

Hosting a USA Weightlifting Sanctioned Event

Section 1 – Requirements

Section 2 – Best Practices & Education

Section 1: Minimum Standards & Requirements

Failure to fulfil obligations in Section 1 may result in a suspension of the ability to be a meet director, or further sanctioning subject to review by the USA Weightlifting Ethics & Judicial Committees.

Individuals who have issues to raise about a competition they have attended should immediately reach out to usaw@usaweightlifting.org

IWF TCRR and USA Weightlifting addendum takes precedence over the requirements below (except where stated). In addition, the USA Weightlifting Code of Ethics, Code of Conduct together with the codes of both the US Center for SafeSport and US Anti-Doping Agency must be respected at all times.

1. The Meet Director

- a. Must be a current USA Weightlifting member
- b. Must hold a SafeSport Trained Certification.
- c. Is entirely responsible for all areas of the competition inclusive of health and safety, results management and set up, regardless of if he or she delegates a task.

2. The Meet Venue.

- a. The competition must be completed on a either a 12ft x 12ft OR 4m x 4m flat surface. If your competition surface is larger than 4m x 4m (or, 12ft x 12ft), then a 4m x 4m (or, 12ft x 12ft) space must be clearly marked.
- b. Alcohol is prohibited in the warm up and field of play areas. For the avoidance of doubt, alcohol is permitted in the spectator area.
- c. The competition must be completed on kilogram weights. The competition set must be a colored, kilo weight set.
- d. There must be sufficient warm up are and equipment for each athlete, as an absolute minimum standard, there must be 1 platform for every 4 competitors, separate to the warm up platform. Warm up platforms should have a minimum of a 2ft safety perimeter around the platform itself, and should measure 8ft x 8ft or more. Each warm up platform ought to have sufficient kilo equipment.
- e. There must be 15kg and 20kg bars available for each warm up and competition platform. Provision of lighter technique bars for Youth athletes is strongly encouraged. If you do not have lighter bars available it must be highlighted on the entry form that the minimum attempt is 20kg for Women, 25kg for Men.
- f. There must be a private area for the weigh in, using a scale that is accurate to 0.1kg at minimum. If there are any CCTV in the weigh in area, it must be shut off during the competition. Any windows or other viewable area for the weigh in are must be covered.

- g. As part of the USADA LiftClean Program, the competition may be subject no advance notice testing by the US Anti-Doping Agency. Meet Directors are obliged to provide any and all information and facilities requested by the USADA Doping Control Officer.

3. Operation of the Meet

- a. The competition must have 3 LWC officials (or higher) to adjudicate the lifting at all times.
- b. Officials conducting the weigh in must possess a background check and be SafeSport trained.
- c. Introductions should follow the IWF protocol only and take place 10 minutes before competition commences, with the break clock beginning after the final introduction has taken place.
- d. A clear system for the adjudication of the lift is necessary. While an electronic results system is preferred, as a minimum standard a white and red flag visible to the athlete must be provided.
- e. Weigh-In must be conducted on-site (remote weigh in is strictly prohibited), and for minor-aged athletes, 2 individuals of the same gender as the athlete should be in the room during the weigh in. One of the individuals may be the coach of the athlete.
 - i. Government issued ID is required for individuals aged 18 or over.
 - ii. A birth certificate is considered sufficient for individuals aged 17 or under, where the individual does not have Government issued photo-ID, such as a passport or driving license.
 - iii. If the registration was NOT conducted through the webpoint system, the USA Weightlifting membership card must be checked.
 - iv. Meet directors are required to observe the USAW addendum regarding weigh ins for 17 and Under age group. Where the athlete is taking advantage of the novice clause, the weigh in should take place in the costume being worn on the platform.
- f. The meet director must ensure there is sufficient emergency plans in place for the event in case of medical emergency, commensurate with the number of entries.
- g. The following rules, designed for IWF competition are not required in USA Weightlifting competitions at the local level, at the discretion of the meet director:
 - i. Local level competitions may allocate sessions at the meet directors discretion, either by bodyweight category or by entry total.
 - ii. Bib numbers are not required at Local competitions
 - iii. Cards may be shuffled in accordance with the lifting order at the local competition in the event an electronic scoring system is not present.
 - iv. Athletes in their *first year of membership* who are Junior or Youth athletes (aged 20 or under), are permitted to not use a singlet, however wearing a singlet is encouraged. (f)(iv) does not apply where an LWC (Local Weightlifting Committee) specifies in its bylaws that it requires singlets.
- h. Music is permitted at local competitions at the discretion of the meet director, however if an athlete requests the music be turned off for their lift, the meet director must turn down the music for that athlete's attempts.

