Club Guide:

How to Host a Tier 3 Event

This guide is designed to provide summary guidance to clubs about how to host a Tier 3 Event.

An event registered with BWL is known as a Tier 3 Competition. These feed into Tier 2 (Home Nation) and Tier 1 (British) events.

Tier 3 events are open to all lifters to enter and are suitable for both novice and experienced lifters.

The benefits of hosting a Tier 3 Competition:

- Support local athletes – give them platform experience and totals!
- Create a positive experience for volunteers and the community
- Raise funds for your club's running costs - entry fees are usually the main source of income
- Provide athletes with qualification opportunities for Tier 1 and 2 events
- Promote awareness of your club

Further Support

BWL Technical and Competition Rules and Regulations (TCRR)

The BWL TCRR apply to all BWL competitions and events recognised, organised and under the jurisdiction of the United Kingdom (UK) BWL Federation.

Please refer to TCRR for full details about the Rules and Regulations for BWL competitions and events.

Tier 3 Licenced Event Terms and Conditions

Please read the terms and conditions before registering a Tier 3 event.

The TCRR and Terms and Conditions are available at https://britishweightlifting.org.

Contact

Please email competitions@britishweightlifting.org or call 01132 249 402.

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Contents

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Tier 3 Event Checklist

1. **Decide who the event is for**
   - Choose which age groups and bodyweight categories to include
   - Choose what entry fee to charge

Tip: We recommend accommodating all the bodyweight categories in the BWL Technical and Competition Rules and Regulations (TCRR).

2. **Set up the event on Sport:80**
   - Set up a Stripe account to receive entry fees and manage refunds (this must be done first)
   - Register the event through your Club's account on Sport:80 (the fee is £25)
   - Set a closing date for entries, usually 2 weeks before the competition
   - Allocate an Event Organiser, Safeguarding Officer and Anti-Doping Liaison (may be the same person for each role or different people)

(See Appendix A 'Setting Up a Stripe Account' and Appendix B 'Register a Tier 3 Weightlifting Event')

3. **Prepare your venue, equipment and risk assessment**
   - Check the venue requirements
   - Obtain equipment
   - Complete a risk assessment

4. **Recruit Technical Officials, Loaders and other volunteers**
   - You'll need at least 1 x Level 3 TO, or 3 x Level 2 TOs to act as referees on a single platform.
   - You'll also need at least 1 x TO in each weigh in, 1 x TO as Speaker, 1 x TO as Timekeeper.
   - TOs must have a valid BWL licence, if they don't, it can invalidate your entire competition!
   - We recommend 2-4 loaders on a platform, as part of a bigger team rotating in
   - Recruit other volunteers to help you set up, run the event, and pack away

5. **Manage the entries and prepare for the event day**
   - Manage entry changes
   - Create a Start List
   - Create a Schedule
   - Create a TO Rota

6. **Event day**
   - Follow the format of a traditional weightlifting competition
   - Check the Membership number and date of birth of each lifter at weigh-in
   - Check all TOs hold valid licenses and record their membership numbers
   - Only BWL Level 2 Licenced coaches are permitted in the warm-up areas with lifters
   - Consider sharing the event remotely using BWLs livestreaming provider

7. **Process the results**
   - Save your Competition Protocol (the scoreboard) electronically
   - To get competition results to show on the BWL rankings list, put them onto a Results Template and upload this on Sport 80

(See Appendix C 'Results Processing Guide')

