

NVWF REGISTRATION

Summary: As wrestlers arrive at the scrimmage, they must check in at the Registration Table to receive their registration weigh-in card. Wrestlers' registration cards will be pulled by the Registration Table personnel and carried by the wrestler to the weigh-in official. There is a registration card for every wrestler who is eligible to participate in a NVWF scrimmage, however if the card for a particular wrestler can NOT be found, follow the procedures described under "e" below.

Specifics:

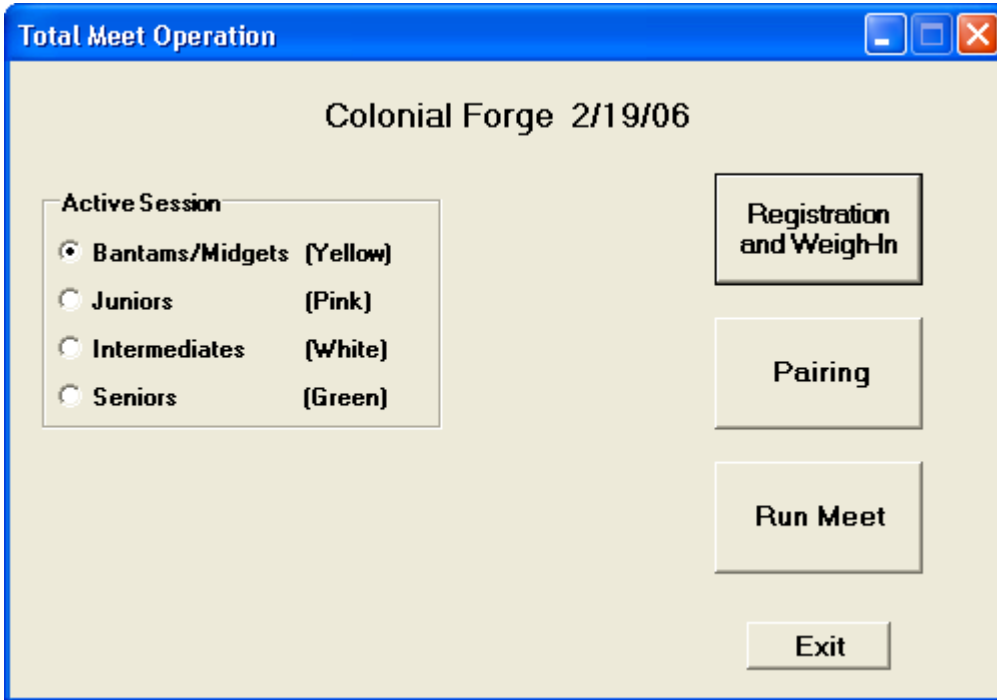
- a. The initial announcement calling for wrestlers to check in should be made (i.e., registration should begin) as soon as practical after wrestlers begin arriving. One hour before the scheduled start time is recommended. A second announcement should be made approximately 30 minutes later, and a final call made 15 minutes before the scheduled start time. Registration should be closed promptly at the scheduled start time for wrestling. **REMEMBER: NO LATE REGISTRATIONS AFTER RUNNING THE PAIRING PROGRAM ARE ALLOWED FOR ANY REASON.**
- b. The Registration Related Equipment (see Attachment A-2) includes a full set of registration cards (one for each officially registered wrestler in the NVWF) as well as a complete NVWF Roster on the weigh-in laptop. These should have been obtained from the NVWF Registrar prior to the scrimmage. Any late registrations should have already been taken care of by 6PM of the preceding Wednesday. **No handwritten weight cards should be needed**, but if a blank one is used, special care must be taken to validate all information on the card as the wrestler registers and put at the front of the printed cards.
- c. Weight cards should already be separated by Division (color of card) and alphabetized by last name, but registration table personnel should verify this as soon as they are provided with the weight cards.
- d. As wrestlers arrive, registration table personnel should ask them their name and year of birth (to determine division) and after finding the wrestler's card, **VERIFY THAT THIS IS THE CORRECT WRESTLER**. Validate the wrestler's team and, if present, his middle initial. Note: We almost always have wrestlers with the same first and last names and they have even been in the same session AND from the same team!
- e. If you cannot find a wrestler's card, do the following three checks: (1) make sure their **registration card** has not been filed out of order in the deck of weight cards; (2) check the **Master Roster** to make sure the wrestler's birth year is correct for the current session; and (3) check the **Master Roster** to ensure he/she is fully registered (birth certificate, waiver and AAU membership all confirmed). Wrestlers who have *not* completed all registration requirements will *not* have a card and are *not* be allowed to wrestle. If you still can NOT locate the card, BUT he/she is fully registered, then you can make out a "temporary weight card" using the information on the roster. **Note: Be sure to place at the front of the printed cards and fill out the card discrepancy report.**
- f. Once Registration has closed, any cards not yet retrieved by the Weigh-in Table should be delivered to them and the unused cards returned to their box and the box stored in some safe location until required for the next session.
- g. After all classes have been made and wrestling is underway, the cards just used will be sorted back into *alpha order* and retained at the Weigh-in Table. If wrestlers come to the Registration Table who have wrestled in the previous session and desire to "wrestle up", send them to the Weigh-in Table where their card is available from those just used. **NOTE: All wrestlers desiring to wrestle up MUST have a coach's permission, NOT a parent's permission.**
- h. Once Registration has closed for the each session, all materials should be taken to the Weigh-in Table for retention until the next session. **Important: DO NOT LEAVE CARDS OR OTHER MATERIALS UNATTENDED AT THE REGISTRATION TABLE BETWEEN SESSIONS (a volunteer MUST stay with them).**

