

# **VIRGINIA WRESTLING ASSOCIATION, INC.**

## **POLICIES AND PROCEDURES**

**THESE POLICIES AND PROCEDURES, ARE WRITTEN TO BE CONSISTENT WITH THE PURPOSE FOR WHICH THE VAWA IS FORMED, AND DO NOT OTHERWISE JEOPARDIZE ITS STATUS AS A NOT-FOR-PROFIT CORPORATION UNDER SECTION 501(C)(3) OF THE INTERNAL REVENUE CODE.**

### **1.0 PURPOSE**

- To foster the development of healthy, productive, student-athletes with a strong emphasis on community service and a commitment to producing responsible parents, spouses and leaders in their local communities.
- To serve amateur wrestling in the state of Virginia.
- To promote safe, enjoyable and competitive amateur wrestling.
- To protect the interests of registered athletes, coaches, and clubs.
- To promote the sport of wrestling at all levels with an emphasis on the Olympic styles of wrestling, Freestyle and Greco-Roman.
- To work with all groups and all levels to promote amateur wrestling.
- To develop and evaluate capable officials in the Olympic styles of wrestling.
- To communicate within the wrestling community and to the general public so as to promote amateur wrestling.

#### **1.1 MISSION STATEMENT**

Virginia Wrestling Association, Inc. (VAWA) is a non-profit, 501(c)(3) corporation that provides the opportunity for people of any age, sex or creed with a diverse level of experience and skill the ability to compete, coach or officiate in the great sport of wrestling on a local, regional, national or international stage.

VAWA will strive to create an environment that encourages athletes, coaches and officials alike to show leadership, sportsmanship, hard work, perseverance and continuing education while training for success at any level. We will adhere to the standards set before us by USA Wrestling, the national governing body of wrestling in our country.

VAWA will also seek the involvement of the community, and it will embrace the responsibility of earning a positive collective reputation – a reputation that forever fosters pride, love and respect for their sport and their state.

### **2.0 ANNUAL MEMBERSHIP MEETING:**

- 2.1 Held the 2<sup>nd</sup> Sunday after Labor Day if possible as defined in the VAWA, Inc. Bylaws.
  - 2.1.1 Site and time of the meeting set by the Executive Committee
  - 2.1.2 Notice of meeting shall be done via VAWA Website and VAWA E-newsletter.
- 2.2 General membership meeting for all Virginia USAW registered coaches and clubs.
  - 2.2.1 The Executive Committee and The Executive Committee and Directors will meet prior to the General Membership meeting.
- 2.3 The General Membership shall nominate and select Directors for open Executive Committee and Director positions.
  - 2.3.1 A VAWA member in good standing is eligible to run for office. Must be a member of USA Wrestling
  - 2.3.2 Each VAWA Chartered Club will have two votes for all open Executive Committee and Director positions. In addition to the clubs all Executive Committee members and directors have a vote
  - 2.3.3 Voting club representatives must be A VAWA/USAW member, 18 years of age to vote, and a resident of the State of Virginia.
- 2.4 **SCHEDULING OF CALENDAR**
  - 2.4.1 Tournaments should not be scheduled closer than 1-1/2 to 2 hours traveling time apart on the same day.
  - 2.4.2 Priority shall be given to host club of past events in good standing.
  - 2.4.3 A club may only protect two tournament dates – one Fall: one Spring.

- 2.4.4 After open dates are offered to other clubs, a club with two dates may schedule other tournaments.
- 2.4.5 Clubs must register or re-register their club, coaches card and pay sanction fees with completed forms online to get an approved date on the calendar.
- 2.4.6 VAWA will endeavor to not schedule major Virginia tournaments, i.e. qualifiers, state championships on the US National Championships dates.
- 2.5 ORGANIZATIONAL MEETING
  - 2.5.1 A Conference Call meeting will be set at the September General Membership meeting for the Executive Committee and Directors

