

**USA WRESTLING**

**CLUB  
ORGANIZING  
GUIDE**



**USA** wrestling

USA Wrestling Headquarters  
6155 Lehman Drive  
Colorado Springs, CO 80918

Phone: 719-598-8181 Fax: 719-598-9440

# Club Organizing Guide Outline

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## WHAT IS USA WRESTLING?

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 Committee (USOC) and the International Wrestling Federation (FILA). What exactly does that mean? Simply, USA Wrestling is the central organization that coordinates amateur wrestling programs in the nation and works to create interest and participation in those programs.

USA Wrestling has more than 160,000 members. These include athletes of all ages, coaches, officials, parents and fans striving together to strengthen the sport. Within the United States, USAW is divided into State Associations. Each State is an Affiliated Organization with its own set of Bylaws under which it operates.

USA Wrestling is responsible for the selection and training of teams to represent the USA in International competition, including World and Olympic competitions. An equal part of USA Wrestling's mission is to foster grassroots development for the sport. This is facilitated by the sanctioning of age-group tournaments and the chartering of member clubs through established state associations.

USA Wrestling also conducts regional and national championships for all age categories, national camps, clinics, and coaches' education programs. State and local competition is the major focus of the annual program in each of the 50 states where USA Wrestling has a state organization. These groups are comprised of volunteers, coaches, officials and parents who have an active interest in the sport. These leaders set up tournaments, run clubs, organize trips and coach athletes in their area.

How are decisions made in USA Wrestling?

USA Wrestling is a not-for-profit organization composed of dedicated volunteers. Individuals donate time, energy and expertise at every level from the local wrestling clubs to the National Board of Directors. All policy decisions are made through a chain of committees reporting to an elected Board of Directors. The Board of Directors meet twice a year and determine the policy and direction of USA Wrestling. In between meetings, the Executive Committee is charged with making decisions for the Corporation.

USA Wrestling provides a variety of services and programs for its membership. Among the many services are publications, educational programs, fund-raising activities, coaching programs and general information about wrestling related activities. USAW staff members are available to assist you in answering questions or providing additional information about USA Wrestling.

### **USA Wrestling Mission**

"USA Wrestling as the National Governing Body for wrestling in the United States, shall responsibly advocate, promote, coordinate and provide opportunities for amateur wrestlers to achieve their full human and athletic potential."

### **Values**

Integrity and Fairness - USAW endeavors to operate its programs, services and relations at the highest levels of integrity and fairness.

Positive Environment - USAW endeavors to provide programs, competitions and working environments that are healthy, safe and rewarding for all.

Leadership - USAW will demonstrate personal and organizational leadership in all that we do.

Excellence - USAW will expect the best in all aspects of our sport.

Innovation and Creativity - USAW will continually develop and maintain programs and services that are innovative and creative.

## USA WRESTLING ADMINISTRATIVE ORGANIZATION

USA Wrestling is governed by a Board of Directors selected from the Organizations and components of amateur wrestling in our country. The 47-member Board is composed of the following members:

Armed Forces Sports Council (2)	
Athletes (10)	National Wrestling Coaches Association
At Large (8)	NAIA (2)
Chairperson of State Chairpersons	NCAA (2)
Coaches Council (2)	NJCAA (2)
FILA JR World/University Division	NJCWCA
FS/GR/WM Sport Committee Chairpersons (3)	Past President
Junior Division	President
Kids/Cadet Division (2)	US Federation of Wrestling Clubs
Public Relations (2)	USWOA (2)
National Federation of High Schools Associations (2)	

In accordance with the Ted Stevens and Olympic Sports Act passed by the U.S. Congress, the membership of all National Governing Bodies must include 20% of its members as active athletes. USA Wrestling has 10 active athletes on the Board and athletes are represented on every standing committee of the Board.

Major Committees of USA Wrestling Include:

Athlete Advisory	Junior Olympic Wrestling
Executive	Legislative
Finance	Long Range Planning
Coach Selection (3)	Officials Association
(Freestyle/Greco-Roman/Women)	Public Relations
Sports (3)	Sports Science
(Freestyle/Greco-Roman/Women)	Steering
Insurance	
International Exchange	

A list of State Chairpersons can be found on [TheMat.com](http://TheMat.com).

## USA WRESTLING NATIONAL STAFF

USA Wrestling's National Staff are full-time professional employees who work out of the National Headquarters in Colorado Springs, Colorado.

The departments you will work with the most are:

### **Department of State Services**

This is the department of USA Wrestling that handles club affairs, club registration and member registration. Concerns in this area will best be addressed by these personnel:

#### **Director of State Services**

Mark Scott

Promotes the general welfare of USA Wrestling through state, regional and national programs and events. Assists state associations in developing quality programs for all levels of membership.

#### **Manager of Grass Roots**

Tony Black

Works closely with the Director of State Services in increasing membership opportunities, with a focus on folkstyle wrestling, inner city programs, leagues, international exchange and club programs.

#### **Director of National Events**

Pete Isais

Plans and organizes Regional and National Events. Promotes USA Wrestling throughout the country and establishes new tournaments that will provide more competitive opportunities.

#### **Coordinator of National Events**

Steve Beuning

Works with the Director of National Events in the areas of events and event coordination.

#### **Manager of Junior Olympic Programming**

Kevin Hansen

Responsible for all programming related to USA Wrestling's Junior Olympic Programs.

#### **Membership Assistant**

Shonna Vest

Processes all membership application materials and monies, insurance forms, club charter applications and event sanctions. Primary contact for all membership related questions.

#### **Administrative Assistant for State Services/Events**

Marge Civil

Responsible for the secretarial needs of these departments. Typing, filing, phones, mail distribution and related duties.

#### **Manager of Coaches Education**

Sam Barber

Responsible for the National Coaches Education Program

#### **Director of Special Projects**

Gary Abbott

Responsible for the media relations of the organization, "USA Wrestler" and special projects related to organization growth. Answers all concerns on news and media issues.

#### **Receptionist**

Karen Robinson

Serves as the console/switchboard operator and greets visitors arriving in our reception area. Assists with NCEP processing. Will gladly direct your call to the correct person.

## CLUB MEMBERSHIP BENEFITS

Members of the World-leading USA Wrestling Family enjoy many of the following benefits:

- ❖ Four levels of Coaches Certification.
- ❖ The opportunity to travel abroad with developmental tours for Cadet, Junior, University and Senior-level athletes.
- ❖ Educational videos and written materials from top coaches from across the country, as they become available.
- ❖ National Training and Developmental Camps for youth through Senior-level athletes.
- ❖ Membership Registration, Computer Software and Support.
- ❖ Secondary Sports Accident Insurance Program.
- ❖ Club Liability and Facility Insurance.
- ❖ Free subscription to USA Wrestler, the official publication of USA Wrestling.
- ❖ Regional and National Competition for eight age groups.
- ❖ Participation in Local, Regional and National Competitions.
- ❖ Association with the Olympic Effort.
- ❖ And much more...



# USA wrestling

6155 Lehman Drive  
Colorado Springs, CO  
80918  
(719) 598-8181 ph.  
(719) 598-9440 fx.  
www.TheMat.com



PRESIDENT  
Jim Ravannack

VICE-PRESIDENT  
Greg Strobel

2<sup>nd</sup> VICE-PRESIDENT  
Van Stokes

TREASURER  
Duane Morgan

SECRETARY  
Rance Stein

EXECUTIVE DIRECTOR  
Rich Bender



National Federation Member

USA



Member, U.S. Olympic Committee

TO: Club Leaders  
FR: Mark A. Scott  
Director of State Services  
RE: 2008-2009 Membership Year

Welcome to USA Wrestling and a new and exciting membership year! Below you will find information which will be a reminder for some and new information for others. The USAW National Headquarters is looking forward to the 2008-2009 member year and assisting club leaders with their various programs. Please read all the information below and feel free to contact your state association membership director or National Headquarters if you have questions.

1. All forms and membership cards have changed color for 2008-2009. Forms are again printed on NCR paper (No Carbon Required) and some forms have been modified for 2008-2009. Do not use any leftover supplies from a previous year, **except for individual membership roster forms**. As the rosters are being used you will notice that USA Wrestling is capturing **email addresses**. USA Wrestling is asking the state to collect email addresses whenever possible.
2. Concerning membership cards, be reminded that each year all cards and state associations are subject to a membership card audit. All membership cards must be accounted for prior to August 31, 2009. Contact your state association membership director for details. **Submission** of membership to USA Wrestling needs to be **submitted twice a month**. Club leaders are requested to submit membership immediately to their state association membership directors. Failure to properly submit membership may jeopardize membership benefits.
3. Sports Accident Supplemental Benefits. This provides secondary sports accident benefits for USA Wrestling members who participate in limited non-sanctioned events. Please refer to USA Wrestling's insurance pamphlet.
4. This year's membership cards are basically the same. As you will notice a Participant's Waiver and Release from Liability form is attached to the actual membership cards. The use of a waiver and release is now **mandatory** in the insurance and risk management industry. Members are **required** to complete the waiver and release form and return it to the National Headquarters or keep on file at the club. **Failure to obtain a waiver and release on members will result in a loss of insurance coverage.**
5. Suggested procedures for handling these forms are as follows: The form could be signed and dated by the member when they register (athlete, coach or official). If under 18 years of age the parent or guardian should sign the form. Then those procedures outlined by your state association should be followed for having the forms returned to the National Headquarters or keep on file at the club. No one other than the legal guardian of an individual under the age of 18 should sign the form in the appropriate place.

Having complete and valid waiver and release forms provides important information to the National Headquarters in the event of a lawsuit. **Failure to obtain a waiver and release on members will result in a loss of insurance coverage.**



This may add a step in the registration process, but on the positive side we have put our best efforts into providing the type of insurance our organization needs to provide security for the many programs and events conducted.

If you have any questions regarding the waiver and release form please contact USA Wrestling's Department of State Services or your state association membership director.

6. **Separate procedures have been established for adding "Certificate Holders" and "Additional Insureds". See enclosed instructions and forms.**
7. Individual membership benefits include secondary sports accident insurance coverage. Be sure to read the revised Insurance Summary for 2008-2009 which has a general overview of membership insurance benefits. This pamphlet is provided to your club once it has been registered by the National Headquarters. If you need a copy prior, please contact the USAW State Services Department at 1-719-598-8181.

Competitor, Coach and Official membership cards state on the back that sports accident insurance coverage is secondary and that a deductible applies. Other conditions also apply. A telephone number and address are provided for questions regarding potential claims.

8. Look forward to various Internet enhancements that will be provided soon to all members.
9. Other "Don't Forget" items:
  - ❖ Foreign athletes competing in this country (international exchanges, etc.) are required to have a Competitor's Card. The cost for this card is \$7.50, which provides limited **secondary** sports accident insurance benefits.
  - ❖ An international or cultural exchange meet does not have liability insurance coverage and is NOT ELIGIBLE for other possible benefits UNLESS it has been sanctioned, just like any other event.
  - ❖ Chartered Clubs, however, can have foreign wrestler MEMBERS scrimmage at their club without an event sanction. (All members at the club site – including guests – must be individual members of USA Wrestling.) Foreign teams must also be approved through USA Wrestling before they can compete in the United States.
  - ❖ All American Wrestling Supply ([www.usawrestlingproducts.com](http://www.usawrestlingproducts.com)) offers a 5% discount on many items to membership cardholders of the organization. This applies only to mail or telephone orders not to sales at events.
  - ❖ Per United States Olympic Committee (USOC) policy, the use of the term "**Olympic**" cannot be used in the title of a club or event unless authority has been granted by the USOC.
  - ❖ Additional Insured practice sites are intended for same club members from the originating club. Additional insureds are subject to approval by the insurance carrier.

We are confident more individuals will find their way to your club and experience the excitement and enjoyment of being a USA Wrestling member.

USAW would like to take this opportunity to thank you in advance for everything you do in promoting safe and rewarding experiences for your club members.

## Vision Statement

*The vision of USA Wrestling is to be the preeminent, most prominent and highly regarded sport and wrestling organization in the United States and the World through the Olympic movement.*



**USA** wrestling

Sept. 1, 2008 - Aug. 31, 2009.

# Application for Club Charter

**Instructions** → Type or print all information. Press hard – you are making three copies. Answer all questions. Send all pages of this application, individual memberships, and one check to your State Director.

*State Director: Send top two copies to the National Office immediately. Keep bottom copy for state records.*

## Club Information

• Name of Club \_\_\_\_\_ • Date of Application \_\_\_\_\_

• Was this a USA Wrestling chartered club in the previous membership year?  Yes  No **Club Code:** \_\_\_\_\_

• List the name of the recognized club leader who should receive the Club Certificate and other information:

Name \_\_\_\_\_ Position \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Evening Phone \_\_\_\_\_ Day Phone \_\_\_\_\_  
(Area Code) (Area Code)

• Your club information will appear on USA Wrestling's official website unless otherwise noted.  **DO NOT POST**

• I verify with my signature that the club will comply with USA Wrestling By-laws, operating rules and policies pertaining to USA Wrestling Chartered Clubs. \_\_\_\_\_  
Signature

• What style(s) of wrestling do you expect your club to focus on? (check *all* that apply)

- Mostly Freestyle     Mostly Greco     Mostly Folkstyle     Grappling     Beach
- Some Freestyle     Some Greco     Some Folkstyle     Sombo

• What are the ages of the wrestlers you expect in your club? (circle *all* that apply)

8 or younger   9   10   11   12   13   14   15   16   17   18   19 & older

• Approximately how many *wrestlers* do you expect to be members of your club this year? (circle only *one* group)

Under 10   11-20   21-30   31-40   41-50   51-60   61-70   71-80   More than 80

• Approximately how many *coaches* do you expect to be members in your club? (circle only *one* group)

1-3   4-6   7-9   10-12   13-15   16-19   More than 20

• What months will your club be most active? (circle *all* that apply)

September   October   November   December   January   February   March   April   May   June   July   August

• Club e-mail address: \_\_\_\_\_ Club web site: \_\_\_\_\_

## Certificate of Insurance and Fees

A club which qualifies as a USAW chartered club by registering all of its wrestlers and coaches may wish to add as a Certificate Holder the owner/operator of the facility the club uses for its practices and sanctioned events. The processing fee is \$20.00. Adding an Additional Insured is subject to the approval of the Insurance Carrier, see separate form. List below the Owner/Operator of the Facility to be listed as a Certificate of Insurance Holder, if any. **Do not** abbreviate.

\_\_\_\_\_  
(Name/Address)

\_\_\_\_\_  
(Name/Address)

Note: In order to comply with USAW requirements, all club coaches must hold current individual USA Wrestling Coach Membership cards.

1) USA Wrestling Chartered Club membership fee \_\_\_\_\_

2) Certificate of Insurance, if any, @ \$20.00 (processing fee) \_\_\_\_\_

Total \_\_\_\_\_

### STATE OFFICE USE ONLY

Date Application received from Club Director \_\_\_\_\_

State Chairperson/Director Approval \_\_\_\_\_

### NATIONAL OFFICE USE ONLY

Date Application received \_\_\_\_\_

Approved by \_\_\_\_\_ # \_\_\_\_\_

# General Information

## USA Wrestling Chartered Clubs

A USA Wrestling Chartered Club provides an opportunity for member athletes, coaches and volunteers to practice, train, compete and enjoy amateur wrestling while being under the USA Wrestling umbrella of benefits and services. All chartered clubs are entitled to receive an array of benefits including: liability insurance, access to information in a one-year subscription to the national publication, coaching education and training guides, “how to” help, community public relations assistance and fundraising opportunities, discount apparel, merchandise and tournament supplies. Contact USA Wrestling for more information.

Being chartered as a USA Wrestling club also carries with it responsibilities. Participation in national sponsorship programs, reviewing the *Club Organizing Guide*, and complying with membership rules, insurance requirements, and USA Wrestling’s By-Laws, operating rules and policies is required.

While USA Wrestling Chartered Clubs exist to carry out the mission and purposes of USA Wrestling on a local level, clubs are formed and operated as separate entities from USA Wrestling. USA Wrestling neither accepts any responsibility, nor undertakes any obligation or liability, for the organization, conduct, promotion, solicitation or registration of club members, the condition or adequacies of the practice site or any other arrangements for subject club or any related practices or activities, including the conduct of club directors, administrators, and volunteers, for all of which the Club (i) will have full and sole responsibility and (ii) shall indemnify and hold harmless USA Wrestling and its members, directors, officers, employees, agents and affiliates against any and all liabilities, claims, demands and losses (including reasonable attorney’s fees and costs).

## Individual Memberships Within Clubs

All members of a USA Wrestling chartered club *must* be individual members of USA Wrestling. USA Wrestling has three categories of individual membership: **It is mandatory to obtain waivers on each member of USA Wrestling.**

<i>Competitor</i>	–the category of any active wrestler.
<i>Coach</i>	–the category of individuals involved in coaching or teaching wrestling.
<i>Official</i>	–the category of individuals who wish to learn about or practice officiating, including referees and pairing masters.

## Application Procedures for Chartered Clubs

Members of a Club may join USA Wrestling in any of the first two categories at the same time the Application for Club Charter and appropriate forms and fees are submitted to your State Chairperson/Director. This makes registration as a Club and individual easy – only one check is needed, payable to your State Association. Because space on this form precludes listing membership benefits by category, separate literature is available that describes insurance programs, discounts, complimentary subscriptions and other benefits.

Individual memberships are accepted throughout the membership year by your State Chairperson/Director. As new members join your USA Wrestling Chartered Club throughout the membership year, register their individual memberships in USA Wrestling immediately. Failure to register *all* of your club members individually with USA Wrestling will result in the suspension/revocation of club charter privileges with USA Wrestling.

This application and the appropriate fees must be received and accepted by the State Office for chartered club benefits to apply.

## Club Benefits and Services

USA Wrestling benefits and services are provided to every chartered club in which all wrestlers and designated coaches are individual members of USA Wrestling. Practices must be organized and supervised by USA Wrestling *member* coaches.

USA Wrestling liability insurance coverage for chartered clubs insures the club itself, as well as club coaches, administrators and volunteers for covered claims and cost of related litigation.

If the owner/operators wish to be named as Additional Insured for USA Wrestling Chartered Club activities held at the practice site, the chartered club director must contact USA Wrestling’s Department of State Services.

Chartered clubs will receive a free subscription to the *USA Wrestler*, the official publication of USA Wrestling.

Chartered clubs can become involved in USA Wrestling’s National Coaches Education Program. In addition, from time to time USA Wrestling publishes and provides, free of charge, coaches’ education materials.

Merchandise benefits include: 5% discount on club orders, special team order pricing, merchandise consignment fundraising program.

*These explanations are provided as an aid to completing this form, and are not intended to be a detailed description of insurance coverage, membership benefits, or the rules regulating these matters. For answers to specific questions, or for help in organizing your club contact USA Wrestling’s Department of State Services or your State Association Membership Director.*



## APPLICATION to ADD CERTIFICATE HOLDER As an ADDITIONAL INSURED

This request is being made to the Insurance Carrier. The requesting party (club or event sponsor/director) is making application for the Certificate Holder named below, associated with the club or event also indicated below to be added as an Additional Insured. It is understood that Additional Insureds are subject to approval by the Insurance Carrier. Upon receipt, USA Wrestling will forward this application to the carrier. Approved Additional Insureds will be noted by endorsement issued by the Insurance Carrier and mailed to the club/event director.

**Complete all applicable portions of this form (type or print neatly).**

Date: \_\_\_\_\_

Name of Party Making Application: \_\_\_\_\_ State: \_\_\_\_\_

Title: \_\_\_\_\_

**Name of Certificate Holder:** \_\_\_\_\_ **State:** \_\_\_\_\_  
(Not club or event director)

How Associated with the Club or Event: \_\_\_\_\_  
(i.e. owner of building, school district, building operator, etc.)

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Event or Club Name: \_\_\_\_\_

If Event, date(s) of sanctioned event: \_\_\_\_\_

Mail Endorsement To: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signed: \_\_\_\_\_

Attach a copy of this form to your Application for club Charter or Sanctioned Event, and submit to your State Chairperson/Membership Director

**NATIONAL OFFICE USE ONLY**  
DATE RECEIVED: \_\_\_\_\_  
INITIALS: \_\_\_\_\_ # \_\_\_\_\_

# **USA WRESTLING CLUB SAMPLE CONSTITUTION AND STATE BYLAWS**

## **ARTICLE I NAME**

Section 1 -The organization shall be known as \_\_\_\_\_ located in the city of \_\_\_\_\_  
\_\_\_\_\_ State of \_\_\_\_\_.

## **ARTICLE II PURPOSE (aims and objectives)**

Section 1 - To promote interest in the sport of wrestling among parents and the youth of \_\_\_\_\_.

Section 2 - To supervise, sponsor and financially assist a disciplined and competitive program of wrestling.

Section 3 - To develop in members, the ideals of good sportsmanship, honesty and respect for authority.

Section 4 - To stress the concept of parents and children working and playing together in all club activities so that the family may be strengthened in the process.

## **ARTICLE III MEMBERSHIP**

Section 1 - A youth desiring active membership will be registered at the first club activity that he/she attends and reviewed at the next meeting of the club officers.

Section 2 - If one or more youths in a family are members, the adults in that family are considered members of the club and shall have voting privileges in the club. (Alternate - members must be registered at a general meeting of the club annually.)

Section 3 - Membership period shall be from September 1 through August 31.

## **ARTICLE IV OFFICERS**

The officers shall be voting members of the club in good standing and shall be the governing body of the club.

Section 1 - The officers shall be: President, Vice-president, Secretary and Treasurer. (This represents a minimum number of officers. Others might include head coach, kids director, officials director.)

Section 2 - Officers shall be elected annually by the voting members at the (September) meeting. The President and Treasurer will be elected for two years and the Vice-president and Secretary for one year.

Section 3 - Term of office shall be two (2) years with the elections of the President and Treasurer; Vice-President and Secretary staggered yearly.

