

## MVKWA Order Processing Note & Weigh-In Card Instructions

[updated 11/23/2019]

Enclosed are:

- ❑ the MVKWA Weigh-In Cards ordered.
- ❑ a new "MVKWA Order Form" packet
  - has MVKWA Order Form (turn in with order)
  - a Waiver Form (to copy & use; club keeps all copies)
  - an Emergency Medical Form (to copy & use; club keeps all copies)

See the attached "MVKWA Weigh-In Card Instructions" for directions on filling out MVKWA Weigh-In Cards and returning voided/wrong color cards for replacements. The team copies the Waiver and Emergency Medical forms for their team, and then keeps all signed copies for their records.

Following are some key reminders for the Mini-Tournaments, Regional Tournaments and the Championship Tournament:

- Weigh-Ins: See the attached "MVKWA Weigh-In, Pairing & Meet Procedures for MVKWA Weigh-In Cards" on how weigh-ins are to be conducted at practice and how the weigh-in cards are to be updated during the season. For each meet, the card needs the current weight, current win-loss record and current win-loss percentage.
- Pairings: Pairings will begin at 10:00 AM on the day of the meet (or a weekday evening for the Regional and Championships). One coach from each team is to be at the meet site (or a designated site for the Championships) at this time with their team's weigh-in cards with current weights, current win-loss records and current win-loss percentages (% = wins divided by all matches) for the wrestlers who will be at the meet, and the "MVKWA Pairing Guidelines" sheet.
- Workers: Each team is to have 4-23 workers to run 1-2 mat sections.
  - o 1-6 Head Table Workers @ **11:30** (**10:30** Regional; **10:00** Championships).
  - o 3-10 Mat-Side Table Workers @ **12:30** (**11:30** Regional; **10:40** Championships).
  - o Call the Host Team's Director the week before to check the exact number of mat sections to cover.
  - o Championships: Each team also needs 1-3 Setup Workers @ **7:00am**, 2-3 Clerks of Course @ **10:45am**, and 1-3 Cleanup workers @ **7:15pm**.
- Supplies: Each team is to bring the following materials to the meet: 2 timers/stopwatches, 4 sets of red & green leg bands, 2 rolled towels, 2 flip scores and 12 pens. Optional items: 2 sets of time cards (:45,:30,:15), 'Mat Table Worker Packet' & 'Head Table Worker Packet' with instructions/examples, Coach's Tracking Cards, list of parents working this meet.
- Home Team Workers: Meet director, Set-Up/Clean-Up Workers, Security Workers (keep parents in stands & keep drinks out of gym), admissions person(s) and concessions organizer & staff.
- Home Team Set-Up: 2-3 large mats (eg: 36'x36') taped into 8-12 sections with line 1' in on all outside edges (with border mats as needed on outside edges), 23-32 tables (16 pairing/head tables, 8-12 mat-side tables, admissions, concessions), 110-170 chairs (3/head table, 5/mat-side table, and 32-48 @ 4/mat section for coaches, admissions, concessions, security), PA system, bleacher seating for about 700. Set-up should be completed by **10:00 AM**.

For questions on the weigh-in cards or USA cards, please contact **Amanda Burr** at **937-258-6097 (home) or aburr9@woh.rr.com**. For ideas, questions, concerns or problems about the meets or the MVKWA in general, please contact Charlie Smith at **937-754-0455 or CSmith2889@aol.com**.

### MVKWA Weigh-In Card Instructions

Each team should have a parent(s) with the best writing fill out the weigh-in cards. Each wrestler's MVKWA Weigh-In Card is to last him the whole season. Legibility is important.

In filling out cards, make sure the proper color card is used for each wrestler. See the "Legend of Color/Age" at the bottom of each card: 5=green, 6=pink, 7=blue, 8=gray, 9=purple, 10=white, 11=yellow, 12=gold, 13=tan. Age is how old the wrestler is on December 31. For instance for the **2019-2020** season, December 31, **2019** used (example: if born in **2009**, **2019 - 2009** = 10 for age). If an uncorrectable mistake is made, write "VOID" in large letters on the card. VOID'ed cards and cards of the wrong color can be returned for replacements. Send these to: MVKWA Weigh-In Card Replacements, **Attn: Amanda Burr, 3921 Kittyhawk Dr., Dayton, OH 45403.** Please specify the number of each color of the replacement cards needed.