### **3.0 EXECUTIVE COMMITTEE**

- 3.1 Executive Committee will transact any and all necessary and lawful business which the Corporation desires.
- 3.2 Executive Committee will govern and control the conduct of all wrestling functions held under the sanction of the Corporation as prescribed by USA Wrestling.
- 3.3 Executive Committee will carry out and enforce the bylaws, and policies and procedures of VAWA.
- 3.4 Executive Committee will make decisions and set policies which shall be binding on all members of VAWA, Inc.
  - 3.4.1 The Executive Director shall be invited to attend all meetings of the Directors and the Executive Committee, with voice but without vote, provided that he shall not attend those portions of meetings at which his performance or compensation is to be evaluated.
  - 3.4.2 The Executive Director shall also be a nonvoting member, ex officio, of all committees of the corporation.
- 3.5 Executive Committee represent the entire organization, and as such, should make themselves available to assist the Virginia Clubs, Coaches and Athletes when requested.
- 3.6 Executive Committee are expected to promote public relations for VAWA, Inc.
- 3.7 Executive Committee are required to attend all called Executive Committee and Directors meetings. Absences will be reviewed by the Executive Committee.
- 3.8 Executive Committee will hear appeals and protests from all members.
- 3.9 Executive Committee will be expected to help establish, encourage and serve Virginia clubs.
- 3.10 Executive Committee will be expected to take part in more than one area of the VAWA, Inc. organization.
  - 3.10.1 The Executive Committee will serve as the foundation from which committees will serve.
  - 3.10.2 Executive Committee will prepare written roles, responsibilities, and expectations for all committees approved and appointed by the Board
  - 3.10.3 These written guidelines will also provide the expected length of duration required for the committee.
  - 3.10.4 The Executive Committee will prepare written role, responsibilities, and expectations for all Director positions.
- 3.11 Executive Committee will be expected to participate in all state fund raising activities.
- 3.12 Executive Committee will be expected to participate in all state events such as State Championships and qualifying events as needed around the state
- 3.13 The Executive Committee will not serve as Directors in order to ensure effective participation as Executive Committee Members in all of their obligations. Age Group Directors will serve a two year term.
- 3.14 The duties of the Executive Committee Member selected to serve as STATE CHAIRMAN, will include, but are not limited to:
  - 3.14.1 Preside over all VAWA meetings.
  - 3.14.2 Carry out and enforce all rules and policies of VAWA.
  - 3.14.3 Appoint all committees as needed.
  - 3.14.4 Represent VAWA on every level.
  - 3.14.5 Be the official spokesperson for VAWA.
  - 3.14.6 Serve as the training mentor for the Vice-Chairman.
  - 3.14.7 Immediate past state chairman is added to the board as a non-voting board member.
- 3.15 The duties of the Executive Committee Member elected to serve as

- SECRETARY OF OPERATIONS will include, but are not limited to:
- 3.15.1 To keep the official record of all the proceedings of the organization (Minutes).
  - 3.15.2 To keep on file all committee reports.
  - 3.15.3 To keep the official membership roll for VAWA.
  - 3.15.4 To make the minutes and records available to members upon request.
    - 3.15.4.1 General Membership meetings should be publicized 30 days prior to the meeting on the website.
  - 3.15.5 To furnish committees with whatever documents are required for the performance of their duties, and to have on hand at each meeting a list of all existing committees and their members.
  - 3.15.6 To maintain record book(s) in which the bylaws, policies and procedures, and minutes are entered, with any amendments to these documents properly recorded, and to have the current record book(s) on hand at every meeting.
  - 3.15.7 To prepare the notice of meeting for publication.
  - 3.15.8 To conduct the general correspondence of VAWA
  - 3.16 The duties of the Executive Committee Member elected to serve as VICE PRESIDENT OF FINANCE will include, but are not limited to:
    - 3.16.1 Have an annual credit check and background investigation.
    - 3.16.2 Prepare the state schedule for publication when appropriate paperwork and fees have been received.
    - 3.16.3 Receive all moneys for the association.
    - 3.16.4 Maintain an appropriate bank account.
    - 3.16.5 Pay all expenses of VAWA as approved by the Executive Committee and Executive Director
    - 3.16.6 Submit all checks returned to VAWA for non-payment to a collection agency after reasonable effort has been made to collect the funds.
  - 3.17 The duties of the Executive Committee Member elected to serve as VICE CHAIRMAN
    - 3.17.1 Assumes the duties of State Chairperson in his/her absence
    - 3.17.2 Completes the term of office of State Chairperson if position is vacated
    - 3.17.3 Oversees coordination and sanctioning of all VAWA programs
    - 3.17.4 Ensures all VAWA fiscal policies, reports and matters are handled according to established bylaws
    - 3.17.5 Reviews and approves appointments of non-standing committee directors from the Executive Board of Directors.
    - 3.17.6 Acts as main liaison between the Executive Board of Directors and the State Chairperson
  - 3.18 The duties of the person hired as the EXECUTIVE DIRECTOR
    - 3.18.1 Customer Service – responsible for establishing and maintaining community relations for the Association.
    - 3.18.2 Bridge the gap between Folkstyle & Freestyle/Greco-Roman
    - 3.18.3 Responsible for the financial management of the organization, through the coordination and planning of budgets.
    - 3.18.4 Approve any registered clubs and events as their applications and appropriate fees have been paid.
    - 3.18.5 Assist the State Chairman in the Management of the Executive Committee and Directors
    - 3.18.6 Fundraising – Manage major gift cultivation and solicitation from individuals, corporations, and foundations, and manage the fundraising efforts of VAWA.
    - 3.18.7 Scheduling of Tournaments with the State Chairman.
    - 3.18.8 Help Clubs Grow
    - 3.18.9 Run Events – act as tournament manager for all VAWA championship events as well as help run local tournaments.
    - 3.18.10 Logistical planning for National Teams (Dual and Individual) Travel, Uniforms, Coaching, Team Formation working with the Coaching Director, Age Group Directors, VP of Finance, At-Large Executive Committee Member and State Chairman
    - 3.18.11 Implement New Ideas – work with the executive committee to develop goals and objectives; evaluate existing programs, potential new programs, and program expansion.
    - 3.18.12 Coordinate officials with the Officials Director and age group directors.

