

SECTION XV: POLICIES AND PROCEDURES SPECIFIC TO PAIRINGS OFFICIALS

USWOA PAIRINGS OFFICIALS SECTION

A. PURPOSE

Subject to any applicable provisions and requirements of the USAW Bylaws and with oversight by the USWOA Executive Board (as part of the Officials Council of USAW), the USWOA National Pairings Section of the USWOA is responsible for all tournament operations dealing with pairing at USAW tournaments and only if a USWOA pairer has been assigned in accordance with the Pairings Procedures, Assignments, Evaluations, Compartments, and Pairing Test provisions attached hereto as Policies and Procedures Specific to Pairing Officials.

B. PAIRING REQUIREMENTS

1. Pairing officials must have paid their current pairing official dues to USWOA in order to pair any regional or national tournament.
2. Pairing officials must be a minimum of ten (10) years of age to join USWOA and pair on the state level.
3. Pairing officials must be a minimum of fourteen (14) years of age to pair a USA Wrestling tournament on the regional level.
4. Pairing officials must be a minimum of fifteen (15) years of age to pair a USA Wrestling tournament on the national level.
5. Upon initial USWOA registration, a pairing official's license must be endorsed by their State Pairing Director.
6. A copy of the pairing official's USWOA control card must be kept with the USWOA official's license book, and it must be available to the head pairer in charge of the clinic at each tournament. It must be signed by the proper official in charge of each tournament for certification.
7. Every USWOA pairing official Category PA and P3 must be active in USA Wrestling events in their state, and should attend any state clinics.
8. Every USWOA pairing official Category P2, P1C, P1 and P1E should attend Regional and/or National Clinics to keep up-to-date on pairing formats.

C. PAIRING CATEGORIES

(PA) CATEGORY PAIRING APPLICANT

A new pairing official is given the rating of "applicant" (PA) until he/she passes the Category P3 examination with a minimum score of 80% and earns the P3 rating. Pairing applicants should be active in USA Wrestling events in their state.

(P3) CATEGORY P3

Category P3 is the rating for the official who is usually content to work at local and state events plus an occasional regional or national tournament held in their immediate area. Category P3s should be active in USA Wrestling events in their state.

(P2) CATEGORY P2

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Category P2 is the rating for the official who works in their state, attends clinics on the regional and national level, and works as a pairing official at several tournaments throughout the year.

(P1C) CATEGORY P1C

Category P1C is a transitional category in which the official no longer works just as a pairer but now begins organizing and conducting the tournaments. P1Cs must be active in tournament operations in their state.

(P1) CATEGORY P1

Category P1 is the rating for the official who is interested in tournament operations. These pairers are in charge of setting up tournaments, determining number of mats, and the flow of bouts to the mats at regional and national tournaments. The Category P1 official is also responsible for conducting clinics on pairing.

1. Category P1 is a very high rating and the requirements are extensive.
2. A Category P1 pairer will be expected to accept reasonable assignments from the Assignment Committee.
3. When assigned, the Category P1 will be responsible for tournament set-up and the strategic planning of the event as assigned by the Chief Pairer.
4. A Category P1 official must be able to conduct clinics on the beginning and advanced levels at regional and national events.
5. On rare occasions a Category P1 may be assigned as Chief Pairer if no Category P1E is available. When this occurs, the Category P1 will accept the duties of the P1E concerning tournament operations.

(P1E) CATEGORY P1E

Category P1E is the rating for the official who has spent several years in tournament operations at the regional and national level. The pairing official is very experienced and capable of organizing and conducting tournaments at all levels. This pairing official is also capable of conducting all levels of clinics.

CATEGORY PAIRING EMERITUS

1. This is a lifetime rating for officials who have contributed greatly to the sport of wrestling over many years at the national level. Outstanding contributions to the field of pairing and rules interpretation are recognized by the use of this title.
2. The official must petition the USWOA Executive Board for this category (must have been a paid USWOA member for ten (10) years minimum).
3. Petitions for this designation are considered each year by the USWOA Executive Board at the annual fall Executive Board Meeting.
4. The official will receive any USWOA newsletters at no cost.
5. Any pairing official of Emeritus status who continues to pay for a USWOA membership may continue to work at local and state level tournaments.

