

ISWA POLICIES AND PROCEDURES MANUAL

TABLE OF CONTENTS

WELCOME TO THE ISWA	4
ISWA POLICY HANDBOOK CONTENTS	4
MISSION STATEMENT	4
VISION STATEMENT	4
 <i>ADMINISTRATION POLICY / PROCEDURES</i>	
MEMBERSHIP	5-7
Competitor's Membership	
Coaches Membership	
Club Membership	
USA Membership	
USA Wrestling Secondary Sports Accident Insurance Coverage	
USA Wrestling Liability Insurance Coverage	
TOURNAMENT SANCTION	7
LOCAL TOURNAMENTS	7-8
Club Sanction Requirements	
State Qualification Status	
Officials (Mat and Pairing) Requirements	
TEAM COMPETITION GUIDELINES	8
OUT-OF-STATE WRESTLER POLICY	8
STATE TOURNAMENTS	8-9
Tournament Hosting Guidelines	
Protest Procedure	
ISWA Officers, Directors, and Officials Lodging Guidelines	
Vendor	
HOSPITALITY	9
PAIRING OFFICIALS	9-10
Pairing Official Registration	
Upgrade / Development	

FOLKSTYLE FREESTYLE & GRECO-ROMAN MAT OFFICIAL	10-11
Mat Officials Registration	
Mat Officials Policy	
Upgrade / Development	
Folkstyle Referees	
 <i>PROGRAMS POLICY / PROCEDURES</i>	
FINANCIAL GUIDELINES	11-12
Expenditures	
Athlete Trip Refunds	
Adult Coaches and Team Leaders	
Alcoholic Beverage Policy	
Mileage Reimbursement	
Audit Committee	
FOUNDERS SCHOLARSHIP	12-13
Eligibility	
Application Procedure	
General Information	
PROMOTION	13
Sponsors	
RETURNED CHECK POLICY	13
SPORTS MEDICINE POLICY	13-14
Medical Staff	
Medical Check Authority	
Injury Claim Process Policy	
TRANSPORTATION	14
EQUIPMENT	14
Uniforms	
Physical Equipment	
NATIONAL COACHES EDUCATION CLINICS AND CARDS	14-15

NATIONAL TEAMS	15-20
Team Selection Process	
Coaches & Team Leader Selection Process	
Athlete & Coaches Code of Conduct and Disciplinary Actions	
Abuse and Harassment Policy	
REGIONAL TRAINING CENTERS	20
CULTURAL EXCHANGE PROGRAM	20
Cultural Exchange Trips	
Hosting Exchange Teams	
Team / Leaders Selection Process	
Team Member Meetings / Camps	

APPENDIX

ISWA CERTIFICATE OF INCORPORATION
NOT FOR-PROFIT TAX-EXEMPT STATUS
ISWA BY-LAWS
USA WRESTLING AFFILIATION AGREEMENT
ISWA CODE(S) OF CONDUCT
CONFLICT OF INTEREST POLICY
DOCUMENT RETENTION POLICY
WHISTLEBLOWER POLICY
OFFICERS AND BOARD OF DIRECTORS JOB DESCRIPTIONS
SAFE SPORT

WELCOME TO THE ISWA!

The Indiana State Wrestling Association is a not-for profit corporation designed to promote the development of competitive and recreational wrestling in the state of Indiana.

The ISWA is an affiliate of USA Wrestling, the national governing body for wrestling in the United States. USA Wrestling has delegated the ISWA the right, duty and responsibility to develop, conduct, sanction and promote all state and local programs in the state of Indiana.

The goal of the ISWA is to provide opportunities for our youth to gain an understanding and appreciation for all styles of wrestling. The organization consists of over 9100 athletes, 197 chartered clubs, 1400 leader and over 1500 volunteers in various levels.

The success of the Indiana State Wrestling Association depends upon each of us doing our best in each of our volunteer jobs. We want you to feel that you are an important member of the ISWA team. We look forward to your contribution to our growth and development. The progress of our wrestling programs will continue to be successful if we work together for our common goals.

It's good to have you with us!

ISWA POLICIES AND PROCEDURES MANUAL CONTENT

This manual has been prepared to make you feel more comfortable in your volunteer job, by giving you some essential information about ISWA policies, guidelines and requirements. These procedures and criteria have been developed over a number of years by volunteer efforts like yours who have served on the ISWA Board.

To retain the necessary flexibility in our policies and procedures, the ISWA will review and sometimes modify the policies and matters in this manual. The revised versions of the organization's policies and practices will be included in an updated manual to be published approximately every three years.

Please note this manual is not a contract or a legal document nor is it intended to create any legally enforceable obligations on the part of the ISWA, its officers, employees or directors. It is to be used in conjunction with the ISWA By-Laws, a copy of which can be found at ISWA.com.

If you have any questions that are not covered in this document, please contact any of the ISWA officers.

MISSION STATEMENT

To provide all youth of Indiana an opportunity for personal, physical and social growth through their participation in the sport of wrestling.

VISION STATEMENT

To be a highly regarded sport organization using the Olympic ideals to assist all wrestlers in achieving their maximum human potential.