Instructions for MVKWA Weigh-In Cards for the first weigh-in:  
(see the attached "MVKWA Weigh-In Card Example")

- 1) Use markers/pens with your team's colors to color these and other areas of your team's cards to uniquely identify your team. Be creative. All of your team's weigh-in cards should look the same at the top.
- 2) Write the wrestler's "Name" (first name first) and "Team Code". See the attached "Team Codes" for your team's 2 letter code.
- 3) Leave the "Mat #", "Weight", "Group #", "Wins", "Losses", "Place", "Year-to-Date Win/Loss Totals (in pencil)", "Current Record (in pencil)", "Win/Loss %" and "Current Weight" areas blank. These will be filled in later (see the attached "MVKWA Weigh-In, Pairing & Meet Procedures for MVKWA Weigh-In Cards").
- 4) Write the wrestler's "Year Born" as 4 digits (example: **2009**).
- 5) Write the wrestler's "Age" for how old the wrestler is on December 31. (example: for **2019-2020** season, December 31, **2019** is used. eg: **2019 - 2009** = 10)
- 6) The wrestler's "USA Card No" (number) is filled in here. (eg: 348756)
  - The card gets stamped to certify the wrestler has a USA card at the tournament meeting, the first meet at the weigh-in check or possibly by Kathy Lucas if wrestler is added at the Tournament Workers Meeting or after first meet.
- 7) Check the "1<sup>st</sup> Year" box if this is the wrestler's first year in wrestling.
- 8) Write the "Yrs. in Wrestling" (number of years this wrestler has been in wrestling) (eg: 3).
- 9) The "Wrestler's Name" is written on the back of the card for future reference.
- 10) The "Wrestler's Signature" and "Wrestler's Stats" areas (back of card) are left blank. They will be filled in later (see the attached "MVKWA Weigh-In, Pairing & Meet Procedures for MVKWA Weigh-In Cards").

### Weigh-In, Pairing & Meet Procedures for MVKWA Weigh-In Cards

- I. Weigh-Ins: Each team will conduct weigh-ins at its own practice during the week prior to the meet. A certified scale is to be used.
- ❖ Weigh-In with shoes/singlets on: Wrestlers weigh-in in with shoes and singlets on (or with shoes, t-shirts & shorts on).
  - ❖ Nails and skin checked: Long fingernails should be clipped and skin conditions (ringworm, etc.) checked for at weigh-ins. For suspicious skin conditions that may infect other wrestlers, the wrestler should be looked at and approved by a Dermatologist prior to competing. Keep in mind, a coach may be legally liable by permitting a wrestler with a possible skin disease to compete.
  - ❖ Current Weight on Card: Each wrestler's "Weight" is to be written on the card in the correct column for that week's meet. That weight is also written in pencil in the upper right hand corner, on the "Current Weight" line. The "Current Weight" is written in pencil, as it will be updated after each weigh-in.
  - ❖ Current Win-Loss Record on Card: During practice, the parents can help the Coach by adding together the wins and losses from all the meets. This total is put in the "Year-to-Date Win/Loss Totals (in pencil)" box IN PENCIL. This win-loss record is then carried to the "Current Record: (in pencil)" lines in the top right corner of the card (wins go on the first line; losses go on the second line), IN PENCIL. The "Win/Loss %" is then calculated (all wins divided by all matches, rounded to the nearest whole number, example: 78%) and written in the top right corner, also IN PENCIL.
    - First meet note: For the first meet, for returning wrestlers, the Head Coach will put the final win-loss record of the wrestler from last year in the top right corner of the card IN PENCIL. For new wrestlers, the Coach will leave the wins and losses area blank.
  - ❖ LET'S SHOOT FOR ZERO NO-SHOWS: It is very important to check which wrestlers will NOT be at the meet. Please have your Head Coach stress this with your wrestlers. Wrestlers and their parents need to definitely say whether they are going to be at the meet or NOT be at the meet. Last minute illness should be phoned in to the team's Pairer prior to him leaving for the Sunday morning pairings. Only wrestlers who will for sure be in the meet that week are to be weighed in. (The "Wrestler's Signature" on the back of the card can be used to help here. However, it is optional.)
- II. Pairing: One coach from each team brings all that team's MVKWA Weigh-In Cards. This person is to arrive at the meet site by **10:00 AM** (or designated weekday evening for the Regional and Championships). Only the cards for wrestlers who will be at the meet are to be brought. When the one Pairer (Coach) from each team agrees on the pairing of a group, the "Group" number is written on each wrestler's card.
- III. Stats - Head Table Workers Write-In: Near the end of the meet, the Head Table personnel write in the Wins and Losses for this wrestler from this meet, and circle the "Place" (1, 2, 3, 4, 5 or 7) on each wrestler's card. They also fill in the "Wrestler's Stats" (NF's, TD's, R's, E's, Pins and Wins) on the back of the card. (NOTE: Head Table personnel also complete the stats on the Pairings/Results sheets and make out the ribbons.)
- IV. Weigh-In Card/Ribbon/Sheets Pick-Up: One coach from each team picks up their team's MVKWA Weigh-In Cards, ribbons and final MVKWA Pairing/Results sheets after the meet.