

**United States Wrestling  
Officials Association**

**A Division of USA Wrestling**

Operating  
Policies and Procedures

## TABLE OF CONTENTS

	PAGE
PREAMBLE	4
SECTION I NAME	4
SECTION II PURPOSE, OBJECTIVES, AND AUTHORITY	5
SECTION III MEMBERSHIP AND MEETINGS	5
SECTION IV SECTIONS	6
SECTION V ELECTED OFFICERS AND EXECUTIVE BOARD	7
SECTION VI ELECTION OF USWOA OFFICERS, AT LARGE MEMBERS	13
SECTION VII USAW OFFICIALS COMMITTEE	15
SECTION VIII PROMOTIONS, DEMOTIONS, DISCIPLINE	15
SECTION IX GRIEVANCE PROCEDURES	18
SECTION X PROHIBITIONS REGARDING INTERNATIONAL WRESTLING EVENTS	18
SECTION XI ANNUAL BUDGET AND FINANCES	19
SECTION XII AMENDMENT PROCEDURES	19
SECTION XIII UNEXPECTED ADJUSTMENTS	20
SECTION XIV POLICIES AND PROCEDURES SPECIFIC TO MAT OFFICIALS	21-27
A. USWOA Membership: Mat Officials	
B. National Mat Requirements	
C. State Mat Requirements	
D. USWOA Membership Modification for USAW National Team Athlete	
E. M1C USA Military Personnel Applying for M1 Ranking	
F. M1C Foreign Officials Applying for M1 Ranking	
G. Return of a USWOA Mat Official to Active Status From a Non Declared Emeritus Status	
H. Unclassified Mat Official (MUN)	
I. Mat Official Sabbatical	
J. Category: Mat Emeritus	
K. National Tournaments: Category Maintenance	
L. Categories Pertaining to Mat Officials	

SECTION XV POLICIES AND PROCEDURES SPECIFIC TO PAIRINGS OFFICIALS 28-37

- A. Purpose
- B. Pairing Requirements
- C. Pairing Categories
- D. Pairing Upgrades
- E. Maintenance of Categories
- F. National Tournaments Required For Maintenance of Categories
- G. Pairing Procedures at Regional and National Events
- H. Tournament Responsibilities
- I. Assignments
- J. Pairing Advisory Council
- K. Meetings of the Pairing Advisory Council
- L. Nomination of National Pairing Director
- M. Standing Committees
- N. Pairing Tests
- O. Evaluations
- P. Tournament Evaluation Committee
- Q. Comportment

**United States Wrestling Officials Association:  
A Division of USA WRESTLING**

**Operating Policies and Procedures**

**PREAMBLE:**

- A. The United States of America Wrestling Association, Inc. ("USAW") is the recognized National governing body ("NGB") for the sport of amateur wrestling in the United States in accordance with the provisions of the Ted Stevens Olympic and Amateur Sports Act (the "Sports Act") and the Bylaws of the United States Olympic Committee ("USOC"). USAW is also a member of the International Federation of Associated Wrestling Styles ("FILA"). USAW has as its purpose the responsibility to advocate, promote, coordinate and provide opportunities for amateur wrestlers, coaches and officials to participate in the sport of amateur wrestling and to generally regulate, govern and foster the sport in the United States.
- B. The Bylaws of USAW, as amended, provide for (i) an Officials Association as one of the divisions of USAW, (ii) two (2) representatives of the Officials Council to serve on the USAW Board of Directors, to be elected by and from the USAW officials membership, and (iii) an Officials Committee.
- C. These Operating Policies and Procedures ("Operating Procedures") are established and have been adopted by USAW in order to govern the activities of the USAW Officials Association. Where there may be any inconsistency or conflict between these Operating Procedures and the USAW Bylaws, the USAW Bylaws will control and take precedence.
- D. The Executive Board of the USWOA has approved these Operating Procedures in order to evidence the reaffirmation that the USWOA remains an integral part of USAW.

**SECTION I:           NAME**

- 1. The name of the Officials Association shall be the United States Wrestling Officials Association (a division of USA Wrestling) herein called the USWOA.
- 2. In addition to the formal name, the USWOA may conduct its affairs under such names, symbols, and images as approved by the USWOA Executive Board and the USAW Board of Directors.

## **SECTION II: PURPOSE, OBJECTIVES AND AUTHORITY**

1. The purpose of USWOA is to assist USAW in (i) promoting, advocating and coordinating within the United States the development of officiating in both the international and folkstyle forms of wrestling and (ii) providing pairing and mat officials and referee judges the opportunity to participate at all levels of local, state, national and international competition as authorized and sanctioned by USAW. In doing so, the USWOA shall represent any and all mat and pairing officials who are members of USAW.
2. The objectives of USWOA are to standardize the officiating skills used by pairing and mat officials and to meet the officiating needs at all levels of competition sanctioned by USAW.
3. The USWOA is recognized in the USAW Bylaws as a division of USAW. Therefore, the USWOA (i) operates under the auspices of USAW, (ii) is operationally and financially responsible and accountable to USAW in the conduct of its activities and (iii) is subject to the Bylaws and policies of USAW as they pertain to its divisions and committees, generally, and as applicable to the USWOA, specifically.
4. Subject to the foregoing, the USWOA shall have the authority to act upon all matters properly brought before it involving state, national and international officiating and pairings which it deems to be in the best interests of USAW, the officials members of USAW, and the international and folkstyles of amateur wrestling in the United States.
5. USWOA may not delegate its purposes, objectives and authority.

## **SECTION III: MEMBERSHIP, DUES, MEETINGS**

1. Any individual who submits the proper forms and fees on an annual basis to become a member of USWOA as either a mat official or pairing official shall also become a member of USAW.
2. In accordance with application provisions of the Sports Act, the USOC Bylaws and the USAW Bylaws, no individual who desires to be a mat or pairings official member of USAW and the USWOA will be denied membership or participation due to race, color, religion, sex, handicap, ethnic or national origin.
3. The membership period for any individual shall be from September 1 to August 31.
4. The annual dues for members in good standing of the USWOA shall be an amount proposed by the Treasurer of the USWOA, approved by the USWOA Executive Board and approved by the USWOA Membership at the USWOA Membership Meeting. Final ratification of all dues shall be by the USAW Board of Directors.
  - a. Membership dues must be paid and kept current as a condition of participation in USWOA activities. An official whose USWOA membership expires or fails

to pay dues in a timely manner will be removed from the USWOA membership list and shall not be a member nor vested with any membership rights.

- b. If the past membership dues are not rendered, a notice will be sent by the individual in charge of membership to the official whose dues are delinquent and if there is no timely response, the official will be removed from the USWOA membership list and shall not be a member nor vested with any membership rights.
- c. Any member who fails to pay dues for a period of two (2) consecutive years and thereafter applies for a membership in the USWOA, will be treated as a new USWOA member with a new license and a new beginning category.

5. The Membership Meeting of the USWOA membership will occur at the annual USAW National Convention.


- a. The Annual Membership Meeting will be conducted by the President of the USWOA in accordance with the agenda prepared by the President.
- b. All USWOA members in good Standing shall have one (1) vote at each USWOA Membership Meeting.
- c. Roberts Rules of Order shall be used at all meetings.


#### **SECTION IV: SECTIONS**


- 1. The USWOA shall have two (2) sections through which it will conduct its programs and activities. One section shall be the Mat Officials Section and the other shall be the Pairings Officials Section.
- 2. Operating procedures and provisions pertaining specifically to the Mat Officials are contained in this document under the heading “Mat Officials Policies and Procedures.” Operating Procedures and provisions pertaining specifically to the Pairings Officials are contained in this document under the heading “Pairing Officials Policies and Procedures.” Any and all provisions pertaining to these sections may be adopted by amendment to these Operating Procedures or as otherwise deemed necessary and appropriate by the USWOA Executive Board.
- 3. Neither the Mat nor Pairing officials have the right or authority to act independently on any matter relating to decisions or requests by the USWOA and/or USAW.

**SECTION V: ELECTED OFFICERS AND EXECUTIVE BOARD**

1. **AUTHORITY:** The USWOA shall have an Executive Board which, subject to the provisions of the USAW Operating Procedures, shall be responsible for managing the activities and affairs of the USWOA, including management of the affairs of the Mat and Pairing Sections of the USWOA.
2. The USWOA Executive Board shall consist of the following members:
  - 2.1 The USWOA Executive Board shall have the following Elected Officers: **PRESIDENT, VICE PRESIDENT, SECRETARY, TREASURER and NATIONAL PAIRING DIRECTOR.**
  - 2.2. **IMMEDIATE PAST PRESIDENT:** This office shall be for a two (2) year term only and shall commence upon the election of a new president.
    - a. In the event the incumbent President is re-elected, the position of Past President shall become an elected position filled for a two (2) year term by an additional at-large delegate who shall be elected by the USWOA Membership.
  - 2.3. **LIAISON REPRESENTATIVE TO THE USAW BOARD OF DIRECTORS:** This person shall be elected by majority vote of the USWOA Executive Board from USWOA members in good standing. This position will be a voting member of the USWOA Executive Board. If the Liaison Representative chosen is already a member of the USWOA Executive Board, the USWOA Executive Board will elect, by majority vote, an additional At Large position.
  - 2.4 **USAW KIDS DIVISION DIRECTOR OF OFFICIALS:** This person is chosen by the National Council of Kids/Cadet Directors' Executive Committee.
  - 2.4. **AT LARGE MEMBERS:**
    - a. The number of At Large members of the USWOA Executive Board shall be equal to the number of USAW Kids Regions.
    - b. If the office of Immediate Past President is vacant due to the incumbent President being re-elected, the number of At Large positions being elected will increase by one (1).
  - 2.5. Two (2) Pairings At Large Members.
  - 2.6. A non-voting USAW Staff Liaison shall be named by the USAW Executive Director, with approval of the USWOA President.