- i. All athletes and coaches participating in the competition MUST be members of USA Weightlifting. For the avoidance of doubt, the competition will not be covered by insurance in the event non-members participate in the competition. The meet director is obliged to check membership at the Weigh In.
 - j. Unless designated by the entry form for invitational reasons (E.G. A College only competition, A youth only competition, a meet with qualifying totals, a meet with a cap of entries, a novice only meet or an LWC Championship), a USA Weightlifting sanctioned event is obliged to accept any USA Weightlifting members' entry who is in good standing with the organization.
 - k. Announcements must be made in a fashion loud enough for all athletes and coaches to be able to hear.
- 4. Sanctioning a Competition**
- a. Sanctions are requested online via the membership system (HERE).
 - i. Sanctions must be requested at least 10 (Ten) business days before a competition.
 - ii. A meet director may elect to have USA Weightlifting's membership system manage the competition entries and start list. To do so email usaw@usaweighting.org
 - iii. Your LWC President will approve or deny the sanction in accordance with these requirements and your LWC local requirements/bylaws.
 - 1. Your LWC President has 5 (Five) business days to approve the sanction. If he or she does not approve it in this timeline, please reach out to usaw@usaweighting.org
 - 2. Appeals to sanction denials are heard by the LWC Presidents Committee.
 - iv. If your date of the competition is changed, your LWC President must also approve the date change.
 - v. Personal data received in connection with running a USA Weightlifting competition should be used for that exclusive purpose. Any other use of that data is strictly prohibited.
- 5. Results Management**
- a. Meet directors are required to upload results from their competition into the webpoint membership system. This can be done by using the upload form for results located (here). For support reach out to usaw@usaweighting.org
 - b. Meet Directors must enter the results of the competition within 14 (fourteen) calendar days of the event.
 - i. In the event is a final qualification deadline competition for a national competition, the results are required to be uploaded within 24hrs.
 - c. Once entered, it is the responsibility of the Meet Director to review the results and contact usaw@usaweighting.org with any discrepancies.
 - d. Please send a list of the LWC/National/International referees that were officiating the event to the USA Weightlifting national office at usaw@usaweighting.org

Section 2: Best Practices & Education

The below are designed as Best Practices and Advice for Meet Directors.

- It's my first meet, can someone help me?

If you are not personally involved with an individual who has run local competitions before, you can reach out to your local LWC President for guidance. Also available is the USA Weightlifting Competition Committee (HERE), or alternatively the USA Weightlifting Events Department (HERE).

- Finding a Venue

If you do not own a venue, the first step is finding a venue that you can use for your competition. A venue for a Weightlifting competition needs to be able to withstand the pressure (approximately 3000lb per square inch) of a dropping barbell and have sufficient space for the number of platforms required for your competition. For example, a one platform competition with 6 warm up platforms will generally need around 5000 sq ft or more, though less is acceptable provided the above safety measurements are respected. The following typically provide good spaces for Weightlifting competitions:

- Barbell Clubs (See "Find A Club" at www.usaweightlifting.org)
- CrossFit Boxes
- YMCA Facilities
- Community/City Leisure Facilities
- Local High Schools or Middle Schools
- University and College gymnasiums.

