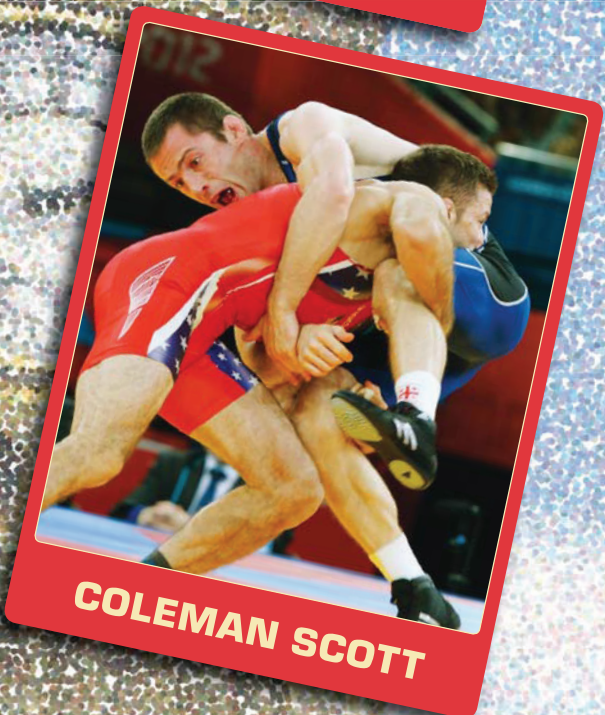
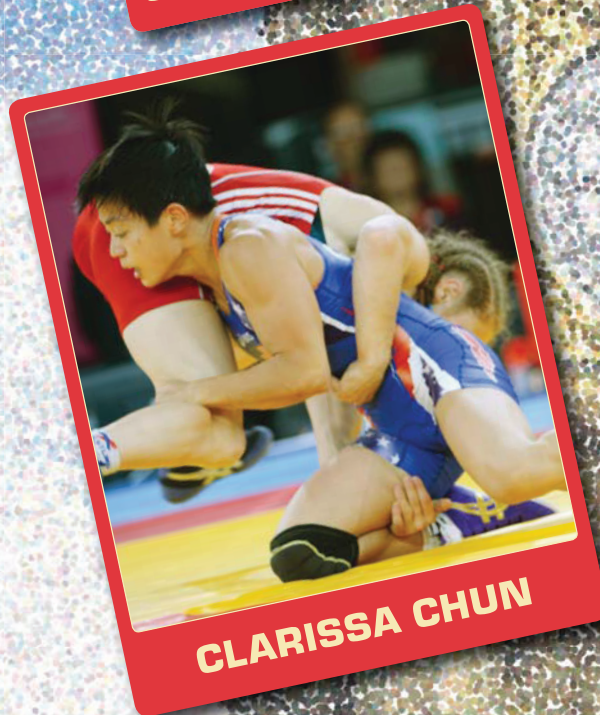
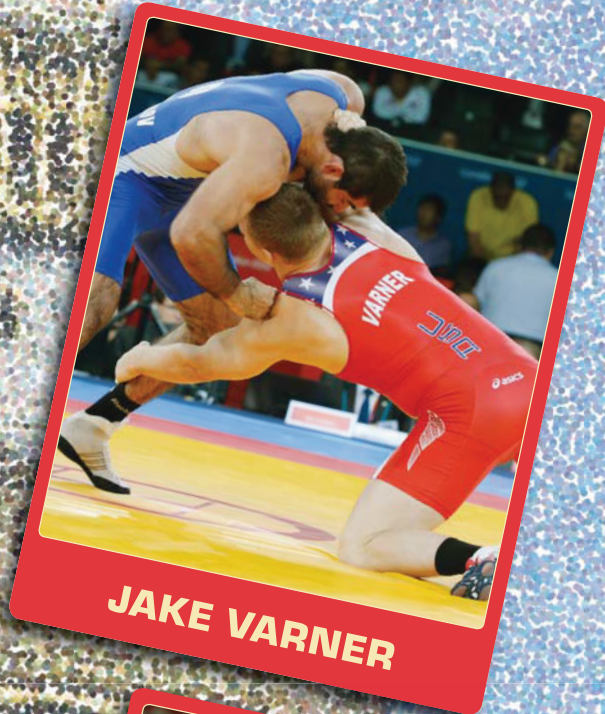
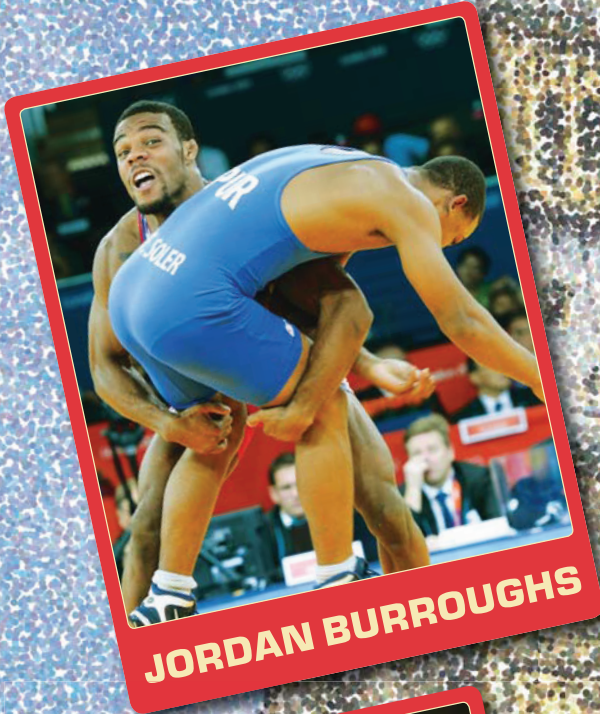


2014 CLUB ORGANIZING GUIDE



Photos Courtesy of John Sachs (Tech-Fall.com)

USA Wrestling, 6155 Lehman Drive, Colorado Springs, CO 80918
Ph: 719.598.8181 | Fax: 719.598.9440

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WHAT IS USA WRESTLING?

USA WRESTLING MISSION:

USA Wrestling, guided by the Olympic Spirit, provides quality opportunities for its members to achieve their full human and athletic potential.

VALUES:

Responsibility – Fulfilling all functions, tasks, duties, and assignments with trust and credibility on behalf of USA Wrestling by honoring promises and pledges.

Integrity – Being true to self and the mission of USA Wrestling, while discerning right from wrong and acting on it.

Dedication – To carrying out the mission and goals of USA Wrestling with the highest degree of sacrifice and discipline.

Honesty – Being truthful and upright with people and issues in furthering the mission of USA Wrestling.

Accountability – Providing answers and reasons to others for actions and behaviors intended to support the mission of USA Wrestling.

Respect – Recognizing the absolute dignity in every human being, with a sense of compassion, caring, and concern for the well-being of other people.

USA Wrestling is the National Governing Body for the sport of Wrestling in the United States, and as such, is its representative to the United States Olympic Committee (USOC) and the International Wrestling Federation (FILA). USA Wrestling is the central organization that coordinates amateur wrestling programs in the nation and works to create interest and participation in those programs.

USA Wrestling has more than 220,000 members. These include athletes of all ages, coaches, officials, parents, and fans striving together to strengthen the sport. Within the United States, USA Wrestling is divided into State Associations. Each State is an affiliated organization with its own set of bylaws under which it operates.

USA Wrestling is responsible for the selection and training of teams to represent the USA in international competition, including World and Olympic competitions. An equal part of USA Wrestling's mission is focused on development of the sport's grassroots. This is facilitated through sanctioning of age-group tournaments and the chartering of member clubs through established state associations.

USA Wrestling also conducts regional and national championships for all age categories, developmental camps, clinics, and coaches education programs. State and local competition is the major focus of annual programming in each of our state organizations. Volunteers, coaches, officials, and parents are the life blood of our organization. These leaders set up tournaments, run clubs, organize trips, and coach athletes in their local area.

HOW DECISIONS ARE MADE IN USA WRESTLING

USA Wrestling is a not-for-profit organization composed of dedicated volunteers. Individuals donate time, energy and expertise at every level from the local wrestling clubs to the National Board of Directors. All policy decisions are made through a chain of committees reporting to an elected Board of Directors. The Board of Directors meets yearly and determines the policy and direction of USA Wrestling.

USA Wrestling provides a variety of services and programs for its membership. Among them are publications, educational programs, fundraising activities, coaching programs, and general information about wrestling-related activities. USA Wrestling staff members are available to respond to your questions and provide additional information about USA Wrestling.

USA WRESTLING ADMINISTRATIVE ORGANIZATION

USA Wrestling is governed by a Board of Directors selected from the Organizations and components of amateur wrestling in our country. The 35 member Board is composed of the following members:

- President
- Folkstyle
- Kids/Cadet Division (2)
- Coaches Council (2)
- NWHOF
- Junior Division
- At Large (6)
- Athletes (7)
- Armed Forces Sports Council
- Chairperson of State Chairpersons
- National Wrestling Coaches Association
- FILA JR World/University Division
- National Federation of High Schools Assns.
- FS/GR/WM Sport Committee Chairpersons (3)
- US Federation of Wrestling Clubs
- National Association of Intercollegiate Athletics
- National Collegiate Athletic Association
- National Junior College Athletic Association
- United States Wrestling Officials Association
- Women's Age Group

In accordance with the Ted Stevens Olympic and Amateur Sports Act passed by the U.S. Congress, the membership of all National Governing Body boards must include 20% of its members as active athletes. USA Wrestling has 7 active athletes on the Board and athletes are represented on every standing committee of the Board.

STANDING COMMITTEES OF USA WRESTLING INCLUDE:

- Executive
- Junior Olympic Wrestling
- Sports (3) (FS/GR/W)
- Governance
- Women's Oversight
- Finance
- Athlete Advisory
- Audit
- Long Range Planning
- Officials Association
- Folkstyle
- Ethics

You can find complete listings USA Wrestling Board of Directors, Committees, and State Chairpersons by visiting www.teamusa.org/USA-Wrestling/About-Us/Board-of-Directors.



