

MVHS Wrestling Program

Coach & Program Leader Reference Guide

A practical handbook for sustaining training, competition, communication, safety, fundraising, and program culture.

Purpose

This guide converts program knowledge into repeatable systems that future coaches, parent leaders, and team volunteers can follow. Review and update it before each season, especially dates, fees, school requirements, tournament formats, and contact information.

Prepared from Wendy's MVHS wrestling program notes

How to Use This Guide

Use this handbook as a starting point—not a substitute for current MVLA, CIF, CCS, SCVAL, USA Wrestling, SafeSport, school, and district policies. Assign an owner to each major function and store current templates, contact lists, forms, and calendars in a shared program folder.

Annual verification checklist

Before relying on any fee, qualification standard, body-fat threshold, certification requirement, tournament date, hotel plan, or external contact in this guide, confirm that it remains current for the upcoming season.

At-a-Glance Annual Cycle

Timeframe	Primary priorities	Key outputs
Spring / early summer	Review season feedback; retain coaches; identify parent leaders; reserve major hotels.	Updated role roster, improvement list, preliminary budget.
Late summer	Confirm facilities, certifications, fundraising, USAW club membership, gear, and preseason schedule.	Shared calendar, compliance tracker, fundraising plan.
After Labor Day / preseason	Begin conditioning and open mats; recruit athletes; host parent orientation; finalize roster systems.	Training curriculum, parent contacts, volunteer assignments.
Regular season	Run practices and competitions; communicate weekly; track attendance, results, health, transportation, and expenses.	Current roster, event briefs, seeding information, receipts.
Postseason	Coordinate qualifiers, travel, hotels, permissions, and athlete support.	Postseason plan and verified qualification information.
After season	Host banquet; distribute awards; survey families and wrestlers; archive records.	Season summary, handoff notes, next-year recommendations.

1. Leadership, Staffing & Program Ownership

A sustainable program distributes responsibility. The head coach retains final authority, but recurring operational work should be assigned, documented, and handed off each year.

Recommended role structure

Role	Core responsibilities	Continuity practice
Head / varsity coach	Program vision, training plan, lineup decisions, athlete development, school coordination, final approvals.	Maintain a season dashboard and written decision calendar.
Assistant / JV coaches	Technique groups, match support, attendance, film, athlete mentoring, event coverage.	Own defined practice and competition functions.
Female coach or approved female adult	Support girls at girls-only and overnight events; provide representation and	Identify and clear this person before competition travel.

Role	Core responsibilities	Continuity practice
	assistance with matters best handled by a woman.	
Captains	Lead warmups, reinforce standards, welcome newcomers, support team communication and culture.	Select juniors/seniors with clear expectations and check-ins.
Team manager / wrestler helpers	Equipment, filming coordination, checklists, statistics, administrative support.	Use repeatable event checklists.
Parent leads	Meals, travel, hospitality, fundraising, senior night, banquet, photography, communications support.	Pair incoming parents with experienced parents.
Approved drivers / volunteers	Transportation and event support.	Complete school requirements before serving.

Compliance

All coaches and volunteers—including drivers—must satisfy current school requirements. The source notes background checks, Live Scan, Keenan training, and TB testing; verify the current MVLA process annually. Coaching requirements may also include MVLA requirements, Wrestling Leader membership, SafeSport, Bronze certification, and Teal certification for those working with girls.

2. Training & Athlete Development

Preseason

- Begin strength and conditioning and open mats on campus after Labor Day, subject to facility and school approval.
- Confirm gym and weight-room availability before publishing the schedule.
- Share outside club and camp opportunities for athletes seeking supplemental training.

Recommended practice structure

Mat setup and warmup (about 15 minutes): After mats are rolled out, captains lead the standard warmup or an occasional game.

Technique and skill development: Use all coaches and guest clinicians. When useful, split into beginner/fundamentals and intermediate/advanced groups.

Application: Use situational live scenarios, sparring, play wrestling, drilling, chain wrestling, and live wrestling.

Conditioning focus: Differentiate intensity days from volume days rather than making every practice equally demanding.

Review and recovery: Incorporate film review, stretching, and cooldowns.

Fundamentals every new wrestler needs

- Folkstyle scoring and basic rules.
- Top and bottom starting positions for each period.
- How to wear and adjust headgear.
- Basic stance, motion, defense, takedowns, escapes, reversals, and pinning combinations.

- How individual techniques connect into a chain-wrestling system.

