

OHSAA Regional Wrestling Dual Team Tournament



Manager's Handbook

2020

OHSAA Regional Wrestling Dual Team Tournament

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CONTACT INFORMATION

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Overview

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

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

Important Dates and Match Order

Regional Finals—Saturday, February 8, 2020 – 9:00 AM

Event Timeline

8:00 AM – Weigh-Ins

9:00 AM – 1st Round (Rat-tail matches – Round of 32) and 2nd Round on all 4 mats

- Matches will run sequentially on the next available mat in accordance with the match number designated on the bracket through the completion of the 2nd round (Round of 16).
- Depending on number of teams at site, the first four matches could be rat-tail matches (round of 32), 2nd Round matches (round of 16), or a combination of both.
- Teams not beginning at 9:00 AM will be permitted a 10-minute warm-up period prior to the start of their 2nd Round match.

Quarterfinals: all four quarterfinals will begin immediately after the conclusion of the final match in the 2nd round.

Semifinals: both semifinals will begin immediately after the conclusion of the final match in the quarterfinals.

Finals: the finals will begin immediately after the conclusion of the final match in semifinals.

The State Finals will be at 11:00 AM, Sunday, February 16, 2020 at St. John Arena on the campus of The Ohio State University. See www.ohsaa.org for times.

Information Packet

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

The information packet should include but not limited to:

- Tournament manager's name, e-mail, office and cell phone numbers.
- Times teams can report to the school
- Check in site
- Weigh-in time and location

- Site and time of a general coach's meeting held prior to the first session.
- Remind coaches to submit their final roster for the program before 12:00 noon on Wednesday, January 30th.

Manager's Duties

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

The site manager will secure all workers other than OHSA registered officials. The site manager will provide pre-meet information to the participating schools and officials. The site manager will communicate with the press and help promote the event as much as possible. At the conclusion of the event, results shall be distributed to the appropriate personnel.

All tournaments will use the **Baumspage Dual Meet Manager** application for the tournament. The mobile app runs in most web browsers on both Macs and PCs, but Google Chrome is the recommended browser. All files needed for the pre-tournament preparation including the **Weigh-In Sheets, Pass Lists, Full Team Rosters, Match Lists, Program Cover**, and **Bracket** are generated from the app. The **Program Cover, Match Lists, Team Rosters**, and the **Bracket** can be used as the program. (14 rosters will take 2 pages – 15 to 20 will be three pages.)

The **Pass List** will include the wrestlers submitted online and the head coach. Up to 6 additional team personnel can be added at check-in. There is a fillable pass list posted at www.baumspage.com/ohsaa/wrt/regional/OHSAAPassList.pdf.

As the tournament progresses and **Individual Match Results** are entered, the team scores and pairings for the next round will be generated automatically. If the site has a live internet connection and the user is logged-in updated results can be posted after each match. If there is not a live internet connection, results can be entered after each match and posted after everything is finished.

The Baumspage staff will send you an e-mail with details and specific instructions. Please download and experiment with the sample to make sure you are comfortable and can print the necessary files.

Managers or the computer support designee will need to have an account and login to access the **Baumspage Dual Meet Manager** application. Please wait until after 12:00 noon on Wednesday before your tournament to download the final data for your tournament. After wrestling is completed on Saturday make sure you are logged-in and certify that the tournament is complete. Final results will be posted automatically. Please finalize and post everything as soon as you finish.

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

Officials

The officials for the dual team tournament will be assigned by the OHSAA office and their information is accessible through the host school's ArbiterGame account. Site managers should contact the assigned officials no later than three (3) days prior to the tournament. Be sure to communicate directions to your site, where to park, where to enter the building, where the weigh-in will be conducted, re-affirm the time of the weigh-in and competition, and any other information which may be helpful.

Site managers will not pay officials. They will be paid directly from the OHSAA Office.

Accounting/Record Keeping

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

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

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

Expenses for the event are the sole responsibility of the host site and are paid by the host site. The host site certifies that they have followed all applicable laws and regulations in making these payments. No additional funds for hosting the tournament will be paid by the OHSAA for this tournament event. However, if the tournament host is able to host the tournament for less than the flat fee amount provided by the OHSAA, the host school may retain such overage and credit this amount as appropriate to the school's funds. Gate receipts in excess of the flat fee will be returned to the OHSAA. All extraordinary financial considerations must be approved by the OHSAA administrator responsible for this sport or the Senior Director of Finance & Accounting in writing prior to any cost being incurred. **Site managers will not pay officials. They will be paid directly from the OHSAA Office.**

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

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

Tickets/Passes

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

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

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

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

Site Operation

The site manager or his/her designee should check the certified weight report (Alpha Weigh-In Sheet) to verify each entry is eligible to participate at that weight class.

