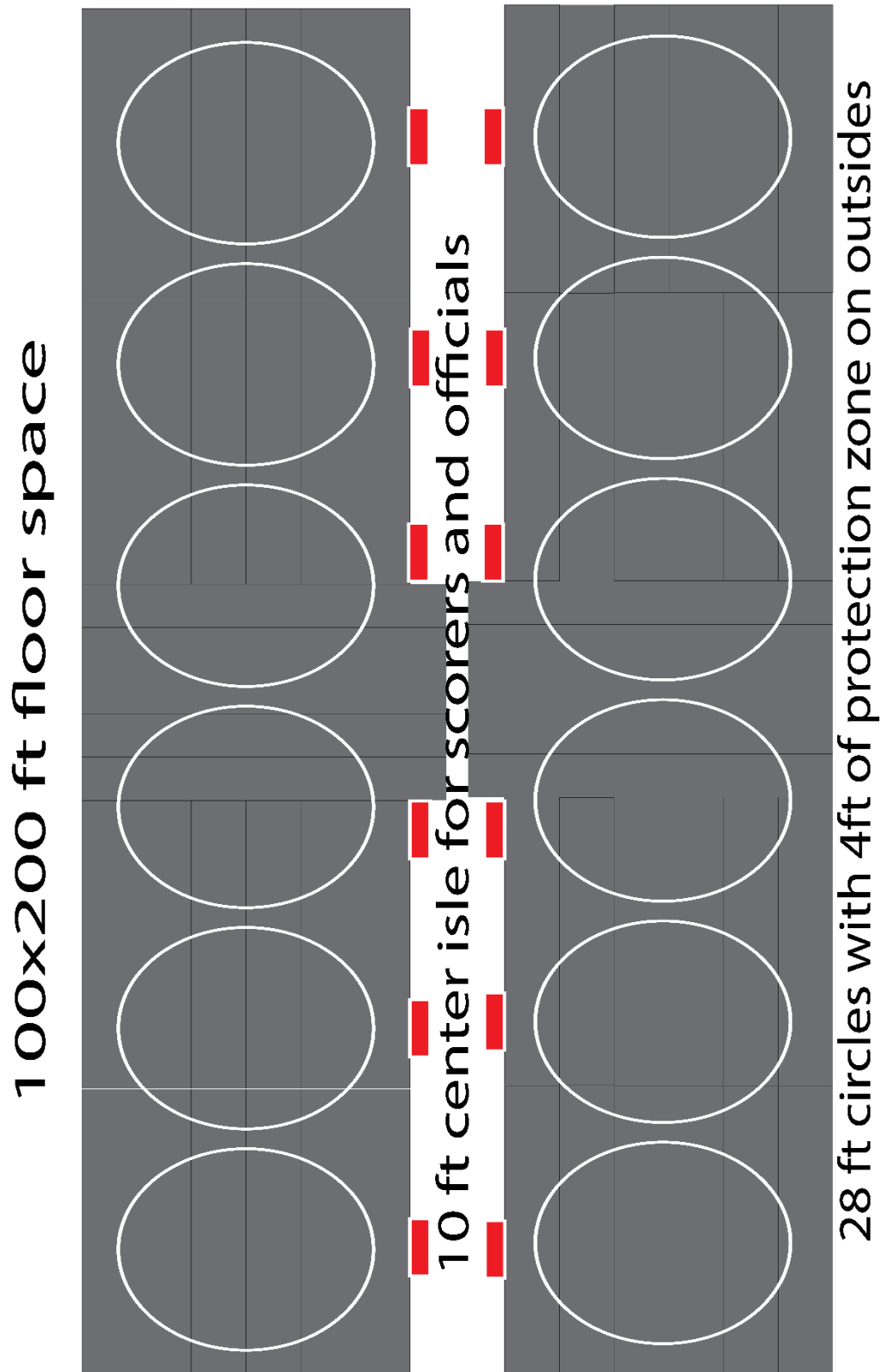
DISBURSEMENTS:

VENUE	\$ _____
EQUIPMENT RENTAL	\$ _____
TICKET SELLERS	\$ _____
USHERS	\$ _____
PROGRAM/AD SALES	\$ _____
PRINTING	\$ _____
WORKERS	\$ _____
AWARDS	\$ _____
GIFTS	\$ _____
TRAINERS	\$ _____
SUPPLIES	\$ _____
PER DIEM	\$ _____
CONCESSIONS	\$ _____
MERCHANDISE	\$ _____
ADVERTISING & PROMOTION	\$ _____
HOSPITALITY	\$ _____
PARKING	\$ _____
SECURITY	\$ _____
CUSTODIAL	\$ _____
MISCELLANEOUS	\$ _____
SHUTTLE SERVICES (XXX @ \$___x___DAYS)	\$ _____
SOCIALS	\$ _____
BOARDING (XXX @ \$___x___DAYS)	\$ _____
PHOTOGRAPHERS FEES	\$ _____
TRANSPORTATION (XXX @ \$___)	\$ _____
LODGING (XXX ROOMS x NIGHTS @ \$___)	\$ _____
RIGHTS FEES (BASE)	\$ _____
RIGHTS FEE (PARTICIPATION)	\$ _____