Weigh-in

Summary: The wrestler will *step* (not jump) on the scale and his weight *neatly and legibly recorded* in the first available position on his individual weight card to the nearest tenth of a pound. If entry of the max weight information is being done at the Weigh-in Station, the card is then passed to the individual performing this function. Cards with weights (and possibly max weights) recorded will be collected periodically by personnel from the Pairing Table.

Specifics:

The following screen will be displayed after selecting the Age Group. In this case the Age Group is Bantams/Midgets



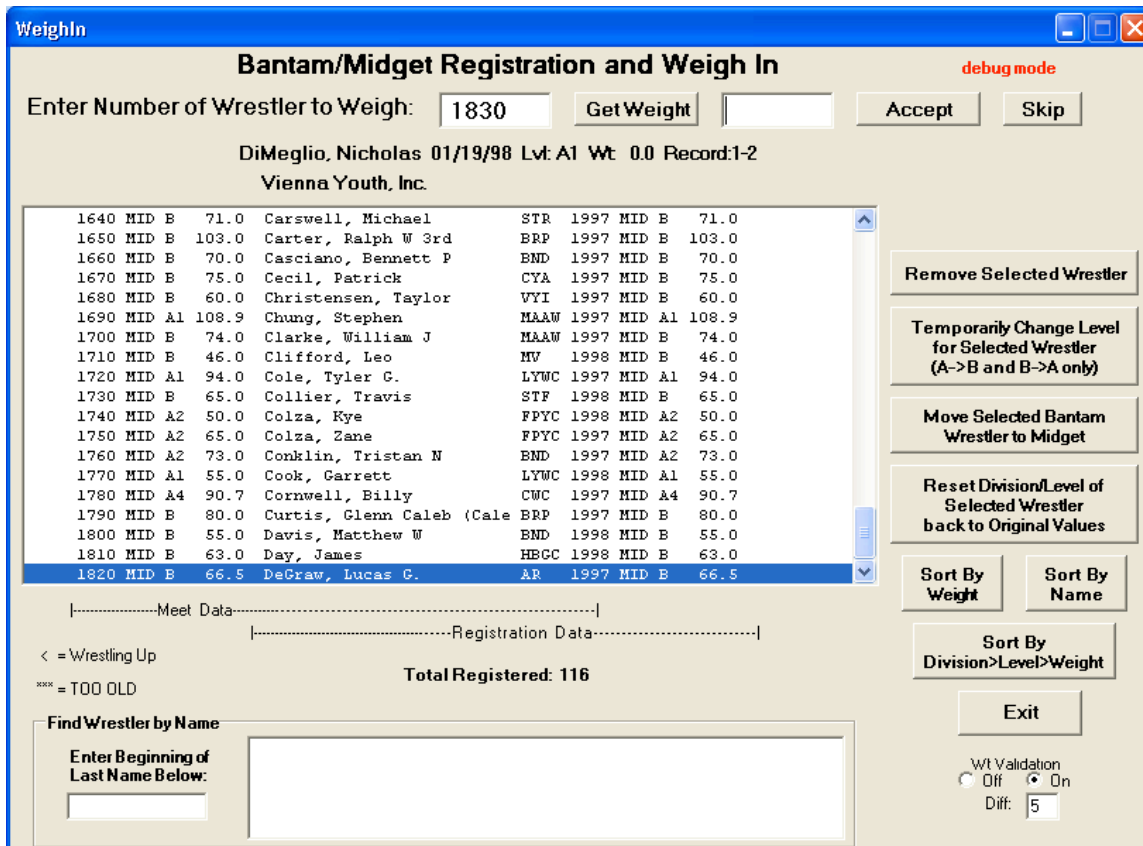
1. Select **Registration and Weigh-in**

The Registration and Weigh-in Screen will display.

NOTE: Wrestlers should be weighed in whatever clothing they are wearing when they reach the scale (preferably their singlet and shoes). No time will be allowed to disrobe. The weigh-in official should periodically remind the wrestlers in line that they should be prepared to weigh when they reach the scale.

2. One volunteer at the weigh-in station takes each wrestler's card and asks his/her name thus verifying each card is the correct one for that wrestler.
3. The second volunteer at the Weigh-in Station enters the wrestler's card number located on the left lower corner of the wrestler's card in the text box labeled "**Enter Number of Wrestler to Weigh:**"
4. The volunteer entering in this number should verify with the person holding the card the name that appears on the screen is actually the person on the card. This will make sure the number is not keyed in incorrectly. Note: **THIS IS CRITICAL – ANY MISENTERED OR OTHERWISE INCORRECT NUMBER WILL BOTH; 1) CAUSE FORFEITS, AND 2) FAIL TO PAIR A WRESTLER WHO IS PRESENT.**
5. Once the wrestler's name has been verified select "**Get Weight.**" The wrestler can already be on the scale. If not, ask her/him to *step* on the scale. (Note: it helps speed things up if an announcement is periodically made to the line of wrestlers waiting that they should "step onto the scale" when they hand in their card).
