HOSTING A SANCTIONED CHAMPIONSHIP COMPETITION

V2 07.01.2024

Thank you for wanting to host a sanctioned WNZ Championship competition. The following is a guide to the process. Please follow the steps below and use the checklists supplied, but please reach out if anything is unclear or if you have any questions.

Note that is document is not applicable for WNZ Junior/Senior National Championships.

A Championship event held for Secondary School athletes has additional requirements. Check the applicable box on the application form.

Your Responsibilities

- **Read** the Championship Event information Checklist (below)
- **Complete** the online Championship/Club comp application form
    - https://forms.office.com/r/FWfYdTZrja?origin=lprLink
- Select **Submit**.

Weightlifting New Zealand's (WNZ) responsibilities

- **Review** the online application form
- **Contact** you if there are any questions
- **Email** you with approval to hold the CHAMPIONSHIP comp
- **Load** your Stripe account into the WNZ system to allow athletes to enter
- **Assist** you to set up Stripe if you don't already have it set up – click here
- **Add** your event to the WNZ calendar on the WNZ website

Timing of this process

From receipt of the online application form, the event will be added to the calendar within 5 days, provided there are no queries which impact approval.

HOSTING A WNZ SANCTIONED CHAMPIONSHIP COMPETITION - RULES

WNZ's aim is to grow the sport of weightlifting in a safe and fair way by;

Putting people at the core of our sport by providing a safe, inclusive environment, enabling them to be their best.

Our Vision Kiwis choose Weightlifting
Our Mission To lead, strengthen, support, and promote Weightlifting in New Zealand
Our Values Integrity, Leadership, Excellence, Resilience, Relationships

Hosting Clubs
Are required to follow the below competition rules, use this document as a guide and checklist, and if you have any queries please contact info@weightlifting.nz.

Timing

- ☐ Check the existing calendar for any potential clashes with other events
- ☐ Complete an application request at **least 45 days** before the date of the proposed competition.

Club Eligibility

- ☐ Host club must be a current affiliated club with WNZ.
- ☐ Host club to consider the space required for competition, spectators and an area for warm up platforms.
- ☐ Clubs do not need to provide a full-sized competition platform (refer to Competition Set Up).

Athlete Eligibility

- ☐ Only current WNZ members can enter and compete.
- ☐ Using the WNZ website for entries makes this easy as the system only recognises the details of current members
- ☐ Current WNZ members cannot enter a competition 'on the day' i.e. not use the official WNZ entry system.
- ☐ If a club allows WNZ members to compete without using the entry system, the results from the event will be recognised except for those athletes who did not officially enter.
- ☐ Non-members cannot compete in a WNZ sanctioned event.
- ☐ If a club does allow non-members to compete, the results from the whole comp will not be recognised by WNZ and future applications to hold an event (of any level) may not be approved.
- ☐ If an athlete from an overseas weightlifting federation wishes to enter, they must contact info@weightlifting.nz for permission as the system will not recognise them.
- ☐ Permission to compete will also be communicated to the hosting club.

- ☐ Only athletes who have meet the applicable education requirements by Final Entry date can compete
- ☐ Athletes who are on the current year's ADAM's Whereabouts list (based on reaching the applicable Qualification Standard) must be fully compliant by Final Entry date, otherwise they cannot compete.

Technical Officials (TO)

Once your event has been scheduled into the WNZ calendar please contact the WNZ Technical Official Manager - Barbara Grieve (barb.timeout@xtra.co.nz) who will appoint a senior TO to control TOs for your event. It is their responsibility to create the TO roster and communicate with the TOs.

For your reference:

- ☐ Technical Officials must be current WNZ members.
- ☐ Names of TOs and their roles in the event must be sent to Barbara Grieve by the appointed lead TO for approval **BEFORE** the comp.
- ☐ The three Referees, Technical Controller, and Marshall must be National level or above.

Other roles:

- ☐ **Timekeeper** - can be a club TO or a non TO if approved by Barbara.
- ☐ **Tabulator** - can be a non TO if approved by Barbara.
- ☐ **Manual Tabulator** – can be the Tabulator or a different person (non TO)
- ☐ 2 x TO weighs in athletes. Although same gender as the athlete is preferable, if needed eg in a mixed session, this is flexible.
- ☐ TO uniforms are required.

