



# WRESTLING

# WEIGHT MANAGEMENT PROGRAM

# CIF ASSESSOR MANUAL



Thank you for your willingness to work with the CIF/Central Coast Section in performing this important aspect of our high school wrestling programs. We appreciate your expertise and ask that you make sure that you are thoroughly knowledgeable about the contents of this Manual. If you have questions, please contact the CCS Assistant Commissioner **Duane Morgan (408 224-2994 x (16) dmorgan@cifccs.org** Thank you again.

## CIF Wrestling Weight Certification Program

### OVERVIEW

The California Interscholastic Federation believes that one of the primary factors in promoting proper weight maintenance among high school wrestlers is the development of a weight control program that encourages safe weight loss. Many states have instituted body composition testing programs in the past several years. The primary purpose of a body composition-testing program is to determine the lowest certifiable, safe and healthy weight for each wrestler in order to provide a safe wrestling experience for all high school wrestlers. The wrestler's lowest certifiable weight may not be his or her optimal competitive weight; it is simply the lowest, safe weight at which a wrestler may compete.

In addition to this Weight Certification Program, it is imperative that the school's wrestling coach monitors each athlete throughout the entire season to ensure they are maintaining or losing weight properly and in a healthy and safe manner. This program has been developed in response to the need for guidance of young wrestlers as they make decisions about diet, nutrition, and weight control. It has been documented that wrestlers often attempt to lose weight rapidly, often in an unhealthy and unsafe manner, to gain a perceived advantage over their opponent. This Weight Certification Program is designed to assist wrestlers and coaches in avoiding potentially harmful, rapid weight reduction practices utilized to achieve specific weight class participation. Our CIF Assessors are a critical component of this program.

CIF member-schools sponsoring the sport of wrestling are required to participate in the assessment portion of the weight certification program established by the California Interscholastic Federation for all competing wrestlers, regardless of the level of competition. Any wrestler who has not completed the assessment process is ineligible for competition.

(NFHS Rule 1-3 & CIF Bylaws 3103 & 3104) (See Appendix)

## THE PROGRAM

### Components

The program consist of three components:

1. CIF Master Assessors and CIF Assessors
2. The Body Composition Testing Program
3. The Nutrition Education Program

### IMPORTANT NUMBERS

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## 1. CIF Master Assessors and CIF Assessors

### A. **In-service Instruction for CIF Assessors**

- 1) The State CIF will conduct the in-service education program for at least one Head Master Assessor for each CIF section.
- 2) The Head Master Assessor(s) in each CIF Section will then certify individuals as CCS Assessors in the procedures of the CIF Weight Certification Program and specifically the body composition testing.
- 3) The CIF and CCS Assessor's program is designed to identify, select, train, certify and register individuals capable of training the CIF Assessors for the administering of the hydration testing and bioelectrical impedance aspect of the program.
- 4) Both CIF Master Assessors and CCS Assessors will be registered with the State CIF and will be the only individuals qualified to conduct assessments for CIF/CCS member schools. All CIF/CCS Certified Assessors are required to attend an annual in-service education class.

### B. **Professionalism/Privacy**

- 1) When an individual is certified and registered with the CIF as a CIF Assessor, it is his/her professional responsibility to protect the integrity of the testing program, and ultimately, our wrestlers. There is an expectation of the highest professional and ethical conduct relative to performing assessments on our high school wrestlers in California. These wrestlers should be treated with the highest regard for their "right to privacy" and for the confidentiality of all data collected about them for this program.
- 2) CIF Assessors are expected to conduct themselves in a manner above reproach in regards to the professional standards of those working with athletes. There will be times when professional judgment will be necessary to clarify and validate the assessment process.
- 3) The greater the depth of the CIF Assessor's understanding of body composition testing, the more competent he/she will be in representing the CIF and CCS and in serving our wrestlers and administering the program in a professional and consistent manner.

### C. **CCS Assessor Teams—Team Leaders**

- 1) CIF Assessors in the Central Coast Section will be organized into geographically proximate teams.
- 2) A team leader will be designated. That team leader will be the contact person for the team.
- 3) The team leader will work with the CCS Assistant Commissioner Duane Morgan and schools assigned to their team to schedule and coordinate assessment times and locations.
- 4) Additional financial remuneration for this person and/or the person handling the financial reporting for the team is up to the team. However, we suggest that it be a fair reimbursement of the extra time spent by this team leader.

1. CIF Master Assessors and CIF Assessors--continued**D. Financial responsibility:**

- 1) Schools will be responsible to pay no more than \$10 per wrestler for an assessment immediately prior to the assessment. (CIF Bylaw 3104.H.1-2. & 3104.G.2.a
- 2) The fees should be determined by the team, but must include the following components
  - a. **For Initial Assessments**, \$2 for every CCS wrestler assessed will be returned to the CCS to compensate a portion of the cost of the Tanita Scales and Refractometers purchase, supplies and personnel provided by the CCS.
  - b. The remainder of the per wrestler fee shall be divided in a fair and equitable manner between the team based on participation in assessments.
- 3) It is highly recommended that Assessors only accept cash or a school-issued check as payment at the time of assessment.
- 4) **For re-assessments**—wrestlers who failed the hydration test the first time.
  - a. It is recommended Assessors charge the same fee charged for the initial assessment.
  - b. Assessors are not required to send \$2 to the CCS for any re-assessment. The team may divide the reassessment fee as they wish among the team members participating in re-assessments.
  - c. DO NOT refund the assessment fee any time a wrestler fails the hydration test. They must pay each time they appear for assessment. This encourages them to be properly hydrated prior to their scheduled-assessment time and to offset travel costs and set up time of the assessors. (may not be re-assessed until 24 hours after previous assessment)(CIF Bylaw 3104.B.2)
  - d. CIF Assessors are permitted to charge mileage at the CCS adopted rate (\$.41/mile 2008-09) or a minimum service fee of \$50 whenever travel is required to a location at which fewer than six (6) wrestlers are to be assessed on any given date.