- 3.18.13 All other duties as assigned.
- 3.18.14 The Executive Director shall be invited to attend all meetings of the Directors and of the Executive Committee, with voice but without vote, provided that he shall not attend those portions of meetings at which his performance or compensation is to be evaluated. The Executive Director shall also be a nonvoting member, ex officio, of all committees of the corporation and shall keep, or cause to be kept, the minutes of the meetings of such committees
- 3.19 The duties of the Executive Committee appointed as VICE PRESIDENT OF OFFICIALS
  - 3.19.1 Attend the meetings of the Executive Committee and Board of Directors.
  - 3.19.2 Distribute information to all officials relating to:
  - 3.19.3 Registration as an official and/or as a pairer.
  - 3.19.4 Certifications and membership requirements.
  - 3.19.5 Training opportunities for officials.
  - 3.19.6 Tournament requirements for officials.
  - 3.19.7 Correlation of certifications and tournament requirements for levels of officials (i.e. M1s only to US OPEN Championship...M2 and above to Fargo, etc.)
  - 3.19.8 Assist the Chairperson of the VAWA Executive Committee with all issues pertaining to officials and pairers.
  - 3.19.9 Represent the interests and issues relative to pairers, officials and officiating to the VAWA Executive Committee and Directors.
- 3.20 The duties of the Executive Committee elected as MEMBER AT LARGE (1 and 2)
  - 3.20.1 Appoints/Selects members to serve as Committee Directors for:
    - 3.20.1.1 State Kids / Cadets / Juniors/ Open Divisions Director
    - 3.20.1.2 Coaches Director
    - 3.20.1.3 Cultural Exchange Director
    - 3.20.1.4 Regional Directors
    - 3.20.1.5 National Team Director

#### **4.0 CLUBS**

- 4.1 Clubs offer the opportunity for wrestlers to have a place to practice and learn.
- 4.2 All coaches must have a current USA Wrestling Leaders Card.
- 4.3 All athletes must have a current USA Wrestling Competitors Card.
- 4.4 To be chartered clubs must complete the online application and be approved by the state.
- 4.5 Only chartered VAWA clubs may host tournaments.
- 4.6 Clubs that need a certificate of insurance for the owner of the practice site must complete and file the "Application to Add Certificate Holder as an Additional Insured" along with the proper fees.
- 4.7 The USA Wrestling CLUB ORGANIZING GUIDE is provided annually to all clubs to provide information to be used as a guide and checklist.
- 4.8 One on One Training - Coaches and Clubs must follow the guidelines for One on One Training as directed by the USAW Office of Safe Sport. One on One Training permission forms will be provided on the VAWA web site for parents and coaches to download.
- 4.9 Traveling and housing -
  - 4.9.1 USA Wrestling requires that all local programs publish their locker room policies to the parents of all minor participants. The policies should be specific to the facilities they regularly use. The policy below is a sample only but may be modified by the local program to meet its specific needs and facilities. The local program's policies shall include the program's (a) practices for supervising and monitoring locker rooms and changing areas; (b) permission or lack of permission for parents to be in the locker rooms; (c) prohibited conduct, including at least all forms of abuse and misconduct prohibited by USA Wrestling; and (d) specific policies regarding the use of mobile electronic devices and phones and prohibiting the use of a device's recording capabilities.
  - 4.9.2 A sample Policy shall be made available for clubs to download from the VAWA web site.

## **5.0 COMMITTEES**

- 5.1 A Finance Committee composed of the Treasurer and four (4) other members shall be appointed by the State Chairman promptly after each annual membership meeting. It shall be the duty of this committee to prepare a budget for the fiscal year and submit it to the Executive Committee at the October organizational meeting. The Finance Committee may from time to time submit amendments to the budget for the current fiscal year, which may be adopted by a majority vote.
- 5.2 An Auditing Committee of three (3) members shall be appointed by the State Chairman, whose duty it shall be to audit the Treasurer's accounts at the close of the fiscal year and to report to the Board of Directors. The results of this audit shall be published for the membership in the VAWA Newsletter.
- 5.3 Committees, standing or special, shall be appointed by the Executive Committee as deemed necessary to carry on the work of VAWA. The State Chairman shall be an ex-officio member of all committees except the Nominating Committee. These committees may be, but are not limited to: Areas, Age groups, International Exchange, Officials, Newsletter, Fund Raising, Club Development, Coaches Development, Freestyle and Greco-Roman Development, Trips, and Special Events.
  - 5.3.1 Committees will be appointed for a specific time of service each year and will be given a written guideline of expectations by the Board of Directors.
- 5.4 The elected Directors may serve as committee chairmen.

