

SEVEN LAKES
SPARTAN
WRESTLING

2026-27 Team Managers'
Handbook

SLHS Wrestling Team Manager's Handbook 2026-27

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Seven Lakes Wrestling Team Managers

Before I take the time to discuss what it takes to become a Seven Lakes Wrestling Team Manager, I must first thank you for taking on this extremely important and rewarding job. The coaching staff and wrestlers place a high value on our managers. Thank you for being here and thank you for working for us. Team management is a position of service. As a team manager, you are here to be a part of something bigger than yourself. You are here to work in support of the entire program. Not all the duties of a team manager are pleasant, but they are important and necessary. You fulfill a very valuable role in the program. Some of your duties (like filming and scoring) are necessary for the continued success of the team and cannot be done by the coaches who are actively coaching the competing wrestlers. Some of your duties help the coaching staff be more effective with their limited time (like communicating when and where our next wrestlers are up). The remainder of your duties (like laundry) involves you taking a simple task off a coach's to do list; freeing them up to do something that may require more skill and/or training. The team and the coaching staff highly values you and the work you do for the program.

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Managers' Duties and Responsibilities

This handbook cannot possibly explain all of the manager's responsibilities, but it will list the most important and reoccurring duties. Please keep in mind that even though most days require only about 5-7 minutes of total work from the managers, be aware that other days require a ton of work. Coaches need to know that the managers are ready, willing, and able to help with a positive attitude. During the athletic period, we need all managers in the equipment room or actively involved in a task as directed by a coach. During a competition, you need to be mat-side ready to go through the competition.

Laundry – Laundry needs to be completed nearly every day.

- In order to operate the washer and dryer, you must be trained by a coach first.
- Except for singlets, all laundry will be washed with regular laundry soap and powdered bleach on a cycle 4 (singlets do not get bleach and are washed on a cycle 2).
- Every time the dryers are used, a cool down cycle needs to be utilized, and the lint trap screen needs to be cleaned.
- You will need to start laundry during 5th period athletics, but you will not be able to get items washed, dried, and returned in one class period. You must communicate face to face with one of the coaches every day when you leave laundry in process.
- Soap Management –
 - You will take the soap from the equipment room to the laundry room and back every time. Do NOT leave soap in the laundry room to be taken by someone else.
 - When you run out of regular laundry soap, get a new bottle from the middle shelf of the blue work table. If there are less than 4 bottles left in our soap inventory, you need to let Coach Demarchi know so he can order more. It can take up to three weeks to get more soap in, so please don't wait to let Coach know.
 - When you run out of powdered bleach, there are white 5-gallon buckets or boxes on the floor under the work table. You need to fill up the small container with powdered bleach so you don't have to lug the giant bucket back and forth. If there are less than two 5-gallon buckets or

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boxes of powdered bleach, let Coach Demarchi know so he can order more.

- Boys' towels get washed every day that we are working out because they have a large team and skipping a day may cause us to run out of towels by the end of the day. The large green trash can with wheels should be out waiting for you at the beginning of 5th period to wash. If the green trash can is completely full, you need to split the towels into two loads so the washer will work and wash the towels properly. Wipe out the empty green trash can with a cleaning wipe every Monday.
- Girls' towels can be washed less frequently since we have less girls. When it is necessary to wash girls' towels, the medium sized round black trash can should be brought out to you. Wipe out the empty black trash can with a cleaning wipe every time you do the girls' towels.
- Floor mops and wall towels need to be washed every day that we clean the room (pretty much every day). If we are practicing after school, at least one manager will be present for that after school workout and can pick up the mops and wall towels. Please fold them and put them in the clean stack.

Sanitation Fluid – When we run out of room sanitation fluid, (there will be an empty plastic jug waiting for you on the small blue table at the entrance to the equipment room) you will need to fill up the jug at the outside water spigot. You will need to take a water key to turn the water on. Make sure that you fill the water all the way to the black line behind the handle, but please do not overfill. The fill line has been measured for the correct amount of concentrate that will be added to make the proper mix. Place the full jug on the blue work table and Coach Demarchi will complete the mix and replace the bucket.

Managing the Medical Kit – There is a blue and tan plastic fishing tackle box on the small blue table by the entrance of the equipment room for the wrestlers to self-service their simple medical issues. If something is low, please communicate with a coach to have them refill the missing items. Coaches do the refilling so we can manage inventory and reordering.

Managing the Equipment Room – The equipment room is the space that you will spend most of your athletic period and after school practice time in. Take pride in

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this area. Please keep it clean and ordered. Pick up and dispose of trash and sweep or vacuum it out regularly. The work you do in equipment hand out, return and inventory is extremely important and requires meticulous organization and note taking. We are responsible for thousands and thousands of dollars in equipment inventory supplied by tax-payer money. Not only are we responsible for the large dollar amount of equipment, we are also responsible for making sure that every Spartan has the gear required to practice and compete. If we lose, destroy, or run out of equipment, it is very expensive to replace. Even if there was a bottomless pit of money for us to purchase equipment with, getting items replaced can take up to 12 weeks to get in. We must know where all of the equipment is at all times.

- **Issuing Equipment** – Do NOT ever hand out or issue equipment without explicit instructions from one of the wrestling coaches. When you do issue equipment, make sure that you are marking the correct person in the equipment book with the correct inventory number for the correct item.
- **Collecting Equipment** – We must make sure that every person gets credit for the items that they have turned in. All items need to be laundered and placed in their appropriate space in the equipment room divided by size.
- **Loose Items** – As the year progresses, you will come across lost equipment items laying around the room, on the bus, or at an event. You can get those items to a captain or look in the equipment book to see who is responsible for that item and return it to them.

