**LITTLE GUY UNIT TOURNAMENT MANAGER INFORMATION**

**1. SEND TOURNAMENT INFORMATION TO VISITING CLUBS ONE WEEK PRIOR TO THE UNIT TOURNAMENT**

 **A. An on site weigh in must be conducted for the Novice and Middle Group wrestlers on Saturday.**

 **B. Send information to clubs on how to enter their wrestlers into the tournament by use of “Track Wrestling”**

 **C. Conduct a “Scratch Meeting” at the tournament site on Saturday prior to the beginning of the competition to make changes to the brackets when necessary.**

 **D. Conduct an election for Unit Representative for the following year.**

 **E. Beginner Group wrestlers will have an “honorary” weigh in at their own schools. Coaches will need to mark the hands of Beginners with their Group and Weight Class which will be used for pairing at the Unit Tournament.**

 **F. Include a tournament agenda, listing “On Site Weigh in Times”, “Scratch Meeting” times, and starting time for each Group (*Novice, Middle & Beginner*)**

**2. RECEIVE MEDALS FROM PROGRAM SECRETARY**

**3. ORDER “BEGINNER GROUP” AWARDS (USUALLY RIBBONS: *These must be ordered and paid for by the tournament host*)**

**4. NO TEAM AWARDS FOR THE UNIT TOURNAMENT**

**5. SET UP AND RUN THE TOURNAMENT ON “TRACK WRESTLING” COMPUTER PROGRAM (BUILD BRACKETS BY USING THE BRACKET SEEDING INFORMATION ON THE PROGRAM WEBSITE)**

**6. LINE UP OFFICIALS (UTILIZE M.O.A. OFFICIALS WHEN POSSIBLE)**

**7. SET UP A ROPE BARRIER BETWEEN THE MATS AND BLEACHERS**

**8. DISTRIBUTE “COACHES” WRIST BANDS TO THE CLUB REPRESENTATIVES (CLUB REPS SHOULD GIVE THESE ONLY TO PERSONS THEY WANT TO COACH AT MAT-SIDE, ALL OTHERS SHOULD REMAIN BEHIND THE ROPE BARRIER)**

**8. ASSIGN A “MAT MARSHAL” TO HELP SECURE THE MAT AREA (TWO COACHES PER WRESTLER, AND ONLY COACHES WITH WRIST BANDS ALLOWED INSIDE THE ROPE AT MAT SIDE)**

**9. CONDUCT A PRE-TOURNAMENT SCRATCH MEETING WITH AT LEAST ONE REPRESENTATIVE FROM EACH CLUB**

 **A. Run an election for the Unit Representative allowing one vote from each club**

 **B. Allow time for club reps to petition “Out of Season” wrestlers in the Novice Group to remain in Novice competition**

 **C. Go through the Novice & Middle brackets by each weight class scratching wrestlers that did not show up for a weigh in, and moving wrestlers that did not make weight at the scale to the weight class above**

**10. DISTRIBUTE AWARDS TO WRESTLERS (no team awards for the Unit Tournament)**

**11. MAKE SURE THAT TOURNAMENT RESULTS GET TO THE WMLG WRESTLING WEBSITE ADMINISTRATOR**

**12. SEND CLUB “SHARE CHECKS” TO VISITING CLUBS**

**13. RETURN UNUSED MEDALS TO THE PROGRAM SECRETARY**

**14. SEND CHECK FOR THE 10% OF THE GATE (*“Scholarship Fund”*)TO PROGRAM SECRETARY**

**15. SEND CHECK FOR MEDALS USED TO THE PROGRAM SECRETARY**

**16. DETERMINE TEAM SIZES FOR THE FOLLOWING INTERVALLEY TOURNAMENT**

 **A. Count the total number of wrestlers entered in the Novice and Middle Groups**

 **B. Ask club representatives for the total number of Junior Group wrestlers they plan to enter in the Intervalley Tournament the following week**

 **C. Add these two numbers (A & B) to get each club’s total**

 **D. Using total numbers in each club divide the clubs into Large Group (Top 1/3), Middle Group (Middle 1/3) and Small Group (Bottom 1/3)**

 **E. Send these club designations (Small, Middle & Large) to the Intervalley Tournament Director. (These designations will be used in both Intervalley and WMC Tournaments for team competition)**