

2023

Sectional, District & Regional
Individual Wrestling
Tournament



Tournament Manager's Manual



Ohio High School Athletic Association
Doug Ute, Executive Director

To: Sectional, District and Regional Individual Wrestling Tournament Site Managers

From: Beau Rugg, Director of Officiating & Sport Administration

Re: 2023 Wrestling Tournament Information

Managers will receive information from Gary Baumgartner regarding use of Baumspage.com for collecting information and posting results. His website, baumspage.com, is the official OHSAA wrestling page. If you have questions, please contact Gary (contact information below) or myself.

The following documents are enclosed:

- 1) Wrestling Tournament Participation Form (Sectional Managers Only) – Site managers that do not use the Baumspage Mobile Tournament Application must complete this form as this year's participants will determine the number of tournament qualifiers in the future. For sites that use the **Baumspage Mobile Tournament Application**, the **Tournament Participation Report** is generated automatically when the final results are certified. This form must only include the number of wrestlers who actually wrestled. This form must be returned no later than one week after the tournament concludes.
- 2) OHSAA Sectional Tournament Site Manager's Timeline (Sectional Managers Only) – Also available on Baumspage, this timeline includes details about online entry, seeding and drawing, posting of tournament information and results, and passing qualifier files to the district tournament.
- 3) "The Weigh-In Team & Procedure" (Sectional, District and Regional Managers) – Please make copies of the letter and distribute to coaches. **Also, please review with your staff and the weigh-in officials.**
- 4) Letter to State Qualifier Head Coaches (District and Regional Managers Only) – Please make copies of the letter and distribute to coaches.

Other important information follows:

- 1) All tournaments must have a physician present during weigh-ins. Medical coverage during the tournament may be provided by Certified Athletic Trainers.
- 2) Alternate – Sectional / District 5th Place: Prior to the scheduled start of Session 1, if one qualifying wrestler from a district is unable to wrestle, the 5th place wrestler from that sectional/district shall be placed on the vacated bracket line in the 1st round. No other wrestler will be moved on the bracket.
- 3) If the 5th place wrestler from the sectional/district with the vacated spot is unable to wrestle, 5th place alternates from the remaining sectionals/districts become eligible for the vacated bracket line. If only 1 alternate is able to wrestle, he/she is placed on the bracket line. Otherwise, a coin flip (2 alternates) or random draw (3 alternates) determines which alternate is placed. No other wrestler is moved on the bracket.
- 4) A weight allowance of one pound per day, up to a maximum of two pounds, may be permitted when a school (schools) is out of session and cannot practice on the day prior to the tournament. When such weight allowance is provided the weight allowance for successive days of wrestling will be reduced or eliminated (see wrestling rule 4.5.5.)

- 5) State Media Forms (District/Regional Managers Only) – will be mailed to you prior to the tournament, please provide the state media information forms to every wrestler qualifying to the state tournament. Collect at the District/Regional tournament and return via the pre-addressed mailing envelope that was enclosed with the mailing. Postage for this mailing should be included on your expense report.

Officials Fees

Site managers do not pay the officials, they will be paid by your respective District Athletic Board.

The OHSAA Director of Wrestling Officiating Development Toby Dunlap (440-487-6308) and wrestling State Rules Interpreters will be visiting tournaments sites. State Rules Interpreters are; Jim Vreeland (419-707-1133) Oak Harbor, Ray Anthony (440-552-5372) Columbia Station, and Dick Loewenstine (859-512-6930) Cincinnati. They may be contacted by phone for rules interpretations and assistance at the numbers listed.

Items:

Gary Baumgartner – Email- gb@baumspage.com; Cell: 513-594-6154; Web: www.baumspage.com

Terry Young – Email- terry@baumspage.com; Cell: 740-517-0195; Web: www.baumspage.com

NFHS Skin Form – <https://www.ohsaa.org/Portals/0/Sports/Wrestling/skinform.pdf>

Media Information Form – District

Wrestling Tournament Participation Form – for use at Sectional

Sectional Manager Timeline – for use at Sectional

“The Weigh-In Team & Procedure” – for use at Sectional and District

Coaches Letter – for distribution to coach of State qualifiers

OHSAA Individual Wrestling Tournament Regulations -

<https://ohsaaweb.blob.core.windows.net/files/Sports/Wrestling/WRindTourneyRegs.pdf>

Reporting and Payments

Tournament Financial Reports are now available for completion through Google Docs for events held at High Schools. The Google Doc questionnaire requires minimal effort to complete and you will receive a copy of your answers to your email.