6. Once a weight appears on the screen then select "**Accept**" and read the weight out loud for all to hear.
7. The volunteer with the card needs to legibly write this announced weight on the correct card.

*NOTE: If a wrestler's card is missing, the wrestler's last name can be entered in the lower left box of the window. A list of names will appear next to this name. This will allow you to find the wrestler **if** their name is in the database. If the wrestler's name is not found then they have not Registered and are not to wrestle. If the wrestler **is** found, double click on his name and you will be ready to weigh him in. Create a card for the wrestler using the blank cards in the "cards box" (only after verifying ALL of their Registration materials and fees have been received).*



8. If a wrestler wants to wrestle up from B to A and his coach agrees, select “Temporarily Change Level for Selected Wrestler.”
9. If a wrestler wants to wrestle down from A to B, check his record below the ‘Get Weight’ button. Select “Temporarily Change Level for Selected Wrestler” only if his record is lopsided and his coach agrees.
Note: This should only be done if the wrestler has an extremely losing record and note an asterisk on card.
10. Be sure and advise the coach this is a TEMPORARY change and any permanent change must be officially requested by the team’s registrar to the NVWF Registrar (failure to do so can result in a \$100 fine).
11. Once registration is closed select “Exit.”

(NOTE: As you are collecting the cards, put them in numerical order. Weight cards should be given to you by the registration table, or you should retrieve them from the registration table. Wrestlers and parents should not be handling them. This is to prevent them from being mangled, written on, lost, or otherwise mistreated. If parents have corrections (spelling of name, etc.), these should be written on a separate sheet of paper and given to the registration table to be put in with the cards when they are returned to the NVWF Registrar. Hand written changes do not change the other set of cards, nor do they change the database, so no changes will appear on the bout sheets or wall charts.)

