

OHSAA
Regional Wrestling
Dual Team Tournament

Manager's Handbook

2016 Edition

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OVERVIEW

First of all thanks to all of you for volunteering your school, the facilities, and most importantly your time to help make the OHSAA Dual Team State Tournament a great experience for the student athletes, the coaches, and the fans of Ohio. We want each tournament to be run in a consistent manner regardless of the division or the level of competition. Our hope is that our policies and procedures will be the same all the way from the first day of competition to the last day when the final hand is raised in each weight class.

You are receiving this handbook to give you an outline of how to run your particular tournament. We want all the tournaments to be run with the same basic format as outlined in this booklet.

MANAGER'S DUTIES

The site manager is the person who makes the decisions regarding the daily operation of the tournament using the guidelines set forth in this booklet, the NFHS Rules Book and the Ohio regulation manual. The site manager should use good judgment when dealing with items that may not be listed and make contact with the OHSAA office as needed.

The site manager will secure all workers other than OHSAA registered officials. The site manager will provide pre-meet information to the participating schools and officials. The site manager will communicate with the press and help promote the event as much as possible. At the conclusion of the event, results shall be distributed to the appropriate personnel. The baumspage staff will coordinate the posting of results and email each site manager an Excel file with worksheets for the **Program Cover, Team Rosters, Weigh In Sheets and a Match Score template** that will be used to generate complete team and individual results for all matches. You should receive that file by Tuesday of each week (no later than 9:00am on Wednesday morning). After wrestling is completed on Wednesday, the completed Excel file must be emailed to support@baumspage.com **before 10:00pm**.

The site manager should ask for and receive from participating schools a copy of the certified eligibility sheet and a copy of the Alpha weight sheet. **Please have coaches review their weigh in sheets and make all corrections to insure that all wrestlers are in compliance.**

OFFICIALS

The officials for the dual team tournament will be assigned by the OHSAA office and a list will be provided to each site manager. Site managers should make contact with the assigned officials no later than three (3) days prior to the tournament. Be sure to communicate directions to your site, where to park and enter the building, where the weigh in will be conducted, reaffirm the time of the weigh in and competition, and any other information which may be helpful. **Site managers will not pay officials. They will be paid directly from the OHSAA Office.**

IMPORTANT DATES

Regional Quarterfinals—Wednesday, January 27, 2016. When two or three rounds are wrestled at one regional site, matches may begin anytime after 5:00PM for the first round and subsequent rounds to begin 20 minutes after the completion of each round.

Regional Semifinals and Finals—Wednesday, February 3, 2016. The semifinal round may begin anytime after 5:00PM with the final round to begin 20 minutes after completion of the last semifinal match.

The State Finals will be Sunday, February 14, 2016 at St. John Arena on the campus of The Ohio State University. See www.ohsaa.org for times.

INFORMATION PACKET

Each host site should provide an information packet for participating schools. Sites should provide those packets immediately at the time the schools have been assigned to the site.

The information packet should include but not limited to: Tournament manager's name, e-mail, office and cell phone numbers. Times teams can report to the school (especially important for Wednesday competitions when school is in session), check in site, weigh in time and location, and site and time of a general coaches meeting held prior to the first session of competition. **Please encourage coaches to login to their baumspage account and update the dual team tournament roster before 12:00 noon on Tuesday each week.**

ACCOUNTING/RECORD KEEPING

The OHSAA has elected to simplify the accounting for the dual team wrestling tournament. Using this process, each event will be paid a flat fee to host the tournament and provide all staffing. The amounts for this flat fee are provided to the managers of the tournament.

The reports for the tournament event are on-line at www.ohsaa.org/financial/reports.htm. Each site manager can go to this website and select the report to fill out as an Excel spreadsheet. The report is then e-mailed to tboehm@ohsaa.org for review and approval.

Financial reports must be completed no later than 2 weeks after the tournament.

