

USA WRESTLING

ASICS/VAUGHAN JUNIOR & CADET NATIONAL CHAMPIONSHIPS

IMPORTANT INFORMATION, POLICIES AND PROCEDURES

TO: USA Wrestling State Chairperson or Team Leader

FROM: USA Wrestling State Services and Events Department

RE: 2013 ASICS/Vaughan Junior & Cadet National Championships and National Convention

It is time to begin the process of preparing for the ASICS/Vaughan Junior & Cadet National Championships and the USAW National Convention. Enclosed you will find the information needed to prepare for these events.

Please read each item, as there have been some changes in procedures.

Important Reminders for 2013:

1. All Registration will take place at the **FargoDome** not the Bison Sports Arena.
2. For SECURITY REASONS, **everyone** from your state that will be housed on the NDSU Campus must be registered by your TEAM LEADER **prior** to them arriving in Fargo. This means all coaches, officials, media, volunteers, etc. must pay you for their room and board. Individuals **CANNOT** arrive and purchase room and board packages. It is your responsibility to collect from individuals and pay for their room and board. **THERE WILL BE NO EXCEPTIONS. THIS IS FOR THE SECURITY OF YOUR DELEGATION.**
3. **It is imperative that a member from your delegation arrives in FARGO no later than 3:00 PM the day before each weigh-in. The reason for this is that for each team, we must have the correct data for your athletes and the state ranking by 5:00 PM the night before weigh-ins. This allows the event programmers to generate the weigh-in cards needed for the next morning weigh-ins. There can be NO EXCEPTIONS. Your state must have an individual at registration the day before each weigh-in and no later than 3:00 PM on that day. Please call Tony Black if you foresee any problems with this request. Teams not adhering to this requirement will forfeit the privilege to rank their athletes per weight.**
4. **It is very important that you register your team through the website set up through NDSU and that you adhere to all deadlines. For 2013, the draw numbers and weigh-in cards will be generated using TrackWrestling. If we do not have your team's data, it should be obvious we cannot generate the necessary information needed to set the events up.**

If you have difficulties with entering data, or with the website, contact either Bret Maughan at 701-231-9426 or Josh Hemingway at NDSU at 701-231-6268. If you have any questions regarding the policy and procedures that govern the event, contact either Pete Isais or Tony Black at USAW.

AGAIN, YOU MUST REGISTER YOUR TEAM ONLINE; THERE CAN BE NO EXCEPTIONS.

Thank you.

GENERAL INFORMATION

TEAM LEADERS:

- Team Leaders may arrive in Fargo on **Friday, July 12th** to pre-register their delegation. This pre-registration opportunity for team leaders is encouraged and will greatly speed up the registration process of your delegation once they arrive. Airport pickup can be arranged for your team's arrival. Please report to the **FargoDome** from **12:00 PM - 5:00 PM or 7:00 PM - 9:00 PM** for pre-registration.

REGISTRATION:

- **For 2013, ALL registration will be done via the Internet.** A special web site has been developed by NDSU, which will greatly assist in the registration process and allow reports and information to be produced for various needs. A separate informational sheet is enclosed and is available online.

- Online registration should begin immediately. Deadline for providing information is **12:00 noon (CDT), Monday, July 12th**. The preliminary NDSU On-Campus Registration form deadline is 12:00 noon CDT, Wednesday, June 26th. This form is available on the website and used to reserve residence hall rooms and schedule airport pick up and returns.

- No housing cards are necessary, as they are generated from the program.

- Various other forms required at time of registration must be obtained from the Internet site. Please complete and forward by the stated deadlines. See Internet instructions.

- Only the Team Leader may submit registration information. A password is provided on the enclosed information sheet which allows you access to the registration website.

- **All individuals must register through their State Association. No Exceptions!! This includes officials you are responsible to pay for, media personnel, coaches, chaperones, and any other individuals associated with your delegation, and especially those wanting room and board on campus. You are responsible for collecting the correct fees and paying for these individuals. YOU ARE RESPONSIBLE TO MAKE SURE THIS HAPPENS. THIS IS FOR YOUR SECURITY.**