To receive hosting fees for non-flat fee sports, please complete the Excel version of the Financial Report – [Tournament Report for Non-Flat Fee Sports](#) which is available at ohsaa.org/financial/reports. For host sites that are not a high school, please submit an invoice or complete the Tournament Financial Report available at ohsaa.org/financial/reports. Invoices and completed excel reports should be submitted to accounting@ohsaa.org.

For host sites that are not a high school, please submit an invoice or complete the Excel version of the Tournament Financial Report – [Tournament Report for Non-High School Sites](#) which will be available at ohsaa.org/financial/reports. Invoices and completed excel reports should be submitted to accounting@ohsaa.org.

Media Payments should be paid onsite to the Tournament or Site Manager. Media should make checks or money orders payable to the OHSAA. It is your responsibility to collect and mail payments timely to OHSAA’s remittance only address: **Ohio High School Athletic Assn., L-4256, Columbus, OH 43260-4256.**

If you have any questions, please contact OHSAA Controller, Laura Vermilya at lvermilya@ohsaa.org or 614-549-6953.

The Alternate Selection Procedure - excerpted from the 2023 Wrestling Tournament Regulations (<https://ohsaaweb.blob.core.windows.net/files/Sports/Wrestling/WRindTourneyRegs.pdf>):

The Alternate selection procedure is as follows:

1. Alternate – Sectional/District/Regional 5th Place: Prior to the scheduled start of Session 1, if one qualifying wrestler from a sectional/district is unable to wrestle, the 5th place wrestler from that sectional/district shall be placed on the vacated bracket line in the 1st round. No other wrestler will be moved on the bracket.

2. Alternate – Other Sectionals/Districts/Regionals 5th Place: If the 5th place wrestler from the sectional/district with the vacated spot is unable to wrestle, 5th place alternates from the remaining sectionals/districts become eligible for the vacated bracket line. If only 1 alternate is able to wrestle, he/she is placed on the bracket line. Otherwise, a coin flip (2 alternates) or random draw (3 alternates) determines which alternate is placed. No other wrestler is moved on the bracket.

3. Alternate – Multiple from Same Sectional/District/Regional: If more than 1 wrestler from a sectional/district in the same weight class is unable to wrestle, a coin flip (2 alternates) or random draw (3 alternates) determines on which bracket line the alternates are placed. No other wrestler is moved on the bracket.

4. Alternate – Bye/No Alternates: A Bye is placed on the bracket for a wrestler who fails to make weight and no alternate is available.

5. Alternate – No 4th Place Sectional Wrestler: If there is no 4th place wrestler from a sectional (only 3 entries in the weight class), 5th place alternates from the remaining sectionals become eligible for the vacated bracket line. If only 1 alternate is able to wrestle, he/she is placed on the bracket line. Otherwise, a coin-flip (2 alternates) or random draw (3 alternates) determines which alternate is placed. No other wrestler is moved on the bracket.

Wrestling Tournament Participation Form



The Board of Directors of the OHSAA annually sets up the representation from each district based upon the number of teams (7 participants) participating in the tournament. Please list the school and the number of participants that actually participated.

NOTE: For sectionals that use the [Baumspage Mobile Tournament Application](#), the Participation Report can be generated automatically when you click the “I certify that these results are accurate and this event is officially complete.” checkbox and “**Post Final Results to Baumspage**”.

Location of Tournament _____ Division _____

Tournament Manager _____ District _____

I. Schools Teams Participating (7 or more participants)

	# of Wrestlers		# of Wrestlers
1. _____	_____ 11.	_____	_____
2. _____	_____ 12.	_____	_____
3. _____	_____ 13.	_____	_____
4. _____	_____ 14.	_____	_____
5. _____	_____ 15.	_____	_____
6. _____	_____ 16.	_____	_____
7. _____	_____ 17.	_____	_____
8. _____	_____ 18.	_____	_____
9. _____	_____ 19.	_____	_____
10. _____	_____ 20.	_____	_____

