

**Columbus Wrestling Tournament (2019)
Guide for Volunteer Positions**

WELCOME

The Columbus Wrestling Tournament is our main fundraiser each year for both the Columbus Wrestling Organization youth wrestling program and the Columbus High School wrestling program. This tournament is run successfully with an ALL HANDS ON DECK philosophy! It requires over 135 volunteers to make this tournament a success.

We would like each of our parents to please select your choice for volunteering prior to the deadline for preferential positions as indicated below:

Preferred Volunteer Positions Deadline		
Year	Tournament Date	Preferred Deadline (1 week prior to tournament)
2019	Sunday, February 24 th , 2019	Sunday, February 17 th , 2019 at 6 p.m.

If a member of your family does not sign up for a position, the tournament director will review where help is still needed and randomly assign someone from your family to an open position. For all positions, we will train you on everything you need to know to do the job well!

For those parents who are new to the sport of wrestling, have never worked at a wrestling tournament or those parents needing a refresher on what is expected for the tournament volunteer positions, below you will find a list of the volunteer positions along with an explanation of each along with times, expectations and any age limitations.

Any specific questions on positions should be directed to the following individuals:

Columbus Wrestling Tournament (2019)		
Position	Contact	Phone
Tournament Director:	Jay Zwingman	(402) 276-4450
Trackwrestling Co-Director:	Jason Hofer	(402) 649-6250
Trackwrestling Co-Director:	TBD	
Concessions Coordinator:	Amanda Delano	(402) 606-7845

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TOURNAMENT WORKER POSITIONS & DESCRIPTIONS

The following table is a summary of the volunteer worker positions which are needed to be filled to make the annual Columbus Wrestling Tournament a successful event.

Volunteer Position	# Needed	Shift Time & Day
Concessions Coordinators	2	Time(s): 7:30-9:00 PM [SATURDAY] Time(s): 6:30 AM -4:00 PM [SUNDAY]
Concessions Set-Up [SATURDAY]	6	Time(s): 7:30-9:00 PM [SATURDAY]
Concessions Workers (1st Shift)	8	Time(s): 6:30-11:30 AM [SUNDAY]
Concessions Workers (2nd Shift)	8	Time(s): 11:30 AM-3:30 PM [SUNDAY]
PICK UP MEDALS & TROPHIES (OMAHA)	1	Time(s): [SATURDAY DURING DAY]
ASSEMBLE TROPHIES	4	Time(s): 7:30-9:00 PM [SATURDAY]
Wrestler Check-Ins [SATURDAY]	4	Time(s): 5:30-8:30 PM [SATURDAY]
Wrestler Check-Ins	4	Time(s): 6:30-11:30 AM [SUNDAY]
Weigh-ins [SATURDAY]	4	Time(s): 5:30-8:30 PM [SATURDAY]
Weigh-ins	5	Time(s): 6:30-11:30 AM [SUNDAY]
Admissions (1st Shift)	4	Time(s): 6:30-9:30 AM [SUNDAY]
Admissions (2nd Shift)	2	Time(s): 9:30 AM - 1:00 PM [SUNDAY]
Bracket Hangers / Runners (MAIN GYM)	3	Time(s): 9 AM - 2 PM [SUNDAY]
Bracket Hangers / Runners (AUX GYM)	3	Time(s): 9 AM - 2 PM [SUNDAY]
AWARDS (Bracket Printing)	2	Time(s): 9 AM - 4 PM [SUNDAY]
AWARDS (Presentation)	5	Time(s): 9 AM - 4 PM [SUNDAY]
TABLE HELP (TRACKWRESTLING) - (PREK-4TH) (MAIN GYM)	10	Time(s): 9 AM - 4 PM [SUNDAY]
TABLE HELP (BRACKETS) - (PREK-4TH) (MAIN GYM)	10	Time(s): 9 AM - 4 PM [SUNDAY]
TABLE HELP (TAPPER) - (PREK-4TH) (MAIN GYM)	10	Time(s): 9 AM - 4 PM [SUNDAY]
TOURNAMENT ASSISTANTS - (PREK-4TH) (MAIN GYM)	2	Time(s): 9 AM - 4 PM [SUNDAY]
TABLE HELP (TRACKWRESTLING) - (5TH-8TH) (AUX GYM)	6	Time(s): 9 AM - 4 PM [SUNDAY]
TABLE HELP (BRACKETS) - (5TH-8TH) (AUX GYM)	6	Time(s): 9 AM - 4 PM [SUNDAY]
TABLE HELP (TAPPER) - (5TH-8TH) (AUX GYM)	6	Time(s): 9 AM - 4 PM [SUNDAY]
TOURNAMENT ASSISTANTS - (5TH-8TH) (AUX GYM)	2	Time(s): 9 AM - 4 PM [SUNDAY]
TEAR DOWN / CLEAN UP	10	Time(s): 3:30-4:30 PM [SUNDAY]
SET UP MATS/TABLES [SATURDAY] [PARENTS ONLY]	8	Time(s): 7:30-9:00 PM [SATURDAY]
SET UP MATS/TABLES [SATURDAY] [CHS WRESTLERS ONLY]	8	Time(s): 7:30-9:00 PM [SATURDAY]