D. PAIRING UPGRADES

Pairing Applicant for Upgrade to Category P3

1. The P3 examination may be requested by mail from the USWOA National Office and returned by mail. It may also be obtained from the State Pairing Director or at any regional or national level tournament. The P3 test is also available on line.
2. A minimum score of 80% is required on this examination to be considered for upgrade.

Category P3 Applicant for Upgrade to Category P2

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1. An official must remain a Category P3 for a minimum of one (1) calendar year before testing to upgrade to category P2.
2. He/she must have participated actively as a pairing official in at least three (3) events at a USA Wrestling regional or national tournament at a minimum of two (2) sites before taking the Category 2 test.
3. The Category P2 test is an open-book, timed, and proctored examination. It can only be taken at a USA Wrestling regional or national level clinic.
4. A minimum score of 85% is required on this examination to be considered for upgrade.

Category P2 Applicant for Upgrade to Category P1 Conditional (P1C)

1. An official must remain a Category P2 for a minimum of one (1) calendar year before testing to upgrade to a P1C.
2. He/she must have participated actively as a pairing official in at least five (5) events at a USA Wrestling regional or national tournament before taking the Category 1 test. If a pairing official has not worked at a national tournament, he/she must do so at the time of taking the P1 test.
3. Category P1C refers to a Category P1 candidate, an official who has successfully completed the Category 1 test, but who has not completed the remaining requirements for the Category P1 rating.
4. The Category P1 test is an open-book, timed, and proctored examination that is only offered at national level clinics.
5. A minimum score of 85% on the Category P1 test is required for upgrade to P1C.

Category P1C Applicant for Upgrade to Category P1

1. Before a Category P1C can be upgraded to P1, he/she must participate actively as a pairing official in at least ten (10) events at USA Wrestling regional or national tournaments and must direct the operation of at least three (3) of the events with full responsibility for planning, scheduling, and administering the pairing operations at such events.
2. An upgrade to Category P1 must be recommended by the Pairing Advisory Council and confirmed by the USWOA Executive Board.

Category P1 Applicant for Upgrade to Category P1E

1. A pairing official must remain a category P1 for a minimum of three (3) calendar years before being considered for upgrade to P1E.
2. To obtain upgrade to P1E, the P1 pairer must have been an assigned official at a minimum of five (5) national tournaments.
3. Or, a P1 who has worked as a pairing official at a minimum of fifty (50) regional or national events sanctioned by USA Wrestling qualifies for consideration for upgrade to P1E. All regional and national tournaments that a pairer works from the time that he/she has first joined USWOA are included in this count. The pairer should have their license book signed at every event at which he/she works.
4. An upgrade to Category P1E must be recommended by the Pairing Advisory Council and confirmed by the USWOA Executive Board.
5. For upgrades to P1 or P1E, license books may be photocopied and verification of credentials may be presented to the Pairing Advisory Council.

E. NATIONAL AND REGIONAL UPGRADE QUALIFYING TOURNAMENTS

1. National tournaments that qualify for upgrade to P1C, P1, and P1E are as follows: Kids' National Championship FS/GR, Men's Cadet National Championship FS/GR, Men's Junior

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National Championship FS/GR, Men's University National Championship FS/GR, Men's Senior National Championship FS/GR, Men's FILA Cadet National Championship FS/GR, and Men's FILA Junior Championship FS/GR.

2. All regional tournaments qualify for upgrade to P1C, P1, and P1E.

3. Veterans' National Championship FS/GR, Senior Women's National Championship, Junior Women's National Championship, Women's Body Bar National Championship, Junior Women National Dual Championship, Schoolboy/girl National Dual Championship, Men's Cadet National Dual Championship FS/GR, and Men's Junior National Dual Championship FS/GR qualify for the assigned pairers for upgrade to P1C, P1, and P1E.

4. Each site, Greco-Roman and Freestyle together, is considered one (1) event for upgrade. The Junior/Cadet National combined tournaments which are a week or more long will be considered two (2) events for upgrade.

5. He/She may not receive credit as both a mat official and a pairing official at the same event.

F. MAINTENANCE OF CATEGORIES

No maintenance is required for P1Cs, P2s, P3s and PAs.

Maintenance of Category P1

1. The Category P1 pairing official must work at least one (1) USA Wrestling national tournament every year in both Greco-Roman and Freestyle. Greco-Roman and Freestyle do not have to be at the same national, but they do have to be in the same year.

