

☐ Guidelines for Hosting SWA Sanctioned Competitions

Thank you for your interest in hosting an SWA Competition. Please review this document to better understand the resources and commitment needed to host. If you have any questions, please contact us at Angela@saskweightlifting.com.

Section I: Competition Timeline

1. **7+ weeks before a competition:** Membership is notified of the competition date and when registration will open online. Communication via SWA newsletter and social media.
2. **~7 weeks before a competition:** Registration opens through saskweightlifting.com.
3. **~4 weeks before a competition:** Membership is sent a reminder to register for the competition. Communication via SWA newsletter and/or social media.
4. **3 weeks before a competition:** Competition registration closes. The start list and final rules and regulations document is shared with registered athletes and their coaches within 1 week of registration closing.
5. **The day before a competition:** SWA arrives with competition equipment for set-up. Setup for the competition should be completed by ~8:00 pm the night before the competition.

Section II: Responsibilities of the Host Training Center (TC) and the SWA

Host TC: Personnel

1. **Competition Director (1):** Responsible for the organization of the competition. Duties include:
 - a. Organizing the venue and volunteers for the competition, including set-up and clean-up.
 - b. Ensuring required resources (E.g. Equipment and volunteers) are available to run the competition
2. **Loaders (3-5 recommended):** Volunteers, coordinated by the Competition Director, who report to the Announcer and Officials. Accurate, efficient, experienced loaders are essential to the quality of any competition. Duties include:
 - a. Loading weights onto the barbell as called out by the Announcer, centering the barbell on the platform, and cleaning the barbell and/or platform as instructed by the Technical Controller and/or Officials
 - b. Notifying the Technical Controller and/or Officials of blood or debris on the bar
3. **Set-up and Clean-up Volunteers (3+ recommended):** Volunteers, coordinated by the Competition Director, to aid in unloading equipment from the SWA trailer, setting up the competition platform, and organizing all equipment, chairs, curtains, or other necessary materials for the competition before and after the event begins.

Host TC: Facility/Equipment

1. **The Competition Platform/Area:** This competition area must be large enough to hold all competition equipment, including a 4m x 4m platform provided by the SWA, Officials, competitors, and coaches, as well as the audience.
 - a. **Official's Tables (3):** Space is available for all 3 Official's Tables with the Centre Official's table placed 4m from the front of the competition platform.
2. **Athlete Rest Area:** Chairs or benches are available for at least 3 athletes to sit between competition attempts.
3. **Warm-up Area:** The warm-up area should be large enough to hold 12-15 athletes and their coaches that includes the following:
 - a. Minimum 3 x 15kg barbells and 3 x 20kg barbell with 5-7+ of each recommended
 - b. Minimum 3 x full sets of weights (25/20/15/10/5/2.5/2/1.5/1/0.5kg) and clips
 - c. Minimum 4 warm-up platforms (~6'x8') with 6-8+ platforms recommended
4. **Weigh-in Room:** A room separate from the Competition Area large enough to hold 1 competitor, 1 coach, 2 Officials, and a scale privately with an electrical outlet.
5. **Bathroom/Change Rooms:** Minimum 2 individual bathrooms with separate male and female change rooms recommended
6. **Chairs/Seating:** Required for Officials (3), loaders (3-5), Marshal (1), and Announcer (1). Recommended for audience as appropriate to the competition and venue. The SWA will reimburse the TC, if chairs need to be rented.
7. **Internet:** High-speed internet must be available by Ethernet cable and accessible to the Announcer and SWA Technical Coordinator. The SWA will provide lengthy Ethernet cables, if necessary.
8. **Competition Meeting Room (Recommended):** A small room for volunteers and Officials to meet throughout the competition. It may also be used for storing food for Officials and volunteers.

Host TC: Other

1. **Promotion (Recommended):** Share the registration page link with TC members and on TC social media
2. **Refreshments & Lunch (Reimbursed):** For loaders, Officials, Announcers, Marshal, and other volunteers. E.g. Subs or sandwiches are commonly ordered for 12-20 people.

SWA: Personnel

1. **Announcer:** An Official who controls the pace of the competition, enforces the IWF Technical Rules, and announces throughout the competition.
2. **Marshal:** Manages attempt changes as the primary contact for coaches throughout the competition.
3. **SWA Technical Coordinator:** Oversees technical equipment and software needed to run the competition. Duties include:
 - a. Creating the competition regulations package, including scheduling sessions and uploading athlete information into the necessary software.
 - b. Finalizing results and ensuring accuracy before they are posted online.

- c. Setting up technical equipment and ensuring it is functioning properly before and throughout the competition.
- d. Organizing the competition live stream.
- 4. **Officials:** 3 x Officials for each session, plus 1 x Marshal and 1 x Announcer. 1-2 additional Officials for each weigh-in time slot. These will be coordinated by the SWA sasksportOfficials committee.

SWA: Equipment

- 1. **Platform:** 4m x 4m competition platform
- 2. **Loaders Area:** Weight loading charts, platform broom, 1-2 x wire brushes, cleaning solution for the barbell, rubber gloves for cleaning, and 2+ clothes to clean the barbell.
- 3. **Competition Weights:** IWF certified 15/20kg barbells with 2.5kg collars and 25x2/20/15/10/5/2.5/2/1.5/1/0.5kg weights, plus 5/2.5kg full-size training weights, 10/7kg youth barbells and weight racks.
- 4. **Scoreboard System:** An electronic scoreboard and light system with screens set-up visible to competing Athletes, Officials, the Announcer, the audience, and those in the warm-up area. Necessary technical equipment, TV's, projectors, laptops, and other equipment will be provided by the SWA. Red and white paddles will be available to each Official, as a back-up.
- 5. **Sound System and Microphone:** Speakers and a microphone for the Announcer.
- 6. **Official's Tables (2+3):** 2 folding tables for the Announcer and Marshal, plus 3 folding tables for Officials.
- 7. **Chalk-box:** Located by the entrance of the Competition Area with chalk provided.
- 8. **Curtains:** Set up the night before by host volunteers to separate the warm-up and competition areas.
- 9. **Scorecards:** Competition scorecards for weigh-ins and attempt changes, pens, pencils and printer.
- 10. **Scale:** 1-2 calibrated electronic scales for weigh-ins and checking weight.
- 11. **Medals:** Gold, Silver, and Bronze medals for each contested weight class

SWA: Other

- 1. **Registration Website:** All SWA competition registration and payment will be coordinated by the SWA.
- 2. **Facility Fee:** The SWA will provide \$500 as a rental fee to the host TC for the use of their facility.