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Venue Requirements

Functional Area	Requirements	Details	Quantity
Field of Play	8 x 8m	Flat surface, solid floor. No sprung or semi-sprung floors without additional protection	1
	3 x 3m competition platform	A purpose made weightlifting platform or a marked-out area on a floor surface that is suitable for weightlifting	1
	Chairs	For Technical Officials	8
	Tables	6ft trestle with cloth	2
	Power access	Access to a power supply	3
	Spectator seating	Tiered, or mixed flat floor and tiered	n/a
Warm up Room	Approx. 135sqm floorspace	Flat surface, solid floor. No sprung or semi-sprung floors without additional protection. Ideally rectangular in shape with no obstructions.	1
	Warm up lifting platform is at least 1.8m (length) x 2.4m (width)	A purpose made weightlifting platform or a marked-out area on a floor surface that is suitable for weightlifting	Ratio of 1 platform to 4 athletes in your largest group
	Chairs		2 per platform
	Tables	6ft trestle with cloth	1 total
	230v power access		2 total
Weigh in Room	3 x 3m		1
	Chairs		3 per room
	Tables	School desk size as minimum	1 per room
	Power access	Access to a power supply	1 per room
Changing Room	Changing benches	For approximately 6 people	1
	Showers		
	Lockers	Desirable	
Anti-Doping Control Station	3 x 3m		1
	Chairs		4
	Tables	6ft trestle with cloth	1
	Accessible toilet nearby		1

BRITISH WEIGHT LIFTING

Equipment Requirements

Competition platform

A platform with a full set of kit to cover the different age groups
The competition platform needs to be 3x3m
200kg of weight (more depending on the heaviest attempt) plus an extra pair of 25kg
20kg bar for male lifters
15kg bar for female lifters
5kg bar for development lifters (12yrs and under)
2.5kg and 5kg bumper discs
2.5kg collars
Spring collars
Chalk bin with chalk
Bar cleaning kit - surgical spirits/ antiseptic spray, wire brush, cloth and rubber gloves
Rack for the discs (ideal but not essential)

Warm up area

Each warmup platform should have 150kg of weight with a 20kg and 15kg bar
2.5kg and 5kg weights plus a 5kg bar for development lifters (12yrs and under)
Spring collars
At least one chalk bin filled with chalk in the warm up area
Broom handles or lightweight bars

Weigh in

Scales accurate to 10g
Start List and Protocol Sheet
Start List for the group to record bodyweights and first attempts. This can be done on athlete cards if they are being used, handwritten on a printout of the protocol sheet or typed directly into the protocol sheet on a laptop

Scoring system

A laptop to run the scoring programme
A large screen to show the scoreboard to your spectators
Cables to connect your laptop to the screens
Technical equipment, microphone, speakers
An electronic or manual scoring system
A timing clock or stop watch

Tip: It's advisable to have a manual scoring system as a backup in case of technical issues. E.g. red and white flags, cards or paddles.

If the lifters and coaches can't see the clock, you'll need to ensure that the speaker is aware of this and regularly announces the time.

Short of kit? Don't worry, equipment can be hired from BWL. You'll need to arrange your own vehicle hire and ensure the kit is returned promptly after the competition.

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WEIGHT
LIFTING

BWL will also consider hiring out equipment as a package (e.g. platforms, bars and discs). This can be either the Commonwealth Games warm up or training platforms.

- Hire of warm up platforms: £1,500 plus a £500 refundable deposit.
- Hire of training platforms: £1,000 plus a £500 refundable deposit.
- These costs are for 6 of each (platforms, bars, discs), excluding VAT.

Risk Assessment

We know it be daunting to do a full risk assessment so we've listed some of the most common risks to get you started and the guide to help you fill in the rest.

> Template Risk Assessment: Tier 3 Licenced Event Risk Assessment Form
> Guide: Risk Assessment Guidance Notes

Safeguarding Officer

Appoint a Safeguarding Officer who is familiar with the BWL Safeguarding Policy to be present at the competition. Ideally, this will be the Welfare Officer of the club, but if they can't be there then it should be someone who holds an enhanced DBS/PVG and a relevant safeguarding qualification.

Anti-Doping Liaison

British Weight Lifting enforces a strict zero-tolerance approach to doping and conducts a full anti-doping program that covers the vital areas of education, testing (both in and out- of competition) and results management. To support Olympic weightlifting as a clean sport, British Weight Lifting requires every Tier 3 Licenced Event to nominate an Anti-Doping Liaison. This helps us work closely with UK Anti-Doping (UKAD) to carry out doping control measures and maintain a clean sport.