II. Schools Represented by Individuals (Less than 7 participants)

	# of Wrestlers		# of Wrestlers
1. _____	_____ 4.	_____	_____
2. _____	_____ 5.	_____	_____
3. _____	_____ 6.	_____	_____

III. Assigned Schools That Did Not Participate

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

Please return immediately after tournaments, preferably by **Email** to Beau Rugg at brugg@ohsaa.org
Fax: 614-267-1677 **Mail:** OHSAA, 4080 Roselea Place, Columbus, OH 43214

Do Not Send to District Athletic Board

OHSAA Sectional Tournament Managers Timeline

To ensure that all sectional tournaments are administered consistently throughout the state, tournament managers should follow this general timeline.

As soon as possible:

1. Go to www.baumspage.com and review the dates, times, etc. for your sectional tournament. Correct the dates and times. Contact **Gary Baumgartner** at **514-594-6154** or **Terry Young** at **740-517-0195** if you need help.
2. Send the [Online Entry Instructions](#) and tournament information to all schools participating in your sectional tournament. Emphasize several points –
 - a. The OHSAA has determined a common deadline for all sectionals to ensure that no wrestler gains an advantage by knowing where some other wrestler is competing.
 - b. **All entries and seeding criteria must be submitted via baumspage.com before 7:00 PM on Thursday, February 23. Schools will be subject to a \$150 fine for wrestlers entered after the deadline.**
 - c. The completed entry form must include a grade and two records: **Current Won.Lost** for every wrestler entered.
 - d. **After 7:00 PM Thursday, all wrestlers are locked into the weight class as submitted.**
 - i. The only exceptions will be for those scenarios outlined in **Section 10.3 of the [2023 OHSAA Individual Tournament Regulations!](#)**
 - ii. **Do not post entry grids, seed information, or brackets before 8:00 PM on Thursday!** This will give managers statewide time to follow-up with missing rosters, entry errors, or computer glitches and ensure the integrity of the entry process.
 - e. The seeding criterion is listed in section 11.6 of the [OHSAA Individual Tournament Regulations](#). The seed list will be sorted by State Place, District Place, and Current Record.
 - i. Coaches may submit a request to add a wrestler with a winning record but fewer than 12 matches to the seed nomination list by e-mailing supporting documentation to the tournament manager at least 24 hours in advance of the seeding meeting
 - ii. **Please emphasize the time of your seed meeting when you send out the tournament information to the coaches. Some are during weigh-ins and others after 7:30 PM Thursday or later.**
 - iii. Challenges are allowed for head-to-head competition and common tournament placement.

Wednesday, February 22:

1. By 10:00 AM, log into your baumspage account and determine which schools have not yet submitted their entries. Make follow-up phone calls to coaches and/or athletic directors or send an e-mail reminder using the baumspage **Managers | Wrestling | Contact Coaches** feature on your baumspage account.

Thursday, February 23:

1. By 10:00 AM, follow-up via phone with any schools who have not yet submitted their entries. Contact **Gary Baumgartner** or **Terry Young** if you need contact information for any coach or athletic director.
2. By 2:00 PM, follow-up via phone again with any schools who have not yet submitted their entries. Contact **Gary Baumgartner** or **Terry Young** if you need contact information for any coach or athletic director.
3. Monitor entries up until 7:00 PM to ensure all schools have submitted their entries by the deadline. Follow-up as needed.
4. After 7:00 PM, login to your account and download the **Seed Nominations** and **Entry Grid**.
 - a. The **Seed Nominations** and **Entry Grid** can be posted directly from the **Data Download** page **after 8:00 PM Thursday**.
 - b. **Do not post anything before 8:00 PM on Thursday!**
5. All managers/assigned delegates will be able to download the seed nominations, entry grid, and import files directly from the server.
 - a. Use **Managers | Wrestling | Data Downloads** to generate the files for your sectional.

6. If you are using the [Baumspage Mobile Wrestling Manager Application](#), the rosters will import automatically.
 - a. After accepting the setup screens you will be able to generate and print the entry grid, team check-in sheets, weigh-in sheets by weight class, and all other materials needed for the tournament.
 - b. **Do not post anything before 8:00 PM on Thursday.**
7. If you are not using the [Baumspage Wrestling Application](#), use the **Data Downloads** option to download the seed nominations and TWT or **Track Wrestling** import files.