Section 4 - Officers shall hold office until: (a) the successor is duly elected, (b) death or disability, (c) resignation or (d) removed from office by a 2/3 majority of all voting members.

Section 5 - A vacancy for any reason shall be filled by appointment of the remaining officers until the next general (September) meeting.

#### ARTICLE V DUTIES OF OFFICERS

Section 1 - President - The President shall supervise all the business affairs and enforce all of the rules of the club. He/she shall preside at all business meetings and assure that an orderly and complete meeting is conducted. The President may be a signer on all checks issued on behalf of the club.

Section 2 - Vice-president - The Vice-president shall assist the president in the performance of his duties. In the absence of the president, the Vice-president shall perform the duties of the president. The Vice-president shall also perform other duties as assigned by the president. The Vice-president may be a signer on all checks issued on behalf of the club.

Section 3 - Secretary - Records the minutes of all meetings and prepares a copy of such minutes for the permanent record before the next meeting or club publication. The Secretary is responsible for membership lists, updating records, and correspondence of the club.

Section 4 - Treasurer - Maintains the financial records of the club and prepare checks as directed by the board or president. The Treasurer shall make deposits and give a current financial report at each meeting. The Treasurer should be a signer on all checks issued on behalf of the club.

Section 5 - The Board of Directors shall consist of the Officers of the Organization, the head coach and three members elected at large.

#### ARTICLE VI MEETINGS

Section 1 - The club shall meet \_\_\_\_\_ as necessary to conduct the orderly business of the club.

Section 2 - Upon notification by the President, the Secretary shall notify all members by phone or mail of the time and the place of all meetings other than those regularly scheduled.

Section 3 - All meetings shall be run in an orderly manner. No member may have the floor for discussion unless recognized by the Chairperson. Roberts Rules of Order should be followed as close as possible.

Note: As a non-profit organization your meetings are subject to the "Open Meetings Act" of your state. Please check your state laws before closing any meetings.

#### ARTICLE VII QUORUM

Section 1 - A quorum shall consist of 50% of the members present to conduct ordinary business. A 2/3-majority vote is necessary to amend, add, or replace any article in these.

## ARTICLE VIII ELECTIONS

Section 1 - Elections for new officers will be held in \_\_\_\_\_ of every year.

Section 2 - A nominating committee, appointed by the president, shall meet prior to the election meeting to prepare a slate of candidates for offices. Nominations will also be taken from the floor by any voting members present. All nominees must be present for nomination.

Section 3 - An election will be held for each contested office with the President and Secretary responsible for the counting of the votes.

## ARTICLE IX FINANCES

Section 1 - Contracts - Only the Board of Directors may authorize contracts on the part of the organization.

Section 2 - Loans - No loans may be contracted on behalf of the Club and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Officers. Such authority may be general or confined to specific instances.

Section 3 - Checks - All checks will be signed by the Treasurer, President, and/or Vice President. All checks over \$300 require two signatures.

Section 4 - Deposits - All funds of the Club not otherwise employed for its purpose shall be deposited from time to time to the credit of the Club in such banks or other depositories as the Board of Directors may select.

Section 5 - Financial Audit - The Board of Directors will appoint a qualified member or agent to conduct an annual audit of the income and expenses of the organization.

## ARTICLE X DISCIPLINE

Section 1 - Method of Procedure: Any member or members having a complaint against another member for the infraction of any provision of these Bylaws or club rules, as for conduct injurious to the welfare of the Club, may report the same in writing to the Board of Directors. Such complaint shall set forth the facts of the case, together with the names of the witnesses, if any. After receiving such complaint, a meeting of the Board of Directors shall be held as soon as practicable to investigate it. The complainant or complainants, and the member complained of, shall receive at least seven (7) days' notice, of such meeting, and may be heard with their witnesses. The statements and evidence shall be reduced to writing and filed with the Secretary, and they shall mail copies thereof to the complainant or complainants, and to the member complained of. An appeal from the decision of the Board of Directors may be taken to the Club general membership within seven (7) days thereafter, by serving upon the Secretary a written notice of such appeal. A special meeting shall thereupon be called for the consideration of the case, and a two-thirds vote shall be necessary to reverse the decision of the board of Directors.

MISSION STATEMENT

To promote interest in the sport of wrestling among parents and the youth of \_\_\_\_\_ and to supervise, sponsor and financially assist a disciplined and competitive program of wrestling.

We will endeavor to develop in the members the ideals of good sportsmanship, honesty and respect for authority and to stress the concept of parents and children working and playing together in all club activities so that the family will be strengthened in the process.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Position

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Position



## **GUIDELINES FOR LEGAL RESPONSIBILITIES**

### **I. Legal Business Structure**

- A. Non-Profit Corporation** - A Club wishing to operate as a non-profit must file for such status with their state's Secretary of State, plus investigate similar state requirements (see Applying for 501(c)(3) Status in this manual). The IRS Publication 557 titled "Tax Exempt Status for your Organization" can be obtained free of charge by dialing 1-800 829-Form. Also, check on-line at [www.irs.gov](http://www.irs.gov).
- B. Federal Tax Exempt Status** - A club wishing to operate as a tax-exempt corporation must file for federal 501(c)(3) tax-exempt status with the IRS.
- C. Coach Owned/Operated Club** - This type of club is run as the coach's business; he/she is solely responsible for the organization and operation of the club. Often parents are organized as a booster club to help with meets and to raise funds under the coach's control. Coach-owned clubs may or may not qualify for 501(c)(3) non-profit status. Coaches should check with a tax consultant on related issues.
- D. Institution Owned Clubs** - Typically the institution, which may or may not be a non-profit organization, controls financial matters such as the hiring of coaches and setting the team fees. Parents may be organized as a booster club to help with meets and to raise funds.
- E. Parent/Booster Operated Club** - A club started by a group of parents who assume responsibility for all club efforts. Many may qualify as a 501(c)(3) organization, but may also be operated as a for-profit business or sponsored by a corporation. Always consult a tax specialist.

### **II. Finance and Budget**

- A.** Determine the timing and report forms that you need to file and account for from federal, state, local and club regulations.
- B.** For financial stability, you need to establish a financial plan and monitor your progress. Often times the budget and budget-to-actual reports are tools to monitor your progress.

### **III. Insurance**

Liability insurance is a benefit of USA Wrestling membership and is included with your club charter. Secondary sports accident medical coverage for members is provided with membership card purchase. See the USA Wrestling Insurance Information Packet.

### **IV. Financial Statements**

Determine what statements are required monthly, quarterly, and annually.

## V. Government Records

**File Quarterly** (federal Form 941 and your corresponding state form, to report employment taxes withheld if you pay individuals.) Federal unemployment taxes may be required if your organization is not a 501(c)(3). Check with your state department of revenue or taxation on state unemployment taxes. If the club is a 501(c)(3), an annual IRS Form 990 may be required; your state may also have a required report. If the club is another type of organization, a different type of tax return may be required.

## VI. Audit

An audit ensures that the financial records accurately represent financial activities for the year. A review by professional accountants may be adequate.

**A. Internal** - Ensure compliance with internal policies.

**B. External** - Performed by professional accountants to verify the financial records accurately represent the club's activities.

## VII. Bookkeeping

**A. Checking Account** - A ledger checkbook provides an excellent set of records, which includes deposits, disbursement, amount, date, check number and payee. Two signatures should be required for better internal control. This account uses a Tax Identification Number (TNN) that can be applied for from your IRS form SS-4. Do not use personal social security numbers on club accounts.

**B. The Ledger Book** - A record of all the financial transactions kept by the Treasurer.

**C. Special Funds** - An account where funds can be set-aside for a special purpose i.e. new equipment, travel, etc.

**D. Bills and Receipts** - The Treasurer should keep all receipts and file them systematically by date or vendor. Bills for future payments should be filed by due date.

**E. Employee Expense Reports** - Detailed expense accounts for employee's travel should be required. Receipts must also be turned in with expense reports. If possible, original receipts should be obtained. The airline ticket stub should be used as a receipt instead of an itinerary. A second person in the club should approve payment, i.e., Head Coach or Club President.

## **VII. Tax Statements**

We strongly suggest consulting a professional tax advisor pertinent to your type of organization.

- A. Rule No. 1** - No matter which business structure you choose, make all employment-tax deposits on time, since the penalties are great.
  
- B. Rule No. 2** - File Federal Form 941 and any required state forms for employment taxes withheld quarterly if you pay individuals. If the club has a 501 (c)(3) exemption, an annual Federal Form 990 may be required; your state may also have a required report. You must file all tax returns in a timely manner.

## FORMATION OF A NON-PROFIT CORPORATION

### Obtaining 501(c)(3) status and other nonprofit status

All entities, state associations or clubs using a checking account should apply for a **Tax Identification Number** using IRS Form SS-4. To obtain this number the entity has to be recognized as a Corporate Entity in their appropriate state.

Entities desiring a **sales-tax exemption** need to apply for not-for-profit status within their state (sales tax is state tax, not federal).  
See item 3 below.

### Requirements for 501(c)(3) status

#### BENEFITS:

Exempt from Federal Income Tax.

Possible exemption from State Income Tax.

Possible discount on postal rates.

Ability to have people donate money to you and claim it on their federal income tax.

#### REQUIREMENTS

1. You must apply for tax-exempt status using **IRS FORM 1023**.  
This form is fairly detailed and self-explanatory.  
We will send you a completed form used successfully by other states to assist you if needed.
2. Clubs must have a set of Bylaws. These will need to be submitted with your form 1023.  
See Model Bylaws in the Club Organizing Guide.
3. The club should file as a not-for-profit corporation in your state. In order to do this, articles of incorporation will need to be drawn up. We have a sample copy that is available from the National Office.  
It will be necessary for you to contact the not-for-profit corporation office in your state. This office should be located in the same place as your Secretary of State's Office. Start there and ask for information on incorporating as a not-for-profit corporation. States may have varying requirements for incorporation and you must deal with your state directly.
4. You will need to file for a TAX IDENTIFICATION NUMBER (TIN) using FORM SS-4.  
This form is available through the IRS Forms Office Number: **1-800-829-3676**. Also available on-line at [www.irs.gov](http://www.irs.gov).
5. If you know a CPA or a corporation attorney who will donate their time this may speed up the process.

If you have any questions on this matter please call and we will try to assist.

## **USA WRESTLING TEAM COMPETITION FOR SENIOR CLUBS**

National Championships on the Senior Level involves team competition. Each club that wishes to be eligible for a team championship must submit a \$25 entry fee per style along with the U.S. National Club entry form at the tournament registration. A complete master roster must be on file with:

USA Wrestling Director of Events  
6155 Lehman Drive  
Colorado Springs, CO 80918

Phone: 719-598-8181, Fax: 719-598-9440

at least three days prior to registration. Athletes must appear on the club's master roster before they can be placed on the club's entry form.

### **National Championships Team Awards**

In the Senior, University and Junior World Divisions, attractive wooden Plaques are awarded to the top winners in each division in each style. The Senior National Championships also has divisions based on the number of entries.

## GETTING INVOLVED AT THE STATE, REGIONAL AND NATIONAL LEVELS

Most clubs are formed to participate in competitions. Your state chairperson can put you in contact with your local and state competition schedule. Also in the "bulletin board" section of USA Wrestler all tournaments sanctioned nationwide are listed. Local tournaments should have flyers on upcoming tournaments that your club can enter.

Your state association will have a schedule of championship tournaments and events that can qualify your athletes for Regional and National competition. A general listing of regional and national competitions follows:

**PEE WEE** State Level programs only.

**BANTAM** Local to Regional.

**INTERMEDIATE** Regional Competitions in Greco-Roman and freestyle. National  
**NOVICE** Championships in Greco and freestyle - members must qualify by  
**SCHOOLBOY/** attending a USA Kids/Cadet Regional. National Folkstyle  
**SCHOOLGIRL** Championships (no qualifying).

**CADETS** Regional Competition in freestyle and Greco-Roman with qualification through your State Association.  
National Competition with qualification through your State Association.  
World Team Trials are held annually to select Team USA for the World Championships.

**JUNIORS** Regional Competition in freestyle and Greco-Roman with no qualification necessary.  
National Competition with qualification through your State Association.

**FILA JUNIOR WORLD**  
World Team Trials are held annually to select Team USA for the World Championships.

**UNIVERSITY** National Championship competition with no regional or state qualification necessary.

**SENIORS** See Senior Section under National Competitions.

Getting involved in:

### Your State Organization

Attend your State Meetings

Attend State Functions

Volunteer to help

## **The National Organization**

Most of the volunteer involvement with USA Wrestling begins at the State level. It is very important that all USAW Volunteers are in good standing in their State Organizations.

Standing USA Wrestling Committee openings are advertised in [USA Wrestler/TheMat.com](http://USAWrestler/TheMat.com). Applications are sent to USA Wrestling and every applicant is reviewed by the Steering Committee and recommended to the USA Wrestling Board for appointment to specific committees.

Ad-hoc Committees are appointed by the Board and Board Committees to serve in limited time and specific situations. These are appointed by need.

## **Coaches**

Enroll in USA Wrestling through your Coaches Card. Attend your state coaches meetings and the coaches meetings at the Junior Regional Championships.

## **National and International Coaches Pool**

Written application is to be made to the National Office. Applicants are assigned to age level pools and considered annually for assignment to all National Team Trips and the USA Wrestling Tour du Monde program. **All applicants must be at least NCEP Bronze Level certified.**



## 2009 AGE DIVISIONS and WEIGHT CLASSES

AGE DIVISIONS	BIRTH DATES	MATCH TIME LIMITS <small>(Freestyle &amp; Greco-Roman Styles Only)</small>	WEIGHT CLASSES
BANTAM	Born 2001-2002	Best out of 3 two-minute periods with 30 second rest between periods	40, 45, 50, 55, 60, 65, 70, 75, 75+ (15 lbs. maximum difference)
INTERMEDIATE	Born 1999-2000	Best out of 3 two-minute periods with 30 second rest between periods	50, 55, 60, 65, 70, 75, 80, 87, 95, 103, 112, 120, 120+ (20 lbs. max difference)
NOVICE	Born 1997-1998	Best out of 3 two-minute periods with 30 second rest between periods	60, 65, 70, 75, 80, 85, 90, 95, 100, 105, 112, 120, 130, 140, 140+ (25 lbs. maximum difference)
SCHOOLBOY/ SCHOOLGIRL	Born 1995-1996	Best out of 3 two-minute periods with 30 second rest between periods	70, 77, 84, 91, 98, 105, 112, 120, 128, 136, 144, 152, 160, 175, 190, 210, 265
FILA SCHOOLGIRL	Born 1995-1996	Best out of 3 two-minute periods with 30 second rest between periods	66, 70, 74, 81, 88, 97, 105, 114, 125, 136, 136+ (30 lbs. maximum difference)
CADET (Men)	Born 1993-1994	Best out of 3 two-minute periods with 30 second rest between periods	84, 91, 98, 105, 112, 119, 125, 130, 135, 140, 145, 152, 160, 171, 189, 215, 285
FILA CADET (Men)	Born 1992-1994	Best out of 3 two-minute periods with 30 second rest between periods	<b>39-42 KG/86-92.5 LBS, 46/101.25, 50/110.25, 54/119, 58/127.75, 63/138.75, 69/152, 76/167.5, 85/187.25, 85-100/187.25-220.5, 125/275.5</b>
FILA CADET (Women)	Born 1992-1994	Best out of 3 two-minute periods with 30 second rest between periods	<b>36-38 KG/79.25-83.75 LBS, 40/88, 43/94.75, 46/101.25, 49/108, 52/114.5, 56/123.5, 60/132.25, 65/143.25, 70/154.25, 78/172*, 84/185*, 100/220.5*</b>
JUNIOR (Men)	Born 9/1/1989 & after, plus enrolled in grades 9-12	Best out of 3 two-minute periods with 30 second rest between periods	98, 105, 112, 119, 125, 130, 135, 140, 145, 152, 160, 171, 189, 215, 285
JUNIOR (Women)	Born 9/1/1989 & after, plus enrolled in grades 9-12	Best out of 3 two-minute periods with 30 second rest between periods	95, 102, 109, 116, 124, 132, 139, 146, 153, 165, 190, 220
FILA JUNIOR WORLD (Men)	Born 1989-1991 1992 with medical certificate	Best out of 3 two-minute periods with 30 second rest between periods	<b>46-50 KG/101.25-110.25 LBS, 55/121.25, 60/132.25, 63/138.75*, 66/145.5, 70/154.25*, 74/163, 79/174*, 84/185, 96/211.5, 120/264.5</b>
FILA JUNIOR WORLD (Women)	Born 1989-1991 1992 with medical certificate	Best out of 3 two-minute periods with 30 second rest between periods	<b>40-44 KG/88-97 LBS, 48/105.75, 51/112.25, 55/121.25, 59/130, 63/138.75, 67/147.5, 72/158.75, 79.5/175.25*</b>
UNIVERSITY (Men)	Born 1985-1991 & athlete must have graduated from high school	Best out of 3 two-minute periods with 30 second rest between periods	<b>55 KG/121.25 LBS, 60/132.25, 63/138.75*, 66/145.5, 70/154.25*, 74/163, 79/174*, 84/185, 96/211.5, 120/264.5</b>
UNIVERSITY (Women)	Born 1985-1991 & athlete must have graduated from high school	Best out of 3 two-minute periods with 30 second rest between periods	<b>48 KG/105.75 LBS, 51/112.25, 55/121.25, 59/130, 63/138.75, 67/147.5, 72/158.75, 77/169.75*</b>
SENIOR (Men)	Born 1989 or before 1990-1991 with medical certificate	Best out of 3 two-minute periods with 30 second rest between periods	<b>55 KG/121.25 LBS, 60/132.25, 66/145.5, 74/163, 84/185, 96/211.5, 120/264.5</b>
SENIOR (Women)	Born 1989 or before 1990-1992 with medical certificate	Best out of 3 two-minute periods with 30 second rest between periods	<b>48 KG/105.75 LBS, 51/112.25, 55/121.25, 59/130, 63/138.75, 67/147.5, 72/158.75</b>
USA WRESTLING VETERANS (Men—All Styles)	Div. A: Born during the years of 1977 and 1984 Div. B: Born during the years of 1969 and 1976 Div. C: Born during the years of 1961 and 1968 Div. D: Born during the years of 1954 and 1960 Div. E: Born 1953 and before.	<p style="text-align: center;"><b><u>FREESTYLE &amp; GRECO-ROMAN</u></b> 3 two-minute periods with 30 second rest between periods</p> <p style="text-align: center;"><b><u>FOLKSTYLE</u></b> 1 two-minute period and 2 one-minute periods with 30 sec. rest between periods</p>	<b>50-58 KG/110.25-127.75 LBS, 63/138.75, 69/152, 76/167.5, 85/187.25, 97/213.75, 97-130/213.75 - 286.5</b>

\* Not a FILA weight

# I AM USA WRESTLING



# USA WRESTLING CLUBS

## USA WRESTLING'S GOLD MEDAL CLUB AWARD

USA Wrestling has created this award to:

- ❖ Reward clubs who have a sound administrative/organizational structure and are providing an outstanding experience for our youth.
- ❖ Create expectations and awareness of what it takes to run an effective wrestling club.
- ❖ Provide a status for USA Wrestling clubs within their communities.
- ❖ Help distribute an attitude of pride and achievement throughout all of USA Wrestling.

### **USA Gold Medal Clubs will receive:**

- ❖ A Distinctive Club Charter Certificate

Special listing and recognition in [USA Wrestler/TheMat.com](#) under Gold Medal Clubs.

All USA Wrestling clubs are invited to participate in this award program. To be a Gold Medal Club, a sanctioned USA Wrestling Club must be successful in all eight categories on the application and return the form to USA Wrestling.



# USA WRESTLING

## 2008-2009

### GOLD MEDAL CLUB AWARD APPLICATION

CLUB NAME: \_\_\_\_\_ STATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip

CLUB PRESIDENT: \_\_\_\_\_ PHONE: \_\_\_\_\_

\_\_\_ **Organization:** Club has a constitution and Bylaws with a minimum of a four person Board of directors.

\_\_\_ **Age Groups:** Club offers programs for at least three USA Wrestling Age Groups.

Circle: Intermediate Novice Schoolboy Cadet Junior Senior Master

\_\_\_ **Events:** Club competes in at least three USA Wrestling Sanctioned Events.

Events-1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

\_\_\_ **Membership:** As of this date our USA Wrestling membership has increased by \_\_\_\_\_ members from the previous year.

\_\_\_ **State Deadlines:** Deadlines met on Club Charter and membership.

\_\_\_ **State Association:** Annual membership meeting was attended by at least one club director.

\_\_\_ **Officials:** Club has at least one USWOA registered official.

I certify that the information on this application is accurate to the best of my knowledge.

Club President: \_\_\_\_\_ Date : \_\_\_\_\_  
Signature

**Return this form to: USA Wrestling c/o Marge Civil, 6155 Lehman Drive,  
Colorado Springs, CO 80918 by September 18, 2009 for the 2008-2009 Season.**

## USA Wrestling Insurance Coverage Introduction

In addition to USA Wrestling's overall membership and sanctioning programs, USA Wrestling's competitor, coach and officials membership categories include, as a benefit of membership, SECONDARY SPORTS ACCIDENT INSURANCE provided through ACE.

USA Wrestling has also acquired a COMMERCIAL GENERAL LIABILITY INSURANCE POLICY ("CGL"), which provides coverage for USA Wrestling sanctioned events and chartered clubs. This liability policy has a combined single liability limit of \$5,000,000 per occurrence.

USA Wrestling chartered clubs and USA Wrestling event directors may be asked to provide proof of insurance to owners/operators of facilities, and may also be required to sign contracts obligating the USA chartered club or event director to maintain liability insurance. Please carefully check the insurance requirements of the contract to make sure that the policy limits required to be maintained by the USA club or event director are no greater than the \$5,000,000 USA Wrestling policy limits. If greater limits are required by the contract, a separate application will have to be submitted and, if such greater limits are available, additional premium will be charged by the insurance company to the USA Wrestling chartered club or event director.