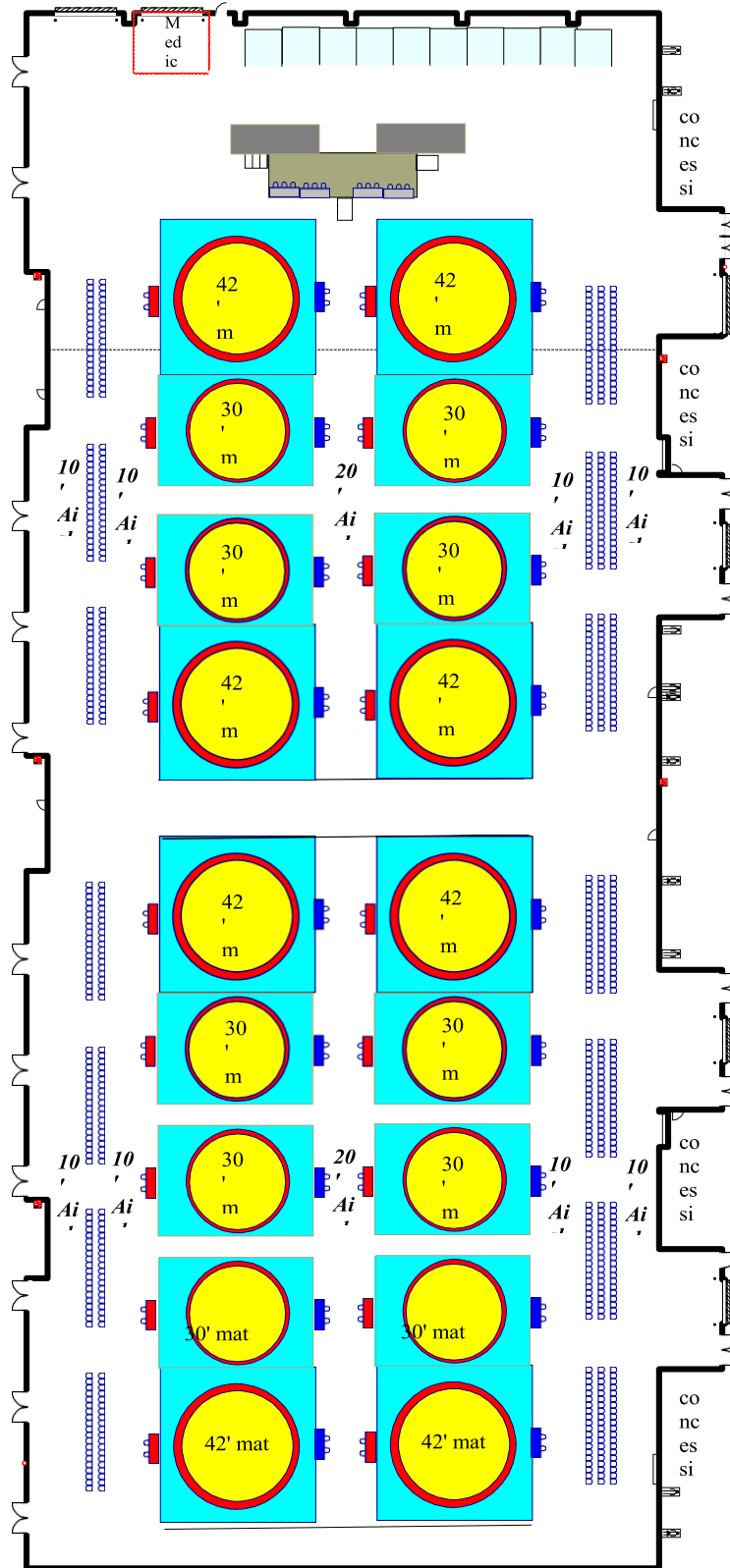
TOTAL DISBURSEMENTS
\$ _____

NET CASH FLOW
\$ _____

Sample Folkstyle Venue Diagram – Girls Folkstyle Nationals



Sample MFS/WFS/GR Venue Diagram – Western Regional



USA Wrestling Medical Staffing Agreement

Minimum Staffing of Medical Personnel for USA Wrestling (USAW) National Dual Championships

- One (1) Athletic Trainer, Certified (ATC) must be present at the event.
- The ATCs must be designated by the Tournament Medical Director.
- The Tournament Medical Director shall assume the responsibility for the actions of all medical staff providing any medical service and also manage the assignments of all assigned medical staff.
 - The medical director should be given the authority to cancel the event based upon public health risk
 - Work closely with county and state public health authorities throughout the event planning process to obtain the most accurate information regarding the local COVID-19 situation, facilitate sharing of information between the event planners and public health authorities, ensure coordination of public health resources, and make certain proper public health policies and procedures are developed by the event planners.
- Additional student trainers, medical personnel or EMT/Paramedic with a ratio of one (1) person per four (4) mats. Total: Five (5) - (One (1) from # 1, and Four (4) from #3.
- All medical personnel must pass a background check through USAW.
- All medical personnel must complete Safe Sport Certification through USAW.
- Designated Medical Physician on call.

