

# Instructions for Teams Entering the State Dual Meet Tournaments, Division II Dual Meet Invitational, and Girls' Dual Meet Invitational

## Concessions/Food Brought Into the Arena

Concession stands will be available. Teams and spectators will be able to bring coolers into the facility, however, **the Williamson County Ag Expo Center no longer permits the use of any electrical appliances (Crock-pots, microwaves, etc.) in the arena. Please plan accordingly!** Parents wishing to deliver food to participants will have to pay admission in order to gain access to the arena.

## Showers

Showers are not available at the Williamson County Expo Center. However, Avadim Health will be providing [Theraworx Protect bathing towels](#) as an alternative to showers. Please stop by the Theraworx station as you leave the Expo Center to pick up your Theraworx product.

## Roster Submission for TSSAA Championship Program

**(These instructions do not apply for DII Dual Invitational and Girls Wrestling Dual Invitational since participating teams do not appear in the championship program)**

In order for your team to be included in the championship program you must follow the directions below by January 29th to complete a postseason entry form on the TSSAA Portal. A TSSAA Portal user assigned as an Athletic Director, Athletic Secretary, Principal, Headmaster or System Athletic Director must submit the form. Upon completion, the form will be emailed to the school's athletic director and head wrestling coach. The form can be found in the Portal by clicking on Forms, New Form, Postseason Entry Form, then Wrestling. When the form is submitted via the Portal, we will have immediate access to your team's information. You should not fax/e-mail your team photo, team roster, or school logo to our office.

The first step of this process is to submit your team roster details with player weight class (Position), and grade through the TSSAA Portal. Coaches, SID's, and Athletic Directors are permitted to enter roster details. Following are the instructions for submitting your roster:

1. Sign into your TSSAA Portal Account.
2. Click on Sports.
3. Click on Rosters & Schedules.
4. Click on the Roster Details button across from Wrestling.
5. Please note, you can change the first name of the student here (This will not change the spelling of their name on the core list of students.). If their last name is not correct or spelled incorrectly, please contact Shonnie Speicher ([tssaa@tssaa.org](mailto:tssaa@tssaa.org)) and have the spelling corrected prior to submitting the roster information.
6. After making sure names are spelled correctly, please assign a weight class for each participating wrestler and alternate under the Pos. column. This must be done prior to submitting the entry form.
7. As you submit the requested information, we recommend you periodically hit the Save Changes button so you are not timed out of the system.

Please note, when submitting the postseason entry form, you will need to submit your #1 and/or #2 wrestler for the weight classes in which you will be competing. Wrestlers not assigned a weight class on the form will be listed as alternates provided they were assigned a weight class when the Roster Details were submitted.

In addition to the roster, the following will also be required to submit with the form:

TEAM PHOTO (Must be JPEG format and 900 pixels wide or larger.)

SCHOOL LOGO (Your logo must be in JPEG, PNG or GIF format and at least 900x900 pixels. Maximum file size is 3MB.

NOTE: If you have a sport specific logo you wish to use, please email the logo to: [tssaa@tssaa.org](mailto:tssaa@tssaa.org).)

Complete the form by verifying school profile and coaches' information, as well as providing the requested program information. We are also requesting emergency contact information for your team in case of weather or safety emergencies. Correct any information BEFORE beginning the process for submitting the postseason entry form. All information shown (except the school's name) can be changed by the school administrator. Questions regarding the submission of this information should be directed to [tssaa@tssaa.org](mailto:tssaa@tssaa.org).

## Roster Submission for TrackWrestling

In addition to the instructions above, you will be receiving an email from John Salter (salterjd@me.com) for submitting your tournament roster. Submission of your tournament roster for TrackWrestling will not provide TSSAA with the information needed to publish your school's information in the championship program.

## Rosters for Weigh-Ins

Twenty eight wrestlers will be allowed to weigh-in each day of the tournament. You will need to fill out a weigh-in form which declares the weight class each wrestler will weigh in. The form will be a 3 copy/carbon form which you will present to the officials as your team is called to weigh-in. **This is where referees will record actual weights.** A copy of these weigh in forms will be scanned and sent to you via email or text message prior to the first dual meet. This 3 copy/carbon form will be in your participating team packets. Instructions for picking these up are found in the next section of these instructions. **Remember, all wrestlers who plan to participate on Saturday must weigh in on Friday. All participants who weigh in at a certain weight class on Friday may only weigh in at that weight class on Saturday.**

## Pre-Match Weigh In Sheets

Each participating team will be responsible for bringing copies of its pre-match weigh in sheets to exchange with opposing coaches prior to the beginning of their match. TSSAA has provided these in the past, but can no longer do so as a result of the changes with the TrackWrestling platform.

## Checking Weight and Distribution of Team Packets

Coaches may pick up their team packets at the arena from 3:30 PM – 6:00 PM CST on Thursday, January 31st. It is not required that you pick up your packet at this time, however, we encourage you to do so if you are in town. This will help to minimize the congestion at the credential gate on Friday. Scales will be available for wrestlers to check their weight during the times indicated on Thursday night. Gates will open at 12:30 PM on Friday, February 1. Coaches may pick up their packets at this time if they have not done so already. **Please be considerate of staff setting up for the championships and do not try to enter the arena prior to 12:30 PM.**

## Cheerleaders

Cheerleaders in uniform will be admitted free of charge but will not be given access to the arena floor.