**E. Assessor's Responsibility: Assessors shall:**

- 1) Annually be trained by CIF Master Assessor be a CIF/CCS Certified Assessor.
- 2) Make themselves available to provide the assessment process for schools in their area in a reasonable time-frame for the conduct of school academic and wrestling programs.
- 3) Coordinate and schedule dates, times and appropriate locations for assessments of CIF/CCS-member schools.
- 4) Remind the school to make sure they bring a copy of their NWCA School User ID# and password.
- 5) Conduct the assessments in a professional manner, treating each participant with respect, dignity and honesty.
- 6) Insure the availability of the proper equipment in good working order prior to any scheduled assessment.
- 7) Input, or cause to be inputted by someone not associated with the school being assessed, the measurements for each wrestler within 72 hours of the completion of the assessment.
- 8) Collect and account for the assessment fees collected, distributing the breakdown of the fee as required.

- 9) The following is a recommended list of supplies for the Assessor to have:

*Note: Each CIF Assessor and school should discuss what supplies the school must provide (e.g. if on-school site, computer hookup, tables etc.) CIF Assessors are expected in most cases to supply the basics needed for assessment.(items with \* below) Some of the non-\* items may be available at the school site. It is the Assessor's responsibility to make sure all equipment and supplies needed are on-hand and available for use.*

_____ Tanita TBF Model 300WA scale*	_____ Extra rolls of tape for readout unit*
_____ Refractometer*	_____ Extra Individual Profile Forms*
_____ Latex or Rubber Gloves *	_____ Black pen, pencil, and black marker*
_____ (do not have to be changed after every hydration test)	_____ Stapler--staples
_____ Paper cups (used for collection of urine samples)*	_____ Hand sanitizer
_____ Stir straws or pipettes	_____ Disinfectant cleaning spray
_____ (for obtaining drops of urine for hydration test)*	_____ Eye shields/face shields (optional)
_____ Towel(s) (to clean feet)	_____ Food Coloring or tidy bowl (to color toilet water)
_____ Tissues (for wiping clean the refractometer after each individual reading)*	
_____ Tape measure (for measuring height)*	<b><u>If Assessments will be entered on-site:</u></b>
_____ Right angle square*	-Laptop or computer access
_____ (used for accuracy in measuring height) *	-Power strip, extension cord'
_____ Masking tape	-Printer and printer paper
_____ Clipboards or a suitable hard surface on which athletes can complete their forms	

#### **F. Set-Up for Assessment**

- 1) School shall provide an area to insure a clear flow from one station to the next for a smooth flow to the operations. At no time should the wrestling coach be allowed to assist in the assessment except as to general line up and control of wrestlers.
- 2) Prior to the assessment of the wrestlers the assessor should set-up the area where testing will occur.
- 3) It is critical that the Assessor work through the security of the facility and quickly evaluate the best way to protect the integrity of the assessment process.
- 4) During the testing wrestlers will move in an assembly style fashion through the testing process.
- 5) Wrestlers must enter a secured restroom supervised by assessor personnel (who have been fingerprinted) and provide a urine sample.
- 6) Wrestlers then proceed, without being out of the sight of any monitors or being in a position to pass urine samples among other wrestlers, to the CIF/CCS Assessor who will test their urine sample with a refractometer to determine if the student is properly hydrated.

#### **G. Meeting with All School Provided Personnel**

It is suggested that after the set-up is completed that the Assessor meet with all personnel who will be involved with the assessment process and review their location and responsibilities during the assessment process.

## H. Meeting with Wrestlers Prior to Testing

Once the set-up is completed and the Assessor has met with each of the school personnel who will be involved with the assessment process it is suggested that the Assessor meet with the wrestlers. Review with the wrestlers the entire process. A recommended sample agenda is:

1. Welcome
2. Assessor's Role
3. Authority of School Personnel and Assessor
4. Student Profile Form – completed and student has picture I.D.
5. Testing Process
  - a. Order of assessment
    1. Collection of Urine Sample
    2. Record Height
    3. Bio-impedance Assessment

## 2. Body Composition Testing Program. hydration sample, measurement & bio-impedance test.

### A. National Wrestling Coaches Association/CCS fees collection

- 1) Prior to any wrestler being presented for assessment, it is mandatory that each school register with the National Wrestling Coaches Association.
- 2) The Central Coast Section has arranged for that registration to have been completed and paid.
- 3) Each CCS member school will be invoiced for that \$80 fee by the CCS. \$30 will be for registration into the NWCA and the \$50 will be for the assessors to provide fingerprinted helpers to monitor the urinalysis portion of the test.
- 4) Upon receipt of the reimbursement for that registration, the CCS will forward each school their User ID and Password for the AD and Coach.
- 5) The CIF will utilize the NWCA Optimal Performance Calculator on their web page ([www.nwcaonline.com](http://www.nwcaonline.com)) as the mechanism to calculate the certified minimum weight and Individual Weight Loss Plan for each wrestler as well as the Alpha-Master Report for each school.
- 6) The \$30 registration fee allows each coach or AD to access all of their individual wrestler's information. In addition, following the assessment and entry of their data into the computer by the CIF Assessor, each wrestler will have access, via their own password, to their individual information and the nutritional information available on the NWCA site.



