

Indiana State Wrestling Association
Team Leader Guide

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CRITERIA FOR SELECTION OF TEAM

Each Team Leader is responsible for following the state organizations selection process to fill their respective team. The following is a breakdown of how each team will be selected, and how many teams will be taken to that event.

Heartland Duals

- Elementary Gold – highest place finisher from Elementary Duals Wrestle off
- Elementary Blue – second highest place finisher from Elementary Duals Wrestle off
- Middle School Gold – highest place finisher from Middle School State
- Middle School Blue – second highest place finisher from Middle School State

There will be Four (4) teams will be taken to Heartland Duals. Two (2) Elementary and Two (2) Middle School. If the Middle School State champion decides not to attend, each placer below him should be contacted in placement order.

Schoolboy Duals

- Freestyle Gold – Highest place finisher per weight class.
- Freestyle Blue – Second highest place finisher per weight class.
- Freestyle X – Third highest place finisher per weight class.
- Greco-Roman Gold – Highest place finisher per weight class.
- Greco-Roman Blue – Second highest place finisher per weight class.
- Greco-Roman X – Third highest place finisher per weight class.

There will be Three (3) FS and Three (3) GR teams will be taken to compete at Schoolboy duals. Indiana Gold and Blue will be our main two teams with Indiana X available if there is a large amount of interest in the team. Wrestlers qualify for the various teams based on state tournament placement. A wrestler must compete in the same weight class in which they qualified. There are no second chance qualifiers or wrestle-offs, the state tournament is the only qualifier. If the Champion decides not to attend, each placer below him should be contacted in placement order.

Cadet Duals

- Freestyle Gold – Highest place finisher per weight class.
- Greco-Roman Gold – Highest place finisher per weight class.

The ISWA State Champion in a weight class has 5 days to accept their spot on the team. After FIVE (5) days, the team leader, duals coaches, and age group director will consider the results from the state tournament, along with any petitions to fill the team. The acting Team Leader should allow a maximum of 24 hours for wrestlers to accept open spots. If no State place winners have filled a spot, then the team leader may use his/her discretion to ensure a full line-up.

Junior Duals

- Freestyle Gold – Hand Selected by Committee
- Greco-Roman Gold – Hand Selected by Committee

The Indiana Junior National Duals Freestyle Gold Team will be chosen by a selection committee made up of ISWA executive board members, age group directors, team leaders, and the National Duals coaching staff. The following is a list of suggested criteria that will help guide this decision making. This list is in no specific order as wrestlers may possess all, some, or none of the criteria listed below.

- Junior or Cadet National Champion
- UWW World Champion or Place Winner
- Junior or Cadet All-American
- Junior or Cadet Regional Champion
- ISWA State Champion
- IHSAA State Champion
- ISWA State Placer
- IHSAA State Placer

Cadet/Junior National Championships

- Cadet – 3 positions per wt. class (17) = 51
- Junior – 3 positions per wt. class (14) =42

Wrestlers qualify for the various teams based on their state tournament placement. If any wrestler who placed in the top three decides not to attend, each placer below him should be contacted in placement order. If spots have not been filled by state placers, then the team leader may use his/her discretion to ensure a full line-up.

A wrestler can only be guaranteed to compete in the same weight class in which they qualified. They may change weights if spots become available. Any top 3 placer in a USAW Regional Qualifying open tournament may be taken on the team with no penalty to the established number.

USAW allows 4 wrestlers per wt. class, as long as the team does not exceed the established total number – 51 or 42. To accomplish this, the team leader may use the unfilled weights. However, the Regional Qualifiers do not fall under this rule, therefore making it possible for a state to have more than 4 wrestlers in any particular weight class.

Example: IN. Jr's have only 2 – 106 lbs. leaving one open position, the team leader may use that position and create a 4th position at 145 lbs. If a wrestler from IN. finished in the top 3 at Central Regional at 145 lbs., that wrestler may also be entered at 145 lbs. for a total of 5 wrestlers at 145 lbs. and so forth.

PREPARING TO BUILD THE TEAM

As the state tournament approaches, it will be a good idea to go through the following items to prepare yourself to build your team.