## Procedures for Arena Entry and Access to the Arena Floor

Coaches and team personnel (managers, trainers, etc.) will wear wristbands to access the arena floor. **Wrestlers will need to have their hand stamped.** Wrestlers will not be issued wristbands. The hand stamp will be the credential wrestlers will use at the gate for admission as well as for access to the arena floor. You will need to have your wrestlers' hand stamped when they arrive at the arena. If the ink for the hand stamp begins to fade, you may want to have your wrestler re-stamped as the weekend progresses before the ink fades completely. Wrestlers may be re-stamped provided that some of the ink from the original stamp is visible. Wristbands (Coaches and team personnel) and hand stamps (wrestlers) will also give you admission into the facility on Friday and Saturday. Wristbands should be distributed to all coaches and worn as soon as they are received in the team packet or prior to arriving at the gate. We will not replace a wristband unless an old wristband is brought to the gate by the person asking for the replacement.

## Coaches' Wristbands

The number of wristbands that each school will receive will be based on the number of coaches that each school has registered online in the TSSAA Portal. If the coach is visible on the online directory for your school on the TSSAA website, then he or she has been registered. You will be given a wristband for each coach that is registered online. You will also be given two extra wristbands to use as you wish. You should plan to use these for anyone who will accompany the team to the bench area that is not a coach (statistician, team doctor, video-operator, student trainer, etc.) There will be no additional wristbands given. Remember, each school also receives two complimentary TSSAA Championship Event Cards. These cards were sent to each school's administration at the beginning of the school year and may be used for admission.

## Ticket Prices

Friday - \$10.00

Saturday - \$10.00

Tickets can be purchased online in advance through GoFan. Tickets purchased through GoFan will be mobile-only, meaning that these tickets can only be redeemed at the entrance gate when presented on a personal mobile device with

access to the internet. Visit <http://gofan.co/app/school/TSSAA> to purchase tickets now.

The TACA (Tennessee Athletic Coaches Association) Card will be accepted at the gate. Admission will be given only to the holder of the card when presented with a matching photo ID. TSSAA Championship Event Cards will be accepted at the gate. These cards only permit the card holder entry to the tournament.

### **Arrivals and Weigh-Ins**

Beginning at 12:30 PM CST wrestlers and coaches may come through the first set of doors to the arena on the right hand side. (Please do not arrive before this time and expect to enter the arena.) Wrestlers will not be given access to the floor during this time. Coaches who have not picked up their team packets will need to do this at this time. Once you have picked up your team packet, coaches will need to put on their wristbands. This will enable you to be admitted into the arena. Upon entering the arena, you will need to proceed with your wrestlers to the right hand side of the arena on the mezzanine level. This will be the holding area for the weigh in. The holding area on the mezzanine level is considered an extension of the weigh in room. Signs will be on the wall to indicate where your team should assemble no later than 15 minutes prior to weigh-ins. Please familiarize yourself with your team's location on the wall as you enter the arena. No wrestlers will be allowed into or out of the holding area once weigh-ins begin. At least one coach should remain with your wrestlers at all times. We will need your cooperation and patience to ensure that things run smoothly.

### **Traffic and Parking**

Traffic can be an issue on I-65 South heading toward the Arena. You should plan for traffic to become very congested between 3:00 – 4:00 PM on Friday in the Cool Springs area. Spectators coming for Friday's matches should take note of this and plan accordingly. **Parking for the event will be \$5.00.** School buses and 15-passenger vans will be directed to a designated parking area and will not be charged for parking. All other vehicles parking in the main lot will be charged \$5.00. You will receive one parking pass in your team packet to be used as you wish. Although TACA cards and TSSAA Championship Event Cards can be used for admission into the event, they will not be accepted in lieu of the parking fee.

### **Inclement Weather**

In the event that a participating school does not have the opportunity to practice due to inclement weather on Thursday, we will not be granting a weight allowance to the participants.

### **Hospitality Room**

Coaches with wristbands, officials in uniform, and media with proper credentials are the only persons allowed in the hospitality room. TACA will provide drinks and some snacks in this area. Meals will not be served. You will not be allowed to remove food or drinks from the hospitality room.

### **Non – Participating Wrestlers**

Wrestlers competing for TSSAA schools who will not be competing in the championships will be admitted free to the championships when accompanied to the gate by the coach. The wrestlers will need to receive a hand stamp at that time. Your school's TrackWrestling roster will be at the gate and will be used for verification.

### **Team Managers**

Team managers **will not** be admitted free of charge. Schools may choose to use one or more of their extra wristbands from their team packet to accommodate team managers, however, no additional wristbands will be given.

### **Athletic Trainers**

Vanderbilt Sports Medicine will provide athletic trainers for this event. School athletic trainers who have registered for and received the "School Athletic Trainer" credential will be admitted at the team entrance with that pass. Any other athletic training staff that you wish to be on the floor with your team must use one of your extra wristbands.