

TOURNAMENT HOST RESPONSIBILITIES



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INTRODUCTION

The purpose of this document is to clearly define the roles and responsibilities of The Youth New England Wrestling (YNEW) Championship Tournament Host. The YNEW Board of Governors understand that this endeavor is a partnership between the Governors and the Host, and that a successful tournament providing the maximum benefit for wrestlers, families, and spectators requires a mutually respectful and open collaboration between the Governors and the Host.

In simple terms, the breakdown of responsibilities between the Governors and the Host can be described as “inside and outside the ropes.” On tournament day, the Host will be responsible for all activities that occur outside of the restricted wrestling area (outside the ropes), while the Governors will manage all activities within the wrestling area (inside the ropes). These activities, requirements, and responsibilities are detailed below.

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VENUE

The ideal venue will be in a geographical location allowing easy access and comfortable accommodation to wrestlers and their families traveling from the entire New England region. This is not to say that a venue at the farther reaches of the region will not be considered as a host facility. However, the Governors require that all potential hosts have facilities within easy access to interstate highways and/or major state roads and that host localities are able to comfortably accommodate overnight travelers.

With regard to the actual wrestling facility, the ideal venue would provide the following:

1. Floor space for at least eight (8) full-size wrestling mats, as well as a sufficient area for scoring tables at each mat and a head table area
2. Seating for at least 1,500 spectators in the same area as the mats are located
3. In that same area, a quality sound system with the ability to play music
4. Adequate area for preparing and providing food concessions, as well as space and amenities for guests to eat food that is sold by the Host
5. Separate and well-defined area for award ceremonies
6. Weigh-in area with adequate privacy and amenities

INFRASTRUCTURE and PHYSICAL RESOURCES

Host must provide and make ready:

1. Eight (8) or more full-sized wrestling mats that fit into a pre-approved floor plan
2. At least 22 folding tables (six- or eight-foot lengths) for:
Match Scoring (8); Head Table (4); Awards (4); Registration (6)
3. An awards area with ample seating, a sound system, and a podium (six place finishers)
4. A **pre-approved barrier** around the entire perimeter of the wrestling area
5. A sound system in the wrestling area with head phone jack for music
6. Electrical power to the scoring tables and head table
7. Four (4) digital scales for wrestler weigh-ins

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PEOPLE POWER

1. YNEW Governors will provide:
 - a. The tournament clerk and other support personnel for awards and the head table
 - b. A public address announcer
 - c. Staff for wrestler registration and weigh-ins
 - d. Security around scoring tables and aisles inside the wrestling area
2. The Host will provide:
 - a. Scoring Table Help – One (1) mature person and one (1) child “tapper” for each scoring table, for each day of competition, for a total of sixteen (16) people at all times. The Host should be aware that people need breaks. Therefore, it is necessary to schedule more than 16 people to work scoring tables for each day of competition.
 - b. Spectator/Wrestling Area Security – Six (6) adults to provide crowd control and maintain order. The Host is responsible for providing security outside the ropes and to limit access into the wrestling area to **coaches and wrestlers only**. The Host should plan on at least six (6) adults for security during each day of competition.
 - c. Weigh-ins – The Host must provide sufficient staff (2-4 people) to ensure a rapid and orderly progression of weigh-ins. The Host must be able to support weigh-ins DURING the first day of the tournament, while competition is underway.
 - d. Concessions and Amenities
 1. Admissions – Sufficient staff to control traffic flow at entrance doors and accommodate at least 1,500 spectators, coaches, and wrestlers
 2. Concessions – Sufficient staff to set up, maintain, and operate a large-scale food concession in an orderly fashion
 3. Set-Up – Sufficient staff to move, set up, and breakdown at least eight (8) wrestling mats, accompanying tables, and other facility set-up
 4. Break-Down – Sufficient staff to meet venue requirements for satisfactory facility break-down and clean-up

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MEETINGS BETWEEN HOST AND GOVERNORS

These meetings are intended to encourage collaboration and to give actual and prospective hosts a better understanding of the expectations of the YNEW Governors and the responsibilities of the Host of the YNEW Championships. The meetings are as follows:

1. Pre-selection walk-through of potential host venues – Walk-throughs will take place well in advance of the tournament for which prospects are applying to host.
2. Initial set-up of host venue – This meeting will occur after a tournament host has been selected. It will be an opportunity for the Governors and the Host to discuss a floor plan and a layout of all operating areas of the tournament.
3. Ad-hoc meetings – These meetings held as needed in the months and weeks prior to the tournament to discuss any pertinent issues.
4. Final set-up of host venue – Governors and Host will meet at the venue the night before the tournament begins, after all mats are down and the weigh-in area is set up. A sound check will be conducted and other set-up aspects will be examined for completeness.
5. During the tournament, the host will provide two (2) “go-to” people to serve as leaders of the host team. The Governors will meet with these go-to people throughout each day of the tournament on a continuing basis. These meetings are designed to confirm that everything is running smoothly and allow an opportunity to address, in a timely fashion, any issues that may arise.

COSTS

Here is a break down of the costs that the YNEW Governors and the Host are responsible for:

1. YNEW
 - a. Officials (referees) and athletic trainers
 - b. Tournament clerk and administration
 - c. Awards and program booklets (booklets to be provided to the Host)
2. Host
 - a. All other costs related to the operation of the tournament at the host facility (rent, security, etc.)

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REVENUES

Here is a breakdown of the revenues that the YNEW Governors and the Host will receive:

1. YNEW
 - a. Registration fees
 - b. Apparel revenue (sold on site and managed by the Governor's contractor)
2. Host
 - a. Food concessions
 - b. Program sales (Governors will provide program booklets and set price of booklets)
 - c. Admission fees (Governors set the admission price)
 - d. Other fundraising efforts that are **pre-approved** by the Governors (e.g. 50/50 raffle)