ADMINISTRATION POLICY / PROCEDURES

MEMBERSHIP

COMPETITOR'S MEMBERSHIP

All athletes participating in our program must have a current USA Wrestling competitor's membership. The annual membership is valid for 6U, 8U, 10U, 12U, 14U 16U, Junior, University, Senior and Veteran level competition at all ISWA/USA sanctioned events and club practices. To be a member of an ISWA sanctioned club or to enter into any ISWA/USE sanctioned event as a competitor you must have a current competitor's card. Membership benefits include secondary, non-duplication sports accident insurance provided by an outside carrier. This insurance coverage includes a deductible, co-payment provisions and other conditions of the policy (details will be provided to all club voting delegates, also on iswa.com): a one-year subscription to USA Wrestler; the privilege to compete and take advantage of events, camps, clinics, international exchanges and club programs. Cards may be purchased at usawmembership.com.

COACH'S MEMBERSHIP

All coaches who plan to:

1. Coach at any USA Wrestling regional or national event
2. Serve as an ISWA club coach
3. Serve as Team Leader or coach o ISWA Team Indiana trips

Must have current year's USAW coach's membership card, Copper card, background check and fulfilled the Safe Sport requirement.

Membership benefits include secondary, non-duplication sports accident insurance provided by an outside carrier. This insurance coverage includes a deductible, co-payment provisions and other conditions of the policy (details will be provided to all club voting delegates, also on iswa.com); limited liability insurance (per conditions of the policy); a one-year subscription to USA Wrestler; a copy of the international rule book; and entry into specified ISWA/USA events (including the ISWA State Finals Series). USA Wrestling requires all ISWA club coaches to purchase a membership and be registered with the national office. Memberships are available on-line only and may be purchased at usawmembership.com. This membership may not be used for competition.

CLUB MEMBERSHIP

The membership year for all USA Wrestling sanctioned clubs is September 1 - August 31. All club membership materials and information are distributed at the ISWA Annual Meeting. Any club who does not attend the annual meeting will be mailed all registration materials within 2 weeks following the meeting. The club information packet includes a Club Charter application and Additional Insurance form. Information is also available online.

All other ISWA clubs are strongly encouraged to submit their membership applications and dues by January 1. If nothing is received by this date, your club will be deleted from our mailing list.

A club membership provides affiliation with the ISWA on the state level and USA Wrestling on the regional and national level. Club Charter benefits include liability insurance for practice sessions supervised by member coaches and property and general liability protection for club leaders and volunteers (subject to coverage limits and conditions under the policy); a subscription to the USA Wrestler; and other materials as they become available. All members of the club must be individually registered with USA Wrestling.

Owners/Operators of facilities may be listed as a Certificate Holder for a nominal fee. Owners/Operators of facilities can be listed as additional insured through approval of the insurance carrier.

Meets, try-outs, practices, etc. held in an individual's personal dwelling are excluded from coverage. The liability carrier could/can request a photo of the facility/site for review prior to issuing the certificate of insurance.

MEMBERSHIP IN USA WRESTLING *(Please see themat.com for and any all updated insurance policy provisions.)*

Membership begins when the state association, or its directors, receive both the membership information and the appropriate fees. Accordingly, a wrestler applying for membership and paying the appropriate fees is immediately provided with sports accident insurance benefits. However, for any claims to be processed, the National Headquarters of USA Wrestling must have record of membership.

Due to the required background checks, coach's and official's membership in USA Wrestling are available at usawmembership.com. Background checks may take several days for completion. Secondary sports accident insurance coverage begins when one applies for membership, completes the required background check (every two years), Safe Sport requirement, along with payment.

ISWA will reimburse board members the cost of a background check and upon notification of completion will also reimburse for the purchase of membership for coaches and officials serving on the board.

SECONDARY SPORTS ACCIDENT BENEFITS

All injury claims must be submitted directly to the USA Wrestling national office. The ISWA does not have the power to process claims.

A Notice of Injury form is available on themat.com site. To file a claim, complete the Notice of Injury form and send to USA Wrestling, 6161 Lehman Drive, Colorado Springs, CO 80918. For questions contact USA Wrestling at 719-598-8181.

USA WRESTLING LIABILITY INSURANCE INFORMATION

General Liability insurance is provided under the USA Wrestling policy and includes participant legal liability insurance. The insurance provides coverage for liability imposed by law. The policy provides Commercial General liability insurance for Bodily Injury, Property Damage, Personal Injury, Advertising Injury and Incidental Products per the conditions of the policy. The limit of liability under the Occurrence Form-Commercial General Liability Insurance Policy is USAW is \$1,000,000 per occurrence / \$25,000,000 aggregate limit. \$1,000,000 premises damage rented to you.

TO WHOM DOES THIS POLICY APPLY:

The following are covered under USA Wrestling's liability policy, for covered claims and related litigation, after the appropriate fees and/or registration materials have been received and approved:

1. Wrestlers holding Competitor Membership
2. Coaches holding Coach's Membership
3. Officials holding Official's Membership
4. USA Wrestling chartered clubs
5. USA Wrestling chartered club leaders and volunteers
6. Event directors and volunteers of sanctioned events
7. Administrators
8. Trainers (but not as medical malpractice)
9. Additional Insureds, such as owners of facilities, who are specifically listed prior to the event
10. State associates

TOURNAMENT SANCTION

All ISWA clubs hosting a tournament are required to attend the annual meeting to bid on their tournament. The attending club member must be listed on the club's charter. Each club is asked to submit a full-page ad that will be featured on the ISWA website. All tournaments must follow the Rules and Regulations set forth by ISWA/USA Wrestling. Violations may jeopardize the Club's ability to keep its charter and/or ability to host future events.