Coaches and Support Personnel in the Warmup Area

- ☐ Anyone in the warmup area must be current WNZ members
- ☐ Anyone in the warmup area must be able to show current membership card from WNZ membership APP

Loaders

- ☐ Must wear closed toe shoes for safety
- ☐ Must supply disposal gloves for cleaning of bar, and body fluids (including blood)
- ☐ Bars must be wiped after each lift

Health & Safety

- ☐ Consider the Health & Safety scenarios and solutions that are normally applicable to your facility and communicate these to athletes and spectators on the day.

EVENT STRUCTURE AND PROCESS

Entry Fee

- ☐ The hosting club sets the entry fee. This should be less than the fee to enter than the WNZ National Championships.
- ☐ The fee is payable by the athlete at the same time as they enter the comp - via the WNZ website

Preliminary Entries

- ☐ Hosting club to set the close of entries date approx. 14 days before the competition.
- ☐ At close of entries, you will receive a list of Preliminary Entries from WNZ.
- ☐ Create a Preliminary Schedule and Preliminary Start List and post to your social media and/or distributed to the athletes who have entered.

Verification of Final Entries (VFE)

Also written as VOE, is done through the website entry system.

- ☐ Set the VFE date approx. 3 days before the competition
- ☐ All athletes must be compliant with the current year's eLearning Sport Integrity Commission Education – if found not compliant by VFE, athletes will be pulled from the Final Entry List without refund of entry fee

Final Entries

- ☐ After VFE, you will receive an updated list of **Final** entries from WNZ
- ☐ Update your Schedule (if needed)
- ☐ Final Schedule and Start List can then be posted to social media and distributed to the athletes who have entered.

Additional Information

- ☐ Weigh in – 3 HOURS before start of session competition
- ☐ Time frame for lifting is the official 60/120 sec
- ☐ Athletes minimum start weights apply:
  Men – twenty six (26) kg (20kg bar, collars and two .5 kg discs
  Women – twenty one (21) kg (15kg bar, collars and two ,5 discs)
  (Section 6.6.4 of IWF Technical Rules & Regulations)
- ☐ IWF Rules on lifting attire apply ie full lifting suit MUST be worn
  (Section 4 of IWF Technical Rules and Regulations)
- ☐ Reminder that the Sport Integrity Commision are notified of all Championship events and may be present to test

THE COMPETITION

Referee System, Flags, Attempt Cards, Athlete Numbers, Certificates, Results, Qualifications

- ☐ The competition can use a referee system (hand-held units for the Ref to push a button to signal 'good lift' or 'no lift') **OR**
- ☐ Flags can be used – you will need 3 individual white flags and 3 individual red flags available.
- ☐ Attempt Cards are mandatory
- ☐ Athlete start numbers are mandatory
- ☐ Certificates are recommended
- ☐ Medals are recommended and awarded at the end of each session based on **Total per bodyweight category**
- ☐ NZ Records can be set
- ☐ Results are added to the WNZ Ranking List and Grading List
- ☐ Athletes can qualify for Nationals
- ☐ Athletes can qualify for international events
- ☐ It is at the Hosting club's discretion if an athlete who is not successful in the Snatch is able to continue onto C&J. This decision must be clearly communicated in the Pre-Competition information.
- ☐ Championship events are open to competitors of all ages, including Youth, Junior, Senior and Masters. The hosting club can decide to award placings to Youth, Junior and Seniors within each bodyweight division based on **Totals** or have everyone compete in an Open category. How placings are being awarded must be communicated in the Pre-Competition document. Note that Masters athletes compete as Seniors.