USA WRESTLING NATIONAL STAFF

USA Wrestling's National Staff are full-time professional employees who work out of the National Headquarters in Colorado Springs, Colorado. The departments you will work with the most are:

DEPARTMENT OF STATE SERVICES

This is the department of USA Wrestling that handles club affairs, club registration, and member registration.

ASSOCIATE EXECUTIVE DIRECTOR FOR PROGRAMS & STRATEGY: [LES GUTCHES](#)

Is responsible for overall organizational programming, alignment of objectives, and strategy – specifically, National Teams, Developmental Programs, and Membership. The Associate Executive Director of Wrestling Operations and Strategy is accountable for competitive results and the growth of USA Wrestling's membership and programs.

DIRECTOR OF STATE SERVICES: [TONY BLACK](#)

Promotes the general welfare of USA Wrestling through state, regional, and national programs and events. Assists State Associations in developing quality programs for all levels of membership.

MANAGER OF STATE SERVICES: [DEREK SIKORA](#)

Supports in all areas of State Services. Organizes athlete appearances and special programs.

MEMBERSHIP ASSISTANT: [SHONNA VEST](#)

Processes membership application materials, insurance forms, club charter applications, and event sanctions. Primary contact for all membership related questions.

ADMINISTRATIVE ASSISTANT FOR STATE SERVICES/EVENTS: [MARGE CIVIL](#)

Responsible for the administrative needs of these departments. Typing, filing, phones, mail distribution and related duties.

DEPARTMENT OF NATIONAL EVENTS

DIRECTOR OF NATIONAL EVENTS: [PETE ISAIS](#)

Plans and organizes regional and national events. Promotes USA Wrestling throughout the country and establishes new tournaments to provide increased competitive opportunities.

DIRECTOR OF EVENT MARKETING: [RYAN JOHNSON](#)

Works with the Director of National Events in the areas of events and event coordination.

OTHERS DEPARTMENT MEMBERS YOU MAY WORK WITH:

DIRECTOR OF COMMUNICATIONS: [GARY ABBOTT](#)

Responsible for the media relations of the organization, *USA Wrestler* magazine and special projects related to organization growth. Answers all concerns on news and media issues.

RECEPTIONIST: [KAREN ROBINSON](#)

Serves as the console/switchboard operator and greets visitors arriving in our reception area. Assists with NCEP processing and will gladly direct your call to the correct person for any of your needs.

CLUB LEADER MEMO

To: Club Leaders
 From: Tony Black, Director of State Services
 RE: 2014-2015 Membership Year

Welcome to USA Wrestling and a new and exciting membership year! Below you will find information, which will be a reminder for some, and new for others. The USA Wrestling National Headquarters is looking forward to the 2014-2015 member year and assisting club leaders with their various programs. Please read all the information below and feel free to contact your State Membership Director or National Headquarters if you have questions.

FORMS:

All forms are available online at www.USAWrestling.org

MEMBERSHIP SUBMISSION AND AUDIT:

Remember that each year State Associations are subject to a membership card audit. All membership cards must be accounted for prior to August 31, 2015. Contact your state association membership director for details. Club leaders must submit membership immediately to their state association membership directors. Failure to submit membership in a timely manner may jeopardize membership benefits.

SPORTS ACCIDENT SUPPLEMENTAL BENEFITS:

This provides secondary sports accident benefits for USA Wrestling members who participate in limited non-sanctioned events.

MEMBERSHIP CARDS:

You will notice a Participant's Waiver and Release from Liability form attached to membership cards. The use of a waiver and release is now mandatory in the insurance industry. Members are required to complete the waiver and release form and return it to the National Headquarters or keep on file at the club.

Failure to obtain a waiver and release from members may result in a loss of insurance coverage.

- Suggested procedures for handling these forms are as follows: The form is signed and dated by the member when they register (athlete, coach, or official). If under 18 years of age the parent or guardian must sign the form. Then those procedures outlined by your state association should be followed for having the forms returned to the National Headquarters or keep on file at the club. No one other than the legal guardian of an individual under the age of 18 should sign the form.
- Waiver and release forms provide important information to the National Headquarters in the event of a lawsuit.
- If you have any questions regarding the waiver and release form please contact USA Wrestling's Department of State Services or your State Association membership director.

CERTIFICATE HOLDERS AND ADDITIONAL INSURED:

Separate procedures have been established for adding.

SECONDARY SPORTS ACCIDENT INSURANCE COVERAGE:

Be sure to read the revised Insurance Summary for 2014-2015 at www.TheMat.com

OTHER "DON'T FORGET" ITEMS:

- If you plan to host a foreign team or cultural exchange event, please contact USA Wrestling's Department of State services for details and necessary preparations. Please note:

USA Wrestling Clubs

- Foreign teams must also be approved through USA Wrestling before they can practice or compete in the United States.
- An international or cultural exchange meet does not have liability insurance coverage unless it has been sanctioned—just like any other event.
- All American Wrestling Supply (www.usawrestlingproducts.com) offers a 5% discount on many items to members of the USA Wrestling. This applies only to mail or telephone orders—not sales at events.
- Per United States Olympic Committee (USOC) policy, the use of the term “Olympic” cannot be used in the title of a club or event unless authority has been granted by the USOC.
- Additional Insured practice sites are intended for same club members from the originating club. Additional insureds are subject to approval by the insurance carrier.

USA Wrestling would like to take this opportunity to thank you in advance for everything you do in promoting a safe and rewarding experience for your club members.



PRESIDENT – JAMES RAVANNACK

TREASURER – DUANE MORGAN

2ND VICE PRESIDENT – GREG STROBEL

EXECUTIVE DIRECTOR – RICH BENDER

VICE PRESIDENT – BRUCE BAUMGARTNER

SECRETARY – VAN STOKES



CLUB MEMBERSHIP BENEFITS

MEMBERS OF THE USA WRESTLING FAMILY ENJOY THE FOLLOWING BENEFITS:

- Four levels of Coaches Certification.
- Educational videos and written materials from top coaches from across the country, as they become available.
- The opportunity to travel abroad with developmental tours for Cadet, Junior, University and Senior-level athletes.
- National Training and Developmental Camps for youth through Senior-level athletes.
- Membership Registration, Computer Software and Support.
- Secondary Sports Accident Insurance Program.
- Club Liability and Facility Insurance.
- Free subscription to *USA Wrestler*, the official publication of USA Wrestling.
- Regional and National Competition for eight age groups.
- Participation in Local, Regional and National Competitions.
- Association with the Olympic Movement.
- And much more...

For more detailed membership, benefits, and insurance information, visit www.USAWrestling.org



GUIDELINES FOR LEGAL RESPONSIBILITIES

LEGAL BUSINESS STRUCTURE:

- Non-Profit Corporation – A Club wishing to operate as a non-profit must file for such status with their state's Secretary of State, (see page 9 in this manual). The IRS Publication 557 titled "Tax Exempt Status for your Organization" can be obtained free of charge by dialing (800) 829-3676. Also, check on-line at www.irs.gov.
- Federal Tax Exempt Status – A club wishing to operate as a tax-exempt corporation must file for federal 501(c)(3) tax-exempt status with the IRS. (page 9)
- Coach Owned/Operated Club – This type of club is run as the coach's business; he/she is solely responsible for the organization and operation of the club. Often parents are organized as a booster club to help with meets and to raise funds under the coach's control. Coach-owned clubs may or may not qualify for 501(c)(3) non-profit status. Coaches should check with a tax and legal consultant on related issues.
- Institution Owned Clubs – Typically the institution, which may or may not be a non-profit organization, controls financial matters such as the hiring of coaches and setting the team fees. Parents may be organized as a booster club to help with meets and to raise funds.
- Parent/Booster Operated Club – A club started by a group of parents assuming responsibility for all club efforts. Many may be eligible to qualify as a 501(c)(3) organization, but may also be operated as a for-profit business or sponsored by a corporation.

We encourage you to consult legal and tax professionals when choosing a business structure.

FINANCE AND BUDGET:

- Determine the timing and report forms that you need to file and account for from federal, state, local, and club regulations.
- For financial stability, you need to establish a financial plan and monitor your progress.

INSURANCE:

- Liability insurance is a benefit of USA Wrestling membership and is included with your club charter. Secondary sports accident medical coverage for members is provided with membership purchase. See the Insurance Information (See page 10).

FINANCIAL STATEMENTS:

- Determine what statements are required monthly, quarterly, and annually.

GOVERNMENT RECORDS:

- File Quarterly (Federal Form 941 and your corresponding state form, to report employment taxes withheld if you pay individuals.)
- If the club is a 501(c)(3), an annual IRS Form 990 may be required; your state may also have a required report.
- Federal unemployment taxes may be required if your organization is not a 501(c)(3).
- Check with your state department of revenue or on state unemployment taxes.
- If the club is another type of organization, a different type of tax return may be required.

AUDIT:

An audit ensures that the financial records accurately represent financial activities for the year.
A review by professional accountants may be adequate.

- Internal – Ensure compliance with internal policies.
- External – Performed by professional accountants to verify the financial records accurately represent the club's activities.

BOOKKEEPING:

- Checking Account – A ledger checkbook provides an excellent set of records, which includes deposits, disbursement, amount, date, check number and payee. Two signatures should be required for better internal control. This account uses a Tax Identification Number (TIN) that can be applied for from your IRS Form SS-4. Do not use personal social security numbers on club accounts.
- The Ledger Book – A record of all the financial transactions kept by the Treasurer. The ledger may be electronic, but be sure to back up data.
- Bills and Receipts – The Treasurer should keep all receipts and file them systematically by date or vendor. Bills for future payments should be filed by due date.
- Expense Reports – Detailed expense accounts for travel should be required. Receipts must also be turned in with expense reports. If possible, original receipts should be obtained. A second person in the club should approve payment, i.e., Head Coach or Club President.

TAX STATEMENTS:

We strongly suggest consulting a professional tax advisor pertinent to your type of organization.