IMPORTANT CAUTIONS:

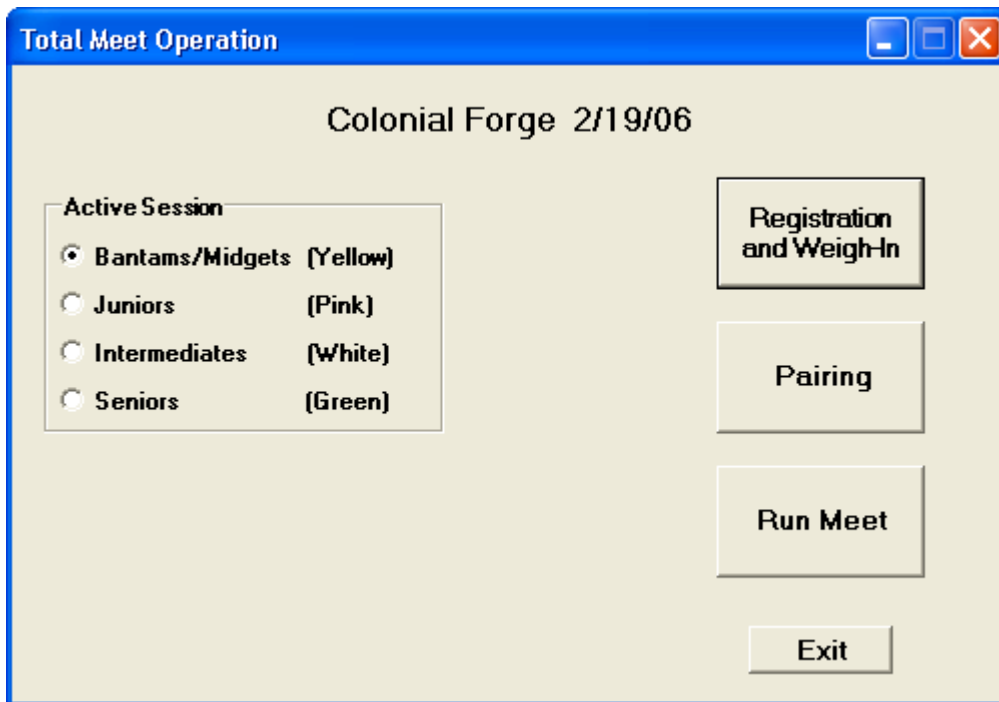
WRITE LEGIBLY – Be sure your “7”s look like 7s and not “2”s or “9”s, “3”s do not look like “8”s, “6”s not like “0”s, etc. (this allows the Registrar to research later if needed)

WRITE FIRMLY WITH THE PROPER PENCIL – Be sure the information you record is dark enough to be easily read in the sometimes poorly lit gymnasium.

Class Formation

This is a one-time process per Division. It is usually done by the Head Pairer, but anyone familiar with the process may be assigned the job.

Once a Session Registration is completed,



Select the **Pairing** button.