Culture principle

Create a fun, welcoming, and inspiring environment while preserving clearly defined periods for focused, intense work in technique, drilling, cardio, and live wrestling. Invite alumni to drop in when appropriate and approved.

3. Competition Planning

Build the competition calendar early. For tournaments, maintain accurate seeding information and head-to-head results to support advantageous bracket placement.

Resource: [Cali Wrestling Tournament Listing](#)

Competition menu used by the program

Category	Examples / notes and tournaments considered
Preseason	SCVWA, BAWA, MDWA, and NorCal Grapplers tournaments; two scrimmages.
League duals	Regular league duals; outside of the league: all-team duals have included Hillsdale and Carlmont.
Varsity boys	Hillsdale, Webber Lawson, Lincoln, Prospect, Chico (two-day/overnight), Nick Buzolich, Jim Root, Midcals.
Varsity girls	Often held Fridays: Hillsdale, Webber Lawson, Napa (two-day/overnight), Midcals, Hollister.
JV boys	Hillsdale, Cupertino, El Camino, Milpitas.
JV girls	Hillsdale, Milpitas, Kusumoto, El Camino, Hollister.
Postseason	SCVAL, CCS Northern Regionals, CCS Masters, CIF State. Confirm current qualification standards each year.
Offseason	Club and camp opportunities.

Event logistics checklist

- Confirm date, venue, arrival time, weigh-in time, lineup, transportation, and return estimate.
- Determine bus versus approved carpools; publish a carpool signup when needed.
- Create a food and drink signup tab for each tournament.
- Obtain permission and transportation forms for overnight and postseason travel.
- Assign athletes to record teammates' matches on the wrestler's phone.
- Track results, head-to-head wins, awards, varsity patches/pins, and postseason eligibility.

Known overnight planning

Reserve Napa lodging when the season begins. For CIF State in Bakersfield, it's highly recommended to reserve the **Bakersfield Marriott** at the Convention Center around **early September** because rooms fill quickly (within 2 hours of reservations opening). Call in August to find out when they open room reservations for CIF. Request for 2 beds per room. Past arrangements: Napa, 3–4 wrestlers per room; CIF, one room per family; separate coaches' room. Extra rooms can easily be sold/transferred to other teams after CCS Masters. Put on personal card and later switch to a school card. Confirm all current school travel rules.

4. Wrestler & Parent Communication

Core communication system

- Maintain a current roster and contact list.
- Create one master calendar with practices, duals, tournaments, meetings, photos, social events, deadlines, and travel.
- Use ParentSquare as the official parent channel unless the school directs otherwise; define how email or WhatsApp groups may be used.
- Send a pre-event message before every dual and tournament with location, time, lineup/roster, transportation, food signup, and recent team recognition.
- Encourage returning families—not only new families—to attend the winter sports presentation and kickoff meeting.

Parent meeting agenda

- Program values, coaching roles, attendance, communication expectations, and athlete conduct.
- Season calendar, competition formats, travel, and overnight-event procedures.
- Weight certification and healthy weight-management expectations.
- Volunteer roles, transportation, food, fundraising, media, senior night, and banquet.
- Where forms, calendars, contacts, and templates are stored.

Recognition, media & community visibility

- Coordinate team and individual photos on media day.
- Maintain a team Instagram with a clearly assigned adult or approved student manager.
- Obtain head-coach approval before submitting content to the MVHS athletics Instagram.
- Share appropriate achievements with the Oracle, Los Altos Town Crier, San Jose Mercury News, and other outlets.
- Establish a photo-approval protocol with wrestlers and families before publishing images.

5. Administration, Records & Shared Systems

Season dashboard

Keep one central dashboard or shared workbook with the following tabs:

- Roster by weight class; boys/girls; JV/varsity.
- Attendance and unexcused-absence tracking.
- Goals and athlete development notes.
- Calendar and event briefs.
- Competition results and seeding data.
- Transportation, hotel, and permission-form status.
- Volunteer assignments and food signups.
- Budget, donations, expenses, reimbursements, and fundraiser results.
- USAW membership and certification tracking.
- Awards, patches, pins, and end-of-season recognition.

Shared folder structure

- 00 Program overview and annual calendar
- 01 Rosters and contacts
- 02 Training plans and film

- 03 Competition briefs and results
- 04 Travel, permissions, and hotels
- 05 Parent communications and volunteer signups
- 06 Budget, fundraising, invoices, and reimbursements
- 07 Media, photos, and recognition
- 08 USAW membership and certifications
- 09 Senior night and banquet
- 10 End-of-season survey and handoff

Handoff standard

At season end, archive final versions, remove obsolete duplicates, summarize unresolved items, and meet with the next coach or parent leader. The goal is that no essential task depends on one person's memory.