All clubs hosting an event sanctioned through the ISWA by USA Wrestling (Folkstyle, Freestyle, Greco and/or Duals) are required to return the completed sanction form, additional insurance form and ad information in order for their event to appear on the ISWA Event Schedule. The cost of a sanction includes: liability insurance, and an ad on the ISWA web site.

A sanction for an ISWA/USA Wrestling event, approved by the ISWA state office and the national office, provides organization affiliation and other limited benefits. Liability insurance coverage for tournament organizers and volunteers is a benefit of the sanction, as well as limited property damage coverage (subject to coverage limits and conditions under the policy). The owner of the facility where the event is held may be included as an Additional Insured, upon submission of appropriate form and approval of the insurance carrier.

All contestants must hold a valid USA Wrestling Competitor's membership card. Event Directors receive a Certificate of Insurance; event organizing materials; and a promotional listing on both the ISWA and USA Wrestling websites.

LOCAL TOURNAMENTS

1. All tournament appearing on the ISWA schedule of events must be sanctioned through the ISWA by USA Wrestling.
2. A member of the club, anyone listed on the club charter, must be in attendance at the annual meeting in order to bid on a tournament.
3. Payment of club membership and sanction fees no later than January 1. NOTE: Special Arrangements may be made by contacting the ISWA office prior to the deadline.
4. Qualified medical personnel at the tournament (see Sports Medicine Policy)

FREESTYLE & GRECO MAT OFFICIAL REQUIREMENTS

All local tournaments hosting a Freestyle or Greco event, should secure a Category 1 or Senior Mat Official to be present to interpret rules as problems arise at the tournament.

It is the host club's responsibility to recruit mat officials well in advance of the event. An updated list of all qualified Freestyle and Greco mat officials are provided at iswa.com.

FOLKSTYLE REFEREES MAT OFFICIAL REQUIREMENTS

All local tournaments hosting a Folkstyle event, should secure a licensed IHSAA Referee to be present to interpret rules as problems arise at the tournament.

It is the host club's responsibility to recruit mat officials well in advance of the event. An updated list of all qualified Folkstyle mat officials are provided at iswa.com.

PAIRING OFFICIAL REQUIREMENTS

All local tournaments hosting Freestyle, Greco-Roman, Folkstyle and Dual events should have a certified pairing official present to run / set up TrackWrestling and / or manually run the tournament. Pairing officials are trained to understand all Rules and Regulations set by the ISWA / USA Wrestling. Those Rules and Regulations are to be adhered to at each event.

It is the host club's responsibility to recruit mat officials well in advance of the event. An updated list of all qualified pairing officials is provided at iswa.com.

TEAM COMPETITION GUIDELINES

The goal of ISWA Team Competition is to promote team spirit and friendly competition. To enter a team in the ISWA State Finals Series:

1. A club must be an ISWA member club in good standing.
2. A team must have at least 8 wrestlers.
3. All wrestlers on a team must be from the same ISWA member club.
4. Members shall consist of Junior age division wrestlers or younger.
5. If a wrestler is disqualified for unsportsmanlike conduct, they cannot earn team points.
6. A committee of three individuals shall be established to hear protests and make a final judgment pertaining to team competition. This committee will consist of the team competition manager, a pairing representative and one member at-large.

OUT-OF-STATE WRESTLER POLICY

The following guidelines apply to out-of-state wrestlers desiring to participate in ISWA schedule tournaments:

1. All out of state wrestlers must have a USA Wrestling competitor's membership card in order to participate. If they do not have one, they must purchase one through usawmembership.com
2. **All ISWA State Finals competition is for Indiana residents only.** Under no circumstances will out-of-state wrestlers be allowed to participate. In case of a protest, full-time residency must be verified to the tournament committee. Indiana school enrollment will determine residency if other verification is unavailable or not satisfactory. The wrestler will then have to produce a copy of their report card or school ID to participate.

STATE TOURNAMENTS

TOURNAMENT HOSTING GUIDELINES

Any ISWA member club may submit a bid to serve as the venue for ISWA State Final events. The decision on where to host the event will be determined by the ISWA Board of Directors and will be based primarily on the following: geographical location, size of venue and ability of the bidding club to provide the mats and workers necessary to meet the needs of the ISWA.

Clubs selected to host an event:

1. The ISWA will enter into an agreement, with the host club, regarding compensation, on a case by case basis.
2. A host club will have the right to all food concessions sold at the event.
3. A host club must be able to provide the ISWA with the required mats, tables, chairs, pairing area and hospitality area necessary to host the event.
4. The ISWA will work with the club in regard to sound system and internet access.

PROTEST PROCEDURES

A Tournament Technical Committee must be appointed to hear all protests at both Freestyle and Greco-Roman sanctioned events. The names are to be posted in a site visible to participants prior to the start of the event. This committee shall consist of the Tournament Director, Head Mat Official, Head Pairing Official and two At-Large members.

In the case of Folkstyle, all protests are to be settled at the mat.

ISWA OFFICERS, DIRECTORS, AND OFFICIALS LODGING GUIDELINES

The ISWA will provide lodging for all ISWA approved staff at any ISWA State Final event. The ISWA will be required to book these rooms at no charge.

The ISWA may reimburse each mat and pairing official, working the event. Reimbursement must be reasonable and close to what the ISWA spends for rooms.

Rooms will be provided only for directors, staff and officials living outside a 20-mile radius of the event.