Expect wrestling teams and some fans to report 30 minutes prior to weigh-in. Ticket sellers should be present at that time or fans should be kept from the competition area until ticket sales begin. Locker rooms should be ready 30 minutes prior to weigh-in. Concessions should be open and operational at the start of weigh-in for individuals to purchase food after weighing-in.

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

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

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

The site manager, or their designated media coordinator, shall handle media requests for the dual team regional rounds. The OHSAA can assist with answering media questions or confirming legitimate media requests.

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

Weigh-In Procedures

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

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

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

Teams may weigh-in a maximum of three wrestlers per weight class, but are limited to 28 total wrestlers. Coaches are required to make corrections to their weigh-in sheet (generated by the **Baumspage Dual Meet Manager** application) when they check-in at the site. Coaches may make necessary additions, deletions, and / or weight class changes to their weigh-in sheet until their first wrestler steps on their assigned scale to begin their team's official weigh-in. A wrestler cannot be listed in more than one weight class.

The coaches should be asked if any wrestler is making scratch weight for the tournament. If so, that should be indicated on the weigh-in sheet. Otherwise, all contestants will be given four (4) pounds above scratch weight as the limit on their weight class. The weigh-in shall begin one hour in advance of the posted start time.

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

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

Team Scoring

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

Award Presentations

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

Reporting of Results

The baumspage.com staff is processing all the entry data and coordinating the posting of brackets and results. All tournaments will use the **Baumspage Dual Meet Manager** application. Coaches will have until 12:00 Noon on Wednesday to submit a final roster for the Regional. After 12:00 noon on Wednesday, the manager or their assigned computer support delegate will download the **Baumspage Dual Meet Manager** application. Use the **Mobile App** to generate the files needed for the tournament including the **Weigh-In Sheets, Pass Lists, Match Lists, Full Team Rosters, Program Cover, and Bracket. Match Score Templates** may also be generated.

Results can be entered after each individual match and posted if there is a live internet connection during the tournament. If not, the manager or computer designee will need to login and post when finished. When the final results are certified as complete and accurate, the team scores and complete individual results of all matches will be posted automatically. An e-mail will be sent to Tim Stried at the OHSAA and support@baumspage.com. **Please finalize and post ASAP after wrestling is completed.**

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

Computer Support Person

Please designate a computer support person for your site and e-mail your computer support person's contact information to support@baumspage.com.

Region/Site:

Computer Support Person's Name:

E-mail address:

Work Phone:

Home Phone:

Cell Phone:

Programs

Each regional site is asked to make copies of a program. At the minimum, the program shall be the **Program Cover, Match List, Full Team Rosters**, and a **Bracket** which are all generated through the **Baumspage Mobile Application**. Sites that would like to do a multiple page program should contact Tim Stried (tstried@ohsaa.org) for additional information. Sites may sell the programs for a maximum of \$2 if they wish. Sites retain all revenue from program sales, but they also incur all production costs.

Miscellaneous Policies

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

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

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

Tie-Breaker Criterion

Rule 9-2

2019-29 NFHS Wrestling Rules

ART. 2 . . . In dual-meet competition, if teams have identical scores, the following team tie-breaking system shall be used to determine the winner.

- a. The team whose opposing wrestlers or team personnel has been penalized the greater number of team points for flagrant or unsportsmanlike conduct shall be declared the winner.
- b. The team whose opposing head coach has been penalized the greater number of team points for coach misconduct or unsportsmanlike conduct shall be declared the winner.
- c. The team whose opposing wrestlers were penalized the greater number of match points for unsportsmanlike conduct shall be declared the winner.
- d. The team having won the greater number of matches (including forfeits) shall be declared the winner.
- e. The team having accumulated the greater total number of falls, defaults, forfeits and disqualifications shall be declared the winner.
- f. The team having the greater number of technical falls shall be declared the winner.
- g. The team having the greater number of major decisions shall be declared the winner.
- h. The team having the greater number (total match points) of first-point(s) scored shall be declared the winner.
- i. The team having the greater number of points for near-falls shall be declared the winner.
- j. The team having the greater number of takedowns shall be declared the winner.
- k. The team having the greater number of reversals shall be declared the winner.
- l. The team having the greater number of escapes shall be declared the winner.
- m. The team whose opponent has been penalized the greater number of points for stalling.
- n. The team whose opponent has been warned more often for stalling.
- o. The team whose opponent has the greater number of points for all other infractions (i.e. false starts).
- p. If none of the above resolves the tie, a flip of a disk will determine the winner.

Upon determining the winning team by use of the tiebreaking system, a single team point shall be added to the prevailing team. The method of recording the score in breaking team ties shall be the score followed by the letter of the criterion that broke the tie (e.g. Team A-16; Team B-17, criterion e).