- Contact the ISWA office to learn who will be on your coaching staff and to ensure all coaches and team leaders have passed their background checks and have renewed their USA wrestling Cards.
- Contact the ISWA office and Team Leader Director on how to access the online forms for your trip. You will want to assure that all documents are up to date and have the correct contact information. (More about SportsEngine below)
- Familiarize yourself with the tournament schedule, guidelines, policies, venue, and rules. All tournament information can be found at Themat.com. Each tournament will have its own packet that can be accessed online.
- Familiarize yourself with any seeding criteria or separation points that may help your team or athletes.
- Familiarize yourself with all travel arrangements and trip costs.
- Familiarize yourself with all camp details that are associated with this trip
- Contact ISWA equipment director to confirm athlete gear and coaches shirts
- Contact the ISWA office to see if you need to register and pay for the team or if it has been done already.
- Send coaches selected a congratulations/expectations text/email communicating with them all details they should be aware of.

BUILDING THE TEAM

It is the expectation of the Team Leader to be at their particular state tournament and/or wrestle offs. Communication with parents and athletes at this time is key to building a solid team.

DURING THE STATE TOURNAMENT EACH TEAM LEADER MUST

- Work awards stand and talk to their age level wrestlers
- Make sure each athlete receives their team paperwork.
- Talk to any parents around and communicate all trip details.
- Make sure each kid know any deadline they have to accept their position.

AFTER THE STATE TOURNAMENT EACH TEAM LEADER MUST

- Follow your trips selection process, as outlined above, and contact potential members and remind them of the deadlines
- Keep a log/record of all payments and contact dates with details (ex. Left message/no answer)
- Constantly stay in contact with the office about paperwork and payments that have been received. Continue to check your admin page on sports engine to see who has turned in paperwork.
 - Forms that should be completed include but are not limited to
 - Acceptance Form
 - Wrestler Information Form
 - Tournament Registration Form
 - Code of Conduct Form
 - Recruitment Guide
- Have coaching staff help recruit potential wrestlers for weights you are struggling to fill
- Register teams/wrestlers on Trackwrestling. Link will be sent to you
 - For Schoolboy Duals - Put Team X wrestlers on Gold roster (one wrestler in every other weight class) until it is full and then move to Blue roster (min. of 9 and max. of 27 participants per roster)
- Input Seeding criteria for wrestlers through trackwrestling
- Designate all team personnel (athletes, coaches, medical staff, and team leaders) on the official roster form if required.
- Communicate with all athletes and parents about payments, camp dates/times, and travel arrangements
 - For any trip that flies, Team Leader must work with Transportation Director on getting required information from athletes.

CAMP

All coaches and athletes, along with the Team Leader are expected to be at their camp. Communicate with coaches, wrestlers, and parents the schedule and expected time of arrival. A productive and successful camp will ensure a top performance by the team that the team leader has put together. This part of the trip is extremely important and should be as organized as any other component. An outline to follow would include the following areas:

- Secure a venue – the venue should include the following but not limited to:
 - Practice area – mat space for all athletes to work out together
 - Room & Board – sleeping arrangement & meals

- Length of camp - The age group & tournament the wrestlers are being prepared for will dictate the length of the camp. Duals camps are most suited to a 2 or 3 day camp which allows the wrestlers to fine tune their skills while becoming acquainted with their teammates. A national individual tournament preparation may be more appropriate to a 4 day camp with a likeness to the type of surroundings that the wrestlers will experience at the national venue – ex. College campus with dorms, dining area, and walking to and back from practice.

- Practice schedule - Solicit the expertise of the coaches involved in the trip to prepare a precise camp schedule – when, where, why, & who are good directives to follow in constructing this document. Wrestlers need and want a structured setting, so that they know what to expect and will be able to focus on their individualized preparation. Include with the practice schedule a list of rules and expectations that each wrestler will be responsible to follow during camp.

- Clinician and/or coaches - If possible, obtain a clinician that will direct the wrestlers in finalizing their unique individual styles. Establish a seasoned coach to be the director of the practices and support the decisions made for the implementation of the practice time. Also, attempt to bring in a referee to discuss and demonstrate any rule changes along with refreshing the wrestlers & coaches knowledge of proper protocol of each style.