Also, be aware that, before the insurance company will agree to add an owner or operator of a wrestling facility used to conduct sanctioned events or used for wrestling activities of chartered clubs, as an additional insured under the USA Wrestling policy, the insurance company may request a photo of the facility or other underwriting information for review prior to adding such owner/operator as an additional insured under the USA Wrestling policy.

Note: Exclusion-Designated Operations. There is NO coverage under the policy for meets, practices, try-outs, or other wrestling activities held in an individual's personal dwelling. Nor will such individual be added to the policy as an additional insured.

### IMPORTANT NOTICE TO ALL READERS

This booklet has been prepared by USA Wrestling as a service to and for use by its members exclusively. Its purpose is to describe and explain, in a summary manner, certain insurance policies USA Wrestling maintains for its members. **This booklet is intended for general informational purposes only and is not a contract. Only the insurance policies referred to herein can state the actual terms, coverage, amounts, conditions and exclusions. Should there be discrepancies between any statement(s) made in this summary booklet and the provisions of the insurance policies, the provisions of the insurance policies will prevail. If you have any questions concerning this insurance coverage, please contact USA Wrestling's Department of State Services at 1-719-598-8181.**

## USA Wrestling

# Secondary Sports Accident Insurance Information

### Excess Coverage Policy

This policy is an excess or **secondary** coverage policy. "Secondary" means that if the injured member has other insurance, that insurance is automatically "primary" and must pay the incurred costs first. In order to be eligible for any secondary sports accident insurance benefits, you must have followed all requirements and conditions under your primary carrier including any "in-network" requirements. USA Wrestling sports accident insurance will pay benefits up to the policy limits after the deductible has been paid and the 80-20 co-insurance condition has been met (see below). If the injured member has no other insurance, the USA Wrestling secondary sports accident insurance applies, with the same coverage amount and deductible described below. All valid claims **must** first be filed with the injured's primary insurance company regardless of the type of claim. **In order for benefits to apply injured party must receive medical treatment within 90 days from date of injury.** All claims, and subsequent benefits, if any, are subject to verification by USA Wrestling's National Headquarters of each membership benefits. No benefits will be extended under the secondary coverage, if you do not follow any and all requirements of your primary including any and all "in-network" requirements. Call if you have questions.

### Deductible

This policy includes a \$500 deductible per membership year. Each membership period, in terms of the deductible, begins September 1 until September 1 of the next year.

### Co-Insurance Limits

This policy has the following co-insurance conditions: Plan pays 80% and injured party pays 20% per valid claims, after the \$500 deductible. Once the member has met the \$500 deductible, and has paid an additional \$2,000 out of his/her own pocket (which does not include the \$500 deductible) in a Benefit period, which runs from September 1 to September 1 of the next year, plan pays 100%.

### Medical Necessity and Medical Appropriateness

The benefits in this program will be covered only when, and so long as, they are determined to be medically appropriate for the proper treatment of the patient's condition. ACE reserves the right to determine if whether the services provided were appropriate, reasonable and customary for the proper treatment of the patient's condition.

### Who is covered?

The following USA Wrestling members are provided benefits under this policy:

- ❖ Wrestlers holding USAW Competitor's membership
- ❖ Coaches holding USAW Coach's membership
- ❖ Officials holding USAW Official's membership

Foreign competitors wrestling in the United States, including those involved with international and cultural exchanges sanctioned through USA Wrestling, are required to purchase or be provided a specially discounted membership specifically for **secondary** sports accident insurance. Foreign participants holding USAW Competitor's, Coach or Officials membership are covered under the policy when participating at a USA Wrestling sanctioned event, but treatment must be in the United States.

No other membership benefits, services, or liability insurance coverage benefits are extended to foreign participants holding USA Wrestling membership.

Foreign officials performing mat or pairing duties at a USA Wrestling sanctioned event, who have been invited to this country through the protocol procedures coordinated by the National Headquarters, are also covered under this policy. Treatment must be performed in the United States.

### **When are USA Wrestling members covered?**

Members are provided benefits under the policy if as a result of an accidental bodily injury:

1. At USA Wrestling chartered club practices, when practices are organized and supervised by a member coach(es), and when all participating club members are individual members of USA Wrestling;
2. All individuals going to or from sanctioned USA Wrestling events, also to or from USA Wrestling club practices,
3. While participating in sanctioned USA Wrestling events and activities,
4. While participating in limited non-sanctioned wrestling events, see page 4 regarding Sports Accident Supplemental Benefits.

Coverage includes participation abroad in international events or exchanges that are sanctioned and approved by the National Headquarters of USA Wrestling.

Sports Accident Insurance benefits are only afforded to valid current members of USA Wrestling.

Memberships in USA Wrestling – and secondary sports accident benefits – begin when the state associations, or its directors, receive both the membership information and the appropriate fees. Accordingly, a wrestler applying for membership and paying the appropriate fees at the beginning of a sanctioned event for example is immediately provided with sports accident insurance benefits. However, for any claims to be processed, the National Headquarters of USA Wrestling must have a record of membership.

It is essential that when an individual signs up to be a member of USA Wrestling, **the membership forms and fees be processed at once**. Failure to process membership applications in a timely manner can delay the benefits each member is eligible to receive.

Official's membership in USA Wrestling is the one individual membership category that is not administered at the state level. The official's membership information and registration forms for individual officials to register are on **TheMat.com**. Consequently, **secondary** sports accident insurance coverage of an Official begins when the Official applies for membership, pays the appropriate dues, and is recorded at USA Wrestling.

### **Policy Limits and Types of Coverage**

The Secondary Sports Accident insurance policy provides secondary or excess coverage on covered claims, if as a result of a bodily injury occurring at a USA Wrestling sanctioned event, activity or chartered club practice, and after the deductible (\$500) has been met. This insurance

is in excess of other valid and primary collectible insurance and includes an 80/20 co-insurance condition. In order to be eligible for any secondary sports accident insurance benefits, you must have followed all requirements and conditions under your primary carrier including any "in-network" requirements. Benefits under the secondary sports accident insurance include (see page 1):

1. \$100,000 per Benefit period after deductible. (Benefit period is enforce from September 1 until September 1 of the next year.)
2. \$1,000,000 Lifetime secondary sports accident maximum.
3. Miscellaneous Expense Benefit  
A catastrophically injured Insured Person, who is totally disabled, will receive \$200 per month until age 18.
4. Chiropractic and physical therapy services are limited to 20 visits in a benefit period.
5. Dental sports accident insurance includes secondary coverage benefits of \$250 per occurrence, after the deductible (\$500) has been met. The plan includes an 80/20 co-insurance condition.

### **Sports Accident Supplemental Benefits**

**USA Wrestling's Supplemental Benefit (SB) program allows USAW members to participate in non-USAW sanctioned events.**

**\*\*\* WHO IS COVERED:** Those entities outlined in the USA Wrestling General Liability and USA Wrestling Sports Accident Summaries **but only when:**

1. **All members and coaches of an USA Wrestling club/team who are participating in the competition and who are current and active USAW members. The competition must be formally scheduled, supervised, and conducted by a recognized sports association, sports organization, civic group, or school, and its rules must be in force. Coverage will not extend to any unsupervised informal competition, or to any non-USA Wrestling sanctioned competitions hosted or conducted by USA Wrestling clubs/teams.**
2. **For club/team competitions (where USA Wrestling club/team members are participating in club/team formats) the entire club/team and coach must be USAW members.**
3. **For individual competitions the individual must be a current USAW member to receive benefits. Such members may participate in competitions without a coach or other club/team members.**
4. **Member coaches only while they are coaching or instructing other USA Wrestling members.**

## Coverage Exclusions

1. An injury arising out of war, or any act of war, declared or undeclared;
2. Dental treatment, dental x-rays, other than for injuries to sound natural teeth, expenses incurred for the repair or replacement of existing dentures, partial dentures, braces, fixed or removable bridges, or other artificial restoration;
3. Air travel, parachuting, hang-gliding;
4. Cost of care given by any person employed by the Policy Holder;
5. Suicide or its attempt;
6. Intentional self-inflicted injury;
7. Eye examinations or expenses incurred for repair or replacement of existing eye glasses, artificial limbs or orthopedic braces;
8. Injury or sickness which is covered by any Workers' Compensation Act or similar Law;
9. Aggravation of a pre-existing or chronic condition;
10. Care given by the Federal Government.
11. Not adhering to any and all requirements under a primary policy which would have covered the expenses or a portion there of.

## How long do you have to file a valid claim?

Claims should be filed immediately, but *must* be filed within one year of the accident.

## How do you file a valid claim?

Once you have filed the claim with your primary insurance carrier and they have fulfilled their obligations relating to the injury, follow the instructions described below:

1. To begin the process, obtain and complete a Notice of Injury form to start your file with the insurance company. This form may be obtained from [themat.com](http://themat.com), or your state association membership director or from USA Wrestling by calling 1-719-598-8181 and ask for Membership Processing.

Note: Any individual familiar with the injury – a coach, parent, or official, for example – may fill out the Notice of Injury form.

Important: You must fill out the form entirely. Do not use N/A when completing this form. Be sure to include your USAW membership card number on the Notice of Injury form. (Your membership number appears on the front of your USAW membership card.) Forms without membership numbers or forms not completely filled out may not be processed!

2. **Send the “Notice of Injury” form to USA Wrestling for verification of membership and incident site. The address is already printed on the form. Once membership status**

**and site of injury are verified, USA Wrestling will forward the Notice of Injury form to the sports accident insurance administrator.**

3. Once you have submitted the claim form and allowed time for processing, you can call or write the sports accident insurance administrator directly with any questions you might have. See the address and telephone number below.
4. Remember that you must complete information regarding your primary insurance company and all information regarding the claim.

Failure to do so may delay or invalidate your pending claim.

### **Insurance Administrator**

The insurance administrator for the USA Wrestling secondary sports accident insurance benefit is The Health Special Risk, Inc. The address is:

ATTN: Alathia Humphrey  
Health Special Risk, Inc.  
HSR Plaza II  
4100 Medical Parkway  
Carrollton, TX 75007  
Direct: 866-345-0959  
Fax: 972-512-5820  
[www.HealthSpecialRisk.com](http://www.HealthSpecialRisk.com)



# USA Wrestling

## Liability Insurance Information

### Type of Coverage

Occurrence Form-Commercial General Liability insurance is provided under the USA Wrestling policy, and includes participant legal liability insurance (explained below). This insurance provides coverage for liability imposed by law. The policy provides Commercial General Liability insurance for Bodily Injury, Property Damage, Personal Injury, Advertising Injury and Incidental Products per the conditions of the policy. **The policy excludes medical payment coverage for athletic participation.**

### Limits of the Policy

The limit of liability under the Occurrence Form-Commercial General Liability Insurance Policy for USAW is \$5,000,000 per occurrence. A fire legal limit of \$300,000 is included in those limits of liability.

The Participant Legal Liability Policy is included in the limits of liability described above.

### Participant Legal Liability

USA Wrestling is provided coverage for claims brought by Athletic Participants for Bodily Injury and arising out of occurrences for which the named insured is found legally liable. **This does not cover athletes for claims brought against them by another athlete.**

### To whom does this policy apply?

The following are covered under USA Wrestling's liability policy, for covered claims and related litigation, after the appropriate fees and/or registration materials have been received and approved:

- ❖ Wrestlers holding Competitor Membership
- ❖ Coaches holding Coach's Membership
- ❖ Officials holding Official's Membership
- ❖ USA Wrestling chartered clubs
- ❖ USA Wrestling chartered club leaders and volunteers
- ❖ Event directors and volunteers of sanctioned events
- ❖ Administrators
- ❖ Trainers (but not as medical malpractice)
- ❖ Additional Insureds, such as owners of facilities, who are specifically listed on appropriate forms prior to the event
- ❖ State Associations

### When does this coverage apply?

(See when are these members covered under secondary sports accident insurance (page 2), for an explanation of when the insurance protection applies. Note items #2 and #4 do not apply.)

1. USAW Competitors, Coaches, Officials and other qualified members are covered under the CGL policy, for covered claims and related litigation, after they join USA Wrestling. Joining

USA Wrestling requires submitting membership information and the payment of fees to the appropriate party.

2. Clubs, club leaders and club volunteers are covered under the CGL policy, for covered claims and related litigation, when the club is registered as a **Chartered Club** of USA Wrestling. A club joins USA Wrestling by submitting an Application for Club Charter, being approved, and payment of fees to the appropriate party.

**Note:** Being a USA Wrestling chartered club carries with it responsibilities: Participation in national sponsorship programs, reviewing the *Club Organizing Guide*, and complying with membership rules, insurance requirements and USA Wrestling's By-laws, operating rules and policies. USA Wrestling benefits and services are provided to chartered clubs in which all wrestlers and designated coaches are individual members of USA Wrestling. Practices must be organized and supervised by USA Wrestling member coaches.

3. Event directors and event volunteers are covered under the policy, for covered claims and related litigation, when the event is sanctioned by USA Wrestling, but coverage applies only on the date(s) of the event and the event's set-up and tear-down days. The sanctioning process requires timely receipt by the National Headquarters of an application for Sanction of an Event form, payment of a sanction fee, and approval of the state association and the National Headquarters of USA Wrestling.

**Note:** USA Wrestling benefits and services are provided to sanctioned events in which all wrestlers are individual members of USA Wrestling and event directors comply with membership rules, insurance requirements, USA Wrestling's By-laws, operating rules and policies.

Sanctioned events may include formal competitions, meets, wrestling state games, exhibitions, clinics and state association sponsored camps, i.e. Cadet and Junior National Training Camps.

A separate Application for Sanction of Event must be submitted and approved for each event, and one application cannot be submitted for sanction of multiple sites or separate dates.

## Certificates of Insurance

Certificates of Insurance will be issued prior to the event.

A Certificate of Insurance is written proof that the named insured has coverage under the liability policy.

Certificates of Insurance will be issued to **clubs**. Any special requests should be made in writing and addressed to American Specialty, 142 N Main St, Roanoke, IN 46783. The owner/operator of the facility used for chartered club practices may be added as a Certificate Holder and/or Additional Insured. Contact the National Headquarters for details. Certificates will be e-mailed to the Club Leader listed on the appropriate form, and that person is responsible to distribute the Certificate, if applicable.

Sanctioned **events** will be issued a Certificate of Insurance. The owner/operator of the facility used for a sanctioned event may be added as a Certificate Holder and/or Additional Insured. Contact the National Headquarters for details. Certificates will be e-mailed to the Event Director listed on the appropriate form, and that person is responsible to distribute the Certificate, if applicable.

Special coverage or conditions cannot be accommodated on the Certificate of Insurance, but special language conforming to the needs of state institutions may be requested. Contact

American Specialty, 142 N Main St, Roanoke, IN 46783, for such requests, and allow 30 days for processing.

### **Additional coverage and understandings**

The *property damage* coverage in the liability policy includes liability coverage for loss or damage to items customarily associated with a wrestling event, such as mats, score clocks, gymnasium and locker room facilities. Personal effects of individuals, including cash are **not** covered. Certain spectator property may be covered. Property damage insurance applies only when a legal condition of liability exists, caused by negligence of the insured. **Coverage is subject to a \$500.00 deductible for all valid claims that occur at an actual event or practice.**

Policy does not include full replacement. Cost and depreciation are considered in all claims.

Policy does not cover collision or damage to vehicles used by members in association with USAW sanctioned activities.

Coverage for personal property owned by a chartered club or members is excluded by the policy and should be covered by separate property policy purchased independently.

**NOTE: State Associations have coverage for non-owned and hired automobile liability. There is no coverage in place for individual clubs. Please contact Chuck Delich at Wells Fargo Insurance Services, 1-800-332-9256 for any special requirements.**

USA Wrestling's liability policy is applicable worldwide, provided claims are brought in the coverage territory as defined in the policy.

The policy period for USA Wrestling insurance is coordinated to expire with the membership year, 12:01 p.m. September 1, 2009. Policies and provisions may change from year to year.

Regional and Junior Olympic Training Centers should apply for liability coverage by submitting an Application for Club Charter, naming the Training Center as the name of the club, and the Regional or Junior Olympic Training Center sites as the practice facility.

**RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT  
WITH PARENTAL CONSENT ("AGREEMENT")**

IN CONSIDERATION of being permitted to participate in any way in any event ("Activity") at any time during the current calendar year I, for myself, my personal representatives, assigns, heirs, and next of kin:

1. ACKNOWLEDGE, agree, and represent that I understand the nature of the Activity and that I am qualified, in good health, and in proper physical condition to participate in such Activity. I further agree and warrant that if, at any time, I believe the conditions to be unsafe, I will immediately discontinue further participation in the Activity.
2. FULLY UNDERSTAND that: (a) THIS ACTIVITY INVOLVES RISKS AND DANGERS OF SERIOUS BODILY INJURY, INCLUDING PERMANENT DISABILITY, PARALYSIS, AND DEATH ("Risks"); (b) these Risks and dangers may be caused by my own actions or inactions, the actions or inactions of others participating in the Activity, the conditions in which the Activity takes place, or THE NEGLIGENCE OF THE "RELEASEES" NAMED BELOW; (c) there may be OTHER RISKS or SOCIAL AND ECONOMIC LOSSES either not known to me or not readily foreseeable at this time; and I FULLY ACCEPT AND ASSUME ALL SUCH RISKS AND ALL RESPONSIBILITY FOR LOSSES, COSTS, AND DAMAGES I incur as a result of my participation ,or that of the minor, in the Activity.
3. HEREBY RELEASE, DISCHARGE, AND COVENANT NOT TO SUE the sanctioning organization(s), their administrators, directors, agents, officers, members, volunteers, and employees, other participants, officials, rescue personnel, sponsors, advertisers, owners and lessees of Premises on which the Activity is conducted, (each of the forgoing shall be considered one of the RELEASEES herein) FROM ALL LIABILITY, CLAIMS, DEMANDS, LOSSES, OR DAMAGES ON MY ACCOUNT CAUSED, OR ALLEGED TO BE CAUSED, IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE, INCLUDING NEGLIGENT RESCUE OPERATIONS; AND I FURTHER AGREE that if, despite this RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT I, or anyone on my behalf, makes a claim against any of the Releasees, I WILL INDEMNIFY, SAVE, AND HOLD HARMLESS EACH OF THE RELEASEES from any litigation expenses, attorney fees, loss, liability, damage, or cost which may be incurred as the result of such claim.

I ACKNOWLEDGE THAT I AM OVER THE AGE OF 18 YEARS, HAVE READ THIS AGREEMENT AND FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, HAVE SIGNED IT FREELY AND WITHOUT ANY INDUCEMENT OR ASSURANCE OF ANY NATURE, AND I INTEND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW AND AGREE THAT IF ANY PORTION OF THIS AGREEMENT IS HELD TO BE INVALID, THE BALANCE, NOTWITHSTANDING, SHALL CONTINUE IN FULL FORCE AND EFFECT.

PRINTED NAME OF PARTICIPANT: \_\_\_\_\_

PARTICIPANT'S SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(Street) (City) (State) (Zip)

PHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

Below section must be completed by Parent/Guardian for any participant under the age of 18.

MINOR RELEASE

AND I, THE MINOR'S PARENT AND/OR LEGAL GUARDIAN, UNDERSTAND THE NATURE OF THE ACTIVITY AND THE MINOR'S EXPERIENCE AND CAPABILITIES AND BELIEVE THE MINOR TO BE QUALIFIED, IN GOOD HEALTH, AND IN PROPER PHYSICAL CONDITION TO PARTICIPATE IN SUCH ACTIVITY. I HEREBY RELEASE, DISCHARGE, COVENANT NOT TO SUE, AND AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS EACH OF THE RELEASEE'S FROM ALL LIABILITY, CLAIMS, DEMANDS, LOSSES, OR DAMAGES ON THE MINOR'S ACCOUNT CAUSED, OR ALLEGED TO BE CAUSED, IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE "RELEASEES" OR OTHERWISE, INCLUDING NEGLIGENT RESCUE OPERATIONS AND FURTHER AGREE THAT IF, DESPITE THIS RELEASE, I, THE MINOR, OR ANYONE ON THE MINOR'S BEHALF MAKES A CLAIMS AGAINST ANY OF THE RELEASEES NAMED ABOVE, I WILL INDEMNIFY, SAVE, AND HOLD HARMLESS EACH OF THE RELEASEES FROM ANY LITIGATION EXPENSES, ATTORNEY FEES, LOSS LIABILITY, DAMAGE, OR ANY COST THAT MAY OCCUR AS A RESULT OF ANY SUCH CLAIM.

PRINTED NAME OF PARENT/GUARDIAN: \_\_\_\_\_ I HAVE READ THIS RELEASE

I HAVE READ THIS RELEASE

PARENT/GUARDIAN SIGNATURE (only if participant is under the age of 18): \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street) (City) (State) (Zip)

PHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

# USA Wrestling

## Policy on Abuse and Harassment

(Revised: October 2005)

USA Wrestling (USAW) is committed to providing a safe environment for its members, participants, coaches, officials and volunteers and to prevent abusive conduct and harassment in any form while participating in the activities of USAW. USAW promotes good sportsmanship throughout the organization and encourages qualities of mutual respect, courtesy and tolerance in all members, participants, coaches, officials, staff and volunteers. USAW advocates building strong self-images among the youth participants. Athletes with a strong self-image may be less likely targets for abuse or harassment; similarly, they may be less likely to engage in abuse or to harass or bully others around them.

To this end, USAW has established the following guidelines of behavior and procedures for our staff, volunteers, coaches, officials and participants. All members of the organization, as well as parents, spectators and other invitees are expected to observe and adhere to these guidelines.

