

Running Winter Folk Style Tournament with Tournament Plus

The following can be done the day before the tournament:

Go into Tournament Plus and select Start New Tournament

- Enter your tournament Name (Example: Somers Youth Wrestling Tournament)
- Enter date of tournament
- Enter registration fee
- Select group by age , enter 5 when asked the number of divisions, then enter
Mighty Mites 5 to 6
Bantams 7 to 8
Intermediates 9 to 10
Novice 11 to 12
Middle School 13 to 15

Enter under Age as of space 12/31/09 or if you are in 2010 use 12/31/10 .

Check off no team score choice and change Tech fall from 15 to 12.

Click close and this information will be saved, while you stay in this program, remember to save the whole file before exiting the program entirely.

Then go into Weight class and Mat assignments and set up your brackets

Age Group	Series #
Might Mite	100
Bantam	200
Intermediates	300
Novice	400
Middle School	500

Set up only a few weight classes now and you can also set up weight classes as you create your brackets go see **Data Entry:** below

If you decide to use the mat number in the weight class and mat assignment section, the mat number will print on the bracket sheets and you can print the mat assignment list from the weight class and mat assignment section area.

Down load into Excel from our web site the pre-registered wrestlers from the following Link <http://usawct.org/tourny/viewtournamentregis.php>

Down load into an excel file change the column headings to be the following exactly: FirstName, LastName, SchoolName, ApproxWgt, DOB, YearsExp

Be careful to not use any spaces, there maybe more information than the above downloaded. If you want that information save the file under another name and remove the other columns from the registration spread sheet. For example save the file as Tournament Reg 10-30-05.xls I like to sort by age first, then by weight, and print the excel list. I also like to keep the list by team and amount owed list from the web site. Add to this list any last minute adds or out of state club numbers.

To get the names and clubs into the system, you must go into Tournament Plus and select under **Registration** the Import Registration from other spread sheets option, answer yes and then click on your registration file (Tournament Reg 10-30-05.xls). answer **ok**. Your registration will down load in seconds.

Check number of registered wrestlers to make sure all down loaded.
(if nothing downloads check your column headings and make sure no other information is on the spread sheet.)

Go to [Report](#) Button in Tournament Plus and select Print Registration List by weight. This will print by age group the lightest to heaviest wrestlers. *I would not do any separation of any of the wrestlers at this time. You may want to just do a quick separation in every four (4) to get an idea of how many weight classes you may want to set up. **This will be wasted work and these groups will have to be adjusted for scratched or over weight wrestlers.***

Data Entry:

Determine the weight classes that need to be created for each age group, this can be done by clicking onto **ADD record** (Green Button), then select the age division put in the series Number, select 5 man round robin. If you decide to use the mat number in the weight class and mat assignment section, the mat number will print on the bracket sheets and you can print the mat assignment list from the weight class and mat assignment section of the program.

A Madison weight class system will be followed. All wrestlers will be grouped relative to both their age and weight. There are no published and strict weight classes to follow during the regular season. The maximum weight distribution will be no more than 5 lbs for weight classes up to 120 lbs and no more than 10 lbs for weight classes over 120 lbs.

Age Categories,

Category	Year of Birth		Period Length	Paperwork Color –Series #
Mighty Mites	2003-2004		1-1-1	Pink –100
Bantam	2001-2002		1-1-1	Yellow - 200
Intermediates	1999-2000		1-1-1	Blue – 300
Novice	1997-1998		1.5-1-1	Green- 400
Middle School	1994-1996 & in the 7th or 8th grade		1.5-1-1	White- 500

Put weight class on the [Report](#) Button Print Registration List by weight using the following number series listed above. **Example Mighty Mite 100, 101, 102**

After skin check list/ weigh in list is returned to the pairing table you can begin bracketing. (see below)

You should create the Numbers for the stanchions prior to the date of the event. Go into word document and create the stanchion and folder sheets Numbers (make 2 copies, one for stanchion and other for folder label), Print onto the appropriate color paper. This can be done ahead of time. Use Microsoft WORD program, under the menu options select file, then page setup, select landscape. Then under font size drop down put in 425, that will give a number on the page which is large and only one number per page.

