Manning/Training Requirements for Pairing-Related Functions

1. The following list suggests scrimmage manning for the various pairing-related functions:

1	head pairer (supervisor/trainer - someone experienced with the process)
2-3	registration personnel (to check in wrestlers) Two people are useful here to help the check in process go faster (less weighting in line = better meet experience). A third can be used for those cases when someone has to leave the table to go check on some discrepancy, etc. Also, it is occasionally necessary for one person to be handling exception cases (those missing waivers, birth certificates, AAU registration) while the others continues checking in everyone else.
2-3	weigh-in officials to weigh and record the weight of wrestlers. With two weighing, one can manage the computer/scale (insure 0 weight before wrestler steps on, make sure wrestler not touching anyone or anything, etc.) while the other can carefully and legibly record the weight read to her/him. A third person can be used to make sure the weigh-ins run smoothly with the least amount of delays. The third person should greet wrestlers and make sure they are ready to weigh-in (registration card in hand and all necessary clothes off)
2-3	bout sheet coordinators – After the pairing process is completed, the bout sheet will be printed two per sheet. The bout sheets will need to be cut and distributed. One person should cut the bout sheets, and another should sort the bout sheets. *NOTE: When sorting, do NOT put one half of the cut sheets on the other*. The bout sheets are printed in a sequentially manner to allow the sorter to move from top half to bottom half. **NOTE: The first three bouts of the first round will be printed first. The wall charts will be printed second. The remaining bouts for round one, and round two and three will be printed.** The third person can assist with the sorting and run the bout sheets to the tables. **NOTE: When the first three bout sheets from the first round have been sorted and the previous session has completed, the bout sheets should be sent to the tables.**
2	posters to post initial wall charts on the wall and subsequently update with bout results
1	announcer
10	scorers (arrange for attending teams to provide these)
10	timers (arrange for attending teams to provide these)
2	computer operators

The above numbers assume full time positions - if people will be working for only part of the day or if they will need to be relieved to go watch their own wrestler, some provision must be made for their replacement or substitute.

2. The head pairer must be knowledgeable in all phases of the pairing process well in advance of the scrimmage. The full time recorders should also be briefed in advance of the scrimmage and come prepared to work effectively right from the start. Even people who are well familiar with the process should review this guide each year for possible changes and should call the NVWF Registrar if they have any questions.

3. It is extremely difficult to bring new people into the pairing process once it has begun to operate. The chance of error due to misunderstandings or confusion from "changing horses in mid-stream" will be minimized if everyone sees how the process works from the beginning. For this reason, it is imperative that all persons who will be working at the pairing table during a session be given instruction before the scrimmage begins. This can be done during a practice or at some other convenient time by someone who has a good understanding of the process. If done the day of the scrimmage, it should be done early enough so that it does not delay the start of pairing activities.

4. I have provided detailed descriptions of all pairing related processes as individual attachments (C-1 through C-10) so that they can be copied and used as handouts for your scrimmage workers. These work best if everyone is first briefed on the overall paper flow at a scrimmage so that they know how their piece of the action fits in with the whole.

Attachment E