- Setting up a Venue

Depending on the size of the competition, you should allow several hours for the set up of the competition. Generally 3-4 hours per number of competition platforms will be sufficient. Don't forget to thank and reward your set up team!

For the competition platform, if you have a flat surface made of rubber you may use this as the competition platform. However, the best way to produce a competition platform is to use plywood and build a two layer 12ft x 12ft Competition Platform. This is cheap to build and can easily be broken down and stored. You can see a guide on how to build those: HERE.

For the warm up platform, if you have a flat surface made of rubber you may use this as a warm up area, taping off 8ft x 8ft. However, the best way to cheaply produce a warm up platform is to build them from 4 sheets of 8x4 plywood available at your local hardware store. You can see a guide on how to build a platform: HERE.

In both cases, commercial brands like Rogue Fitness (USA Weightlifting's partner) do offer platform kits.

It is best practice, but not an obligation, to provide a wood surface underneath the feet of the lifter on both the competition and warm up platforms.

A table ought to be set up for the changes/marshal/announcer desk. To save space, it is possible to have the announcer and marshal at the same table. A cheap pop up table from your local hardware store is perfectly sufficient.

While not an obligation, it is best practice to have a separation such as pipe and drape, curtain or at least a barrier between the warm up area and the competition platform to minimize distractions from the athlete.

The referee chairs are required to be 13.12ft away from the competition platform. A safety barrier ought to protect the officials. Where you do not own a safety barrier, it's acceptable to use a hand built object to protect the officials. Examples include pulling blocks, bricks or stacks of weights.

You'll need chairs also for your loaders, and remember to provide them with alcohol based disinfectant, and a cloth to clean the bar in the case there is blood on the bar. You should also provide a broom to sweep the competition surface, and a metal/wire brush for cleaning blood from the bar.

Sufficient chalk should be provided for competitors in a raised bucket, and it is best practice to have Roisin available to ensure feet do not slip. You can get those cheaply from a local dance or gymnastics store as well as from online locations.

Awards should be announced where and when they are being given. If you don't have a medal stand, you can make one easily by using weights to create three different levels. Awards can be bought cost-effectively, USA Weightlifting uses A1 Awards in Indianapolis but you can use any provider.

Regarding the Weigh In area, if there is a permanent closed room available this is the best to use. This can be an office, a dressing room. An alternative is to use pipe and drape. If the latter, make sure to use bulldog clips to close any gaps in the pipe and drape and ensure there is no draft close to the area. There should be enough room for one table, the scale and for 3 humans in the room. A similar size to a changing room at a retail clothing store is appropriate. If the room has any windows, cover these with a thick covering so that they cannot be seen through. If the area has any CCTV or other cameras, they MUST be shut off.

Remember you'll need to make sure you have an accurate scale, that is at least reading to 0.5kg. It is wise to have this calibrated, which is usually done cheaply by a local scale firm to your area or by a national chain such as Mettler Toledo.

INSERT LAYOUT PICTURE

- Entry Forms, Scheduling and Promoting your Meet.

The easiest way to manage registrations is to ask USA Weightlifting to manage registrations using the webpoint membership system. This will negate the need to check membership on-site.

However, you can compose an entry form in any way you wish once a sanction is granted. Remember the information you will need from your entrants are, at minimum:

- Name (as stated in their USA Weightlifting membership)
- USA Weightlifting Membership number.
- Gender

- Bodyweight Category
- Entry Total
- Date of Birth (only required if you are running separate Masters, Junior or Youth Categories).
- Any waivers or similar (automatically done if you are using Webpoint for entries).