- USAW will enter data for all officials whom USAW is providing Room and Board. See officials' section below.
- Picture I.D.s will be utilized for this event. Photos will be taken at the Bison Sports Arena during specified times
- No phone-in registrations will be accepted.
- DO NOT SEND MONEY. PAYMENT IS DUE IN FULL AT REGISTRATION.
- Team Leaders should submit checks made payable to NDSU. **A separate check is required for the damage deposit.**
- USAW Staff will contact the team leader if there are any questions.
- Each Team Leader will be required to complete a **"Code of Conduct Agreement."** This must be submitted at time of registration. See enclosed.
- Lost photo I.D. will constitute a \$20.00 charge.
- Scales will be provided at the Bison Sports Arena for weight checks. Times to be posted. Damage deposits will be deducted evenly from state delegations for stolen scales.
- Teams can sign up for one-hour time slots to workout at the Bison Sports Arena. Teams will be limited two workouts per day (one-hour time slot constitutes one workout) and will only be able to sign up for one mat at a time to ensure all states have equitable access to mats. Mat mops are available by the athletic trainer if a state would like to clean the mat before working out.

ENTRY FEES AND FORMS: (available at http://www.themat.com/events/Release_Waiver.pdf)

- Each athlete is to have a completed individual entry form and waiver. They are to be submitted at time of registration. The signature of parent or guardian for athletes under the age of 18 years should be included. Athletes 18 years or older must sign the entry form. For a copy of the entry form and waiver, they are available at http://www.themat.com/events/Release_Waiver.pdf.
- Entry Fee is \$42.50 per style. **You must include a copy of the athletes USAW Membership card or spreadsheet with each team member and his/her USAW ID number.**

STATE:

- Due to additional costs for programming on the North Dakota state registrations system Cadet Women will have to register as Junior Women in the North Dakota state system.
- In addition, both Junior and Cadet Women must electronically provide an excel spreadsheet to Pete Isais at pisais@usawrestling.org by **7:00 PM on July 12th**. Please include the following fields:

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|----|--------------|----|------------------------|
| 1. | First name | 5. | State |
| 2. | Last name | 6. | Separation information |
| 3. | Division | 7. | Date of birth |
| 4. | Weight class | 8. | USAW membership number |

UNIVERSITY HOUSING & MEAL INFORMATION:

- Housing & Meals will be provided on the NDSU Campus at the rate of **\$42.00** per night/per person.
- To reserve space for your on campus team, submit the On Campus NDSU Registration form no later than Wednesday, June 26th, 2013 by faxing the form to (701) 231-7599. The form(s) are used to assign on campus housing.
- **No refunds** will be issued for late arrivals, early departures or missed meals.
- **No towels, fans or telephones will be provided. Bring your own!**
- Rooms are not air-conditioned.
- Lost Hall room keys will constitute a \$50.00 charge. Lost NDSU residence hall outside door access card/key - \$25.00.
- Delegations must provide the time of their arrival. Delegations traveling by ground transportation must provide "best guess" on arrival time. **See form from the Internet site.**
- Cost of housing & meals is **\$42.00** per person/per night housed. There is not a reduced rate on any of the days, which would be influenced by your arrival or departure time.
- There will be an option to purchase meal passes only for those delegations staying off-campus. This program will be provided at a rate of \$25.00/person/day.
- Individuals may NOT purchase lodging only. This option is NOT available.
- Standard meal services begin at lunch, Friday, July 12th and ends at breakfast, Sunday, July 21st. Meals for officials and teams which arrange for early arrival with NDSU begin at luncheon Friday, July 12th. **All meals will be served at the Residence Dining Center (RDC).**
- Team Leaders will be responsible for performing nightly bed checks on their respective athletes.
- Individuals who are not part of the official delegation will not be allowed access to the halls unless approved by USAW and NDSU Staff.

- Access to individual rooms will be limited only to the individuals listed as occupying that particular room or by team coaches, NDSU staff, or USAW staff.
- Delegations and Officials are advised that there will be no check-ins prior to 9:00 AM or after 9:00 PM on any given registration day. **Plan your travel to meet this schedule.**
- Early Arrival of Teams: If travel arrangements necessitate your entire delegation's arrival prior to Friday, July 12th, please contact Deanne Sperling, NDSU, 701-231-9736 or Deanne.Sperling@ndsu.edu no later than June 26th to make arrangements. Possible housing can be arranged on campus for your delegation. This will be on a first come, first serve basis.

WEIGH-IN PROCEDURES:

- Weigh-ins will be conducted in accordance with the order of wrestling for the first session of the day.
- Team Leaders must be prepared to designate those athletes that should be separated (based on accomplishments listed on page 70 & 73 of the USA Wrestling Rule Book) by 5:00 PM on the day preceding the first weigh-in for each style.