UK Anti-Doping are notified of every Tier 3 Licenced Event. This means UKAD can attend any event without notice to perform doping control measures. The Anti-Doping liaison is not responsible for carrying out doping controls themselves. Instead, they are responsible for welcoming UK Anti-Doping to an event and providing them with information about the competition.

Key tasks before the event

- Provide a contact number that will always be monitored during the Tier 3 Licenced Event
- Ensure an appropriate doping control station is part of the event planning. This is usually a private room with table and chairs for two people, close to a toilet.

At the event

- Show doping control officers the full venue, including the doping control station, warm up and competition areas
- Provide a start list and schedule to the doping control officers
- Provide any other information required by the doping control officers

You can find a range of Anti-Doping resources including an overview of our approach to World Anti-Doping Agency and UK Anti-Doping rules on our website. If you see anything suspicious or know of any doping-related activity at your event you should report it immediately to UK Anti-Doping by calling 08000 32 23 32 or go to the UKAD website: www.ukad.org.uk

Recruit Technical Officials, Loaders and Other Volunteers

As the most important people at your competition, it's important to build positive relationships with all your volunteers, offering simple things like a warm welcome, refreshments, and potentially a contribution towards expenses.

Technical Officials (TOs)

Technical Officials (TOs) ensure that the technical rules are maintained, and the sport is delivered in the correct way. One of the most important requirements at a Tier 3 competition is that the competition has the required number of Technical Officials present. If it doesn't, the competition will not be recognised by BWL and will therefore render all results invalid.

> You'll need at least 1 x Level 3 TO, or 3 x Level 2 TOs to act as referees on a single platform. You'll also need at least 1 x TO in each weigh in, 1 x TO as Speaker, 1 x TO as Timekeeper. TOs must provide evidence of a valid BWL TO licence.

How to recruit TOs

1. Ask any members at your weightlifting club to find out if they are qualified to officiate as a Technical Official.
2. Look into the possibility of getting someone at your club to complete the BWL Level 2 Technical Official course. This is a good way of ensuring the reliability of Technical Officials for current and future events.
3. Use BWL's Coach and TO Locator (this is a new tool so may not have details populated of all TOs).
4. Ask local or familiar weightlifting clubs to see if they have any members that are qualified Technical Officials that wouldn't mind helping at your competition.

Tip: The benefit of having TOs in your club isn't just to run the competition, but having a level of knowledge that can help advise your coaches and lifters, ensuring they're prepared for competition.

Pre-competition checks

It's essential that after the recruitment of Technical Officials and prior to the competition, the licence status of the person is checked to ensure they still have a valid Technical Official licence. There are 2 ways to do this

- Ask the Technical Official to show you their valid BWL Technical Official licence. They can login to their membership profile, and show you their Licence Type. There are three types of Licence, only one showing 'Technical Official' is accepted.

  ✓ '**Technical Official** – Coach and Technical Official' (accepted)

  ✓ '**Coach and Technical Official** – Coach and Technical Official' (accepted)

  ✗ '**Coach** – Coach and Technical Official' (cannot be accepted as the individual is licenced to coach only, not to officiate)

- You should only accept seeing the live licence – do not accept an email confirmation of a licence, as it may have expired or been suspended since the email was sent.
- You should not accept a Technical Official certificate as this proves that the individual has completed the course, but does not necessarily mean they hold a valid licence.

BRITISH WEIGHT LIFTING

Loaders

Loaders are also some of the most important volunteers at any competition. Although it doesn't require any specific qualifications, loading is a physically demanding task.

> We recommend 2-4 loaders on a platform, as part of a bigger team rotating in

Other volunteers

Consider other help you may need on the day, for example to set up, provide refreshments, help run the event, and pack away.

Manage the Entries and Prepare for the Event Day

Manage Entry Changes

- If a lifter wants to change their entry information after they've completed their entry (e.g. bodyweight category or entry total), you need to manually process the changes.
- Make a note of the change and then update your start list and schedule when you come to create them. Sport:80 doesn't currently support changes to entry information after an entry has been submitted so manage changes to entry information by e-mail, so you have a record of all requested changes.
- Refunds are at your discretion. It is important to note that any refunds processed will be subject to non-refundable transaction fees.