2. The P1 pairing official must attend or conduct a national clinic once every year.

3. Failure to fulfill the officiating requirements for the assigned category will be basis for demotion.

Maintenance of Category P1E

1. The Category P1E pairing official must work one (1) USA Wrestling national championship tournament every year in both Greco-Roman and Freestyle. Greco-Roman and Freestyle do not have to be at the same national, but they do have to be in the same year. The Category P1E pairing official must also work one (1) sanctioned USA Wrestling regional championship every year in both Greco-Roman and Freestyle.

2. The P1E pairing official must attend or conduct a national clinic once every year.

3. Failure to fulfill the officiating requirements for the assigned category will be basis for demotion. Consideration for upgrade will occur if and when the pairer fulfills obligations for the category.

G. NATIONAL AND REGIONAL MAINTENANCE QUALIFYING TOURNAMENTS

1. National tournaments that qualify for maintenance of P1C, P1, and P1E are as follows: Kids' National Championship FS/GR, Men's Cadet National Championship FS/GR, Men's Junior National Championship FS/GR, Men's University National Championship FS/GR, Men's Senior National Championship FS/GR, Men's FILA Cadet National Championship FS/GR, and Men's FILA Junior Championship FS/GR.

2. All regional tournaments qualify for maintenance of P1C, P1, and P1E.

3. Veterans' National Championship FS/GR, Senior Women's National Championship, Junior Women's National Championship, Women's Body Bar National Championship, Junior Women National Dual Championship, Schoolboy/girl National Dual Championship,

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Men's Cadet National Dual Championship FS/GR, and Men's Junior National Dual Championship FS/GR qualify for the assigned pairers for maintenance of P1C, P1, and P1E.

4. Each site, Greco-Roman and Freestyle together, is considered one (1) event for maintenance. The Junior/Cadet National combined tournaments which are a week or more long will be considered two (2) events for maintenance.

5. He/She may not receive credit as both a mat official and a pairing official at the same event.

H. PAIRING PROCEDURES AT REGIONAL AND NATIONAL EVENTS

1. Clinics at USA Wrestling regional and national events must be informative and must contain specific rules pertaining to that tournament.

2. Standard procedures for seeding and separation of wrestlers shall be used at regional and national events. All procedures shall be followed as published in the current USA Wrestling *Rule Book & Guide to Wrestling*.

3. The Chief Pairer of a regional or national tournament must supervise the seeding process.

4. Recording procedures for all events shall follow the *Rule Book & Guide to Wrestling* published by USA Wrestling.

5. Team leaders are the only persons who can change ranking on cards. If individuals want to change a state ranking, find out their title, and, if they change a state ranking, have them sign their name on the back of the card.

6. At any tournament where there is a medical staff, do not withdraw a wrestler by injury unless he has a red card from the trainer.

7. If there is a second weigh-in, make sure weigh-in materials are prepared.

I. TOURNAMENT RESPONSIBILITIES

a. CHIEF PAIRER

1. This official is responsible for the successful completion of the tournament.

2. He/She is responsible for working with the other assigned officials to make sure that every effort is made to complete the tournament or tournaments according to the time schedule printed by USA wrestling.

3. The Chief Pairer is responsible for recommending changes in the time schedule, number of mats, etc., to the USAW tournament representative and the tournament director if the tournament cannot be completed in the published time frame.

4. He/She is responsible for making sure that all clinics are conducted.

5. This official is responsible for ensuring that all tournament reports are filled out and returned to the proper personnel.

6. He/She may conduct the Advanced Clinic or may assign the Advanced Clinic to another assigned pairer who is at least of a P1 Category.

7. The Chief Pairer provides opportunities for appropriate tests and evaluations for pairing officials.

8. The tournament coordinator, who must be a P1E, or Chief Pairer makes the final decision at the tournament on use of available pairing personnel.