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Each volunteer worker position is listed again below with a more detailed description of what is expected, times associated with the position, any restrictions such as age, and any training videos to help.

Concessions Coordinators (2)

Time(s): 7:30-9:00 PM [SATURDAY]

Time(s): 6:30 AM -4:00 PM [SUNDAY]

Main concessions coordinator will be responsible for working with local stores to order all the food and drinks to be sold during the tournament. Assistant concessions coordinator will be responsible for helping the Main coordinator as needed.

Starting money for this position will be supplied by the Tournament Director or someone designated by them.

Concessions Set-Up [SATURDAY] (6)

Time(s): 7:30-9:00 PM [SATURDAY]

Volunteers will help set up concessions area in the cafeteria including setting up tables, bringing in concession items from delivery vehicles, setting up concession items on tables, marking item prices, etc.

Concessions Workers (1st Shift) (8)

Time(s): 6:30-11:30 AM [SUNDAY]

Anyone who would like to serve customers in the concession stand can sign up here. Breakfast items, lunch items, snacks and drinks will be sold throughout the day. We ask that all volunteers be 14 years or older unless previously approved by Main Concession Coordinator.

Concessions Workers (2nd Shift) (8)

Time(s): 11:30 AM-3:30 PM [SUNDAY]

Anyone who would like to serve customers in the concession stand can sign up here. Breakfast items, lunch items, snacks and drinks will be sold throughout the day. We ask that all volunteers be 14 years or older unless previously approved by Main Concession Coordinator.

PICK UP MEDALS & TROPHIES (OMAHA) (1)

Time(s): [SATURDAY DURING DAY]

This position will be responsible for driving to Omaha to pick up the medals and trophy parts from Crown Trophy on Saturday during their business hours. They medals are due to be delivered on Friday to their location. (May be possible to pick up medals & trophies on late Friday night.)

We will reimburse mileage for the trip to Omaha and back.

ASSEMBLE TROPHIES (4)

Time(s): 7:30-9:00 PM [SATURDAY]

This position will be responsible helping to assemble trophies, if necessary. To save time and money from the trophy company, we may have to put together the first place trophies for the tournament.

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Wrestler Check-Ins [SATURDAY] (4)

Time(s): 5:30-8:30 PM [SATURDAY]

This position will be located at a table near the tournament building entrance. This position will be responsible for providing wrestlers their pre-registered weigh-in cards. Wrestlers will then be directed to the weigh-in locker room also located near the tournament entrance.

Wrestler Check-Ins (4)

Time(s): 6:30-11:30 AM [SUNDAY]

This position will be located at a table near the tournament building entrance. This position will be responsible for providing wrestlers their pre-registered weigh-in cards. Wrestlers will then be directed to the weigh-in locker room also located near the tournament entrance.

Weigh-ins [SATURDAY] (3+1)

Time(s): 5:30-8:30 PM [SATURDAY]

This is predominantly dads and assistant coaches. We will need one mom to be available to weigh in any girls who enter the tournament and request private weigh-ins.

Weigh-ins will take place in the "PE Locker Room" (Room ###) which is located near the front activities entrance of the high school.