Create your Start List

You can start creating your list as soon as you receive an entry, but usually it's easier to wait until entries have closed.

Your start list can be written in one of two ways:

1. Option 1 is to list every lifter in body, weight, category order.
2. Option 2 is to list every lifter by age group order.

What should be on your start list?

The key pieces of information you should include on your start list for are:

- First name and last name
- Age group
- Bodyweight category
- Entry total
- Club name

What shouldn't be on it?

Some information shouldn't be include on your start list for data protection:

- Date of birth
- Address
- Any contact information
- Photos

Create your Schedule

When you start list is finished, you can use it to work out your groups for the competition. There are a few points to remember when allocating your groups:

- Maximum group size of 16. If you have 17 or more lifters, you must split the group into an A and B group.
- If there are six or fewer lifters in a group, you must insert a breakdown between the Snatch and Clean and Jerk. This is usually around 10 minutes.
- Males and females cannot compete in the same group unless they are in the Development age groups (under 10 and under 12).

Allocate groups

There are two common ways to allocate groups:

1. By body weight category
2. By entry total, so that lifters with similar entry totals are grouped together.

Tips: Using the entry total method can help your competition to run faster, but consideration needs to be given to medalling, as lifters in the same body weight category could be competing in different groups. There are two possible options.

- Sort the results at the end of the competition
- Award medals on Sinclair points in each group (Sinclair points are used to compare the performance of weightlifters of different body types)

Put groups into a schedule

- On average, each lifter should be allocated 9 minutes.
- If there are six or fewer lifters in a group, you will need a 5 to 10 minute break after the Snatch.
- Most competitions alternate between a male group and the female group.
- The weigh in must finish at least one hour before the start of the group.
- It's normal to have several versions of your schedule before the final one.

Complete a TO Rota

and ensure this is issued to all Technical Officials prior to the competition.

- Issue the Start List and Schedule to all Technical Official prior to the competition.
- A WhatsApp or similar messenger chat group can be a good way of keeping your Technical Officials up to date in the run up to, and at your competition
- Make sure to thank your Technical Officials after the competition

Event Day

All Tier 3 events should follow the format of a traditional weightlifting competition.

> Identification (preferably photo ID), date of birth and membership number of each lifter needs to be checked at weigh-in
>
> For Tier 3 events athletes need to weigh-in in a singlet or shorts/t shirt. There is a 250g allowance for the clothing so the scales ideally need to be able to measure to 10g
>
> Only BWL Level 2 Licenced coaches are permitted in the warm-up areas with lifters
>
> Check all TOs hold valid licenses

BWLs streaming provider is keen to expand and have Tier 3 competitions livestreamed. If you'd like to share your event to enable supporters, friends and family to watch the competition remotely, please contact competitions@britishweightlifting.org for more details.

Process the Results

Results

After the event you need to submit the results as soon as possible, so they can be included in the National Ranking list.

> Upload the results to Sport:80
>
> Notify BWL when you've done this, once approved the results will be published.

Part 1 – The Protocol Sheet

At the end of your competition the first thing you need to do is save your competition protocol sheet (the scoreboard) electronically, email it to competitions@britishweightlifting.org and print it out if possible. You'll need this document to help with the next steps.

Part 2 – The Rankings Upload Sheet

To get competition results to show on the BWL rankings list, they must be put onto a template and uploaded into the Sport 80 competition system. We recommend two people doing this job together to speed it up.

When you register your competition, you automatically gain access to submit the results of the competition through the Sport 80 competition system and we'll now run through how to do that.