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3. If during a Board Member's term a situation occurs so that a member holds two (2) or more of the USWOA Executive Board positions, an At Large member shall be elected by a majority vote of the USWOA Executive Board to fill the remainder of the Board Member's term of office in order to maintain the voting membership.
  4. No USWOA Executive Board Member shall have more than one (1) vote on any action taken by the Executive Board.
  5. TERMS OF OFFICE: The term of office for the USWOA Executive Board Members shall be for two (2) years and there shall be no limit in the number of consecutive years of office for each elected officer except the Immediate Past President.
  6. DUTIES OF THE EXECUTIVE BOARD MEMBERS:
    - a. PRESIDENT: The President shall:
      - i. Preside at all meetings of the USWOA Executive Board and the USWOA Membership Meeting.
      - ii. Be one of the USWOA representatives to the USA Wrestling Board of Directors, unless he and the USWOA Executive Board shall otherwise determine.
      - iii. Make all USWOA Committee Chairperson Assignments.
      - iv. Communicate in a reasonable and appropriate manner with the USAW President, Executive Director and Staff Liaison regarding the activities of the USWOA.
      - v. Be responsible for carrying out the decisions of the USWOA Executive Board and perform such other duties as may be assigned by the USWOA Executive Board.
    - b. VICE PRESIDENT: The Vice President shall:
      - i. Succeed to the Presidency if the office of the President becomes vacant and in the absence of the President, shall serve as acting President.
      - ii. The Vice President shall perform such duties as may be assigned by the President and/or the USWOA Executive Board.
    - c. SECRETARY: The Secretary shall:
      - i. Take minutes of the USWOA Membership Meeting and meetings of the USWOA Executive Board.

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- ii. Issue meeting minutes to USWOA Executive Board members within thirty (30) days after each meeting and provide copies of the minutes to the Secretary of USAW.
  - iii. Perform other duties as assigned by the President and/or the USWOA Executive Board.
- d. TREASURER: The Treasurer shall:
- i. Prepare and keep all financial records of the USWOA, including the annual budget of USWOA as referred to in Section X of these Operating Procedures.
  - ii. Report on the finances and financial records of USWOA to the USWOA Executive Board and to the USWOA membership annually at the USWOA Membership Meeting.
  - iii. Communicate regularly, as reasonably necessary and appropriate, with the USAW Treasurer and the USAW Associate Executive Director of Finance, with respect to the finances, financial records and budget of the USWOA, and cooperate with such individuals and the USAW auditors in the preparation and delivery of necessary financial reports and information in order for the USAW to properly and in a timely manner prepare its financial statements, audits, and tax filings.
  - iv. Perform such duties as assigned by the President and/or the USWOA Executive Board.
- e. IMMEDIATE PAST PRESIDENT: The Immediate Past President shall:
- i. Act as an advisor to the USWOA President and Executive Board.
  - ii. Perform such duties as assigned by the USWOA President and/or the USWOA Executive Board.
- f. NATIONAL PAIRINGS DIRECTOR: The National Pairings Director shall:
- i. Perform duties as assigned by the President and/or the USWOA Executive Board.
  - ii. Represent the USWOA Pairings Officials.
  - iii. Attend all USWOA Executive Board Meetings.

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- iv. Provide the USWOA Executive Board with documentation of Pairings upgrades and downgrades.
  - v. Attend the USAW National Convention as a representative of the USWOA.
  - vi. Provide the specific forms and reports when requested, so that all pairings personnel can receive information in a timely manner.
  - vii. Be responsible for the organization, assignment of duties and projects and completion of duties and projects of the Standings Committees of the USWOA Pairings Section.
  - viii. Preside over the Pairing Advisory Council meetings, prepare an agenda for those meetings that deal with the present year's problems in pairings, bring problems dealing with pairings to the attention of the Pairing Advisory Board for discussion and resolution, and work with and make decisions through the recommendations of the committees of the Pairings Advisory Council.
  - ix. Communicate with the staff of USAW and with the USWOA President and Executive Board concerning pairing problems.
  - x. Formulate the time schedules for all major tournaments, complete all assignments from USAW and the USAW President within the schedule's time frame and answer all communications from Pairing personnel in a timely manner.
- g. LIAISON REPRESENTATIVE TO THE USAW BOARD OF DIRECTORS: The Liaison Representative shall:
- i. Serve as a voting member of the USAW Board of Directors in addition to the USWOA President.
  - ii. Perform duties as assigned by the President and/or the USWOA Executive Board.
- h. USAW KIDS DIVISION DIRECTOR OF OFFICIALS: The USAW Kids Division Director of Officials shall act as a liaison to the Kids Division of USAW and will have other duties as assigned by the President and/or the USWOA Executive Board.
- i. AT LARGE MEMBERS: Shall have duties as assigned by the President and/or the USWOA Executive Board.
- j. USAW STAFF LIAISON: The Liaison shall be responsible for communication between the USWOA Executive Board and USAW National Headquarters.

7. USWOA REPRESENTATION TO THE USAW BOARD OF DIRECTORS:

- a. The USWOA shall be represented on the USAW Board of Directors by two (2) members of the USWOA Executive Board.
  - i. The USWOA President will automatically be one (1) of the representatives unless he and/or the USWOA Executive Board shall otherwise determine and will represent the USWOA in all official matters pertaining to Mat and Pairing Officiating for the various styles of national and international competition.
  - ii. The second representative shall be chosen by majority vote of the USWOA Executive Board as in Section 5, 2.3 above.

8. REMOVAL FROM OFFICE OF USWOA EXECUTIVE BOARD MEMBERS:

- a. Any member of the USWOA Executive Board may be removed from office for just cause. Prior to removal, said USWOA Executive Board member will be entitled to a hearing before the USWOA Executive Board. Any hearing conducted by the USWOA Executive Board shall be done in accordance with the hearing procedures set forth in SECTION VII of these Operating Procedures.
- b. Notwithstanding the foregoing, given the fact that the USWOA is a Division of USAW and the members of the USWOA Executive Board are volunteers undertaking their activities as such on behalf of USAW, a member of the USWOA Executive Board may be removed by action of the USAW Board of Directors if circumstances warrant such removal in the judgment of the USAW Board of Directors. However, prior to taking any such action, USAW will provide the USWOA Executive Board and the involved Executive Board member with reasonable written notice of the circumstances precipitating the removal action and the opportunity to rectify the situation within a reasonable period of time (as determined by USAW in its discretion) before USAW takes action to remove the person. These procedures will not prevent USAW from taking immediate action, however, in the event circumstances require the prompt removal of the member of the USWOA Executive Board.

9. VACANCIES: Any person filling a vacancy on the USWOA Executive Board caused by resignation, removal for just cause, or for any other reason, must be notified within thirty (30) days of the vacancy.

- a. If the position of President becomes vacant, the Vice President shall assume the office of President until the next scheduled election.
- b. If the office of Vice President, Secretary, Treasurer or National Pairings Director

becomes vacant, the USWOA Executive Board shall elect by majority vote a new Vice President, Secretary, Treasurer or National Pairings Director from the membership of the USWOA Executive Board to assume and fulfill the duties of the vacant office until the next election. However, the candidate for the position of National Pairings Director shall be of category P1E.

- c. The person from the USWOA Executive Board assuming the office of Vice President, Secretary or Treasurer will be replaced by a majority vote of the USWOA Executive Board.
- d. If an At Large position becomes vacant, it shall be filled by an At Large member from the list in the Secretary's Office as determined in Section 6, 4, f.
- e. If a Pairing At Large position becomes vacant it shall be filled by a Pairing At Large Member from the list in the Secretary's office as determined by Section VI, 5, d.
- f. If the position of the USAW Staff Liaison to the USWOA Executive Board becomes vacant, the office will be filled by the USAW Executive Director with approval of the USWOA President.
- g. If the position of Liaison to the USAW Board of Directors should become vacant, it shall be filled by a USWOA member in good standing elected by majority vote of the USWOA Executive Board.
  - i. If the person replacing the Liaison Representative is already a member of the USWOA Executive Board, an At Large Executive Board member shall be selected from the list in the Secretary's Office as determined in Section 6, 4, f. in order to maintain the voting membership of the Board.
- h. If the USAW Kids Division Director of Officials position becomes vacant, it shall be filled by an official recommended by the National Council of Kids/Cadets Director's Executive Committee.