- No matter which business structure you choose, make all employment-tax deposits on time, since the penalties are great.
- File federal Form 941 and any required state forms for employment taxes withheld quarterly if you pay individuals. If the club has a 501 (c)(3) exemption, an annual federal Form 990 may be required; your state may also have a required report. You must file all tax returns in a timely manner.



FORMATION OF A NON-PROFIT CORPORATION

OBTAINING 501(C)(3) STATUS AND OTHER NONPROFIT STATUS:

All entities, state associations or clubs using a checking account should apply for a Tax Identification Number using IRS Form SS-4. To obtain this number the organization has to be recognized as a Corporate Entity in their appropriate state. Entities desiring a sales-tax exemption need to apply for not-for-profit status within their state (sales tax is state tax—not federal).

BENEFITS OF 501C(3) STATUS:

- Exempt from federal income tax.
- Possible exemption from state income tax.
- Possible discount on postal rates.
- Ability for people and businesses to donate money to your club and claim it on their federal income tax.

REQUIREMENTS FOR 501(C)(3) STATUS:

- You will need to file for a TAX IDENTIFICATION NUMBER (TIN) using FORM SS-4. This form is available through the IRS Forms Office Number: (800) 829-3676 or at www.irs.gov.
- The club should file as a not-for-profit corporation in your state. In order to do this, articles of incorporation will need to be drawn up. It will be necessary for you to contact the not-for-profit corporation office in your state. This office should be located in the same place as your Secretary of State's Office. Start there and ask for information on incorporating as a not-for-profit corporation. States may have varying requirements for incorporation and you must deal with your state directly.
- You must apply for tax-exempt status using IRS Form 1023. This form is fairly detailed and self-explanatory.
- We will send you a completed form used successfully by other states to assist you if needed.
- Clubs must have a set of bylaws. These will need to be submitted with your Form 1023. See model bylaws on page 41 of this guide.
- If you know a CPA or a corporation attorney who will donate their time this may speed up the process.

If you have any questions please call USA Wrestling's State Services department at (719) 598-8181.

USA WRESTLING'S GOLD MEDAL CLUBS

USA WRESTLING HAS CREATED THIS AWARD TO:

- Reward clubs who have a sound administrative/organizational structure and are providing an outstanding experience for our youth.
- Create expectations and awareness of what it takes to run an effective wrestling club.
- Provide a status for USA Wrestling clubs within their communities.
- Help distribute an attitude of pride and achievement throughout all of USA Wrestling.

USA GOLD MEDAL CLUBS WILL RECEIVE:

- A Distinctive Club Charter Certificate.
- Special listing and recognition in *USA Wrestler* and www.TheMat.com under Gold Medal Clubs.

All USA Wrestling clubs are invited to participate in this award program. To be a Gold Medal Club, a sanctioned USA Wrestling Club must be successful in all eight categories on the application and return the form to USA Wrestling. (The application to become a Gold Medal Club is located on "Gold Medal Club Application" on page 35.)

If you have questions or for more information on becoming a Gold Medal Club, call Marge Civil at (719) 598-8181 or by e-mail at MCivil@USAWrestling.org.

DESIGN ASSISTANCE PROGRAM

As part of USA Wrestling's commitment to provide clubs with resources to achieve success, USA Wrestling has arranged for discounted rates to member clubs with Advantage Advertising. Among the recommended services available to you through Advantage Advertising are:

- Creation of official club logo for only \$95
- Design of club officials business cards for only \$25, or design and print options starting at \$95
- Design of official club stationery such as letterhead and envelopes for only \$25 with discounted printing also available
- Design of club event, clinic, or promotional flyers starting at \$25
- Design and printing of club forms, and documents
- Design of promotional advertisements for any publication starting at \$25
- And much more...

For more information, or to place an order for your club, call Michael Hinnant at (719) 331-1929 or contact by e-mail at your.adtwo@yahoo.com.

THE NATIONAL COACHES EDUCATION PROGRAM

The following information is an overview of USA Wrestling's (USA Wrestling) National Coaches Education Program (NCEP). The NCEP is a four-tiered instructional program that serves as an educational and certifying agent for USA Wrestling. In order to coach at USA Wrestling sanctioned events coaches must be certified. The NCEP, in conjunction with USA Wrestling's National Teams Department, develops instructional material and curriculum for coaches nationally.

The goals of the National Governing Body are to possess the most powerful and comprehensive wrestling program in the world. To achieve this, we must have the world's best coaches to develop our athletes. This can only be attained by one method – The continued improvement and development of our coaches at every level, through the implementation of an educational program that is second to none.

USA WRESTLING'S NCEP LEVELS OF CERTIFICATION

The National Coaches Education Program is a four-tiered process for wrestling coaches to follow. The first level aimed at coaches who are just learning the sport of wrestling is the Copper Level. The second step is the Bronze Course; a detailed study of the sport of wrestling best suited for experienced wrestlers and coaches. The Silver Level aims to dramatically increase the knowledge of coaches about the three styles of wrestling in the U.S. The Gold Level recognizes a high-level of achievement for coaches.

THE COPPER LEVEL

When a club, community or coach wishes to host a Copper Level Clinic, they must contact their respective USA Wrestling State Chairperson and USA Wrestling's NCEP Manager. This instructional package includes the Copper Coaches Instructor Guide and video; Coaching Youth Wrestling third edition, participant's workbook. All State Chairpersons must be notified of any clinics being held in their state.

Attending a four-hour clinic and completing the thirty-question multiple-choice test can certify coaches at the Copper Level. The classroom instruction will consist of an overview of the course content based on The Coaching Youth Wrestling Guide. The instructor is provided a step-by-step instructional guide that he/she can use to run the course.

The participants of a Copper Level Clinic are required to purchase The Coaching Youth Wrestling Guide. Upon completion of the clinic, the participants are required to take a self-test based on The Coaching Youth Wrestling Guide. The test must then be mailed to USA Wrestling. If a coach receives a score of 80% or better, he/she is then officially certified as an USA Wrestling Copper Level coach. A Copper Level Certificate and Copper identification card is then sent to the certified coach.

If a coach does not receive a score of 80% or better, he/she will be notified. A coach may take the Copper Level Test as many times as necessary to pass. States must require coaches to be Copper Certified at a minimum in order to coach at USA Wrestling sanctioned events.

The simplicity of this course is designed so that any club leader, coach, or administrator can successfully conduct a Copper Level Clinic without the necessity of a specialized teacher. As our most basic level of coaching education, we want this level to be accessible to the largest majority of our country's wrestling constituents.

THE BRONZE LEVEL

The Bronze Level is the second tier in the NCEP. The Bronze Level certification process will be comprised of three components. Coaches must complete all three parts for certification to be awarded. Copper certification is not a required prerequisite for admission into the Bronze level; however, it is recommended for those coaches lacking a strong wrestling background and little or no coaching experience. The two components of the Bronze level are as follows:

- Bronze level certification course. A four to six hour course with a self-study test that must be returned to the National Office for certification.
- Bronze level wrestling technique and tactics course. States may offer a four-hour technical

Programs For Clubs

certification to examine wrestling technique relating to freestyle and Greco-Roman wrestling. Technical certification is not required for coaches to receive Bronze Certification but it is recommended.

*NOTE: Both components may be taken separately, or all at once. There may be circumstances when a Bronze level clinic provides both sections. We have instituted this flexibility to better meet the time constraints and needs voiced by many coaches.

After participation in a Bronze level clinic, or by separate purchase of the USA Wrestling Coaching education text, coaches will be required to take a self-study test and return it to USA Wrestling for grading. A score of 80% or better must be attained to successfully pass this test. If a passing grade is not achieved, he/she will be notified.

State organizations will have the option of including the 4 hour technique and tactics portion of the clinic with their Bronze level courses. This portion must be taught by a USA Wrestling certified instructor. States will be required to offer a minimum 4 hours of technique and tactics instruction per year. USA Wrestling will provide no less than six full-four-hour technique and tactics courses per year nationwide. These will be in conjunction with major national events. At the conclusion of each course, coaches will be required to demonstrate a basic level of competency of the learned skills and we will certify attendance.

USA Wrestling will provide training for state delegates to be certified as Bronze level certified instructors. This training will take place as necessitated by demand. Silver and Gold level coaches will be certified to instruct a Bronze level clinic.

States will set clinic dates and report them to USA Wrestling. USA Wrestling will set a master schedule to be sent out and published in selected publications. All Bronze level hosts for both clinical and technical course-work must report their intentions to hold a clinic no later than 1 month prior to clinic date. This is to insure proper record keeping, promotion and planning of all clinics to provide to our coaches every opportunity to attend.

The National Coaches Education Program is open to all people interested in advancing their understanding of coaching and the sport of wrestling. Please help alert people to coaches education clinics in their area by announcing future NCEP clinics in a timely manner. (Please get the information to the NCEP Manager at least two weeks in advance of the clinic.)

Instructors may charge no more than \$75 per coach—\$50 of this fee goes back to the USA Wrestling National Office. Upon completion and successful passing of all criteria, a Bronze Level Certificate, Bronze identification card and embroidered polo shirt will be issued to the Bronze Level Certified coach.

THE SILVER LEVEL

Silver Level certification will begin the second of a three part advanced coaching education program. Entrance into the Silver level program will require Bronze Certification. The level will consist of attendance at a Coaches College, additional research in the field of wrestling, and the hosting of a Bronze Level Clinic to at least ten participants.

The Coaches College will consist of 3 days of advanced wrestling specific instruction to be taught by specialists in areas such as The Psychology of Wrestling, Weight Management, Championship Coaching Philosophy, Strength Training for Wrestling, Risk Management, Wrestling Injuries and Treatment, and other important areas in the development of athletes and clubs.

The date and site of the College will be negotiated and set by USA Wrestling. Bronze Certified Coaches will be notified of fees, dates, and locations via USA Wrestling publications and Internet web sites. Coaches College participation will have a limited enrollment; therefore, coaches will be accepted on a first-come, first-served basis.