[www.nwcaonline.com](http://www.nwcaonline.com)

**B. Time Period for Assessments**

- 1) Assessments may begin on October 15.
- 2) Wrestlers may be measured on or following that date.
- 3) All wrestlers, including those coming out late, must be assessed and have their minimum weight established before competing.
- 4) The deadline for assessment is January 15<sup>th</sup>.. Assessors shall not conduct any assessments after January 15 unless a hardship waiver has been granted by the CCS Assistant Commissioner Duane Morgan (CIF Bylaw 3104.B.(3).a.i)
- 5) Wrestlers requesting an appeal of the assessment results, must do so within 14 days of the assessment they are appealing. (CIF Bylaw 3104.G.)
- 6) Results of the assessment will be available to the school and wrestler within 72 hours of completed assessment.

**C. School's Responsibilities for the Assessment Process**

- 1) Reimburse the CCS for your registration fee with the NWCA to receive your User ID and Password.
- 2) The wrestling coach or other school personnel should bring this ID and password to any and all assessments.
- 3) It is the school's responsibility to contact the CCS Assistant Commissioner Duane Morgan, or the local CCS Assessor Team Leader assigned to their school and schedule an assessment date, time and location for their wrestlers (check [www.cifccs.org](http://www.cifccs.org) for the list of CIF/CCS Assessors and their school assignments).
- 4) Do not contact Assessors other than assigned to your school without receiving permission from the CCS Assistant Commissioner, Duane Morgan 408-224-2994-x16.
- 5) The school administration or their designee must take reasonable precautions to insure the accuracy and validity of the entire assessment process (see procedures below).
- 6) If the assessments are to be conducted on school grounds, the school will need to provide a facility that is adequate and has immediate access to bathroom facilities. That would include, but not be limited to the following:
  1. Urine sample collection MUST be supervised by assessor personnel.
  2. Schools having female wrestlers are to alert the team leader so proper supervision is provided,
- 7) A packet of information will be provided to each CCS member school with wrestling prior to October 15.
- 8) Prior to the assessment, the school administration or their designee shall inform each wrestler of the importance of hydration for the assessment process.
- 9) Each Wrestler shall be provided with an **Individual Profile Form** that will be used for the assessment. (SEE APPENDIX)
- 10) Wrestlers should have their **Individual Profile Form** completed with all their personal information prior to arriving at the scheduled assessment.
- 11) Schools should confirm that they have a **Parental Permission Form** for each wrestler prior to sending them to be assessed. (SEE APPENDIX). The completed Parental Permission Form should be kept on file at the school for one year.
- 12) Assessments should NOT be performed after practice or after a workout.
- 13) Each school is responsible for ensuring that ALL WRESTLERS have completed the assessment process. They are considered an ineligible athlete until this aspect of their eligibility is confirmed by the school and the coach can present a copy of the NWCA Pre-Match Weigh In to the weigh master immediately prior to each competition.
- 14) IT IS MANDATORY that Coaches carry their school's NWCA Pre-Match Weigh In Form that includes all their athletes, to every match.

- 15) IT IS MANDATORY that each wrestler be on the Pre-Match Weigh In Form at weigh-in for all competitions in order to verify that they are competing in accordance with their Individual Weight Loss Plan.
- 16) Appeal Process—CIF Bylaw 3014.G. (See Appendix)

## HYDRATION

Testing to determine a wrestler's hydration status as part of a minimum competitive weight assessment process has been embraced in recent years by the sports medicine community, as well as sport governing bodies (NFHS, NCAA), coaches and other various athletic associations.

In part due to the physical developmental stage of adolescent wrestlers, along with both the immediate and lifelong benefits of healthful nutrition habits, hydration testing is a key component in helping wrestlers, parents, coaches and administrators determine a safe and healthy minimum weight for high school wrestlers. Therefore:

- Each wrestler must pass a test to substantiate that they are at an acceptable level of hydration before they can proceed further with the CIF Weight Management Assessment process.
- Refractometers will be used to measure the hydration level of each wrestler through the testing of a urine sample prior to the assessment process continuing.
- Only a CCS Assessor, who has successfully completed the CCS in-service education program, may conduct body composition assessments for CCS wrestlers.
- Wrestlers who fail the hydration measurement will be instructed that they will need to reschedule their assessment no sooner than 24 hours following the time of test failure and that they will need to pay another full assessment fee at the time of their re-test.

**Hydration testing MUST be done immediately prior to and at the same site where the body composition testing (using the Tanita scale) occurs.**

Dehydration will concentrate urine and thereby increase the urine's specific gravity. Accurate determination of minimum wrestling weight from assessments requires the wrestler to be properly hydrated. The specific gravity of a hydrated individual will be 1.025 or lower. If the wrestler is dehydrated (i.e. specific gravity of the urine is 1.026 or higher) assessments are NOT to be taken. Testing must be rescheduled for a different time when the wrestler is properly hydrated. NO SOONER THAN 24 HOUR AFTER THE FAILED HYDRATION TEST.

### 1. Obtaining a Urine Sample

To assure an appropriate urine sample has been collected for testing the following procedures are required.

- A. **AREA:** A bathroom with toilet(s) or urinal(s) can be used by the wrestler to provide a urine sample. The determination of specific gravity can be completed in another area, but a means of appropriately disposing of the urine must be available as well.
- B. **SAFETY:** Use gloves when measuring the urine and appropriately dispose of the urine. Place cup in hazard collection system.
- C. **COLLECTION CONTAINERS:** Paper cups of sufficient size to provide a 20-30 ml (1-2 oz) urine sample can be used by the wrestler to collect the sample.
- D. **COLLECTING THE SAMPLE:**
  - 1) Wrestlers should report to the assessment in "weigh-in attire" only (singlet or t-shirt & shorts).
  - 2) **Assessor Assistants** MUST insure that the wrestler has provided a sample of their own urine. **Reasonable supervision is the key.**
    - a) Supervise the process of urine sample collection. This does not necessarily mean witnessing the sample going from the body into the cup, but MUST insure that conditions do not exist that could compromise the integrity of the urine sample collection (bulky clothes, other containers, dipping the cup into the toilet water, horseplay, etc).
    - b) Be in all traffic areas between the collection area and the testing area if they are in different places. Water faucets may be shut off. Wrestlers should not have access to the sinks where water can be added to the samples