## **6.0 DUE PROCESS**

- 6.1 No action should be taken against any VAWA club or registered member without following the due process procedures.
  - 6.1.2 If after an investigation, an Executive Committee member may file charges against any member of VAWA (the investigation may result from a report made by a non-member or member). The Executive Committee Member must report in a timely fashion his intent to file charges with the State Chairman.
    - 6.1.2.1 Notification of the member being charged will be made by the State Chairman with a copy of the written charges and a notice of the meeting date to provide the opportunity for the accused to respond in writing to the charges and if necessary, to appear at the meeting of the Executive Committee to state his/her case.
  - 6.1.3 In severe circumstances the Executive Committee may order an immediate suspension without prejudice of a member until the hearing. An emergency Executive Committee meeting will be convened as soon as possible if required.
  - 6.1.4 The charges and the results of the investigation will be heard by the Executive Committee.
  - 6.1.5 If the charged member does not respond to the written notice or appear at the stated meeting, the Executive Committee will proceed with the disposition of the charges.
  - 6.1.6 The Executive Committee will dispose of the case by making a decision, and written notification of the decision will be sent to the accused.
  - 6.1.7 An appeal of the decision will require the posting of a \$50.00 deposit which will be forfeited if the appeal is not upheld.
    - 6.1.7.1 The appeal will be made within two (2) weeks and to the Executive Committee and should be based on new evidence of facts not considered in the original decision.
    - 6.1.7.2 If the appeal is not upheld then an appeal to the USA WRESTLING national office may take place.
- 6.2 If the Executive Committee finds the accused as a "member not in good standing", written notification will be sent to the USA WRESTLING national office and will remain in force until rescinded in writing by VAWA.
- 6.3 The VAWA will also recognize and uphold "member not in good standing" notices as provided by the USA WRESTLING national office.
- 6.4 Safe Sport reports
  - 6.4.1 Any reports concerning Safe Sport Violations will be handled by the Executive Director.

- 6.4.2 Serious Safe Sport Violations will be handled by the Office Of Safe Sport at USAW. The Executive Director will work with the Legal Representative at USAW during the investigation
- 6.4.3 Clubs, Club Directors or Coaches sanctioned by the Safe Sport Office must follow the Safe Sport Office protocol for Appeal

## **7.0 FINANCES**

- 7.1 Ordinary income for the corporation shall be derived from membership registration fees.
- 7.2 Income may also be derived from contributions and from fundraising approved by the Board of Directors.
- 7.3 No VAWA deposit account shall exceed \$250,000.00 per financial institution.
- 7.4 A special endowment fund which was established to help defray operation costs including national trips will be held in separate savings/investment account, determined by the finance committee.
  - 7.4.1 All funds in the General Funds, in excess of \$50,000.00 at the end of each fiscal year will be transferred to the endowment fund.
  - 7.4.2 Only interest from this fund may be used each year, and no interest can be used until the balance reaches \$100,000.00 unless deemed necessary in emergency financial situations by way of majority vote of the Executive Committee.
  - 7.4.3 Once the account balance reaches \$100,000.00 the interest must be used each fiscal year.
  - 7.4.4 Any expenditures of the interest from this fund must have the approval of the Board of Directors.
  - 7.4.5 Majority of the Executive Committee-are required to change any policy regarding the endowment fund.
- 7.5 Requests for financial or any information pertaining to VAWA business should be made in writing to the Vice President of Finance at least 14 days prior to a board meeting so that the board can review the request and then allow 30-45 days for the requested material to be received by person requesting information.
- 7.5.1 Financial information request form needs to be filed and upon receipt of information, confidentiality agreement be signed.

## **8.0 MAILINGS**

- 8.1 E-mail Newsletter will be distributed via electronic mail.
- 8.2 When the VAWA mailings have a time sensitive delivery requirement, the Executive Committee/or Executive Director can approve mailing by First Class.

## **9.0 MEETINGS**

- 9.1 The order of business shall be determined by the agenda.
  - 9.1.2 The agenda will be prepared by the Secretary of Operations, State Chairman or Executive Director
- 9.2 Robert's Rules of Order  
The rules contained in the current edition of *Roberts's Rules of Order Newly Revised* shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the corporation bylaws and any special rules of order the organization may adopt.
  - 9.2.1 There will be a copy of the Roberts Rules of Order available at the meeting
  - 9.2.2 A Parliamentarian will be appointed at each meeting as needed.
- 9.3 The site and time of the annual convention shall be determined by the State Chairman and Executive Director approved by the Executive Committee.
- 9.4 Regular meetings of the Executive Committee shall be held beginning in September and then at times and places as determined by the Executive Committee and Directors at the September meeting. This schedule of meetings will be announced to all members in the VAWA Newsletter and state schedule.
- 9.5 A special Conference Call of the association may be called by a member of the Executive Committee State Chairman or by the Executive Director.
  - 9.5.1 The purpose of the meeting shall be stated in the call.