1. Abuse or harassment of any kind will not be tolerated within the organization. This means USAW does not accept physical, sexual, emotional or verbal abuse, harassment or similar misconduct from any person towards athletes, staff, coaches, officials, volunteers, parents, spectators or any other persons while they are participating in or preparing for events or activities conducted under the auspices of USAW.
2. Physical and sexual abuse, including, but not limited to, striking, hitting, kicking, biting or wanton gesturing, lewd remarks, indecent exposure, unwanted physical contact, any form of sexual contact or inappropriate touching are strictly prohibited within the organization and as a part of its events and activities. Physical abuse does not include physical contact that is reasonably designed to coach, teach or demonstrate a wrestling skill.
3. Emotional abuse or verbal abuse is also prohibited. This may include, but is not limited to: yelling, insulting, threatening, mocking, demeaning behavior or making abusive statements in regard to a person's race, gender, religion, nationality/ethnicity, sex or age. Emotional abuse does not include controlled and disciplined verbal communication that is generally accepted in sports as a reasonable method of coaching or teaching the sport.
4. To further protect USAW youth participants, as well as our coaches, officials and volunteers, we strongly advise that no adult person allow him/herself to be alone with a child or with any group of children in a private setting during or while they are participating in sponsored activities of USAW. In particular, in such circumstances, we recommend that coaches or other adult members of the organization:
  - ❖ Do not drive alone with a child participant in the car
  - ❖ Do not take a child alone to the locker room, bathrooms, or any other private room
  - ❖ Provide one-on-one training or individual coaching with the assistance of another adult or athlete
  - ❖ Have private conversations with youth participants within view of others instead of a private office
  - ❖ Do not socialize individually with the participants outside of sponsored activities.
5. When staying overnight with youth participants, children should be paired up with other children of the same gender and similar age group, with chaperones in separate but nearby rooms.

6. USAW encourages parents to become as active as possible in sponsored activities, practices and other events. The more the parents are involved, the less likely it is for abusive situations to develop.
7. USAW will timely respond to any and all allegations of abuse or harassment in matters that are within the purview and jurisdiction of USAW. USAW expects that allegations of abuse or harassment that are properly within the purview and jurisdiction of officials or persons at other levels or of other organizations will be timely responded to and dealt as appropriate. When necessary and appropriate, this information should be communicated to the appropriate authorities for investigation and should be reviewed by appropriate officials, with timely notification to the alleged offender of such allegations.
8. Any person accused of sexual or physical abuse or harassment may be asked to resign voluntarily or may be suspended until the matter is investigated and resolved. Regardless of criminal or civil guilt in the alleged abuse, the continued presence of the person could be detrimental to the reputation of the organization and could be harmful to the participants. A person who is accused but later cleared of the charges, may apply to have a suspension lifted or, if applicable, to be reinstated within the organization. Reinstatement is not a right, and no assurance is made that the person will be reinstated to his/her former position.
9. Any person who violates this Policy, who fails to appropriately report matters covered by this Policy, who makes a false report with respect to matters covered by this Policy or who threatens retaliation or reprisal against an individual for reporting a matter under this Policy will be subject to discipline or other action as may be within the purview and jurisdiction of USAW, including but not limited to suspension or termination of membership in USAW or of any other position in which the person serves in USAW.

Harassment and abuse are defined in various sources such as state law, case law, sports organization and professional association codes of conduct and training manuals, corporate and business workplace documents and human rights commission materials. USAW has not adopted any specific definition of harassment or abuse, choosing instead to defer to such general sources and definitions for reference and application, depending on the circumstances. As further elaboration of examples given above, the following generally describe conduct that may be considered harassment or abuse:

- ❖ Any improper or inappropriate comment, action or gesture directed toward a person or group that is related to race, ethnicity, national origin, religion, age, gender, sexual orientation, disability or other personal characteristic.
- ❖ Creating an environment through behavior or course of conduct that is insulting, intimidating, humiliating, demeaning or offensive.
- ❖ Harassment usually occurs when one person engages in abusive behavior or asserts unwarranted power or authority over another, whether intended or not, and may include, for example, name-calling, threats, belittling, unwelcome advances and requests for sexual favors (as well as undue pressure to perform or succeed)
- ❖ Harassment includes child abuse.
- ❖ Child abuse can include physical contact – or the threat of it – that intentionally causes bodily harm or injury to a child. This may include, for example, hitting, shaking, kicking, shoving, or forcing an athlete to wrestle when injured or mandating excessive exercise as a form of punishment. It may also include touching for the purpose of causing sexual arousal or gratification that involves a child, rape, incest, fondling, exhibitionism and sexual exploitation. It may also include chronic attacks on a child's self-esteem, such as psychologically destructive behavior consisting of ridiculing, screaming, swearing, racist comments, threatening, stalking, hazing and isolating.

**USA Wrestling**  
**BACKGROUND SCREENING POLICY**  
(09/01/08)

**POLICY:**

It is the policy of USA Wrestling (USAW) that all coach, referee/judge and pairings official members, and prospective coach, referee/judge and pairings officials members seeking to become a member and intending to participate in any USAW sanctioned event, camp, club practice or activity must submit to and pass a background screening in order to become a member, or remain a member of USA Wrestling, and participate in the above mentioned sanctioned activities. In addition, all non-athletes on State Association national and regional team staffs or who work with such teams at events, camps, club practices or other activities must submit to and pass a background screening. Failure to submit to a background screen or pass the background screen may be grounds for automatic denial, suspension or termination of membership privileges and participation in any USAW sanctioned event, camp, club practice, or activity.

Any individual who fails the background screen will have the right to dispute the findings of the background screening through the appropriate measures established by USAW.

USAW will enforce the appropriate actions resulting from a negative background screening report.

USAW, any USAW club or any USAW recognized State Association will not register, or allow to be registered, any individual who refuses to consent to a background screen or fails a background screen if that person intends to participate in any USAW sanctioned event, camp, club practice or activity.

The Screening data and results will be in conformity with the screening criteria of USAW at time of screening. Any individual's back ground check shall only be valid for two consecutive USAW recognized membership years, beginning with the membership year in which the individual successfully completes a background check. However, USAW reserves the right to require additional background screenings at any time.

The following shall disqualify an individual from being a member of USA Wrestling, and shall disqualify said individual from participating in any USAW event or activity:

“Conviction of, imposition of a deferred sentence for, or any plea of guilty or no contest at any time, past or present, or the existence of any pending charges, for (i) any crime involving sexual misconduct, (ii) any crimes of abuse against children, (iii) any crimes involving firearms, and (iv) any offense involving distribution or intent to distribute illegal drugs or substances, (v) felonious assaults or batteries.”

USA Wrestling reserves the right to change these criteria at anytime.

**Claims and Potential Claims**

Report the facts and circumstances immediately to USA Wrestling Insurance Broker:

Fax to: Mark Thompson  
American Specialty  
Fax: 1-260-672-8835

In the event of such an occurrence, **DO NOT MAKE ANY STATEMENTS CONCERNING FAULT**, since this is a matter which may require legal determination at a later date. Please also avoid providing any details concerning the coverage or limits of the policy.

It is also important to report POTENTIAL LIABILITY CLAIMS so that the insurance company can take appropriate steps. If you are aware of a situation that could potentially lead to a liability claim, locate and forward to American Specialty any "Waiver or Release" from liability that accompanied any entry forms, if used. Standard Waiver and Release from Liability language is found on the back of every Application for Sanction of Event form.

Any legal papers of any nature should be sent immediately to American Specialty.

It is helpful, in the event of a lawsuit, if USA Wrestling has on file a signed "Waiver and Release from Liability" form for members of USA Wrestling involved in a suit. This signed form can be instrumental in USA Wrestling's defense in the event of a lawsuit brought against USA Wrestling or its members.

## **Certificate & Information**

In the event a certificate is needed or special wording on a certificate is required contact:

American Specialty  
Attn: Brianna Hentz  
142 N Main St  
Roanoke, IN 46783

Toll-free: 1-800-245-2744  
Fax: 1-260-672-8835

## **Insurance Company**

The insurance company for USA Wrestling liability insurance is Philadelphia Indemnity Insurance Company.

## **Insurance Agent**

For specific answers to questions on coverage, conditions and limitations please contact: Brianna Hentz or Drew Smith, American Specialty at 1-800-245-2744.

## **Contracting the Use of the Facility**

Perhaps the greatest challenge to Team and Facility management is contracting the use of the facility so that the only issue is the outcome of the game, not a spectator's or that evening's rock concert fan's lawsuit. Resolution of this mutual concern is best resolved by a formal agreement that honors the intentions of contractual reciprocity, i.e., "I'll take care of my responsibilities if you take care of yours."

Acknowledging that any given Facility can present differing circumstances of ownership and use by other lessees/contractors, the intended reciprocity is best accomplished by a contract that addresses at least



the following considerations:

1. Acknowledging the presence of a formal league schedule as the basis for a contractual agreement, the times (not merely dates) of which the agreement will be in effect needs contractual understanding, whether expressed in clock hours or by function (e.g., upon arrival and departure). It is then important to make any cause for cancellation a known possibility with a known understanding of expectation and consequence.
2. Contractual agreements should start with and clearly indicate the respective duties of each party and the areas of their operation, e.g., premises maintenance (before, during, and after use), concurrent usages if any of other lessees, spectator services (e.g., seating, concessions, and parking), disaster control, emergency medical services, and security... and then clearly stipulate who will be responsible for the claims arising from those duties and areas.
3. Contract language can then allow each party to release the other from liability for injuries and loss of property arising from incidents that are unrelated to the responsibilities of the other party, i.e., to the effect that “ ... (1st party) shall defend, indemnify, and hold (2nd party) harmless for (injuries and loss of property) but only in proportion to and to the extent such ... are caused by or result from the activities and alleged negligence of (1st party) ... “ to be written once on behalf of the Facility and then again on behalf of the Team.
4. Each party should then contractually require the other to maintain liability insurance of a stated minimum level, provided by a carrier of a stated minimum quality rating, with participant legal liability coverage included, and be named as an additional insured on that policy for those exposures accepted by contract.

## **Loss Control Considerations**

Following contractual agreement, each party needs to address loss control measures that minimize opportunities for injury associated with this agreement. It is especially important to return to and honor the areas of operation in which the duties accepted by contract apply. For example:

1. Premises maintenance, on one hand, can mean the entire complex or the locker room. On the other hand, it can mean continuous maintenance or a return to its prior state after use. Understandings and loss control attentions (e.g., walk-through inspections prior to and after use) must be true to the agreement of intentions. It would be most prudent, for example to make automatic a loss control walk-through of the locker room and adjoining ramp to the field before use to note (and address) atypical conditions as well as after use.
2. On site duties for emergency medical services must distinguish that for stricken players from that for stricken patrons (and the exception for major catastrophes). However, the presence of ambulances and their release for a hospital run must be coordinated in a mutually understood manner for management of both parties' needs.
3. Contractual understanding of responsibility for disaster control, including the procedures for receiving and responding to bomb threats and adverse weather advisories, must be followed by mutual understanding of, and compliance with, those procedures.
4. “Security” covers “whatever”. However responsibility is determined, advance planning and training for those ideal judgments for handling the various problems within “crowd control” is not the only goal. Facility management has the opportunity to loss control various problems by policy and practice, e.g., how alcohol sales are to be made, including their termination at a given time of the game. The equivalent opportunity for Team management to loss control player behavior while on premises is less obvious but should at least be examined.

5. The preference and ability of the Team or Facility to transfer selected operations (e.g., security, concessions, transportation) to other parties is not affected unless explicitly understood to be otherwise by contract language. However, should it be permitted, the agreed respective duties of Team and Facility do not change. Consequently, the sub-contracting to others for such should honor the above principles to ensure mutual understandings of responsibility between these parties as well.

# PRE-EVENT & FACILITY WALK THROUGH CHECK SHEET

*Below are some areas and items to check prior to signing a lease agreement or upon entering a facility for an event. If any area or specific item is not adequate make sure that it is discussed during leasing negotiations and that corrections are made prior to signing a contact/lease agreement. If any unsafe condition exists, do not attempt to correct, contact the facility owner/manager immediately.*

**OUTSIDE:**

1. Does the parking lot surface and/or drop off area appear adequate, well lit, (if your activity will be held after dark) and free of any dark areas and pot holes  Yes  No

**INSIDE:**

2. Are there any obvious trip and fall hazards? (i.e. torn carpet, wet floor in restrooms or elsewhere in the facility, poor lighting, non highlighted steps)  Yes  No

3. Are all exits clear and well marked with lighted signs?  Yes  No

4. Are the signs in working order?  Yes  No

5. Are all required exit doors unlocked?  Yes  No

6. Do all fire extinguishers have visible signage and current inspection tags?  Yes  No

7. What is the visible general condition of any bleachers that may be used during your event?  Good  Fair  Poor

8. Are the areas that your organization may require access to open, including first aid areas?  Yes  No

9. Are areas that your organization will not require access to locked or otherwise secure?  Yes  No

10. Are dressing rooms, if required, clean, well lit, and secure?  Yes  No

11. Are the first aid rooms available, clean and stocked?  Yes  No

12. Have local emergency medical services been notified?  Yes  No  
 What is the anticipated emergency vehicle response time to the facility? \_\_\_\_\_ Minutes

13. Is the PA system in good working order?  Yes  No

14. Are emergency lights in working order?  Yes  No  
 Has an emergency plan been implemented and discussed with all staff and volunteers?  Yes  No  
 Are signs posted?  Yes  No

16. Have arrangements been made about how to close the facility and who is responsible for this being established?  Yes  No  
 Have tear-down arrangements been made?  Yes  No

17. What is the general condition of any facility supplied protection equipment? (i.e. padding, helmets, mats, etc.)  Good  Fair  Poor

18. Are restricted area, caution, etc. signs posted and visible?  Yes  No

19. Has all event set-up equipment been stored and secured properly away?  Yes  No

20. If temporary changes were made during the set-up of an event (ie: all mats secured to wall, if doors were taken off to bring in equipment have they been properly installed back to working order), were these changes returned back to to their proper working and safe condition?  Yes  No

21. Have waiver and release forms been obtained from all participants?  Yes  No  
 Have they been stored and secured properly?  Yes  No

22. Have all of USA Wrestling's rules and regulations been reviewed and implemented?  Yes  No

\_\_\_\_\_  
Signature of Coach

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

## **USA WRESTLING DEVELOPMENTAL CAMPS**

USA Development Camps were instituted in 1981 to provide National level coaching to outstanding Juniors and Cadets. Olympians Tom Brands and David Zuniga plus National Team members Terry Brands and John Fisher are some of the USA Wrestlers who experienced the USA Wrestling's teaching methods and national curriculum through this program.

Outstanding Juniors and Cadets are identified through the previous years' National Tournaments and the current World Team Trials. These individuals are then invited to the developmental camps held at the Olympic Training Center in Colorado Springs, Colorado.

### **GRECO-ROMAN BIG BROTHER PROGRAM FREESTYLE FUTURE OLYMPIANS PROGRAM**

The Top Four place winners from the Cadet Nationals and from the FILA Cadet World Team Trials, the Top Seven place winners from the Junior Nationals and Top Six place winners from the FILA Junior World Team Trials are invited to attend, for a week or longer, a training program at the Olympic Training Center and participate in the Resident Athlete Program. These premier athletes are exposed to USA Wrestling's National Coaching Staff and the latest training techniques with the intensity of working with top USA Greco-Roman Athletes. This is an experience that should not be missed for the aspiring USA Junior athlete.

### **SHORT TERM PROGRAMS**

Ranked athletes may call for special consideration to train with the Freestyle and Greco-Roman Resident Athletes.

## **RUNNING YOUR OWN LOCAL CLUB CLINICS**

USA Wrestling does not sanction wrestling camps. Your club may have an activity in the off-season that trains your wrestlers and exposes them to new technique and experiences.

Many outstanding wrestling camps are available in most areas of this country. Most universities offer camps that cost \$250-\$300 for a week. Individuals that can afford these camps in both time and money should be encouraged to attend, but many wrestlers cannot afford to travel for a week and pay these fees, therefore wrestling clubs around the country are now bringing the technique experiences to the wrestlers. Here are some suggestions and ideas that have proven to be successful.

**Use your USA Wrestling Club Membership as the foundation for your clinic.** All attendees must be USA Members and members of your club. If you need to move your wrestling site, insure the new site as an additional insured under your club charter.

### **TYPES OF CLINICS**

#### **Evening Commuter**

This clinic is usually run for two hours between 6-9pm Monday through Thursday for about three weeks. Wrestlers will not miss summer employment and yet can participate in wrestling instruction.

Evening clinics are used for instruction, but many are scheduled during the freestyle and Greco-Roman qualifying time to prepare athletes to train for these opportunities.

Instructors are generally easier to find from University staffs and local high schools in the evening.

#### **Week-long Commuter**

Schedule the clinic to meet the needs of the wrestlers. Usually, a morning and afternoon session are enough wrestling in the off-season.

A noon meal can usually be provided by your club's parents.

# **INTERNATIONAL WRESTLING TOUR OPPORTUNITIES**

## **Available to USA Wrestling Members**

### **International Tour Opportunities**

For years, USA Wrestling has been the leader amongst amateur sports federations in providing international exchange opportunities to its members. Each year, teams from around the United States travel to exciting destinations such as France, Italy, Russia, China, Bulgaria, Greece, Japan and many others.

Tour opportunities are available for both teams and individuals of all age and skill levels. USA Wrestling strongly encourages your club to take advantage of this great program.

### **A Special Opportunity**

Few people ever get the opportunity to travel abroad. Fewer still, will ever have the opportunity to represent their country in an international sports competition on foreign soil. There are few things in life that can rival that experience. As a wrestling leader you have a unique opportunity to provide this once in a lifetime opportunity to your athletes.

International wrestling tours provide a means for athletes, who otherwise could not afford it, to see the world and experience other cultures. Although friends and neighbors probably would not contribute to your athlete's family vacation, they will contribute to their participation on an international wrestling tour.

### **Planning a Tour Is Simple**

Now, USA Wrestling has made the process easier than ever. USA Wrestling has designated World Sports Alliance Inc., "The Official International Exchange Coordinator of USA Wrestling". World Sports Alliance has eliminated almost all the work from the coach or team leaders' hand.

They will plan and organize every aspect of your tour. They will communicate directly with your athletes and their parents about all tour details and requirements so your Coach or Team Leader won't have to.

Having sent teams to more than thirty different countries, World Sports Alliance can find a tour to fit any team's needs. They will put a package together for your group, which will include all your expenses. These expenses include international airfare, meals, ground transportation abroad, sightseeing excursions, cultural activities, training sessions, international competitions, interpreters when needed, USA Wrestling Sanction, sports accident insurance and much more. An optional equipment package is also available to your group at wholesale cost.

### **Your Tour Cost**

Tours range in price depending on a number of factors such as your travel dates, length of tour and destination. Most international wrestling tours cost between \$2,100 and \$2,700. Summer tours typically run a few hundred dollars more than spring break tours. An associate at World Sports Alliance will discuss budget options with you including ways to save money.

### **Your Coach or Team Leader Travels Free**

If you assemble a group of 7 or more paid participants, World Sports Alliance will send either your coach or team leader for free.

### **Fund Raising Made Easy**

World Sports Alliance has sought to simplify every aspect of planning an international tour, and that includes helping groups raise money. If you have thought about an international tour in the past, but concluded your group could never raise the needed funds, we have exciting news for you.

World Sports Alliance has developed a fundraiser plan, specifically designed to help your team raise the large amount of money required to send a team on an international tour. It is extremely simple and if you follow the plan, your team will raise a large amount of money very quickly. With this plan, an

average size team can raise \$16,000+ in as little as two weeks and there is practically no work or management required on the part of the Coach or Team Leader. In fact, it will take only five minutes to explain to your team. Your athletes will do the rest.

This fundraising plan works so well, even teams located in low-income communities can travel internationally every year. Call World Sports Alliance Inc. for details.

### **Getting Started**

To get started, just give World Sports Alliance a toll-free call at 1-866-WSA-TOUR. They will spend about five minutes together with you discussing your group's needs and some destinations that appeal to you. You can also complete an application on line at [www.wrestlingtours.com](http://www.wrestlingtours.com). They will do a little research, contact their foreign wrestling partners and get back to you in about one week with some tour options. USA Wrestling also has a staff member to assist you with questions regarding international exchanges and can be contacted at the National Office.

### **Some Destinations Sell-Out Quickly**

Because the number of teams we can send to each country is limited, the most popular destinations will sell out early. So call quickly to increase your odds of securing the destination of your choice.

### **Possible Destinations**

Australia	Canada	France	Japan	Norway	Slovakia	Ukraine
Austria	Czech Republic	Germany	Korea	Poland	Spain	
Belgium	China	Greece	Malta	Romania	Sweden	
Brazil	England	Hungary	Mexico	Russia	Switzerland	
Bulgaria	Finland	Italy	New Zealand	Scotland	Turkey	

## **THE NATIONAL COACHES EDUCATION PROGRAM**

The following information is an overview of USA Wrestling's (USAW) National Coaches Education Program (NCEP). The NCEP is a four-tiered instructional program that serves as an educational and certifying agent for USA Wrestling. In order to coach at USA Wrestling sanctioned events coaches must be certified. The NCEP, in conjunction with USA Wrestling's National Teams Department, develops instructional material and curriculum for coaches nationally.

The goals of the National Governing Body are to possess the most powerful and comprehensive wrestling program in the world. To achieve this, we must have the world's best coaches to develop our athletes. This can only be attained by one method - The continued improvement and development of our coaches at every level, through the implementation of an educational program that is second to none.

### **USA WRESTLING'S NATIONAL COACHES EDUCATION PROGRAM**

The National Coaches Education Program is a four-tiered process for wrestling coaches to follow. The first level aimed at coaches who are just learning the sport of wrestling is the Copper Level. The second step is the Bronze Course; a detailed study of the sport of wrestling best suited for experienced wrestlers and coaches. The Silver Level aims to dramatically increase the knowledge of coaches about the three styles of wrestling in the U.S. The Gold Level recognizes a high-level of achievement for coaches.