Workers will make sure one or two scales are available in the locker room at the start of their shift. One worker will record weight, one worker will enter weights into Trackwrestling, one worker will perform skin and nail checks. A fourth worker may be available to assist wherever needed to make sure the weigh-ins are done as quickly as possible and avoid the locker room filling up with wrestlers and holding up the start of the tournament.

Weigh-ins (4+1)

Time(s): 6:30-11:30 AM [SUNDAY]

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Admissions (1st Shift) (4)

Time(s): 6:30-9:30 AM [SUNDAY]

This position will work the Admissions table collecting money from spectators for entry to the tournament. Prices for Admission are established as Adults – \$4, Students – \$2, Under 5 – Free.

Free admission will be granted to CHS and CWO parents, if and only if, their names are located on the volunteer list at the table. If parents do not sign up to help, they will be expected to pay admissions.

All wrestlers entered into the tournament will be granted free admission. All coaches will be required to pay admissions (this has become standard at most, if not all, youth wrestling tournaments).

Starting money for this position will be supplied by the Tournament Director or someone designated by them.

Admissions (2nd Shift) (2)

Time(s): 9:30 AM - 1:00 PM [SUNDAY]

This position will work the Admissions table collecting money from spectators for entry to the tournament. Prices for Admission are established as Adults – \$4, Students – \$2, Under 5 – Free.

Free admission will be granted to CHS and CWO parents, if and only if, their names are located on the volunteer list at the table. If parents do not sign up to help, they will be expected to pay admissions.

All wrestlers entered into the tournament will be granted free admission. All coaches will be required to pay admissions (this has become standard at most, if not all, youth wrestling tournaments).

Starting money for this position will be supplied by the Tournament Director or someone designated by them.

Bracket Hangers / Runners (MAIN GYM) (3)

Time(s): 9 AM - 2 PM [SUNDAY]

This position will report the Tournament Director of Trackwrestling (Coach Jason Hofer) to assist in the Tournament Bracketing Room (Room A117) located at the end of the southeast hallway. When tournament brackets are finalized, two copies of each bracket will be printed. One copy will need to be taped to the wall located in the hallway just south of the MAIN GYM (south gym) for the PreK-2 grade division and the 3rd-4th grade division. The other bracket will be inserted into designed numbered folders and taken to the assigned mat tables (Mat 1 – Mat 8) inside the MAIN GYM.

Bracket Hangers / Runners (AUX GYM) (3)

Time(s): 9 AM - 2 PM [SUNDAY]

This position will report the Tournament Director of Trackwrestling (Coach Jason Hofer) to assist in the Tournament Bracketing Room (Room A117) located at the end of the southeast hallway. When tournament brackets are finalized, two copies of each bracket will be printed. One copy will need to be taped to the south wall inside the AUX GYM (north gym) for the 5th-6th grade division and the 5th-6th grade division. The other bracket will be inserted into designed numbered folders and taken to the assigned mat tables (Mat 9 – Mat 12) inside the AUX GYM.

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AWARDS (Bracket Printing) (2)

Time(s): 9 AM - 4 PM [SUNDAY]

These positions are reserved for adults only. This position will be located in the Awards Presentation area of the tournament. This position will actively monitor the tournament brackets in Trackwrestling and when the bracket is reported as completed by Trackwrestling, they will print the bracket and have it available at the table to “check off” wrestlers as they pick up their trophies and medals. Computer and printer skills are preferred for this position.

AWARDS (Presentation) (5)

Time(s): 9 AM - 4 PM [SUNDAY]

Five junior high and high school aged kids are requested to fill these positions. This position will be located in the Awards Presentation area of the tournament. This position will help organize each bracket’s group of wrestlers as they report to the awards area and coordinate getting the place winners on the awards stand in the proper order and give them each the appropriate award (trophies or medals). Parents will be allowed to then take pictures of the place winners on the awards stand.

TABLE HELP (TRACKWRESTLING) - (PREK-4TH) (MAIN GYM) (10)

Time(s): 9 AM - 4 PM [SUNDAY]

This position is preferably an adult or high school aged student with knowledge of computers and knowledge of how wrestling is scored. This position will sign up for a specific Mat and will stay at that Mat for the entire day. This position will be responsible for running the Trackwrestling Matside Controller for all matches throughout the day. This position will verify the winner of each match by requiring the winning wrestler to come to the table and verify they were the winner.