10. MEETINGS:

- a. **REGULAR MEETINGS:** The USWOA Executive Board shall meet a minimum of two (2) times annually, with one (1) meeting to be at the USAW Annual Convention. The second meeting will be in the fall at a time and place determined by the USWOA President or as determined by a majority of the USWOA Executive Board members.
- b. **SPECIAL MEETINGS:** Special meetings of the USWOA Executive Board, to conduct specified business of the USWOA, shall be held as deemed necessary by the President or by a majority vote of the Executive Board.

- c. TELECONFERENCE MEETINGS: The USWOA Executive Board may take action by conference calls as long as a majority of the USWOA Executive Board participates therein.
- d. QUORUM: A quorum of the USWOA Executive Board shall consist of a majority of its members.
- e. VOTING: All USWOA Executive Board action shall be by majority vote of those present and voting, a quorum being present. There shall be no voting by proxy.
  - i. Each member of the USWOA Executive Board shall have one (1) vote except for non-voting members.
  - ii. No member of the USWOA Executive Board shall vote on any action from which the member may directly or indirectly derive any material benefit. In such case, the member will be required to abstain.
  - iii. If the removal of a USWOA Board member results in the lack of a quorum, no action will/shall be taken.
- f. Any business conducted in executive session shall be confidential to the extent allowed by law.

## **SECTION VI: ELECTIONS OF USWOA OFFICERS, AT LARGE MEMBERS**

### **1. TIME AND PLACE OF ELECTIONS**

- a. Elections will be held at the USWOA Membership Meeting in even number calendar years beginning in 2006 in accordance with the following procedures.
- b. Only those members in good standing and in attendance at the Membership Meeting are eligible to vote.
- c. For the purpose of determining good standing for these elections, only those members who have paid the required USWOA membership dues shall be eligible to vote.

### **2. NOMINATION PROCEDURES FOR ELECTED OFFICERS:**

- a. The USWOA Steering Committee shall act as the USWOA Nominating Committee and will present a slate of proposed Officers to the USWOA Secretary after April 30th and before May 30th of the election year.

- b. A biographical sketch of up to fifty (50) words will accompany each nomination presented to the USWOA Secretary.
- c. Any USWOA member in good standing who wishes to seek an elected office position must submit a written nomination to the USWOA Secretary before April 15th of the election year. These Nominations must be accompanied by a seconding letter bearing ten (10) signatures of USWOA members in good standing and a biographical sketch of up to fifty (50) words in length.

3. ELECTION OF OFFICERS:

- a. The USWOA general election for Officers shall be by closed ballot.
- b. The ballot with distinct parts including the slate of Officers submitted by the Steering Committee and with any other individuals duly nominated in accordance with the procedures stated above, shall be provided to the members at the Membership Meeting.
- c. Final tabulation of the votes for the elected officers shall be compiled by a committee established by the President of the USWOA; the results will be announced to the Membership by the end of the meeting.
- d. A candidate must receive a majority of the votes cast to be elected. In a case where there is a tie vote or where there are several candidates and no candidate achieves a majority, the two (2) candidates with the highest/most number of votes will again be voted on with the candidate receiving the majority being elected.
- e. If there are no candidates for office other than those persons on the slate presented by the Steering Committee, the USWOA Officers shall be announced as elected by acclamation without the need for a ballot.

4. ELECTION OF USWOA EXECUTIVE BOARD AT LARGE POSITIONS

- a. Any USWOA member who wishes to run for an At Large Executive Board Position must submit their name, declare their intention, and provide a biographical sketch of up to fifty (50) words to the USWOA Secretary after April 30th and before May 30th of the election year.
- b. All of the candidates for At Large positions shall be voted upon at the same time by closed ballot. The ballot will contain the names of all the candidates and the membership will vote for a number of candidates equal to the number of open At Large positions.
- c. Final tabulation of the votes for the At Large positions shall be compiled by a committee established by the President of the USWOA and the results will be announced to the Membership by the end of the meeting.

- d. The candidates with the highest/most number of votes shall be elected.
- e. If several of the candidates are tied in the number of votes for the last At Large position, then a run-off election will be held and the candidate with the highest/most number of votes will be declared elected.
- f. The USWOA Secretary shall keep a list of the next four (4) members not voted onto the Executive Board, but receiving the next highest number of votes. The list will be filed and kept by the Secretary in their office, representing a list of "alternates" that will be called on to fill a vacancy due to unforeseen circumstances during the normal term of service by any Member At Large.

#### 5. ELECTION OF USWOA EXECUTIVE BOARD PAIRING MEMBERS AT LARGE

- a. Any USWOA pairing person, Category PI or higher, who wishes to run for one (1) of the two (2) Pairing Members At Large positions on the USWOA Executive Board, must submit their name and a biographical sketch to the USWOA Secretary after April 30th and before May 30th of the election year.
- b. The election of the Pairing Members At Large shall be conducted as indicated in Section VI, 4, b through e above.
- c. If there are only two (2) candidates, they will be considered elected by acclamation.
- d. The USWOA Secretary shall keep a list of the next two (2) members not voted onto the Executive Board, but receiving the next highest number of votes. The list will be filed and kept by the Secretary in his/her office, representing a list of "alternates" that will be called on to fill a vacancy due to unforeseen circumstances during the normal term of office of any Pairing At Large Member of the Board.
- e. If a Pairing At Large position becomes vacant it shall be filled by a Pairing At Large Member from the list in the Secretary's office as determined by Section VI, 5, d.

#### **SECTION VII: USAW OFFICIALS COMMITTEE**

- 1. This committee shall consist of the USWOA President, Vice-President, Secretary, Treasurer, National Pairing Director, USWOA Liaison Representative to the USAW Board of Directors, a representative selected by the Junior Olympic Wrestling Committee and active athletes as per section 6.1.9 of USAW bylaws.
- 2. The USWOA President and USWOA Liaison Representative to the USAW Board of Directors shall sit on the USAW Board of Directors as voting members as per Section V, 7.


## **SECTION VIII: PROMOTIONS, DEMOTIONS, DISCIPLINE**

1. GENERAL: Subject to the provisions of the USAW Bylaws with respect to resolution of disputes pertaining to the opportunity of officials to participate or attempt to participate in "protected competitions" as defined in the Sports Act and the USOC Bylaws, which shall take precedence over provisions of these Operating Procedures and be applicable in substitution therefore, the USWOA Executive Board shall administer all promotions, demotions discipline problems and the USWOA Appeals Procedure. See "Mat Officials Policies and Procedures" for further amplification.
  - a. Any USWOA member who alleges that he/she has been denied the opportunity to participate in USAW and/or USWOA programs, events or activities shall immediately inform the USWOA President or USAW Executive Director, who shall cause an investigation to be made and steps to be taken to settle the matter without delay.
  - b. No USWOA Mat or Pairing Division member may be denied the opportunity to advance within USWOA due to race, age, color, religion, sex, handicap, ethnic or national origin or due to an unsatisfactory interpersonal relationship with other USWOA Mat or Pairings Officials.
2. PROMOTIONS: Promotions to a higher category may only be granted by the USWOA Executive Board and said promotions shall be granted at the Fall meeting of the USWOA. The USWOA Executive Board shall publish a listing of all promotions within sixty (60) days following the Fall Executive Board meeting.
3. DEMOTIONS: Demotion of a mat or pairing official to a lower category may only be announced by the USWOA Executive Board after the Fall meeting for the following offenses:
  - a. Lack of participation in USAW State, Regional, or National Programs.
  - b. Lack of endorsement by the USAW State Officials Director.
  - c. Failure to fulfill responsibilities at USAW Regional, National events and/or at international events the official attends.
  - d. Inappropriate behavior on or off the mat.
  - e. Inappropriate attire or appearance.
  - f. Failure to follow USAW National and/or FILA protocol.
4. DISCIPLINE: Discipline of members within the USWOA falls into the following categories:

- a. Warnings are assessed for minor infractions and must be in written form from the USWOA Executive Board. A second (2nd) warning for the same offense will result in automatic probation for one (1) year.
- b. PROBATION:
  - i. No period of probation may exceed one (1) year.
  - ii. Officials on probation may not be assigned to a national or international competition. However, they must fulfill their requirements to the USWOA.
  - iii. All declarations of probationary status must be in written form from the USWOA Executive Board with specific reasons stated for the assessment of the probation.
  - iv. Probation may be appealed to the USWOA Executive Board. The appeal must be returned within thirty (30) days of receipt of the written notice of probation.
- c. SUSPENSION:
  - i. All suspensions will be a minimum of one (1) year in length. Suspensions may be longer depending upon the severity of the offense.
  - ii. All suspensions will be announced in written form from by the USWOA Executive Board. Suspensions must be approved by the USAW Executive Director prior to effectiveness. The specific reasons for and the duration of the suspension will be stated in the letter.
  - iii. The suspended official will not be assigned to, or permitted to officiate at, USAW sanctioned competitions or international events.
  - iv. The suspended official will be reduced one category for each year he/she is under suspension.
  - v. Suspensions may be appealed to the USWOA Executive Board. The appeal must be returned within thirty (30) days of receipt of the written notice of suspension.

5. APPEALS PROCESS:

- a. Before disciplinary action of any official, the USWOA shall provide the affected individual with written notice of the alleged grounds for the disciplinary action and of the individual's right to a hearing on the matter.
- b. Such notice shall be sent by United States Postal Service, certified return receipt.