#### **THE COPPER LEVEL**

When a club, community or coach wishes to host a Copper Level Clinic, they may either contact their respective USAW State Chairperson or USAW's NCEP Coordinator. This instructional package includes the Copper Coaches Instructor Guide and video; Coaching Youth Wrestling second edition, participant's workbook. All State Chairpersons must be notified of any clinics being held in their state.

Attending a four-hour clinic and completing the thirty-question multiple-choice test can certify coaches at the Copper Level. The classroom instruction will consist of an overview of the course content based on THE COACHING YOUTH WRESTLING GUIDE. The instructor is provided a step-by-step instructional guide that he/she can run the course with.

The participants of a Copper Level Clinic are required to purchase THE COACHING YOUTH WRESTLING GUIDE. The cost of this book is \$8.95 and is not included in the Copper level instructional package. The expense of this text is built into the cost of the clinic's admission fee. This fee is variable and decided upon by the host club but is recommended that it stay between \$10.00-\$25.00 per coach.

Upon completion of the clinic, the participants are required to take a self-test based on THE COACHING YOUTH WRESTLING GUIDE. The test must then be mailed to USA Wrestling, along with a \$10.00 processing fee. If a coach receives a score of 80% or better, he/she is then officially certified as an USA Wrestling Copper Level coach. A Copper Level Certificate and Copper identification card is then sent to the certified coach.

If a coach does not receive a score of 80% or better, the test along with an explanatory letter is sent back to the return address for re-testing. A coach may take the Copper Level Test as many times as necessary to pass.



States must require coaches to be Copper Certified at a minimum in order to coach at USA Wrestling sanctioned events.

The simplicity of this course is designed so that any club leader, coach, or administrator can successfully conduct a Copper Level Clinic without the necessity of a specialized teacher. As our most basic level of coaching education, we want this level to be accessible to the largest majority of our country's wrestling constituents.

### **THE BRONZE LEVEL**

The Bronze Level is the second tier in the NCEP. The Bronze Level certification process will be comprised of three components. Coaches must complete all three parts for certification to be awarded. Copper certification is not a required prerequisite for admission into the Bronze level; however, it is recommended for those coaches lacking a strong wrestling background and little or no coaching experience. The two components of the Bronze level are as follows:

1. Bronze level certification course. A four to six hour course with a self-study test that must be returned to the National Office for certification.
2. Bronze level wrestling technique and tactics course. States may offer a four-hour technical certification to examine wrestling technique relating to freestyle and Greco-Roman wrestling. Technical Certification is not required for coaches to receive Bronze Certification but it is recommended.

\*NOTE: Both components may be taken separately or all at once. There may be circumstances whereas a Bronze level clinic provides both sections. We have instituted this flexibility to better meet the time constraints and needs voiced by many coaches.

After participation in a Bronze level clinic, or by separate purchase of the USAW Coaching education text, coaches will be required to take a self-study test and return it to USA Wrestling for grading. A score of 80% or better must be attained to successfully pass this test. If a passing grade is not achieved, the test will be returned and may be resubmitted as many times as necessary to pass.

State organizations will have the option of including the 4-hour technique and tactics portion of the clinic with their Bronze level courses. This portion must be taught by a USAW certified instructor. States will be required to offer a minimum 4 hours of technique and tactics instruction per year. USAW will provide no less than six full-four-hour technique and tactics courses per year nationwide. These will be in conjunction with major national events. At the conclusion of each course, coaches will be required to demonstrate a basic level of competency of the learned skills or we will certify attendance.

USA Wrestling will provide training for state delegates to be certified as Bronze level certified instructors. This training will take place as is necessitated by the demand. Silver and Gold level coaches will be certified to instruct a Bronze level clinic.

States will set clinic dates and report them to USAW. USAW will set a master schedule to be sent out and published in selected publications. All Bronze level hosts for both clinical and technical course-work must report their intentions to hold a clinic no later than 2 months prior to clinic date. This is to insure proper record keeping, promotion and planning of all clinics to provide to our coaches every opportunity to attend.

The National Coaches Education Program is open to all people interested in advancing their understanding of coaching and the sport of wrestling. Please help alert people to coaches education clinics in their area by announcing future NCEP clinics in a timely manner. (Please get the information to the NCEP Manager at least two weeks in advance of the clinic.)

Date of Clinic:

Start Time and approximate time of completion:

Location of Clinic:

Address of Clinic:

City:

State:

Directions to clinic site:

Cost:

Local Contact Information:

(Include phone and email)

The cost per coach is \$60.00 for complete Bronze level certification.

Upon completion and successful passing of all criteria, a Bronze Level Certificate, Bronze identification card and embroidered polo shirt will be issued to the Bronze Level Certified coach.

### **THE SILVER LEVEL**

Silver Level certification will begin the second of a three part advanced coaching education program. Entrance into the Silver level program will require Bronze Certification. The level will consist of attendance at a Coaches College, additional research in the field of wrestling, and the hosting of a Bronze Level Clinic to at least ten participants.

The Coaches College will consist of 5 days of advanced wrestling specific instruction to be taught by specialists in areas such as The Psychology of Wrestling, Weight Management, Championship Coaching Philosophy, Strength Training for Wrestling, Risk Management, Wrestling Injuries and Treatment and other important areas in the development of athletes and clubs.

Technical Certification will also be accomplished by participation in the Coaches College. This will be done by participation in the developmental camp associated with the college.

The date and site of the College will be negotiated and set by USA Wrestling. Bronze Certified Coaches will be notified of fees, dates, and locations via USAW publications and Internet web sites. Coaches College participation will have a limited enrollment; therefore, coaches will be accepted on a first come first serve basis.

The cost per coach participating in the Coaches College will be transportation, room and board, and administrative fee. This fee will help to defer the cost of our award structure, instructor travel and any incidental cost (administrative fee \$225).

The required research in the field of wrestling will be done by the completion of 8 different task criteria to be completed from 4 wrestling related areas. These areas are as follows:

- 1) Planning the development of the athlete
- 2) Physiological development of the athlete
- 3) Psychological development of the athlete
- 4) Technical development of the athlete

There will be 5 different tasks related to each specific area. A coach will have the option of choosing 8 out of the 20, however; at least one must be chosen from each of the 4 areas. An outline of all 8 chosen task criteria must be submitted and approved before beginning this portion of Silver level certification. Once they are completed, a report of each completed task must be submitted to USAW's NCEP Manager for verification and final approval.

The final requirement for Silver Level Certification will be coaches' instruction of a Bronze Level Clinic. All Bronze Level Clinics will be reported to USAW's NCEP Manager and respective State Chairperson.

Upon successful completion of all requirements for Silver Level certification, a coach will be presented with a certificate of Silver certification, Silver Level identification card, and a USAW Silver certified special edition watch. The National office will also provide news releases for appropriate local and national publications.

### **THE GOLD LEVEL**

This is the fourth and highest level of USA Wrestling's National Coaches Education Program. It represents years of experience, education, and a sincere commitment to excellence in the coaching profession. Silver Certification through USAW's NCEP is a prerequisite for admission into the Gold Level. A coach who wishes to become Gold certified must contact USA Wrestling's NCEP Manager for formal application into the program.

The Gold Level will consist of requirements to be fulfilled in 4 areas for completion of this program. These areas are as follows:

1. Coaches will be required to complete the remaining 12 task criteria as outlined in the Silver Level Certification Program.
1. A coach will also be required to present, as an instructor, an area of specialization at the Coaches College. USA Wrestling will approve this area prior to instruction at the Coaches College. USA Wrestling will cover the cost of the Coaches College.
3. A coach will be required to have no less than 5 years coaching experience.
4. Upon completion of the aforementioned criteria, as a reward, a Gold Level Certified Coach will be offered the opportunity to participate as a team leader on a USAW approved international tour. (All expenses will be covered by USA Wrestling.)

Upon approval of a formal application, a coach will be notified of all criteria that must be met for certification. In collaboration with the NCEP Manager, a plan of study for Gold Level certification will be coordinated. This plan will include event and Coaches College participation dates, an outline of the remaining task criteria to be completed, targeted completion dates, and a budget of all fees either expressly covered by USAW or the direct responsibility of the participating coach.

Upon successful completion of all course requirements, a coach will be presented with a Gold Level Certificate; and a credit towards a special edition Gold Certified Coach's ring or Gold Certified warm-up. This achievement will also be noted on a special plaque of coaching achievement to be displayed at USA Wrestling headquarters in Colorado Springs, Colorado. A story of the Gold certified coach will be published in selected USAW publications and press releases will be issued to all appropriate local and national publications and media.

## Coaches Certification Program

### Summary Sheet

	COPPER	BRONZE	SILVER	GOLD
<b>Approximate time commitment</b>	4 Hours	4-6 Hours	8 Research Tasks Teach Bronze 5 Day Annual Coaches College	12 Research Tasks Teach 1 Day in Coaches College & 5 Day Training Camp
<b>Fees</b>	\$25 (set by state)	\$60 (set by state)	\$150 - 500	No Fee
<b>Who can teach?</b>	Anyone	NCEP Office Approval	NCEP Director, USAW Approved Clinician, Gold Coach	NCEP Director USAW Approved Coach National Coach
<b>Materials issued</b>	Coaching Youth Coaches Guide to Wrestling and 2nd edition	Coaches Guide to Excellence (Copper not required)	Coaches College instruction handouts, Course Syllabus	None issued
<b>Prerequisite</b>	None	USAW membership	Bronze Level and USAW Membership	Silver Level and USAW Membership
<b>This course is needed for:</b>	Minimum Certification for Floor Pass to State Events	To take Silver Level, Coaches Pool, International Team Coach or Leader, Junior/Cadet Nat'ls, Junior & Cadet Duals	To take Gold Level, National and World Training Camps	Self fulfillment, standing invitation to National and World Training Camps
<b>Award</b>	Certificate, Copper Coaches Card	Coach's Shirt, Certificate, Bronze Coaches Card	Certificate, Silver Coaches Card, Special Edition Watch	Certificate, Card, Credit towards special edition ring or jacket and name on office plaque

# USA WRESTLING TOURNAMENT SUPPLIES

USA Wrestling offers a variety of supplies that provide assistance with scoring and aide with the overall presentation of wrestling events.

Below you will find the description of the many tournament supplies that are available (an order form is on the back of this page).

*Call USA Wrestling today to order all your tournament supply needs!*

- USAW Table Bunting** Red, white and blue USAW logo table skirting on white re-usable plastic (2 feet high).
- Scholastic Bout Pads** Used for keeping score of individual matches; includes three periods and overtime spaces. (100 sheets - 4 pad colors)
- Freestyle/Greco-Roman Bout Pads** The official freestyle/Greco-Roman score sheet. Classification point criteria listed on each sheet. (8 ½ x 11; 100 Sheets – 8 pad colors available)
- Weigh-In Cards** Provides the fastest and smoothest means for conducting weigh-ins. (50 cards – 8 colors available)
- 16/32 Person Double-Elimination Line Bracket Wall Charts** 16 contestants on one side, and 32 on the other; Cross-bracketing in consolation quarterfinals (16 person) and consolation semifinals (32 person). Price includes two matching table sheets. (Size: 35" x 22")
- 8 Person Double-Elimination Line Bracket Wall Charts** The standard wall chart for brackets with eight or fewer contestants. Cross-bracketing in consolation semifinals. Price includes two matching table sheets. (Size: 17" x 13")
- 12 Person Vertical-Pairing Wall Charts** As used in USAW freestyle/Greco-Roman competitions. Price includes two matching table sheets. (Size: 17" x 22")
- Bracket Labels (8 Places)** Self-sticking labels for placing 1 through 8 on wall charts.
- Striping Tape** The highest quality tape available for marking floors and setting boundary markings on mats. (1" x 108")
- Mat Tape** Pressure sensitive, 8 millimeter, vinyl mat tape manufactured exclusively for holding wrestling mats together. The adhesive provides the strongest grip available without leaving a residue when removed. It's reusable many times without any worry of splitting.
- Ankle Bands (pair)** For use in tournament competition when red and blue singlets are not required. Includes one red ankle band and one green ankle band.

USA Wrestling, Event Supplies, 6155 Lehman Dr., Colorado Springs, CO 80918  
Phone: 719-598-8181, Fax: 719-598-9444



# USA Wrestling Supply Order Form and Invoice

Event: \_\_\_\_\_

Date: \_\_\_\_\_

Prod. ID	Product Name	Unit Price	Quantity	Total
<b>BOUT PADS</b>				
10532	Scholastic Bout Pads (blue)	\$3.00		
10533	Scholastic Bout Pads (green)	\$3.00		
10534	Scholastic Bout Pads (white)	\$3.00		
10535	Scholastic Bout Pads (yellow)	\$3.00		
10520	FS/GR Bout Pad (white)	\$5.00		
10518	FS/GR Bout Pad (blue)	\$5.00		
10519	FS/GR Bout Pad (pink)	\$5.00		
10514	FS/GR Bout Pad (tan)	\$5.00		
10516	FS/GR Bout Pad (green)	\$5.00		
10521	FS/GR Bout Pad (yellow)	\$5.00		
10517	FS/GR Bout Pad (orange)	\$5.00		
10515	FS/GR Bout Pad (gray)	\$5.00		

<b>WEIGH-IN CARDS</b>				
10525	Weigh-in Card (white)	\$2.50		
10523	Weigh-in Card (blue)	\$2.50		
10524	Weigh-in Card (pink)	\$2.50		
10527	Weigh-in Card (tan)	\$2.50		
10529	Weigh-in Card (green)	\$2.50		
10526	Weigh-in Card (yellow)	\$2.50		
10530	Weigh-in Card (orange)	\$2.50		
10528	Weigh-in Card (gray)	\$2.50		

<b>WALL CHARTS/BACKET LABELS</b>				
10507	8 - Person Line Bracket Wall Chart	\$0.75		
10501	16/32 - Person Line Bracket Wall Chart	\$1.00		
10503	12 - Person Vertical Pairing Wall Chart	\$0.75		
10570	Bracket Label - 8 Places	\$0.20		

<b>TAPE</b>				
10562	Striping Tape (red)	\$3.00		
10561	Striping Tape (green)	\$3.00		
10563	Striping Tape (white)	\$3.00		
10559	4" Mat Tape	\$7.00		
10560	3" Mat Tape	\$5.00		
10557	***Mat Tape Case 18/-4"	\$110.00		
10558	***Mat Tape Case 24/-3"	\$110.00		

\*\*\*\$15 S & H added per case of mat tape

<b>MISCELLANEOUS EVENT SUPPLIES</b>				
10543	Ankle Bands (pair)	\$5.00		
10000	USAW Table Bunting per foot	\$1.00		

Supplies Subtotal =

<b>ORDERING INFORMATION</b>	
Mail form to:	<b>USA Wrestling</b> <b>ATTN: Event Supplies</b> <b>6155 Lehman Drive</b> <b>Colorado Springs, CO 80918</b>
<b>OR</b>	
Call:	<b>719-598-8181</b>
Fax:	<b>719-598-9440</b>

<b>SHIPPING ADDRESS</b>	
<b>Name:</b>	_____
<b>Address:</b> (No P.O. Boxes)	_____ _____ _____
<b>Daytime Phone:</b>	_____
<b>E-mail Address:</b>	_____
<b>DATE NEEDED:</b>	_____

<b>BILLING ADDRESS</b> (IF DIFFERENT FROM SHIPPING ADDRESS)	
<b>Name:</b>	_____
<b>Address:</b> (No P.O. Boxes)	_____ _____ _____

<b>PAYMENT INFORMATION</b>	
Credit Card #:	_____
(Visa or MasterCard)	
Expiration Date:	_____
Verification Number:	_____
(Last three numbers by signature on the back of the card.)	

<b>SHIPPING &amp; HANDLING CHARGES</b>			
Subtotal	Ground	2 Day Air	Next Day Air
\$0 - \$30	\$6.00	TBD	TBD
\$30.01 - \$75	\$10.00	TBD	TBD
\$75.01 - \$150	\$15.00	TBD	TBD
\$150.01 - UP	TBD	TBD	TBD

**TOTAL =**

(Subtotal plus shipping & handling)

## FUND-RAISING GUIDE

Each club's situation is unique. The amount of funds to be raised should be closely monitored. If large amounts of money are needed to keep a club operating, then perhaps the club needs to examine its activities.

Please check with your legal council to make sure you are not in violation of Local and State laws. Review your club's non-profit and tax exempt legal status before starting any project.

Successful fund-raising requires preparation and good planning. Fund-raising is not easy. Every season the Club must think about finances. Raising money will always be a **responsibility** and should be treated as such. The following guidelines will help your club with this activity.

1. Be sure to understand how the club is organized under the laws of your state. Fund-raising is generally subject to public control, which may require filing or a license, collection of a sales tax, or the profit of a fundraiser may be subject to tax.
2. Identify a specific purpose for each fundraising activity.
3. Determine how much money is needed for the identified purpose. A clear goal is needed to define the task.

Approaching Local Corporations or Foundations - be aware that the following information and materials will be needed.

- A. How much money is needed?
- B. How will the money be used?
- C. How will the program to be funded be managed?
- D. Current financial statements for the club.
- E. Samples of proposed media information, including graphics.
- F. Information with respect to similar programs successfully undertaken elsewhere.
- G. Anything else to help them make an informed and intelligent business decision.

The following ideas for fund-raising projects range in size and effort required, but all have been used successfully by amateur sports clubs.

**Permanent Bingo Game.** The house can make several thousand dollars per week doing this. However this requires a permanent obligation and can be taken on only by a large club with a loyal foundation of volunteers. This project could be shared with football or baseball parents. Check local regulations.

**Grants.** Seek grants for specific needs from corporations and/or foundations.

**Sales.** Wrestling merchandise can be sold at club nights, competitions, and community events USA Wrestling has a consignment program that allows clubs to return unsold items. Call 1 888-285-2228 for more information.

**Auction.** Hold an annual club auction with entertainment and refreshments. Solicit donations of new goods from local merchants, from silk flower arrangements to computer software to restaurant and hotel packages. Consider opening the auction to the public or make it family fun and have a carnival approach.

**Bake Sale.** Sell at a local bank or business on a Saturday or Sunday. Consider holding a dessert night and sell pie, cake and cookies along with beverages, just like a sit-down meal except with desserts only. Check local regulations.

**Competitions.** A club sponsored wrestling tournament is a common one-time project that can be very profitable. Clubs that run a tournament must understand that the tournament must be well run or the profits will be low and no one will come back the next year. A tournament guide is included in this club guide that will help you run a successful tournament.

**Garage Sale.** Hold a club garage sale on a late summer or fall weekend. Use a large parking lot either at a school or church.

**Casino-Night.** This can be a social highlight in your community. Services can be hired or rented to help you run this event. Check local regulations.

**Car Wash.** In the right location this can be a good revenue producer with little or no investment.

**Concessions.** Look beyond your club activities to other sports arenas.

**Holiday Specials.** Consider Santa Photographs, gift-wrapping, haunted houses as one-time events.

**Advertising Sales.** Prepare programs with advertising for home events and tournaments. Sell advertising space and distribute or sell programs to the spectators.

**Raffles.** “Split the pot” at home events or a season long raffle are proven fund-raisers.

The best fund-raising ideas are innovative, fun and provide something of value to the donors. These projects must be part of your club’s season long planning. See this guide sections on season planning and club checklist.

**Be sure to check state regulations before conducting any fund-raising activities.**



# RECRUITING VOLUNTEERS FOR YOUR CLUB

## Getting People Involved .... Gaining Commitment .... Getting People to Work in the Club

All club leaders have gone through the frustrating experience of trying to get volunteers to work in their Club. This publication is designed to assist club leaders in their efforts to get people involved, to gain more commitment from parents and ultimately to build a better and stronger Club.

### I. WHY PEOPLE VOLUNTEER?

The following are some of the primary reasons people choose to give of their time on a volunteer basis:

- A. **Parents want to spend more time with their kids.** Today's typical home finds both parents working and they are looking for more opportunities to be with their kids. What better way than to join their children's activities.
- B. **People like to be involved.** Studies show that it is basic human nature for people to desire consciously and subconsciously to be a part of activities and events that involve other people.
- C. **Friend or Peer influence.** Friends and fellow parents have a substantial influence in motivating individuals to get involved. They should be your primary recruiters of new parents to join in and help (see Parent Orientation Night).
- D. **Social Involvement and Reward.** People join for the social interaction with others. Use groups for tasks, not always individuals. In addition, many people are attracted if there are rewards (i.e. recognition, status, etc.)
- E. **Pride and Ego Satisfaction.** Most people take pride in doing something successfully and in belonging to a group that does thing successfully.

### II. ENLISTING VOLUNTEERS

First - Plan in advance. How will you approach the parents, volunteers?

Second - Determine those jobs and activities for which you need volunteers.

Third - Generate the names of people that are potential volunteers for these key tasks.

## **Finding Names of Potential Volunteers**

First - Form a diverse group of parents, coaches and volunteers to brainstorm names of potential volunteers then develop the individual approach that will be used for each volunteer based on factors that will motivate that individual.

Second - Locate names by reviewing lists of past leaders, parents, relatives, and past wrestlers. Utilize the group to generate names of people who might be motivated to get involved if approached correctly.

Third - Request nominations from the group if nominations are appropriate. This should only be part of a total plan and only for a limited amount of positions. Self-nomination should be encouraged at this point.

## **Recruiting Volunteers**

Personal contact is the only really effective method to use in enlisting volunteers. A personal, one on one meeting will generate far more success than a letter or an announcement put in a mailbox. The actual contact needs to be planned in advance. Make certain of the specific job the person is going to be asked to do, including what the responsibilities are and the time commitment needed.