*(See Appendices 'Results Processing Guide')*

Appendices

APPENDIX A

Set-up a Stripe Account on Sport:80

All entry fees for events are processed through Sport80. To receive entry fees for your event, you'll need to set up a Stripe account and link it to your club's BWL account. To do this, please take the following steps:

- Log into your club account
- Click 'Admin' in the banner at the top right
- Click 'Stripe' in the banner on the left
- Click 'Add New'
- Click 'Connect with Stripe'
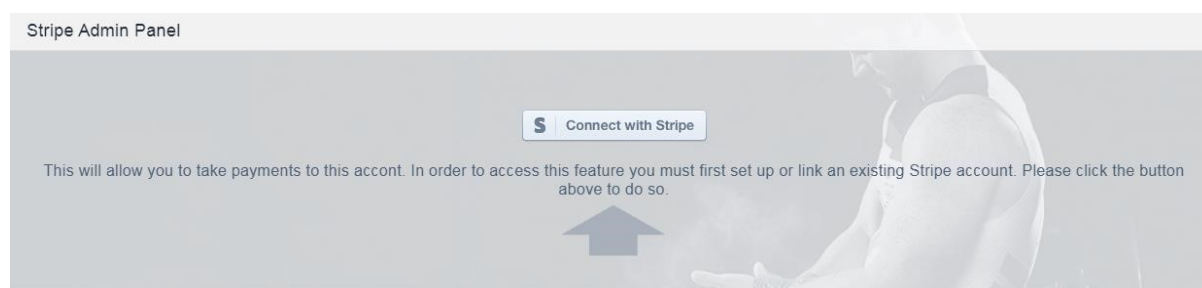
You'll then be redirected to another page to set up an account through Stripe. If you have an existing Stripe account, you can link it to the club's Sport80 account by clicking 'Sign In' at the top right.
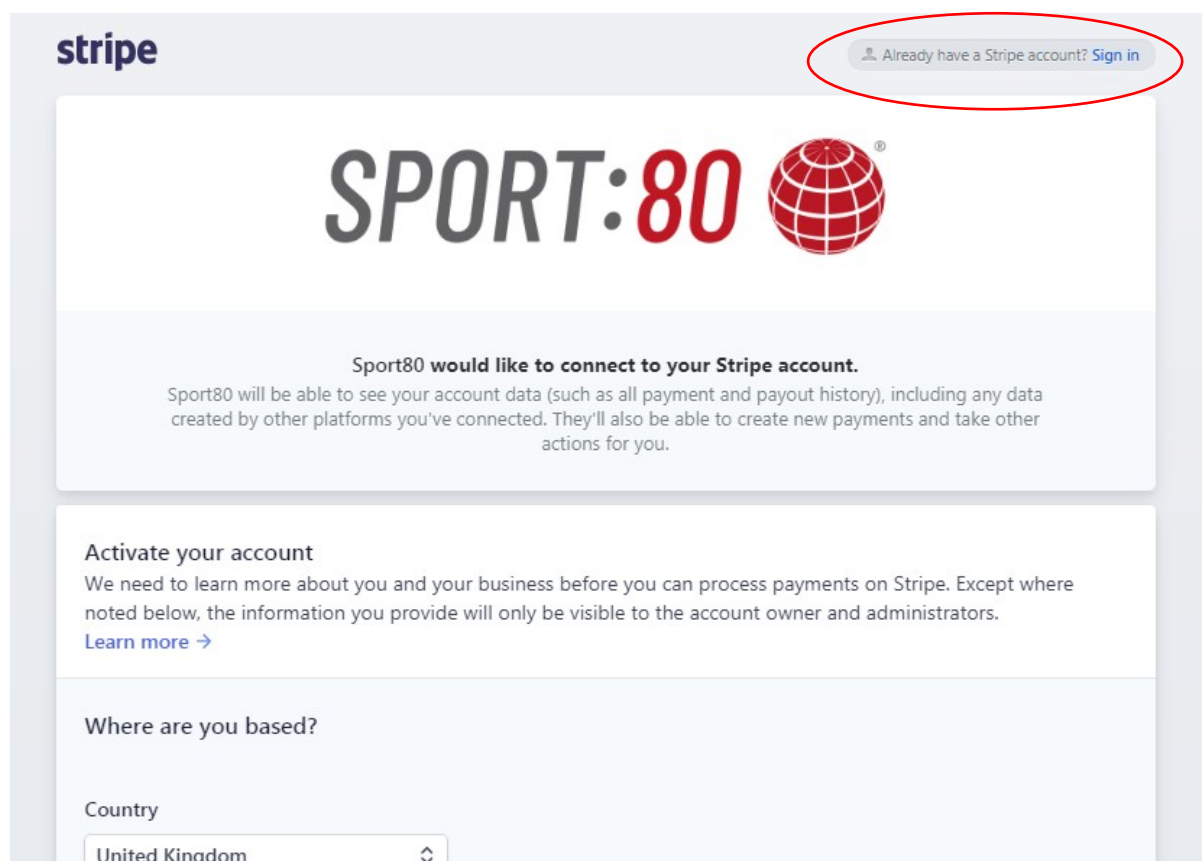
If you don't have an existing Stripe account, please work your way through the application form to set up a new Stripe account. Make sure to include your club website or social media page. For 'Business Description, the closest match is likely to be 'Health and Wellness Coaching' but you can pick another option if you feel it better describes your business.