- 9.5.2 Except in cases of emergency, at least three days' notice shall be given.
- 9.6 The State Chairman shall preside over all VAWA meetings and Conference Calls.
- 9.6.1 In the absence of the State Chairman, the Executive Director or Vice Chairman shall preside, or the most senior board member if the Vice Chairman is not present.
- 9.7 Notice of any General Membership meetings will be placed in the VAWA E-Newsletter, and on the VAWA website.

## **10.0 MEMBERSHIP REGISTRATION**

- 10.1 Individuals may register online at [www.usawmembership.com](http://www.usawmembership.com).
- 10.2 Clubs may register online at [www.usawmembership.com](http://www.usawmembership.com).
- 10.3 Membership fees are set by the Executive Committee at the Annual Membership Meeting in September.
- 10.3.1 Annual fees will be published in the VAWA Newsletter.

## **11.0 NEWSLETTER/WEB SITE**

- 11.1 The VAWA E-Newsletter will be published each month when time allows. The newsletter will be sent to all current Virginia USAW members.
- 11.2 The VAWA Web Site will contain a current club directory, a list of all Board of Directors and any committee chairmen and a current schedule of events.
- 11.3 The VAWA Newsletter will be published to communicate information about upcoming events, as well as the results of past events.
- 11.4 The VAWA Newsletter and Web Site accepts paid advertisements in copy ready form and with the appropriate fees. Website Calendar Fee is \$100 for Non Sanctioned Events
- 11.5 Articles for the VAWA Newsletter/Web Site should be directed to the Executive Director
- 11.6 Registered VAWA Coaches, Officials and General Members receive the newsletter.

## **12.0 VAWA REFEREES AND PAIRING OFFICIALS**

- 12.1 VAWA SUPPORT
  - 12.1.1. Provide training opportunities for Referees and Pairing Officials.
  - 12.1.2. Promote clinics for upgrading and maintaining Referees and Pairing Officials.
  - 12.1.3. Communicate with all registered Referees and Pairing Officials by way of email, VAWA newsletter or special letter, to make them aware of opportunities of local, state, regional, national and international events.
- 12.2. REFEREE AND PAIRING OFFICIAL
  - 12.2.1. Must be a registered Referee and/or Pairing Official in good standing with USA Wrestling and USWOA.
  - 12.2.2. Referees will be expected to conduct a rules clinic at each tournament for officials, wrestlers and coaches.
  - 12.2.3. Pairing Officials may be expected to conduct a pairing clinic when requested.
  - 12.2.4. Referees and Pairing Officials should encourage new volunteers and make sure they are provided information on becoming a registered member of USWOA.
  - 12.4.5. In order to maintain a specific category, must comply with USWOA category maintenance requirements.
- 12.3. VAWA TOURNAMENT COMPENSATION
  - 12.3.1. Registered VAWA Referees and Paring Officials who work a VAWA tournament are eligible to share the funds designated from the registration fees for officials.
  - 12.3.2. Funds for registered officials will be distributed at the end of the event. This can be done by the Head Official, Head Pairing Official, or the Tournament Director.
- 12.4 VIRGINIA NATIONAL DUAL TEAM ASSIGNMENT
  - 12.4.1. To be "eligible for consideration" for assignment to the Schoolboy/girl, Cadet, or Junior National Duals Team, a Referee or Pairing Official must:
    - 12.4.1.1. Be in good standing with USAW, USWOA and VAWA.
    - 12.4.1.2. Actively work in Virginia to improve his/her officiating skills and promoting VAWA/USA Wrestling.
    - 12.4.1.3. Should referee/pair at least two spring Virginia Freestyle/Greco-Roman tournaments as depicted the VAWA Events calendar.

12.4.1.4. Should referee/pair the VAWA State Freestyle and Greco-Roman tournament.

12.4.1.5. Final selection and notification of assignment will be made by the Director of Officials.

**12.5. TRAVEL COMPENSATION**

12.5.1. In order to be "eligible" for travel compensation in support of Team Virginia at the Schoolboy/girl, Cadet, or Junior National Duals a Referee/Pairing Official must be assigned to a dual team in accordance with paragraph 12.4

12.5.2. Referees and/or Pairing Officials who travel to individual regional/national competitions (University, Senior U.S. Open, Cadet/Junior Nationals, etc.) will be responsible for their own expenses and will not be reimbursed/compensated by VAWA unless otherwise pre-coordinated.