The cost per coach participating in the Coaches College will be transportation, room and board, and administrative fee. This fee will help to defer the cost of our award structure, instructor travel and any incidental cost (administrative fee \$350).

Programs For Clubs

The required research in the field of wrestling will be done by the completion of 8 different task criteria to be completed from 4 wrestling related areas. These areas are as follows:

1. Planning the development of the athlete
2. Physiological development of the athlete
3. Psychological development of the athlete
4. Technical development of the athlete

There will be 5 different tasks related to each specific area. A coach will have the option of choosing 8 out of the 20, however; at least one must be chosen from each of the 4 areas. An outline of all 8 chosen task criteria must be submitted and approved before beginning this portion of Silver level certification. Once they are completed, a report of each completed task must be submitted to USA Wrestling's NCEP Manager for verification and final approval.

The final requirement for Silver Level Certification will be coaches' instruction of a Bronze Level Clinic. All Bronze Level Clinics will be reported to the NCEP Manager and respective State Chairperson.

Upon successful completion of all requirements for Silver Level certification, a coach will be presented with a certificate of Silver certification, Silver Level identification card, and a USA Wrestling Silver certified special edition watch. The National office will also provide news releases for appropriate local and national publications.

THE GOLD LEVEL

This is the fourth and highest level of USA Wrestling's National Coaches Education Program. It represents years of experience, education, and a sincere commitment to excellence in the coaching profession. Silver Certification through USA Wrestling's NCEP is a prerequisite for admission into the Gold Level. A coach who wishes to become Gold certified must contact USA Wrestling's NCEP Manager for formal application into the program.

The Gold Level will consist of requirements to be fulfilled in 4 areas for completion of this program. These areas are as follows:

- Coaches will be required to complete the remaining 12 task criteria as outlined in the Silver Level Certification Program.
- A coach will also be required to present, as an instructor, an area of specialization at the Coaches College. USA Wrestling will approve this area prior to instruction at the Coaches College. USA Wrestling will cover the cost of the Coaches College.
- A coach will be required to have no less than 5 years coaching experience.
- Upon completion of the previously mentioned criteria, as a reward, a Gold Level Certified Coach will be offered the opportunity to participate in a training camp at the Olympic Training Center (all expenses paid).

Upon approval of a formal application, a coach will be notified of all criteria that must be met for certification. In collaboration with the NCEP Manager, a plan of study for Gold Level certification will be coordinated. This plan will include event and Coaches College participation dates, an outline of the remaining task criteria to be completed, targeted completion dates, and a budget of all fees either expressly covered by USA Wrestling or the direct responsibility of the participating coach.

Upon successful completion of all course requirements, a coach will be presented with a Gold Level Certificate, and a credit towards a special edition Gold Certified Coach's ring or Gold Certified warm-up. This achievement will also be noted on a special plaque of coaching achievement to be displayed at USA Wrestling headquarters in Colorado Springs, Colorado. A story of the Gold certified coach will be published in selected USA Wrestling publications and press releases will be issued to all appropriate local and national publications and media.

If you have questions, or for more information on NCEP, contact USA Wrestling's Mike Clayton, Manager of Coaches Education at (719) 598-8181.

Summary Sheet

	COPPER	BRONZE	SILVER	GOLD
Approximate time commitment	4 Hours	4-6 Hours	8 Research Tasks Teach Bronze 5 Day Annual Coaches College	12 Research Tasks Teach 1 Day in Coaches College & 5 Day Training Camp
Fees	\$25 (set by state)	\$60 (set by state)	\$150 - 500	No Fee
Who can teach?	Anyone	NCEP Office Approval	NCEP Director, USAW Approved Clinician, Gold Coach	NCEP Director USAW Approved Coach National Coach
Materials issued	Coaching Youth Coaches Guide to Wrestling and 2nd edition	Coaches Guide to Excellence (Copper not required)	Coaches College instruction handouts, Course Syllabus	None issued
Prerequisite	None	USAW membership	Bronze Level and USAW Membership	Silver Level and USAW Membership
This course is needed for:	Minimum Certification for Floor Pass to State Events	To take Silver Level, Coaches Pool, International Team Coach or Leader, Junior/Cadet Nat'l's, Junior & Cadet Duals	To take Gold Level, National and World Training Camps	Self fulfillment, standing invitation to National and World Training Camps
Award	Certificate, Copper Coaches Card	Coach's Shirt, Certificate, Bronze Coaches Card	Certificate, Silver Coaches Card, Special Edition Watch	Certificate, Card, Credit towards special edition ring or jacket and name on office plaque

FUNDRAISING GUIDE

Successful fundraising requires preparation and good planning. Fundraising is not easy. Every season the Club must think about finances. The following guidelines will help your club with this activity.

- Be sure to understand how the club is organized under the laws of your state. Fundraising is generally subject to public control, which may require filing for a license, collection of a sales tax, or the profit of a fundraiser may be subject to tax.
- Identify a specific purpose for each fundraising activity.
- Determine how much money is needed for the identified purpose. A clear goal is needed to define the task.

Approaching Local Corporations or Foundations – be aware that the following information and materials will be needed.

- How much money is needed and how will the money be used?
- How will the program to be funded be managed?
- Current financial statements for the club.
- Samples of proposed media information, including graphics.
- Information with respect to similar programs successfully undertaken elsewhere.

The following ideas for fundraising projects range in size and effort required, but all have been used successfully by amateur sports clubs.

GRANTS

Seek grants for specific needs from corporations and/or foundations.

SALES

Wrestling merchandise can be sold at practice, competitions, and community events. Please contact All American Wrestling Supply at 888-285-2228 if interested in a consignment program which allows clubs to return unsold items.

COMPETITIONS

A club sponsored wrestling tournament is a common one-time project that can be very profitable. Clubs that run a tournament must understand that the tournament must be well run or the profits will be low and no one will come back the next year. A tournament guide is included in this club guide that will help you run a successful tournament.

GARAGE SALE

Hold a club garage sale. Use a large parking lot either at a school or church.

CAR WASH

In the right location this can be a good revenue producer with little or no investment.

CONCESSIONS

Look beyond your club activities to other sports arenas.

ADVERTISING SALES

Prepare programs with advertising for home events and tournaments. Sell advertising space and distribute or sell programs to the spectators.

THE BEST FUNDRAISING IDEAS ARE INNOVATIVE, FUN, AND PROVIDE SOMETHING OF VALUE TO THE DONORS. THESE PROJECTS MUST BE PART OF YOUR CLUB'S SEASON-LONG PLANNING.

Be sure to check state regulations before conducting any fundraising activities.

STATE, REGIONAL & NATIONAL LEVEL COMPETITION

Most clubs are formed to participate in competitions. Your state chairperson can put you in contact with your local and state competition schedule. Also in the “bulletin board” section of *USA Wrestler* all tournaments sanctioned nationwide are listed. Local tournaments should have flyers on upcoming tournaments that your club can enter. Tournaments are also listed on www.TheMat.com.

Your state association will have a schedule of championship tournaments and events that can qualify your athletes for Regional and National competition. A general listing of regional and national competitions follows:

PEE WEE	State Level programs only.
BANTAM INTERMEDIATE NOVICE SCHOOLBOY/ SCHOOLGIRL	Regional Competitions in Greco-Roman and Freestyle National Championships in Greco and freestyle – members must qualify by attending a USA Kids/Cadet Regional. National Folkstyle Championships (no qualifying).
CADETS	Regional Competition in freestyle and Greco-Roman with qualification through your State Association. National Competition with qualification through your State Association. World Team Trials are held annually to select Team USA for the World Championships.
JUNIORS	Regional Competition in freestyle and Greco-Roman with no qualification necessary. National Competition with qualification through your State Association.
FILA JUNIOR	National Championships and World Team Trials are held annually to select Team USA for the World Championships.
UNIVERSITY	National Championship competition with no regional or state qualification necessary.
SENIORS	National Championships and World Team Trials are held annually to select Team USA for the World Championships and/or Olympics.

BECOMING MORE INVOLVED IN USA WRESTLING

YOUR STATE ORGANIZATION

- Attend your State Meetings
- Attend State Functions
- Volunteer to help

THE NATIONAL ORGANIZATION

Most of the volunteer involvement with USA Wrestling begins at the State level. Standing USA Wrestling Committee openings are advertised in *USA Wrestler* and www.TheMat.com. Applications are sent to USA Wrestling and every applicant is reviewed by the Steering Committee and recommended to the USA Wrestling Board for appointment to specific committees. Ad-hoc Committees are appointed by the Board and Board Committees to serve in limited time and specific situations. These are appointed by need.

COACHES

Become a member coach of USA Wrestling, or become a High Performance Leader. Attend your state coaches meetings and the meetings as Kids/Cadet and Junior Regional Championships.

NATIONAL AND INTERNATIONAL COACHES POOL

Written application is to be made to the National Office. Applicants are assigned to age level pools and considered annually for assignment to all National Team Trips. All applicants must be at least NCEP Bronze Level certified.

RECRUITING VOLUNTEERS FOR YOUR CLUB

Getting People Involved...Gaining Commitment...Getting People to Work in the Club

All club leaders have gone through the frustrating experience of trying to get volunteers to work in their Club. This section is designed to assist club leaders in their efforts to get people involved, to gain more commitment from parents, and ultimately to build a better and stronger Club.

WHY PEOPLE VOLUNTEER

The following are some of the primary reasons people choose to give of their time on a volunteer basis:

- Parents want to spend more time with their kids. Today's typical home finds both parents working and they are looking for more opportunities to be with their kids. What better way than to join their children's activities?
- People like to be involved. Studies show that it is basic human nature for people to desire to be a part of activities and events that involve other people.
- Friend or peer influence. Friends and fellow parents have a substantial influence in motivating individuals to get involved. They should be your primary recruiters of new parents to join in and help (see Parent Orientation Section on page 21).
- Social Involvement and Reward. People join for the social interaction with others. Use groups for tasks, not always individuals. In addition, many people are attracted if there are rewards (i.e. recognition, status, etc.)
- Pride and Ego Satisfaction. Most people take pride in doing something successfully and in belonging to a group that does things successfully.