9. The Chief Pairer must keep a record of the names of coaches who are issued a yellow or red card. This record should include the following information: coach's name and state, mat official(s) issuing the card, session, and time of day. The Head Mat Official should be

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notified of the situation as soon as possible. A procedure for notifying mat officials of yellow or red cards that have been issued must be in place.

b. CATEGORY P1 PAIRING OFFICIAL

1. This assigned pairing official will be responsible for tournament set-up and the strategic planning of one of the styles or one age group of the tournament as assigned by the Chief Pairer.
2. This assigned official may be asked to conduct the Advanced Clinic for pairing. When assigned, it is their responsibility to obtain the clinic packet from the USWOA National Office and to cover the material which pertains to their tournament.

c. CATEGORY PIC PAIRING OFFICIAL

1. The P1C pairing official **may** start receiving assignments to work at regional or national tournaments under the guidance of a Category P1 or P1E pairing official if there are regional or national tournaments in their area.
2. If assigned to an event, a P1C pairer may be responsible for the beginning clinic. Material for this clinic is available from the USWOA National Office.
3. The assigned P1C will be assigned a style or age group of the tournament and be responsible for use of the flow chart to make reliable computations of the number of bouts, mats, and sessions in conjunction with the P1 or P1E pairing official.
4. For upgrade, the P1C candidate must request that the Chief Pairing Official evaluate their performance as an official at the event
5. P1C candidates will not be assigned to the combined Men's Junior/Cadet National Championship FS/GR or the Men's Senior National Championship FS/GR.

J. ASSIGNMENTS

1. To receive an assignment, a pairing official must be of the Category P1E, P1, or P1C.
2. Most assignments are made based upon availability and geographic location.
3. For regional tournaments, most pairers are assigned within their region. States in regions are as follows:
 - Northeast Region:** Maine, Vermont, New Hampshire, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Delaware, Maryland, Pennsylvania
 - Central Region:** Indiana, Kentucky, Michigan, Ohio, West Virginia
 - Southeast Region:** Virginia, North Carolina, South Carolina, Georgia, Florida, Alabama, Mississippi, Louisiana, Tennessee
 - Southern Plains Region:** Colorado, Kansas, Missouri, Oklahoma, Arkansas, Texas, New Mexico
 - Northern Plains Region:** North Dakota, South Dakota, Nebraska, Minnesota, Iowa, Wisconsin, Illinois
 - Western Region:** Alaska, Washington, Oregon, California, Idaho, Nevada, Arizona, Utah, Montana, Wyoming, Hawaii
4. If a pairer from a different region is close in distance to a site, that pairer may be assigned.
5. Consideration for an assignment is given to those pairers specifically requested by the LOC to conduct the tournament.
6. Proximity to the site is of major importance for all regional tournaments, and travel costs are also a major factor when making assignments for national tournaments.
7. A pairer who is assigned to a tournament must attend the clinic and work every session of all tournaments at that site unless released by the Chief Pairer. A pairer who fails to fulfill their obligation may not receive an assignment the next year.

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8. A pairer should be notified at least two weeks prior to giving a clinic at any regional or national tournament.
9. All USA Wrestling regional and national tournaments will have a P1E, P1, and P1C pairing official assigned if possible.
10. More than one P1E or P1 may be assigned to national tournaments.
11. More than one P1E or P1 may be assigned to regional tournaments depending upon the number of other qualified pairing personnel in the area.
12. If there are no P1Cs in the area, two P1s may be assigned.
13. If it is a small tournament and the P1Es in the area decline the assignment or no P1Es are in the immediate area, a combination of P1s and P1Cs may be assigned.
14. Assignments will be given to a P1C or P1 pairer before a P1C or P1 mat official/pairer.

K. PAIRING ADVISORY COUNCIL

1. The chairman of the Pairing Advisory Council shall be the National Pairings Director.
2. The Pairing Advisory Council shall consist of all active P1Es. P1Es must have accepted USAW national or regional tournament assignments at least once every two (2) years to be considered active and on the Pairings Advisory Council.
3. Quorum and Voting: A quorum of the Pairing Advisory Council shall consist of a simple majority of its active members, but, if less than a quorum is present at a meeting, those present may adjourn the meeting.
4. Unless otherwise provided herein, all action taken by the Pairing Advisory Council shall be by a majority vote of those present and voting with a quorum being present. No voting by proxy shall be permitted. Each member of the Pairing Advisory Council shall be entitled to one (1) vote.
5. If a quorum of the Pairing Advisory Council cannot be established at the USAW National Convention or a designated national tournament, then pairing matters may be resolved by the USWOA Executive Board.
6. One of the Pairing Advisory Council members shall be elected to be secretary to take minutes at all meetings. The secretary shall be elected by a majority vote of the present active members of the Pairing Advisory Council, and the secretary's term of office shall be two (2) years to coincide with all USWOA elections. There shall be no limit in the number of consecutive years of office.