The entry form is your opportunity to give information about your competition to the athlete. You should include all relevant information that you can, including but not exclusive to:

- Bodyweight and Age Categories offered.
- If you have lighter bars than 15kg and 20kg available (Youth technique bars).
- If, and what, prizes are available.
- The address and time of the competition.
- The cost, and how to enter.
- The entry deadline, and if late entries will or will not be accepted.
- The refund policy.
- Any entry cap.
- Contact email (for distribution of schedule).

Now it's time to promote the meet. First of all you can choose to have your meet listed publically on the USA Weightlifting event calendar, you do this during the sanction process. It's a good idea to send an invite to each USA Weightlifting club within a reasonable driving distance of your competition, you can do so using the Find a Club Feature on USAWeightlifting.org or ask your LWC President to send out an invitation for you. Another method you should explore is posting it to your social media, and your club's social media page.

Other places that you may find entries for your competition include CrossFit affiliates located locally, commercial gyms that have Weightlifting (for example, LifeTime Fitness), High Schools and Middle School strength coaches, University strength areas and recreation areas, your local parks and recreation facilities. Most commonly, local CrossFit affiliates will be keen to compete and are well worth reaching out to. You can find a great map facility of all CrossFit affiliates at CrossFit.com

Once you have received your entries it is time to make a schedule. Typically this is done by gender and then by bodyweight category (lightest to heaviest), however you may schedule your competition by entry total or by an alternative bodyweight category progression provided this is clearly communicated to the athletes concerned.

Generally, you will want to target 15 or less per session, but you can have up to 18 per session per platform. You should allow approximately 9 minutes per athlete, to allow for all attempts and for time to load the bar in-between.

- Procuring Equipment

To make sure you are providing a great competition experience, you'll need a 190kg set of plates (and bars) for each platform, inclusive of warm up platforms. Many clubs don't have sufficient weights available, so it is perfectly acceptable to ask local clubs if you can borrow some equipment. Make sure you know who owns what and label that clearly. Be prepared, if equipment is damaged during the meet,

you ought to replace that. For larger meets, you'll need to be prepared to offer over 200kg of weight where you have athletes who will attempt those weights.

While you must provide colored weights in the competition platform, the warm up can be flexible provided the 190kg can be loaded onto the bar, and the athlete clearly knows the weights they are using.

Of course, you can also purchase those weights, but borrowing may be a cheaper and more sustainable solution.

Don't forget many youth and masters' athletes may use 2.5kg and 5kg weights. It's best practice to have some available for the competition platform at least. Where you don't have 2.5kg and 5kg large diameter weights, it's acceptable to use a weight clip up ended to lift the bar off of the floor.

Remember you also need to ensure you have competition (2.5kg) collars for the competition platform to secure the weight to the bar. This ought to be double lock collars available from major barbell manufacturers. It's acceptable to have only clips available in the warm up room, but some method to secure the weight on the bar should be provided.

- Loading the Bar

Loading the bar is a critical part of the competition and fast loaders are going to keep you moving on time. Remember this when you are recruiting volunteers. If this is the first time your loaders are going to be loading then make sure to provide a loading chart, available [HERE](#).

The bar must be secured, so if you do not have friction plates (plates with rubber on the inside) they must be loaded inside the collar. If you are using only clips, all plates must be loaded within the clips.

When using youth bars, transfer to the 15kg bar at 20kg (15kg bar plus 2.5kg on each side), in other words as soon as possible. For Men who are using lighter bars, that number is 25kg (20kg bar plus 2.5kg on each side).

It is acceptable to set a minimum attempt of 20kg/25kg but you must state this in your entry form.

- Cards, Weigh-In & Results Management.

It is highly advisable to have a copy of the IWF rulebook available to refer to in the case of discrepancy. It is strongly advised to print this and bring a copy to have at the marshal table. You should also have a copy of the LWC or State records if your area maintains such a record.

The best way to manage your event, is using an online competition provider many of which are available for free such as the OWL system. However, this is not always possible.

A card template can be used and downloaded from the internet. Remember to keep these safe as you will need them for results, and you may need to refer to them if there is a discrepancy of results.