Competitions – There is much to take care of during competitions dependent upon if we are hosting or traveling.

- Traveling to a Competition:
 - Make sure you have the filming bag stocked with all the charged iPads and tripods.
 - Make sure to bring the gear bag.
 - Both bags need to be in your possession and under your control for the entirety of the bus rides.
 - Once you get to the competition venue, keep the bags with the team equipment until we begin the competition, and you must begin managing the bouts and filming/scoring.
 - As soon as we return to Seven Lakes, return the bags, charge the iPads, and begin the uploading process.

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- Remember that bus rides to competitions are silent to facilitate match preparations for the competitors. That includes managers. Please respect this process. The bus ride home can be fun, and everyone can hang out and talk.
- Hosting a competition at SLHS:
 - Nothing changes for the film and gear bag from the directions above.
 - You must make sure that each mat table is set up to score properly. This includes being familiar with the large score clock for our stand-alone duals as the managers must run that.

Managing Individual Competition Bouts – It doesn't matter if we are home or away for an individual competition; the duty is the same.

- You need to figure out the system that lists, the individual matches for the tournament (it is usually Trackwrestling.com and the mobile app works better on your phone).
- You must communicate with the coaches well in advance the following information (you can do this on text or in person):
 - Which of our wrestlers is competing.
 - On which mat are they competing.
 - In how many matches will they be up.
- If no coach shows up to a match or if no coach is available, make sure that the captains get the corner covered.

Scorekeeping - Filming – At a competition, your main responsibility is to film and score the matches. Filming is imperative to our coaching and athlete development. When we don't have film of our mistakes or things that we are doing well, it makes it very difficult for us coaches to help the wrestlers develop and grow. Having correct scoring is necessary for us to argue with the referees during a match and get our wrestlers what they have earned. We must have all our records correct for seeding purposes that can make or break a wrestler's chance to advance in post season competition. We also keep career records and compare them to other Spartan Greats from past seasons. A small part of this is just for intra-team competitions and a bit of pride (which can help build confidence that can in turn lead to more winning). Season to season comparisons of records is invaluable to me as the head coach so I can see what areas I need to spend more time focusing on.

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Data is extremely valuable to us and you as the manager are the first step of this process. You must take it seriously because it is very important.

- Make sure you know who is wrestling in today's varsity line ups.
- Make sure that the event, the wrestlers, and their matches are pre-loaded on all the iPads before the matches begin.
- You must correctly record the ENTIRE team name, wrestler's first, wrestler's last name, and the weight class weight class.
- Position yourself away from the corner where you can film the match uninterrupted by foot traffic or the team.
- Put the iPad on a tripod (except in emergencies where we need to utilize the large iPad Pro).
- End your social conversations, put your phone out of the way, and focus on the match.
- Begin filming the match before the handshake and do not interrupt the filming until after the match is over, the wrestlers have shaken hands, and the winner has gotten their hand raised.
- Pay attention to match situations, the referee's hand signals, and choices for the 2nd, 3rd, and all overtime periods.
- Make sure to record all scoring moves.
- Most importantly, ask questions when something doesn't seem quite right or if you get confused.

Workouts Outside of School Time – We need to have at least one manager present at all after school practices, meetings, open mats, holiday practices, or any workout outside of normal school times. Most likely, this time is going to be filled with extra laundry since we are having extra workouts. The time may also be utilized by cleaning up film or working on inventory projects. We do need you there and can release you early when the day's projects are finished.

Maintaining Your Place on the Team

Remember that you are a full member of the SLHS Wrestling Team. You are welcome at and expected to attend all events, athletic periods, after school practices, competitions, social events, etc. This earned privilege comes with a fair amount of responsibilities both inside and outside of wrestling. You are held to a higher

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standard of acceptable behavior as a member of the wrestling team here. Below is a list of things that you will be held accountable for as a team manager.

- Be trustworthy and be where you are supposed to be doing what you are supposed to be doing. Spending lengthy periods of time in the bathroom or just socializing in the stands is not productive.
- Manage your time and balance your work-school-wrestling life, so you don't have to miss events or duties.
- Be a good student here at SLHS. Wear your ID around your neck for the entire school day. Show up early to class. Maintain proper dress code. Treat your teachers and all SLHS staff with respect. Put your phone away during class. Act right and stay out of trouble.
- Maintain your academic eligibility. A's and B's are the expectation and goal, but anything below 70% will make you ineligible for competition events.
- Steer clear of drugs, alcohol, vaping, and people that use/abuse those substances.
- Do not engage in social division or creation of cliques with the team. We have no time for social drama.
- If you experience any conflict with a member of the team or coaching staff, it needs to be talked out appropriately with the head coach.
- You are responsible for your online and social media footprint. Nothing is private or protected when it goes on the internet. Be careful of the things you post and clean up anything that people have posted on your sites or tagged you in.
- Steer clear of dating within the team. We don't really care if you are dating anyone on the team, but if your relationship or subsequent break-up becomes a distraction or something that the coaching staff has to deal with, we may have to remove you and/or the other people involved so we can continue our athletic training. Nobody wants to do that.

What You Stand to Gain from Being a Team Manager

1. First and foremost, being a part of something that is bigger than yourself is an excellent growth opportunity for anyone. Working in service of others is very rewarding.
2. You will receive a PE credit for the time you are in the athletic period.

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3. You get a letter jacket in one year of 100% participation or two years of regular participation.
4. You will get to learn and hone administrative skills that will transfer to almost any career.
5. You get the opportunity to be surrounded by hard-working goal-oriented people to be inspired by. You are who you hang out with.
6. You will get the self-satisfaction being an integral part of the team's success. When the team wins, you win.
7. As a full member of the team, you are eligible for awards, scholarships, All-State and All-District honors.