



Host Club Tournament Guidelines & Requirements

1. Venue Requirements-make sure to request these specifically.
 - a. Floor space for 6 mats if freestyle/Greco or 8 mats folkstyle
 - b. Hard line internet – know where the jack is, critically important, Wi-Fi only is not acceptable
 - c. Concession room/area
 - d. Hospitality room
 - e. Tables
 - i. 1 for each mat + 4 for head table + ? projector tables + announcer/hospitality/awards/concessions
 - ii. 2nd table for each full mat in the afternoon for Freestyle Judge, not needed for Folkstyle
 - f. Chairs: 4 per mat + 8 for head table + as needed for hospitality/concessions/other. Another 4 per afternoon full mat for Coaches.
 - g. PA system to serve all wrestling areas (batteries for microphone)
 - h. Adequate parking, options for overflow if space is limited
2. Once tournament date is approved, sanction with USAW and satisfy additional insured requirements
NOTE: If a 2-day tournament, both should be on the same sanction and you select the multiple styles within it. For “Open”, the age group we use is UWW Senior (Men FS, Women FS & Greco-Roman) **NOT** Masters. That is for the Sanction, on your flyer just refer to it as Open.
3. Create a flyer and provide to AUSAW Pairings Director minimum of 3 weeks prior to the tournament.
 - a. Consult with AUSAW on start times, etc. as you put the flyer together.
 - b. **DO NOT publish your flier to any social media or website before receiving approval from AUSAW**
4. Tournament Preparation and Set up
 - a. Acquire volunteers for set up/mat mopping/hospitality/concessions/weigh ins/awards/tear down/etc...
 - b. National Anthem singer or someone to lead the Pledge of Allegiance
 - c. Clubs must get clock crates (Including power cords, power strips and other gear as requested by AUSAW) from previous event or AUSAW storage. AUSAW will bring all other computer and network gear.
 - d. Mats – have a plan for transporting and setting up
 - i. Unroll and tape mats **(order mat tape 1-2 months in advance)**
 - ii. Tape half mat circles on Friday night after wrestling concludes
 - iii. Mat cleaning
 1. Have cleaner and mops available
 2. Have crew ready to mop once Friday after set up and at least twice Saturday, morning and between sessions



- e. Set up tables and place clock/stand at each mat table
- f. Power cords
 - i. Run the provided AUSAW power cords to each mat table, projector table(s) and head table
 - ii. Tape all cords down securely
 - iii. Put a power strip at every table
- g. Supplies & Other
 - i. Mat tape & ½ mat circle tape (black/yellow hazard tape usually in stock at AIH)
 - ii. For the mat tables: paper towels, mat cleaner, skin wipes, nose plugs & Vaseline, gloves, tappers, table/clock numbers, trash bags or cans. AUSAW provides ankle bands.
 - iii. Onsite weigh ins
 - 1. Provide a carded wrestling leader for skin/nail check and weigh in
 - 2. AUSAW will provide a Scale
 - iv. Medical
 - 1. Provide for on site medical staff, this is HIGHLY RECOMMENDED
 - 2. Adequate ice and baggies for first aid at Medical area or can be in hospitality or concessions
 - v. Provide an announcer at the head table to monitor mat chat and make announcements
 - vi. Provide Security personnel (monitor locker rooms regularly to prevent safe sport violations)
 - vii. Medals-Awards
 - 1. Provide awards coordinator and presenters
 - 2. Order medals 2-3 months ahead if possible and special 1st place bracket paper if desired
 - viii. Hospitality room food and volunteers to staff it for coaches and officials
 - ix. Purchase wrist bands for credentialed coaches
 - 1. Provide a volunteer to use the list provided by AUSAW for wrist band distribution
 - 2. AUSAW will provide a current list on Friday of the tournament
 - 3. BE STRICT, Coaches without **ALL** the required credentials do not get a band!

Recommendation: A few days to a week prior to your tournament, go over all included items on your permit for the school/facility with the staff there to be sure you are prepared. Example: location of any included tables/chairs, location and how to operate PA system, available bathrooms, hospitality room and assurance that evening/weekend custodial staff will be able to get you into those places and confirm the set-up start time with that staff also. Also identify and get assurance of adequate parking and know of any restricted parking areas. Host Club must police their event including, but not limited to, policing any restricted parts of your facility's building as well.