

### **Forks Junior High –Set Up Instructions for Meet**

1. All coaches/AD's should send you their line ups no later than 9:00 AM on the morning of the meet. Below is the contact information for each school.  
Stevens- Scott Soule – [ssoule@portangelesschools.org](mailto:ssoule@portangelesschools.org), AD-Dwayne Johnson--[dwjohanson@portangelesschools.org](mailto:dwjohanson@portangelesschools.org)  
  
Sequim- Rich Hayvener – [hayvener@gmail.com](mailto:hayvener@gmail.com) , AD Marcus Hollan--[mhollan@sequim.k12.wa.us](mailto:mhollan@sequim.k12.wa.us)  
  
Blue Heron- Alex Morris—360-774-1696, AD Lysa Falge--[lfalge@ptschools.org](mailto:lfalge@ptschools.org)
2. Once you have all the coaches' lineups, use the information to create groups using the Round Robin forms. Ideally, I try to make groups of three. The goal is to get each kid at least 2 matches. If I cannot get a group of three, I place them in a group of two or four. Groups of two should wrestle each other once in the first round, have a bye in the second round and wrestle each other again in the third round.
3. Once all the groups are made, number the groups #1 thru #??. I usually end up with approximately 20 groups.
4. I have also found that it makes the event go smoother if all of the bouts are written down through rounds 3.
5. Next, make a copy of the cover sheet for each group so that you can post the groups on the wall in the hallway outside the gym. Also make another set of copies for the announcer so he can call individual names and schools to the mats.
6. If any changes occur, you will need to make the changes on the group sheet posted on the wall and the round robin bouts sheets.
7. Divide the number of groups by three and assign to one of the mats. For example, groups #1-7 on Mat 1, groups #8-14 on Mat 2, and groups #15-21 on Mat 3.
8. I type up the groups numbers and mat assignments and post those on the wall as well. Coaches and wrestlers need to know their group # and mat assignment. They will stay on that mat the whole time and rotate through all three rounds.
9. Make sure the announcer has his instructions and PA announcements. His primary role is to keep the tables moving by calling groups on deck to each mat.