Expenses for the event are the sole responsibility of the host site and are paid by the host site. The host site certifies that they have followed all applicable laws and regulations in making these payments. No additional funds for hosting the tournament will be paid by the OHSAA for this tournament event. However, if the tournament host is able to host the tournament for less than the flat fee amount provided by the OHSAA, the host school may retain such overage and credit this amount as appropriate to the school's funds. Gate receipts in excess of the flat fee will be returned to the OHSAA. All extraordinary financial

considerations must be approved by the OHSAA Assistant Commissioner responsible for this sport or the Chief Financial Officer in writing prior to any cost being incurred. **Site managers will not pay officials. They will be paid directly from the OHSAA Office.**

Tickets supplied by the OHSAA shall be used by the host school and shall be reconciled with money collected through gate admissions. The remaining tickets and a check for the amount of funds over the flat fee amount provided for this event shall be returned to the OHSAA along with the financial report.

Questions regarding the submission of financial information or accounting procedures should be directed to the OHSAA Finance and Accounting office.

TICKETS/PASSES

Tickets for the tournament will be supplied by the OHSAA office. In the event an individual site runs out of tickets, tickets belonging to the host site can be used. Tickets supplied by the OHSAA shall be reconciled with money collected through gate admissions. The remaining tickets and a check for the amount of funds over the flat fee amount provided for this event shall be returned to the OHSAA along with the financial report.

There are no provisions in the policies of the OHSAA for senior citizen or student pricing. Everyone who enters must pay the regular admission price which presently is \$7 at the quarterfinal rounds of the regional tournament; \$8 at the regional semifinal/finals. When a spectator buys a ticket, the spectator should receive a portion of the ticket and the remainder is kept by gate personnel. Do not use a ticket stub as re-admission to the event. If there are people going in and out of the event, a hand stamp should be used to readmit those who previously paid for that session.

The OHSAA has set up a pass list for admitting participants and a set amount of team personnel. If an individual is not on the pass list and does not have an OHSAA issued pass, they must pay for entry. Individual school and conference passes are not accepted.

Any cheerleader must be in uniform and must be on a list submitted by the high school principal in advance in order to be admitted free.

SITE OPERATION

After teams are assigned to individual sites, the site manager or his/her designee should check the entries at each weight class to verify they are listed on the school's eligibility list. The site manager or his/her designee should check the certified weight report (Alpha Weigh In Sheet) to verify each entry is eligible to participate at that weight class.

Expect wrestling teams and some fans to report 30 minutes prior to weigh in. Ticket sellers should be present at that time or fans should be kept from the competition area until

ticket sales begin. Locker rooms should be ready 30 minutes prior to weigh in. Concessions should be open and operational at the start of weigh in for individuals to purchase food after weighing in.

Site managers may want to designate a bus parking area away from the main building. This will help keep parking spaces available for the general public.

If possible, a site for each team to warm up on should be provided. This can be one mat in an auxiliary gym or part of a mat off to the side or behind team benches.

Site managers may be contacted by various vendors. Sales of clothing, etc. by outside vendors cannot be allowed. Food vendors are at the discretion of the host school.

Press and Radio credentials are issued through the OHSAA office.

The OHSAA has a policy prohibiting the sale of raffle tickets at the sites. This would include all 50/50 drawings, etc.

WEIGH IN PROCEDURES

Weigh in is a very important part of the tournament. An area set aside/away from the general locker room area should be used. Officials assigned to the site will be present for weigh in. At least one and perhaps two certified scales should be used depending on the number of teams and participants. A person to record weight will be needed at each scale. The OHSAA is specifying that a doctor must be present during weigh in to check for skin conditions. If a doctor is not present, weigh in should continue and any questionable skin conditions must be checked/approved by a doctor prior to competition. The doctor shall have the final say regarding all skin issues.

