

## **Fax or E-Mail Weigh-in Procedures Hamilton Southeastern Wrestling Club**

**Clubs must make contact prior to the deadline listed below - No exceptions!**

All clubs planning to fax or e-mail their weigh-ins for this event **MUST** contact Greg Gastineau or Troy Lumaye by 1/31/2011

Phone: (317)753-6487 Greg Gastineau E-mail:

[coachgastineau@gmail.com](mailto:coachgastineau@gmail.com)

Or Troy Lumaye (317) 288-4527

**Clubs must make contact prior to the deadline - No exceptions!**

Fax and e-mail times are due Thursday February 3rd evening

Fax all weigh-ins to: (317) 594-0096

(Fax number where all weigh-ins will be received)

E-mail to: [coachgastineau@gmail.com](mailto:coachgastineau@gmail.com)

(E-mail address where all weigh-ins will be received)

If you choose to e-mail your weigh-ins you must use the format that appears on the faxed weigh-in sheet.

Please provide a phone number where you can be reached for approximately 15-60 minutes after you have faxed. This will enable us to contact you with any questions or concerns, verify the number of (wrestlers) pages faxed and provide you with your confirmation number.

Your club representative must bring all completed entry forms, a club check/cash for all faxed or e-mailed weigh-ins and your confirmation number to the front door by 8:00 am on Sunday morning.

(Time)

(Day of the Event)

**Please note that this service is being provided to clubs who plan to conduct weigh-ins at a designated site on certified scales. We will not accept weigh-ins from parents who are weighing their wrestlers at home on a bathroom type scale.**

**If you do not have a designated site to weigh-in, feel free to contact us. We may be able to provide you with a site in your area that plans to hold weigh-ins for our event.**

## INSTRUCTIONS FOR FAXING

1. A wrestler must complete an Official Tournament Entry Form and have it signed by the parent/guardian.
2. You, as registrar, must fill out the faxed weigh-in sheet, which will serve as the weigh-in card. Make sure birth dates match divisions, ACTUAL WEIGHT is on the card, USA Wrestling Competitor's card number is present, and you circle "Y"-yes or "N"-no if the wrestler wants to move up a weight class. PLEASE make sure the print is legible. Mistakes will create problems that will slow the start of the tournament.
3. As wrestlers weigh-in, please do a skin check and report any problem on fax cover sheet.
4. Write on the wrestler's right upper arm in black marker, their division (1-2 letters) and their weight class under the letters.
5. Faxes are due by Thursday February 3rd
6. Please provide us with phone # to reach you approximately 15-60 minutes after you have faxed in order for us to provide you with your confirmation number. **IF YOU DO NOT HEAR FROM US - DO NOT ASSUME WE RECEIVED THE FAX- THIS IS AN INCORRECT ASSUMPTION.**
7. **You MUST have a confirmation number from someone at our site.** If you do NOT have one your wrestlers are NOT registered and will NOT be allowed to compete. We follow this rule to the letter!!!!
8. We need one person to bring the total amount of entry fees, along with the tournament entry forms to the front door. **DO NOT FAX** tournament entry forms. Please make sure all tournament entry forms are properly signed for insurance reasons. A list will be at the front door with the amount due from each club. We would prefer cash, but a check from a club would be accepted (No personal checks accepted). Entry fee is \$12.00.
9. Please feel free to make copies of any forms that you may need to complete the registration and weigh-in process.
10. If you experience problems during faxing times there is a back up phone number to call. Please call 317-753-6487. **THIS IS NOT A FAX LINE.**
11. We have every intention of starting the tournament at 9:00 am.
12. If a wrestler for some reason is unable to attend the tournament after entering, please notify pairings ASAP.
13. Check your weight class posting as soon as you arrive. If there are errors we need to know ASAP. Unreported errors will slow the start of the tournament.

**HAMILTON SOUTHEASTERN BEGINNERS  
TOURNAMENT FAX COVER SHEET**

**Fax # 317-594-0096**

To: \_\_\_\_\_

Fax: \_\_\_\_\_

Date: \_\_\_\_\_

From: \_\_\_\_\_ (contact's name)

Contact phone #: (\_\_\_\_) \_\_\_\_\_

Club: \_\_\_\_\_ (Wrestling  
club)

Total # of Pages: \_\_\_\_\_ (including this page)

Total # of Wrestlers: \_\_\_\_\_

Total amount of \$ due (\$\_\_\_\_\_ X # of wrestlers)

**ADDITIONAL INFORMATION**

**(Skin Issues or Other)**