Age Group	Color	Series #
Might Mite	Pink	100
Bantam	Yellow	200
Intermediates	Blue	300
Novice	Green	400
Middle School	White	500

Day of the event

Pre-registered Registration:

One person can handle the coaches registrations, collect the required payment and hand the coach his registered roster of wrestlers, this way the coach can keep a record of the wrestlers that are being scratched from the tournament. Make sure you have a by team list of the wrestlers list, record the wrestlers number that is being scratched. Remind the coach that all of their wrestlers must go to have their skin checked, insure that the wrestler will get bracketed and to have test weigh ins performed.

All athletes will go directly to the weigh in area for skin check and some wrestlers may have their weight verified. The wrestler is checked off by age group on the Approximate Weights (as registered) list. This is the list that you will bracket from.

Make periodic announcements for all wrestlers to report skin check and weight area. Make many announcements, that all wrestlers must have their skin checked. Make an announcement that skin check in will end in five minutes and announce the names of the clubs that have wrestlers that have not checked in.

When check ins are closed have the coaches meet at the head table and review with the coaches which wrestlers will be scratched.

Skin check and Weigh in area:

Have four to five people in the skin check and weigh in area

- One person checks the athlete's skin and nails. **Make a Mark on the wrestlers hand indicating they were skin checked and make sure that the wrestler is checked off as in the tournament on the official check in list.**
- One person asks the wrestler their name and another person will highlight the wrestlers name on the list by weight and age group.
- **(Optional)** A fourth and fifth person(s) can check weight to another list that lists the wrestlers in weight order. One person reads the weight off the scale and the other person checks that wrestler is within 3 pounds of the listed weight.
- If over the 3 pounds, NOTIFY the director and have the wrestler's coach come to the weight check area and discuss that wrestlers removal from the tournament and require all wrestlers from that club to weigh in.

All wrestlers will weigh in a singlet, therefore female wrestlers can weigh in in the same area.

Upon getting the Check in and Approximate Weights (as registered) list back from the weigh-in and check in area, REVIEW THE WRESTLERS TO BE SCRATHED WITH THE COACHES, if a wrestler is to be removed from the tournament, simply draw a line through the wrestlers name on the check in list, When bracketing just skip over that wrestler. If the bracket is completed and the wrestler is found to be present, just change the weight class to a five man bracket, input the wrestlers number in spot #1. after all brackets are done have the data entry person and one other person remove the wrestlers that are scratches, by going in under the Enter Registration Data button and entering their number and then deleting the record or adjust their weight.

You must **Remove no Show Wrestlers from registration**, so that when bracketing is completed, all wrestlers registered will equal all wrestlers bracketed.

If this does not check look at the wrestler list , under Reports (Print Registration List by weight), there will be an () next to names that have been bracketed. Therefore, you must look for a name with out the (*).*

Print the Registration list after all weights were adjusted and no shows were removed **Report** Button Print Registration List by weight. Group the wrestlers into five man groups by Madison weights assign a number (REMEMBER TO USE THE NUMBER SERIES LISTED ABOVE.) Try to separate by team/club if you can switch kids around, remember not to allow weight variances of greater than 5 lbs for weight classes up to 120 lbs and no more than 10 lbs for weight classes over 120 lbs., without the lower weigh wrestler's coaches/parent's approval.

Recommend that you have the eight man bracket pairing sheet printed off ahead of time [(this can be found under Reports, Print Misc Forms, Print Blank Paring sheets (8 Person-Brackets)] and write in the bracket number on the top, ie: 100, 200, 300, 400 or 500 series of numbers . Simply go down the list of wrestlers and fill in the bracket sheets for the five wrestlers, just put onto the bracket sheet the wrestler's registration number as generated by the computer. Try to separate by team/club if you can switch kids around prior to setting up the brackets on the sheets. **You could actually do this the day before** and then just redo your bracket sheets after the wrestler check in for scratches. Simply check off the highlighted wrestlers names and numbers to the bracket sheet. (Make sure you do not move kids into a bracket with another club member if possible).

