

# Wrestling Australia

ABN 50 711 416 640

Reg 13442Z



## CHECKLIST FOR CONDUCTING A COMPETITION

Host Club/Association:  
Event:

This form should be used to ensure all aspects of planning and organising a competition have been fully addressed. As each aspect is completed the person responsible should date and initial the appropriate space.

When the form is complete, it should be sent to the WA Secretary by email no later than **14 days** prior to the competition.

| Actions  | Person Responsible | Completed (initial and date) |
|--|--------------------|------------------------------|
| Select a Competition Director. Ensure they know their role and responsibilities as listed in the competition guidelines  |                    |                              |
| 1. Competition Director  |                    |                              |
| <ul style="list-style-type: none"><li>Ensure the other positions on the competition committee are filled by suitably qualified people and ensure all committee members are aware of their roles and responsibilities</li></ul> |                    |                              |
| <ul style="list-style-type: none"><li>Obtain a copy of the latest UWW and WA. rules and policies, distribute them to the other committee members and ensure the event conforms to them</li></ul>                               |                    |                              |
| <ul style="list-style-type: none"><li>Liaise with the WA. regarding endorsement and other issues</li></ul>   |                    |                              |
| <ul style="list-style-type: none"><li>Complete application for WA. endorsement form and return to National Office prior to event</li></ul>   |                    |                              |
| <ul style="list-style-type: none"><li>Complete and send this form to the WA Secretary 14 days prior to the event</li></ul>   |                    |                              |
| <ul style="list-style-type: none"><li>Ensure all members attending follow the code of ethics</li></ul>   |                    |                              |
| 2. Weigh Master – their tasks  |                    |                              |
| <ul style="list-style-type: none"><li>Set up weigh in process in liaison with other committee members</li></ul>  |                    |                              |
| <ul style="list-style-type: none"><li>Organise and train staff needed for weigh in</li></ul>   |                    |                              |
| <ul style="list-style-type: none"><li>Organise for Doctor to be present for weigh in (optional)</li></ul>  |                    |                              |
| <ul style="list-style-type: none"><li>Arrange necessary equipment for weigh in</li></ul>   |                    |                              |
| <ul style="list-style-type: none"><li>Supervise weigh in procedure and manage any disputes</li></ul>   |                    |                              |
| 3. Pairing Master – their tasks  |                    |                              |



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|  |  |  |
|--|--|--|
| • Set up pairing process in liaison with other committee members |  |  |
| • Organise trained staff to pair athletes at event               |  |  |
| • Nominate Co-ordinator for Special Matches                      |  |  |
| • Ensure all bout lists are available prior to event             |  |  |

|   |  |  |
|---|--|--|
| 5. Head Official – their tasks  |  |  |
| <ul style="list-style-type: none"> <li>Organise and train officials for tasks – runners, timers, scorers, announcers, registration officials</li> </ul> |  |  |
| <ul style="list-style-type: none"> <li>Ensure equipment is in place and available</li> </ul>  |  |  |
| 6. Head Referee   |  |  |
| <ul style="list-style-type: none"> <li>Arrange a roster of qualified referees for competition</li> </ul>  |  |  |
| <ul style="list-style-type: none"> <li>Provide them with up to date copy of UWW and WA. rules and policies</li> </ul>                                   |  |  |
| <ul style="list-style-type: none"> <li>Ensure the referees are aware of their roles and responsibilities</li> </ul>                                     |  |  |
| <ul style="list-style-type: none"> <li>Conduct a Referee Briefing</li> </ul>  |  |  |
| 7 Event Safety Co-ordinator   |  |  |
| <ul style="list-style-type: none"> <li>Ensure event is run in accordance with Safer Clubs Program</li> </ul>  |  |  |
| <ul style="list-style-type: none"> <li>Conduct Safety Audit prior to event</li> </ul>   |  |  |
| <ul style="list-style-type: none"> <li>Arrange for First Aid/ Medical personnel</li> </ul>  |  |  |
| <ul style="list-style-type: none"> <li>Arrange first aid supplies – ice, first aid kit, stretcher etc</li> </ul>  |  |  |
| <ul style="list-style-type: none"> <li>Arrange for Blood spill equipment to be available</li> </ul>   |  |  |
| <ul style="list-style-type: none"> <li>Draw up Emergency Management Plan (see Annex 3)</li> </ul>   |  |  |
| <ul style="list-style-type: none"> <li>Ensure all competitors have completed waivers ,return completed waivers to WA. National Office</li> </ul>        |  |  |
| <ul style="list-style-type: none"> <li>Ensure incident report forms are completed and returned to WA. National Office</li> </ul>                        |  |  |
| Member Protection Officer   |  |  |
| <ul style="list-style-type: none"> <li>Arrange for a trained Member Protection Officer to event</li> </ul>  |  |  |
| <ul style="list-style-type: none"> <li>Ensure the event complies with the WA. Member Protection Policy</li> </ul>                                       |  |  |
| <ul style="list-style-type: none"> <li>Arrange for any Police checks etc to be done</li> </ul>  |  |  |