**LG WRESTLING WESTERN MONTANA CHAMPIONSHIP TOURNAMENT MANAGER INFORMATION**

**1. SEND TOURNAMENT INFORMATION TO VISITING CLUBS ONE WEEK PRIOR TO THE WESTERN MONTANA CHAMPIONSHIP TOURNAMENT**

 **A. Remind Clubs to exchange coaches for the Thursday night weigh in for Novice, Middle and Junior 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.**

 **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” times, and starting time for each Group (*The Junior Group competition must take place on Friday evening)***

**2. RECEIVE MEDALS FROM PROGRAM SECRETARY**

**3. ORDER “TEAM AWARDS” (USUALLY PLAQUES FOR TOP TEAMS: *These also must be ordered and paid for by the host club*)**

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

**5. LINE UP OFFICIALS (UTILIZE M.O.A. OFFICIALS)**

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

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

**10. CONDUCT AWARDS PRESENTATION FOR MEDALS AND TEAM PLAQUES**

**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**

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

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