After separating the wrestlers into bracket groups and writing the wrestler's number on a bracket sheet, you can begin to set up your brackets in the computer.

Bracketing

I would then begin to bracket the wrestlers after check in so that you do not have to adjust the brackets for no shows, just create the brackets from the checked in wrestlers, which takes about 20 second per bracket. Two people can do the bracketing, one person reads the number and the other enters, if you have two Computers, you could have a third person remove the scratched wrestlers.

Data Entry Button:

You should have set up the mat numbers in each bracket prior to beginning to enter the wrestler's numbers into their brackets into the computer.

When the Data Entry person is ready, they select the age group and bracket number, then the other person can read the wrestlers number from the bracket pairing sheet and the Data Entry person will enter the wrestler's number into the field in the computer. You should print the two Bracket sheets and one set of bout sheets here, prior to beginning the next bracket. To begin the next bracket click on the advance arrow, DO NOT ENTER THE NEXT BRACKET NUMBER (THIS WILL CREATE A SYSYEM FAILURE). If a bracket does not exist select the ADD record (Green Button) to set up another weight class.

Remember: Data Entry person inputs (DATA ENTRY) only the wrestler's number in each bracket, have another person read the wrestlers number, enter in the wrestlers number only into the computer, the program will bring up the athletes name and the other person should be able to verify the wrestlers name and age group. Take a quick look to make sure clubs are separated the best you can.

When Brackets are completed:

Once the brackets are completed, print TWO copies of the bracket onto the appropriate Color paper one for the wall and one for the folder and print the bout sheets (one copy for the folder only). **Do this as each bracket is completed.**

Might Mite	Pink
Bantam	Yellow
Intermediate	Blue
Novice	Green
Middle School	White

The computer will print all rounds of the round robin. Make sure that you instruct your table help to follow the match numbers and round as per the bout sheets.

When all brackets are created then check on the main page that the button for how many wrestlers are registered agrees with how many wrestlers are bracketed, this will only be true for the afternoon session. Select the under the [Report](#) Button Print Registration List by weight, the report will have * next to all bracketed wrestlers, therefore look for the wrestlers with out a * for the age groups wrestling at that session.

The computer will Print the bout sheets for all rounds and the brackets are put into the corresponding folder and sent to a specific table with the age and weight class order to be followed.

*****BE AWARE 5 MAN ROUND ROBIN WILL WRESTLE FIVE ROUNDS******

Arrange the folders by Mat and order you want them to go out to each mat. We suggest that you go to (**Weight Class and Mats**) on the main page and select the Report button, then select **view/print Mat assignments by Mat.**

Print this report for the head table and put the order that the brackets will follow on each mat. You need a person to periodically verify that the order of wrestling remains as originally begun. This will prevent brackets from falling behind and getting lost. You may want to print this list for each table.

Send the completed folders and Mat Assignment Report to the **head table for the mat assigner.** This person can use the **view/print Mat assignments by Mat Report** to set the order that the tournament will follow, by Mat. Mark on the back of the folder in pencil the mat assigned, this will help when the folders come back for updating and then must be returned to the original Mat.

Announcer:

Need a clear sound system, the announcer should call the age groups and weight classes to the mats. Announcer must keep repeating for the wrestlers to report to their mat. The announcer calls the wrestlers to the head table only if the wrestler fails to report to the mat.

Table Help

When a round is completed the entire weight class folder must be brought to the head-table for updating. When the Bracket is updated the folder is to be returned to the same mat as started to be put into the queue for the next round.

Have the winning wrestler and official sign all completed bout sheets. Again when a bout is completed mark the time of day, the time for a pin, circle the winner, get the officials signature and the winning wrestlers signature and put back into the folder. THE FOLDER MUST BE RETURNED TO THE HEAD TABLE AFTER EACH ROUND TO UPDATE THE BRACKETS.

