



**NSW WRESTLING ASSOCIATION INC**  
 Affiliated with Wrestling Australia Inc.  
 ABN: 48720902104  
 PO Box 292, Horsley Park. NSW. 2175

## CHECKLIST FOR CONDUCTING A COMPETITION

**Hosting Club:**  
**Location:**  
**Competition Director:**

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 NSW Wrestling 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		
<b>1. Competition Director</b>		
<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 Ltd. 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 NSW Wrestling. regarding endorsement and other issues</li> </ul>		
<ul style="list-style-type: none"> <li>• Complete application for WA Ltd. 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 National Office 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>		
<b>2. Weigh Master – their tasks</b>		
<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>		
<b>3. Pairing Master – their tasks</b>		
<ul style="list-style-type: none"> <li>• Set up pairing process in liaison with other committee members</li> </ul>		
<ul style="list-style-type: none"> <li>• Organise trained staff to pair athletes at event</li> </ul>		
<ul style="list-style-type: none"> <li>• Nominate Co-ordinator for Special Matches</li> </ul>		
<ul style="list-style-type: none"> <li>• Ensure all bout lists are available prior to event</li> </ul>		
<b>5. Head official- their tasks</b>		
<ul style="list-style-type: none"> <li>• Organise the 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>		
<b>6. Head Referee</b>		
<ul style="list-style-type: none"> <li>• Arrange a roster of qualified referees for the competition</li> </ul>		
<ul style="list-style-type: none"> <li>• Provide them with up to date copies of the UWW and WA Ltd 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>		
<b>7. Event Safety Co-ordinator</b>		
<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>• Ensure all competitors have completed waivers ,return completed waivers to NSW Wrestling Ltd National Office</li> </ul>		
<ul style="list-style-type: none"> <li>• Ensure incident report forms are completed and returned to WA Ltd National Office</li> </ul>		
<b>8. Member Protection Officer</b>		
<ul style="list-style-type: none"> <li>• Arrange for a trained Member Protection Officer to be at the event</li> </ul>		
<ul style="list-style-type: none"> <li>• Ensure that the event complies with the WA Ltd Member Protection Policy</li> </ul>		