Pairing Colonial Forge 2/19/06 - Bantam/Midget

Registered (116) (116 Unpaired) Classes (0) Print Summary Exit

UnPaired

00270	Daus, Jimmy	VYI	1999	BAN	B	34.0	36.7
00590	Kirkman, Blake	END	1999	BAN	A1	35.0	37.8
00470	Harrison, Natha	ERP	2000	BAN	B	38.0	41.0
00060	Baughman, Alex	CC	2001	BAN	B	38.0	41.0
00480	Hartman, Todd B	END	2001	BAN	B	40.0	43.2
00550	Ivkin, Maxim	VYI	2000	BAN	B	40.0	43.2
00420	Godwin, Mark	VYI	2000	BAN	B	40.0	43.2
00530	Hosking, Henry	VYI	2000	BAN	B	42.0	45.4
00170	Cafurello, Bruc	STR	1999	BAN	A1	43.0	46.4
00340	Elder, Davis R	APCS	2000	BAN	B	43.0	46.4
00630	Lalonde, Caleb	VYI	2000	BAN	B	43.0	46.4
00330	Elder, Conner W	APCS	2000	BAN	B	44.0	47.5
00490	Hauck, Clayton	LYWC	1999	BAN	A1	44.0	47.5
00090	Berrick, Gabrie	CYA	1999	BAN	B	44.0	47.5
00150	Budd, Kyle	FAQ	1999	BAN	B	44.2	47.7
00290	Demas, Evan A	APCS	1999	BAN	B	45.0	48.6
00120	Brown, Dallin	QW	2000	BAN	B	45.0	48.6
00520	Homan, Creight	CYA	2000	BAN	B	45.0	48.6
00190	Casciano, Charl	END	1999	BAN	B	45.0	48.6
00370	Fields, Drew	STF	2000	BAN	B	45.0	48.6
00580	Kemp, Kamren M	FTB	1999	BAN	B	45.0	48.6
00230	Collier, Braydo	STF	1999	BAN	B	45.0	48.6
00110	Brandon, Hunter	STF	1999	BAN	B	45.0	48.6
00350	Eubanks, Cole	LM	1999	BAN	A1	46.5	50.2
00280	Davis, Jason E	CC	2000	BAN	B	47.0	50.8
00300	Drake, Everett	STR	2000	BAN	B	47.0	50.8
00030	Averna, Samuel	FAQ	2000	BAN	B	47.1	50.9
00040	Avila, Erik	VYI	1999	BAN	A1	48.0	51.8
00380	Fisher, Benjami	CYA	1999	BAN	B	48.0	51.8
00360	Perlazzo, Nicho	END	1999	BAN	B	48.0	51.8
00050	Badillo, Ryan	CYA	2000	BAN	A1	49.0	52.9

Classes (0)

<==Add Selected Wrestler to Class

Order Classes By Weight

Order Classes By Div>Lv>Wt

Order Classes By Div>Wt>Lv

Clear Selected Class

Selected Class

Class Warnings

Remove Selected Wrestler from Class

Matches in Selected Class with Weight Issues

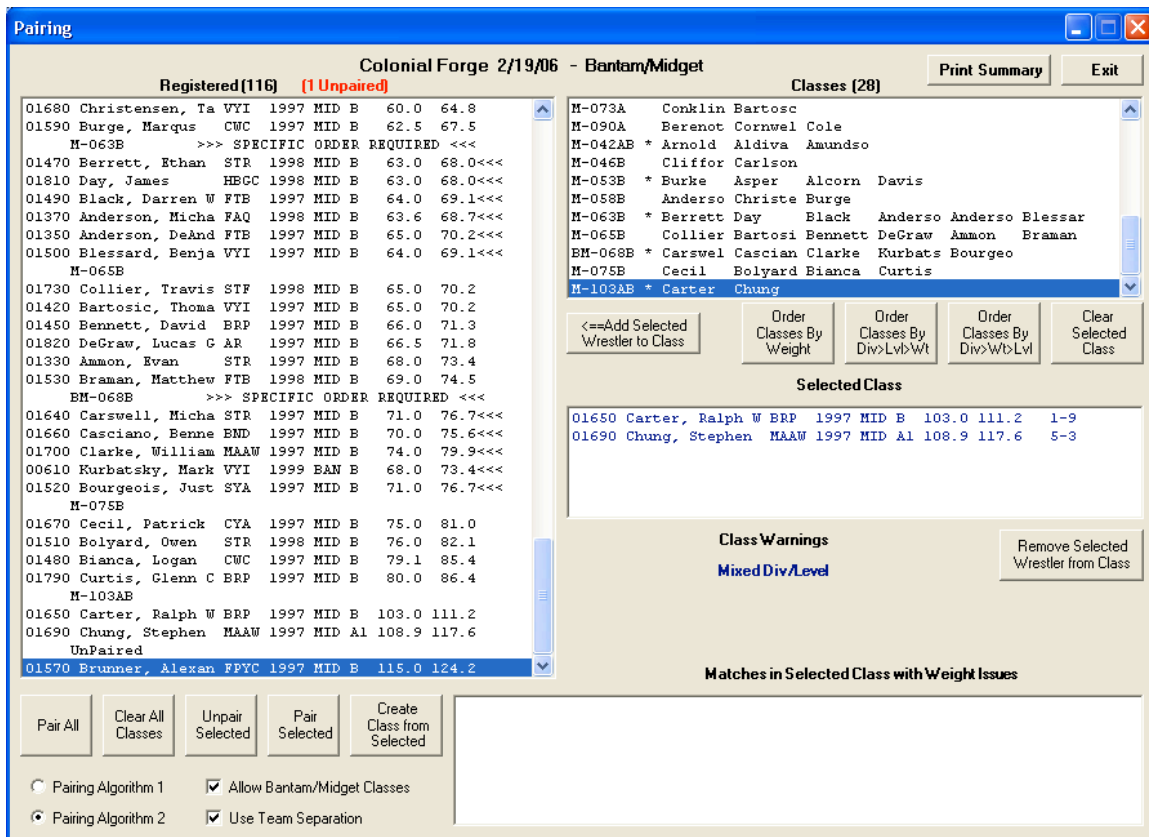
Pair All Clear All Classes Unpair Selected Pair Selected Create Class from Selected

