



## HOSTING A SANCTIONED CLUB COMP

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Thank you for wanting to host a sanctioned WNZ Club comp. 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.

### Your Responsibilities

- **Read** the Club comp information
- **Complete** the online 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 CLUB 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
- **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 3 days, provided there are no queries which impact approval.

## **HOLDING A WNZ SANCTIONED CLUB COMP - 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, strength, 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](mailto:info@weightlifting.nz).

### **Timing**

- Check the existing calendar for any potential clashes with other events
- Complete an application request at **least 30 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 area for warm up platforms.
- Clubs do not need to provide a 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](mailto:info@weightlifting.nz) for permission as the system will not recognise them.

- Permission to compete will also be communicated to the hosting club.

#### **Technical Officials (TO):**

- Technical Officials must be current WNZ members.
- There must be at least one National level Ref in one of the 3 chairs.
- Names of TOs must be sent to Barbara Grieve ([barb.timeout@xtra.co.nz](mailto:barb.timeout@xtra.co.nz)) for approval **BEFORE** the comp.
- Other roles:** Technical Controller and Marshall are not required.
- TO weighs in athletes. Although same gender ie TO and athlete is preferable, if needed eg in a mixed session, this is flexible.
- TO uniforms are not required.

#### **Loaders**

- Must wear closed toe shoes for safety

#### **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 & PROCESS**

### **Entry Fee**

- The hosting club sets the entry fee.
- 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. 1 week before the competition.
- At close of entries, you will receive a list of Preliminary Entries from WNZ.
- Create a Schedule and Start List and post to your social media and/or notify 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 (eg Wednesday if the comp is on a Saturday).

### **Final Entries**

- After VFE, you will receive an updated list of **Final** entries from WNZ
- Update your Schedule (if needed) and notify the athletes who have entered if there has been a change to the schedule.

### **Additional Information**

There is some flexibility in timing of a club comp, although this is dependent on the number of entries.

- Weigh in can be ½ hour instead of an hour
- Club can allow a 30/90 second lifting time frame rather than the official 60/120 sec
- The club can set a limit on the number of entries it will accept if, for example, there is an issue of space. To avoid disappointment, this must be clearly communicated to athletes.
- Mixed sessions are allowed – women snatch first followed by men, 5-10 min break, women C&J first followed by men.
- Athletes can start at below the IWF official minimum starting weights of 21kg (female) and 26kg (male).

## **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 not necessary – changes can be given verbally to the person running the computer software
- Athlete numbers are not necessary
- Certificates and awarding placings are not necessary
- NZ Records cannot be set
- Results are added to the WNZ Ranking List and Grading List
- Athletes can qualify for Nationals
- Athletes cannot qualify for international events

### **Lifting Suits, IWF Regulations, Weigh in**

- Communicate expectations on Athlete clothing to athletes before the event:
- Shorts/tights and t-shirts can be worn provided the t-shirt is tucked into the waistband for every lift (the TOs need to see the athlete's hips)
- 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](#)
- Weigh in must follow IWF Rules with athletes in lifting suits
- The athlete must be weighed in by a TO

## **COMPETITION MANAGEMENT SOFTWARE (CMS)**

**This is where all athlete information is entered, attempts, successful and unsuccessful lifts are recorded ie 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](mailto: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](mailto: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 it measures as close to 4 x 4 metres that your facility will allow.
- A wooden lifting deck to reduce possibility of injury on rubber and provide the feel of a competition platform is also suitable.

### **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. ☒

### **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