**LG WRESTLING INTERVALLEY TOURNAMENT MANAGER INFORMATION**

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

**A. Remind Clubs to exchange coaches for the Thursday night weigh in for Novice and Middle Group (let the clubs know they can weigh in on site of tournament on Saturday if the wrestler does not make weight at the Thursday Coaches Exchange weigh in. \*JUNIOR GROUP MUST WEIGH IN AT THE TOURNAMENT SITE**

**B. A Weigh in Form will be available on the program website. This form should be filled out by the weigh in host club and presented to the person from the exchange club that is conducting the weigh in. That exchange coach should use the form to check off wrestlers that have made weight on Thursday. The exchange coach will retain this roster and present it, and the list of wrestlers that plan to make weight on site to the tournament director at the tournament “scratch meeting”.**

**D. Include a tournament agenda, listing “On Site Weigh in Time”,”Scratch Meeting Time”, and starting time for each Group (*Novice, Middle, Junior & 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. ORDER “TEAM AWARDS” (USUALLY PLAQUES FOR TOP TEAMS: *These also must be ordered and paid for by the host club*)**

**5. SET UP AND RUN THE TOURNAMENT ON “TRACK WRESTLING” COMPUTER PROGRAM (BUILD BRACKETS BY USING THE BRACKET 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 WEIGH IN FOR JUNIOR GROUP *(Novice and Middle Group wrestlers that did not make weight at the “Exchange Weigh-in” on Thursday may have an opportunity to make weight at the tournament site on Saturday before the Scratch Meeting for their Group)***

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

**A. Go through the Novice, Middle & Junior brackets by each weight class scratching wrestlers that did not make the weight they qualified for.**

**11. DISTRIBUTE MEDALS TO WRESTLERS AND TEAM PLAQUES**

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

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

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

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

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