- c) Blue, green or red dye or Tidy Bowl may be added to the toilet so that wrestlers will not be tempted to dip their cup in the toilet water.
  - d) Any hint of a problem in the urine collection of an athlete necessitates voiding their sample and the provision of another sample with more scrutiny.
  - e) Normally one to three wrestlers can be supervised at one time by assessor assistants.
- 3) **RECOMMENDED PROCEDURES.** The following procedures have been developed in order to minimize dishonest techniques to bypass the urine test and maximize the athletes right to privacy.
- a) Mark each urine collection cup to identify each wrestler.
  - b) Instruct each wrestler to enter the toilet or urinal one at a time with nothing but the urine collection cup.
  - c) Instruct the wrestler to collect a "clean-catch" (midstream) urine sample.
  - d) Instruct the wrestler to begin urinating; allowing a small amount to fall into the toilet bowl (this clears the urethra contaminants).
  - e) Then, in the urine collection cup, catch approximately 1 to 2 ounces of urine and remove the collection cup from the urine stream.
  - f) Allow reasonable time for the wrestler to provide a sample of urine.
  - g) After collection of the urine by the wrestler, appropriate personnel should insure that the urine is warm by feel on the outside of the collection cup.
  - h) If the urine is cold or suspect, reject that sample and require the wrestler to provide another sample under closer supervision.
  - i) The wrestler will give their sample to the proper authority for hydration testing.
  - j) If properly hydrated, the wrestler will be directed how to dispose of their own urine sample and will then move along through the assessment process.
  - k) If the wrestler is not properly hydrated,
    - he/she will be informed of their failure to pass the hydration test,
    - be directed how to dispose of their own urine;
    - be instructed that they will have to be re-assessed after a 24 hour waiting period AND;
    - will be excused from the testing area.
    - The Wrestler may NOT proceed with the rest of the test, if not properly hydrated.

## 2. **TESTING THE SAMPLE**

Only urine specific refractometers will be used to measure hydration levels.

- A. Check calibration of the refractometer prior to the first test of any assessment day.
  - 1. Open the daylight plate and place a few drops of distilled or tap water on the face of the prism. Close the daylight plate gently.
  - 2. Adjust the scale into focus by turning the eyepiece.
  - 3. If the boundary line does not coincide with the 1.000 line, make an adjustment by turning the scale adjusting screw.
  - 4. DO NOT turn the scale adjustment screw unreasonably. If it is excessively turned, it may cause breakdown of the refractometer!
- B. The Assessor shall mix the urine well by swirling the collection container
- C. The Assessor shall place a drop or two of urine on the lens of the refractometer and read the specific gravity for that sample.
- D. The following scale will be used by the Assessor to mark the specific gravity measurement:

Specific Gravity	<b><u>PASS</u></b>						<b><u>FAIL</u></b>
	1.000	1.005	1.010	1.015	1.020	1.025	1.026

- E. The Assessor will then record the reading on the wrestler's Individual Profile Form and check Pass or Fail.
- F. Measurements greater than 1.025 will disqualify the athlete from continuing with the rest of the assessment.
- G. Any athlete not properly hydrated may not be assessed further and must wait a minimum of 24 hours prior before being assessed again. They will not be refunded their assessment fee and must pay a full assessment fee the next time they appear for assessment.

- H. Wrestlers who pass the hydration test, will dispose of their own urine and move on to the next step in the assessment process.

3. **CLEAN AFTER EACH USE**

- A. Wipe clean after each sample using a tissue  
 B. If the surface is smeared with oil or similar liquids it will repel the sample. Wipe off such an oil smear with warm water.  
 C. Do NOT run the refractometer under the faucet to clean—you should never splash water on the unit.

## MEASUREMENT OF HEIGHT

The next step in the process is to accurately measure the height of the wrestler.

Assessors or their assistants shall measure the wrestler's height to the nearest  $\frac{1}{2}$  " and record that height on the wrestler's Individual Profile Form ;  $\frac{1}{4}$ " and below round down; above  $\frac{1}{4}$ " and below  $\frac{3}{4}$ " should be entered as  $\frac{1}{2}$ ";  $\frac{3}{4}$ " and over should be rounded up to the next inch. Students should be measured in their bare feet.

**EXAMPLES**

From 6' to 6" $\frac{1}{4}$ " =	6'0"	Entered as 6'0.0
Between 6' $\frac{1}{4}$ " and < 6' $\frac{3}{4}$ " =	6'1/2"	Entered as 6'0.5
From 6' $\frac{3}{4}$ " to 6' 1" =	6'1"	Entered as 6'1.0

## BODY COMPOSITION MEASUREMENT

### TANITA SCALE MEASUREMENT

Prior to the first assessment on any day or after the scale has been turned off for more than 30' or so, you must follow steps 1-3 below.

1. **SET TO WRESTLER'S MODE** (pg. 21 Tanita Instruction Manual)
  - A. While holding down the 9 key, push the on/off button to turn the control box on.
  - B. The screen should show "r5E" on the screen. This is your confirmation that you are in wrestler's mode.
  - C. "r5E" will flash off and you should see the arrow pointing to "clothes" flashing and a 0.0 next to lb/s..
  - D. If the 0.0 is next to kg, push the blue kg/lb button immediately below the screen. This should move that 0.0 to lbs/lb on the screen
2. **SET TO THE "GOAL" MODE-7%** (pg 22 Tanita Instruction Manual)
  - A. Turn the control box off by pushing the on/off button.
  - B. Hold down the 7 key while pushing the on/off button.
  - C. The screen should now display "r5E GOAL 07." This shows that you are in the high school mode for the lowest % of body fat (7%).
  - D. "r5E GOAL 07" will flash off and you should see the arrow pointing to "clothes" flashing and a 0.0 next to lb/s
3. **SETTING THE NUMBER OF PRINTOUTS AND LANGUAGE**  
(pg. 25 Tanita Instruction Manual)
  - A. Press and hold the "0" key while turning the on/off button once. Release the "0" key the "Prt-1" is displayed on the screen
  - B. Select the number of print outs. (2). Using the number keys, enter the quantity of print outs desired (2).
  - C. The LCD readout will go to the language selection. Use 1 for the English selection- this will then print in English.
  - D. It will then automatically switch to the measurement screen.
4. **ENTER "0.0" for WEIGHT OF CLOTHING**