You can print off an example of how a bout sheet should be completed under Reports, Print Misc Forms, bout slip EXAMPLE for scorers.

Use the table stanchions to display the age group and weight class that is on the Mat for the top hook, on deck for the second hook down and in the hole for the third hook down. When a bracket is completed, move the displays up and send the folder to the Head Table.

Recommend that you have a 5 person team working Each table, a timer, bout sheet scorer, bopper & flipper (table score display system). Table captain, who is a person in charge of lining up the on deck and in the hole wrestlers, so that the wrestling on the mats is with out any delays. This person can also move the brackets up and off the stanchion poles. Finally, a runner to bring the completed brackets and/ or the missing wrestler's name to be announced at the head table.

Have a time table sheet at each table by age group for timers and officials, techs are 12 point differential.

Head Table:

Update brackets from bout sheets returned,

We recommend that up-dating the brackets from bout sheets is to be done by two people at the computer one to read results and the other to enter. This will allow one person to answer questions if someone comes to question a bracket.

After updating the bracket in the computer, print a new bracket sheet (USE THE PROPER COLOR PAPER). Put the bracket up for the public to view, this will allow any errors to be caught and fixed prior to running the next round. Send the folder back to the same table as before or make an announcement that you are moving a weight class and change the mat assignment in the computer.

Mat assigner:

This person keeps track of which brackets are assigned to which mat, they keep track of the round that each bracket is in and they determine if brackets should be moved to a new mat. Be sure to make an announcement that the bracket is moving to a new mat and change the mat number in under weight class and mat assignment section of the program.

Upon the completion of the last round of each bracket, change the mat number to 8 or a number higher than your last mat number used, then select the auto place button, tie breaker is head to head, three person tie breaker is first most pins, then most technical falls, then most major decisions, then most point differential and finally the most offensive points scored. If still tied the lightest wrestler is the winner, then the other two wrestler's placement tie breaker is determined by head to head.

The final bracket is given to the announcer to announce the placements and the awards presenter can hand out the medals.

Awards Presenter: This person hands out the awards to the top three place winners, mark on the weight class bracket which wrestlers have been given their awards, this will prevent from issuing two awards to the same wrestler.

Match Time Periods by Age group

Tech - is achieved when a point superiority of 12 or more.

Mighty Mites Pink, Bantams Yellow & Midgets Blue

All three Periods are 1 Minute, Sudden victory is 1 Minute and tie breaker is 30 seconds and Ultimate tie breaker is 30 second.

Novice Green & Middle School White

First Period 1-1/2 minutes, second and third periods are 1 minute, Sudden victory is 1 Minute and tie breaker is 30 seconds and Ultimate tie breaker is 30 second.

Table Help

Winner will sign the bout sheet. **Have the winning wrestler and official sign all completed bout sheets.**

Again when a bout is completed mark the time of day, the time for a pin circle the winner, get the officials signature and the winning wrestlers signature and, when a weight Class is completed the entire folder is sent to the head table.

Use the table stanchions to display the age group and weigh class that is on the Mat for the top hook, on deck for the second hook down and in the hole for the third hook down. When an age group is completed, move the displays up and send the folder to the Head Table.

Check list

Table items:

Pencils and sharpener
Clock, extra batteries
Pink and Green Highlighters
(highlight the color assigned on the bout sheets by the official)
Ankle bands (Red & Green)
Blood cleaner and towels
Bopper
Chairs Minimum of four per table
Scoring system, flip chart
Stanchions
Numbers for stanchions
Table Captain, runs table and gets folders returned to Head Table

Weight ins supplies:

Scale or scales
Electric cord
Bingo stamps, to mark when skin check is done
Magic marker to mark weight onto weigh in card if used and wrestlers shoulder

Head table:

Sound System
Copier, Extra paper
Bracket return basket
Computers
High-speed printer
Medals / trophies
Masking tape
Magic markers
Runners

Facility Crew:

Mat mopping equipment and mopping crew
Mat set -up and tear down crew