Trackwrestling provides a great training video (see link below) which demonstrates the operation of the Matside Controller. Training Video Link: https://www.youtube.com/watch?v=-Ls_Y4IEoRc

TABLE HELP (BRACKETS) - (PREK-4TH) (MAIN GYM) (10)

Time(s): 9 AM - 4 PM [SUNDAY]

This position is for high school aged or older. This position will keep brackets updated by hand as matches complete. This is a “back up” for Trackwrestling brackets to assure the correct wrestlers are recorded as winners and losers. This person will be responsible for making sure the next two wrestlers are given colored leg bands and are on-deck and ready to go as soon as the match being wrestled in completed. This is critical to keeping our tournament running fast and on time. You will find yourself “yelling” out names of wrestlers to get them to the table and have them ready to step on the mat as soon as the previous match is completed.

This position will also be responsible for organizing the group of wrestlers who have completed their bracket and direct them to walk together back to the Awards Presentation area to receive their placement medals.

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TABLE HELP (TAPPER) - (PREK-4TH) (MAIN GYM) (10)

Time(s): 9 AM - 4 PM [SUNDAY]

This position is for 3rd grade or older. This position will be responsible for “tapping” the official at the end of each period as time expires. Each official will request to be “tapped” a specific way and will request the Tapper verbalize a countdown of time remaining. Tappers should ask their Mat official prior to the start of the matches how they want to be tapped and how they want the countdown verbalized.

Officials may at times rely on the Tapper to assist them in deciding if time ran out before a pin was called or scoring move was awarded.

TOURNAMENT ASSISTANTS - (PREK-4TH) (MAIN GYM) (3)

Time(s): 9 AM - 4 PM [SUNDAY]

This person will serve as a supervisor for the assigned mats. They will address issues as they arise and if they cannot resolve them, they will find the tournament director and/or the TrackWrestling director(s). We will be using a flag system to draw your attention to any mat having issues. Table operators will raise a colored flag depending on the issue, whether it be TrackWrestling / Tournament issues or potential injuries which require the on-site trainer to get to mat.

This position will also be responsible for getting anything necessary for a table upon demand. This may include getting updated brackets, tournaments supplies, etc.

TABLE HELP (TRACKWRESTLING) - (5TH-8TH) (AUX GYM) (6)

Time(s): 9 AM - 4 PM [SUNDAY]

This position is preferably an adult or high school aged student with knowledge of computers and knowledge of how wrestling is scored. This position will sign up for a specific Mat and will stay at that Mat for the entire day. This position will be responsible for running the Trackwrestling Matside Controller for all matches throughout the day. This position will verify the winner of each match by requiring the winning wrestler to come to the table and verify they were the winner.

Trackwrestling provides a great training video (see link below) which demonstrates the operation of the Matside Controller. Training Video Link: https://www.youtube.com/watch?v=Ls_Y4IEoRc

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Time(s): 9 AM - 4 PM [SUNDAY]

This position is for adults only. This position will keep brackets updated by hand as matches complete. This is a “back up” for Trackwrestling brackets to assure the correct wrestlers are recorded as winners and losers. This person will be responsible for making sure the next two wrestlers are given colored leg bands and are on-deck and ready to go as soon as the match being wrestled in completed. This is critical to keeping our tournament running fast and on time. You will find yourself “yelling” out names of wrestlers to get them to the table and have them ready to step on the mat as soon as the previous match is completed.

This position will also be responsible for organizing the group of wrestlers who have completed their bracket and direct them to walk together back to the Awards Presentation area to receive their placement medals.

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TABLE HELP (TAPPER) - (5TH-8TH) (AUX GYM) (6)

Time(s): 9 AM - 4 PM [SUNDAY]

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Officials may at times rely on the Tapper to assist them in deciding if time ran out before a pin was called or scoring move was awarded.