Additional Medical Requirements

- Must have access to ice and ice bags for injuries.
- Must have access to a phone (hard line or cell phone).
- Must have a Written Emergency Action Plan that details/includes but is not limited to:
 - How to contact local Emergency Medical Services (EMS)
 - How the EMS will find the injured wrestler
 - What hospital the athlete will be taken to
 - Maps to the hospital for team officials and/or parents
 - How to contact the legal guardian if injured wrestler is a minor
 - What paperwork is required by the venue management
 - How to deal with weather emergencies
 - How to manage the crowd and/or deal with crowd control issues
 - COVID-19 Factors: Social Distancing, Sanitizing, Infection Mitigation Procedures and other areas of concern in regards to COVID-19.

- There must be an appropriate injury report on either USAW Red, Yellow or Green Format, and medical checks must have a USAW Medical Screening Disqualification Form.
- The tournament LOC is responsible for all medical supply costs including gloves, masks, wipes, towels, cleaning solutions, paper towels, cleaning solution and biohazard bags (red plastic bags).
- At every tournament, it is required that all mats be completely cleaned with cleaning solution every 3-4 hours.
- The tournament medical personnel is responsible to provide the appropriate medical check, which includes a Range of Motion Assessment of all major joints, skin infections, and the ability to ambulate independently to medical check.
- Wrestlers who are infected with ringworm lesions must be covered by an Occlusive dressing at all times during competition. Wrestlers who have any Bacterial or Viral infection are not permitted to compete, even if the infection is covered. Either the Tournament Medical Coordinator or Tournament Physician shall only perform the determination of a potential infection.
- A copy of all injury reports, (with their appropriate USAW Red, Yellow or Green Injury Report), must be sent to USA Wrestling within seven (7) days after the tournament is complete.
- Water and food must be provided for the Medical Staff during each session.
- During the tournament, each mat must have a spray bottle of cleaning solution, (or appropriate antibacterial and anti-fungal solution), gloves, masks, wipes, towels, cleaning solutions, paper towels and rolls of athletic tape for wrestling shoes.

Additional Recommendations of Medical Personnel for USAW National Events

- A semi-private area for injuries on or near the competition floor.
- For every six (6) mats, there should be two (2) durable tables for injured participants.

USA Wrestling Marketing Procedures

Promotion of the event in accordance with customary USAW procedures including:

- Articles and schedules in USA Wrestler, USAW's magazine, having a circulation in excess of 180,000 households and published at least six (6) times annually.
- Articles and information on the USA Wrestling website "TheMat.com" with an average of 5 million visitors and nearly 10 million page views per year.
- Posts on USAW's social networking site; Facebook page (currently over 481,000 likes), Twitter (currently over 218,000), Instagram (currently over 411,000), and YouTube (currently over 138,000).
- Posts on Media Broadcast Partner social networking site: Flo Wrestling or Trackwrestling, dependent on event.
- Emailing of promotional flyers and other materials to state directors, member clubs, officials and coaches nationwide.
- Distribution of ticket info, event flyers and posters to potential spectators.
- Development of custom graphics, placed within our on-site ad platform as well as our social media channels.
- On-site coverage of the event, highlighted specifically by in-house-produced videos and real-time social media marketing.
- Newsletter send out.
- Development of event website: www.usawrestlingevents.com/event/eventid.
- Such other items as may be mutually determined to be beneficial and desirable to the success of the event.

USA Wrestling Safe Sport Handbook

The LOC acknowledges receipt and review of an electronic copy of USAW's Safe Sport Handbook (10/08/2019), including the Minor Athlete Abuse Prevention Policy. LOC understands that any of its staff or volunteers working at the EVENT who will have Regular Contact (as defined in USAW's Safe Sport Policy) with athletes (including but not limited to Medical, weigh-in, security, restroom or locker room monitors) shall be Safe Sport Trained (utilizing the US Center for SafeSport training) and background checked per USAW guidelines (website link for background checks will be provided once contract is signed).

The cost of completing Safe Sport training and Background screening shall be covered by USAW. The Event Coordination Director shall be responsible for tracking completion of Safe Sport training and Background Screens, and reporting to USAW the names of all individuals on staff and volunteers by position. See [USA Wrestling Safe Sport Handbook](#)



USA WRESTLING

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For questions, please contact the appropriate person below:

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