6. Health, Safety & Athlete Well-Being

Daily standards

- Clean mats according to current school and wrestling protocols.
- Conduct required skin checks and educate athletes about skin protection.
- Encourage prompt showers, appropriate wipes/Defense products, and clean, dry clothing after practice.
- Maintain hydration, nutrition, rest, and recovery expectations.
- Keep the medical kit and blood-cleanup supplies stocked and accessible.
- Teach healthy weight management; never encourage unsafe cutting practices.

Weight certification note

The source notes minimum body-fat thresholds of 12% for girls and 9% for boys. Confirm the current CIF/school standards and certified assessment process each year before communicating them.

7. Budget, Fundraising & Booster Coordination

Accounts and controls

- Understand which expenses and deposits belong in the ASB account versus the Sports Booster account.
- Retain receipts and follow the current reimbursement process; the notes reference a Google Form for Booster reimbursements and an invoice template for clinician payments.
- Request Booster equipment such as tents, sandbags, coolers, Square/iPad equipment, dispensers, crockpots, extension cords, tables, and other concession supplies as needed.

Fundraising channels noted by the program

- Direct wrestling donations through Sports Booster; check current credit-card fees and check-donation procedures.
- Sports Booster membership (historically \$135/family) supports the booster organization but does not automatically go directly to wrestling.
- Tree Lot and Turkey Trot—register early; prior programs could earn bonuses for top participation.
- Fair-share donations and company matching designated to “MVHS wrestling + wrestler name.”
- Online campaigns such as GoFundMe or Vertical Raise; compare current fees, timing, and matching rules before selecting a platform.
- Host an SCVWA tournament as a major preseason fundraiser.

8. Hosting an SCVWA Tournament

Hosting a Santa Clara Valley Wrestling Association folkstyle tournament can raise funds, expand community visibility, and strengthen connections across Bay Area wrestling. USA Wrestling insurance was noted as supporting the event; reconfirm all current arrangements.

Potential revenue

- Historically, SCVWA provided a \$1,000 flat host fee.
- Door receipts were estimated around \$1,000 for approximately 200 wrestlers.
- The program retains concession profit.
- Past MVHS admission examples were \$5 per person age 5+ in 2024 and \$6 in 2025; set current pricing with school/organizer approval.

Facility and equipment requirements

- Gym space for approximately 5–6 mats; prior example used the large and small gyms from about 6:30 a.m.–4:30 p.m.
- One table and two chairs per mat; two SCVWA head tables and four chairs; one ticket table and two chairs; four concession tables.
- Three to four supplemental mats and sufficient mat tape.
- Completed Activity Request Form and assigned custodian; account for Sunday janitorial costs.
- Music, cooler with ice, medical kit, paper towels, and blood-cleaning spray.

People and workflow

- Day before: recruit at least 20 wrestlers/parents for mat, table, and chair setup; this has taken about one hour.
- Day of: assign noncompeting wrestlers and parents to admissions, volunteer check-in, concessions, setup, cleanup, and support.
- Print the volunteer list the night before. At check-in, prior practice used P = paid, V = volunteer, C = coach; verify USAW Leader card for coaches. Referees, approved volunteers, and credentialed coaches enter free.
- SCVWA leadership manages tournament operations; MVHS supplies the facility and host functions.

Concessions and signage checklist

Concessions	Printed signs
• Menu and prices	• Weigh-ins
• Square/iPad or approved payment method	• Spectator tickets
• Hot water and coffee dispensers	• Pre-registered wrestlers
• Crockpots / hot plate	• On-site registration
• Extension cords	• Mat numbers
• Tables and coolers	• Head table
• Access to gym fridge/microwave	• Volunteer check-in
• GoFan QR code if using ASB ticket revenue	• Boys' and girls' locker rooms (inside and outside)

9. Team Events, Traditions & Culture

- Season kickoff parent meeting and potluck.
- Midseason potluck.
- Media day with team and individual photos.
- Senior Night: banners, flowers, cords, charms, backdrop, coach messages, microphone, and a planning team; BOB Photography has been used for senior photos.
- End-of-season awards banquet and potluck, including a presentation and recognition.
- Alumni visits, clinics, mentorship, and social connection.