ENLISTING VOLUNTEERS

First – Plan in advance. How will you approach the parents/volunteers?

Second – Determine jobs and activities for which you need volunteers.

Third – Generate the names of people that are potential volunteers for these key tasks.

FINDING NAMES OF POTENTIAL VOLUNTEERS

- Form a diverse group of parents, coaches and volunteers to brainstorm names of potential volunteers then develop the individual approach that will be used for each volunteer based on factors that will motivate that individual.
- Locate names by reviewing lists of past leaders, parents, relatives, and past wrestlers. Utilize the group to generate names of people who might be motivated to get involved if approached correctly.
- Request nominations from the group if nominations are appropriate. This should only be part of a total plan and only for a limited amount of positions. Self-nomination should be encouraged.

RECRUITING VOLUNTEERS

Personal contact is the most effective method to use in enlisting volunteers. A personal, one on one meeting will generate far more success than a letter or an announcement sent electronically or by mail. The actual contact needs to be planned in advance. Clearly articulate the specific job the person is going to be asked to do, including the responsibilities and time commitment needed.

BE POSITIVE. BE PREPARED. BE SINCERE.

Use, "I believe you are the right person for this position." In your conversation express the reason the person should want to volunteer. Tailor your message to the situation. For a veteran use, "As an experienced club member, your value to the association is very high. Will you ...?" For a rookie use "We need people with new ideas in our club. No experience is necessary, just your enthusiasm, energy and commitment. Will you ...?"

HOW TO KEEP VOLUNTEERS

Simply gaining the commitment of volunteers is not enough. The objective should be to keep them active and interested. The leader in charge of the committee or task is key in keeping everybody happy and productive. This person should:

- Develop timetables and set priorities.
- Use a planning calendar and keep records.
- Understand the need for good planning, good organization, and the importance of saying "Thank you!"
- Be willing to delegate and make use of talent.
- Be a prodder and get the job done.

The President of the club must provide constant reinforcement to the volunteer, frequently emphasizing the importance of the job. He/she should meet deadlines, set deadlines, thank the volunteer for taking the job, and thank him/her for a job well done both in person and through the club publications, banquet, newspaper, etc..

WHEN IT COMES TO VOLUNTEERS – ALWAYS REMEMBER!

DO:

- Consider why people volunteer
- Preplan your program
- Use various techniques to ID volunteers
- Use other people to help actually recruit the volunteers
- Generate ways/incentives to reward volunteers
- Say "Thank you."

DON'T

- Believe volunteers will call you first
- Use mailboxes to recruit
- Start before pre-planning is complete

USA Wrestling was built by volunteers dedicated to improving amateur wrestling in this country. All of us benefit from high involvement levels and members who are motivated to achieve club goals. Remember that involvement brings ownership and success. It breeds new leaders and increases participation.

COMMUNICATION AND WORKING WITH THE VOLUNTEER

Communication is a key factor in dealing with people. By keeping everyone well informed, your program will function more efficiently. Volunteers should participate in club and local wrestling committee meetings to stay informed.

THE FOLLOWING ITEMS ARE EFFECTIVE TOOLS FOR COMMUNICATION:

- E-mail Lists
- Team Newsletters
- General Team Meetings
- Facebook
- Phone Trees
- Volunteer Bulletin Board
- Twitter
- Team Handbook
- A Team “Mom” or “Dad”
- YouTube Channel
- Meeting Minutes
- Practice Sessions
- Parent Open Houses
- Volunteer Job Descriptions

EXAMPLES OF APPRECIATION AWARDS:

- Gift Certificate
- T-shirt
- Coffee Mug
- Framed Certificate of Appreciation
- Plaque
- Trophy

PARENT ORIENTATION MEETING

WHEN:

Schedule the meeting as early in the season as possible. The meeting may be held before the first practice if most of the members of the club have been identified. Invite all the parents to attend by phone or personal letter. Do not send this invitation home with the wrestlers.

TIME:

Two hours or less will be needed. Select a time when most parents can attend, usually in the evening on a weekday.

WHERE:

Select a location easily accessible for the parents. If you can, the practice site is best.

THE PROGRAM:

Coaches Introduction (5 minutes). This is done by the President or if your club is run by the head coach, by the coach. Introduce all assistant coaches, introduce any assistants, and give all of the qualifications of the staff. Give some personal background including why you are coaching, your wrestling experience, and what the coaches do for a living.

THE PHILOSOPHY:

Next, a brief (10 minutes) discussion by the coaches on the club philosophy of coaching will be helpful. Points to be considered are: The value and benefits of wrestling as a sport. The methods you use to teach skills. A description of a typical practice will help demonstrate this. The emphasis that is given to winning, having fun, and the development of youngsters physically and psychologically. What you expect of each child. This is the time to introduce and explain your team expectations (rules) Be sure to allow time for questions.

RISK OF INJURY:

Wrestling is a contact sport and injuries can occur. Fortunately, most wrestling injuries are minor, consisting of sprains and strains. Wrestling has fewer serious injuries than football, basketball, cheerleading, or ice hockey. There is less chance of getting seriously hurt when wrestling than when riding in a car, skateboarding, or riding a dirt bike.

HOW ARE INJURIES CARED FOR?

You need to explain to the parents your plan for evaluating taking care of injuries at practice and competition. Procedures for clearing the wrestler to return to practice and competition should be outlined at this time.

CUTTING WEIGHT:

You should be prepared to discuss the entire issue of weight control at this time. Have your policies thought out in advance. You may also want to discuss other nutrition topics affecting weight control. Discussions of what to eat and when to eat, sports drinks, and the pitfalls of junk food could be held at this time.

LEVELS OF COMPETITION:

An explanation of how tournaments are set up, age divisions, weight classes and the state series are determined.

PRACTICE ATTENDANCE:

Should parents attend practice is a common question. Consider the space available in the practice room and whether parents can be accommodated. If the child is anxious when the parents attend, it may be wise for them not to be there.

MEET CONDUCT:

This question opens up the issue of parental behavior during competitive meets. It is suggested that you develop guidelines for parents. A recommended parents' code of conduct that emphasizes sportsmanship and letting the coaches coach is desirable. Positive comments and treatment of officials should be mentioned.

WRESTLING DEMONSTRATION:

Many parents in your youth wrestling program will know little about amateur wrestling. In order for parents to understand and appreciate the sport, a demonstration (10-15 minutes) of a match will be helpful and appreciated. In demonstrating a match, have a script and cover common scoring maneuvers and situations. Also explain match procedures and team scoring. This can be pre-recorded and shown via DVD.

It is an opportune time at the beginning of the demonstration to discuss the equipment needed for the sport. Emphasis should be given to safety when discussing equipment and the rules of wrestling. Be sure to mention that the official's first duty is to protect the wrestlers.

QUESTIONS AND ANSWER PERIOD – QUESTIONS TO ANTICIPATE:

- How often is practice?
 - How do you decide who wrestles?
 - How long is the season?
 - What about medical insurance?
 - How does the team travel?
 - How many meets are there?
 - Costs – and for what?
 - What equipment do we need?
 - Where do we buy equipment?
-

ADOPT-A-PARENT PROGRAM:

To help new parents get involved, assign a veteran parent to help each of the new parents. It is their job to call the new parent and remind them of meetings and upcoming events. The veteran parent will meet the new parent at events, sit with them during the meet, and answer questions.

COMMITTEE SIGN-UP:

Present your club organization and committee functions. Encourage all parents to sign up for a committee. Your Adopt-A-Parent can really help steer a new parent to the right committee.

GUIDELINES FOR PARENTS

- Do not impose your ambitions on your child.
- Remember that wrestling is your child's activity. Improvements and progress occur at different rates for each individual.
- Don't judge your child's progress based on the performance of other athletes and don't push them based on what you think they should be doing.
- Be supportive no matter what.
- There is only one question to ask your child: "Did you have fun"? If meets and practices are not fun, your child should not be forced to participate.
- Do not criticize the officials.
- You have taken your child to a professional coach; do not undermine that coach by trying to coach your child on the side. Your job is to support, love, and hug your child no matter what. The coach's job is to develop your child as an athlete. You should not offer advice on technique or mat strategy – it is not your responsibility. This will only serve to confuse your child and prevent that wrestler-coach bond from forming.
- Get Involved! Your club needs your help and support. Attend club meetings to find out how you can help.
- Have positive things to say at a wrestling meet.
- Acknowledge your child's fears.
- Do not expect your child to be an Olympian.
- Wrestling is much more than the Olympics. Learn to appreciate all that wrestling can contribute to your child's development.

INFORMATION ON VOLUNTEER BACKGROUND SCREENING

USA Wrestling, in its efforts to assist clubs with risk management and to provide services that are beneficial to its membership, is encouraging clubs to conduct background checks on their coaches. It has been determined that youth programs that conduct background checks on their coaches have shown an increase in participation. These background checks also provide an environment where parents of children can feel good about allowing their child to participate in out of home activities.

For those clubs that wish to conduct background checks, USA Wrestling suggests the services offered by TC logiQ as an option. Of course, there are many other companies that also provide background check services and USA Wrestling encourages you to price and compare. For those that wish to use TC logiQ for the services provided information has been provided below. It should be noted that any and all background check information and investigation procedures are the responsibility of the club and USA Wrestling, Inc. takes no responsibility for any the information provided and/or the policies adopted by the clubs or state associations using such services.

TC logiQ will provide each state with a special Internet site that allows members to search a national database of more than 160 million criminal records – instantly. This site provides searches of criminal records from 44 statewide databases and the District of Columbia, including Sex Offender Registries. USA Wrestling supports members to utilize the Safety 1st service. This screening will include a national criminal search, social security number trace and Sex Offender Registry as a package. Safety 1st encompasses all of the tools necessary to make an accurate assessment of a volunteer. Safety 1st may also uncover violent criminals and sex offenders who could pose potential danger to USA Wrestling members and associates.