L. MEETINGS OF THE PAIRING ADVISORY COUNCIL

1. Meetings shall be held yearly either at the National Convention or a designated national tournament.
2. Special meetings of the Pairing Advisory Council may be called by the National Pairing Director or upon the written request of not less than one-fourth (1/4) of the members of the Pairing Advisory Council.
3. Meetings shall be held at such time and such location as specified in the notice of the meeting of the Pairing Advisory Council.
4. Notice of the meeting shall be sent to each member thereof in writing by the secretary of the Pairings Advisory Council at least sixty (60) days in advance of such meeting.
5. Votes at the Pairing Advisory Council meetings may be by secret ballot.
6. No meetings involving pairers should be scheduled during tournament set-up or weigh-in.

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7. The Pairings Advisory Council may take action by telephone conference calls as long as two-thirds (2/3) of the members of the Council participate therein.
8. The Pairings Advisory Council may, in lieu of taking action at a meeting, act by unanimous written consent of all its members.
9. The minutes of meetings of the Pairing Advisory Council shall be sent to all Pairing Advisory Council members and the USWOA President within thirty (30) days of the meeting.

M. NOMINATION OF NATIONAL PAIRING DIRECTOR

1. The Pairing Advisory Council will discuss during an odd numbered year the person they plan to recommend for the position of National Pairing Director.
2. The pairing representative on the nominating committee of the USWOA will convey the designated person's name to the Nominating Committee.

N. STANDING COMMITTEES

The National Pairing Division shall have the Standing Committees identified below with described responsibilities as well as such other responsibilities set forth by the Pairing Advisory Council. All committees are responsible to the Pairing Advisory Council, the President of USWOA, and the USWOA Executive Board.

1. **EVALUATION COMMITTEE:** The Evaluation Committee shall devise a record keeping system to determine if a pairer is working on an upgrade and if he/she has met the criteria for upgrade. It shall update evaluation sheets as needed and present evaluation sheets for review and acceptance at the Pairing Advisory Council meeting at the USWOA National Convention.
2. **TOURNAMENT OPERATIONS COMMITTEE:** The Tournament Operations Committee shall review and revise the checklist of responsibilities of the tournament pairing directors and make recommendations for elimination of certain procedures if a tournament is short of staff.
3. **ASSIGNMENT COMMITTEE:** The Assignment Committee shall consist of the National Pairing Director, the USWOA Pairings Members-at-Large, and at least three (3) P1E pairers representing various regions of the United States. They shall make recommendations to the USWOA Executive Board via the USWOA National Pairing Director concerning selection and procedures to be used to determine assignment for regional, national, and international tournaments.
4. **CLINIC COMMITTEE:** The Clinic Committee shall devise a clinic outline for basic clinics, advanced clinics, and regional procedures for manual pairing including time frames needed for each type of clinic.
5. **EXAMINATIONS COMMITTEE:** The Examination Committee shall, for each category, update and revise pairing examinations to accommodate rule changes as needed.
6. **COMPUTER COMMITTEE:** The Computer Committee shall review and evaluate suggested computer programs designed for tournament operations. They shall communicate with the computer programmer concerning the problems and/or suggestions that may arise or have arisen at tournaments for possible resolution. They shall develop the computer clinic(s).

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7. POLICIES AND PROCEDURES COMMITTEE: The Policies and Procedures Committee shall review the USWOA Operating Policies and Procedures and report to the Pairing Advisory Council any suggestions or updates that may need to be incorporated.

O. PAIRING TESTS

1. Pairing 3 tests can be obtained from the USWOA National Office or from the Chief Pairer at any regional tournament or National Kids, Cadets, Juniors, University, or Men's Senior tournaments. The P3 test is also available on line.
2. Pairing 2 tests may be taken at any regional tournament or National Kids, Cadets, Juniors, University, or Men's Senior tournaments where USWOA pairers are assigned. Tests are not available at the duals or at the folkstyle tournaments.
3. Pairing 1 tests may be taken at National Kids, Cadets, Juniors, University, or Men's Senior tournaments. Tests are not available at the duals or at the folkstyle tournaments.
4. Only one pairing test may be taken in a membership year.