Pairing Algorithm 1 Allow Bantam/Midget Classes

Pairing Algorithm 2 Use Team Separation

Select Pairing Algorithm 1

Select Pair All.



Steps to take after pairing process has returned the initial pairing:

Become familiar with the Pairing Screen:

Left side - shows the weight brackets. Brackets are initially sorted by Experience level and weight. Within each Experience level the bracket will appear from lightest to heaviest. The unpaired wrestlers will be at the bottom. Unpaired wrestlers can be selected and added to weight bracket shown on the right side. The brackets can be sorted differently by selecting any of the “Order” buttons below the Classes window pane.

Right side - shows each weight bracket and its members. Weight brackets can also be changed on the right side.

Bottom – Allows the pairing coordinator to pair using one of two Algorithm; however, Algorithm 2 is suggested for most cases. The pairing coordinator can also opt to “Allow Bantam/Midget Classes” and/or “Use Team Separation” methods to optimize the pairing.

1. Look for any unpaired wrestlers to see if you can pair them with any group in the upper right hand window. In this case, there isn’t any weight bracket for the unpaired wrestler to be paired in. Notify the wrestler he will need to wrestle up to the next age group.
2. Check each weight bracket.
 - a. Look to see if a small weight bracket (two to three wrestlers) can be:
 - combined with the brackets above or below
 - have wrestlers from brackets above or below combined in their bracket.
3. Check all the brackets with “*” next to them. Typically this indicates, *Mixed Div/Level* or *Required Order*. These indicators are in case you want to change the bracket. “Mixed Div/Level” is self explanatory. “Required Order” indicates the program has arranged the class in a specific order to avoid teammate matches and/or matches violating our weight guidelines. This is not a problem, but is a *warning* that if you change the class, you may cause either. If *Max Wt Exceeded* ever comes up, the actual wrestlers involved in the match or matches that exceed our weight standards will be displayed in the lower right list box, and the coach of the lighter wrestlers *must* be called to get approval for him to wrestle.

Attachment C-1g

NOTE: BE SURE TO CALL COACHES TOGETHER TO CONSIDER ANY

DEVIATIONS FROM NVWF WEIGHT AND YEAR OF BIRTH RESTRICTIONS

4. **Optimization Considerations.** The computer pairing program takes many variables into consideration when setting up the pairing. We want to make every effort to; A) provide at least two matches for each wrestler, B) separate wrestlers from the same team as much as possible, and C) utilize the “Level” distinctions (A1 through A9, and C0 through C9). However, if there is time, the Pairing Coordinator may look to see if something was overlooked. This is largely a matter of good judgment and common sense. Some adjustments that might be considered include:
- a) Combine classes with more or less than 4 wrestlers. For example, a class of 4 and a class of 2 might be combined into a class of 6 or two classes of 3 (but this depends on the weight spread). A single class of 5 is preferable to two classes of 4 and 1 or 3 and 2.
 - i. 3-man Classes: Every wrestler meets every other wrestler in the class, but one wrestler is idle each round. Therefore, these are not as good as 6-man classes where everyone wrestles every round. However, these are better than 5-man classes for the reasons discussed below. For preparation, simply use the left side of a 4-man pairing sheet.
 - ii. 5-man Classes: Your last alternative. The problem is that some wrestlers have 3 matches and others have only 2, and this may appear unfair to some. However, it is no different than having a mix of 3- and 4-man classes in the tournament. Certainly, a 5-man class of the sort provided is better than a class of 3 and a class of 2 (or 4 and 1). No wrestler meets every wrestler in the class, and someone sits out each round.
 - iii. 6-man Classes: The next best class size to a 4-man. Nobody sits out, but each wrestler has 2 others in the class he does not meet, so it is possible to have multiple undefeated wrestlers and therefore 2 first place wrestlers.