REASONS FOR CONDUCTING SCREENING:

- Implementation of background screening in youth programs has been shown to increase numbers.
- TC logiQ has made it affordable for all Clubs to implement and it's easy to do. One search takes about 40 seconds. (Depending on how fast you type).
- Background Screening can make your club's insurance liability and premiums decrease.
- Most importantly, this will help protect our children from sexual predators and preserve our sport.

To register or find out more information, go to www.tcllogiq.com and click on Welcome USA Wrestling. Then click FAQ or call (719) 210-9360. You may also use the registration link located on www.tcllogiq.com under the membership services link, from there click on Background Screening Service. After registering, you will receive an e-mail with your login ID, password, and instructions on how to get started. Conducting screening requires the use of the Wrestling club's login ID and password, which is only available from TC logiQ's online registration. For more information call (719) 210-9360 or visit us on the web at <http://www.tcllogiq.com> under Frequently Asked Questions for wrestling club registration.

The Volunteer Disclosure Statement form can be found in Appendix 1 at the end of this guide.

UNITED STATES WRESTLING OFFICIALS ASSOCIATION LETTER

(Revised: September 2013)

To: USA Wrestling Club Directors
From: Rick Tucci, USWOA President
Re: 2014-2015 USWOA Membership

USWOA membership must be purchased through USA Wrestling's membership system at www.usawmembership.com. Instructions for completing membership are listed below. Please have all pairing and mat officials register as early in the year as possible. Background checks are required before membership can be purchased. The 2014-2015 membership is valid from September 1, 2014 to August 31, 2015.

Rule Books, which are also available on USA Wrestling's app and online, will be ready for distribution early next year. Officials will not be added to the mailing list until their dues are paid for 2014-2015.

We look forward to seeing you on the mat!

2013-2014 MEMBERSHIP RENEWAL:

If you were previously a member of USA Wrestling, do not create a new record, as your profile will already be in the USA Wrestling membership site. Click on the "here" with "you do not remember your password" and it will be e-mailed to you in a matter of minutes. FILA dues and options will be on the "extras" page. FILA dues need to be paid by October 1st.

All members 18 and over must pass the mandatory background check. When doing the background check, you will need to register as a new account with TC Logic, as it is a separate company from USA Wrestling.

You will be mailed your stamp and control card when you have been cleared. If you have questions regarding any delay in receiving your clearance, please contact Marge Civil at (719) 598-8181 or by e-mail at mcivil@USAWrestling.org. You can also contact De Heyman, USWOA Administrative Assistant office at (813) 655-4136 or by e-mail at uswoaoffice@verizon.net if you have any questions or problems.

BUILDING CLUB IDENTITY

LOGOS AND BRANDING STRATEGIES

You are encouraged to develop an official logo for your club. Your logo should represent how you want your club to be viewed by the community and should reflect the mission and philosophy of the club. Having a standard logo that you use for all applications to represent and promote your club makes things easier and the consistency builds awareness of the club's identity in your community. You should use your club logo on stationery, staff shirts, warm-ups, singlets, and clothing.

If you would like assistance in developing your club logo and other advertising or marketing items, you can contact Advantage Advertising in Colorado Springs, CO. Ad2 will provide design and printing services to USA Wrestling chartered clubs at discounted costs. Your contact at Ad2 is Michael Hinnant at (719) 331-1929 or by e-mail at your.adtwo@yahoo.com

Use of the USA Wrestling Logo is one means of gaining identity, but this use must be approved by the USA Wrestling National Office. USA Wrestling's red, white and blue USA map logo is a registered mark. Unauthorized use of the USA Wrestling Logo is prohibited.

The United States Olympic Committee also has the right to the use of the Olympic rings logo. No interlocking rings, of any color, may be used that resembles the five ring Olympic logo. Four and six rings in the same Olympic styles and the use of the word "Olympic" are also prohibited by law.

You are encouraged to get stationery and business cards for the program. Business cards printed with your officers' names and cards printed with blank lines for individuals allows you to provide cards for all who need them.

Remember—a consistent image is important in building and maintaining your club's brand.

UNIFORMS

Teams are not required to dress uniformly for competition, however, team uniforms and singlets go a long way to build team pride. Getting everybody in the same uniform helps in keeping participation levels high. It is also a recruiting tool. It is recommended that singlets conform to the current USA Wrestling National requirements of singlets being either predominantly blue, or predominantly red, and both colors should not be used together on any one singlet. Although these singlets do attract attention, in the international styles officials find it difficult to officiate when clubs use non-traditional colors.

HOLDING AN EFFECTIVE MEETING

Here are a few selected guidelines to follow when conducting a well-planned and prepared meeting.

The Meeting Notice:

- Time and date of the meeting
- The location of the meeting
- Who will attend
- Agenda outline of items to discuss

The Agenda:

- An integral part of any meeting
- Takes place before the talking begins
- Should always be sent out in advance
- Should state purpose and goals

It has been said that if people had to send out agendas it would help them decide whether a meeting should be called at all. An agenda will reduce the number of unnecessary meetings.

MECHANICS OF A MEETING

The seating arrangements are very important for the purpose of control, communication and cooperation. Use a wide centrally placed table and ensure that all persons have sight lines to the officers and each other.

The size of the meeting should be kept to a minimum. Far too often people are called to a meeting that does not require their presence.

The most effective meetings are those in which the discussion is confined to the issues and when all sides have been expressed a determination is made. The best determination is a consensus, not a vote.

OPENING A MEETING

- Start on time
- State the purpose of the meeting very clearly
- State the points positively and make them sound interesting
- Introduce attendees and guests if it is a large gathering

SAMPLE AGENDA FOR AN ANNUAL MEETING OF THE CLUB

- Roll call
- Approval of previous minutes
- Treasurer's report
- Report by the President
- Old business
- Report of Committees
- New business
- Set a date, place and time for the next meeting
- Adjournment

MEETING MINUTES

- Name of Organization, date, site, and type of meeting (general, executive committee)
- Attendance/absence list
- Review of prior minutes (approval of minutes)
- Record of action taken. This record should only cover what was discussed in a general way, the motion, motion maker, and seconder, and who voted which way. It is not recommended that who said what be recorded.

PARLIAMENTARY PROCEDURES FOR CLUB LEADERS

MEETING CALLED TO ORDER

The President calls the meeting to order and makes the opening remarks “the meeting will come to order.” (Opening remarks)

READING AND APPROVAL OF THE MINUTES

Secretary, seated near the President, stands to read the minutes or has copies for all attending.

CORRECTIONS TO MINUTES ARE REQUESTED

No motion is needed for the approval of minutes. “Are there any corrections to the minutes?” “If there are no (further) corrections, the minutes stand approved as read (or as corrected).”

REPORT OF THE OFFICERS

No motion is needed for the adoption of the Treasurer’s Report unless report is audited. “We will have the Treasurer’s Report (name).” Are there questions or observations? If not the Treasurer’s Report will be filed.

REPORT OF THE COMMITTEES

Committee Chairpersons who are to report should be seated up front. No motion is needed for adoption of committee reports unless recommendation for club action is made. “We will have the report of the (name of) Committee, Chairperson (name).” “Are there any questions or discussion in regard to this Committee Report? If not the report will be filed.” Appreciation expressed to the committee.

OLD BUSINESS

Is there any old business? If nothing from a previous meeting has been held over to this meeting, move to New Business.

NEW BUSINESS

“Is there new business from the floor?” Motions are only needed when action of the club is required.

ADJOURNMENT

“Is there a motion to adjourn the meeting?” A second and a simple majority are required.

SEASON CHECKLIST

Due to the variety of seasons, this checklist is set up to accommodate all clubs and schedules. Your club's season may be shorter than the following outline, but many of these checklist items will still need to be performed. Please make adjustments according to your club's situation. These are only guidelines—not rules in any way.

Summer

- _____ Hold Club Officers Meeting
- _____ Update mailing list
- _____ Check on Tax Status and “Official papers”
- _____ Hold and participate in Freestyle and Greco-Roman
- _____ Prepare Newsletter – printing, editor, issue deadlines
- _____ Design Logo for club, stationery, and uniforms
- _____ Check on required equipment
- _____ Review and Audit finances
- _____ Host summer camps and clinics
- _____ Explore possible fundraisers

Month #1

- _____ Find more coaches
- _____ Obtain your USA Wrestling Club registration materials
- _____ Check on facilities – reserve sites, cost, contacts, and timeliness
- _____ Check on and inventory equipment
- _____ Ask for bids on new equipment
- _____ Prepare updated media contact list. Are there any new reporters?
- _____ Confer with and/or attend high school matches and coaches' meetings
- _____ Check on fundraising arrangements
- _____ Prepare parents'/members' handbook

Month #2

- _____ Send out coaches' information letter
- _____ Start recruiting members
- _____ Contact all schools and practice sites
- _____ Arrange for preseason clinic
- _____ Prepare and send newsletter #1
- _____ Prepare for any tournament(s) you are hosting
- _____ Check on and prepare athlete training kits and arrangements
- _____ Obtain competition/program member gift – bumper sticker, decal, pin, etc.
- _____ Check with all high school seniors on college application progress
- _____ Prepare and mail news releases and tryouts
- _____ Host parent informational/organizational meeting with coaches

Month #3

- _____ Prepare flyers for State Tournament Series
- _____ Register all coaches, adults (General Membership), Wrestlers
- _____ Prepare facilities and mats
- _____ Check for needed advanced entries, tournament contracts
- _____ Prepare and send out newsletter #2
- _____ Hold Parents meeting

Month #4

- _____ Check on all transportation arrangements
- _____ Check on arrangements for holiday tournaments
- _____ Send out Christmas cards
- _____ Prepare and send out newsletter #3

Month #5

- _____ Prepare and send out newsletter #4
- _____ Risk Management – Monitor Practice and Competitions for safety

Month #6

- _____ Prepare newsletter #5
- _____ Secure site and begin preparations for end of season ceremony

Month #7

- _____ Major Championships
- _____ Finalize plans for end of season ceremony

Month #8

- _____ End of season Ceremony
- _____ Archive records
- _____ Close administrative and financial records

RISK MANAGEMENT GUIDE

This guide is intended to provide club administrators with suggested considerations in organizing a club, for which USA Wrestling has issued a charter.