- Team photo - Arrange for a team photo to be taken at the conclusion of camp that can be used for a gift to each wrestler and publicity by the state organization. If a photo cannot be taken at camp make sure one is taken at the tournament.

DURING CAMP

- Set-up early to check in wrestlers as they arrive for camp
- Be the 1st to arrive and the last to leave each day
- Finalize all paperwork at check-in (registration/code of conduct/payment)
- Take keys from any athlete that drove themselves to camp
- Introduce coaches and set ground rules/expectations
- Monitor the practice area and sleeping venue. Athletes should never be left unsupervised. Two or more coaches should always be around when athletes are present.
- Stuff gear bags/distribute gear
- Make sure all keys or any other items belonging to the camp host are returned.

THE TRIP

DURING THE TRIP

The ultimate goal of the team leader is to plan and organize all the arrangements needed to provide each wrestler and coach a successful and rewarding experience. Taking time and energy to accommodate the team will require some basic planning both before and during the trip. The athletes and coaches need only to be thinking about their performance. The team leader needs to plan an agenda for the team to understand and follow to ensure this successful performance.

The team leader should create a checklist that can be used for all references that pertain to the particular trip. Items for this checklist may include, but not limited to:

- Transportation – make sure you communicate with the bus driver or whoever is in charge of transporting the athletes. Make sure everyone is on the same schedule and have the correct pick up/drop off dates/times.
- Registration for tournament – depending upon the trip, a team list or each individual wrestler will be required to be registered. This may require the team leader to register the wrestlers & coaches online and/or arrive at the venue a day early to complete the registration process of the athletes and coaches. This may also require the team leader to provide payment at time of arrival – in some cases the payment will have already been accomplished by the state organization’s treasurer.
- Rooming Arrangements – It will be the Team Leader’s job to assign athletes to dorm or hotel rooms.
- Supervision schedule – each coach will be assigned a time of supervision during the team’s stay at any national tournament.
- Tournament venue practice schedule – the team leader should obtain access for practice time at the venue during the tournament. Many tournaments will have you call in advance to reserve practice times and mats. In Fargo, Team Leaders will do this in person at the practice venue.
- Identification – Many tournaments require athletes check in to get their credentials. Schedule times for identification process of athletes & coaches.
- Coaching – For individual tournaments, assist the coaches in dividing up the wrestlers amongst the coaches to assure that each wrestler has a coach in their chair while competing.
- Recruitment guide - Prepare and distribute a media/recruiter guide for the Junior team at the National Individual Tournament.

- Media - Identify state media persons to obtain media pass(es) to be able to report back to our state organization the progress of the wrestlers. This person may be one of the team personnel such as the assistant team leader or it may be a trusted parent who is photographic and/or computer savvy.
- Meetings – set aside times for team meetings in the morning and at night. Also be aware of any and all meetings that are to be attended by state personnel – ei team leaders, state chairs, committee members, etc...
- Tournament – Communicate any concerns with head official, tournament director, Keep coaches positive and as comfortable as possible

The team leader needs to be enthusiastic with the entire team – wrestlers & coaches alike. While providing leadership and direction, be flexible enough to deal with any uncertainties on an individual basis. Demonstrate a sense of humor while providing the necessary information to the team. Don't be afraid to adjust times and schedules to allow for any unforeseen problems that may arise. The team leader needs to be open to suggestions from the coaches and may be even the wrestlers if the need arises.

AFTER THE TRIP

The team leader is responsible in providing a written report to the state association office in a timely fashion. A reasonable time would be within one month after returning from the trip. This report is to be a direct and concise statement of the effectiveness of the trip. It should contain the following elements:

- Where the trip took place – venue
- How the team performed at the tournament.
- A list of individual wrestlers.
- A list of individual wrestling accomplishments – place winners.
- A list of the coaches and team leaders.
- Possibly mention any other personnel who had a direct influence upon the team – ei – clinician, helpful parent, state officer, media person, etc.

TRIP SPECIFICS

The following are some trip specific details to be aware of. These are helpful hints and tips from Team Leaders of the past.