VENDOR

The Board of Directors shall approve all non-food vendors participating in the State Finals. Vendors who wish to be considered must submit their bid in writing, to the ISWA Tournament Committee, at least 30 days prior to competition. A minimum \$100.00 fee, per event, will be required for all approved vendors

HOSPITALITY

Hospitality will be provided at all ISWA State Tournaments for staff only. This includes pairing officials, mat officials, table help and others as determined by the tournament director. Hospitality may also be provided at other functions as determined by the board.

PAIRING OFFICIALS

REGISTRATION

Membership in the USWOA must be obtained through USA Wrestling. All pairing officials desiring membership in the United States Wrestling Officials Association must submit to the required background check and Safe Sport requirements. Reimbursement for fees related to the cost of a background check and USWOA membership must be approved by the ISWA Pairing Officials Director.

Membership benefits include secondary, non-duplicating sports accident insurance provided by an outside carrier. This insurance coverage includes a deductible, co-payment provisions and other conditions of the policy (details will be provided to all club voting delegates and ISWA Officials Directors); limited liability insurance (per conditions of the policy); downloadable rule book; a one-year subscription to USA Wrestler; voting privileges at USWOA general meetings.

UPGRADE CRITERIA

CLERK:

1. Attend a Basic Pairing Clinic
2. Pass the Clerk Test

ASSOCIATE:

1. Be a Clerk for at least one year
2. Work at least five local tournaments as a clerk
3. Assist or run a State Finals tournament
4. Attend an Advanced Pairing Clinic
5. Pass the Associate Test

SENIOR:

1. Be an Associate for at least two years
2. Work at least five local tournaments as an Associate
3. Attend an Advance Pairing Clinic
4. Pass the Senior test
5. Present a Basic Pairing Clinic
6. Run a State Finals tournament
7. Train an Associate at a State Finals tournament

An Associate becomes a Senior Candidate upon completion of the first four requirements for upgrade to Senior.

FOLKSTYLE FREESTYLE & GRECO-ROMAN MAT OFFICIALS

REGISTRATION

Membership in the USWOA must be obtained through USA Wrestling. All mat officials desiring membership in the United States Wrestling Officials Association must submit to the required background check and Safe Sport requirements. Reimbursement for fees related to the cost of a background check and USWOA membership must be approved by the ISWA Mat Officials Director.

Membership benefits include secondary, non-duplicating sports accident insurance provided by an outside carrier. This insurance coverage includes a deductible, co-payment provisions and other conditions of the policy (details will be provided to all club voting delegates and ISWA Officials Directors); limited

liability insurance (per conditions of the policy); a one-year subscription to USA Wrestler; downloadable rule book; voting privileges at USWOA general meetings.

MAT OFFICIALS POLICY

Please keep in mind that these policies are not meant to restrict anyone from volunteering their time and energy. These policies are set so that the ISWA may monitor the progress of officials and meet a standard required by the United States Wrestling Officials Association (USWOA) to identify officials in "good standing" with the state.

Officials who would like to be recognized by the ISWA with an official ISWA M3 category rank must:

1. Be at least fourteen (14) years of age.
2. Attend the Annual State Rules Clinic.
3. Must officiate as many local tournaments as possible. The ISWA will only recognize officials who make their attendance known.
4. While officiating, local tournaments officials desiring to be upgraded in their state category should make requests for an upgrade known to the head official during the regular season.

Requirements for further upgrades in the ISWA Freestyle and Greco Mat Officials categories are as follows:

1. M3's wishing to become M2's or M2's wishing to become M1 's must officiate the Freestyle and/or Greco State Final
2. At the respective tournaments, officials will be evaluated and recommended for upgrades by a selected group of senior Mat Officials to be approved ahead of time by the Director of Mat Officials Development and the State Chair.

Folkstyle Referees:

The ISWA will contract with and pay IHSAA licensed official at Folkstyle State Final events in an effort to produce the highest quality event and environment for the kids.

In addition, the ISWA is committed toward a goal of recruiting and developing new and inexperienced officials. In an effort to further address these needs, the ISWA is implementing a formal "Cadet Referee Program." A process has been constructed to partner with experienced IHSAA Referees, ISWA Clubs, along with High School & College Coaches to identify and recruit current and recent wrestlers who may be interested in becoming referees. Our local tournaments are a great training ground for this endeavor and will be utilized as such. The responsibility of overseeing this program is the ISWA Folkstyle Referees Developmental Director serving on the board.

PROGRAMS POLICY / PROCEDURES

FINANCIAL GUIDELINES

EXPENDITURES

It is the goal of the IS WA to be good stewards of all monies collected for the purpose of carrying out the needs of the program. A receipt must accompany all expenditures, submitted to the treasurer. This includes approved purchases, postage, phone calls, etc.

ATHLETE TRIP REFUNDS

No refund of any extra money from overestimation of National Team trip costs will be made to athletes. Extra money (if there is any) will be returned to the general fund. Deposits for Team Indiana trips are non-refundable. Refunds to athletes who are unable to attend the event due to injury or family emergency will be handled on a case by case basis.

ADULT COACHES AND TEAM LEADER TRIP FEES

Trip fees for adult Coaches and Team Leaders assigned to accompany national teams and cultural exchange groups will be paid by the IS WA from funds collected for this purpose. In this way, the adults accompanying the teams are solely obligated to the wrestlers, parents, and the organization they are representing.

ALCOHOLIC BEVERAGE POLICY

The ISWA will not purchase alcohol for any board or social function hosted by the organization.