**AFTER SETTING UP THE SCALE PER INSTRUCTIONS IN 1-4 ABOVE, the remaining instructions (5-16) will be followed for every assessment:**

### Continuous assessment instructions-repeat from here for every wrestler.

5. The control panel will now be flashing arrows next to male female and athletic. Push the appropriate blue Male ATHLETIC or pink Female ATHLETIC button below the screen.
6. Wrestler's age arrow will flash—enter the two digit age of the wrestler
7. Wrestler's height arrow will flash next to ft.in (if flashing next to cm push blue kg/lb button below screen)--enter the height to the ½". The scale will wait for you to enter the height to the ½". If the student is exactly six feet tall you must enter "6.00" (6 point 00) 1/4" and below round down; above ¼" and below ¾" should be entered as ½"; ¾" and over should be rounded up to the next inch.

#### EXAMPLES

From 6' to 6" ¼" =	6'0"	Entered as 6'0.0
Between 6' ¼" and < 6' ¾" =	6'1/2"	Entered as 6'0.5
From 6' ¾" to 6' 1" =	6'1"	Entered as 6'1.0

- 8., The screen will now flash "Goal". Enter 0 since the wrestling mode automatically calculates the body fat%, or you may enter 7% for boys and 12% for girls.
9. The screen will now flash "Step On". The athlete should be dressed properly and be barefoot.
10. Have the athlete wipe their feet on a towel prior to stepping on the scale.
11. The wrestler remains on the scale until you hear a "beep", after which the wrestler steps off of the scale.
12. The scale will automatically print a profile of the student.
13. After testing each wrestler wipe the scale surface with cleaning solution.
14. Record Tanita FAT % and weight on the Individual Profile Form. An additional person can be used to record measurements on the Individual Profile Form.
15. Staple the thermal paper assessment printout to the Individual Profile Form.
16. Sign and Date the Individual Profile Form.

The CCS Assessor or designee will input the date on each wrestler on the NWCA within 72 hours of the assessment as follows:

1. Each CIF/CCS Master Assessor and CCS Assessor will be provided an Assessor ID and Assessor Password. These will be provided via e-mail to the Assessors by the CIF after completion of the CCS Assessors training. Do not share this information with any other person. Protect this information at all times. Never use any other Assessor's ID number or password.

#### A.. Input of Data

- a. Go to [www.nwcaonline.com](http://www.nwcaonline.com)
- b. Go to the horizontal menu and click on "WEIGHT MANAGEMENT"
- c. You will now be directed to the Optimal Performance Calculator Program.
- d. On the horizontal menu, click on "SCHOLASTIC EDITION"
- e. On the horizontal menu, go to the "login" button on the menu bare.
- f. You will then be asked to login. You should enter the following information:
  1. Assessor ID
  2. Assessor Password
- g. From the menu bar at the top of the page, put your cursor over the "assessors" tab on the menu bar and click on "new assessment".
- h. On your initial entry, you will be taken to a page that lists all schools. Select the school on which you will be entering the information. Once you select the school from the drop down menu, you will be asked to supply the school password. Do so, then click "enter."
- i. You are now on the Initial Assessment Page. Proceed by entering the following information from the wrestler's Individual Profile Form (only use the "TAB" key to move from box to box). Note that if you are entering multiple schools you must logout before entering the new school:
  1. Wrestler's gender automatically defaults to male; if wrestler is female, click on "Click to add female wrestler".
  2. Name of Student-Athlete: (first and last)
  3. Click on wrestler's grade (9-12)
  4. Enter the height of the wrestler in feet and inches from the drop-down menu.
  5. You are now ready to proceed through the steps on the Initial Assessment Form.



### STEP 1. Data Entry

Enter the following information from the Individual Profile Form or Tanita assessment printout:

- Alpha Date: (Enter date of assessment)
- Urine Specific Gravity: Click on "Pass"
- Alpha Body Weight: (Enter Body Weight at assessment listed on the thermal printout)

### STEP 2. Body Density

Step 2 is read only and will ask you to go straight to step 3-- Continue to hit the "TAB" key to proceed to Step 3.

### STEP 3. Percentage of Body Fat

In Step 3 you will manually enter the body fat percentage that was determined by the BIA measurement. After you enter the number, hit the "TAB" key on your keyboard and you will proceed to Step 4.

### STEP 4. Fat Mass

The Fat Mass number has now been automatically calculated and entered by the program. Hit the "TAB" key to proceed to Step 5.

### STEP 5. Fat Free Mass

The Fat Free Mass number has now been automatically calculated and entered by the program. Hit the "TAB" key to proceed to Step 6.

**STEP 6. Minimum Wrestling Weight**

The Minimum Wrestling Weight number has now been automatically calculated and entered by the program. This weight represents the lowest allowable wrestling weight (7% Body Fat for males, 12% Body Fat for females) for this wrestler.

Hit the "TAB" key to proceed to Step 7 & 8.