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- c. At any time within thirty (30) days of receipt of such notice, the affected official may request a hearing by notifying the USWOA President or USAW Executive Director, who shall communicate the request for a hearing before the USWOA Executive Board at its next scheduled meeting.
  - d. The affected official shall be given a choice of at least two (2) dates for a hearing before the USWOA Review Committee appointed by the USWOA Executive Board.
  - e. The affected individual shall be notified of the time and place of the hearing, their right to appear personally and/or through an attorney, and their right to present evidence and arguments relating to their eligibility.
6. HEARING: The hearing shall be informal, with all parties being given reasonable opportunity to present oral or written testimony, to examine the pertinent evidence and to exchange views. The affected official has the right to be assisted in the presentation of their case at the hearing.
- a. At the request of the affected individual, a transcript of the proceedings may be taken by the USWOA Secretary who shall also keep minutes of the hearing.
  - b. Following the close of the hearing, the affected official shall be provided with a written decision within thirty (30) days after the hearing specifying the reason for the decision, which shall be based solely on the information presented at the hearing.
  - c. No one involved in any incident leading to the disciplinary action shall be a member of this USWOA Review Committee.
  - d. If the USWOA President determines that a hearing before the USWOA Review Committee could result in unnecessary delay, he shall promptly appoint from the members of the USAW Executive Board, a disinterested Hearing Officer to conduct the initial hearing.
    - i. The same procedure shall apply to a hearing before the Hearing Officer, except the Hearing Officer, rather than the Secretary, shall keep the minutes of the hearing.
    - ii. If the decision of the Hearing Officer is adverse to the affected individual, said individual shall have the right to appeal to the USWOA Executive Board at its next regularly scheduled meeting. Such an appeal shall consist of a de novo proceeding, except that the transcripts of minutes of the hearing before the Hearing Officer shall be included as evidence for consideration in the hearing before the Review Committee.
  - e. There shall be no right of appeal within the USWOA from a decision of the USWOA Executive Board.

## **SECTION IX: GRIEVANCE PROCEDURES**

1. Any member of the USWOA may file a written grievance with the USWOA President or any member of the USWOA Executive Board pertaining to any matter within the cognizance of the USWOA and alleging a violation of any of these Operating Procedures.
2. Any grievance shall be signed under oath and shall allege with particularity the nature of the grievance and claimed violation of the aforementioned documents by specific sections thereof, stating in concise language how, when and where the alleged violation occurred. The allegations shall be set forth in numbered paragraphs with each paragraph containing a single allegation.
3. Upon receipt of a grievance, the USWOA President shall make an effort to resolve the grievance himself/herself through informal means. If the President of the USWOA is unable to settle such controversy, he/she shall refer the matter promptly to the USWOA Executive Board.
4. If the grievance is referred to the USWOA Executive Board, or in event that the member filing a grievance is not satisfied with the resolution of the matter by informal methods, the member shall be entitled to be heard before the USWOA Executive Board at the next scheduled meeting. The USWOA Executive Board's determination shall be final.
5. Notwithstanding the foregoing, the grievance procedures stated herein are subject and subordinate to the provisions of the USAW Bylaws with respect to grievance and the resolution of disputes pertaining to the opportunity of officials to participate or attempt to participate in "protected competitions" as defined in the Sports Act and the USOC Bylaws, which shall take precedence over provisions of these Operating Procedures and be applicable in substitution therefore.

## **SECTION X: PROHIBITIONS REGARDING INTERNATIONAL WRESTLING EVENTS.**

1. Action shall be taken against any USWOA member who participates as an official, or appears in uniform, at any international event without the express permission of the USWOA Executive Board and USAW.
2. A pairing official at an international event shall not be attired in the uniform of a referee-judge.

## **SECTION XI: ANNUAL BUDGET AND FINANCES**

1. The USWOA Executive Board, with the assistance of a USAW Staff member assigned by the USAW Executive Director, shall prepare and in a timely manner submit to USAW an annual budget for the USWOA. The budget shall be prepared under guidelines and policies and procedures established by USAW and shall conform to applicable generally accepted accounting principles.

2. The annual USWOA budget shall include all activities, programs and events for the period of September 1 to August 31.
3. The USWOA budget is subject to approval by USAW.
4. A financial accounting of all USWOA activities shall be timely produced on an annual basis and be made available to USAW in a form satisfactory to USAW. USWOA will, principally through the USWOA Treasurer, communicate regularly and as reasonably necessary and appropriate with the USAW Treasurer and Chief Financial Officer with respect to the finances, financial records and budget of the USWOA, and cooperate with such individuals and the USAW auditors in the preparation and delivery of necessary financial reports and information in order for USAW to properly and timely prepare its financial statements, audits and tax filings.

## **SECTION XII: AMENDMENT PROCEDURES**

1. These Operating Procedures may be amended at the USWOA Membership Meeting held at the USAW National Convention with the exception of Section XIII below and the effectiveness of any amendment(s) is expressly subjected to approval of the USAW Board of Directors.
2. Amendments to these Operating Procedures will only be accepted and brought to the floor of the USWOA Membership Meeting for a vote on the odd calendar years.
3. Proposed amendments must be submitted in writing to the USWOA Secretary a minimum of sixty (60) days prior to the USWOA Membership Meeting. These proposed amendments shall be announced to the USWOA Membership by the USWOA President on the USWA/USWOA web site and will be made available to all USWOA members in good standing who are in attendance at the USWOA Membership Meeting.
4. Discussion on the proposed amendments will be limited to two (2) minutes by each individual speaking for/or against any proposed amendment.
5. A quorum shall be established after the presentation. The established quorum shall be those USWOA Members in good standing and in attendance at the USWOA General Membership Meeting at the time of the vote.
6. A two thirds (2/3) majority vote of those members present and entitled to vote will be required for acceptance of any amendments to these Operation Procedures.
7. Sections XIV and XV (POLICIES AND PROCEDURES SPECIFIC TO MAT and PAIRINGS OFFICIALS) may be amended or adjusted by action of the USWOA Executive Board at any meeting of the Executive Board or by a majority vote at the Annual USWOA Membership Meeting. These sections were attached to the former USWOA By-Laws and

were labeled Appendices A and B. Any such changes must be presented for approval to the Membership at the next USWOA Annual Meeting. .

### **SECTION XIII: UNEXPECTED ADJUSTMENTS**

1. Any and all matters which may arise due to unexpected circumstances, where the calling of a USWOA Membership meeting would not be possible, shall be immediately addressed by the USWOA Executive Board under the direction of the USWOA President. Any new policies or procedures adopted by the USWOA Executive Board may be instituted immediately. Any change to these Operating Policies made by the USWOA Executive Board shall be ratified by the USWOA Membership at the next USWOA Membership Meeting. However, any such adjustments or changes are expressly subject to approval of the USAW Board or Executive Committee.
2. Any emergency adjustments made to these Operating Procedures will be announced to the USWOA Membership through the USWA/USWOA web site and other means at the disposal of USAW and/or the USWOA as soon as possible or by the date of the next USWOA Membership Meeting.

### **SECTION XIV: POLICIES AND PROCEDURES SPECIFIC TO MAT OFFICIALS**

#### **A. USWOA MEMBERSHIP: MAT OFFICIALS**

**Definition:** An individual who has paid dues to the USWOA is a member of the officials' division of USAW as well as USAW

1. An USWOA mat official receives all USAW and USWOA publications
2. Every USWOA mat official must attend USWOA clinics regularly in order to stay apprised of rule changes and interpretations
3. Every mat official must keep a control card with their USWOA License Book for presentation to the Head Official at any tournament site
4. The USWOA control card must be signed and dated by the Head Official of the tournament site
5. All mat officials must be active participants at local and state events to improve officiating skills
6. Each year, an upgrade/downgrade form, is sent to the Officials' Director of each state for the purpose of providing recommendations to the USWOA Executive Board regarding
  - i. an official in GOOD STANDING
  - ii. a recommendation for upgrade/downgrade
  - iii. an official not in GOOD STANDING must receive a letter from the State Chair indicating why the status of "Good Standing" has been withheld
7. All category upgrade/downgrade recommendations can only be acted upon by the USWOA Executive Board at the fall meeting

8. Upgrade/downgrade recommendations from the Head Mat Official at all USAW Regional and National Events are provided to the USWOA Executive Board prior to the fall meeting
9. Every Mat Official working a National Championship may request an evaluation at the tournament site for purposes of
  - i. self improvement
  - ii. upgrade
10. The USWOA Executive Board may, for reasonable cause and at its sole discretion, waive any requirement for maintenance or promotion
11. Upgrades/downgrades will reflect the USAW calendar year, September 1 to August 31
12. Officials will be informed of upgrades/downgrades via mail/e-mail by the Secretary of the USWOA