MILEAGE REIMBURSEMENT

Mileage reimbursement is available to directors, traveling 50 miles or more, round trip, in order to attend board meetings. The reimbursement rate is to be current federal mileage rate.

AUDIT COMMITTEE

The Audit Committee shall consist of one Elected Officer, one appointed Board Member, and one member at large as chosen by the Board of Directors. The Chair of the Audit Committee shall be one of these designated members of the Audit Committee and shall be appointed to that position by the Board of Directors. The Audit Committee will review the state of the IS WA financial records and bookkeeping information. Spot checks shall be made on at least three months of income receipts and expense records, with accurate balances noted for each month audited for that year. A report will be made by the Committee Chair at the ISWA annual meeting.

In order to comply with IRS recommendations, an independent, outside audit will be conducted every two years.

FOUNDERS SCHOLARSHIPS

This program is available to graduating high school seniors who qualify for and are selected to receive this award.

ELIGIBILITY:

1. The applicant must be a current member of the ISWA and must have participated in the program the immediate previous year.
2. Must be a graduating high school senior.
3. Must have an average or above average academic standing. (Applicant must provide a transcript of up-to-date grades)
4. Must show a personal interest in their community. (Enclose a letter of reference including name, address and telephone number)

5. Has been accepted by a college or university or has applied to attend a college or university.

APPLICATION PROCEDURES:

1. Complete the Application for Scholarship and return it along with a photograph to the designated address.
2. Submit, in your own words, your specific college and future plans.
3. Write a brief essay stating why you should receive this scholarship.
4. Your application must be filed (postmarked) by April 1st.
5. Scholarships will be submitted, in their name, to the school where the recipient is enrolled, unless other arrangements are made.
6. Should the recipient not continue on to a higher education the funds will revert back to the general fund.

GENERAL INFORMATION:

A minimum of four academic \$1,000.00 scholarships are awarded annually.

In addition, a Rollie Hoover Memorial Scholarship, Mike Dowden Scholarship and John Schattner Memorial Scholarship will be awarded annually to individuals, who in addition to meeting the above requirements, has contributed to the ISWA as an official.

The deadline for all applications is April 1st.

All applications become the property of the ISWA and will not be returned.

The selection committee will inform all applicants of its decision by May 15th.

The selection committee will be chaired by the ISWA Scholarship Director serving on the board. Other committee members will be appointed annually by the State Chair.

PROMOTION

SPONSORS

The ISWA established a policy for sponsors allowing the following:

1. Allow corporate sponsors' names on the back of T-shirts.
2. Allow sponsors' names on equipment with the exception of singlets.
3. Allow the names of sponsors to be put in our publication for recognition.
4. All of the above and any other sponsorship will be at the discretion of the Board of Directors.

RETURNED CHECK POLICY

A \$25 charge will be made to any individual or wrestling club for NSF checks received by the ISWA. In the event of a second incident involving a returned check from the same individual or club, the ISWA will no longer accept checks from that individual or club. Certified checks, cash or credit card will then be the only means of payment accepted.

SPORTS MEDICINE POLICY

The Sports Medicine section of the ISWA is dedicated to helping make the sport of wrestling safer and more enjoyable for all ISWA athletes and their families.

It is our policy that all tournament medical staff decisions must be made with the welfare of the athlete as the ONLY consideration. Any medical decision resulting in the termination of the athletes' participation is final and not subject to appeal to the tournament staff.

The expressed wishes of the athletes' parents/guardians regarding the transportation of an injured athlete are to be obeyed unless the desired mode of travel would compromise the health of, or further compound the injury of the athlete. If the parent/guardians request an ambulance for transportation, then an ambulance MUST be summoned without argument or delay.

Each tournament will be required to provide qualified medical staff for the support and protection of the athletes. "Qualified" is defined as being trained in First Aid and CPR and ABLE TO PRODUCE a current card from one or more of the following organizations: American Heart Association, American Red Cross, National Safety Council/First Aid Institute, all currently Indiana certified First Responders, EMT's and Paramedics meet the minimum criteria. We recommend the use of experienced Sports medicine personnel such as qualified athletic trainers, since these individuals possess the background, education and experience which allows them to evaluate and treat many injuries at the tournament that Emergency Medical Services (EMS) personnel can legally only immobilize and transport to a hospital.

The Sports Medicine Section of the ISWA is prepared to help sanctioned tournaments in securing QUALIFIED medical staff. We can help to answer your questions concerning how or where to make contact with your local sports medicine professionals, where to obtain necessary medical supplies and what types of compensation are appropriate. It is the sole responsibility of the tournament director to discuss and arrange acceptable compensation with the medical staff prior to the beginning of the tournament.

Violations of the policy of the Sports Medicine section can have serious, possibly legal, repercussions. Incidents in which the policy is clearly violated will be dealt with by the Board of Directors of the ISWA on a case by case basis.

TRANSPORTATION

1. Travel to and from Cadet and Junior Team Indiana trips will be provided to the team and coaching staff by the ISWA.
2. All team members will be transported using commercial passenger busses. Travel by any other means must be approved by the ISWA Executive Committee or Team Staff.
3. Rental vans and/or cars will be provided for pairing and mat officials traveling to USA Wrestling Cadet and Junior Nationals. Rental cars will also be provided to the team leaders for trips so they will be available for wrestlers needing medical attention and other transportation needs as they arise during the event.
4. Release of an athlete to a parent/guardian is by written (signed and dated) consent only.