Build continuity

Assign an event lead and shadow lead for every recurring event. Save the timeline, vendor/contact information, budget, supply list, and lessons learned immediately afterward.

10. USA Wrestling Membership & Profile Support

USAW memberships expire on August 31 each year. The notes describe a USA Wrestling high-school club membership (historically about \$525) that may allow the program to renew wrestlers under a club arrangement rather than each athlete purchasing an individual membership (historically about \$75). Verify current pricing, eligibility, and benefits.

[USA wrestling club instructions](#)

[USA wrestling membership FAQs and video links](#)

Club administrator workflow

- Around August 21st, Club Director needs to complete leadership requirements (SafeSport and leadership membership) before renewing the club membership.
- Maintain the club roster and membership tracker.
- Club Director or other Club Leaders use the approved USAW spreadsheet template for mass and individual uploads for adding new wrestlers without a USAW ID. This creates a profile and an ID#.
- Send affiliation requests to new wrestlers on the team already with a USAW account/ID.
- Confirm that each wrestler or parent accepts the pending club affiliation in their profile before their individual membership can be purchased/renewed (for \$0 since it's covered by the club membership).

Claiming a wrestler's existing profile after ID is created

1. Create or log in to an account at usawmembership.com.
2. Open Manage Profiles.
3. Choose "Claim Your Previous Profile."
4. Search by USAW ID or by name, state, and date of birth.
5. Select the correct profile and claim it.

Approving club affiliation

6. Log in to the wrestler's profile.
7. Open Club Affiliations and locate the pending request.
8. Approve the request; affiliation is not active until accepted.
9. Confirm that the club administrator can now manage the athlete on the roster.

Uploading a profile photo

10. Open Manage Profiles and select the wrestler.
11. Choose Profile Photo / Upload Photo.

12. Upload a clear, front-facing passport-style JPG or PNG with no hat or sunglasses; the notes recommend at least 300 × 400 pixels.
13. Save and confirm that the image appears on the digital membership card.

SafeSport completion (required for those turning 18 within the membership year)

14. Open the athlete profile and follow the SafeSport requirement link when shown.
15. Create or access the SafeSport account using consistent identifying information.
16. Complete the assigned Core or Refresher course.
17. Save the certificate and confirm that USA Wrestling displays “Complete.”

Merging duplicate USAW profiles

18. Contact USA Wrestling Membership through the support function or the email listed in the current system.
19. Provide the wrestler’s full name, date of birth, both USAW IDs if known, and the preferred primary profile.
20. Wait for confirmation and verify that the membership history appears under one profile.

Appendix A. Preseason Launch Checklist

- ☐ Confirm coaching staff, female adult coverage, certifications, and volunteer clearance.
- ☐ Reserve gym/weight room and publish preseason schedule.
- ☐ Update shared folder, contact list, templates, and master calendar.
- ☐ Build competition calendar and reserve overnight hotels.
- ☐ Confirm gear, singlets (including girls’ cuts), headgear, medical kit, and cleaning supplies.
- ☐ Renew USAW club membership and begin roster/profile support.
- ☐ Set budget, fundraising calendar, Booster representatives, and account procedures.
- ☐ Plan winter sports presentation, kickoff meeting, and potluck.
- ☐ Assign parent leads and pair new parents with returning mentors.
- ☐ Confirm communication and social-media approval protocols.

Appendix B. Competition-Day Checklist

- ☐ Final roster and lineup confirmed
- ☐ Seeding/head-to-head information submitted
- ☐ Departure, transportation, and approved drivers confirmed
- ☐ Weigh-in and competition times communicated
- ☐ Permission forms complete
- ☐ Food/drink signup complete
- ☐ Medical kit and hydration supplies packed
- ☐ Match filming assignments made
- ☐ Results and awards recorded
- ☐ Return/arrival update sent to families

Appendix C. End-of-Season Handoff Checklist

- ☐ Hold awards banquet and recognize athletes, coaches, volunteers, and alumni.
- ☐ Survey wrestlers and parents for feedback and suggestions.
- ☐ Close or reconcile expenses and fundraising records.
- ☐ Archive final roster, results, awards, media, and event materials.
- ☐ Update this handbook with changes and lessons learned.
- ☐ Identify next-year coaches, parent leads, and critical deadlines.

- ☐ Conduct a formal handoff meeting.

Closing Principle

A strong program is a shared system

The program is most sustainable when coaches, captains, parents, alumni, volunteers, school staff, and athletes understand their roles, communicate consistently, and leave usable systems for the people who follow them.