

NEMWA Tournament Hosting Guidelines

Secure your facility –

- Be sure that your club dues are paid by the NEMWA deadline before you ask for a date to host a tournament. This deadline is September 30th of the year prior to wrestling season.
- When requesting a date to host, you will need your Gym/School Conformation stating that your club has the gym/school for the date in question. This needs to be on school letter head or something with your school logo and must be signed by a school ADM. Such as your AD or AD secretary.
- Try to make sure ample restrooms and cafeteria spaces are available. You will want lots of space for eating and going to the restroom.

Pairers –

- Hosting clubs **MUST** use an elected NEMWA head pairer. You will want to get with her a couple of weeks before your tournament, just to go over things that she will need from you.
- You **ARE** to pay your head pairer \$300.00 and she will in return pay her staff of pairers. This payment is preferred in cash.

Officials –

- Hosting clubs **MUST** use an elected head officials and **ONLY NEMWA certified officials**. You will want to get with him a couple of weeks before your tournament, to let him know how many mats you will be having so he can assure he obtains enough officials for your tournament.
- You **ARE** to pay your head official \$150.00 and each official \$100.00. This payment is preferred in cash.
- You will need between 8 and 10 officials depending on number of mats, this will allow for breaks and will continue to keep the tournament running smoothly.

Vendors and Concessions –

- You are to use your own discretion.

Set-up –

- Night prior to your tournament.

Weigh-ins –

- NEMWA uses Home honor weigh ins.

Mats –

- Ages 5/6, 7/8, 9/10 and 11/12 will wrestle on no less than $\frac{1}{4}$ of a full regulation 24-foot mat, unless agreed upon by the NEMWA board and/or officials and 13/14 will wrestle on no less than a $\frac{1}{2}$ of a full regulation 24-foot mat, unless agreed upon by the NEMWA board and/or officials.
- Please let your head pairer now how many mats you will be having prior to your tournament so she can plan accordingly.
- Clearly mark your mats and use flip charts or dry erase boards to announce your bout numbers. (will want bold black markers for your numbers)
- You will need tables at each mat and you will need 2 to 3 helpers per table.
- You will need good sharp pencils with erasers ($\frac{1}{2}$ dozen or so), something soft for getting the officials attention (rolled up towel or a swimming noodle works great), stop watches, that work, ankle bands (check with your head official, they usually have some if your club does not), and something for announcing your bout numbers, such as flip charts or dry erase boards with markers and eraser.
- Remind table help of **NO DISTRACTIONS**, such as cell phones or boy friend/girl friends. Smaller kids can help with wacking the officials when time is up, but remind them of no tearing around.

Pairing –

- Track Wrestling is used for all NEMWA Tournaments.
- You are asked to supply NEMWA pairer with two (2) reams of paper for your tournament.
- Your pairer will supply all her own help as needed.
- If you can get school password for WIFI that would be helpful as well to assure good internet for Trackwrestling.

Door Fees –

- NEMWA has sent door fees and they are:
 - \$5.00 Adult
 - \$2.00 Student
 - \$10.00 Family
 - Ages 5 and under are free

Prior to your tournament –

- There is a lot of stuff you will need to do before your tournament as well. Here is just a few.
 - Order trophy or medals for your winners 1st through 3rd place.
 - Get your food concessions around. Sometimes best if another organization within the school could do it such as your sports or band boosters, ect. If you are going to have other vendors, you will also want to get with them before your tournament date.
 - Get with your head pairer and stay in contact with her regarding your tournament
 - Get to the NEMWA secretary your Tournament flier at least **3 weeks prior** to your tournament. If you need help making one, please contact your NEMWA secretary and she will help you with one. This is to be emailed to her so she can get it posted on the web site and sent out to attending clubs.

After Your Tournament –

- Settle up with your NEMWA head official (\$150.00) and head pairer (\$300.00)
- Settle up with your officials. (\$100.00 each)
- Settle up with NEMWA with their per wrestler fee; \$1.00 per wrestler as listed on Track wrestling and your Track Wrestling fee. (This can be given to the NEMWA treasurer or secretary or head pairer of your tournament)
- Store your things where you know where they are so you can host another tournament next year.

Thank you for hosting a tournament. If you have any questions regarding hosting your tournament, please don't be afraid to ask your NEMWA elected officials. They are more than glad to help you make your tournament a huge success!