Heartland Duals

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Schoolboy Duals

- One weigh-in at Schoolboy National Duals is valid for both styles, wrestler must compete in two Greco matches or they must reweigh for freestyle. Wrestlers competing only in the second style of the tournament will weigh in the night before the competition.
- Rosters can have no more than 27 participants.
- Individuals may change weight classifications for each style (FS, GR). Schoolboys/Schoolgirls must weigh in again if they go down a weight or up more than one weight class.
- Any wrestler who is undefeated with five (5) or more wins shall earn placement on the All-Tournament Team. For the purpose of this criterion, wins shall include any match wrestled or any forfeit received where said wrestler receives a win.
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Cadet Duals

- A wrestler who competes in at least TWO (2) matches in the first style will receive a FOUR (4) pound allowance for the following style. Athletes must weight in for each style they are wrestling in.

Junior Duals

- A wrestler who competes in at least TWO (2) matches in the first style will receive a FOUR (4) pound allowance for the following style. Athletes must weight in for each style they are wrestling in.

Cadet/Junior National Championships

➤ ...

SPORTS ENGINE

FORMS

The following is a list of forms to be familiar with. They may or may not be associated with your trip. Each athlete will be responsible for filling out many of these forms

- Congratulatory letter & invitation - This letter may be combined with an outline of the trip form. It should be an explanation of how the wrestler qualified for the privilege to participate in the specific tournament.
- Outline of the trip - This form will include:
 - Dates of the trip – a schedule of day to day operation
 - Location of the venue
 - Cost of the trip and payment options
 - A list of all items/services included for the specific trip
 - Gear – Travel – Room & Board – Camp
- Acceptance form(s) - This form will be a commitment statement (for each style of participation) that includes a non-refundable deposit.
- Required information form - Name – address – phone # - parent(s) name/address/phone # - emergency contact # - USA Card # - Name of school attended – List of wrestling accomplishments
- Specific tournament entry registration form
- Code of Conduct form - This form will include a set of behavioral requirements that the wrestler agrees to abide by while participating on this trip
- ISWA Youth support letter template - This template will be a brief outline of the specific trip and the reason the wrestler is soliciting financial support – it will include the ISWA’s Federal not-for-profit 501(c) and the specific team leader’s name and address

SPORTS ENGINE WALKTHROUGH

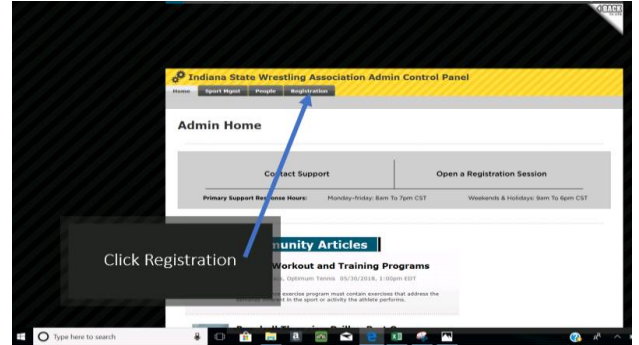
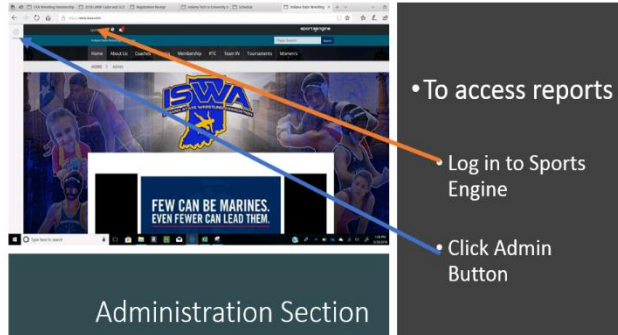
After receiving your admin log in from the ISWA office, you will want to be familiar with how to access all forms and documents in Sports Engine. The following are snapshots on how to access and maneuver in Sports Engine through the ISWA page. Please contact the ISWA Team Leader Director for a copy of the PowerPoint to help with accessing Sports Engine.

