

-4 Weeks out:

- Secure date with HS, and provide PPWL with AD's contact info for verification
- Order Medals-Gary with Crown Trophy has been great; crownboulder@gmail.com or Hasty
- Schedule parents meeting to sign up for table help, set up, and concessions groups
- Contact the league to coordinate Officials, Security, Trainer, and for medal estimate.

1 Week out:

- Confirm Security and relay who you have for a trainer. Both of these positions are mandatory.
- Confirm schedule with your HS, and pay for rental if needed
- Have the mat tape on order if needed
- Ensure you have medals, and enough parents to man tables
- If you need volunteers, relay this to Jay with the league
- Pick up all flip cards, cones, and equipment at the tournament prior

Night before:

- Setup, confirm working PA, working outlets for your concessions
- Chairs, tables, for table workers and entrance workers
- Set up mats, mop and clean the mats

Day of:

7:30 all volunteers to arrive

8:00 all breakfast concessions ready and doors open with entrance workers

8:30 table help meeting

8:45 Referee meeting

8:50 Clear the mats/table help report to the tables

8:55 Prayer and National Anthem/Pledge of allegiance

9:00 Start the 1st session-10:30

12:00 Start the 2nd session-2:30 or until finished

Mat Layout: Mats should be number 1-16 (you will coordinate ahead of time on the exact number of mats likely to be needed with the league). The smallest surfaces are first (little kids will be on the first mats...i.e. 4U on mat 1)

Session 1 is for ages 4u, 8u, and 12u, and again starting with the youngest wrestlers on the smallest quartered mats.

Session 2 will be the same number of surfaces with youngest to oldest. As the mats are already setup and the brackets pre-assigned there aren't any adjustments that need to be made. 6u, 10u, and 14u wrestling in this session.

It is extremely important that the mats are numbered from the youngest to the oldest kids as the brackets will be prepared ahead of time off site, and will need to coordinate with the mat setup.

Keep in mind: Leave space between the mats for the tables to be set up. Do not set up the tables in between the mats and the stands. The tables are where parents/coaches gather.