EQUIPMENT

UNIFORMS

Equipment will be provided to Team Indiana members participating in trips organized by the ISWA. Cost of uniforms and other equipment will be included in the trip fee.

T-shirts and/or limited equipment will be provided to wrestlers for other national events. T-shirts will be provided, free of charge, to all Indiana wrestlers participating in the Central Regional Championships.

PHYSICAL EQUIPMENT

Physical equipment owned by the ISWA will not be loaned or rented to any person or organization. Any exception to this policy must be approved by the ISWA executive committee.

NATIONAL COACHES EDUCATION CLINICS AND CARDS

USA Wrestling's National Coaches Education Program is a multi-tiered educational program for excellence in coaching the sport of wrestling. It is designed to be an integral component of USA Wrestling's mission to possess the most powerful and comprehensive wrestling program in the world. USAW offers four levels of certification:

1. **Copper Level Certification**

The NCEP Copper level is designed for the beginning coach or wrestler's parent. The intent is to help USAW volunteers to provide a fun and safe atmosphere for young wrestlers. It consists of a 2-4-hour clinic. A Copper certified NCEP Coaches card is issued upon successful completion. NOTE: All coaches must be minimum Copper certified in order to be at matside and coach at all ISWA State Final events.

2. **Bronze Level Certification**

The Bronze level clinic is a comprehensive education program for wrestling coaches who are committed to expanding their knowledge in the art and science of the coaching of wrestling. It is the first of a three-part advanced coaching education program with the ensuing two parts being Silver and Gold level certification. It consists of 4-6-hour clinic and includes USA Wrestling's Coaches Guide to Excellence, a Certificate of Bronze certification, a Bronze level certified NCEP Coaches card, and a Bronze level Coaches shirt is issued upon successful completion. NOTE: All coaches must be minimum Bronze certified and hold a current USA Wrestling Coach's membership card in order to be a matside and coach during any USA Wrestling Cadet and Junior regional or national event.

3. **Silver and Gold Level Certification**

Silver and Gold level certification clinics are scheduled through the USA Wrestling national office only.

Both the Copper and Bronze clinics are one-time only clinics offered throughout the year in Indiana. The ISWA wishes to make it clear that all coaches must be minimum Copper certified in order to be at matside and coach during the ISWA State Tournament Series. Coaches are required to present their Copper or Bronze card and identification in order to be issued credentials allowing them access to the floor to coach a wrestler during the state finals. NO exceptions will be made!

NATIONAL TEAMS

TEAM SELECTION PROCESS

The criteria for the **Junior Individual National Championships** (Freestyle & Greco) selection will be:

1. Top 2 and 3 place finishers at the corresponding ISWA State Tournament
2. Top 4 place finishers at any Junior Regional Championship
3. Top 8 place finishers at UWW Cadet or UWW Junior National

4. Positions not filled by National Team selection Criteria #1, #2 or #3 will be offered to wrestlers submitting written petitions and will be filled at the discretion of the Team Leader and the Head Coach for the trip under consideration. (Criteria #4 is intended to allow flexibility in filling vacancies).

The criteria for the **Cadet Individual National Championships** (Freestyle & Greco) selection will be:

1. Top 3 place finishers at the corresponding ISWA State Tournament
2. Top 4 place finishers at any Kids/Cadet Regional Championship
3. Top 8 place finishers at UWW Cadet National
4. Positions not filled by National Team selection Criteria #1, #2 or #3 will be offered to wrestlers submitting written petitions and will be filled at the discretion of the Team Leader and the Head Coach for the trip under consideration. (Criteria #4 is intended to allow flexibility in filling vacancies).

The National Team(s) Selection Committee shall be:

- i. Team Leader
- ii. Age Group Director
- iii. State Coach
- iv. Head Coach for trip under consideration

The criteria for the **National Middle School Dual Teams** will be:

1. Wrestlers placing in the top two positions at the tournament designated as the ISWA state qualifier, will be offered positions on the team.
2. Positions declined by the top two wrestlers at the qualifier will be offered to the third, fourth, fifth, and sixth place finishers from the qualifying tournament in order.

The criteria for the **National Schoolboy Dual Teams** will be:

1. Wrestlers placing in the top two positions at the tournament designated as the ISWA state qualifier, will be offered positions on the team.
2. Positions declined by the top two wrestlers at the qualifier will be offered to the 3rd through 8th place finishers from the State Tournament in order.
3. Positions not filled by Criteria #1 or #2 will be filled at the discretion of the Team Leader and the Head Coach for the trip under consideration. (Criteria #3 is intended to allow flexibility in filling vacancies).

The criteria for the **National Cadet and Junior Dual Teams** will be:

Cadet and Junior Duals Team may be chosen by committee.

1. Wrestlers placing in the top two positions at the tournament designated as the ISWA state qualifier, will be offered positions on the team. The 1st place finisher in a weight class has 5 days to accept the spot. After 5 days, a committee consisting of the team leader, head coach, age group director and state coach will consider any petitions and the results from state (places 2nd through 5th) allowing a maximum of 24 hours for wrestlers to accept the open spots.
2. If no state place winners have filled a spot, then the team leader may use his/her discretion to ensure a full line-up.

TEAM LEADER AND COACHES SELECTION PROCESS

A list of interested coaches and team leaders is compiled from the application forms submitted to the State Coaches Director. This form is available on the iswa.com and may be submitted by any adult desiring to volunteer. A data base of all applicants will be made available to all the appropriate directors by the State Coaches Director.