**B. NATIONAL MAT REQUIREMENTS**

1. The mat official must have a current USWOA stamp in their License Book in order to work USAW Regional and National events
2. The mat official must have attained a minimum age of 15 years in order to work a USAW Regional event
3. The mat official must actively work within the state to improve officiating skills
4. A mat official must attend the clinic for mat officials at the USAW Regional and/or National event in order to receive a recommendation for upgrade
5. A mat official must work both Greco-Roman and Freestyle in order to receive a recommendation for upgrade from a USAW Regional event
6. No mat official can be upgraded twice in the same year
7. No mat official can receive credit as a mat official and a pairing official at the same event
8. An MI mat official, in order to receive an assignment of leadership, must have
  - i. paid dues for the forthcoming year
  - ii. returned the availability calendar
  - iii. sent a copy of their control card, when requested, to the designated USAW staff liaison by the assigned date

**C. STATE MAT REQUIREMENTS**

1. It is the responsibility of the State Officials' Director to recommend, for upgrade or assignment, only those officials currently in GOOD STANDING and licensed with the USWOA
2. The USWOA strongly recommends that all states
  - i. organize training programs for officials to improve their understanding of mat rules, position, and three man mechanics
  - ii. organize training programs for officials to better understand the rules and philosophies associated with Greco-Roman and Freestyle
3. A mat official unable to locate a USAW program within the state may affiliate through a nearby state
4. The mat official must actively work within their state to improve their officiating techniques

5. A mat official not in GOOD STANDING with their state must receive written notification from the State Chairman and/or Officials' Director who will also notify the USWOA Secretary. The USWOA Secretary is responsible for notifying the USAW Executive Director

#### **D. USWOA MEMBERSHIP MODIFICATION FOR USAW NATIONAL TEAM ATHLETE**

**Definition:** A USAW National Team Member is an athlete who has represented the United States in Continental, World, and/or Olympic competition

1. A USAW National Team Member enters the USWOA as a category MIC official
2. The National Team Member must pay dues to the USWOA, meet all requirements of the USWOA, and work all levels of USAW events in order to develop a higher skill level with reference to officiating
3. The National Team Member must meet and follow all the maintenance and promotion requirements for the MIC category

#### **E. MIC USA MILITARY PERSONNEL APPLYING FOR MI RANKING**

1. Category MIC is the highest attainable category for any and all military personnel stationed outside the United States
2. Military personnel stationed within the United States will observe the same maintenance/promotion procedures as state affiliated USWOA mat officials
3. Military personnel transferred outside the United States in an upgrade year will be unable to upgrade to a level higher than MIC
4. Military personnel who have attained the M1 category prior to transfer duty outside the United States will maintain their category, but must follow USWOA requirements for the category
5. The USWOA Secretary must be notified of address changes by the official as soon as possible. The USWOA Secretary is responsible for notifying the USAW of these changes.
6. The MIC official stationed outside the country must actively work toward improving their officiating skills while continuing to work toward the M1 category by officiating USAW, local, foreign, and National events
7. Promotion to the M1 category requires that the military official return to the United States to attend the necessary clinics and to officiate one (1) USAW National event
8. An USWOA evaluation team at the event will make recommendations
9. Final promotions will be made at the fall USWOA Executive Board Meeting

#### **F. MIC FOREIGN OFFICIALS APPLYING FOR MI RANKING**

1. The foreign official must have an established residence in the United States
2. The foreign official must have a license book indicating their ranking in the country from which he or she immigrated
3. FILA foreign officials will be given an M1 ranking while non-FILA foreign officials will be designated MIC
4. The MIC official must work for promotion to the M1 category by working USAW Regional and National events
5. The M1 official must work to maintain the M1 category

6. All upgrades will be made at the fall meeting of the USWOA Executive Board

#### **G. RETURN OF A USWOA MAT OFFICIAL TO ACTIVE STATUS FROM A NON DECLARED EMERITUS STATUS**

**Definition:** An official who has been dropped from the USWOA rolls as a result of non-payment of dues.

1. The official will be reinstated upon making application to the USWOA and paying the USWOA yearly dues.
2. Category M3, M2, and M1C officials return to the status they previously held
  - i. must complete requirements for maintenance of category
  - ii. may work toward promotion
3. Category M1 officials return as M1C officials and must actively work toward M1 status by officiating all levels of USAW events
4. The former M1 official must attend the clinic for and officiate one(1) USAW Regional Tournament and one(1) USAW National Tournament
  - i. must receive evaluations
  - ii. must receive recommendations for upgrade to former category
5. All upgrades take place at the fall meeting of the USWOA Executive Board

#### **H. UNCLASSIFIED MAT OFFICIAL (MUN)**

**Definition:** Official who is unable to meet the requirements of present category due to hardships involving health, finances, family and/or military obligations, etc.

1. The official must notify the USWOA President in writing of their intention to go inactive
2. The official must continue to pay USWOA dues during the inactive period
3. The official may not vote in USWOA elections or receive an assignment of leadership while inactive (unclassified)
4. The official will not be demoted to a lower category while inactive
5. The official may remain UNCLASSIFIED for a period of five(5) years, if necessary, and may apply to the USWOA Executive Board, in writing, for an extension
6. The Unclassified Official may return to active status at any time
  - i. must notify in writing State Chairman or
  - ii. must notify in writing the State Officials' Director
7. The newly activated official must work all levels of USAW events for which their category is eligible
  - i. will be evaluated for placement
  - ii. satisfactory evaluations will allow official to return to category previously held

## **I. MAT OFFICIAL SABBATICAL**

**Definition:** Official who is unable to fulfill category obligations and needs to become inactive for a maximum of two (2) years

1. Official must notify the USWOA President and Executive Board in writing
2. Official must continue to pay dues in order to maintain category
3. Official returns to active status with maintained category
4. Official must fulfill state and national requirements for category held in the year of return
5. Official will receive no assignments of leadership
6. Should the period of activity extend beyond two years, the official will become Unclassified (MUN)

## **J. CATEGORY: MAT EMERITUS**

**Definition:** A lifetime rating for an official who has been a member of the USWOA for a minimum of ten (10) years, who has contributed to the sport of wrestling on the National Level, and who is to be recognized for their outstanding contribution(s) in the field of officiating and rule interpretation.

1. Official must petition the USWOA Executive Board for this category.
2. Category is permanent once accepted and the official may not return to active service as a mat official.

## **K. NATIONAL TOURNAMENTS: CATEGORY MAINTENANCE**

1. National tournaments to maintain M1 category: National Senior Open, University Nationals, National FILA Juniors, Cadet/Junior National Championships, National Junior Duals, National Cadet Duals, National Kids Freestyle and Greco-Roman Championships, National Schoolboy/Girls Duals and any other National events sponsored by USAW other than K, 3 below.
2. Any USAW Kids or Junior Regional Tournament may be substituted for one of the required National Tournaments
3. World Team Trials, Olympic Festivals, International Tournaments, International Dual Meets, FILA Tournaments and/or FILA assignments and State Qualifiers for National Tournaments do not count as National Tournaments

## **L. CATEGORIES PERTAINING TO MAT OFFICIALS**

### **a. DEFINITION OF CATEGORY M3**

1. Category of entry level mat official
2. Category of official content to work at local level qualifiers, state tournaments, as well as an occasional USAW Regional Tournament
3. No age requirement, but must be a minimum fifteen (15) years of age to officiate at any USAW Regional or National Tournament for which the M3 ranking affords eligibility
4. Not eligible to work the Cadet/Junior National Championships, National Senior Open Championships, or the Senior World Team Trials
5. Must remain an M3 official for a minimum of two (2) years

**b. PROMOTION REQUIREMENTS FOR M3 TO M2**

1. Must be a minimum seventeen (17) years of age the year in which seeking promotion
2. Must present License Book, with current USWOA membership stamp, and control card to Head Official of USAW tournament at clinic for which seeking credit, evaluation and/or upgrade
3. Must attend one (1) USAW Regional or National Tournament,
  - i. anytime within or after second year of membership
  - ii. receive recommendation for promotion from Tournament Evaluation Team
4. Must receive recommendation for promotion from State Chair/State Officials' Director
5. All upgrades take place at the autumn meeting of the USWOA Executive Board

**c. DEFINITION OF CATEGORY M2**

1. Must be a minimum of seventeen (17) years old
2. May remain at M2 status indefinitely
3. M2 official seeks greater understanding of the Rules of International Wrestling and strives to contribute positively to state/local wrestling events

**d. REQUIREMENTS TO MAINTAIN CATEGORY M2**

1. Must officiate one (1) USAW Regional or National Tournament
2. Must officiate both Greco-Roman and Freestyle at the same tournament
3. Must remain an M2 official for a minimum of two (2) years
4. May not receive credit as a pairing official and mat official at the same event

**e. PROMOTION REQUIREMENTS FOR M2 TO M1C**

1. Must be a minimum age of nineteen (19) years old in the USWOA membership year in which seeking promotion
2. Must present License Book, with current USWOA membership stamp, and control card to Head Official of USAW tournament at clinic for which seeking credit, evaluation, and/or upgrade
3. M2 official must work both Freestyle and Greco-Roman styles of wrestling at a minimum of one (1) USAW Regional tournament and two (2) USAW National tournaments for which qualified in order to seek promotion
4. One (1) of the National Tournaments must be in the year seeking promotion
5. Must receive recommendation for promotion from both USWOA National Tournament Evaluation Teams
6. Must receive recommendation for promotion from State Chair/State Officials' Director
7. All upgrades take place at the autumn meeting of the USWOA Executive Board

**f. DEFINITION OF M1C CATEGORY**

1. M1C official must be a minimum of nineteen (19) years of age
2. The M1C official must be actively working to achieve the M1 category by officiating numerous USAW Regional and National Tournaments
3. The M1C official cannot officiate the Senior Open Championships or the Senior World Team.