Sessions Box Checklist – One for each Session

- ☐ Weigh In Sheet
- ☐ Athlete Attempt Cards
- ☐ 2 pens – Blue & Black
- ☐ Athlete Start Numbers & Safety Pins
- ☐ Wristbands for Support Personnel – if following IWF Rules on numbers in the warmup area
- ☐ Manual Tabulation Sheet

Lifting Suits, IWF Regulations, Weigh in

- ☐ Lifting suits are mandatory. Athletes must not wear shoes or socks or any other footwear during weigh in. If an athlete is over their officially entered body weight category, 250 grams can be deducted from the weight shown on the scales to allow for the weight of the suit. If the athlete is within their officially entered bodyweight category the weight on the scales be recorded as shown

- ☐ The athlete must be weighed in by a TO
- ☐ IWF Regulations for belts, bandages and strapping apply
- ☐ If you're not sure about these regulations refer to: IWF Rules & Regulations IWF-TCRR-2023.pdf

Outside Weigh in room

- ☐ Start Lists for the sessions of that day
- ☐ Weigh In Sign on the door
- ☐ Athletes can either be called in order of the Start List OR if following IWF Rules every athlete in the whole competition is given a randomly assigned LOT NUMBER (different to their Start Number).
- ☐ Athletes are then called to weigh in according to their LOT Number from lowest to highest. Discuss this with whoever is running the competition management software.
- ☐ If an athlete is not present at the time their name is called, they wait until all other present athletes have weighed in before their name is recalled.
- ☐ After the 1 hour weigh-in period has finished, any athlete who has not presented themselves for weigh-in is unable to compete.
- ☐ An athlete who is under or over their officially entered bodyweight category may return to the weigh-in room as many times as necessary during the weigh-in period to make the bodyweight category.
- ☐ It is at the Hosting club's discretion if an athlete who does not make weight during the prescribed weigh-in period, is still allowed to compete as a Guest. This decision must be clearly communicated in the Pre-Competition information.

Warm Up Area

- ☐ IWF Rules on number of Support Personnel in the warmup area. (Section 6.4.2 of IWF Technical Rules & Regulations)

  - one (1) athlete – three (3) Passes
  - two (2) athletes – four (4) Passes
  - any additional athlete (for combined categories / Events) – two (2) Passes per athlete

Platform Assignment

This depends on the number of athletes in each session and how many warmup platforms there are

Options

- ☐ Athlete Start Number = Warm Up Platform
- ☐ If athletes need to share platforms, the event administration person goes through each Session and indicates in red on the Weigh in Sheet next to the athlete's name which platform each athlete will be on. This enables clubs to be placed on adjacent platforms. That same number must also be written on the athletes' Attempt Cards as only 50% of athletes will remember.
- ☐ In IWF International events it is the Weigh-in TO that assigns platforms. Discuss with the TO manager or the senior TO responsible for your event – before the event - if the TO is to assign platforms or if the event administration person is to do it
- ☐

Marshall Change Table

- ☐ Red Sharpie
- ☐ Blue/black pens
- ☐ Athlete Attempt cards for that session
- ☐ Sellotape
- ☐ Pencils and rubber for manual tabulation
- ☐ Manual Tabulation Sheet
- ☐ Extra Safety Pins for those athletes who lose the ones given to them!
- ☐ Start Numbers are usually given out at weigh in.
- ☐ If an athlete does not present at weigh in – handing out numbers is stopped at that person and the remaining numbers can be collected from the Change table.
- ☐ OR you can hold all Start Numbers and place them all on the Athlete Start Numbers on the Change table. Include the safety pins. Discuss this with the Head of Technical Officials attending the event.

Announcers Notes

Supply a brief typed up sheet of what the Announcer is to read out at the beginning and during the session. This remains on the Main Table and should include:

- ☐ Session Number
- ☐ Explanation of who is lifting ie male/female and bodyweights
- ☐ Safety Instructions for the venue
- ☐ Toilets
- ☐ Sponsor acknowledgments
- ☐ Any other relevant information

NZ Records

- ☐ If using the PC based 'Michael Noonan' - see below for Alternative to manage records.
- ☐ If using the web-based software, NZ Records can be uploaded so that they show on the screen during the competition.
- ☐ Check the format requirements of this and upload the latest records according to that format.

Alternative to manage records;

- ☐ Print a current set of NZ Records from the website for the Announcer to refer to these during the session. Link here - Weightlifting
- ☐ Note that some athletes can be a Youth, Junior and Senior so all records should be referred to.
- ☐ Masters have different age groups.
- ☐ This document is kept on the main table for reference during the event.