Cadet and Junior National Team coaches must be a minimum USA Wrestling Bronze Certified. All other coaches must be a minimum Copper Certified. In order to have continuity in the coaching concept established over the years, it is important to have several of the same coaches each year, and also bring along new coaches to keep developing the program every 3 years. The coaching staff and team leaders which will represent the ISWA at National events are presented to the Board for approval. The coach's pool will be updated on an annual basis.

ATHLETE/COACH CODE OF CONDUCT AND DISCIPLINARY ACTIONS

A) Code of Conduct

2. Each athlete, coach and team leader will carefully read and agree to the articles stated in the Code of Conduct by signing and dating the ISWA form for the specific event. A parent or guardian signature is required for all participants under the age of 18.
3. The Code of Conduct form must be submitted to the Team Leader prior to participation in the event.
4. The Team Leader should review each of the articles stated on the Code of Conduct with all the team members prior to the event. A copy of each signed Code of Conduct form should be maintained by the Team Leader at all times during the event.

B) Disciplinary Actions

The recommended procedure for taking any disciplinary action against an ISWA athlete, coach, or official should follow these guidelines:

1. The rule that has been violated should be identified in the Code of Conduct and/or Article XV of the By Laws of the Indiana State Wrestling Association.
2. The incident of violation should be clearly stated to the individual by the Team Leader as soon as is practical after the incident.
3. The Team Leader shall be empowered to render disciplinary action at that time, after sufficient investigation and consultation with the Assistant Team Leader and Head Coach, and using reasonable judgment related to the level of violation.
4. A complete report of the incident shall be submitted by the Team Leader to the ISWA Board of Directors.
5. The ISWA Board of Directors will then follow the By-Laws of the Indiana State Wrestling Association for any further action related to the incident.

ABUSE AND HARASSMENT

The Indiana State Wrestling Association (ISWA) is committed to providing a safe environment for its members and to prevent abusive conduct and harassment in any form while participating in ISWA activities. The ISWA promotes good sportsmanship throughout the organization and encourages qualities of mutual respect, courtesy and tolerance in all members. The ISWA advocates building strong self-images among the youth participants. Athletes with a strong self-image may be less likely targets for abuse or harassment; similarly, they may be less likely to engage in abuse or to harass or bully others around them.

To this end, the ISWA has established the following guidelines of behavior and procedures for our staff, volunteers, coaches, officials and participants, in addition to adopting the USA Safe Sport policy. All members of the organization, as well as parents, spectators and other invitees are expected to observe and adhere to these guidelines.

Abuse or harassment of any kind will not be tolerated within the organization. This means the ISWA does not accept physical, sexual, emotional or verbal abuse, harassment or similar misconduct from any person towards athletes, staff, coaches, officials, volunteers, parents, spectators or other any persons while they are participating in or preparing for events or activities conducted under the auspices of the ISWA.

Physical and sexual abuse, including, but not limited to, striking, hitting, kicking, biting or wanton gesturing, lewd remarks, indecent exposure, unwanted physical contact, any form of sexual contact or inappropriate touching, are strictly prohibited within the organization and as a part of its events and activities. Physical abuse does not include physical contact that is reasonably designed to coach, teach or demonstrate a wrestling skill.

Emotional abuse or verbal abuse is also prohibited. This may include, but is not limited to: yelling, insulting, threatening, mocking, demeaning behavior or making abusive statements in regard to a person(s) race, gender, religion, nationality, sex or age. Emotional abuse does not include controlled and disciplined verbal communication that is generally accepted in sports as a reasonable method of coaching or teaching the sport.

Harassment and abuse are defined in various sources such as state law, case law, sports organization and professional association codes of conduct and training manuals, corporate and business workplace documents and human rights commission materials. The ISWA has adopted the definition of harassment or abuse of the USA Wrestling Safe Sport policy. The following generally describe conduct that may be considered harassment or abuse:

Any improper or inappropriate comment, action or gesture directed toward a person or group that is related to race, national origin, religion, age, gender, disability or other personal characteristic.

Creating an environment through behavior of course of conduct that is insulting, intimidating, humiliating, demeaning or offensive.

Harassment usually occurs when one person engages in abusive behavior or asserts unwarranted power or authority over another, whether intended or not, and may include, for example, name-calling, threats, belittling, unwelcome advances and requests for sexual favors (as well as undue pressure to perform or succeed).

Harassment includes child abuse. Child abuse can include physical contact (or the threat of it) that intentionally causes bodily harm or injury to a child. This may include, for example, hitting, shaking, kicking, shoving or forcing an athlete to wrestle when injured or mandating excessive exercise as a for of punishment. It may also include touching for the purpose of causing sexual arousal or gratification that involves a child, rape, incest, fondling, exhibitionism and sexual exploitation. It may also include chronic attacks on a child(s) self-esteem, such as psychologically destruct behavior consisting of ridiculing, screaming, swearing, racist comments, threatening, stalking, hazing and isolating.