TESTING PROCEDURES FOR PAIRING CATEGORY 1 AND 2 TESTS: PAIRING 2 TESTS

1. A pairer must remain at the Category P3 level for a minimum of one (1) year from upgrade before requesting permission to take the P2 test.
2. A pairer must have worked in pairing at a minimum of three (3) regional or national level tournaments at a minimum of two (2) sites before attempting a Category 2 test.
3. Allow two hours for the Category 2 test.
4. Category 2 tests must be proctored; the *Rule Book & Guide to Wrestling* may be used.
5. A minimum score of 85% is required on this examination to be considered for upgrade.

PAIRING 1 TESTS

1. A pairer must remain at the Category P2 level for a minimum of one (1) year from upgrade before requesting permission to take the P1 test.
2. A pairer must have worked in pairing at a minimum of five (5) regional or national level tournament sites before attempting a Category 1 test.
3. A Category 1 test may only be taken at one of the following national tournament sites: Men's Senior National Championship GR/FS, Men's University National Championship GR/FS, Men's Cadet National Championship GR/FS, Men's Junior National Championship GR/FS, or Kids' National Championship GR/FS.
4. Category 1 test must be proctored; the *Rule book & Guide to Wrestling* may be used.
5. A minimum score of 85% is required on this examination to be considered for upgrade.

P. EVALUATIONS

1. To be evaluated the candidate must be the Director of Pairing in charge of an age group at the tournament.
2. The P1 Candidate must request evaluation of their performance as an official at the event of the Chief Pairing Official. To be evaluated, The P1 candidate must be a current P1C in category and must have paired at a minimum of five (5) regional or national tournaments.
3. The P1E Candidate must request of the Chief Pairing Official an evaluation of their performance as an official at the event. The P1E Candidate may be evaluated, if requested, at every tournament to which they are assigned but will not be considered for upgrade until they have been a P1 for a minimum of three (3) years.

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Q. TOURNAMENT EVALUATION COMMITTEE

1. The tournament evaluation committee should be chaired by a P1E at the event and should be composed of all P1Es attending. If at a regional tournament and only one or two P1Es are present, P1s may be on the committee. The evaluation should result in one (1) evaluation form which represents the opinions of and is signed by each of the P1Es and P1s who have participated in the evaluation.

R. COMPORTMENT INQUIRIES DURING TOURNAMENTS

1. Procedure for Responding to Concerns about Pairing Officials' Abilities and/or Behavior

- a. Avoid making negative comments or responses. Do not make any responses in writing.
- b. Refer any person asking questions to the Chief Pairing Official.

2. Inquiries to Chief Pairing Officials

- a. Be careful to understand the question being asked and be aware of what your response may imply.
- b. If the question involves an official's ability, an example of an appropriate response might be that the official in question is a Category P2, and their work meets the requirements of that category.
- c. If the question involves alleged behavior on the part of the pairing official which may have an impact beyond pairing, meet with the USA Wrestling representative, the Head Mat Official, and the Tournament Director to inform them of the situation and to decide how the situation should be handled.

INQUIRES OUTSIDE TOURNAMENTS

1. Procedure for Responding to Concerns about Pairing Officials' Abilities and/or Behavior

- a. Avoid making negative comments or responses.
- b. Under no circumstances make a response in writing unless directed to do so by your state chairman or by the National Pairing Director. All written statements must be reviewed by the appropriate parties, such as your state chairman or the National Pairing Director, before they are sent. If your state is not involved in the situation, all communication should be directed to the National Pairing Director and the state chairman of the involved pairing official's state.
- c. If an inquiry involves a pairing official's ability and/or behavior at a local or state level tournament, refer the person asking questions to the state's head pairing official or state chairman. Any written responses must be sent through the state chairman.
- d. If an inquiry involves a pairing official's ability and/or behavior at a regional, national or international event, refer the person asking a question to the National Pairing Director. Contact the National Pairing Director and make him/her aware of the circumstances and who is involved in the situation. It is the responsibility of the National Pairing Director to notify the USWOA President of the situation and any problems which may be developing. Any written responses must be sent through the National Pairing Director.