GENERAL LIABILITY CONSIDERATIONS

- A. Legal problems can be reduced if you follow the safety guidelines mentioned below. You and your coaching staff should never hesitate to WARN wrestlers of the hazards in wrestling and TEACH them the safest and only legal ways to wrestle. Many liability concerns are inherent in making sure to keep the things as safe as the sport allows. Make sure to inspect the practice room regularly for safety. You and your coaches should use non-physical forms of discipline. Don't take the chance of a possible injury during some form of physical punishment.
- B. Whenever the wrestlers are working out, supervise! If only one coach is present and they must leave the practice room, even to answer the phone, the kids must stop working out. You must be physically present when any athlete is active, for your own sake and that of your athletes. Keep a written record of all complaints, injuries and problems that occur in your program.
- C. When there is an injury at your practice site or competition and the injured wrestler needs to help pay for major medical bills not covered by insurance, the term negligence may arise. Was the person acting in a reasonable and prudent way? Could someone else in the same situation have foreseen the danger and prevented or limited the injury?
- D. Please consider the following discussion on negligence.
 1. Generally, the following four factors must be present before negligence is proven:
 - a. Duty – Was the defendant somehow responsible for the safety of the individual injured? A coach in the room, when a person is hurt cutting through the room, trips on a mat and hits his head, may owe no “duty” to the person. However, if the wrestler was under your care there may have been some negligence involved.
 - b. Breach of Duty – Was there a lapse in the standard of care a wrestler should have? Was the equipment not in good repair, not enough coaches, or a lapse in responsibility?
 - c. Proximate Cause – This means that the action of the defendant(s) was somehow related to the injury. If the coach had taped the mat, the accident would not have happened.
 - d. Actual Damage – If the wrestler who tripped on the loose mat was not injured, there is no grounds for a lawsuit.
 2. Four common defenses against a charge of negligence are:
 - a. Contributory Negligence – Was the wrestler responsible for the injury? In some cases if this is true even to a small degree, no damages may be assessed unless it is a minor.
 - b. Comparative Negligence – To what extent is the injured wrestler responsible for the injury? In some states if this is true to even a small degree, no damages may be assessed unless it is a minor.
 - c. Assumption of Risk – A mature wrestler should have realized that wrestling is hazardous. However, if the activity were somehow required, this assumption cannot be claimed.
 - d. Act of God – This means that a reasonable and sensible person could not have anticipated the danger.

THIS IS YOUR CLUB—IT IS NOT ORGANIZED, CONTROLLED OR CONDUCTED BY USA WRESTLING. THE ISSUANCE OF A CLUB CHARTER BY USA WRESTLING SERVES THE PRINCIPAL PURPOSE OF PROVING INSURANCE COVERAGE REFERRED TO IN THE CLUB CHARTER APPLICATION. By issuing a Club Charter, USA Wrestling neither accepts any responsibility,

Risk Management

nor undertakes any obligation or liabilities, for the organization, conduct, promotion, solicitation or registration of participants, the condition or adequacy of the practice facility, or any other arrangements for club practices or activities, including the conduct of event organizers, volunteers, coaches or officials, for all of which the Club will have sole responsibility and shall indemnify and hold harmless USA Wrestling and its members, directors, officers, employees, agents and affiliates against any and all liabilities, claims, demands and losses (including reasonable attorney's fees and costs).

These guidelines and considerations are recommendations only, and USA Wrestling is not responsible for the conduct of the event or failure to follow the recommendations.

These considerations and safety suggestions should also assist club administrators in providing a safe and enjoyable event.

If after reading through this guide you have any additional questions please feel free to contact Tony Black, USA Wrestling Director of State Services, at (719) 265-3665, or by e-mail tblack@usawrestling.org.

PRE-SEASON RISK MANAGEMENT CHECKLIST

- Have all required policies and regulations been updated for current conditions and reviewed with personnel?

- Have all contracts been reviewed by your legal counsel for approval?

- Have physical inspections of facilities and equipment been completed?

- Do you have a "Facility Walk-Through Sheet" completed & filed for each?

- Have you submitted your membership to your State Association?

- Have all required participant physicals been completed and Medical History Questionnaires been obtained and properly stored?

- Have waivers and parental permission forms been signed?

- Are they understandable (is English primary language of the family)?

- Are the waivers properly stored?

- Have athletes been instructed regarding potential risks and their consequences?

- Do they appear to understand? (Document)

- Have Sexual Abuse and Molestation manuals been distributed and discussed with volunteers, staff members, coaches, etc.?

- Do they understand? (Document)

- Are coaches/instructors properly certified and current in all requirements?

- Have coaching refreshers been conducted regarding proper technique and matching of athletes?

- Have volunteer training or refresher classes been conducted?

- Is proper supervision arranged for coaches/instructors new to your program?

- Are first aid kits stocked and available?

- Do coaches/instructors carry, or do first aid kits include emergency information reference cards?

- What is the medical response time?

- Minutes _____

- Is communication equipment (e.g., phones) available and in working order?

- Is there a readily available back-up?

- Are mats and equipment in good condition and up to standards?

- Have certificates of insurance been requested, if needed?

SIGNATURE: _____

DATE: _____

USA WRESTLING FORMS AND LISTS FOR CLUBS

ON THE FOLLOWING PAGES ARE SEVERAL IMPORTANT FORMS YOU WILL NEED TO OPERATE AND GROW YOUR PROGRAM WITH USA WRESTLING.

- Online application for Club Charter—located at www.USAWMembership.com
- Application to Add an Additional Insured—located at www.USAWMembership.com
- USA Gold Medal Club Application
- Volunteer Background Disclosure Statement
- USA Wrestling Sample Club Financial Report Form
- Club Self-Evaluation Checklist
- Example Club Bylaws



USA WRESTLING
2014-2015
GOLD MEDAL CLUB AWARD
APPLICATION



CLUB NAME: _____ STATE: _____

ADDRESS: _____

_____ City _____ State _____ Zip

CLUB PRESIDENT: _____ PHONE: _____

___ **Training:** The club has one coach who has achieved Bronze Level or above certification. Coach(es) name: _____

___ **Organization:** Club has a constitution and bylaws with a minimum of a four person Board of directors.

___ **Age Groups:** Club offers programs for at least three USA Wrestling Age Groups.

Circle: Midget Novice Schoolboy Cadet Junior Senior Master

___ **Events:** Club competes in at least three USA Wrestling Sanctioned Events.

Events - 1. _____ 2. _____ 3. _____

___ **Membership:** As of this date our USA Wrestling membership has increased by _____ members from the previous year.

___ **State Deadlines:** Deadlines met on Club Charter and membership.

___ **State Association:** Annual membership meeting was attended by at least one club director.

___ **Officials:** Club has at least one USWOA registered official.

I certify that the information on this application is accurate to the best of my knowledge.

Club President: _____ Date : _____

 Signature

**Return this form to: USA Wrestling c/o Marge Civil, 6155 Lehman Drive,
 Colorado Springs, CO 80918 by September 13, 2014 for the 2014-2015 Season.**

Volunteer Disclosure Statement

(please print clearly)

First Name and Initial	Last Name	SSN
Address	City/State	Zip Code
Home Phone	Business Phone	Date of Birth
Drivers License No	State	License Expiration

1. Background in work with youth: _____

2. Experience in wrestling: _____

3. Previous residence(s) (for last two years): _____

4. Have you ever been accused or convicted of a crime of violence, sexual misconduct, or a felony?
If yes, please explain: (Use additional paper if necessary) YES NO

I understand that:

- a. USA Wrestling may deny participation in any USA Wrestling activity to any person who has been convicted of a felony, crime of violence, sexual misconduct or a crime against a person.
- b. In applying or volunteering for any USA Wrestling position, the information which I have furnished on this form is subject to verification, which may include a criminal history check.
- c. I certify that all information given by me in this volunteer disclosure statement is true and correct to the best of my knowledge.

Signature _____ Printed Name _____ Date _____

This form may be used by TC logiQ or other background screening companies of your choice.

SAMPLE CLUB FINANCIAL REPORT

	Last Year 20____ Budget \$	Last Year 20____ Actual \$	This Year 20____ Budget \$
TEAM			
Uniforms	_____	_____	_____
Transportation	_____	_____	_____
Entry Fees	_____	_____	_____
Food [at tournaments]	_____	_____	_____
Other: _____	_____	_____	_____
Total Team:			
ADMINISTRATION			
Postage	_____	_____	_____
Phone	_____	_____	_____
Mailing	_____	_____	_____
Club Meetings	_____	_____	_____
Other: _____	_____	_____	_____
Total Administration:			
COACHES			
Salary	_____	_____	_____
Expenses	_____	_____	_____
Travel	_____	_____	_____
Lodging	_____	_____	_____
Food	_____	_____	_____
Other: _____	_____	_____	_____
Total Coaches:			
CAMPS / CLINICS			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total Camps/Clinics:			
OTHER			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total Other:			
TOTAL EXPENDITURES:	_____	_____	_____
REVENUE OVER/UNDER EXPENSES	=====	=====	=====

USA WRESTLING CLUB CHECKLIST

Legal and Business Structure

- _____ Charter and bylaws on file and up to date
- _____ Legal/business entity paperwork current
- _____ Tax status documents/filings current
- _____ Legal contracts reviewed and current (leases, employment, membership, etc).