NZ Record Application Sheets are no longer required for NZ Records.

The information is taken directly from the Final Results Book provided:

1. The athletes' bodyweights are provided AND
2. The WNZ TO Manager has approved the TOs assigned to each session.

Sport Integrity Commission Testing

The Sport Integrity Commission may or may not test at **ANY** WNZ event of any level**.** Hosts of a Championship level event must comply with testing requirements.

Hosting club will be contacted by WNZ Clean Sport Officer separately with these requirements.

COMPETITION MANAGEMENT SOFTWARE (CMS)

This is where all athlete information is entered, attempts, successful and unsuccessful lifts are recorded i.e. the person on the laptop runs the competition.

- Can be obtained from WNZ and loaded onto a PC (not a Mac).
- This system uses Excel
- You need to enable macros in your PC Settings
- This is referred to as the Michael Noonan System
- Clubs who use this system should always check with WNZ to ensure they're using the latest version.
- Load this into your PC well ahead of time and contact info@weightlifting.nz to troubleshoot any problems
- Alternatively, a web-based system is available
- Download onto PC or Mac from https://jflamy.github.io/owlcms4/#/
- This is a free system which can also be used directly from the Cloud if you are certain of your internet connection and wifi capability.
- The link also provides clear instructions on the set up and how to use the system for a competition.
- Regardless of which option you choose, a manual tabulation of the event is mandatory during the event so that, if necessary, there is a hard copy of the session available. Manual Tabulation Sheet Template.xlsx
- This can be used to run the competition if the laptop running the CMS fails
- It can also be used to reconstruct the event for results purposes in the event of a CMS failure.

Additional Screens

- ☐ Position one screen in the warmup area to show Athletes/Coaches the Scoreboard
- ☐ Position another screen on or close to the platform so that the Refs and athlete can see attempt and time per lift – called Attempt Clock

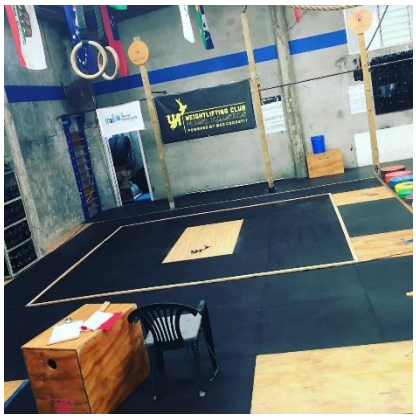
Results

- ☐ Email results to info@weightlifting.nz within 3 days post event
- ☐ Clubs must accurately record Ref's names against each session
- ☐ Both forms of CMS mentioned above make sending results easy

COMPETITION EQUIPMENT

Platform

- ☐ The Competition platform can be as simple as a normal sized wooden training platform with rubber surrounds so that the total platform area measures as close to 4 x 4 metres that your facility will allow.



Competition Barbells

- 1 x Mens 20kg
- 1 x Womens 15kg
- International Weightlifting Specification if possible

Barbell Collars

- Either International Weightlifting Specification: 1 x 2.5kg set **OR**
- Plastic collars can also be used

Competition Weights:

- Weight increments of 0.5kg, 1.0kg, 1.5kg, 2.0kg, 2.5kg, 5kg, 10kg, 15kg, 20kg, 25kg to fit up to 190kg on the men's barbell.
- International Weightlifting Specification if possible

Chalk Box:

- Place in a position so athletes can use on their way to competition platform.
- Use a resin tray for shoes only if you have one available.

Barbell Cleaning Kit

- Wire brush, broom, cleaning disinfectant, gloves, paper towels
- Make sure your standard gym cleaning kit is checked and restocked prior to the competition and placed by the platform for loaders to use

Warm Up Platforms

- Can be 3 x 2.5m or smaller depending on your facility.
- The number of these is dependent on how much space you have
- Platforms should be well spaced and closed off from general admittance for safety reasons. [OBJ]

Warm Up Barbells

- 1 x Men's 20kg
- 1 x Women's 15kg
- for each warmup platform

Warm up Weights

- Weight increments of 0.5kg / 1kg / 1.5kg / 2.0kg / 2.5kg / 5kg / 10kg / 15kg / 20kg / 25kg
- To be at each platform OR in an area that all competitors in the warmup room have equal access to

Weightlifting NZ Event Administration Checklist

CHAMPIONSHIP EVENT INFORMATION

Recommendations to include the following. These items include the most likely questions that will be asked – therefore you can refer people to the document rather than spend time answering emails.