TOURNAMENT ASSISTANTS - (5TH-8TH) (AUX GYM) (2)

Time(s): 9 AM - 4 PM [SUNDAY]

This person will serve as a supervisor for the assigned mats. They will address issues as they arise and if they cannot resolve them, they will find the tournament director and/or the TrackWrestling director(s). We will be using a flag system to draw your attention to any mat having issues. Table operators will raise a colored flag depending on the issue, whether it be TrackWrestling / Tournament issues or potential injuries which require the on-site trainer to get to mat.

This position will also be responsible for getting anything necessary for a table upon demand. This may include getting updated brackets, tournaments supplies, etc.

TEAR DOWN / CLEAN UP (10)

Time(s): 3:30-4:30 PM [SUNDAY]

This position will need several adults and high school students to help tear down tables and supplies, roll up and move mats, fold up and stack chairs and clean the entire gym area for trash. THIS POSITION NEEDS TO BE FILLED TO ASSURE WE HAVE PLENTY OF HELP AT THE END OF THE DAY TO TEAR DOWN. Everyone is generally tired from a long day at the tournament so the more help we have, the faster and easier it goes for everyone involved.

SET UP MATS/TABLES [SATURDAY] [PARENTS ONLY] (8)

Time(s): 7:30-9:00 PM [SATURDAY]

This position will need several adults to help set up tables, chairs and supplies, roll out, move and tape mats. THIS POSITION NEEDS TO BE FILLED TO ASSURE WE HAVE PLENTY OF HELP SET GET THE GYMS READY FOR SUNDAY’S TOURNAMENT. The more help we have, the faster and easier it goes for everyone involved.

SET UP MATS/TABLES [SATURDAY] [CHS WRESTLERS ONLY] (8)

Time(s): 7:30-9:00 PM [SATURDAY]

This position will need several high school wrestlers to help set up tables, chairs and supplies, roll out, move and tape mats. THIS POSITION NEEDS TO BE FILLED TO ASSURE WE HAVE PLENTY OF HELP SET GET THE GYMS READY FOR SUNDAY’S TOURNAMENT. The more help we have, the faster and easier it goes for everyone involved.

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HOW TO SIGN UP FOR VOLUNTEERING

We will now be using an on-line sign up sheet developed using the “TimeToSignUp” web based service to help everyone involved in the tournament with organizing all of our volunteers for every aspect of the tournament.

For each annual tournament, a separate website will be designated for signing up. The web address will be emailed out and posted for easy access to all of our families.

Below is an example of the step-by-step procedure for getting signed up:

1. Go to the designated website for the current year’s tournament (example is the 2017 tournament):

Detailed link: **(will be viewable following annual Parent’s meeting)**


--- or ---


Shortcut link: **(will be viewable following annual Parent’s meeting)**

2. Always read the introduction notes to get any specific instructions:

TimeToSignUp > [Sign Up Sheets by Brian Brownlow](#) > [CWO \(2017 Season\)](#) > COLUMBUS TOURNAMENT (2017) - VOLUNTEERS

COLUMBUS TOURNAMENT (2017) - VOLUNTEERS [Share](#) [Tweet](#)

 Sign Up Sheet created by Brian Brownlow
New! Easy share URL:

 CHS and CWO parents,

We are asking for our parents to volunteer their time for the 2017 Columbus Wrestling Tournament. We need over 100 people to make our tournament a success and we ask for your help to make that a reality.

When signing up, you will be required to enter your name, cell phone and email address. Unless noted as SATURDAY, all shifts are on Sunday, February 26th.

Email reminders will be sent for the position you have volunteered for. Thank you in advance!

CHS and CWO Coaches

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3. Look over the positions (you may have to scroll to the left from a PC or up and down when using a mobile website).