ADMINISTRATION ACCESS

Log on to ISWA Wbesite. Locate Admin Button

→ → → →

Click Registration



Click Acceptance Forms

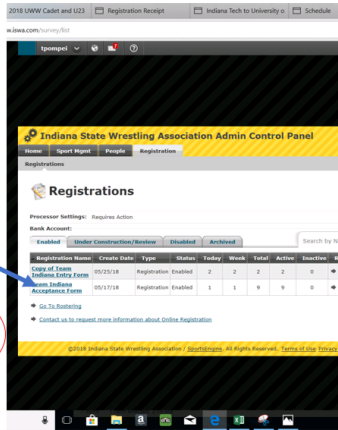
→ → → →

Click Saved Reports

Accessing Registrations

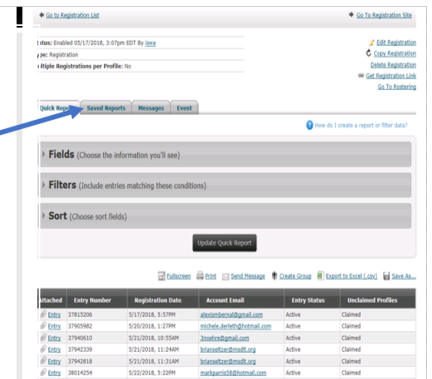
- Click Team Indiana Acceptance Form

- We are still working on updating old registrations. Double check both tabs to be sure until everything is cleaned up. Everything will be merged together in the next day or 2



Entry Forms

- Saved Reports



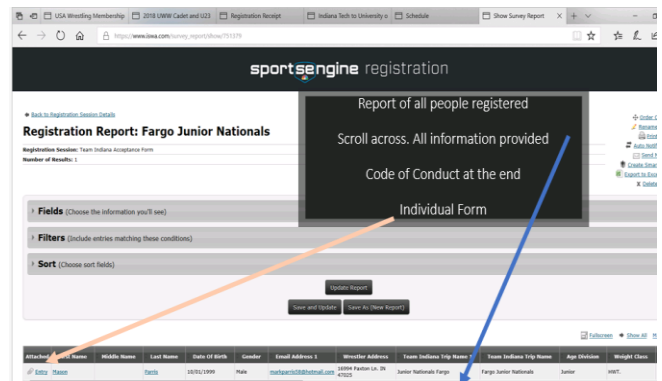
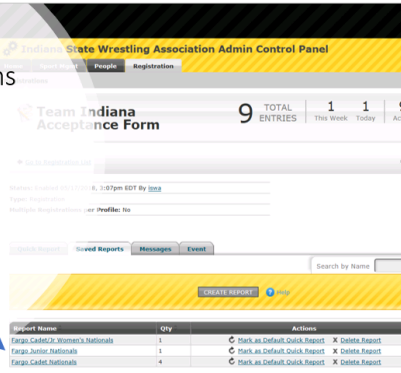
Click Desired Trip

→ → → →

Click Saved Reports

Acceptance Forms

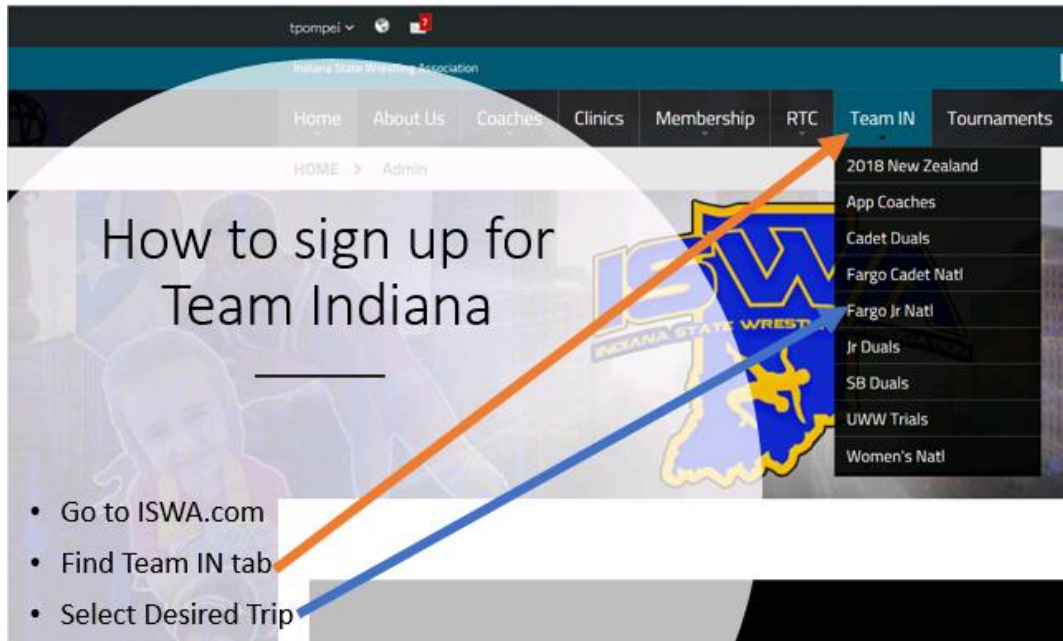
- Separated by Trip
 - Cadet/Jr/Women
- Click desired Trip