- ☐ Location of event
- ☐ VOE Deadline
- ☐ No refund of entry fee for athlete withdrawal at a specific date (usually by VOE but at the hosting club's discretion).
- ☐ Final Schedule & Start List – date when it will be emailed to athletes and posted to social media
- ☐ Reminder that Sport Integrity Commisson Te Kahu Raunui may be present to test
- ☐ Reminder that anyone not Sport Integrity Commisson Te Kahu Raunui education compliant may be pulled from the Final Entry List without refund of entry fee

☐ Reminder that Athletes who are on the current year's ADAM's submission list (based on reaching the applicable Qualification Standard) and who are not fully compliant by Final Entry date will be withdrawn from the event without refund of entry fee.

- ☐ 20kg Rule. (Section 6.6.5 of IWF Technical Rules & Regulations)

20 kg Rule (Regulation)

The total weight of the starting attempts declared and actually taken in the Snatch and the Clean & Jerk must equal or exceed the weight of the verified Entry Total minus twenty (20) kg. The Jury will exclude the athlete from the competition if this rule is not adhered to. The above rule is commonly referred to as the "20 kg Rule".

- ☐ Minimum start weights for men and women (Section 6.6.4 of IWF Technical Rules & Regulations)

- Men = twenty-six (26) kg (20 kg bar, collars and two 0.5 kg discs)
- Women = twenty-one (21) kg (15 kg bar, collars and two 0.5 kg discs)

☐ IWF Rules on lifting attire. (Section 4 of IWF Technical Rules & Regulations)

☐ Confirm if athletes who weigh in over their bodyweight category will still be allowed to compete with their results recognised in official WNZ rankings but not in the event placings OR if they will not be allowed to lift at all

☐ Reminder of new Weigh In rules ie in lifting suit and the circumstances of the 250gm allowance (Regulation to 6.4 of the IWF Technical Rules & Regulations

Athletes must be weighed in their weightlifting costume. Athletes must not wear shoes or socks or any other footwear during weigh-in. If an athlete is over their officially entered bodyweight category, 250 grams can be deducted from the weight shown on the scales to allow for the weight of the Costume. If the athlete is within their officially entered bodyweight category the weight on the scales will be recorded as shown.

☐ Confirm if an athlete who fails to make a Snatch **can or cannot** continue to C&J portion of the event

☐ IWF Rules on number of Support Personnel in the warm up area. (Section 6.4.2 of IWF Technical Rules & Regulations)

- one (1) athlete – three (3) Passes
- two (2) athletes – four (4) Passes
- any additional athlete (for combined categories / Events) – two (2) Passes per athlete

☐ Confirm if certificates and/or medals will be presented at the end of each session

(Please remember that placings are on total per bodyweight – NOT on Sinclair) Sinclair scores can be used if wanting to award overall Male & Female at the end of the event.

STATIONERY CHECKLIST

☐ Session Boxes – most efficient are A4 File boxes from Stationery Warehouse. Either enough to set up all sessions pre event or rotate them during the event with all paperwork not in a box kept in separate bags. Label the outside of the box with the session number.

☐ Pens of 2 different colours* (usually blue and black) – one of each must be in each session box for weigh in

☐ Red Sharpie* for the Technical Controller (on the Change table)

☐ Pencils* and rubber* for manual tabulation (on the Change table)

☐ Sellotape* for Attempt Cards to be stuck down (on the Change Table)

☐ Blue or black pens* for Coaches to write on Attempt cards (on the Change Table)

☐ Black Sharpie* for Certificates

☐ Bluetac or Sellotape to put up Session List by Weigh in room

- Buy more than 1 !!!