Some details are optional so don't worry if you don't have a Company Number or VAT Number.

Credit card statement details
This information may appear on your customers' credit card statement. You can change it at any time.

Statement descriptor

TEST WLC

The name for your business that your customers will recognize. This may be the legal entity name, or a trading as name.

Support phone number

GB ⇕ +44 7587 034796

Bank details

Bank account currency

GBP ⇕

Sort code

12-34-56

Account number

12345678

Confirm account number

12345678

You need to authenticate your account – the easiest way to do this is by text message. You will be sent a PIN by text which you'll need to enter when prompted. Once you click on 'Authorize access to this account, your new Stripe account will be set up and connected to your club's BWL account.

Two-step authentication   Required
Strengthen your account's security by protecting it with either your phone or authenticator app in addition to your password. This will help ensure that no one else can log in to your account.

Get text message   Use an authenticator app

Almost done! Save your Stripe account.

Email

test@britishweightlifting.org

Password

Authorize access to this account   Cancel
You'll be taken back to **Sport80** (bwl.sport80.com) right away.

By submitting this form, you agree to the Connected Account Agreement, to receiving autodialed text messages from Stripe, and you certify that the information provided is complete and correct.

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APPENDIX B

Register a Tier 3 Weightlifting Event on Sport:80

This guide will take you through the initial process of registering a Tier 3 competition on Sport80.

Before registering your event, you must make sure you've already setup your clubs Stripe account. If you haven't set up a Stripe account yet, you'll need to do this first.

Step 1: Log in and start the registration

- Click the 'Hosting' tab on the left side of the page
- Read and agree to the Terms and Conditions of the platform operator (Sport80) and to the BWL Terms and Conditions of Tier 3 event hosting

Step 2: The registration form

Enter the details of your event, remember:

- You must select 'Tier 3'
- Always include the year of the competition in the name. E.g. Birmingham Open 2024
- If you set your closing date for 00:00 on 1 July, entries will close as soon the date becomes 1 July. Therefore you should set entries to close at 11:59pm
- We recommend the entries open at least 2 months before your competition
- We recommend closing entries around two weeks before your competition
- You need to provide details about where the competition will take place, the more information you can include here the better
- The Event Organiser, Safeguarding Officer and Anti-Doping Liaison can be the same person
- The schedule must be uploaded in PDF format

The final tab is 'Anti Doping'. This section is very important to ensuring weightlifting events run under BWL are in line with our commitment to Clean Sport. You can learn more about our work on Anti Doping by visiting our website. A few things to note when you're completing this page are:

- The Anti Doping Liaison must be present at the event and available to assist UK Anti Doping if they arrive
- The 'Start' and 'End' time entered needs to be a rough match to that of your competition including the first weigh in
- The 'Schedule' entered needs to represent the timings and groups of lifters in your competition. The 'Schedule' can be as basic as listing the start and finish time of your competition along with the expected timings of each lifting group. This must be uploaded in PDF Format
- 'Expected Numbers of Male/Female Entries' are the number of lifters for each sex that you expect. This does not have to be exact, just an estimation.