**g. REQUIREMENTS TO MAINTAIN THE M1 C CATEGORY**

1. Must remain at M1 C category for minimum of one (1) year
2. May stay at M1 C category for more than one (1) year
3. Must attend a USAW mat officials' clinic at a Regional or National Tournament and officiate both Greco-Roman and Freestyle Wrestling

**h. REQUIREMENTS FOR PROMOTION FROM M1C TO M1**

1. Must be twenty (20) years of age in the USWOA membership year in which seeking promotion
2. Must present License Book, with current USWOA membership stamp, and control card to Head Official of USAW tournament at clinic for which seeking credit, evaluation, and/or upgrade
3. Must remain at the M1 C category for at least one (1) year
4. Must officiate one (1) USAW Regional tournament and the Cadet/Junior National Championships in the same year
5. Must receive recommendation for upgrade from both USAW Tournament Evaluation Teams
6. Must receive recommendation for promotion from State Chair/State Officials' Director
7. All upgrades take place at the autumn meeting of the USWOA Executive Board

**i. DEFINITION FOR CATEGORY M1**

1. Must be a minimum of twenty (20) years of age
2. May work highest levels of USAW competition
3. Has thorough understanding of the rules of International Wrestling and works all levels of competition
4. May apply for membership in FILA (the governing body of International Wrestling) in the USWOA membership year following upgrade to M1 status

**j. REQUIREMENTS TO MAINTAIN M1 CATEGORY**

1. Must work all levels of USAW competition
2. Must attend the mat officials' clinic for one (1) USAW Regional or National Tournament and officiate both Freestyle and Greco-Roman Wrestling

**SECTION XV: POLICIES AND PROCEDURES SPECIFIC TO PAIRINGS OFFICIALS**

**USWOA PAIRINGS OFFICIALS SECTION**

**A. PURPOSE**

Subject to any applicable provisions and requirements of the USAW Bylaws and oversight by the USWOA Executive Board (as part of the Officials Council of USAW), the USWOA National Pairings Section of the USWOA is responsible for all tournament operations dealing with pairing at USAW tournaments, and only if a USWOA pairer has been assigned (in

accordance with the Pairings Procedures, Assignments, Evaluations, Comportments and Pairing Test provisions attached hereto as Policies and Procedures Specific to Pairings Officials

## **B. PAIRING REQUIREMENTS**

1. Pairing officials must have paid their current pairing official dues to USWOA in order to pair any regional or national tournament.
2. Pairing officials must be a minimum of 10 years of age to join USWOA and pair on the state level.
3. Pairing officials must be a minimum of 14 years of age to pair a USA Wrestling tournament on the regional level.
4. Pairing officials must be a minimum of 15 years of age to pair a USA Wrestling tournament on the national level.
5. Upon initial USWOA registration, a pairing official's license must be endorsed by their State Pairing Director.
6. A copy of the pairing official's USWOA control card must be kept with the USWOA official's license book, and it must be available to the head pairer in charge of the clinic at each tournament. It must be signed by the proper official in charge of each tournament for certification.
7. Every USWOA pairing official Category PA and P3 must be active in USA Wrestling events in their state, and should attend any state clinics.
8. Every USWOA pairing official Category P2, P1C, P1 and P1E must attend Regional and National Clinics to keep up-to date on pairing formats.

## **C. PAIRING CATEGORIES**

### **(PA) CATEGORY PAIRING APPLICANT**

A new pairing official is given the rating of "applicant" (PA) until he/she passes the Category P3 examination with a minimum score of 80% and earns the P3 rating. Pairing applicants should be active in USA Wrestling events in their state.

### **(P3) CATEGORY P3**

Category P3 is the rating for the official who is usually content to work at local and state events, plus an occasional regional or national tournament held in their immediate area. Category P3's should be active in USA Wrestling events in their state.

### **(P2) CATEGORY P2**

Category P2 is the rating for the official who works in their state, attends clinics on the regional and national level, and works as a pairing official at several tournaments throughout the year.

### **(P1C) CATEGORY P1C**

Category P1C is a transitional category in which the official no longer works just as a pairer, but now begins organizing and conducting the tournaments, that is, determining number of mats to be used, order of bouts to be wrestled, number of rounds per session, etc. P1C's must be active in tournament operations in their state.

### **(P1) CATEGORY P1**

Category P1 is the rating for the official who is interested in tournament operations. These pairers are in charge of setting up tournaments, determining number of mats, and the flow of bouts to the mats at regional and national tournaments. The Category P1 pairing official is also responsible for conducting clinics on pairing.

1. Category P1 is a very high rating and the requirements are extensive.
2. A Category P1 pairer will be expected to accept reasonable assignments from the Assignment Committee.
3. When assigned, the Category P1 will be responsible for tournament set-up and the strategic planning of the event as assigned by the Chief Pairer.
4. A Category P1 official must be able to conduct clinics on the beginning and advanced levels at regional and national events.
5. On rare occasions a Category P1 may be assigned as Chief Pairer, if no Category P1E is available. When this occurs, the Category P1 will accept the duties of the P1E concerning tournament operations.

#### **(P1E) CATEGORY P1E**

Category P1E is the rating for the official who has spent several years in tournament operations at the regional and national level. This pairing official is very experienced and capable of organizing and conducting tournaments at all levels. This pairing official is also capable of conducting all levels of clinics.

#### **CATEGORY PAIRING EMERITUS**

1. This is a lifetime rating for officials who have contributed greatly to the sport of wrestling over many years at the national level. Outstanding contributions to the field of pairing and rules interpretation are recognized by the use of this title.
2. The official must petition the USWOA Executive Board for this category (must have been paid USWOA/USWOA member for ten (10) years minimum).
3. Petitions for this designation are considered each year by the USWOA Executive Board at the annual fall Executive Board Meeting.
4. The official will receive any USWOA newsletters at no cost.

#### **D. PAIRING UPGRADES**

Minimum scores on written examinations are mandatory for upgrade of pairing officials.

##### **Pairing Applicant to Category P3**

1. This examination may be requested by mail from the USWOA National Office and returned by mail. It may also be obtained from the State Pairing Director or at any regional or national level tournament.
2. The Category 3 test is an open-book, unsupervised test.
3. A minimum score of 80% is required for upgrade to Category 3.

##### **Category P3 Applicant for Upgrade to Category P2**

1. An official must remain a Category P3 for a minimum of one (1) calendar year before testing to upgrade to category P2.
2. He/she must have participated actively as a pairing official in at least three (3) events at a USA Wrestling Regional or National tournament at a minimum of two (2) sites before taking the Category 2 test.
3. The Category P2 test is an open-book, timed, and proctored examination. It can only be taken at a USA Wrestling Regional or National level clinic.
4. A minimum score of 85% is required on this examination to be considered for upgrade.
5. Each site, Greco-Roman and Freestyle together, is considered one (1) event for upgrade. The Junior/Cadet National tournaments which are a week long on 23 mats will be considered two (2) events for upgrade.
6. He/she may not receive credit as a mat official and pairing official at the same event.

### **Category P2 Applicant for Category P1 Conditional**

1. An official must remain a Category P2 for a minimum of one (1) calendar year before testing to upgrade to a P1C.
2. He/she must have participated actively as a pairing official in at least five (5) events at a USA Wrestling Regional or National tournament before taking the Category 1 test. If a pairing official has not worked at a national tournament, he/she must do so at the time of taking the P1 test.
3. Each site, Greco-Roman and Freestyle together, is considered one (1) event for upgrade. The Junior/Cadet National tournaments which are a week long on 23 mats will be considered two (2) events for upgrade.
4. Category P1C refers to a Category P1 candidate, an official who has successfully completed the Category 1 test, but who has not completed the remaining requirements for the Category P1 rating.
5. The Category P1 test is an open-book, timed, proctored examination that is only offered at National level clinics.
6. A minimum score of 85% on the Category P1 test is required for upgrade to P1C.
7. He/she may not receive credit as a mat official and pairing official at the same event.

### **Category P1C to P1**

1. Before a Category P1C can be upgraded to P1, he/she must participate actively as a pairing official in at least ten (10) events at USA Wrestling National or Regional tournaments and must direct the operation of at least (3) of the events with full responsibility for planning, scheduling and administering the pairing operations at such events.
2. An upgrade to Category P1 must be recommended by the Pairing Advisory Council and confirmed by the USWOA Executive Board.
3. Each site, Greco-Roman and Freestyle together, is considered one (1) event for upgrade. The Junior/Cadet National tournaments which are a week long on 23 mats will be considered two (2) events for upgrade.

