



# PREPARING FOR MAT CLASSIC

## A PRIMER FOR ATHLETIC DIRECTORS

Every year the Mat Classic staff receives calls from Athletic Directors experiencing a crisis. Some are first year ADs, some are ADs told by their coach that “we probably won’t qualify anyone,” and others are busy people that may inadvertently miss an email or deadline. This document is intended to provide a simple explanation of the things you need to know in order to prepare efficiently for Mat Classic and avoid any last-minute crisis. New ADs can learn from the list and experienced ADs can use it to refresh their memories in order to not miss the details.

- | <b><u>TO DO</u></b>  |
|--|
| <input type="checkbox"/> Maintain “My WIAA”                |
| <input type="checkbox"/> Make motel reservations           |
| <input type="checkbox"/> Read the school letter            |
| <input type="checkbox"/> Use regionals to ensure accuracy  |
| <input type="checkbox"/> Help your coach attend to details |
| <input type="checkbox"/> Communicate with parents          |
| <input type="checkbox"/> Finalize details after regionals  |
| <input type="checkbox"/> Team registration at the dome     |

**MAINTAIN “MY WIAA”** You will be ahead of the game if you update all of your school information under “My WIAA” on the WIAA website. You can create a profile, submit scholastic awards, register for clinics, and do many other tasks on the website. In early February you will receive an email reminding you to complete the “Verify My Pass Gate” section by a certain deadline. You will find it under “My Tasks” in the left menu. Make sure that you designate “wrestling” in the drop-down menu at the top under “Sport and Year.” On the form you will list all coaches, school board members, administrators and supervisors for Mat Classic. These are the people that will be authorized to receive the passes outlined in the Bound for State Wrestling Regulations. Refer to that Wrestling Regulations for information on the types and number of passes for each category of personnel.

**MAKE MOTEL RESERVATIONS** – One of the most critical rules of being a successful Athletic Director is to prepare ahead in order to avoid a crisis later. Make motel reservations in the summer or early fall. Remember that there are 1280 wrestlers, alternates, cheerleaders, coaches and fans as well as numerous workers involved in the event. Many will be using local motels. Consider male wrestlers, female wrestlers, coaches, cheerleaders, bus drivers, supervisors and the other personnel you may be sending to Tacoma. Remember that you can always cancel rooms that you do not need but may have a huge problem finding rooms at the last minute. If you do have a room crisis, the first thing to do is call other schools in your league or conference to see if they are releasing any rooms.

**READ THE BOUND FOR STATE REGULATION** – In January you and your coach should read the Bound for State Regulation on the WIAA wrestling website. Athletic Directors receive an overwhelming number of email documents from numerous sources. You will be ahead of the game if you review the regulations and then meet with your wrestling coach to discuss its contents. Make sure you are both on the same page regarding arrangements.

**USE REGIONALS TO ENSURE ACCURACY** – You can take care of numerous essentials by making sure that Mat Classic expectations are completed for the regional tournament. Remember that, unlike league and sub-regional tournaments, the regional tournaments are an official part of the WIAA Mat Classic series. Regional results are electronically transferred 1 of 3 to the WIAA office on Seeding Sunday. Athletic Directors and coaches are often criticized by parents when the

name of their son or daughter is misspelled in the program or on the brackets. **It is the responsibility of the coach to make sure that names are correctly spelled and accurate grades are recorded at the regional.** It is also the responsibility of the coach to carefully check the list of returning state placers for accuracy. This is important for the bracketing and seeding process on Seeding Sunday.

**HELP YOUR COACH ATTEND TO DETAILS** – Coaches are often caught up in the intensity of the tournament series. Remind them to check name spellings, grades in school, and any name changes that may impact bracketing. Also remind them to make sure all wrestlers have photo ID for regionals and Mat Classic. They will not be accepted at weigh-ins without a proper ID.

**COMMUNICATE WITH PARENTS** – There are a couple of key things to communicate to parents prior to regionals, especially those that may attend Mat Classic for the first time. Make sure that parents and fans know that they can purchase Mat Classic tickets at the regional sites. That will save them the experience of standing in lines at the Tacoma Dome and possibly missing the first matches. They also need to know that parking at the Tacoma Dome is at a premium so any carpooling possible will be to their advantage. Parents can, in addition, help to make sure that their child's name is spelled correctly on the regional brackets so that the electronically transferred results will be correct for the Mat Classic brackets and program.

**FINALIZE DETAILS AFTER REGIONALS** – When you know the number of Mat Classic qualifiers you can finalize the following details:

1. **Confirm motel reservations** and release rooms if possible.
2. **Finalize transportation arrangements.** Parking at the Tacoma Dome is limited, so schedule as few vehicles as possible. Teams receive one or two parking passes depending upon the number of qualifiers (1 pass for 16 contestants, 2 passes for 7 or more). Alternates, cheerleaders and coaches are not included in that count. The best option is to send a bus if you have a large group. Additional parking passes are not available. Refer to the Mat Classic School Letter for more details.
3. **Identify your coaches.** You should have already completed the “My Pass Gate” for on the WIAA website. The number of coaches receiving initial passes is determined by the number of qualifiers (2 passes for 13 qualifiers, 3 passes for 69 qualifiers, and 4 passes for 10 or more). If you have an official girls’ team, they qualify for coaches and parking passes on their own. If you have girls, but not an official team, they will be included in the number of qualifiers along with your boys. You will be billed \$32 for any coaches you list on the “My Pass Gate” form beyond the allotted number. It is also a good idea to remind all coaches that they are in an official supervisory position for the entire trip. Some schools in the past have had to deal with negative situations when some coaches “go out” on Thursday and/or Friday nights rather than attending to their contractual supervisory duties.
4. **Prepare student press letters.** Students and/or adults representing school newspapers and/or yearbooks will receive a non-floor pass into the Tacoma Dome upon presentation of a letter, on school letterhead and signed by you or the principal, at the pass gate. These students or adults are NOT allowed on the floor or into the media room. They must take photos and prepare stories in the spectator stands.
5. **Finalize Cheerleader Arrangements** – If you are sending cheerleaders remember that there is a limit of 2 of 3 eight from a school and only four can cheer for a match up until the finals. Cheerleaders are admitted at the pass gate if in uniform and accompanied by their supervisor. There are no additional parking passes for cheerleaders. Refer to the Mat Classic School Letter for more details.

**TEAM REGISTRATION AT THE DOME** – On Thursday from 3:00 to 5:30 p.m. all teams will pick up their registration packets at the stage for their respective classifications. So that you are aware, the following items will be given to coaches at that time:

1. A list of qualifiers and alternate that the coach will sign after an additional check of name spellings and year in school.
2. Coaching passes and the list of the coaches that you entered in to “My Pass Gate.” Coaches will sign the list indicating that they received the designated number of coaching passes and the school is willing to be billed \$25 for each additional coach.
3. One or two parking passes, depending upon the number of qualifiers.
4. Contestant passes for all qualifiers and non-floor entry passes for alternates.
5. A non-floor entry pass for a manager or statistician.