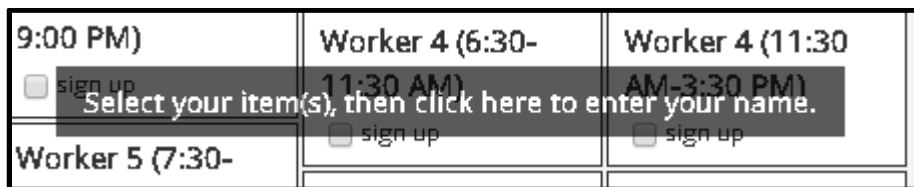
Concessions Coordinators	Concessions Set-Up [SATURDAY]	Concessions Workers (1st Shift)	Concessions Workers (2nd Shift)	Walk-In Registrations (TrackWrestling) [SATURDAY]
MAIN <input type="checkbox"/> sign up	Worker 1 (7:30-9:00 PM) <input type="checkbox"/> sign up	Worker 1 (6:30-11:30 AM) <input type="checkbox"/> sign up	Worker 1 (11:30 AM-3:30 PM) <input type="checkbox"/> sign up	Worker 1 (5:30-8:30 PM) <input type="checkbox"/> sign up
ASSISTANT <input type="checkbox"/> sign up	Worker 2 (7:30-9:00 PM) <input type="checkbox"/> sign up	Worker 2 (6:30-11:30 AM) <input type="checkbox"/> sign up	Worker 2 (11:30 AM-3:30 PM) <input type="checkbox"/> sign up	Worker 2 (5:30-8:30 PM) <input type="checkbox"/> sign up
	Worker 3 (7:30-			

4. Choose an available position by checking the box next to the “sign up”.

[If the position is filled, the “sign up” will not be available and instead a name will appear showing who has already signed up for that position.]



5. Once you have checked a sign up box, click on the black floating box to enter your contact information.



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6. You will then be asked to enter your information including name, email and phone number. You can also check yes or no if you want to receive a confirmation email. I strongly suggest that you leave it checked yes.

CWS and CWO Coaches

You are signing up for Worker 1 (5:30-8:30 PM) (Walk-In Registrations (TrackWrestling) [SATURDAY]).

Please enter your information to sign up.

First Name
 (required)

Last Name
 (required)

Email Address
 (required)

Please re-enter the Email Address
 (required)

Phone Number
 (required)

Alternate Phone Number

Send a confirmation email when you sign up?
 Yes
 No

Remember me on this computer

By using TimeToSignUp.com, you agree to the [Terms of Use](#).

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7. Once your information is entered, click the "Sign Me Up!" box and you will be sent a confirmation email and will now be able to view your name on the original sign up sheet shown on the webpage. You will also see confirmation for what you have signed up for as shown below:


For your records, you can bookmark this page or save it to your favorites.

Brian Brownlow
Email Address: columbuswrestlingorg@gmail.com
Phone Number: 4029108749
Alternate Phone Number: 4029108749

✔ Brian Brownlow signed up for Worker 1 (5:30-8:30 PM) (Walk-In Registrations (TrackWrestling) [SATURDAY]). Thanks! You are awesome!

8. You will receive an email from "TimeToSignUp" confirming what you signed up for (see example below).

From: "TimeToSignUp" <noreply@timetosignup.com>
Date: February 9, 2017 at 1:48:00 PM CST
To: columbuswrestlingorg@gmail.com
Subject: Confirmation from TimeToSignUp: COLUMBUS TOURNAMENT (2017) - VOLUNTEERS



Please save this message for your records.

COLUMBUS TOURNAMENT (2017) - VOLUNTEERS
CHS and CWO parents,

We are asking for our parents to volunteer their time for the 2017 Columbus Wrestling Tournament. We need over 100 people to make our tournament a success and we ask for your help to make that a reality.

When signing up, you will be required to enter your name, cell phone and email address. Unless noted as SATURDAY, all shifts are on Sunday, February 26th.

Email reminders will be sent for the position you have volunteered for. Thank you in advance!

CHS and CWO Coaches

Brian Brownlow signed up for:
[Worker 1 \(5:30-8:30 PM\) \(Walk-In Registrations \(TrackWrestling\) \[SATURDAY\]\)](#)

First Name: Brian
Last Name: Brownlow
Email Address: columbuswrestlingorg@gmail.com
Phone Number: 4029108749
Alternate Phone Number: 4029108749

To view the sign up sheet, please visit [COLUMBUS TOURNAMENT \(2017\) - VOLUNTEERS](#).

If you need to make changes or have a question about the sign up sheet, please contact [Brian Brownlow](#).

9. The tournament director will also schedule one or two email reminders as the tournament approaches to make sure each person remembers what they signed up for.