

# **MIAA Wrestling Tournament Director Opening**

## ***Division 1***

**Position Overview:** The MIAA is seeking dedicated and organized individual to serve as the Division 1 Wrestling Tournament Director for the upcoming winter season. This role involves overseeing all aspects of the wrestling tournament, from securing venues to managing day-of operations and ensuring application of rules and distribution of awards. Athletic Directors and former coaches are eligible to apply.

**Application Process:** Interested candidates should contact MIAA Assistant Director, Phil Napolitano, for more information. **To apply for a position, please send a cover letter and resume to Phil Napolitano by May 15, 2026.**

### **Contact Information:**

Phil Napolitano  
MIAA Assistant Director  
508-541-9814  
[pnapolitano@miaa.net](mailto:pnapolitano@miaa.net)

### Duties and Responsibilities of the Wrestling Divisional Tournament Director

- I. **Secure Tournament Sites** (4 sectional sites and 1 divisional state site)
  - A. Connect with Athletic Directors and Coaches to secure sites as early as possible.
    - **For sectionals**, the gym should be able to fit 3 to 4 mats, with plenty of space for spectators. Bleachers are preferred to keep the crowd off the mats. Reliable Wi-Fi is required.
    - **For divisional states**, 6 mats are ideal for this two-day tournament, as the girls' tournament will run simultaneously.
    - It is critical that we know exactly how many mats a host school will have so we can appropriately assign officials and ensure the clerk has the necessary equipment.
  - B. Remind schools that they will receive a "host school stipend," which is a predetermined amount that covers all expenses (site manager, trainers, clerk, officials, ticket workers, announcers, etc.). Any leftover funds may be kept by the school.
    - It is important that schools understand they will assign/hire all personnel, with the exception of the clerk and officials (see below)

- All ticket sales must be completed through GoFan. We can assist by providing each school with a QR code to support on-site sales.
- C.** Separately, the MIAA will pay for any police details and/or custodial fees (which must be accompanied by an invoice) and submitted on an official "MIAA Tournament Expense Payment Form."
- D. Other important notes:**
- MIAA liaison will work with Desi Kaplan (KapWrestling) to ensure all sites have an assigned clerk to run the tournament.
  - MIAA liaison will work with the officials assignor to ensure officials are assigned to each site.
  - MIAA has an official T-shirt provider that will be connected with the school for on-site sales at Divisional States and All-States.
  - Host schools may sell food and soft drinks during the tournament and will retain all concession revenue.
  - The tournament format is approved by the wrestling committee. Host schools cannot deviate from the format (for example, they cannot have one-mat finals; they must follow the approved structure).

## **II. Seeding and FloArena**

- A. Work with sectional representatives to ensure all schools submit the required information prior to the seeding meetings, including Criteria 2 information. The MIAA liaison runs reports from FloArena for each section to be reviewed.
- B. Prior to the divisional state tournament, the tournament director will oversee a virtual seeding call with sectional representatives. This usually takes around an hour

## **III. Sectional Tournaments (Day of Tournament)**

- A.** Visit and evaluate the progress of several tournaments in your section of the state. MIAA wrestling tournament directors and the liaison divide up tournament site visits on that Saturday based on location (not by division).
- B.** Tournament Director must be at one site for weigh-ins and must conclude at a different site for awards.
- C.** Troubleshoot and assist host schools while on-site:
  1. Review emergency protocols
  2. Thank host school staff, trainers, officials, clerk, etc
  3. Ensure ticket process is working and entrances are secure

4. No more than two Coaches in a corner (NFHS rule)
5. No spectators in unauthorized areas

**D. Coordinate award ceremony**

- Assign someone to take photos of each weight class and team winners. Post on Twitter (tag @MIAA033 and @Napa13).

**IV. Divisional State Tournament (Days' of Tournament)**

A. Be on site for the duration of the two-day tournament at the site hosting your divisional tournament.

B. Assist at weigh-ins

C. Trouble shoot and assist host schools

1. Review emergency protocol
2. Thanks host school staff, trainers, officials, clerk, etc.
3. Ensure ticket process is working and entrances are secure
4. No more than two Coaches in a corner (NFHS rule)
5. No spectators in unauthorized areas

D. Coordinate award presentation

- Assign someone to take photos of each weight class and team winners. Post on Twitter (tag @MIAA033 and @Napa13).

**V. Post tournament**

A. Collect all "Tournament Expense Forms" from host schools for any police or custodial expenses. Invoices are required in order to process payment for these additional expenses. "Host school stipends" will be released once all of the paperwork is submitted.

B. Complete the provided MIAA Forms for your tournaments:

- MIAA Form 24
- MIAA End of Season Tournament Form

C. Write/email thank you notes to host school AD and Coaches.

D. Complete the 'Tournament Expense Form' and 'Mileage Form' so you can get paid for your work and travel.

**VI. MIAA Wrestling Committee Meetings**

A. Tournament directors are invited to attend each of the three MIAA Wrestling Committee meetings; however, attendance is only required at the April meeting to provide a report on your tournament.