

HEAD OFFICIAL'S CHECK LIST

In the weeks prior to the tournament:

- _____ Contact tournament director regarding lodging, number of mats, clinic location and weigh-ins
- _____ Check tournament schedule-located on themat.com or tournament web site.
- _____ Make sure you know your membership ID and password.

At the tournament sight:

- _____ Assist the Weigh Master in setting up the weigh-in room.
- _____ Help locate materials and equipment for weigh-ins

At the clinic:

- _____ Help Clinician circulate sign-in sheet and collect license books. You will be signing The books. Check that each has a current stamp.
- _____ Explain Protest Procedure, evaluations, and up-grades to officials.
- _____ Communicate information about the schedule, meals, hospitality, and socials.

All Mat and Pairing Officials must have a current USWOA Stamp in the back of their USWOA License Book if they are to work. (Insurance Coverage)

If they do not have a current USWOA Stamp or USWOA License Book with a current USWOA stamp in it, You must check their membership status at:

themat.com/membership

Their USWOA Dues must be paid and background check passed if they are to officiate. This is your responsibility. If you do not know your ID and password, contact the USWOA office prior to the tournament.

Mat assignments:

- _____ Coordinate mat assignments with Clinician.

Coordinate with Chief Pairer, USAW representative, and tournament director:

- _____ Prepare for weigh-in and address any weigh-in problems with Weigh Master
- _____ Discuss number of mats used each session and when mats will be closed
- _____ Coordinate times of breaks.
- _____ Determine who will be on the Protest committee from and have forms available.
- _____ Committe will consist of: Head Official, Clinician, Tournament Director, Coach, and the Head Pairer. Establish a list that could be used as needed.

Always follow the printed schedule for sessions and times. If the schedule must be changed, you must consult with the Event Director, USA Wrestling's Representative, and the Chief Pairer.

During the tournament:

_____ Sign and return license books before anyone leaves

Please return the following to the USWOA Office:

1. Clinic sign-in sheet.
2. All Mat Official's evaluation forms.
3. Head Official Evaluation of all official's.
4. All mat chairmen Evaluation forms.
5. Tournament Report form.
6. Mat Officials Upgrade Recommendations form.

Please Return all of these items within 10 days after the tournament to:

**USWOA Office
4014 Bell Grande Drive
Valrico, FL 33596
Email: uswoaoffice@verizon.net
813-655-4136
Fax: 813-655-4536**

These reports are needed for planning and evaluation of the tournaments. They are compiled and distributed to the USWOA Board.