



MEET ADMINISTRATION

1. **Weigh-ins.** Begin weigh-ins at 3:00 pm.
2. **Assign Wrestlers.** With a marker, as they weigh-in, write girls weight class on their left shoulder.
3. **Divide By Weight Class.** At 3:30 pm or soon thereafter, have wrestlers line up by weight class. If coaches have girls who are inexperienced and want to wrestle JV matches, please make sure the host is aware of this. These girls will be grouped together on a separate sheet (referred to as a “Chosen” Match Sheet) and matched up individually by their coaches.
4. **Fill Out Match Sheets.** Write each wrestler’s name and school in the wrestler table at the top of the appropriate Match Sheet. An example Match Sheet is attached.
 - 4.1 In the example, there are 4 wrestlers in the 126 weight class. Using a 4-man round robin Match Sheet, write the weight class and each wrestler’s name and school in the designated table.
 - 4.2 Using the A, B, C, and D letters associated with each wrestler, simply fill out the matches. **TO EXPEDITE THIS PROCESS, ALLOW OTHER COACHES OR MANAGERS TO FILL OUT THE MATCH SHEETS.**
 - 4.3 Once the matches are set, release it to the public by taping a COPY to the wall.
 - 4.4 If a weight class has 8 or more wrestlers, divide weight class into two groups. Be aware that weight classes with 7 girls are problematic.
5. **Assign Mats.** Each Match Sheet states how many matches will be wrestled per sheet on the bottom right corner. Use these numbers to assign mats so each has roughly the same amount of matches.
6. **Keep Match Sheets At Tables.** Once the mats are assigned, stack the Match Sheets at the table starting with the sheet with the most matches (number at bottom right). As one round on a weigh sheet is finished, that sheet goes to the bottom of the stack and the next weight class begins.
7. **Record Keeping.** When an entire Match Sheet is finished, scan it or take a photo of it. Then post it so that coaches can take pictures of it as well. These results will be input into Track Wrestling by coaches from each school.
8. **Coaches Discretion.** This approach is proven to be able to get all matches set in about 20 minutes. However, it is up to each host to determine how to organize and administer the event. Further, coaches may want to have some JV matches for inexperienced wrestlers or select individual opponents for certain athletes instead of putting them into a round robin. This is acceptable. Coaches should meet and discuss such options at the event.