

USAW Regional/National Tournament Best Practices

Leading up to the event:

- Contact USAW at least 2 weeks prior to the event to receive log in credentials.
- Open a line of communication with the Event Director listed on the USA Wrestling information page for the event to find out how many mats are being used, what the plan of the schedule is, etc. Review rules and information listed on the event website and confirm any details that may not look correct such as bracket types, etc. It is better to ask questions than to assume.
- Visit the event website by going to themat.com > Events > Events website > Find the correct event and click on the link. This will take you to the event page which has a section for Information, Rules, Details, etc.
- Begin setting up the event with items such as mats, bracket types, rounds, number schemes, mat assignment schemes, period times, rest times, deadlines (as applicable), mat assignment display, etc. ASAP after receiving your admin log in. Many people count on this to be set up early so other work can be done such as setting up the streams, etc.
- Open a line of communication with your assigned pairers and TSO so they can ask questions as needed and so you are all on the same page when it comes time to work together at the event. Consider copying them on any email communications you have with the event director leading up to the event when appropriate.
- Make sure you plan to oversee your assigned pairers running the event instead of planning to run it yourself. One of the main jobs of the chief pairer is to teach and mentor the assigned pairers.
- Familiarize yourself with the rules and policies of your specific event to make sure you know how things will be handled regarding seeding/separating, schedule of events, additional style weigh-ins, etc. The regions usually have a written policy on how things are to be handled that needs to be adhered to and is helpful to review.

- Read through the Responsibilities of the Chief Pairer form that was sent to you when you accepted the position. This form can also be found on the USWOA.com website. Click on Pairing in the Menu dropdown and then click on Pairing Forms in the sub menu.
- Make a plan on how you are going to divide the work between multiple assigned pairers and communicate with them about the schedule and when you want each of them to be in charge of running certain divisions, etc.
- If any clinics or tests need to be given at the event, communicate with the assigned clinician about the schedule and coordinate with them on when certain pairing officials should be available for the clinics/tests.

During the event:

- Import wrestlers - either before or after weigh ins depending on how the event is handling weigh ins.
- After all weigh-ins have completed; delete no shows, verify seeding/separating criteria looks correct and build brackets. Follow the procedure for the event you are at regarding clubs/states separation. (Many club coaches like having club affiliation in the event as the team of each wrestler so they can use the mobile functions to track only their wrestlers rather than the entire state.)
- Build brackets, number matches, load mats.
- Have the TSO pull up mat assignment displays, set things up for the announcer and load the matches on the matside computers.
- Show assigned pairers how to watch the event through the appropriate pages on the platform you are using to run the event.
- Communicate with the trainer/medical staff about how you need to work together with red/yellow/green medical cards so you are on the same page as needed.
- Have assigned pairers set up pairing reports as needed.
- Communicate with the head mat official throughout the tournament about the number of mats needed, how fast the tournament is running, any mats that are running slower than others and when you need to cut mats.

- Familiarize yourself with the tournament report so you know what you should be looking for throughout the event and make notes when you see things you would like to change/things that could be improved/things you thought worked great.
- Toward the middle/end of the first day, make sure you check for any wrestlers who did not actively participate in the first style and notify them that they are required to reweigh at the next style weigh-in to be eligible for the subsequent style.
- Make sure you fill out the tournament report and any pairing evaluations needed so you have time to go over them with the other pairers as needed.
- Make sure all of the pairers have signed the sign-in sheet and then send it to the person listed on the sheet right after the tournament.
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