Friday, February 24 or Saturday, February 25:

1. At check-in, distribute check-in lists and have coaches confirm the accuracy of the names, grades, and records.
2. Changes to the roster are only permitted by the exceptions outlined in Section 10.3 of the [OHSAA Individual Tournament Regulations](#).
3. **The seed meeting will take place during weigh-ins or after 7:30 PM on Thursday, February 23rd.**
 - a. The tournament regulations permit a maximum of 8 seeds per weight class if the wrestler meets the qualifying standards. The actual number to be seeded may be determined by district board policy.
 - b. Proceed through the weight classes in order assuming all wrestlers entered will make weight and will pass the skin check.
 - c. If the wrestler listed does not make weight or pass the skin check, a substitute is permitted as outlined in Section 10.3 of the [OHSAA Individual Tournament Regulations](#).
 - i. If brackets have not been distributed or published, seed and draw the bracket again.
 - ii. If the brackets have been distributed or published, follow the guidelines listed in Section 11.4 of the [OHSAA Individual Tournament Regulations](#) to make the brackets legal.
4. Brackets will be drawn by computer.
 - a. Seeded wrestlers will be placed on the bracket as outlined by NFHS Rule 10-4.
 - b. Byes and non-seeded wrestlers will be placed on the bracket by the computer!
5. Post brackets and results as available – after each round or weight class (if desired) and after wrestling finishes each day.
 - a. Brackets, results, schedules, and other tournament information may be posted on baumspage.
 - b. If you are posting tournament information elsewhere, please set up the URL now and post a link from the tournament page to that URL.
6. Export advancers for the district.
 - a. If using the [Baumspage Wrestling Application](#), advancers and alternates will be automatically uploaded to the server when the **Final Results are Certified** and the **Post Final Results to Baumspage** button is used.
 - b. If using other programs, attach the qualifier file to an e-mail to the district manager or designated computer support person. Specific instructions will be e-mailed before the tournament.
7. Note the **Alternates to the District** will be permitted as outlined in Section 12 of the [OHSAA Individual Tournament Regulations](#).
 - a. If the alternate from the sectional with the vacated bracket line cannot wrestle, the alternates from the remaining sectionals become eligible. See Section 12 of the [OHSAA Individual Tournament Regulations](#) for the procedure to be utilized to select the alternate.

Technical Support/Questions:

Gary Baumgartner – gb@baumspage.com – 513-594-6154

Terry Young – terry@baumspage.com – 740-517-0195

The Weigh-In Team & Procedure

The **Tournament Manager** (TM) is ultimately in charge of the smooth operations of the entire wrestling event. The (TM) then coordinates all aspects of the event. The weigh-in of contestants begins the official action of setting the bracket for each weight class. The procedure listed below will assist making the weigh-ins as efficient as possible without interruption.

The (TM) shall verify all scales are recently certified by the county weights and measures department, be placed in the weigh-in room, balanced to zero with ample time allotted for wrestlers to check their weight prior to the start of actual weigh-ins. Same gender weigh-ins and special accommodations shall be made for all female contestants based upon NFHS rules.

The (TM) should coordinate with the assigned Head Official (HO). There should be a team of three in place for each scale to the complete field of wrestlers. Each scale should have an official, a recorder and an assistant recorder. At the start of weigh-ins all wrestlers should be in the weigh-in room, if space allows and no one is allowed to either dehydrate or rehydrate. All exercise must stop when the weigh-in process begins for everyone. Wrestlers may wear low-ankle socks during weigh-in. Any wrestler over-weight shall immediately re-weigh on the same scale once, if he/she is still over-weight the participant gets one try on every other scale in his/her assigned weigh-in room. During any re-weigh in the athletes must step on the scales exactly as he/she did the first time. Duties are listed below.

Official - to inspect each male wrestler and compliance with the NFHS health and safety check. This includes; length of hair (H), fingernails (N), shave (S), mustache (M), skin inspection and physician's note and the legality of any special equipment. If any adjustments need to be made, the official shall instruct the recorder to mark the necessary correction on the weigh-in form. The on-site physician has the final decision on skin issues.

