

## Getting Started Manual – TX-USA Wrestling Clubs

Congratulations on starting a Texas USA sanctioned youth wrestling club! We as a board are here to help you and your clubs succeed as we continue to expand and grow wrestling in Texas. In order to help you prepare your club for the upcoming season, we have provided a list of activities that will need to be completed in order to begin the season. Feel free to reach out to your Regional Director should you have any questions.

### **Region Board of Director Contacts – 2013-2014 Season**

Central Region – Natalie Droddy  
Far West Region – David Vasquez  
North Region – Jake Hart  
South Region – Samid Al-Khatib  
West Region – Ryan Diaz

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Also, the following link is very useful, although it is not 100% accurate for Texas:

<http://picasaweb.google.com/TeamGeorgiaWrestling/HowToPurchaseUSAMemberCardsCharterAUSAClubOrSanctionAUSATournament/#5233709024969050226>

### **List of Required Activities:**

- 1. Create a USA Wrestling Account**
  - a. Go to the following link: <http://www.usawmembership.com/>
  - b. In the top right corner select "**Create Account**"
  - c. Fill out all requested information and select "**Create Account**" at the bottom
  - d. USA Wrestling will send you your USA membership number to the email address entered in the signup section.
  - e. You will need to have this in order to purchase USA cards for your club's wrestlers
- 2. Charter a Club – New club or Renewing charter for existing club**
  - a. Go to the following link: <http://www.usawmembership.com/>
  - b. Login to your account
  - c. Select "**Charter a Club**" from the left hand menu.
  - d. Sign-in using your USA Wrestling ID and password
  - e. Under "**Club**" select "**Add New Club Charter**"
  - f. Enter the club's information and follow directions

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- g. **NOTE:** You must be listed as a club contact or have admin privileges to edit club information while RENEWING a club charter. If you do not have these privileges you can renew the club charter, you just cannot edit information about the club while chartering it. Once you have completed and paid for the charter, you can edit the club information. To do this, click Organizations in the left menu, searching out the club, click on it, and click the 'Profile' link.

### 3. Purchase athlete's USA Wrestling cards

- a. Go to the following link: <http://www.usawmembership.com/>
- b. Login to your account
- c. Select "**Add New Member**" under "Memberships" on the top-left corner of the screen.
- d. Select "**Another Athlete**" under the Athlete Heading.
- e. Enter the wrestler's appropriate information.
- f. The wrestler's email you enter will be the way they can access the account in the future (to print a copy of their card, for example). Thus, it is best to have accurate information from the parents for this field.
- g. On the 2<sup>nd</sup> page, in the "membership type" field make sure you select the proper TX-USAW region the athlete/coach/club is in. This is a long selection box and the entry to select will look something like:  
Tx – Central Texas Region Athlete Membership
- h. Also on the 2<sup>nd</sup> page, make sure you select "get club" and search for the club the wrestler/coach is registering with.
- i. You will be asked to verify the waiver and the parent signing. You **MUST** have a signed waiver for every wrestler before purchasing a card.

### 4. Printing a USA card

- a. Go to the following link: <http://www.usawmembership.com/>
- b. Login to your account
- c. Select the link on the far left side of the screen under **My Links** entitled "People".
- d. Select the "Search" button.
- e. Enter the USAW ID and hit enter
- f. Select the name of the wrestler and a new window will appear.
- g. Scroll to the bottom of the window and select "Print Card"  
**\*\* NOTE: If the card is not current, there will be a red dot under "Ath" that signifies the card is out of date.**

### 5. Purchase coach's USA Wrestling cards & complete background check

- a. Go to the following link: <http://www.usawmembership.com/>
- b. Login to your account
- c. Select "**Add new Member**" under "**Memberships**" on the top-left corner of the screen.
- d. Select "**Another Coach**" under the Coach Heading.
- e. Enter the coach's appropriate information.
- f. At this point, if you do not you have a current background check good through Aug 31 of this season will be prompted to begin your check.
- g. **\*\*NOTE:** You will need to complete the background check before the system will process your USA Wrestling card.
- h. You will be directed to a specific page within TC LogiQ's website.

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- i. Follow the steps listed and complete your payment of \$15. TC LogiQ will send you a series of emails with their progress.
- j. When approved you will receive a congratulatory email from TC LogicQ followed by an email from USA Wrestling confirming that your background check has been completed and approved. The background check is good for 2-years.
- k. At this point your account will be authorized to purchase a Coach Membership. Login again and follow the steps to purchase your coach's card.
- l. On the 2<sup>nd</sup> page, in the "membership type" field make sure you select the proper TX-USA region the athlete/coach/club is in. This is a long selection box and the entry to select will look something like:  
Tx – Central Texas Region Coach Membership – 1 year
- m. Also on the 2<sup>nd</sup> page, make sure you select "get club" and search for the club the wrestler/coach is registering with.

### 6. Coach's Copper Certification

- a. USA Copper Level coaches certification is required to coach during tournaments.
- b. To become "Copper Certified" you must complete a short online course.
- c. Go to the following link and follow the instructions:  
[http://www.asep.com/courseInfo/purchase\\_courseinfo.cfm?CourseID=207&OrgID=57](http://www.asep.com/courseInfo/purchase_courseinfo.cfm?CourseID=207&OrgID=57)
- d. The course cost is \$40.
- e. The Copper certification is a one-time requirement good for life. Once you have completed the course it will be recorded in USA Wrestling's database.

### 7. Register and Create Your Team on Trackwrestling

- a. TXUSAW will be using Trackwrestling for tournament registration in 2013.
- b. See the [http://txusaw.com/uploads/Getting\\_Started\\_Guide\\_-\\_TrackwrestlingClub.pdf](http://txusaw.com/uploads/Getting_Started_Guide_-_TrackwrestlingClub.pdf) for a step-by-step guide to register your club, create your roster, and register for tournaments as a club.

### 8. Registering your Team for a tournament online

- a. Individuals may register on their own for most tournaments.
- b. For coaches registering wrestlers as a team, see the tournament registration steps near the end of the [http://txusaw.com/uploads/Getting\\_Started\\_Guide\\_-\\_TrackwrestlingClub.pdf](http://txusaw.com/uploads/Getting_Started_Guide_-_TrackwrestlingClub.pdf).