To further protect ISWA youth participants, as well as our coaches, officials and volunteers, we strongly advise that no adult person allow him/herself to be alone with a child or with any group of children in a private setting during or while they are participating in ISWA trips or events. In

particular, in such circumstances, we recommend that coaches or other adult members of the organization:

- Do not drive alone with a child participant in the care
- Do not take a child alone to the locker room bathrooms, or any other private room
- Provide training or individual coaching with the assistance of another adult or athlete
- Have private conversations with youth participants within view of others, not in private
- Do not socialize individually with the participants outside of sponsored activities
- When traveling overnight with youth participants, children should be paired up with other children of the same gender and similar age group, with chaperones in separate but nearby rooms
- Adults such as coaches, team leaders and adult volunteers who have frequent and/or unmonitored contact with children and/or youth must complete a “Coach/Team Leader Staff Application” requiring answers to the following questions and background information:
 - a. Have you ever been found guilty, or pled guilty or no contest, to a felony charge?
 - b. Have you ever had a lawsuit alleging actual or attempted misconduct, physical or child abuse, against you which resulted in a judgement entered against you, which was settled out of court, or which was dismissed because the statute of limitations had expired?
 - c. Have you ever terminated your employment or service in a volunteer position or had your employment or authorization to hold a volunteer position terminated, for reasons relating to allegations of actual or attempted misconduct, physical abuse or child abuse?
 - d. Do you consent to a Criminal Records Background Check, if applicable?
 - e. Personal references from three (3) adults other than relatives.

Once the information is compiled, the ISWA State Coach and/or Team Leader Director will, in consultation with the Board of Directors, confirm the applicant(s) ability to serve. In the event of an allegation of child abuse or sexual misconduct the following shall happen:

1. All allegations will be taken seriously.
2. Parents will be notified of alleged complainant, if appropriate.
3. All activity involved in handling the incident will be documented; noting; date, time, persons involved, as well as the content of what was done. All documentation will be held confidential.
4. All incidents involving children shall be reported to The ISWA Law & Legislation Director/Legal Counsel. Upon advice of counsel, the Indiana Child Protective Services may also be notified.
5. Should it become necessary, full cooperation will be given to civil authorities under guidance of our legal counsel. The ISWA Law & Legislation Director/Legal Counsel must be present while any investigative questions from police or social service agencies are being answered by anyone.

6. Records of all actions required by this policy and any material pertinent to it, including applications, reports and acknowledgment forms, shall be kept for a legally appropriate time.

The ISWA will timely respond to any and all allegations of abuse or harassment in matters that are within our jurisdiction. When necessary and appropriate, this information should be communicated to the appropriate authorities for investigation and should be reviewed by appropriate officials, with timely notification to the alleged offender of such allegations.

Any person accused of sexual or physical abuse may be asked to resign voluntarily or may be suspended until the matter is investigated and resolved. Regardless of criminal or civil guilt in the alleged abuse, the continued presence of the person could be detrimental to the reputation of the organization and could be harmful to the participants. A person who is accused but later cleared of the charges, may apply to have a suspension lifted or, if applicable, to be reinstated within the organization. Reinstatement is not a right, and no assurance is made that the person will be reinstated to his/her former position.

Any person who violates this Policy, who fails to appropriately report matters covered by this Policy, who makes a false report with respect to matters covered by this Policy or who threatens retaliation or reprisal against an individual for reporting a matter under this Policy will be subject to discipline or other action in accordance with Article XVI of the IS WA By-laws.

The IS WA encourages parents to become as active as possible in sponsored activities, practices and other events. The more the parents are involved, the less likely it is for abusive situations to develop.

REGIONAL TRAINING CENTERS

1. Regional Training Centers (RTC) site locations will be at ISWA member clubs only.
2. RTCs must be open only to 14U divisions and above only.
3. RTCs will meet once a week during the determined season set by the RTC Director.
4. Duration of each session will be a minimum of 2 hours (2-3 recommended).
5. It is strongly recommended that a variety of clinicians including: high school coaches, college coaches/athletes and special guest, i.e.: wrestlers/coaches from USA Wrestling, the Armed Forces, etc., be incorporated.
6. Training skills and technique videos will be provided, when available, to encourage standardized training.
7. Proposals of all RTC sites and activities must be approved by the RTC Director serving on The ISWA Board of Directors.

CULTURAL EXCHANGE PROGRAM

CULTURAL EXCHANGE TRIPS

In general, one or two cultural exchange trips may be scheduled each year for ISWA wrestlers. It is the intention of the ISWA to have trips domestic and foreign that includes wrestlers from the Junior, Cadet and Schoolboy/girl levels as well as trips for groups that are a mixture of the above

NOT FOR PROFIT TAX EXEMPT STATUS

The Indiana State Wrestling Association is a not-for profit youth organization, exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code.

The ISWA is registered in the state of Indiana as a not-for-profit organization exempt from sales tax pursuant to bulletin #10.

The ISWA tax exempt status is to be used by the Indiana State Wrestling Association, Inc. only. ISWA member clubs are not permitted to use our exempt status for any purchases made for club purposes. However, the ISWA strongly encourages each member club to apply for tax exempt status in the state of Indiana. An application on how to file as a not-for-profit organization can be obtained from the Indiana Department of Revenue.

APPENDIX

ISWA CERTIFICATE OF INCORPORATION

ISWA BY-LAWS

USA WRESTLING AFFILIATION AGREEMENT

ISWA CODE(S) OF CONDUCT

USA WRETILING SAFE SPORT POLICY

CONFLICT OF INTEREST POLICY

DOCUMENT RETENTION POLICY

WHISTLEBLOWER POLICY

OFFICERS AND BOARD OF DIRECTORS JOB DESCRIPTIONS

USA WRESTLING SAFESPORT POLICY