### **Category P1 Applicant to Category P1E**

1. A pairing official must remain a category P1 for a minimum of one (1) calendar year before being upgraded to P1E.
2. To obtain upgrade to P1E, the P1 pairer must have been an assigned official at a minimum of five (5) National Tournaments.
3. Or, a P1 who has worked as a pairing official at a minimum of fifty (50) regional or national events, sanctioned by USA Wrestling, qualifies for upgrade to P1E. All regional and national tournaments that a pairer works from the time that he/she has first joined USWOA/USWOA are included in this count. The pairer should have their license book signed at every event that he/she works.
4. Each site, Greco-Roman and Freestyle together, is considered one (1) event. An official attending only the competition for one style will receive ½ credit.
5. The Junior/Cadet National Tournaments which are a week long on 23 mats will be considered two (2) events.
6. He/she may not receive credit as a mat official and pairing official at the same event.
7. National tournaments that qualify for upgrade to P1E as an assigned pairer are as follows: Kids National Championship FS/GR; Men's Cadet National Championship FS/GR; Men's Junior National Championship FS/GR, Men's University National Championship FS/GR; Men's

FILA Cadet National Championship FS/GR, Men's FILA Junior National Championship FS/GR; Men's Senior National Championship FS/GR.

8. An upgrade to Category P1E must be recommended by the Pairing Advisory Council and confirmed by the USWOA Executive Board.
9. For upgrades to P1 or P1E, license books may be photocopied and verification of credentials may be presented to the Pairing Advisory Council.

#### **E. MAINTENANCE OF CATEGORIES**

**No maintenance is required for P1C's, P2's, P3's and PA's.**

##### **Maintenance of Category P1**

1. The Category P1 pairing official must work at least one USA Wrestling National Tournament every year, in both Greco-Roman and Freestyle. Greco-Roman and Freestyle do not have to be at the same national, but they do have to be in the same year.
2. The P1 pairing official must attend or conduct a national clinic once every year.
3. Failure to fulfill the officiating requirements for the assigned category will be basis for demotion.

##### **Maintenance of Category P1E**

1. The Category P1E pairing official must work one (1) USA Wrestling National Championship tournament every year in both Greco-Roman and Freestyle. The Category P1E pairing official must also work one (1) sanctioned USA Wrestling Regional Championship every year in both Greco-Roman and Freestyle.
2. Failure to fulfill the officiating requirements for the assigned category will be basis for demotion. Upgrade will occur if and when the pairer fulfills obligations for the Category.

#### **F. NATIONAL TOURNAMENTS REQUIRED FOR MAINTENANCE OF CATEGORIES**

1. National tournaments that qualify for maintenance of P1E are as follows: Kids National Championship FS/GR; Men's Cadet National Championship FS/GR; Men's Junior National Championship FS/GR, Men's University National Championship FS/GR; Men's FILA Cadet National Championship FS/GR, Men's FILA Junior National Championship FS/GR; Men's Senior National Championship FS/GR.
2. Two tournaments worked at Fargo count as one National Event. That is, a National Cadet GR & National Junior GR together count as one National Tournament for purpose of maintenance and National Cadet FS & National Junior FS together count as one National tournament for purpose of maintenance.
3. All National Dual Meet Championships will count, for the assigned pairers, as a National Tournament Competition for purpose of maintenance.
4. The Women's Body Bar Tournament will count, for the assigned pairers, as a National Tournament Competition for purpose of maintenance.
5. The National Senior Women's Tournament will count, for the assigned pairers, as a National Tournament Competition for purpose of maintenance.
6. The National Veteran's Tournament will count, for the assigned pairers, as a National Tournament Competition for purpose of maintenance.

#### **G. PAIRING PROCEDURES AT REGIONAL AND NATIONAL EVENTS**

1. Clinics at USA Wrestling Regional and National events must be informative, and must contain specific rules pertaining to that tournament.

2. Standard procedures for seeding and separation of wrestlers shall be used at regional and national events. All procedures shall be followed as published in the current USA Wrestling Rule Book.
3. The Chief Pairer of a regional or national tournament must supervise the seeding process.
4. Recording procedures for all events shall follow the Rule Book published by USA Wrestling.
5. Team leaders are the only persons who can change ranking on cards. If individuals want to change a state ranking, find out their title, and if they change a state ranking, have them sign their name on the back of the card.
6. At any tournament where there is a medical staff - Do not withdraw a wrestler by injury unless he has a red card from the trainer.
7. If there is a second weigh-in, make sure weigh-in clocks are synchronized.

## **H. TOURNAMENT RESPONSIBILITIES**

### **a. CHIEF PAIRER**

1. Responsible for the successful completion of the tournament.
2. Responsible to work with the other assigned officials to make sure that the flow chart makes every effort to complete the tournament or tournaments according to the time schedule printed by USA wrestling.
3. Responsible for recommending changes in the time schedule, number of mats, etc. to the USAW tournament representative and the tournament director if the tournament is not capable of being completed in the present time frame.
4. Responsible to make sure that all clinics are conducted.
5. Responsible to ensure that all tournament reports are filled out and returned to the proper personnel.
6. May conduct the Advanced Clinic or may assign the Advanced Clinic to another assigned pairer who is at least of a P1 Category.
7. Provides opportunities for appropriate tests and evaluations for pairing officials.
8. The tournament coordinator, who must be a P1E, or Chief Pairer make the final decision at the tournament on use of available pairing personnel.
9. Yellow card or red card issued to a coach
  - a. Pairing official must give the bout sheet containing the information to the Chief Pairer.
  - b. Chief Pairer must keep a list of coach's name and state receiving the yellow card or red card.
  - c. Chief Pairer must also note the name of the mat official or officials issuing the yellow card or red card to a coach or coaches.
  - d. If a mat official comes to the head table to give information on yellow or red cards, the Chief Pairer must keep a list of coaches receiving disciplinary action, and the names of the mat officials who gave the cards.
  - e. The session and time of day should also be noted on your list.
  - f. The Chief Pairer should notify the Head Mat Official about the card as soon as possible.

### **b. CATEGORY P1 PAIRING OFFICIAL**

1. This assigned pairing official will be responsible for tournament set-up and the strategic planning of one of the styles, or one age group of the tournament as assigned by the Chief Pairer.

2. This assigned official may be asked to conduct the Advanced Clinic for pairing. When assigned, it is their responsibility to obtain the clinic packet from the USWOA National Office and to cover the material which pertains to their tournament, either positive point or double elimination brackets.

**c. CATEGORY P1C PAIRING OFFICIAL**

1. The P1C pairing official **may** start receiving assignments to work at regional or national tournaments under the guidance of a Category P1 or P1E pairing official if there are regional or national tournaments in their area.
2. If assigned to an event, a P1C pairer may be responsible for the beginning clinic. Material for this clinic is available from the USWOA National Office.
3. The assigned P1C will be assigned a style or age group of the tournament, and be responsible for use of the flow chart to make reliable computations of the number of bouts, mats and sessions in conjunction with the P1 or P1E pairing official.
4. For upgrade, the P1C candidate must request that the Chief Pairing Official evaluate their performance as an official at the event
5. P1C candidates will not be assigned to the combined Junior/Cadet Nationals or the National Open.

**I. ASSIGNMENTS**

1. To receive an assignment, a pairing official must be of the Category P1E, P1 or P1C.
2. Most assignments are made based upon availability and geographic location.
3. For regional tournaments, most pairers are assigned within their region. States in regions are as follows:
  - Northeast Region:** Maine, Vermont, New Hampshire, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Delaware, Maryland, Pennsylvania
  - Central Region:** Indiana, Kentucky, Michigan, Ohio, West Virginia
  - Southeast Region:** Virginia, North Carolina, South Carolina, Georgia, Florida, Alabama, Mississippi, Louisiana, Tennessee
  - Southern Plains Region:** Colorado, Kansas, Missouri, Oklahoma, Arkansas, Texas, New Mexico
  - Northern Plains Region:** North Dakota, South Dakota, Nebraska, Minnesota, Iowa, Wisconsin, Illinois
  - Western Region:** Alaska, Washington, Oregon, California, Idaho, Nevada, Arizona, Utah, Montana, Wyoming, Hawaii
4. If a pairer from a different region is close in distance to a site, that pairer may be assigned.
5. Consideration for an assignment is given to those pairers specifically requested by the LOC to conduct the tournament.
6. Proximity to the site is of major importance for all regional tournaments, and travel costs are also a major factor when making assignments for national tournaments.
7. A pairer who is assigned to a tournament must attend the clinic and work every session of all tournaments at that site. A pairer who fails to fulfill their obligation will not receive an assignment the next year.
8. A pairer should be notified at least two weeks prior to giving a clinic at any regional or national tournament.

9. All USA Wrestling Regional and National tournaments will have a P1E, P1, and P1C pairing official assigned, if possible.
10. More than one P1E or P1 may be assigned to national tournaments.
11. More than one P1E or P1 may be assigned to regional tournaments, depending upon the number of other qualified pairing personnel in the area.
12. If there are no P1C's in the area, two P1's may be assigned.
13. If it is a small tournament and the P1E's in the area decline the assignment, two P1's may be assigned.
14. If it is a small tournament and there are no P1E's in the immediate area, two P1's and a P1C may be assigned.
15. Assignments will be given to a P1C pairer before a P1C mat official/pairer.
16. Assignments will be given to a P1 pairer before a P1 mat official/pairer.