**NOTE:** In order for the program to calculate the numbers in Steps 4-6, you must "Tab" through each step after you enter the % Body Fat number in Step 3. If the program did not automatically calculate Steps 4-6, then return to Step 3, enter the % Body Fat and hit the "TAB" key three times

**STEP 7. State Variance**

Step 7 is read only. Step 7 will show the 1% variance that is applied to California

**STEP 8 Minimum Wrestling Weight with Variance**

Step 8 will automatically calculate the 1% variance which is applied to all wrestlers above 7% body fat for males and 12% body fat for females.

Hit the "TAB" key to proceed to Step 9.

**STEP 9 Number of Days to Deadline Date**

Step 9 will calculate the number of days between the assessment date and the deadline date for a wrestler to meet their minimum weight.. The deadline date for California is the first day of the post season (league championships).

Hit the "TAB" key to proceed to Step 10.

**STEP 10 Minimum Wrestling Weight and Deadline**

Step 10 will calculate the alpha weight times the number of days between the deadline date. This determination will make sure the wrestler can reach the minimum wrestling weight by the end of the season.

Hit the "TAB" key to proceed to step 11.

**STEP 11 FINAL CALCULATION**

Step 11 will automatically calculate the eligible weight class for the wrestler.

Click on "Save" to save this wrestler's entry.

**STEP 12. Entering Additional Athletes or Ending Your Session**

The screen will automatically proceed to a blank screen, per step 1 and continue entering additional wrestlers. If this is your last entry, scroll to the bottom of the page and click the "main" button and then click the "logoff" button on the menu bar.

**HOW TO CHANGE SCHOOLS TO ENTER NEW ASSESSMENT DATA**

- a. On the main scholastic page, click "change schools" under the assessor tab on the menu bar.
- b. You will be taken back to the page with the drop down menu of all schools in your section
- c. Select the school from the drop down menu
- d. Enter the school password and then click enter
- e. Repeat this process for every time you want to do a new school

**HOW TO DELETE A WRESTLER**

- a. After performing an assessment on a wrestler you may go back and delete the wrestler if you have an error.
- b. Underneath the assessors tab on the main menu, click on "wrestlers on file".
- c. This will give you a list of the wrestlers who have had an assessment completed. A blank Initial Assessment form will appear.
- d. Click on the wrestler you would like to delete.
- e. Once the wrestlers assessment form appears, scroll to the bottom and click on delete wrestler.

### **HOW TO VIEW THE ALPHA MASTER REPORT.**

- a. On the scholastic OPC homepage menu bar, click on the Alpha Master Report under the Assessors tab on the menu bar.
- b. The "Alpha Master Report" will appear with all of the team's wrestlers and their assessment data (this includes the wrestler's minimum weight class and the first date they may complete at that weight class)
- c. You may print out this form from the file options at the top of the menu page.

### **HOW TO VIEW THE INDIVIDUAL WEIGHT LOSS PLAN OF AN ATHLETE**

- a. On the scholastic OPC homepage menu bar, click on the weight loss plan under the assessors tab on the menu bar.
- b. You will now be on a page that will lists all of the wrestlers on file.
- c. Select the date range that you would like the weight loss plan for
- d. After selecting the date range, click on the wrestlers name that you would like to view the weight loss plan.

### **HOW TO VIEW AND PRINT A NWCA PRE-MATCH WEIGH IN FORM**

**On the Scholastic OPC homepage, click on *Competition Data Entry and Season Record Form* on the drop down menu underneath the *Coaches* heading on the main tool bar.**

1. You will now be on the competition data entry screen
2. Click on the link that says 'Create Pre-Match Weigh-in Form'
3. A page will appear that will ask for the date and the competition name
4. In the date box, enter the date of competition. You can use the calendar that is provided to select the date of competition.
5. In the event name/opponent name text box enter the name
6. After entering the information, click the next button at the top of the page
7. After clicking next, the team's entire roster will appear. All wrestler's will appear in their eligible weight class for that date of competition.
8. On the far right hand side, unclick the names of any wrestlers you do not want to appear on the weigh-in form
9. After un-clicking the names any wrestlers you do not want to appear, click on the next button at the top of the page
10. You will now be taken to a grid page with all your wrestler's names who will be weighing –in.
11. Click on the print weigh-in form at the bottom of the page
12. Your page will be created into a PDF document which allow you to print in the proper format.
13. Take this form with you to weigh-ins to ensure all wrestlers are at their eligible weight class for the competition.
14. You do not need to enter the actual weights following competition

### **3. Nutrition Education Program**

While not mandatory, it is highly recommended that each school participate in the nutrition education aspect of the program. The NWCA nutritional program includes information for each individual athlete.

## During the Season

### 1. Individual Weight Loss Plan

- A. A weight loss limit of 1.5 percent of their alpha weight per week has been established. The projected earliest date to wrestle at the predicted minimum weight will be broken down into weeks. This date will appear on the printout.
- B. A wrestler will not be allowed to wrestle at any time in a weight class that would require them to lose more than 1.5 percent per week from the original date of measurement.
- C. Each wrestler name is required to be on the NWCA Pre-Match Weigh In Form at all competitions up to and including the competition that begins the CIF State Championship Series (e.g. the league championships) Wrestlers who do not have their name on the NWCA Pre-Match Weigh In Form Plan at the time of weigh-ins are not eligible for that competition.