### **Be positive. Be Prepared. Be Sincere.**

Use, "I believe you are the right person for this position." In your conversation express the reason the person should want to volunteer. Taylor your message to the situation. For a veteran use, "As an experienced club member, your value to the association is very high. Will you ...?" For a rookie use "We need people with new ideas in our club. No experience is necessary, just your enthusiasm, energy and commitment. Will you ...?"

## **III. HOW TO KEEP VOLUNTEERS**

Simply gaining the commitment of volunteers is not enough. The objective should be to keep them active and interested. The leader in charge of the committee or task is key in keeping everybody happy and productive. This person should:

1. Develop timetables and set priorities.
2. Use a planning calendar and keep records.
3. Understand the need for good planning, good organization, and the importance of saying "Thank you".
4. Be willing to delegate and make use of talent.
5. Be a prodder and get the job done.

The President of the club must provide constant reinforcement to the volunteer, emphasizing frequently the importance of the job. He/she should meet deadlines, set deadlines, be a prodder, thank the volunteer for taking the job and thank him/her for a job well done both in person and through the club publications, banquet, newspaper, etc.

### **Some DOs and DON'Ts**

- |                                                             |                                           |
|-------------------------------------------------------------|-------------------------------------------|
| 1. Consider why people volunteer                            | 1. Believe volunteers will call you first |
| 2. Preplan your program                                     | 2. Use mailboxes to recruit               |
| 3. Use various techniques to ID volunteers                  | 3. Start before preplanning is complete   |
| 4. Use other people to help actually recruit the volunteers |                                           |
| 5. Generate ways/incentives to reward volunteers            |                                           |
| 6. Say, "Thank you."                                        |                                           |

USA Wrestling was built by volunteers dedicated to improving amateur wrestling in this country. All of us benefit from high involvement levels and members who are motivated to achieve club goals. Remember that involvement brings ownership and success. It breeds new leaders and increases membership.

## PARENT ORIENTATION MEETING

**When:** Schedule the meeting as early in the season as possible. The meeting may be held before the first practice if most of the members of the club have been identified. Invite all the parents to attend by phone or personal letter. Do not send this invitation home with the wrestlers.

**Time:** Two hours or less will be needed. Select a time when most parents can attend, usually in the evening on a weekday.

**Where:** Select a location easily accessible for the parents. If you can, the practice site is best. Scheduling this event with your wrestle-offs makes a nice event.

**The Program:** Coaches Introduction (5 minutes). This is done by the President or if your club is run by the head coach, by the coach. Introduce all assistant coaches. Introduce any assistants and give all of the qualifications of the staff. Give some personal background including why you are coaching, wrestling experience and what the coaches do for a living.

Coaching Philosophy (10 minutes) Next, a brief discussion by the coaches on the club philosophy of coaching will be helpful. Points to be considered are:

- ❖ The value and benefits of wrestling as a sport.
- ❖ The methods you use to teach skills. A description of a typical practice will help demonstrate this.
- ❖ The emphasis that is given to winning, having fun, and the development of youngsters physically and psychologically.
- ❖ What you expect of each child. This is the time to introduce and explain your team expectations (rules). Be sure to allow time for questions.

**Videotape on Wrestling (15-20 Minutes):** Showing actual live wrestling on a video is a great way to bring the various aspects of wrestling together. Video of last year's action, your own promotional video or you may borrow the USA Wrestling promotional videos entitled "Leaders" or "Say Yes to Wrestling."

**Risk of Injury:** Wrestling is a contact sport and injuries will occur. As would be expected, wrestling has more injuries than tennis and swimming, but most wrestling injuries are minor, consisting of sprains and strains. Wrestling has fewer serious injuries than football, basketball, or ice hockey. There is a lesser chance of getting seriously hurt when wrestling than when riding in a car, skateboarding or riding a dirt bike.

**How are Injuries cared for?** You need to explain to the parents your plan for evaluating taking care of injuries at practice and competition. Procedures for clearing the wrestler to return to practice and competition should be outlined at this time.

**Cutting Weight:** You should be prepared to discuss the entire issue of weight control at this time. Have your policies thought out in advance. You may also want to discuss other nutrition topics affecting weight control. Discussions of what to eat and when to eat, sports drinks, and the pitfalls of junk food could be held at this time.

**Levels of Competition:** An explanation of how tournaments are set up, age divisions, weight classes and the state series are determined.

**Attendance at Practice:** Should parents attend practice is a common question. Consider the space available in the practice room and whether parents can be accommodated. An individual decision is then made by the parent to attend. If the child is anxious when the parents attend, it would be wise for them not to be there.

**Conduct during a meet:** This question opens up the entire question of parental behavior during competitive meets. It is suggested that you develop guidelines for parents. A recommended parents' code of conduct that emphasizes sportsmanship and letting the coaches coach is desirable. Positive comments and treatment of officials should be mentioned.

**Wrestling Demonstration (20-25 minutes):** Many parents in your youth wrestling program will know little about amateur wrestling. In order for parents to understand and appreciate the sport a demonstration of a match will be helpful and appreciated. In demonstrating a match have a script and cover common scoring maneuvers and situations. Also explain match procedures and team scoring.

It is an opportune time at the beginning of the demonstration to discuss the equipment needed for the sport. Emphasis should be given to safety when discussing equipment and the rules of wrestling. Be sure to mention that the official's first duty is to protect the wrestlers.

**Questions and answer period. Questions to anticipate.**

- |                               |                                 |
|-------------------------------|---------------------------------|
| How often is practice?        | How do you decide who wrestles? |
| How long is the season?       | How does the team travel?       |
| How many meets are there?     | Costs and for what?             |
| What equipment do we need?    | Where do we buy equipment?      |
| What about medical insurance? |                                 |

**Adopt a Parent Program.** To help new parents get involved, assign a veteran parent to help each of the new parents. It is their job to call the new parent and remind them of meetings and upcoming events. The veteran parent will meet the new parent at events and sit with them during the meet and answer questions.

**Committee sign-up:** Present your club organization and committee functions. Encourage all parents to sign up for a committee. Your adopt-a-parent can really help steer the new parent to the right committee.

## **COMMUNICATION and WORKING with THE VOLUNTEER**

Communication is a key factor in dealing with people. By keeping everyone well informed, your program will function more efficiently. Volunteers should participate in club and local wrestling committee meetings to be more informed.

THE FOLLOWING TEN ITEMS ARE EFFECTIVE TOOLS FOR COMMUNICATION:

1. Team Newsletters
2. Phone Trees
3. Volunteer Job Descriptions
4. Meeting Minutes
5. Parent Open Houses
6. General Team Meetings
7. Volunteer Bulletin Board
8. A Team "Mom" or "Dad"
9. Practice Sessions
10. Team Handbook

### **Motivation**

Why are people motivated to volunteer? Many parents get involved to help their children. Once these volunteers feel a sense of accomplishment, they realize their contributions are worthwhile and necessary for a successful program.

### **WAYS TO DEVELOP AND MOTIVATE VOLUNTEERS:**

1. Recognize and reward volunteers for their contributions.
2. Encourage volunteers with positive reinforcement.
3. Be Enthusiastic!
4. Make projects a "Team Effort."
5. Actively approach people to serve on committees and projects.
6. Match volunteers to the job.
7. Provide guidance and reinforcement.
8. Share the Glory.

Respect and Admiration - The success of your team is determined by how the people involved see how their responsibilities affect the program and other related programs. The volunteers who feel appreciated will continue to work and be productive. Praise is the easiest and quickest way to encourage someone. Sometimes just saying "Thank you" is all you need to do!

Delegation - A successful volunteer organization is usually led by someone who knows how to delegate responsibilities. Work needs to be distributed evenly so no one person feels overburdened. This will prevent burnout later on. Encourage active volunteers to recruit "New Blood" to work with them on their projects.

## **Sample Club Projects and Moneymakers**

Age Level Tournaments  
Car Washes  
Raffles  
Sales (Candy, Fruit)

Club Registrations  
Clinics  
Split the Pot  
Photo Developing

## **Community Service**

Highway Clean Up  
Blood Mobile  
Recycling

Voter Registration  
Special Olympics  
Safety Education

## **Examples of Appreciation Awards**

Framed Certificate of Appreciation  
Gift Certificate  
T-shirt

Plaque  
Coffee Mug

## **GUIDELINES FOR PARENTS**

### **Do not impose your ambitions on your child**

Remember that wrestling is your child's activity. Improvements and progress occur at different rates for each individual. Don't judge your child's progress based on the performance of other athletes and don't push them based on what you think they should be doing.

### **Be supportive no matter what.**

There is only one question to ask your child "Did you have fun"? If meets and practices are not fun, your child should not be forced to participate.

### **Do not criticize the officials.**

### **Do not coach your child.**

You have taken your child to a professional coach, do not undermine that coach by trying to coach your child on the side. Your job is to support, love and hug your child no matter what. The coach is responsible for the technical part of the job. You should not offer advice on technique or mat strategy. That is not your area. This will only serve to confuse your child and prevent that wrestler/coach bond from forming.

### **Get Involved.**

Your club needs your help and support. Attend parent and club meetings to find out how you can help.

Have positive things to say at a wrestling meet.

### **Acknowledge your child's fears.**

### **Do not expect your child to be an Olympian.**

There are over 142,600 athletes in USA Wrestling. There are only 21 spots available for the Olympics every four years. Your child's odds of becoming an Olympian are 1 in 6,800. Wrestling is much more than the Olympics. Learn to appreciate all that wrestling can contribute to your child's development.



# USA Wrestling

## Information on Volunteer Background Screening Services for Clubs and State Associations

USA Wrestling in its efforts to assist clubs with risk management and to provide services that are beneficial to its membership is encouraging clubs to conduct background checks on their coaches. It has been determined that youth programs that conduct background checks on their coaches have shown an increase in participation. These background checks also provide an environment where parents of children can feel good about allowing their child to participate in out of home activities.

For those clubs that wish to conduct background checks, USAW suggests the services offered by TC logiQ as an option. Of course there are many other companies that also provide background check services and USAW encourages you to price and compare. For those that wish to use TC logiQ for the services provided information has been provided below. It should be noted that any and all background check information and investigation procedures are the responsibility of the club and USA Wrestling, Inc. takes no responsibility for any the information provided and/or the policies adopted by the clubs or state associations using such services.

TC logiQ will provide each state with a special Internet site that allows members to search a national database of more than 160 million criminal records - instantly. This site provides searches of criminal records from 44 statewide databases and the District of Columbia, including Sex Offender Registries. USA Wrestling supports members to utilize the Safety 1<sup>st</sup> service. This screening will include a national criminal search, social security number trace and Sex offender Registry as a package. Safety 1<sup>st</sup> encompasses all of the tools necessary the make an accurate assessment of a volunteer. Safety 1<sup>st</sup> may also uncover violent criminals and sex offenders who could pose potential danger to USA Wrestling members and associates.

### Reasons for conducting screening

- ❖ Implementation of background screening in youth programs has been shown to increase numbers.
- ❖ TC logiQ has made it affordable for all Clubs to implement and it's easy to do. One search takes about 40 seconds. (Depending on how fast you type.).
- ❖ Background Screening can make your club's insurance liability and premiums decrease.
- ❖ Most importantly this will help to protect our children from sexual predators and preserve our sport.

To get registered or find out more information, go to [www.tcllogiq.com](http://www.tcllogiq.com) and click on *Welcome USA Wrestling* then click *FAQ* or call 719-210-9360. You may also use the **registration** link located on [www.tcllogiq.com](http://www.tcllogiq.com) under the membership services link, from there click on *Background Screening Service*. After registering you will receive an email with your login ID, password and instructions on how to get started. Conducting screening requires the use of the Wrestling clubs login ID and password, which is only available from TC logiQ's online registration. **For more information call 719-210-9360 or visit us on the web at <http://www.tcllogiq.com>** under *Frequently Asked Questions* for wrestling club registration.

Turn over for Volunteer Disclosure Statement form.



August 2008

To: USAW Club Directors  
Fr: Rick Tucci, President USWOA  
Re: 2008 USWOA Membership

USWOA membership will be done on line at [themat.com/membership](http://themat.com/membership). Instructions for completing membership are listed below. Please have all pairing and mat officials register as early in the year as possible. Background checks are required. The 2008 Membership is valid from September 1, 2008 to August 31, 2009.

Rule Books will be ready for distribution early next year. Officials will not be added to the mailing list until their dues are paid for 2009.

## 2009 Membership Renewal

If you were a member in 2008, do not create a new record, your profile will already be in the USA Wrestling membership site. Click on the "here" with "you do not remember your password" and it will be emailed to you in a matter of minutes. FILA dues and options will be on the "extras" page. FILA dues need to be paid by October 1st. Only current FILA members are able to renew on line.

<http://www.themat.com/membership/>

**All members 18 and over must have a background check.** When doing the background check, you will need to register as a new account with TC Logic, as they are a different company.

You will be mailed your stamp and control card when you have been cleared. USWOA office does not have anything to do with your background check. If you have questions regarding any delay in receiving your clearance, please contact Mark Scott at USAW. [MAScott@USAWrestling.org](mailto:MAScott@USAWrestling.org)

Call De Heyman, USWOA Administrative Assistant office 813-655-4136 or email [uswoaoffice@verizon.net](mailto:uswoaoffice@verizon.net) if you have any questions or problems.

## SEASON CHECKLIST

About one third of USA Wrestling's forty-nine states have a fall folkstyle season. Due to the variety of seasons this checklist is set up to accommodate all clubs and seasons. Please make adjustments in the checklist according to your seasons. These are only suggested guidelines, not rules in any way.

### Summer

- \_\_\_ Hold Club Officers Meeting
- \_\_\_ Update mailing list
- \_\_\_ Check on Tax Status and "Official papers"
- \_\_\_ Hold and participate in Freestyle and Greco-Roman
- \_\_\_ Prepare Newsletter - printing, editor, issue deadlines
- \_\_\_ Design Logo for club, stationery, and uniforms
- \_\_\_ Check on required equipment
- \_\_\_ Review and Audit finances
- \_\_\_ Host summer camps and clinics
- \_\_\_ Explore possible fund-raisers

### Month #1

- \_\_\_ Find more coaches
- \_\_\_ Obtain your USA Wrestling Club registration materials
- \_\_\_ Check on facilities - reserve sites, cost, contacts, and timeliness
- \_\_\_ Check on and inventory equipment
- \_\_\_ Ask for bids on new equipment
- \_\_\_ Prepare updated media contact list, new reporters?
- \_\_\_ Confer with and/or attend high school matches and coaches meetings
- \_\_\_ Check on fund-raising arrangements
- \_\_\_ Prepare parents/members handbook

### Month #2

- \_\_\_ Send out coaches' information letter
- \_\_\_ Start recruiting members
- \_\_\_ Contact all schools and practice sites
- \_\_\_ Arrange for preseason clinic
- \_\_\_ Prepare and send newsletter #1
- \_\_\_ Prepare for any tournament(s) you are hosting
- \_\_\_ Check on and prepare athlete training kits and arrangements
- \_\_\_ Obtain competition/program member gift - bumper sticker, decal, pin,
- \_\_\_ Check with all high school seniors on college application progress
- \_\_\_ Prepare and mail news releases and tryouts
- \_\_\_ Host parent informational/organizational meeting with coaches

### **Month #3**

- \_\_\_ Prepare flyers for State Tournament Series
- \_\_\_ Register all coaches, adults (General Membership), Wrestlers
- \_\_\_ Prepare facilities, mats,
- \_\_\_ Check for needed advanced entries, tournament contracts
- \_\_\_ Prepare and send out newsletter #2
- \_\_\_ Hold Parents meeting

### **Month #4**

- \_\_\_ Check on all transportation arrangements
- \_\_\_ Check on arrangements for holiday tournaments
- \_\_\_ Send out Christmas cards
- \_\_\_ Prepare and send out newsletter #3

### **Month #5**

- \_\_\_ Prepare and send out newsletter #4
- \_\_\_ Risk Management - Monitor Practice and Competitions for safety

### **Month #6**

- \_\_\_ Prepare newsletter #5
- \_\_\_ Secure site and begin preparations for end of season ceremony

### **Month #7**

- \_\_\_ Major Championships
- \_\_\_ Finalize plans for end of season ceremony

### **Month #8**

- \_\_\_ End of season Ceremony
- \_\_\_ Archive records
- \_\_\_ Close administrative and financial records

## USA WRESTLING SAMPLE CLUB FINANCIAL REPORT FORM

### EXPENDITURES

	20__ BUDGET	20__ ACTUAL	20__ BUDGET
<b>Teams</b>			
Uniforms	\$_____	\$_____	\$_____
Transportation	_____	_____	_____
Entry Fees	_____	_____	_____
Food for tournaments	_____	_____	_____
Other _____	_____	_____	_____
<u>Total teams</u>	_____	_____	_____
<b>Administration</b>			
Club Directors (postage, phone, mailing, etc.)	_____	_____	_____
Club meetings	_____	_____	_____
<u>Total Administration</u>	_____	_____	_____
<b>Coaches</b>			
Salary	_____	_____	_____
Expenses	_____	_____	_____
Travel	_____	_____	_____
<u>Total Coaches</u>	_____	_____	_____
Housing	_____	_____	_____
Food	_____	_____	_____
<u>Total Trips</u>	_____	_____	_____
<b>Camps/Clinics</b>			
_____	_____	_____	_____
_____	_____	_____	_____
<u>Total Camps/Clinics</u>	_____	_____	_____
<b>Other</b>			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<u>Total Other</u>	_____	_____	_____
TOTAL EXPENDITURES	_____		
<u>Revenue over/under expenses</u>	_____		

## HOLDING AN EFFECTIVE MEETING

Here are a few selected guidelines to follow when conducting a well-planned and prepared meeting.

### **The Meeting Notice**

Time and date of the meeting  
The location of the meeting  
Who will attend  
Agenda outline of items to discuss

### **The Agenda**

An integral part of any meeting  
Takes place before the talking begins  
Should always be sent out in advance  
Should state purpose and goals

It has been said that if people had to send out agendas it would help them decide whether a meeting should be called at all. An agenda will reduce the number of unnecessary meetings.

### **Mechanics of a Meeting**

The seating arrangements are very important for the purpose of control, communication and cooperation. Use a wide centrally placed table and insure that all persons have sight lines to the officers and each other.

The size of the meeting should be kept to a minimum. Far too often people are called to a meeting that does not require their presence.

### **Length of the Meeting**

The most effective meetings are those in which the discussion is confined to the issues and when all sides have been expressed a determination is made. The best determination is a consensus not a vote.

### **Opening a Meeting**

- ❖ Start on time
- ❖ State the purpose of the meeting very clearly
- ❖ State the points positively and make them sound interesting
- ❖ Introduce attendees and guests if it is a large gathering

### **Sample Agenda for an Annual Meeting of the Club**

- ❖ Roll call
- ❖ Approval of previous minutes
- ❖ Treasurer's report
- ❖ Report by the President
- ❖ Old business
- ❖ Report of Committees
- ❖ New business
- ❖ Set a date, place and time for the next meeting
- ❖ Adjournment

### **Meeting Minutes**

- ❖ Name of Organization, date, site, and type of meeting (general, exec. comm.)
- ❖ Attendance/absence List
- ❖ Review of prior minutes (approval of minutes)
- ❖ Record of action taken. This should only cover what was discussed in a general way, the motion, motion maker and seconder, and who voted which way. It is not recommended that who said what be recorded.

# PARLIAMENTARY PROCEDURES FOR CLUB LEADERS

## **Meeting called to order**

The President calls the meeting to order and makes the opening remarks “the meeting will come to order.” (Opening remarks)

## **Reading and Approval of the Minutes**

Secretary, seated near the President, stands to read the minutes or has copies for all attending.

Corrections to minutes are requested

**No** motion is needed for the approval of minutes

“Are there any corrections to the minutes?”

“If there are no (further) corrections, the minutes stand approved as read (or as corrected).”

## **Report of the Officers**

No motion is needed for the adoption of the Treasurer’s Report unless report is audited.

“We will have the Treasurer’s Report (name).”

Are there questions or observations? If not the Treasurer’s Report will be filed.

## **Report of the Committees**

Committee Chairpersons who are to report should be seated up front.

No motion is needed for adoption of committee reports unless recommendation for club action is made.

“We will have the report of the (name of) Committee, Chairperson (name).”

“Are there any questions or discussion in regard to this Committee Report? If not the report will be filed.” Appreciation expressed to the committee.

## **Old Business**

Is there any old business? If nothing from a previous meeting has been held over to this meeting, move to New Business.

## **New Business**

“Is there new business from the floor?” Motions are only needed when action of the club is required.

## **Adjournment**

“Is there a motion to adjourn the meeting?” A second and a simple majority are required.



## **LOGO AND STATIONERY**

Use of the USA Wrestling Logo is just one means of gaining identity, but this use must be approved by the USA Wrestling National Office. USA Wrestling's red, white and blue USA map logo is a registered mark. Unauthorized use of the USA Wrestling Logo is prohibited.

The United States Olympic Committee also has the right to the use of the Olympic rings logo. No interlocking rings, of any color, may be used that resembles the five ring Olympic logo. Four and six rings in the same Olympic styles are also prohibited by law. The use of the word "Olympic" is prohibited, also. You should come up with your own special program logo, well drawn by a volunteer with artistic skills and/or training. Use it on your staff shirts, warm-ups, singlets, sweatshirts and stationery.

You are encouraged to get both stationery and business cards for the program. Business cards printed with your officers names and cards printed with Blank Lines for individuals allows you to provide cards for all who need them. Image is improved and it makes things easier for all those involved. An answering machine will also be well used, as you can leave messages for certain team or staff members to phone in and get, as well as screening calls to your home.