SESSION BOX CHECKLIST – FOR EACH SESSION

☐ Weigh In Sheet

☐ Athlete Attempt Cards

- ☐ 2 pens – Blue & Black
- ☐ Athlete Start Numbers & Safety Pins
- ☐ Wristbands for Support Personnel
- ☐ Manual Tabulation Sheet– (refer to later explanation)

OUTSIDE WEIGH IN ROOM

- ☐ Start Lists for the sessions of that day
- ☐ Weigh In Sign on the door

Athletes can either be called in order of the Start List OR if following IWF Rules every athlete in the whole competition is given a randomly assigned LOT NUMBER (different to their Start Number).
Athletes are then called to weigh in according to their LOT Number from lowest to highest. Discuss this with whoever is running the competition management software.

PLATFORM ASSIGNMENT

This depends on the number of athletes in each session and how many warm up platforms there are.
Options:

- ☐ Athlete Start Number = Warm Up Platform

- ☐ If athletes need to share platforms, the event administration person goes through each Session and indicates in red on the Weigh in Sheet next to the athlete's name which platform each athlete will be on. This enables clubs to be

placed on adjacent platforms. That same number must also be written on the athletes' Attempt Cards as only 50% of athletes will remember.

☐ In IWF International events it is the Weigh-in TO that assigns platforms. We haven't done that in NZ so our TOs are not used to doing this, plus usually in international events the athletes have their own platform!

SUPPORT PERSONNEL WRISTBANDS

If you're doing this, someone has to work out from the Final Session Lists how many wristbands to include in each session and have those placed in the session box for the weigh in TOs to give out.

- one (1) athlete – three (3) Passes
- two (2) athletes – four (4) Passes
- any additional athlete (for combined categories / Events) – two (2) Passes per athlete

MANUAL TABULATION

This is a **mandatory requirement** for all events and provides a safeguard in case of the competition management system failing.
The competition can be reconstructed using the manual tabulation sheet.
The competition can continue to run using the Attempt Cards and results recorded on the manual tabulation sheet.
Manual Tabulation Sheets are printed either:

☐ After athlete weigh in so that it contains all the athlete information

☐ If no printer at the venue, it can be created at the same time as the Athlete Attempt cards are printed and the tabulator writes in the bodyweight info

☐ As a last resort there is a blank template available from WNZ, on which all information has to be manually written.

CHANGE TABLE

Must be set up for each session with:

☐ Red Sharpie

☐ Blue/black pens

☐ Athlete Attempt cards for that session

☐ Sellotape

☐ Pencils and rubber for manual tabulation

☐ Manual Tabulation Sheet

☐ Extra Safety Pins for those athletes who lose the ones given to them!

ATHLETE START NUMBERS

☐ Start Numbers are usually given out at weigh in.

If an athlete does not present at weigh in – handing out numbers is stopped at that person and the remaining numbers can be collected from the Change table.

☐ OR you can hold all Start Numbers and place them all on the Athlete Start Numbers on the Change table. Include the safety pins. Discuss this with the Head of Technical Officials attending the event.

ANNOUNCERS NOTES

Supply a brief typed up sheet of what the Announcer is to read out at the beginning and during the session. Remains on the main table and should include:

- ☐ Session Number
- ☐ Explanation of who is lifting ie male/female and bodyweights
- ☐ Safety Instructions for the venue
- ☐ Toilets
- ☐ Sponsor acknowledgments
- ☐ Any other relevant information

NZ RECORDS

These should show on Results scoreboard but this is dependant on the software being used.

If not shown, someone needs to prepare a Records Document for each session which shows the NZ records for the bodyweight category/s competing.

Age group needs to be taken into consideration eg some athletes can be a Youth, Junior and Senior so all records should be shown.

Masters – their age group is critical.

This document is kept on the main table for reference during the event.

NZ Record Application Sheets are no longer required for NZ Records.

The information is taken directly from the Results Book provided:

1/ the athletes' bodyweights are provided AND

2/ Barbara Grieve (WNZ TO Director) has approved the TOs assigned to each session.

Sport Integrity Commisson Te Kahu Raunui Testing

Sport Integrity Commisson Te Kahu Raunui may or may not test at **ANY** WNZ event of any level**.**

Hosts of a Championship level event must comply with testing requirements.

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