### 2. At the time of weigh ins:

- A. Per NFHS Rule 4-4-2 a contestant shall not wrestle more than one weight class above that class for which the actual weight, at the time of weigh in, qualifies the competitor;

1. If the wrestler weighs in **one weight class below their lowest allowable weight class** for that week per their Individual Weight Loss Plan (**IWLP**), they are ineligible to wrestle at the weight class in which they made weight, but are eligible per NFHS Rule 4-4-2 to wrestle only at the lowest weight class listed for that week on their Individual Weight Loss Plan. (a contestant is allowed to wrestle one weight class above the class for which the actual weight, at the time of weigh in, qualifies the competitor)

#### EXAMPLE:

➤	A wrestlers <b>IWLP</b> for that week shows a <u>minimum weight</u> for that wrestler of 123 and, therefore the <u>minimum weight class</u> for that week of 125 lbs.			
	<b>IWLP</b>	<b>Projected wgt</b>	<b>Elig Wght Class</b>	<b>Actual weight</b>
	Date: <u>xxx</u> <u>Week 3</u>	123	125/130	118.5

- The wrestler weighs in at the competition at 118.5 lbs for his **Actual Weight**.
- The wrestler has weighed in **one weight class below their lowest allowable weight class** and below his minimum weight for that week per his IPF. (lowest allowable weight class for this week was 125's, lowest weight 123.)
- This wrestler cannot wrestle at 119's as he is below his minimum weight and minimum weight class for that week. He can only wrestle one weight class above his actual weight (per NFHS Rule 4-4-2, so he may ONLY compete in the 125 lb weight class at this competition. He may NOT wrestle at 119's or 130's.

2. If the wrestler weighs in **two or more weight classes below their lowest allowable weight class** per their Individual Weight Loss Plan, they are **ineligible** to wrestle in any weight class at that competition.

#### EXAMPLE:

➤	A wrestlers <b>IWLP</b> for that week shows a <u>minimum weight</u> for that wrestler of 123 and, therefore the <u>minimum weight class</u> for that week of 125 lbs.			
	<b>IWLP</b>	<b>Projected wgt</b>	<b>Elig Wght Class</b>	<b>Actual weight</b>
	Date: <u>xxx</u> <u>Week 3</u>	123	125/130	111

- The wrestler weighs in at the competition at 111 lbs for his **Actual Weight**.
- The wrestler has weighed in **two weight classes below his/her lowest allowable weight class** and below his minimum weight for that week per his IPF. (lowest allowable weight class for this week was 125's, lowest weight 123.)
- This wrestler cannot wrestle at 112's, 119's, 125's or 130's as his weight is two weight classes below his minimum weight class for that week. He cannot wrestle at ANY weight class in this competition. He has lost too much weight too quickly. He may NOT wrestle in this competition in any type of competition. He is ineligible. (e.g. no exhibition, scrimmage, etc. etc. competition is allowed for ineligible athletes)

**3. If the wrestler weighs in at a weight class higher** than their allowable weight classes per their Individual Weight Loss Plan, they may wrestle in compliance with NFHS Rule 4-4-2; (a contestant shall not wrestle more than one weight class above that class for which the actual weight, at the time of weigh in, qualifies the competitor)

**EXAMPLE 1:**

➤	A wrestler's <b>IWLP</b> for that week shows a <u>minimum weight</u> for that wrestler of 123 and, therefore the <u>minimum weight class</u> for that week of 125 lbs.			
	<b>IWLP</b>	<b>Projected wgt</b>	<b>Elig Wght Class</b>	<b>Actual weight</b>
	Date: <u>xxx</u>	<u>Week 3</u>	123	125/130
				135

- The wrestler weighs in at the competition at 135.5 lbs for his **Actual Weight**.
- The wrestler has weighed in **at a weight class higher than their allowable weight class** for that week per his IPF. (allowable weight classes were 125/130)
- In compliance with NFHS Rule 4-4-2, this wrestler may wrestle at 135's or 140's at this competition.

**EXAMPLE 2:**

➤	A wrestler's <b>IWLP</b> for that week shows a <u>minimum weight</u> for that wrestler of 123 and, therefore the <u>minimum weight class</u> for that week of 125 lbs.			
	<b>IWLP</b>	<b>Projected wgt</b>	<b>Elig Wght Class</b>	<b>Actual weight</b>
	Date: <u>xxx</u>	<u>Week 3</u>	123	125/130
				129.5

- The wrestler weighs in at the competition at 129.5 lbs for his **Actual Weight**.
- The wrestler has weighed in **at the higher weight class allowed that week on the IWLP**. (allowable weight classes were 125/130)
- In compliance with NFHS Rule 4-4-2, this wrestler may wrestle at 130's or 135's at this competition.

**B. The official on site will verify any disputes.**

- Protests must be filed in writing, with the Athletic Director and/or Principal's signature, within 24 hours of the problem with the CCS Assistant Commissioner Duane Morgan. FAX 408-224-0476

**3. NWCA Pre-Match Weigh In Form** Each coach is required to bring his/her team's NWCA Pre-Match Weigh In Form with the entire list of wrestlers who have been successfully assessed to all competitions throughout the season, including the CIF State Wrestling Championships.

- **PENALTY:**
- If at any competition the Coach does NOT have his most current NWCA Pre-Match Weigh In Form for the school, the entire team is ineligible to compete.
- The team will be charged with a forfeit for that competition.
- At the point it is determined that the NWCA Pre-Match Weigh In Form is not in hand, all competition involving the members of that school team shall immediately be stopped. No exhibition or other competition involving wrestlers from that school shall be conducted.
- If it is discovered that such competitions knowingly continued beyond discovery of the missing NWCA Pre-Match Weigh In Form, additional, more serious sanctions will be applied to the wrestling program of that school and to those against whom they wrestled.
- Wrestlers who do not appear on the NWCA Pre-Match Weigh In Form for the school, even if they have their own Individual Profile Form with them are not eligible to wrestle at such competition.

**4. Growth Allowance**

Growth allowance will be two pounds per weight class on January 15th. An athlete may use this growth allowance to certify at a lower weight class. Even though the athlete did not make scratch weight anytime during the season.

## 5. Appeal Process (CIF Bylaw 3104.G)

If an athlete is unhappy with the results of their assessment, they have two avenues of appeal.