PARENT/ATHLETE ACCESS

The following should help communicate with Parents and athletes on how to access and complete forms.

Select Desired Trip



How to sign up for Team Indiana

- Go to ISWA.com
- Find Team IN tab
- Select Desired Trip

The screenshot shows the ISWA website with a navigation menu. The 'Team IN' tab is highlighted, and a dropdown menu is open, listing various trips: 2018 New Zealand, App Coaches, Cadet Duals, Fargo Cadet Natl, Fargo Jr Natl, Jr Duals, SB Duals, UWW Trials, and Women's Natl. An orange arrow points from the 'Team IN' tab to the dropdown, and a blue arrow points from the 'Fargo Jr Natl' option to the text 'Select Desired Trip' in the list below.

Fill out all items associated with trip

NEW 3 Step Process

- Directions here
- Step 1: Team Indiana Acceptance Form and Code of Conduct COMBINED
- Step 2: Paper Copy of National Entry Form with [FDirections](#) Print, Complete, Scan/Email to Team Leader
- Payment



8 UWW Cadet and U23 | Registration Receipt | Indiana Tech to University o | Schedule

wa.com/fargojnationals

Home | About Us | Coaches | Clinics | Membership | RTC | Team IN | Tournaments

TEAM IN > 2018 New Zealand | App Coaches | Cadet Duals | Fargo Cadet Natl | Fargo Jr Natl | Jr Duals

Fargo Jr Nationals 2018

FARGO 3 STEP PROCESS BELOW

All team Indiana members heading to Freestyle/Greco Na complete the following.

- 1) Team Indiana [Acceptance Form](#) & [Wrestler Code of Co](#)
- 2) Official USA Wrestling FS/GR National [Entry Form/Wa](#) FILLED OUT COMPLETELY, AND EMAILED BACK TO YC
- 3) Pay Pal [Payment](#)

STEP #1 TEAM INDIANA ACCEPTANCE FORM →
Complete Online Form

STEP #2 Print USA Wrestling FS/GR National Entry
DIRECTIONS
Print, Complete, Scan/Email Team Leader

TEAM IN FARGO 2018 COST

\$850 Freestyle Only
\$1150 Both Styles

Deposit amount to save spot \$300

STEP #3 PAYMENT

The screenshot shows the registration page for the Fargo Jr Nationals 2018. It includes a navigation menu, a breadcrumb trail, and a list of steps for the registration process. Blue arrows from the text on the left point to specific elements on the page: 'Directions here' points to the 'FARGO 3 STEP PROCESS BELOW' section; 'Step 1: Team Indiana Acceptance Form and Code of Conduct COMBINED' points to the 'STEP #1 TEAM INDIANA ACCEPTANCE FORM' button; 'Step 2: Paper Copy of National Entry Form with FDirections Print, Complete, Scan/Email to Team Leader' points to the 'STEP #2 Print USA Wrestling FS/GR National Entry DIRECTIONS' section; and 'Payment' points to the 'STEP #3 PAYMENT' section.