### **Uniforms**

Teams are not required to dress uniformly for competition, however, team uniforms and singlets go a long way to build team pride. Getting everybody in the same uniform helps in keeping participation levels high. It is also a recruiting tool. It is recommended that singlets conform to the current USA Wrestling National requirements, which is singlets should be 75% blue and red and red should not be used on blue singlets and blue should not be used on a red singlet. Many clubs have used wild and multicolored singlets. Although these singlets do attract attention, in the international styles officials find it difficult to officiate when clubs use non-traditional colors.

## CLUB SELF EVALUATION FORM

### I. Team Organization

- A. Charter and Bylaws Yes No
- B. Legal/Business Structure Yes No  
i.e., Not-for-Profit Corporation, 501 (c)(3)
- C. Tax Status - Type \_\_\_\_\_ Yes No
- D. Defined Organizational Purpose Yes No
  - 1. Mission Statement Yes No
  - 2. Goals/Objectives Yes No
    - a. Short-term Yes No
    - b. Long-term Yes No
- E. Defined Management Structure Yes No
  - 1. Organizational Chart Yes No
  - 2. Defined Responsibilities-Job Descriptions Yes No
- F. Defined Program Structure Yes No
  - 1. Description Yes No
  - 2. Progressions Yes No

### II. Team Finances/Budgeting

- A. Financial Statements Yes No
  - 1. Quarterly Review Yes No
  - 2. Monthly Review Yes No
- B. Tax Statements Yes No
- C. Insurance Policy (besides USAW) Yes No
- D. Organizational Fees Yes No
  - 1. Club Charter Yes No
  - 2. Individuals Yes No
- E. Employee Compensation Yes No
  - 1. Salaries Yes No
  - 2. Benefits Yes No
  - 3. Incentives Yes No
  - 4. Contracts Yes No
- F. Facility Cost(s) Yes No
- G. Travel Yes No
  - 1. Coach Yes No
    - a. Meets Yes No
    - b. Education Yes No
  - 2. Athletes Yes No
    - a. Local Yes No
    - b. National Yes No
    - c. Zone Yes No
- H. Fee Structure (Income) Yes No
- I. Fundraising Programs Yes No
- J. Entry Fees in Escrow Yes No
- K. Surcharges Yes No

### III. Team Administration

- A. Communication Tools
  - 1. Newsletters Yes No
  - 2. Handbook Yes No
  - 3. Meetings/Conference Yes No
  - 4. Rosters/Schedules Yes No
  - 5. Bulletin/Calendar Boards Yes No
  - 6. Phone tree Yes No
- B. Educational Programs For:
  - 1. Coaches Yes No
  - 2. Athletes Yes No
  - 3. Parents Yes No
  - 4. Officials Yes No
- C. Team Records Maintained For:
  - 1. Performance (Most pins, etc.) Yes No
  - 2. Administrative (Historical) Yes No
  - 3. Financial Yes No
- D. Computerization For:
  - 1. Meets Yes No
  - 2. Training log Yes No
  - 3. Administrative Management Yes No
  - 4. Sports Medicine Yes No
  - 5. Desktop Publishing Yes No
- E. Publicity/PR With:
  - 1. Press Releases (Print, Electronic) Yes No
  - 2. Media Education Yes No
  - 3. Personal Contact Yes No
  - 4. Media Guide Yes No
  - 5. Media Contacts Yes No

### IV. Staffing

- A. Coaches Training Yes No
- B. Coaches Cards Paid Yes No
- C. Contract Head Coach Yes No
- D. Contract Assistant Coach(es) Yes No
- F. Support Staff Yes No

### V. Team/Wrestler Services

- A. Wrestler Education Presentations
  - 1. Team Education Lectures Yes No
  - 2. USAW Videos Yes No
  - 3. Camps Yes No
  - 4. Practice Habits Yes No
  - 5. Meet/Participation/Travel Yes No
  - 6. Code of Conduct Yes No

- B. Skill Development Work
  - 1. Basic Skills Yes No
  - 2. Mat Strategy Yes No
  - 3. Takedowns Yes No
  - 4. Escapes Yes No
- C. Sports Medicine Services Yes No
- D. Camp Participation
  - 1. Wrestlers Yes No
  - 2. Coaches Yes No
- E. Team Activities (Non-Competitive)
  - 1. Socials
    - a. Parents Yes No
    - b. Wrestlers Yes No
  - 2. Side Trips
    - a. Meets Yes No
    - b. Home Yes No
- F. Uniform Policy Yes No
- G. Wrestler Recognition
  - 1. Wrestler of Week, Month Yes No
  - 2. Most Improved Yes No
  - 3. Banquets Yes No
  - 4. Performance Awards Yes No
  - 5. Other \_\_\_\_\_ Yes No

## VI. Team Building

- A. New Member Recruiting Yes No
  - 1. Team Brochure Yes No
  - 2. Team Video Yes No
  - 3. Other Yes No
- B. Community Involvement
  - 1. Attending/Participating Community Events Yes No
    - a. Floats/March in Parades Yes No
    - b. Booths at Fairs Yes No
    - c. Signs at local High Schools Yes No
    - d. Other Yes No
  - 2. Charity Service Yes No

## **ORGANIZING A SUCCESSFUL CLUB**

A successful Club is organized to pursue excellence!

### **A Team is made of many people:**

- ❖ Coaches
- ❖ Wrestlers
- ❖ Parents
- ❖ Sponsors
- ❖ Fans

### **Success can mean many things:**

- ❖ Performance
- ❖ Number of Athletes
- ❖ Healthy Fun
- ❖ Financial Stability
- ❖ Community Service

Coaches, Wrestlers, Community, Parents, Sponsors,  
Purpose, Philosophy, and Goals  
Provide Direction  
Without direction, you have no Leaders

All Wrestling Clubs need:

### **USA Wrestling Membership**

Makes each club a part of the National Governing Body.

### **Bylaws**

Legally establishes operating policy and procedures.

### **Legal/Business Structure**

Defines operating structure for legal and tax purposes.

### **Management Structure**

Clearly define responsibilities and establish the organization's flow chart.

### **Program Structure**

Establish the best use of staff and facilities for the wrestler's improvement.

### **Financial Accounting**

All clubs should have tax status, which must be accounted for accurately.

## **Organizational Success starts with a clearly defined statement of Purpose and Philosophy**

Statements of Philosophy and Purpose:

Establish values, Guide decision-making, Direct long and short-term goals, Establish basic structures, and Enhance opportunities for success.

A Good Organizational Philosophy:

Encourages growth, allows for the pursuit of goals, are easily communicated.

**Philosophy is WORD, Goals are ACTION! Goals are the stepping-stones to SUCCESS!**

## RISK MANAGEMENT

This guide is intended to provide club administrators with suggested considerations in organizing a club and local events, for which USA Wrestling has issued a sanction or charter.

### I. General Liability Considerations

- A. Legal problems can be reduced if you follow the safety guidelines mentioned below. You and your coaching staff should never hesitate to **WARN** wrestlers of the hazards in wrestling or **TEACH** them the safest and only legal ways to wrestle. Many liability concerns are inherent in making sure to keep the things as safe as the sport allows. Make sure to inspect the practice room regularly for safety. You and your coaches should use non-physical forms of discipline. Don't take the chance of a possible injury during some form of physical punishment.
- B. Whenever the wrestlers are working out, supervise! If only one coach is present and they must leave the practice room, even to answer the phone, the kids must stop working out. You must be physically present when any athlete is active, for your own sake and that of your athletes. Keep a written record of all complaints, injuries and problems that occur in your program.
- C. When there is an injury at your practice site or competition and the injured wrestler needs to help pay for major medical bills not covered by insurance, the term negligence will occur. Was the person acting in a reasonable and prudent way? Could some one else in the same situation have foreseen the danger and prevented or limited the injury?
- D. Please consider the following discussion on negligence.
  1. Generally, the following four factors must be present before negligence is proven:
    - a. **Duty** - Was the defendant somehow responsible for the safety of the individual injured? A coach in the room, when a person is hurt cutting through the room, trips on a mat and hits his head, may owe no "duty" to the person. However, if the wrestler was under your care there may have been some negligence involved.
    - b. **Breach of Duty** - Was there a lapse in the standard of care a wrestler should have? Was the equipment not in good repair, not enough coaches or a lapse in responsibility?
    - c. **Proximate Cause** - This means that the action of the defendant (s) was somehow related to the injury. If the coach had taped the mat, the accident would not have happened.
    - d. **Actual Damage** - If the wrestler who tripped on the loose mat was not injured, there is no grounds for a lawsuit.
  2. Four common defenses against a charge of negligence are:
    - a. **Contributory Negligence** - Was the wrestler responsible for the injury? In some cases if this is true even to a small degree, no damages may be assessed unless it is a minor.

- b. **Comparative Negligence** - To what extent is the injured wrestler responsible for the injury? In some states if this is true to even a small degree, no damages may be assessed unless it is a minor.
- c. **Assumption of Risk** - The mature wrestler should have realized that wrestling is hazardous. However if the activity were somehow required, this assumption cannot be claimed.
- d. **Act of God** - This means that a reasonable and sensible person could not have anticipated the danger.

## II. Event Management

THIS IS YOUR EVENT-IT IS NOT ORGANIZED, CONTROLLED OR CONDUCTED BY USAW WRESTLING. THE ISSUANCE OF A SANCTION BY USA WRESTLING SERVES THE PRINCIPLE PURPOSE OF AFFORDING THE INSURANCE COVERAGE REFERRED TO IN THIS SANCTION APPLICATION FORM. By issuing an event sanction, USA Wrestling neither accepts any responsibility, nor undertakes any obligation or liabilities, for the organization, conduct, promotion, solicitation or registration of participants, the condition or adequacies of the event facility, or any other arrangements for the subject event or any related practices or activities, including the conduct of event organizers, volunteers, coaches or officials, for all of which the Event Organizer and/or Club will have sole responsibility and shall indemnify and hold harmless USA Wrestling and its members, directors, officers, employees, agents and affiliates against any and all liabilities, claims, demands and losses (including reasonable attorney's fees and costs).

These guidelines and considerations are recommendations only, and USA Wrestling is not responsible for the conduct of the event or failure to follow the recommendations.

These considerations and safety suggestions should also assist event administrators in providing for a safe and enjoyable event.

If after reading through this guide you have any additional questions please feel free to contact USA Wrestling's Office of State Services, 1-719-598-8181.

### A. Event Facility (Outside)

1. Special parking should be provided for emergency medical staff and vehicles.
2. It is encouraged that signage be affixed to properly give directions.
3. Walkways should be clear of obstructions or clearly marked.
4. Proper lighting should be in place to provide lighting during evening hours.

### B. Event Facility (Inside)

1. Proper lighting should be in place to mark the way in and out of the event site.
2. The event facility should be of adequate size.

3. It is strongly encouraged that proper ventilation be installed and utilized.
4. Proper climate control systems should be functional and used.
5. It is encouraged that signage be affixed to properly give directions to exits, rest rooms, water fountains, locker rooms, etc.
6. Coordinate your facility in accordance with Insurance and Local Fire Code requirements.
7. An individual with at least first aid and/or athletic training experience should be at each event.
8. A fully equipped first aid kit should be available.
9. All unused and unnecessary equipment should be safely stored away.
10. Tables and chairs should be positioned in such a way as to not interfere with the actual wrestling competition or endanger the participants.
11. Spectator seating and coach's areas should be clearly marked and free of equipment or obstructions.

### **C. Wrestling Mats**

1. It is strongly encouraged that approved wrestling mats, such as those sold in the United States be used.
2. Mats should be of the condition that they do not propose danger to the participating athletes.
3. Mats should be properly taped and positioned so as not to endanger the participating athletes.
4. It is strongly encouraged that mats be disinfected one-half hour prior to the event beginning.
5. Wall mats should be affixed to the event facility walls if the walls pose any danger to the participating athletes.

### **D. Locker-rooms**

1. It is strongly encouraged that shower facilities be maintained and cleaned.
2. It is encouraged that rest room equipment and facilities be properly maintained and stocked.
3. Proper supervision and/or periodic inspections should be conducted in locker rooms during the event.



## **E. Weigh-in Area**

1. The weigh-in room should be of adequate size.
2. Proper lighting should be in place to mark the way in and out of the weigh-in area.
3. It is strongly encouraged that proper ventilation be installed and utilized.
4. Proper climate control systems should be functional and used.
5. It is encouraged that signage be affixed to properly give directions to exits, rest rooms, water fountains, locker rooms, etc.
6. Coordinate your facility in accordance with Insurance and Fire Code requirements.
7. An individual with at least first aid and/or athletic training experience should be at weigh-ins.
8. All unused and unnecessary equipment should be safely stored away.

## **F. Insurance**

1. All wrestlers and staff are covered by USAW medical benefits as part of USAW membership benefits, but other policies are available through any local agency that can provide medical insurance to cover the deductible of a family's personal medical policy. Also Directors and Operator's liability should be considered. An insurance and medical-emergency-treatment authorization form is included in club organization section and should be modified as needed. You are encouraged to require some sort of physical examination for every wrestler prior to the first practice. Many schools require this and you may use such a recent exam for your program by having your wrestler get a copy from the school.
2. Liability insurance should be obtained for the program as well. USA Wrestling currently provides its member coaches and programs with a \$2 million liability policy. In order to get a copy of the policy for proof to certain facilities, contact the USAW office.

## **III. Club Management**

This section of the guide is intended to provide the club administrators and coaches with suggested guidelines in organizing and conducting club practices and activities.

These guidelines should also assist the club administrators and coaches in providing for safe and productive club practices.

The guide should also serve as a checklist for providing a positive and productive practice environment for the club members.

While USA Wrestling Charter Clubs exist to carry out the mission and purposes of USA Wrestling on a local level, clubs are formed and operated as separate entities from USA Wrestling. These guidelines are recommendations only and USA Wrestling neither accepts any responsibility, nor undertakes any obligations or liability, for the organization, conduct, promotion, solicitation or registration of participants, the condition or adequacies of the practice site or any other arrangements for the club or any related practices or activities, including the conduct of club directors, administrators and volunteers, for all of which the Club (i) will have full and sole responsibility and (ii) shall indemnify and hold harmless USA Wrestling and its members, directors, officers, employees, agents and affiliates against any and all liabilities, claims, demands and losses (including reasonable attorney's fees and costs).

If after reading through this guide you have any additional questions please feel free to contact USA Wrestling's Office of State Services, 1-719-598-8181.

### **A. Club Membership**

1. Each club athlete must be a member of USA Wrestling for USA Wrestling Chartered Club benefits and services to be in effect.
2. Each official club coach must be a member of USA Wrestling for USA Wrestling Chartered Club benefits and services to be in effect.

### **B. Club Practice Site**

1. Proper lighting should be in place to mark the way in and out of the practice site.
2. The practice room should be of adequate size.
3. It is strongly encouraged that proper ventilation should be installed and utilized.
4. Proper climate control systems should be functional and used.
5. Proper fire escapes and fire prevention systems must be in place and functional.
6. It is encouraged that signage be affixed to properly give directions to exits, rest rooms, water fountains, locker rooms, etc.
7. Coordinate with your facility in accordance with Insurance and Fire Code requirements.
8. An individual with at least first aid and/or athletic training experience should be at each practice.
9. A fully equipped first aid kit should be available.
10. All unused and unnecessary equipment should be safely stored away.
11. It is encouraged that the practice site be inspected prior to each practice.

### **C. Wrestling Mats**

1. It is strongly encouraged that approved wrestling mats, such as those sold in the United States be used.
2. Mats must be of the condition that they do not propose danger to the practicing athletes and coaches.
3. Mats should be properly taped and positioned so as not to endanger the practicing athletes and coaches.
4. It is strongly encouraged that mats be disinfected each day prior to the practices.
5. Wall mats should be affixed to the practice room walls if the walls pose any danger to the practicing athletes and coaches.

### **D. Locker-rooms**

1. Proper supervision should be maintained in locker rooms when athletes are present at anytime.
2. It is strongly encouraged shower facilities be maintained and cleaned daily.
3. It is encouraged that rest room equipment and facilities be properly maintained and stocked.

### **E. Coaching**

1. Each official coach is encouraged to become certified through USA Wrestling's National Coaches Education Program.
2. An optimum athlete to coach ratio should be approximately 15:1 or less.
3. Coaches are encouraged to be a positive role model.
4. Procedures for handling emergency situations should be developed.
5. Clubs are encouraged to require coaches to take CPR training.

### **F. Program**

1. Club activities are encouraged to consider weight and skill in grouping athletes.
2. Coaches are encouraged to learn and apply proper principles of conditioning and nutrition.

3. Clubs should adopt rules prohibiting the use of alcohol, illegal substances or tobacco by athletes, coaches, administrators and officials at club activities.
4. Clubs are encouraged to continually encourage dialogue between coaches, athletes and parents about the need for an alcohol and drug free environment for the athletes.
5. Clubs are encouraged to provide additional educational resources to coaches to assist them in providing a productive and rewarding youth sports experience for each athlete.
6. Clubs are encouraged to adopt a non-discriminatory policy that does not prevent participation of athletes or coaches regardless of race, creed, sex, economic status or ability.

Please make sure that you and your coaches are covered by liability insurance; have checked your program for safety; that you have guarded the program in anyway; and that you follow a safe course in training. The fact remains that while wrestling is one of the safest combative sports, you must warn all participants of the inherent dangers. This warning is best given early in the season and at parent's meetings.

# RISK MANAGEMENT CHECKLIST

## PRE-SEASON CHECKLIST:

1. Have all required policies and regulations been updated for current conditions and reviewed with personnel?  Yes  No

---

2. Have all contracts been reviewed by your legal counsel for approval?  Yes  No

---

3. Have physical inspections of facilities and equipment been completed?  Yes  No  
Do you have a "Facility Walk Through Check Sheet" completed and filed for each?  Yes  No

---

4. Have you submitted your membership to your State Association?  Yes  No

---

5. Have all required participant physicals been completed and Medical History Questionnaires been obtained and properly stored?  Yes  No

---

6. Have waivers and parental permission forms been signed?  Yes  No  
Are they understandable (*is English the primary language of the family*)?  Yes  No  
Are the waivers properly stored?  Yes  No

---

7. Have athletes been instructed regarding potential risks and their consequences?  Yes  No  
Do they appear to understand? (*Document*)  Yes  No

---

8. Have Sexual Abuse and Molestation manuals been distributed and discussed with volunteers, staff members, coaches, etc.?  Yes  No  
Do they understand? (*Document*)  Yes  No

---

9. Are coaches/instructors properly certified and current in all requirements?  Yes  No

---

10. Have coaching refreshers been conducted regarding proper technique and matching of athletes?  Yes  No

---

11. Have volunteer training or refresher classes been conducted?  Yes  No

---

12. Is proper supervision arranged for coaches/instructors new to your program?  Yes  No

---

13. Are first aid kits stocked and available?  Yes  No

---

14. Do coaches/instructors carry, or do first aid kits include emergency information reference cards?  Yes  No  
What is the medical response time? \_\_\_\_\_ Minutes

---

15. Is communication equipment (*e.g., phones*) available and in working order?  Yes  No  
Is there a readily available back-up?  Yes  No

---

16. Are mats and equipment in good condition and up to standards?  Yes  No

---

17. Have certificates of insurance been requested, if needed?  Yes  No

---

Signature \_\_\_\_\_

Date \_\_\_\_\_

# USA Wrestling

## FACILITY CHECKLIST, PRE-EVENT CHECKLIST AND WAIVER POLICIES AND PROCEDURES

In order to protect the interests of USA Wrestling (USAW) and to diminish the possibilities of detrimental lawsuits against the corporation, USA Wrestling has established policies and procedures to conduct facility inspections, pre-event inspections and obtain signed "Waiver and Release from Liability" forms from members. Conducting these inspections and obtaining waivers will assist USAW in its efforts to keep insurance costs to a minimum without compromising the excellent quality of benefit provided.

By working together in this area of risk management, USAW Clubs and Events will share in providing participants safe environments in which to enjoy all the benefits of our great sport.

A copy of the waiver and release to be used is enclosed in the club/event return packet and is also made part of the membership card.

Please note that failure to follow the policies and procedures below may result in loss of insurance coverage for a claim that may occur at your club activity or sanctioned event. Thus you would become liable for any and all claims made against the club or event.

Should you have any questions please do not hesitate to contact USA Wrestling's Department of State Services – 1-719-598-8181.

### 1. Facility Check List:

Enclosed is a copy of a USA Wrestling Facility Check List. You are **required** to complete this checklist prior to starting any Club activities and have it witnessed by another member of your club as being completed. The current Club President shall be required to keep these forms on file for a minimum of four (4) years. Forms are to be kept in year order. Failure to complete the checklist and keeping it on file may be cause for denial of insurance benefits.

### 2. Pre-Event Check List:

Enclosed is a copy of a USA Wrestling Pre-Event Check List. You are **required** to complete this checklist prior to conducting any USAW sanctioned event or club activity and have it witnessed by another member of your club or organizing committee as being completed. The event director shall be required to keep these forms on file for a minimum of four (4) years. Forms are to be kept in year order. Failure to complete the checklist and keeping it on file may be cause for denial of insurance benefits.

### **3. Participant Waiver and Release:**

Every member of USA Wrestling **must** sign a waiver and release prior to their participation in sanctioned USAW activities. For club activities only one waiver and release is required prior to them starting any club activity. For events, participants **must** sign a waiver and release prior to each event they will be participating. Current Club Presidents are required to keep all waiver and releases for a minimum of seven (7) years. Waivers and Releases are to be kept in year order, first letter of last name alphabetically. Event Directors are required to keep all waiver and releases for a minimum of seven (7) years. Waivers and Releases are to be kept in year order, first letter of last name alphabetically. **Failure to have each member of your club, or each participant of an event, to complete a signed waiver and release, and keeping it on file, will result in loss of insurance coverage.**

**Prepared by:** Mark Scott, USAW Wrestling Director of State Services

rev. September, 2005

# USA WRESTLING

## TOURNAMENT PLANNING KIT

NAME OF EVENT

DATE

### WHAT'S INSIDE

TOURNAMENT TIMELINES  
FACILITIES AND OPERATIONS  
TOURNAMENT DIRECTOR GUIDELINES  
PROMOTING THE EVENT  
FINANCIAL ACCOUNTING  
SHORT FORM CHECK LISTS

**One good reason.** . . for using the Planning Kit is that it will help clarify who is responsible for what parts of the event. Having job descriptions down on paper is a good idea, since it will help you determine how many volunteers you need to help.