Entire teams will be weighed in by weight class order. Coaches are allowed to observe the weigh in. A wrestler must weigh in when called and cannot leave the room once their team reports. Wrestlers are allowed to step on the scale, and if he/she does not make weight, they get a second chance on the first scale after it resets to zero. If the wrestler does not make weight on the second attempt, they receive one attempt on each scale in their weigh-in room. If they make weight at the second scale, it shall be so recorded. If they do not make weight at the second scale on their initial attempt or after stepping off and immediately back on the first scale, they are considered overweight.

It is suggested scales be available 30 minutes prior to the official weigh in begins so wrestlers can check their weight. If scales other than the official scales are used for checking, the scales should be identical in the weight they record.

Teams may weigh in a maximum of three wrestlers per weight class, but are limited to 28 total wrestlers. Coaches are required to make corrections to their weigh in sheet when they check in at the site. In an emergency, substitutions can be made at weigh in as long as the team does not weigh in more than three wrestlers per weight class. A wrestler cannot be listed in more than one weight class.

The coaches should be asked if any wrestler is making scratch weight for the tournament. If so, that should be indicated on the weigh in sheet. Otherwise, all contestants will be given three (3) pounds above scratch weight as the limit on their weight class. The weigh in shall begin one hour in advance of the posted start time.

If a female wrestler is to be weighed in, this must be done in another room under the observation/supervision of at least one adult female. Specific details are in the National Federation rule book and those regulations should be followed. Site managers should ask in advance if any team will be weighing in a female wrestler.

A copy of all completed weigh in sheets signed by the official shall be provided to each participating team at the conclusion of the weigh in.

TEAM SCORING

All matches will be wrestled in weight class order. Team scores shall be kept following the guidelines of the National Federation and displayed along with the individual match scores.

AWARD PRESENTATIONS (Regional Semi Final/Final Only)

Team trophies will be presented to the championship and runner-up teams in each Regional tournament. Please have an appropriate ceremony at the completion of the competition to recognize the accomplishments of the advancing team.

REPORTING OF RESULTS

The baumspage.com staff is processing all the entry data and coordinating the posting of brackets and results. Coaches will have until 12:00 Noon on Tuesday to submit a final roster for Wednesday. The baumspage.com staff will send each manager an email with an Excel file that includes a Program cover page, Weigh-In sheets, and a Roster page. Managers will receive that file Tuesday evening or no later than 9:00am Wednesday morning.

The baumspage.com staff will also coordinate the posting of complete results for the OHSAA. The Excel file will include a Match Score worksheet with templates for generating the team score and complete individual results of all matches. The completed Excel file should be emailed to support@baumspage.com ASAP after wrestling is completed.

Please contact support@baumspage.com if you have questions. Call Gary Baumgartner at 513-594-6154 or Terry Young at 740-517-0195.

Computer Support Person

If possible, please designate a computer support person for your site. Please e-mail support@baumspage.com with your computer support person's contact information:

Computer Support Person's Name:
E-mail address:
Work Phone:
Home Phone:
Cell Phone:

PROGRAMS

Each regional site is asked to make copies of a program. At the minimum, the program shall be a two-sided document that contains the regional bracket on one side and the collection of rosters on the other side. Sites that would like to do a multiple page program should contact Tim Stried (tstried@ohsaa.org) for additional information. Sites may sell the programs for a maximum of \$2 if they wish. Sites retain all revenue from program sales, but they also incur all production costs.

MISCELLANEOUS POLICIES

For the most part, run this competition as you would a dual your school would host. Use adult and student help appropriately understanding some positions are more suitable for adults.

Have security (uniformed or designated staff members) in case you have issues with unruly fans. Set a policy where fans remain in the stands during competition and away from the edge of the mat.

After each round of a multi-round event, place 20 minutes on the overhead clock to allow both teams to warm up. The horn should be sounded with 1:30 left on the clock and the teams are to clear the mat. An empty mat should not be used for warm ups while competition is still taking place.

Employ a Certified Athletic Trainer who should be available for the weigh in as well as during the competition.