- A. All wrestlers are allowed to appeal his or her body composition measurements by reassessment. See Step #1 below OR
- B. All wrestlers are allowed to appeal his or her body composition measurements by use of an Air Displacement Body Composition test, done at the cost of the student. (BodPod). Wrestlers may re-assess if they wish, using the BodPod measurement at their own expense. (See Step 2)

### Step #1 Repeat Initial Assessment

- If a wrestler expresses a wish to appeal their determination at the initial assessment, provide them with a copy of **Appeal Options** information included in the appendix. Assessors should proceed with entering all wrestlers who have completed an assessment into the NWCA web page, regardless of whether or not they have stated an intent to appeal.
- If a wrestler does appeal, the following are the steps.
  - a) The athlete should repeat the initial assessment no sooner than 24 hours after the initial assessment but no more than 14 calendar days of the original assessment.
  - b) No special permission or approval for such re-assessment from anyone other than the school administration is required.
  - c) The school may schedule the reassessment with the same CCS Assessor or the school (not the wrestler) may contact the CCS Assistant Commissioner Duane Morgan to make arrangements for another CCS Assessor to do the reassessment.
  - d) The wrestler shall complete another Individual Profile Form and the school shall provide a copy of the Alpha Master Report for this wrestler to the Assessor at the time of Re-assessment.
  - e) Reassessment includes hydration assessment, Tanita measurement, and the same body composition method as previously utilized.
  - f) After re-assessment, the Assessor will follow the inputting directions; access the wrestler's previous assessment measurements by use of the ID # of the wrestler on the school's Alpha Master list and change the information on that wrestler.
  - g) The IPF, with the tape printout, should then be forwarded to the CCS Office.
  - h) The fee for this reassessment is the responsibility of the athlete and/or school.
  - i) Failure to adhere to these regulations should result in a denial.
  - j) All this must be done in compliance with CIF Bylaw 3104.G. (See Appendix)
  - k) The IPF for the student

### Step #2 Air Displacement Body Composition Measurement

- If dissatisfaction with the results still remains, or if the wrestler wants to skip Step #1 in appeal of his/her initial assessment, the wrestler may choose air displacement measurement (BodPod) to assess body fat percentage from a list of approved facilities (see appendix), by following the following steps:.
- Air displacement may be performed within 14 days of initial assessment at any time prior to the wrestler's first competition,
- The 14-day appeal period should start on the day following the initial assessment date. Day one through seven does not permit any loss of weight for an appeal to be valid. During the second week, day 8-14, a wrestler may weigh no less than 1.5% of the Alpha weight recorded on the assessment date.
- It will be the responsibility of the school to contact a BodPod facility that is on the approved list to schedule the test. It is the school or wrestler's responsibility to pay the fee directly to the facility for this measurement.
- When the facility is selected and the date of the measurement scheduled, the school should immediately file a completed "Air Displacement Body Composition Report Form" with the CCS Assistant Commissioner Duane Morgan prior to BodPod assessment. (FAX: 408-224-0476). The school **MUST receive approval** from the CCS Assistant Commissioner Duane Morgan that the facility is on the approved list and that the student is within the 14 day timeline **PRIOR** to the BodPod measurement being performed.

- Results following the test must be reported to the CCS Assistant Commissioner Duane Morgan a minimum of 72 hours before the wrestler wishes to compete. A wrestler may not wrestle until the CCS Assistant Commissioner has updated the team's Alpha Master List for the coach to carry to the competition a updated NWCA Pre-Match Weigh In form.

6. **Physician Clearance for Student Under Minimum % Body Fat**

- Any wrestler whose body fat percentage at the time of assessment (Alpha Date) is below 7% for boys or 12% for girls, must obtain in writing a licensed physician's (M.D. or D.O.) clearance stating that the athlete can compete at this sub-7% body fat for boys or sub-12% body fat for girls.
- They should use the Physician's Clearance Form (See appendix).
- Until such form is completed by a physician and received by the CCS Assistant Commissioner Duane Morgan (FAX: 408-224-0476 and the student's assessment measurements can be entered into the NWCA web site so that the Alpha Master Sheet includes this wrestler's information AND the coach can present their NWCA Pre-Match Weigh In Form to the weigh in official at any competition, the wrestler remains ineligible to compete.

## CIF ASSESSOR MANUAL

### APPENDIX

- TERMS-DEFINITIONS
- CCS MEMBER SCHOOLS BY CONFERENCE—ASSESSORS SCHEDULING FORM
  - contact information
  - form to schedule assessments
  - Schools Assessors Passwords (SAP) & School User ID's
- CCS ASSESSOR'S REPORTING FORM
- RECEIPT OF FUNDS RECEIVED FORM—(have on hand at every assessment so you can provide a receipt for a group payment—do not give receipts for individual \$10 payments on a regular basis, but if a coach or AD wants a receipt for funds for all of their wrestlers use this form as a receipt.)
- CIF BYLAWS 3103-3104
- CCS INDIVIDUAL PROFILE FORM (SAMPLE)—have copies of this on hand at every assessment
- BODPOD APPEAL FORM –have copies of this on hand at every assessment
- BODPOD LIST OF CIF-APPROVED SITES
- PHYSICIANS CLEARANCE FORM (-7%; -12%)—complete and give to each wrestler who is measured below acceptable percentages
- SCHOOL SCHEDULING FORM-(SAMPLE)
- HYDRATION INFORMATION
- Parental Permission Form (English and Spanish—SAMPLES)
- NWCA Wrestling Weight Certification Alpha Master Report—(SAMPLE)
- NWCA Wrestling Weight Certification Weight Loss Plan—(SAMPLE)
- NWCA Wrestling Weight Certification—Wrestler's Access Report—(SAMPLE)
- NWCA Pre-Match Weigh In Form-(SAMPLE)
- NWCA Wrestling Weight Certification—SAMPLES of:
  - Student Log in
  - Wrestler Nutritional Plan
  - Sample Menu Plans