#### **J. PAIRING ADVISORY COUNCIL**

1. The chairman of the Pairing Advisory Council shall be the National Pairings Director.
2. The Pairing Advisory Council shall consist of up to three (3) USWOA P1E pairers from each of the USAW Kids Regionals. They will assist the National Pairings Director in addressing issues related to pairings.
3. Pairing 1Es must have accepted USAW National or Regional tournament assignments at least once every two years to be considered active and on the Pairings Advisory Council.
4. Quorum and Voting: A quorum of the Pairing Advisory Council shall consist of a majority of its active members, but if less than a quorum is present at a meeting, those present may adjourn the meeting.
5. Unless otherwise provided herein, all action to be taken by the Pairing Advisory Council shall be by a majority vote of those present and voting, a quorum being present. No voting by proxy shall be permitted. Each member of the Pairing Advisory Council shall be entitled to one (1) vote.
6. If a quorum of the Pairing Advisory Council cannot be established at the USAW National Convention or a designated national tournament, then pairing matters may be resolved by the USWOA Executive Board.
7. One of the Pairing Advisory Council Members shall be elected to be secretary to take minutes at all meetings. The secretary shall be elected by a majority vote of the active members of the Pairing Advisory Council, and the secretary's term of office shall be two years to coincide with all USWOA elections. There shall be no limit in the number of consecutive years of office.

#### **K. MEETINGS OF THE PAIRING ADVISORY COUNCIL**

1. Meetings shall be held yearly, either at the National Convention or a designated national tournament.
2. Special meetings of the Pairing Advisory Council may be called by the National Pairing Director, or upon the written request of not less than one-fourth (1/4) of the members of the Pairing Advisory Council.
3. Meetings shall be held at such time and at such location as specified in the notice of the meeting of the Pairing Advisory Council.
4. Notice of the meeting shall be sent to each member thereof in writing by the secretary of the Pairings Advisory Council at least sixty (60) days in advance of such meeting.

5. There will be no open meetings of the Pairing Advisory Council.
6. All votes at the Pairing Advisory Council Meetings will be by secret ballot.
7. No meetings involving pairers should be scheduled during tournament set-up or weigh-in.
8. The Pairings Advisory Council may take action by telephone conference calls as long as two-thirds of the members of the Council participate therein.
9. The Pairings Advisory Council may, in lieu of taking action at a meeting, act by unanimous written consent of all its members.
10. The minutes of meetings of the Pairing Advisory Council shall be sent to all Pairing Advisory Council Members and to the USWOA President.

#### **L. NOMINATION OF NATIONAL PAIRING DIRECTOR**

1. The Pairing Advisory Council will discuss during a non-election year the person they plan to recommend for the position of National Pairing Director.
2. The pairing representative on the nominating committee will convey the designated person's name to the Nominating Committee.

#### **M. STANDING COMMITTEES**

The National Pairing Division shall have the Standing Committees identified below with described responsibilities, as well as such other responsibilities set forth by the Pairing Advisory Council. All committees are responsible to the Pairing Advisory Council, the President of USWOA, and the USWOA Executive Board.

1. **EVALUATION COMMITTEE:** The Evaluation Committee shall devise a record keeping system to determine if a pairer is working on an upgrade and if he/she has met the criteria for upgrade. It shall compile evaluation sheets from regional tournaments, update evaluation sheets as needed, and present evaluation sheets for review and acceptance, or revision at the Pairing Advisory Council Meeting at the USWOA National Convention.
2. **TOURNAMENT OPERATIONS COMMITTEE:** The Tournament Operations Committee shall review and revise the checklist of responsibilities of the tournament pairing directors, and make recommendations for elimination of certain procedures if short of staff.
3. **ASSIGNMENT COMMITTEE:** The Assignment Committee shall consist of the National Pairing Director, the USWOA Pairings Members-at-Large, and at least three (3) PIE pairers representing various regions of the United States. They shall make recommendations to the USWOA Executive Board via the USWOA National Pairing Director concerning selection and procedures to be used to determine assignments for regional, national and international tournaments.
4. **CLINIC COMMITTEE:** The Committee on Clinics shall devise a clinic outline for basic clinics, advanced clinics, and regional procedures including time frames needed for each type of clinic.
5. **EXAMINATIONS COMMITTEE:** The Examination Committee shall for each category update and revise pairings examinations to accommodate rule changes each year.
6. **COMPUTER COMMITTEE:** The Computer Committee shall review and evaluate suggested computer programs designed for tournament operations.

## **N. PAIRING TESTS**

1. Pairing 3 tests can be obtained from the USWOA National Office, or from the Chief Pairer at any regional tournament or National Kids, Cadets, Juniors, University or Men's Senior Tournaments.
2. Pairing 2 tests may be taken at any regional tournament or national Kids, Cadets, Juniors, University or Men's Senior Tournaments where USWOA pairers are assigned. Tests are not available at the Duals or at the Folkstyle tournaments.
3. Pairing 1 tests may be taken at National Kids, Cadets, Juniors, University or Men's Senior Tournaments. Tests are not available at the Duals or at the Folkstyle tournaments.

## **TESTING PROCEDURES FOR PAIRING CATEGORY I AND II TESTS:**

### **PAIRING II TESTS**

1. A pairer must remain at the Category P3 level for a minimum of one year from upgrade before requesting permission to take the P2 test.
2. A pairer must have worked in pairing at a minimum of three regional or national level tournaments at a minimum of two (2) sites before attempting a Category 2 test.
3. Allow two hours for the Category II test.
4. Category II tests must be proctored; the Rule Book may be used.
5. A pairer may only take the Category II test once per year; tests taken more than once per year by the same person will not be corrected.
6. A minimum score of 85% is required on this examination to be considered for upgrade.

### **PAIRING I TESTS**

1. A pairer must remain at the Category P2 level for a minimum of one year from upgrade before requesting permission to take the P1 test.
2. A pairer must have worked in pairing at a minimum of five regional or national level tournament sites before attempting a Category 1 test.
3. A Category 1 test may only be taken at one of the four national tournament sites. (National Open, National University, National Junior/Cadet, National Kids GR/FS)
4. Category I test must be proctored; the Rule book may be used.
5. A pairer may only take the Category I test once per year; tests taken more than once per year by the same person will not be corrected.
6. A minimum score of 85% is required on this examination to be considered for upgrade.

## **O. EVALUATIONS**

1. To be evaluated the candidate must be the Director of Pairing in charge of an age group at the tournament.
2. **P1 Candidate** must request evaluation of their performance as an official at the event of the Chief Pairing Official. To be evaluated, the P1 candidate must be a current P1C in category, must have passed the P1 test, and must have paired at a minimum of five (5) regional or national tournaments.
3. **P1E Candidate** must request evaluation of their performance as an official at the event of the Chief Pairing Official. To be evaluated the P1E candidate must have been a P1 Category for at least three years, must have worked at least twelve (12) national or international tournaments and five (5) regional tournaments as a pairer, and must have served as a director of pairing or of operations in at least three (3) of those events.

## **P. TOURNAMENT EVALUATION COMMITTEE**

1. The tournament evaluation committee should be chaired by a P1E at the event and should be composed of all P1E's attending. If at a regional tournament and only one or two P1E's are present, P1's may form the committee. The evaluation should result in one (1) evaluation form, which represents the opinions of and is signed by each of the P1E's and P1's who have participated in the evaluation.

## **Q. COMPORTMENT**

### **INQUIRIES DURING TOURNAMENTS**

#### **1. Procedure for Responding about Pairing Officials Abilities and/or Behavior**

- a. Avoid making negative comments or responses. Do not make any responses in writing.
- b. Refer person asking questions to Chief Pairing Official.

#### **2. Inquiries to Chief Pairing Officials**

- a. Be careful to understand the question asked and be aware of what your response may imply.
- b. If the question involves an official's ability; an example of an appropriate response might be that the official in question is a Category P2 and their work meets the requirements of that category.
- c. If the question involves alleged behavior on the part of the pairing official which may have an impact beyond pairing; meet with the USA Wrestling representative, the Head Mat Official, and the Tournament Director to inform them of the situation and to decide how the situation should be handled.

### **INQUIRIES OUTSIDE TOURNAMENTS**

#### **1. Procedure for Responding about Pairing Officials Abilities and/or Behavior**

- a. Avoid making negative comments or responses.
- b. Under no circumstances make a response in writing unless directed to do so by your state chairman or by the National Pairing Director. All written statements must be reviewed by appropriate parties, such as your state chairman or the National Pairing Director, before they are sent. If your state is not involved in the situation, all communication should be directed to the National Pairing Director and the state chairman of the involved pairing official's state.
- c. If inquiry involves a pairing official's ability and/or behavior at a local or state level tournament; refer person asking questions to the state's head pairing official or state chairman. Any written responses must be sent through the state chairman.
- d. If inquiry involves a pairing official's ability and/or behavior at a regional, national or international event; refer person asking questions to the National Pairing Director. Contact the National Pairing Director and make him/her aware of the circumstances and who is involved in the situation. It is the responsibility of the National Pairing Director to notify the USWOA President of the situation and any problems which may be developing. Any written responses must be sent through the National Pairing Director.