COACHES:

- **IMPORTANT:** All coaches **must be** at least USAW NCEP Bronze Certified and a current USAW Coach member in order to be eligible for a Floor Pass. In addition, States will **not** be allowed to add coaches to their coaching staff after **July 12th**. USAW Staff will be checking for proper Certification. You must bring a photocopy of all your coaches USAW membership cards or a spreadsheet with each coach and his/her USAW ID number.
- **States will be charged \$50.00 for every coach added after the July 12th deadline.**

MEDIA:

- States that wish to have a media person on the floor during the event must contact Craig Sesker, USAW Manager of Communications, at the USAW National Headquarters by July 11th. Contact number is 719-598-8181 ext. 642.

DAMAGE DEPOSIT:

- For those delegations housed on the NDSU Campus a \$10.00 per individual Damage Deposit fee will be assessed. The total amount for the Damage Deposit should be submitted by **separate check** at time of registration.
- Damage Deposit funds will be deposited in a NDSU account. Refunds will be issued to each state delegation housed on campus after the NDSU Staff has completed all post event inspections. This could take up to 60 days. The amount of the refund will be based on the results of the final damage report per state delegation.

DEADLINES:

- Online registration must begin as soon as possible. You will find forms on the site that must be submitted by June 26th. Adhere to deadlines printed on all other forms.
- Online registration must begin as soon as possible. You must provide all information by **12:00 noon (CDT), July 12th**. Adhere to all deadlines printed on forms.

OFFICIALS:

- All officials (mat and pairing) that the STATE IS PAYING ROOM AND BOARD for must be registered by the Team Leader using the online system to obtain credentials and housing. Contact your official's director! USAW will enter all information for those officials to be provided ROOM AND BOARD by USAW.
- Please note, only 200 mat and pairing officials will be provided room & board by USA Wrestling.
- Each State will be provided a list of officials from their state who have indicated that they are intending to work at the Event. This list is posted on the registration website. If you have any questions please contact Tony Black or Pete Isais at 719-598-8181.
- All officials must check-in and register at the Bison Sports Arena.
- No telephones will be provided. Bring your own phone.
- No alcohol or smoking is allowed on the NDSU campus.
- Housing in Pavek Hall, "the Official's Hall," is on a first come, first serve basis. Once this hall is filled officials will be housed in an adjacent hall. First come, first serve is based on your arrival at the registration desk at the FargoDome.
- In order to be eligible for reimbursement, the official must work all tournaments sessions unless not assigned to a specific session.

TRANSPORTATION:

- NDSU will provide transportation to and from the Fargo, ND Airport, for those delegations housed on the NDSU Campus only. State delegations must provide information during the online registration process. **Failure to provide accurate arrival and departure information, in addition to delegation size of each pickup may result in fees being assessed to your delegation for pickup and drop-off.**

OFF-CAMPUS HOUSING:

- Off-Campus delegations must contact USA Wrestling if they plan to eat meals on campus. A special rate of \$25/day/person is available.

ADDITIONAL INFORMATION:

- Team Leaders with delegations housed on campus will be required to set up a meeting with their Hall Director the day of arrival. The Hall Director will schedule a convenient time for this mandatory meeting.
- Additional policies and procedures shall be provided upon check-in.
- **USA Wrestling reserves the right to deny anyone access to the Halls, Dining Facility, FARGODOME, Bison Sports Arena or any other facility in use for the event. USAW reserves the right to deny anyone the privilege of the Hall/Meal plan services.**
- There will be a specific place for merchandise **trading**. Absolutely no purchasing or selling is allowed at any time during the event. Since this trading opportunity is being offered, strict adherence to USAW's non-trading rule outside of the location will be enforced. Please advise your delegation members. **Items being sold by delegations will be confiscated and not returned.**
- Absolutely no Eighth (8th) graders can participate in the Junior Division. This means if the athlete was an Eighth (8th) grader in the Spring of 2013 or Summer of 2013 they are not eligible for the Junior Division.
- If you have additional questions about event specific items, please refer to the following: <http://www.themat.com/events/default.php?page=default&EventID=24679>; please refer your other state directors to the web site if they need the enclosed information. Include the password if necessary.
- Do you have your medical history/emergency contact information for each participant? Each state collects and maintains this important information.