**13.0 PROTEST POLICY**

13.1 To file a protest:

13.1.1 A deposit of \$50.00 will be made to the Tournament Director.

13.1.2 The protest will be made in writing, using the guidelines printed in the current **USA WRESTLING INTERNATIONAL RULEBOOK AND GUIDE TO WRESTLING**.

13.1.3 At tournaments the protest will be heard by the Tournament Committee. The Tournament Committee should include the Tournament Director, Head Official, Head Pairer, and at least two people knowledgeable of the rules of wrestling.

13.1.4 The Tournament Committee will judge the protest on its merits and should the protest be upheld, the \$50.00 deposit will be returned; if the protest is not upheld the \$50.00 deposit will be forfeited and placed in the General Fund of VAWA.

**14.0 RECOGNITION AND AWARDS**

14.1 These awards shall be voted on during the fall meeting and presented at the State Freestyle/Greco Championships

14.1.1 Club Coach of the Year, Kids

14.1.2 Cadet/Junior

14.1.3 Official of the Year

14.1.4 Person of the Year

14.1.5 Kids Wrestler of the Year

14.1.6 Cadet Wrestler of the Year

14.1.7 Junior Wrestler of the Year

14.1.8 Women's Cadet Wrestler of the Year

14.1.9 Women's Junior Wrestler of the Year

14.1.10 Lifetime Achievement Award

**15.0 SAFETY**

15.1 Club coaches are responsible for the proper safety and security at their practice site.

15.2 Tournament Directors are responsible for the proper safety and security at their tournament site.

15.3 At any sanctioned event, i.e., meeting, clinic, camp, etc., the person signing the sanction application will be responsible for the proper safety and security of the event.

**16.0 SANCTIONS**

16.1 Any VAWA meeting, clinic, camp, international exchange, or tournament must have the appropriate sanction form and can be completed online with the approved by the State Chairman or Executive Director

16.2 Completed sanction forms can be completed online and approved by the State Chairman or Executive Director

**17.0 TOURNAMENTS**

17.1 All VAWA tournaments will be sanctioned by USA Wrestling. Individuals/Clubs operating a USAW Sanctioned Event, must comply with established standards set by USAW.

17.2 VAWA events have a suggested weigh-in and registration time of 8 a.m. to 10 a.m. the



- day of the event, unless a special event has been given approval by the Tournament Sub-Committee otherwise.
- 17.2.1 Satellite weigh-in by USAW sanctioned clubs can be held up to 48 hours in advance of the tournament
- 17.3 VAWA approved events may begin wrestling at the time that best suits the organization
- 17.4 Order of Wrestling-Is determined by the organization hosting the event  
The Kids Division should be given the opportunity to wrestle as early as possible.
- 17.4.1 Weight classes with only two wrestlers will be allowed to wrestle two out of three matches, except at the State Championships, qualifying events, or other approved special events.
- 17.5 Tournament Entry fees
- 17.5.1 Maximum of \$45 per entry per style with the following exceptions.
- 17.5.4 Special event requests will be reviewed by the Tournaments Sub Committee
- 17.5.5 \$7.00 of each entry fee will be divided among the registered officials who work the event.
- 17.5.8 Entry forms with printed waiver as recommended by USA Wrestling should be used.
- 17.5.9 No refund policy for Kids/Cadet Southeast Regional. If athletes do not participate after paying the fees, no refund will be given. Only athletes participating will be eligible for the uniform package. Hardship cases may be addressed to the VAWA Executive Committee.
- 17.7 Age Divisions are determined by the year of birth. The USA Wrestling annual Age Division and Weight Classes chart is the official chart. The VAWA State Championships shall use the USAW established age chart. Local organizations can manage age/grade divisions that best fit the needs of the community
- 17.8 Weight classes: The USA Wrestling annual Age Division and Weight Classes chart is the official chart.
- 17.8.1 Exception: Local Tournaments may modify weights to best fit the needs of the local participation. Madison system is strongly encouraged.
- 17.8.2 Weigh-ins are the responsibility of the Tournament Director or his designee and particular attention must be given to skin check.
- 17.8.3 Madison or Block weights will be allowed during the Folkstyle season staying within the recommended 10% limit.
- 17.9 Mandatory Rest Time Athletes (for VAWA Events) may have two entries per style. Rest between matches of 15 minutes. If a wrestler is doubled entered in more than one weight then the rest time is waived to prevent from holding up the tournament
- 17.10 Fall Tournaments
- 17.10.1 Tournaments from September through March will use Folkstyle rules and the current Virginia High School weight classes for the Cadet, Junior and Open Divisions.
- 17.10.2 The Kids Divisions will use Folkstyle rules local tournaments may establish age groups and weights to best fit the needs of their community.
- 17.10.3 Wrestlers may enter two weight classes in regular fall events but the 20 min rest time is waived.
- 17.10.4 Any wrestler enrolled or participating in a High School wrestling program cannot participate in the Kids Only Folkstyle series.
- 17.11 Spring and Summer tournaments
- 17.11.1 Spring and Summer tournaments (April through July) should encourage Freestyle and Greco-Roman wrestling.
- 17.11.2 August tournaments can be Folkstyle.  
local tournaments may establish age groups and weights to best fit the needs of their community.
- 17.11.3 Folkstyle tournaments can be sanctioned during the months of March and August but can be run on a Modified  
Folkstyle format to encourage learning the international styles
- 17.11.4 Freestyle and Greco Roman events will be conducted under FILA Rules as modified by USA Wrestling.
- 17.11.5 INTERNATIONAL RULEBOOK AND GUIDE TO WRESTLING as published annually by USA Wrestling is the official rulebook.
- 17.11.6-Wrestlers may enter two weight classes in Freestyle and two weight classes Greco-Roman in regular spring and summer events.