If you are using an electronic system the cards ought to be static according to the start number (the start number should be assigned randomly, in order of the lot number – if you do not use lot numbers, simply draw randomly using Google Randomizer). This is also the order in which athletes must weigh in.

If you are not using an electronic system they can be shuffled in the order of the lifting. If you are not using an electronic display you need a scorekeeper volunteer, who needs to record the current scores on a display such as a portable whiteboard.

This number will also design who goes first on their opening attempts if two athletes have entered the same total.

At the weigh in, the official must ask for the opening attempts for the snatch and the clean and jerk, in kilos. The athlete may change up to twice, during the course of the competition attempt. Remember if the athlete is following themselves, they must declare the same weight or a change within 30 seconds, otherwise they must take that same weight and cannot change. The athlete (or coach) must initial the bodyweight and the opening weights to show they are accepted by the athlete (or coach)

Remember the head judge (center judge) must give a loud audible down signal to the athlete if you are not using a system that provides a down signal. They must also raise their hand and clearly lower their hand whilst doing so.

If you are not, the cards ought to be put out in the order that the lifting is to take place. The coach or athlete must mark their changes, while the marshal will mark good lift or bad lift and total those.

INSERT EXAMPLE

After the competition is complete, you need to fill out the results sheet, [AVAILABLE HERE](#), and then upload them to Webpoint ([INSTRUCTIONS HERE](#)). While meet directors have 14 days to do this, we recommend you do it as soon as possible. If your meet was a last chance qualifier, it must be done within 24hrs.

- Getting Volunteers & Referees

You'll need at least 5 officials at all times (3 referees, a speaker and a marshal). You can find these by approaching the LWC referees via the online directory which can be filtered by state. USA Weightlifting members can also take the LWC exam at any time for free and become a referee for the competition. The 3 referees in the chair must be certified at LWC level or higher. Note that some international Masters events require 2 National officials.

Note that those who are conducting the Weigh In must be SafeSport trained and possess a current background check with USA Weightlifting.

The speaker can technically be un-certified but they need to be familiar with the rules so they are able to keep the competition flowing.

You also will need volunteers to help you set up and/or load the bar. It's easy to underestimate how busy you will be on meet day so don't over commit yourself. Typical areas that you can find volunteers are your local barbell clubs however other organizations that have great volunteer programs include some corporate volunteering programs, the scouts, Universities and even sometimes local military installations will be willing to help. Make sure you have enough volunteers headed into meet day, having more rather than less is advisable. Remember some volunteers may not show, so make sure you have accounted for this.

Treat your volunteers well so they come back next time. Provide coffee, water and snacks for the officials and volunteers. It's especially important to look after those who are setting up or tearing down the competition, since this is often the most exhausting area.

- Safety & Security

It is the responsibility of the meet director to ensure a safe and secure environment. Make sure to follow common sense safety, giving more space rather than less when you are able to. You should also run through a risk process when you have set up to think of any safety risks you may have and address those.

Make sure you have sufficient medical coverage, and know how to contact medical support close to your venue in the case of that need.

- Videos and Webcasting

You are not obliged to provide a video, photography or webcast of your event but if you do, make sure to include permission to video those events in your entry form. IF you are using Webpoint, this is done automatically.

Remember to let athletes and coaches know the link for the webcast, and also USA Weightlifting so they can help promote the competition.

- I still have questions?!

There are plenty of resources that can help you have a successful competition, you can contact:

- Your LWC President – LINK
- Your USA Weightlifting Competition Committee Members – LINK
- USA Weightlifting Events Team – events@usaweightlifting.org

Credits & Thanks:

USA Weightlifting Competition Committee as at 2/24/2018:

Arthur Drechsler, Anna Martin, Rachel Crass, Joaquin Chavez & Michael McKenna
Ursula Garza Papandrea.