NOTE: If a Level “C” wrestler is going to be paired with a Level “A” wrestler, the Level “A” wrestlers coach must be called to give his consent to the pairing. A Level “C” wrestler should **under no circumstance** be paired with a Level “A1” or “B” wrestler.

When you have completed pairing, select “**Exit**”

Scoring

In General. This amounts to keeping track of a match being wrestled and really involves two jobs: 1) scorer and 2) timekeeper. The Scorer is responsible for writing on the Bout Sheet; a) the points accumulated by each wrestler as the match goes on, b) recording the final score (or fall time, if a pin), c) having the referee sign the bout sheet, and d) giving it to the winning wrestler when completed. The Timekeeper is responsible for; a) starting and stopping the clock upon the referee's signal, b) for keeping the flip score cards accurate (the numbers visible by the wrestlers and spectators), c) for signaling the referee when a round is over, and d) for noting the total amount of elapsed time when the bout ends with a pin or technical fall.

Scoring Specifics.

1. As stated above, Scoring Tables should be manned with at least 2 people -- one to record the scores on the bout sheet and one to keep time while flipping the score cards. However, a separate third person may be used just to flip the score cards, if one is available. Either way, ***it is important that the person recording scores on the bout sheet has no other duties to interfere with the accurate recording of scores.*** Note: a Scoring Table is never to be run by just one person...ever!

2. The Bout Sheets for the matches waiting to wrestle should be kept separate from the Bout Sheet for the match being wrestled. If possible, spread them out enough so the names of the wrestlers can be seen. They should be spread down so a Runner from the Announcer's Table can easily see how many bouts are waiting. This allows Runners from the Pairing Table to more easily find matches to be pulled (should this be necessary) without interrupting the Scoring Table. It also helps coaches to see how many bouts are waiting in front of their own wrestler's match.

4. **Wrestlers can not wrestle without a coach or parent present.** If necessary, allow the next bout to proceed while another adult helps them find someone. This is especially important for the younger kids who have been known to end up in tears because no one knew they were wrestling and no one was there to support them during their match. Note: the NVWF Commissioner, if present, may stand-in temporarily to allow wrestling until their coach arrives.

5. Time Periods:

For Bantams, Midgets, and Juniors a bout is (3) three 60-second (1-minute) rounds.

For Intermediates and Seniors a bout is (3) three 90-second (1 ½ -minute) rounds.

6. Scoring:

a. **Enter the actual points scored, NOT tick marks.** In the heat of battle, tick marks are occasionally placed in the wrong columns. Using the actual numbers serves as an additional validity check.

b. Circle the **first points scored** in a match. This information is needed if the match goes into the second overtime period (this helps determine the aggressive wrestler).

c. Enter either a score or a fall time as the final result. **Do not enter both.** Specifically, do *not* enter scores if the result was a Fall (pin). Technical Falls should be recorded as a fall time with the letters "TF" following. **Make sure the fall times are given as the total match time, not just the time for the current round.** Note: this is the single most common mistake in scoring, i.e., the fall occurs 30 seconds in the third period and is erroneously entered as a fall time of ":30" and not "2:30 or "3:30."

d. **"CIRCLE" THE WINNING WRESTLER and PUT A LARGE X THROUGH THE LOSER.**

Note: this is the second most common mistake in scoring, i.e., neither wrestler is circled requiring the results table to send it back for clarification OR the losing wrestler is circled which may or may not be caught.

e. Have the referee sign the bout sheet to certify it is correct and record the time of day it ended.

Note: ask the referee to look at it *before* signing as this is the time to catch scoring mistakes.

f. Give the *signed* completed bout sheet to the winning wrestler (or either wrestler in the case of a draw) and make sure he/she knows where to take it (the Results Table is usually at or near the Announcer's Table).

7. **Timing:** Make sure the clock is started and stopped promptly upon the referee's signal. For falls (pins), **do not reset the clock until you are sure the scorer has recorded the fall time.**