- 17.15 Disqualification of a wrestler from an event:  
Any athlete who is disqualified from a tournament for flagrant misconduct will be automatically suspended for two (2) weeks. A second offence in the same membership year will result in suspension for the remainder of that membership year. The athlete has the right to file an appeal as outlined in Due Process Procedures, when a disqualification occurs.
  - 17.15.1 After the Tournament Committee has met and upheld the disqualification the incident will be written in detail and signed by the official who disqualified the wrestler and sent to the State Office with the Tournament Report.
  - 17.15.2 The wrestler and his coach are to be told by the Tournament Director and the official that the disqualification suspends the wrestler from any competition for two weeks.
  - 17.15.4 If notification of the wrestler's suspension cannot be accomplished at the event (left the premises before told of suspension) a written notice will also be sent to the wrestler and coach (if known) by the State Office.
- 17.18 Requirements for participating in a VAWA State run sanctioned tournament
  - 17.18.1 Must have a current USA Wrestling Leader Card.
  - 17.18.2 If a resident of the State of Virginia must be a member in good standing with VAWA.
  - 17.18.3 Wrestlers are encouraged to wear red or blue singlet as appropriate for competition.
- 17.19 Requirements for wrestlers for qualifying events to Virginia Teams
  - 17.19.1 Must have a current Full Membership USAW card.
  - 17.19.2 If the event is a qualifier for a Virginia Team, the wrestler must be a resident of the State of Virginia.
  - 17.19.4 Proper singlet is required.
  - 17.19.5 Wrestlers may only enter one weight class per style.
- 17.20 State and Club Championships
  - 17.20.1 Will be held annually as a state sponsored event.
  - 17.20.2 Wrestlers must have a current USA Card.
  - 17.20.3 Wrestlers must be a resident of the State of Virginia.
  - 17.20.4 Proper singlets are required.
  - 17.20.5 Wrestlers may only enter one weight class per style.
  - 17.20.6 Club Rosters are imported from the USAW data bank for membership
  - 17.20.7 Club awards will be given to the first place club in the Kids Division, Cadet, Division, Junior Division, and the Open/Masters Division.
  - 17.20.8 Club awards will be given to the top three 3 overall clubs (all divisions).
  - 17.20.9 Individual awards will be given to the top three in each weight class (State Medals).

## **18.0 TOURNAMENT DIRECTORS**

- 18.1 Are responsible for safety and security at tournament site.
  - 18.1.1 Use the annual USA Event and Safety & Organizing Guide.
- 18.2 Should have medical personnel on site, or have information available for getting medical treatment in case of injury to a competitor or spectator.
- 18.3 Are responsible for adult staff to conduct registrations, weigh-ins, and selling cards.
- 18.4 Are responsible for mat officials and pairing staff.
- 18.5 Are responsible for the timely return of tournament report and all items due with it.
- 18.6 Are responsible for having adequate supplies for the tournament.
- 18.7 Are responsible for having the awards for the tournament.
- 18.8 Are responsible to see that any equipment borrowed is returned undamaged.

## **19.0 TRAINING**

- 19.1 Coaches
  - 19.1.1 Copper and Bronze Certifications are completed online
  - 19.1.2 Coaches must be Bronze Certified and affiliated with a Chartered USAW Club to coach any VAWA Team at a regional or national event
  - 19.1.3 Any person who desires to be on the mat coaching/assisting a wrestler, must have a coaches certification which includes Background check and Safe Sport Training

- 19.2 Officials
  - 19.2.1 Mat Officials-VAWA will schedule clinics for new officials and for maintaining and upgrading.
  - 19.2.2 Pairing Officials-VAWA will schedule clinics for new Pairing personnel and for maintaining and upgrading.
- 19.3 Athletes
  - 19.3.1 VAWA will schedule with USA Wrestling State Support Services for the service of a National Clinician each season.
  - 19.3.2 Wrestlers turning 18 years of age during the membership/competition year, must complete Safe Sport Training
- 19.4 General Orientation
  - 19.4.1 VAWA will schedule general orientation classes for clubs or interested groups on our state organization, tournament operations, etc.
- 19.5 Regional Training Centers
  - 19.5.1 Establish area regional training centers that will operate during the months of March through June to provide training in the Olympic styles to prepare for regional and national events. Sites will be approved by the VAWA Executive Committee.