Club Organization

- _____ Organizational mission statement defined in written form
- _____ Short and long term goals/objectives defined and written down
- _____ Management/decision making structure defined and communicated
- _____ Volunteers recruited (team moms, asst. coaches, drivers, etc.)
- _____ Club code of conduct developed for coaches, parents, and wrestlers
- _____ Program structure defined (practice and competition schedules)

Club Finances and Budgeting

- _____ Financial statements/reporting current
- _____ Tax returns filed (if applicable)
- _____ Non USA Wrestling insurance policies current (personal property, D&O, auto, etc.)
- _____ Organizational fees paid (club charter, coach & official memberships)
- _____ Payroll taxes current (only applicable with paid employees)
- _____ Facility secured, lease signed (if applicable), and costs defined
- _____ Fee structure determined
- _____ Fundraising programs in place

Team Administration

Club communication

- _____ Electronic Newsletter
- _____ Handbook
- _____ Website, Twitter, Facebook, Text message lists, e-mail lists, YouTube videos
- _____ Club leadership meeting times determined
- _____ Club calendar posted in facility and online
- _____ Check on and prepare athlete training kits and arrangements

Educational and orientation program for:

- _____ Athletes
- _____ Parents
- _____ Coaches (NCEP certifications, CPR, First Aid, concussion awareness, etc.)
- _____ Officials (Officiating clinics, developmental opportunities)

Team records and stats posted for:

- _____ Performance (pins, take downs, wins, etc.)
- _____ Attendance
- _____ Check for needed advanced entries, tournament contracts

External communications, public relations, and promotion:

- _____ Media contacts list maintained and updated
- _____ Club communications director appointed
- _____ Press releases, stats, and pictures sent to media after every meet
- _____ Club flyer printed and distributed

Medical, Safety, and Risk Management

- _____ First aid kit in practice facility
- _____ First-aid and CPR training for coaches
- _____ Risk management checklist completed
- _____ Wrestlers educated to protect partners and those around them while wrestling
- _____ Mat cleaning supplies on hand and mats cleaned between all practices
- _____ Wall padding and safety zones in place

Technical Curriculum (see [USA Wrestling's Core Curriculum Series online](#))

- _____ Stance and motion
- _____ Offensive set-ups, penetration, and finishes
- _____ Defense and counter-offense
- _____ Referee's position explained
- _____ Stand-ups and reversals
- _____ Tilts, turns, and pinners

Team Building Activities

- _____ Socials for parents
- _____ Non-wrestling team activities
- _____ Side trips and fun activities when traveling to tournaments

Wrestler and Volunteer Recognition

- _____ End of season Ceremony/Banquet
- _____ Wrestler of the week/month
- _____ Most improved
- _____ Performance awards
- _____ Volunteer recognition and awards

Raising the Profile of Your Club

- _____ Team Brochure
- _____ Volunteer opportunities
- _____ Booths at fairs
- _____ Posters in schools
- _____ March in parades

Appendix 2: Recommended Resources

RESOURCES TO ASSIST YOU IN BUILDING YOUR PROGRAM

USA WRESTLING CURRENT RULE BOOK WITH PAIRING GUIDE

This critical guide is available anytime for download by visiting: www.TheMat.com/forms/Rulebook.pdf

The USA Wrestling Rule Book & Guide to Wrestling features several vital resources including:

- Official Rules of FILA
- USA Modifications to Rules
- Wrestling Glossary
- A Guide to Pairing
- Tournament Operations

ORGANIZING SUCCESSFUL TOURNAMENTS BY JOHN BYL

This critically and administrator acclaimed book is renowned for its thorough explanations of tournament planning and features a collection of schedules and brackets that can be easily tailored to your events.

Whether you are running a three-team league, a huge tournament, or anything in between, the most competitive and fair schedule or bracket is at your fingertips in this comprehensive package.

Every major type of competition is thoroughly explained to help you determine the type that best suits your needs. You'll also find information on assigning seeds, awarding byes, and establishing proper tie-breaking procedures.

This excellent resource is available for less than \$25 on Amazon.com or from several sources.

EXAMPLE USA WRESTLING CLUB CONSTITUTION AND BY-LAWS

ARTICLE I: NAME

Section 1 - The organization shall be known as (Full Name of Club) located in the city of (Location of Club) in the State of (State Name).

ARTICLE II: PURPOSE, MISSION AND OBJECTIVES

Section 1 - To promote interest in the sport of wrestling among parents and the youth of (Local Region you Service).

Section 2 - To supervise, sponsor and financially assist a disciplined and competitive program of wrestling.

Section 3 - To develop in members, the ideals of good sportsmanship, honesty and respect for authority.

Section 4 - To stress the concept of parents and children working and playing together in all club activities so that the family may be strengthened in the process.

ARTICLE III: MEMBERSHIP

Section 1 - A youth desiring active membership will be registered at the first club activity that he/she attends and reviewed at the next meeting of the club officers.

Section 2 - If one or more youths in a family are members, the adults in that family are considered members of the club and shall have voting privileges in the club (Alternate – members must be registered at a general meeting of the club annually.)

Section 3 - Membership period shall be from September 1 through August 31.

ARTICLE IV: OFFICERS

The officers shall be voting members of the club in good standing and shall be the governing body of the club.

Section 1 - The officers shall be: President, Vice President, Secretary and Treasurer. (This represents a minimum number of officers. Others might include head coach, kids director, officials director.)

Section 2 - Officers shall be elected annually by the voting members at the (September) meeting. The President and Treasurer will be elected for two years and the Vice President and Secretary for one year.

Section 3 - Term of office shall be two (2) years with the elections of the President and Treasurer; Vice President and Secretary staggered yearly.

Section 4 - Officers shall hold office until: (a) the successor is duly elected, (b) death or disability, (c) resignation or (d) removed from office by a $\frac{2}{3}$ majority of all voting members.

Section 5 - A vacancy for any reason shall be filled by appointment of the remaining officers until the next general (September) meeting.

ARTICLE V DUTIES OF OFFICERS

Section 1 - The President shall supervise all the business affairs and enforce all of the rules of the club. He/she shall preside at all business meetings and assure that an orderly and complete meeting is conducted. The President may be a signer on all checks issued on behalf of the club.

Section 2 - The Vice President shall assist the President in the performance of his duties. In the absence of the President, the Vice President shall perform the duties of the President. The Vice President shall also perform other duties as assigned by the President. The Vice President may be a signer on all checks issued on behalf of the club.

Section 3 - Secretary – Records the minutes of all meetings and prepares a copy of such minutes for the permanent record before the next meeting or club publication. The Secretary is responsible for membership lists, updating records, and correspondence of the club.

Section 4 - Treasurer – Maintains the financial records of the club and prepare checks as directed by the board or President. The Treasurer shall make deposits and give a current financial report at each meeting. The Treasurer should be a signer on all checks issued on behalf of the club.

Section 5 - The Board of Directors shall consist of the Officers of the Organization, the head coach and three members elected at large.

ARTICLE VI: MEETINGS

Section 1 - The club shall meet (Monthly/Biweekly) as necessary to conduct the orderly business of the club.

Section 2 - Upon notification by the President, the Secretary shall notify all members by phone or mail of the time and the place of all meetings other than those regularly scheduled.

Section 3 - All meetings shall be run in an orderly manner. No member may have the floor for discussion unless recognized by the Chairperson. Roberts Rules of Order should be followed as close as possible.

Section 4 - Note: As a non-profit organization your meetings are subject to the “Open Meetings Act” of your state. Please check your state laws before closing any meetings.

ARTICLE VII: QUORUM

Section 1 - A quorum shall consist of 50% of the members present to conduct ordinary business. A $\frac{2}{3}$ majority vote is necessary to amend, add, or replace any article in these.

ARTICLE VIII: ELECTIONS

Section 1 - Elections for new officers will be held in (Month) of every year.

Section 2 - A nominating committee, appointed by the President, shall meet prior to the election meeting to prepare a slate of candidates for offices. Nominations will also be taken from the floor by any voting members present. All nominees must be present for nomination.

Section 3 - An election will be held for each contested office with the President and Secretary responsible for the counting of the votes.

Appendix 2: Recommended Resources

ARTICLE IX: FINANCES

Section 1 - Contracts – Only the Board of Directors may authorize contracts on the part of the organization.

Section 2 - Loans – No loans may be contracted on behalf of the Club and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Officers. Such authority may be general or confined to specific instances.

Section 3 - Checks – All checks will be signed by the Treasurer, President, and/or Vice President. All checks over \$300 require two signatures.

Section 4 - Deposits – All funds of the Club not otherwise employed for its purpose shall be deposited from time to time to the credit of the Club in such banks or other depositories as the Board of Directors may select.

Section 5 - Financial Audit – The Board of Directors will appoint a qualified member or agent to conduct an annual audit of the income and expenses of the organization.

ARTICLE X: DISCIPLINE

Section 1 - Method of Procedure: Any member or members having a complaint against another member for the infraction of any provision of these Bylaws or club rules, as for conduct injurious to the welfare of the Club, may report the same in writing to the Board of Directors. Such complaint shall set forth the facts of the case, together with the names of the witnesses, if any. After receiving such complaint, a meeting of the Board of Directors shall be held as soon as practicable to investigate it. The complainant or complainants, and the member complained of, shall receive at least seven (7) days' notice, of such meeting, and may be heard with their witnesses. The statements and evidence shall be reduced to writing and filed with the Secretary, and they shall mail copies thereof to the complainant or complainants, and to the member complained of. An appeal from the decision of the Board of Directors may be taken to the Club general membership within seven (7) days thereafter, by serving upon the Secretary a written notice of such appeal. A special meeting shall thereupon be called for the consideration of the case, and a $\frac{2}{3}$ vote shall be necessary to reverse the decision of the board of Directors.

(Your Club Name) MISSION STATEMENT

To promote interest in the sport of wrestling among parents and the youth of (Your Local Region) and to supervise, sponsor and financially assist a disciplined and competitive program of wrestling. We will endeavor to develop in the members the ideals of good sportsmanship, honesty and respect for authority and to stress the concept of parents and children working and playing together in all club activities so that the family will be strengthened in the process.

Signed: _____ Date: _____
Position

Signed: _____ Date: _____
Position

Signed: _____ Date: _____
Position