Recorder – to record all information necessary as it pertains to each individual athlete on the (TM) weigh-in form. Example: if the fingernails need trimmed he should record (N), etc. Next, **the exact weight needs to be read aloud and recorded for each participant during every weigh-in session.** The recorder needs to be informed of a few changes in weight classes. First, the minimum weight for the heavy weight wrestler based on the time of season and growth allowance. Note: 215 lb. at the start of the season, then 217 lb. after December 25th. Second, the extra pound(s) necessary for the second day of a two-day event, weather related increase and the increase if a school had an event the day before shall be added. **The recorder shall also be informed if an athlete is to make his/her scratch alpha weight.** This should first be **the responsibility of the coach to notify the (TM)** who in turn will notify the weigh-in staff. **The athlete shall also declare to the weigh-in team his/her intention to make his/her scratch alpha weight.**

Assistant Recorder - It is recommended the third adult observer be a coach, randomly selected to assist with the reading of the scale, recording of the data and to generally confirm all is being done so the checking process moves along properly. These three men are to work as a team and communicate as is necessary to ensure a smooth weigh-in.

At the conclusion of weigh-ins the official shall sign the weigh-in sheets from his respective scale. The prompt return of the weigh-in forms to the (TM) allows any re-draws efficiently completed and the tournament to start on time. The (TM) shall designate with the (HO) the team(s) of weigh-in personnel for the following morning second weigh-in. The weigh-in forms should be so created to allow for the recording of multiple day events.

Weigh-out - If a first day weigh-out is utilized, this will begin after the **144** weight-class and end 30 minutes after the last heavyweight match. Wrestlers who have completed their competition for the first day may report to the scale room to weigh-out when it is announced. During the weigh-out process, participants may have multiple attempts on the scale(s), they may exercise, and they may use the restroom.

Skin Checks – Skin checks must be conducted in a private room each day before the start of competition. For instance, if you have a 2-day Sectional, skin checks must be conducted on Saturday morning in addition to Friday afternoon.

To: Head Coaches of State Qualifiers
From: Beau Rugg, Director of Officiating & Sport Administration
Re: State Tournament All-Session Tickets and Parking Passes

Per the OHSAA Wrestling Individual Tournament Regulations:

1) **Pairings and Participants** will be posted at <https://www.baumspage.com/ohsaa/wr/2023/> at 12:00 noon on Sunday, March 5. Please check to make sure **your name is correct** and send any other corrections to Tim Stried (tstried@ohsaa.org) before 3:00 PM, Monday, March 6.

2) **Packet Pickup**

State tournament packets, which contain tickets, parking passes, and tournament information, may be picked up in the Aux Gymnasium, located on the west side of The Schottenstein Center, beginning at 10:00 a.m., Friday, March 10.

During the packet pickup, additional coaches' all-session tickets will be available for purchase in the southwest rotunda.

3) **Parking**

Instructions for reserved coaches parking will be in the packet. Passes will be distributed as follows:

- 1 – 4 qualifiers (1 pass)
- 5 – 8 qualifiers (2 passes)
- 9 – 12 qualifiers (3 passes)
- 13 – 14 qualifiers (4 passes)

Public parking will be available on The Ohio State University Campus at no charge. Coaches' parking passes are non-transferable.

4) **Contestant and Coaches Tickets**

Each contestant will receive a ticket for all sessions. Coaches will receive all-session tickets according to the following schedule:

- 1 qualifier - (1 all-session ticket)
- 2 to 4 qualifiers - (2 all-session ticket)
- 5 to 8 qualifiers - (3 all-session ticket)
- 9 to 14 qualifiers - (4 all-session ticket)

5) **Professionalism of Coaches**

It is the moral obligation of all Ohio Wrestling Coaches to conduct themselves in a manner that reflects credit upon their high school, their profession and themselves. Personal grooming and appropriate dress is a standard of professionalism. The wearing of jeans, t-shirts, sweat suits and warm-up suits (top or bottom), head wear and similar apparel are not considered suitable attire for coaches during the OHSAA Sectional, District or State Wrestling Tournaments and, therefore, are prohibited. Coaches who are inappropriately dressed will not be allowed on the competition floor. Moral obligation and ethical conduct are part of winning and losing. Good sportsmanship, appearance, honor and concern for the well-being of the competitors should be placed before all else. The Rules have been established in the spirit of this statement.