## **20.0 CODE OF CONDUCT**

- 20.1 Athletes
  - 20.1.1 All athletes who are residents of Virginia must participate with the Virginia team at all national events. No athlete will be granted permission to participate with another state even if they attend school in that state.

### **Philosophy**

The Virginia Wrestling Association knows that the sport of wrestling can be a constructive force in the lives of our youth. The Association is committed to providing participants in its activities with a variety of opportunities to build personal character, integrity, respect, responsibility and other skills necessary for them to reach their potential as citizens. While involvement in these activities is voluntary, it is also a privilege and athletes choosing to participate, take on extended responsibilities as special representatives of their state and wrestling community. These responsibilities hold the athlete to a high standard of conduct as a condition of participation and will help make participation in our programs a stronger learning experience.

### **Purpose**

The purpose of this code is to define the rules for athletes participating on Virginia Wrestling Association teams and to define the consequences for those individuals who violate these rules. Participants involved in VAWA programs are expected to comply with these regulations, observe good order, and conduct themselves in a manner that will bring credit and honor to them and their state. All parties involved must always consider both the best interests of the individual and the integrity of the Virginia Wrestling Association.

## **Athletes Code of Conduct**

### **CATEGORY I**

Athletes qualifying for or being selected to Virginia Wrestling Association teams are expected to abide by the laws of the city, State or Country in which the travel/competition/training is taking place and must:

1. Abstain from ALL illegal activities including the use of alcohol, tobacco and the use of illegal drugs.
2. Abstain from sexual activities and/or sexual abuse.
3. Refrain from theft or vandalism of any property, hotel rooms, dormitories, training facilities, and equipment.
4. Abstain from Harassment which means to repeatedly annoy or attack a person or group in such a way as to cause anxiety or fear for safety. Several different types of harassment are against Virginia law.

- 4.1 It is a **Class 1** misdemeanor to sell or send pictures of another person, who is naked, with the intent to harass that person. (*Code of Virginia* § 18.2-386.2)
- 4.2 Prank telephone calls are a form of harassment. The law states: Any person who uses obscene, vulgar, profane, or indecent language or threatens any illegal or immoral act with intent to coerce, intimidate, or harass any person on a telephone or through a text message is guilty of a **Class 1** misdemeanor. (*Code of Virginia* § 18.2-427).
- 4.3 If a person calls, pages or texts another person with the intent to annoy that person, both the person making the call and any other person who allows use of his/her telephone are guilty of a **Class 3** misdemeanor. (*Code of Virginia* § 18.2-429) If the call is made to an emergency response telephone, such as police, fire, or emergency medical service, with intent to annoy, harass, hinder, or delay emergency personnel in the performance of their duties, the person making the call and the person whose telephone is used are guilty of a **Class 1** misdemeanor. (*Code of Virginia* § 18.2-429)
- 4.4 It is also illegal to harass someone using a computer or computer network. If a person has intent to coerce, intimidate, or harass and communicates obscene or indecent language or threatens an illegal or immoral act, the person is guilty of a **Class 1** misdemeanor. (*Code of Virginia* § 18.2-152.7:1)

Any person subject to the terms and conditions of the code of conduct who violates **CATEGORY I** Provisions shall:

- Be sent home at the expense of the athlete and their family.
- Reimburse the Virginia Wrestling Association directly for any damages resulting from illegal activities.
- Be banned from participating in any Virginia Wrestling Association or USA Wrestling event for the remainder of the USA Wrestling sanctioned season.
- Be reported to the authorities.

## **CATEGORY II**

Athletes qualifying for or being selected to Virginia Wrestling Association teams must:

1. Refrain from using profane, insulting, harassing or otherwise offensive language.
2. Follow the rules of the Organizing Committee of the competition/activity.
3. Address fellow athletes, coaches, officials, volunteers, event organizers, spectators and others associated with the events in a courteous and respectful manner.
4. Abide by bed check and quiet hours designated by team coaches/leaders and remain in their assigned room unless granted permission to leave by a team coach/leader.
5. Meet at team assembly points on time and attend all team meetings.
6. Compete in the Virginia Wrestling Association team uniform provided for that event.
7. Be with the team at all times and cannot be away from the team or coaches without specific permission directly from coaching staff or team leaders.

Any person subject to the terms and conditions of the code of conduct who violates **CATEGORY II** provisions are subject to the following:

- Violation One: Coaches/leaders will assign punishment to suit the offense.
- Violation Two: Coaches/leaders will assign punishment to suit the offense and parents will be notified.
- Violation Three: Same as **CATEGORY I** consequences.

Updated: These additions and corrections are made January 16, 2020