**The organization of the Kit.** . . follows a basic pattern. **Timelines** has to do with planning up to and through the event. **Facilities and Physical Operations** have to do with where the event will be held, and the things you will need for the event. **Staffing the Event** suggests roles and jobs for volunteers - - the human side of the event. **Promoting the Event** is about advertising, public relations work, the media, and getting people to come to the event. There are special pages that are short form summaries and a separate section for **Financial Accounting** - - the nuts and bolts of whom pays for what, and how the finances are divided.



# TOURNAMENT PERSONNEL DIRECTORY

## TOURNAMENT

### TOURNAMENT DIRECTOR

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE ZIP: \_\_\_\_\_  
BUS. PH: \_\_\_\_\_  
HOME PH: \_\_\_\_\_

### ASSISTANT TOURNAMENT DIRECTOR

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE ZIP: \_\_\_\_\_  
BUS. PH: \_\_\_\_\_  
HOME PH: \_\_\_\_\_

### FLOOR MANAGER

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE ZIP: \_\_\_\_\_  
BUS. PH: \_\_\_\_\_  
HOME PH: \_\_\_\_\_

### PAIRINGS DIRECTOR

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE ZIP: \_\_\_\_\_  
BUS. PH: \_\_\_\_\_  
HOME PH: \_\_\_\_\_

### MEDIA AND PROMOTIONS

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE ZIP: \_\_\_\_\_  
BUS. PH: \_\_\_\_\_  
HOME PH: \_\_\_\_\_

### TREASURER

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE ZIP: \_\_\_\_\_  
BUS. PH: \_\_\_\_\_  
HOME PH: \_\_\_\_\_

### OFFICIALS DIRECTOR

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE ZIP: \_\_\_\_\_  
BUS. PH: \_\_\_\_\_  
HOME PH: \_\_\_\_\_

### PAIRINGS DIRECTOR

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE ZIP: \_\_\_\_\_  
BUS. PH: \_\_\_\_\_  
HOME PH: \_\_\_\_\_

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE ZIP: \_\_\_\_\_  
BUS. PH: \_\_\_\_\_  
HOME PH: \_\_\_\_\_

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE ZIP: \_\_\_\_\_  
BUS. PH: \_\_\_\_\_  
HOME PH: \_\_\_\_\_

# TIMELINES

## TOURNAMENT DIRECTOR

REMEMBER - THESE ARE ONLY SUGGESTIONS. APPLY THEM TO YOUR OWN SITUATION, BUT THESE HAVE BEEN SUCCESSFUL FOR OTHER CLUBS AND EVENTS.

### 180 DAYS

- CONFIRM DATE WITH FACILITY AND GET A FORMAL COMMITMENT.
- SELECT THE ASSISTANT TOURNAMENT DIRECTOR AND TOURNAMENT FLOOR MANAGER.
- PLACE THE TOURNAMENT ON THE APPROPRIATE SCHEDULES. (REGION, STATE, NATIONAL)
- \_\_\_\_\_

### 120 DAYS

- SELECT KEY PERSONNEL AND DELEGATE JOB RESPONSIBILITIES
- SANCTION THE TOURNAMENT (See APPENDIX #1)
- PRINT AND DISTRIBUTE INFO AND ENTRY FORMS  
(See APPENDIX #2)
- ORDER AWARDS
- FIRST DRAFT OF PROGRAM
- \_\_\_\_\_

### 90 DAYS

- RESERVE MATERIALS FOR TOURNAMENT:
- MATS, SCORING DEVICES, TIME CLOCKS,
- TABLES, CHAIRS, RISERS, CONCESSION STANDS
- PA SYSTEM
- ESTABLISH MEDICAL SERVICES REQUIRED
- CONTRACT TRAINER/NURSE
- NOTIFY LOCAL EMERGENCY MEDICAL SERVICE
- NOTIFY ALL MEDIA (See APPENDIX #3)
- \_\_\_\_\_

**60 DAYS**

- SECOND DRAFT OF PROGRAM
- ORDER USAW TOURNAMENT SUPPLIES
- \_\_\_\_\_

**30 DAYS**

- CONTACT/NOTIFICATION OF ALL VOLUNTEERS AND PERSONNEL
- CHECK ON ALL MATERIALS ORDERED/RESERVED
- PROGRAM TO PRINTER
- PLAN CONCESSION SALES AND ORDER NEEDED SUPPLIES
- \_\_\_\_\_

**15 DAYS**

- FOLLOW UP ON ALL VOLUNTEERS AND PERSONNEL
- FINAL CHECK ON ALL MATERIALS, SECURITY,  
MEDICAL, AND PHYSICAL ARRANGEMENTS AT THE SITE.
- \_\_\_\_\_

**0 DAYS**

**YOUR TOURNAMENT WILL RUN WELL BECAUSE YOU  
HAVE PLANNED WELL!**

**FACILITIES  
AND PHYSICAL OPERATIONS  
TOURNAMENT DIRECTOR  
COORDINATING THE PHYSICAL PART OF THE EVENT**

**THE BUILDING**

1. Name of facility and address. Responsible Party \_\_\_\_\_.
  - a. Is this building owned by:
    - School district municipality or unit of government; or
    - Privately
  - b. Name and phone number of person to whom building inquiries should be directed.
2. Availability
  - a. Date and time facility first available for set-up
  - b. Date and time facility must be vacated
  - c. List complicating factors, if any  
Will facility be shared with any other event?
  - d. Describe restrictions on use of building (merchandise, concessions, ticket sales, etc.)
3. Building layout
  - a. Maximum number of mats facility will hold \_\_\_\_\_.
  - b. How will you bring mats in?
    - Loading-Bay     Ramp     Freight-elevator     Double-doors

- c. Locker room/shower facilities Yes No  
 Supervision required? Yes No

d. Where will you weigh-in?

e. Where will registration be held?

f. Where will you sell concessions?

Built-in food, concession or vending areas.

Other vending areas and other equipment if needed.

Include availability of electrical outlets and lighting.

Where will you sell merchandise?

g. Hospitality room facilities Yes No

h. Pairings room, table space, working area

i. Any other accommodations and unique features of facility

j. Would a diagram of facility, showing loading bays, mat placement, spectator seating, entrance doors, restroom facilities, etc. be useful?

*Diagram may be sketched on flipside of this page or below.*

# WRESTLING TOURNAMENT ORGANIZATION

## REGISTRATION

### MATERIALS:

1. Tournament entry/information sheets
2. Entry forms
3. Weigh-in cards
4. Admission tickets and passes
5. Change and moneyboxes
6. Writing pens (5-10) and pencils (10-15)
7. Two tables and 2-3 chairs minimum per table for each age group contested and each station
8. USA Cards and computer registration forms

### PERSONNEL:

1. Two people for each age group contested and each station
2. Two for USA cards
3. Two for admissions
4. Concession people and security

## WEIGH-IN

### MATERIALS:

1. One scale for every 75 wrestlers
2. One desk chair per scale
3. One marking pen and one writing pen per scale
4. Signs that indicate age and weight groups

### PERSONNEL:

1. One weigh master and one recorder per scale

## PAIRING ROOM

### MATERIALS:

1. Black and red writing pens
2. Three bottles of whiteout
3. Pairing sheets
4. Copier or carbon paper
5. Bout sheets
6. Tables and chairs - at least one six foot table for every six weight classes plus one for the flow table and one for materials
7. Miscellaneous materials - paper clips, masking tape, staplers, rubber bands and any items specific to your tourney pairing
8. Copies of the bracketing, seeding, and scoring methods

**PERSONNEL:**

1. One person who is knowledgeable about pairing for every age bracket or division
2. One assistant for every 50 wrestlers in each division

**WRESTLING AREA**

**MATERIALS:**

1. One mat for every 50 wrestlers to complete a tournament where every wrestler has a minimum of two matches in five hours. (Four-minute matches) For more details on total tournament time see the USA Wrestling Rule Book.
2. Mat tape
3. Scoring and timing instructions per table
4. Timer, scoring device, ankle bands - one per mat (One back-up for every four mats)
5. Three pencils per mat
6. Health and sanitation needs per mat: spit bucket, paper towels, disinfectant spray bottle (10% bleach)
7. Chairs - six per mat
8. Throw in device - one per mat to stop the bout
9. Award stand

**HEAD TABLE:**

1. P.A. system
2. Box for returning bout sheets
3. Space for pairers to work if they wish

**PERSONNEL:**

1. Announcer, assistant announcer
2. One score keeper per mat
3. One timer per mat
4. Officials - minimum five recommended for every four mats
5. Three staging personnel
6. Relief for all areas - to give breaks

**CLEAN-UP CREW!**

SIGNS: Pre-registration, late registration, USA cards, information, admission prices, concession prices, weigh-in, restrooms, pass-gate and bullpen.

# AWARDS

Responsible party: \_\_\_\_\_

## 1. Customary Awards.

Awards for all weight classes, competition styles, and age groups divisions;  
and  
Special kinds of competitive awards.(OW, Gorriaran Trophy, Most Pins/Least  
Time, etc.)

List special awards below.

- a.
- b.
- c.

Circle to what place awards will be given:

1 2 3 4 5 6 7 8

AWARD SUPPLIER \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

DATE ORDERED: \_\_\_\_\_

EXPECTED DELIVERY: \_\_\_\_\_

Where should customary awards be shipped, (Includes responsibility for error checking prior to event)

## 2. Special Awards

Awards or recognition for local dignitaries, sponsors and hosts, VIPs, officials, etc. List special awards below.

- a.
- b.
- c.
- d.
- e.

Where should special awards be shipped? (Includes responsibility for error checking prior to event.

- Note about awards:**
- (1) The cost for awards is usually under estimated.
  - (2) Be sure to give sufficient lead-time for manufacturing and shipping of awards.
  - (3) As soon as awards arrive, check for errors immediately.

## 3. Award stand and presenters



## STAFFING THE EVENT

**Responsible party:** \_\_\_\_\_

### A. ADMINISTRATIVE AND SPECIAL FUNCTION

1. Announcer and Assistant Announcer(s)
2. Floor Manager
3. Other Tournament Staff

Name and position

- a.
- b.
- c.
- d.
- e.
- f.

### MATSIDE OPERATIONS.

	<b>NUMBER NEEDED</b>	<b>INITIALS OF RESPONSIBLE PARTY</b>
1. Table workers		
a. Clock operators	_____	_____
b. Score recorders	_____	_____
c. End of period signalers, if any	_____	_____
d. Checkers	_____	_____
2. Runners		
a. Head Table to Matside and return	_____	_____
b. Head Table to Bracket Sheets	_____	_____
c. Gofers (To take refreshments to matside officials, workers, etc.)	_____	_____
3. Results and Bout Coordinators		
a. Wall bracket posting	_____	_____
b. Pairing assistants	_____	_____
c. Typists	_____	_____
d. Computer operators	_____	_____

	<b>NUMBER NEEDED</b>	<b>INITIALS OF RESPONSIBLE PARTY</b>
4. Site coordination		
a. Drivers of trucks/vans	_____	_____
b. Mat movers, installers	_____	_____
c. Clock movers, installers	_____	_____
d. Scales movers, setup	_____	_____
e. Table, chair setup	_____	_____
f. Decoration setup and floral	_____	_____
g. Mat mopping crew/disinfectant	_____	_____
5. Specialized physical coordination		
a. Microphone and PA system setup/testing	_____	_____
b. Music system setup/testing	_____	_____
c. Walkie-talkies	_____	_____
6. Medical		
a. Trainer or nurse with equipment/supplies	_____	_____
b. Paramedics or doctor on call	_____	_____
c. Doctors	_____	_____
d. Ambulance-on-call	_____	_____

NOTE: It is recommended that competition not begin without a medical officer in attendance.

**TOTAL STAFF NEEDED AND REPORTING TIMES**

**Number Needed/Report Time/Leader**

**FLOOR WORKERS (TABLES, SECURITY, ETC.)**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**SET-UP** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**REGISTRATION** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**PAIRINGS** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**WEIGH-IN** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**CLEAN-UP** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**TEAR DOWN** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## PROMOTING THE EVENT

Responsible party: \_\_\_\_\_

### Advertising, Public Relations and Media Management

#### A. Printed Material

##### 1. Entry Forms

###### a. Design, printing, distribution of Entry Forms

(1) Display at what tournaments, events, etc.?

(2) Who will answer calls and letter requests for entry blanks?

###### b. Mailings

(1) To whom

(2) Date to mail

###### c. Special mailings

##### 2. General public oriented

###### a. Flyers, Brochures

###### b. Posters

##### 3. Information and media oriented

###### a. Press release announcing event (see Appendix 4 for preparation)

###### b. Event Program

Includes preparation of editorial material for program; selling advertising or sponsorships for program; printing or reproduction of program; distribution/sales of program and round results and inserts to program.

###### c. Other (list below)

##### 4. Tickets

###### a. Printing and distribution of tickets

###### b. What groups are eligible for free admission to this event?

Your parents, coaches, your non-participating wrestlers? Be specific.

## FINANCIAL ACCOUNTING

**On the next page** is a form to help you organize the financial end of the event. Planning a budget for the tournament and sticking to it are the best ways to keep costs in check and maximize profits.

**Use the Planning Kit** to remind you of expenses that are likely to be incurred, and who has agreed to pay for what. For example, an item underlined in red ink might mean that someone else has agreed to pay for that item. (Normally, the Local Organizing Committee pays for event costs.) Or, depending on circumstance, another color might mean the cost for that item is thrown into an "event kitty", with the costs to be subtracted from revenue when the final event tally is made. There are provisions on the following pages for dividing costs up. As you can see, the idea of this Planning Kit is to be flexible, to meet your planning and management needs.

In this space place a chain of command diagram.

### TOURNAMENT ORGANIZATION FLOW CHART

## Event Financial Report

**EVENT:** \_\_\_\_\_

<u>REVENUE:</u>	<u>BUDGET</u>	<u>ACTUAL</u>
Ticket sales (___@\$___)	\$ _____	\$ _____
Program sales (___@\$___)	\$ _____	\$ _____
Ad Sales	\$ _____	\$ _____
Concessions	\$ _____	\$ _____
Merchandise	\$ _____	\$ _____
Sponsorships	\$ _____	\$ _____
Other	\$ _____	\$ _____
Entry Fee	\$ _____	\$ _____
<i>Total Receipts</i>	\$ _____	\$ _____

<u>EXPENSES:</u>	<u>BUDGET</u>	<u>ACTUAL</u>
Venue	\$ _____	\$ _____
Equipment rental	\$ _____	\$ _____
Mats	\$ _____	\$ _____
Ticket sellers	\$ _____	\$ _____
Program sales	\$ _____	\$ _____
Ad sales	\$ _____	\$ _____
Printing	\$ _____	\$ _____
Workers, volunteers	\$ _____	\$ _____
Awards	\$ _____	\$ _____
Gifts	\$ _____	\$ _____
Hospitality	\$ _____	\$ _____
Trainers	\$ _____	\$ _____
Supplies	\$ _____	\$ _____
Concessions	\$ _____	\$ _____
Merchandise	\$ _____	\$ _____
Advertising & promotion	\$ _____	\$ _____
Security	\$ _____	\$ _____
Custodial	\$ _____	\$ _____
Miscellaneous	\$ _____	\$ _____
Socials (____@\$____)	\$ _____	\$ _____
Photographers fee	\$ _____	\$ _____
Transportation	\$ _____	\$ _____
Postage	\$ _____	\$ _____
Phone	\$ _____	\$ _____
Other	\$ _____	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>	<b>\$ _____</b>

REVENUE \$ \_\_\_\_\_ MINUS EXPENSES \$ \_\_\_\_\_ =  
 \$ \_\_\_\_\_  
 PROFIT

## APPENDIX 1

### PROMOTING YOUR LOCAL PROGRAM AND EVENTS

Do not expect the media to cover wrestling on their own. Wrestling people must work to get their local media interested in the sport. Each program can help get the media interested in their wrestling team. It must be both easy and fun for journalists to cover wrestling, or they may not bother.

#### 1. RULE

The most important rule is that coaches should not try to "do it all." It is the coach's job to train the athletes and supervise his program. A different person should be specifically assigned to promoting the team, which will free up the coach to concentrate on coaching.

This kind of person can be found for almost any program. It might be a student sports information assistant, a volunteer journalism student, an interested parent or even a member of the team. The key is to find somebody who wants to handle this task and is willing to put in the time and effort to make it work.

#### 2. TOOLS

Your wrestling promoter only needs a few basic tools to get the job done. A telephone is a must, along with a typewriter or word processing unit. Each team can design its own letterhead, for press releases and invitations. Access to a facsimile machine is also helpful.

It should be the goal of your promotions volunteer to try to develop a regular following for your wrestling program in the local media. They should also try to excite other media to cover wrestling on special occasions.

#### 3. BASICS

##### a. Create and expand a mailing list

Find the addresses for the journalists who cover wrestling now, and those who might cover it in your community. Place the addresses on a label form or in a computer database. This should include newspapers, radio and television stations. Make sure to get the name of the person in charge. A letter addressed to "editor" may never reach the proper person. Other information to collect includes phone numbers and fax numbers. This list should be constantly updated, as media members often change jobs or get new assignments.

##### b. Work the mailing/target list

Create pre-event press releases, results press releases and feature story press releases. Make sure that wrestling is a part of the journalist's regular mail.

Call selected journalists with story ideas and invitations to attend events. Ask them how you can better help them cover the team. Be positive, no matter how badly they treat you.

##### c. Create story ideas (find an angle)

Ask yourself: "Why should this be covered? What is interesting, new or exciting about this?" Don't expect journalists to fully research your story. Do as much of the work for them in advance. Make it easy to cover.

The best personal human-interest stories are often locked in a coach's head. Tell your publicity volunteer about your athletes, team, and the competition.

Some journalists don't care about whom beat whom. They want feature material, interesting personal tidbits. Get to know your athletes as people and share that with the press. Wild hobbies, outstanding academics, big families, obstacles and handicaps overcome... the list goes on forever if you are creative.

**d. Create "The Big Event"**

No matter how good/bad a team or schedule may be, there will always be at least one event, which has special importance. It may be a meeting with an archrival, a match for a team championship, the regional or post-season qualifier, something that makes it bigger than the others.

It could also be an individual match-up, the two best guys in the league/region/nation going for top rankings. Identify those and BLOW THEM UP LARGE.

**e. Treat the press well**

The final thing to remember is to treat the journalists well when they decide to cover your team. You must provide them a professional work situation, so the journalists will be encouraged to come again. Remember — EASY and FUN.

Journalists need a few basics to do their job correctly. A place to sit, a place to work, a place to shoot photos and videotape, and access for interviews. For large programs, that means having a press row and workroom available. For others, it may just mean giving the journalist a VIP seating location.

**f. Report the news after it is over**

When the event is over, the coaches and athletes must be available for interviews. The journalist may also need access to a telephone, to file his story. Help them do their job. After the event, the publicity volunteer should report the story and results to those not there. That could mean typing up a small press release with results to FAX or mail to local media. At the very least, it includes calling in the final result to the media after every match.

There is no guarantee that doing this work will always result in receiving media coverage. However, if these basics are not covered, it is a good bet that there will be no coverage at all.

**4. TIPS ON A GOOD PRESS RELEASE**

Local volunteers can distribute news on USA Wrestling clubs, events and activities on the local and state level. The more people that become aware of your activities, the larger the participation will be at events. In addition, more volunteers and sponsors may be attracted through a strong local promotion effort. A key to local promotions is a good press release, followed by a follow-up phone call or personal visit.

**a. Create letterhead**

Every club/program should develop letterhead for use with press releases. It should have the name of the club, plus the address and phone number of the key officer. If the club has a logo, it should appear in the letterhead. The more attractive the letterhead, the more attention. You can also place the word NEWS or PRESS RELEASE in the letterhead.



**b. The advance release**

Prior to each competition, a press release can be developed explaining the activity. All the facts about the activity should be included: date, site, time of meet, registration time, ticket prices, the athletes and teams in the event, past history of the event, ceremonies, plus much more. The more local information in the release, the better.

It should be written in a natural clear style, with the most important information at the top of the release. Get the advance release out at least a few weeks prior to the event to give the press time to work with it. Every release should have the name and phone number of a person that the journalists can contact for more information.

**c. Follow up contact**

After a release is mailed, a follow-up phone call or visit to journalist can help. This should be a friendly reminder call. Ask the journalist if they received the information, and if they have questions or need more information. Offer your assistance in any way possible. If the journalist sounds interested, have some good story ideas ready to offer them. You will get more coverage for your event if you make sure to follow up.

**d. Results release**

After the event, a results release is helpful. Include short article on the highlights of an event or activity, along with a list of the place winners. When at all possible, list the hometowns of each of the athletes in the release. Make sure to explain the importance of the event, and if it qualifies anybody for something.

*-- written by Gary Abbott, USAW Director of Special Projects*

## **APPENDIX 2**

### Other Useful Resources

#### **ORGANIZING SUCESSFUL TOURNAMENTS**

JOHN BYL, MHK

REDEEMER COLLEGE ANCASTER, ONTARIO

LEISURE PRESS, CHAMPAIGN, ILLINOIS

Great guide to bracketing of single and double elimination tournaments.

#### **USA WRESTLING'S CURRENT RULEBOOK AND PAIRINGS GUIDE**

6155 LEHMAN DRIVE

COLORADO SPRINGS, CO. 80918

Hints on organization, bouts per hour, etc.