Step 3 – Paying the registration fee

Now you've completed the registration form you need to pay the £25.00 registration fee for it to be reviewed and hopefully approved by British Weight Lifting. After paying the fee the registration form is sent to the BWL competitions team to review. We'll get in touch with you to discuss your application if they need to and will be available to help with the next steps of your planning.

APPENDIX C

Tier 3 Competition Results Processing Guide for Sport:80

This guide explains how to submit the results of your Tier 3 competition to British Weight Lifting so they can be verified, approved and uploaded quickly after your event.

Part 1 – The Protocol Sheet
At the end of your competition the first thing you need to do is save your competition protocol sheet (the scoreboard) electronically, email it to competitions@britishweightlifting.org and print it out if possible. You'll need this document to help with the next steps.

 Part 2 – The Results Template
To get competition results to show on the BWL rankings list, they must be put onto a template and uploaded into the Sport 80 competition system. We recommend two people doing this job together to speed it up.

When you register your competition, you automatically gain access to submit the results of the competition through the Sport 80 competition system and we'll now run through how to do that.

Step 1: Get the Results Template

The 'BWL Results Template' (Excel document) is available on our website **here.**

Step 2: Prepare the Protocol Sheet and Entry Report

To fill in the Results Template, you need two sets of information; the protocol sheet, and the entry report for your competition. You've already got the protocol sheet so now we'll look at how to get the entry report.

- Log in to your club account – to change from your personal account, click the menu button in the top-right corner and select the club account. Once in the club account, click 'Admin', then 'Events' on the left side of the page, then 'Competition'.
- You'll now have a list of competitions that you can access as an administrator. Find the competition you are working on and click the cog icon on the right side of the page, this takes you into the admin panel for the event.
- Inside the admin panel there is a menu on the left side of the page, you need to find and click on 'Reports' and then click to download the 'Lifters Report'. The lifters report will contain all the entry information for your competition, and most importantly for this task, the membership number for every lifter who entered your event.

Step 3: Fill in the Results Template

Now you've got all the paperwork you need to fill in your results template and upload it into the Sport 80 competition system. Below is a miniature version of the template with some notes on how and what to put in each field.

Field Name	Lifter Membership ID	Official Member ID	Lift Date	Age Category	Bodyweight	Snatch Weight 1-3	Clean & Jerk Weight 1-3
What to put in	The membership number for the lifter	The membership number for the center referee	The date the competition took place. Take care to type it the same way as in the column title	Select the age category from the dropdown list. Make sure to check the age ranges in the TCRR	Put in the lifter's exact bodyweight from weigh in. the Sport 80 competition system will then automatically put them in the right category	For good lifts just type in the number, e.g., 45 For no lifts put a minus sign in front e.g., -45 If no attempt, then put in a '0'	

The system will reject your upload if:
- You've added any columns or tabs to the template
- You've changed any of the formatting
- A membership ID cell is left empty - you should already know the center referee's membership number from when you checked their TO license but if you do need to check, you can ask BWL
- A result cell is left empty - if a lifter didn't make any attempts but did weigh in, still include them but set the weight attempt fields (columns F-K) to '0'

The Sport 80 competition system will not accept results for under 12 results due to the different results format using technique points.

Step 4: Log in

To begin, you must log in to your personal the Sport 80 competition system account - this is the account that is linked to your club account but is in your own name.

Step 5: Upload the Results Template

Now you've filled in the template, you need to save it and then upload it into the Sport 80 competition system for BWL to check and approve. To do this:
- Find the competition on Sport 80 and look for 'Results submission'.
- Now click on 'Choose a file' and select the template you have just completed and then click 'Upload'.
- The results will appear on screen and ask you to 'Confirm'.
- If there are any errors, they will pop up at the top of the screen in in a box. You'll need to correct them and then follow Step 5 from the beginning.

What happens next?

After uploading your results, the BWL competitions team will get a notification that results have been uploaded and need to be reviewed. The team will check the results to make sure there are no obvious errors and then approve them.
As soon as the BWL competitions team approves the results, they are immediately included in the national rankings. If you are notified of any errors, it's important that you contact British Weight Lifting at competitions@britishweightlifting.org immediately so we can rectify them.

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