



Queensland Weightlifting Association

Event Hosting Policy

Approved by the QWA Management Committee:

Review Date: 03/07/2020

1. Purpose

The Purpose of this policy is to:

- 1.1. provide common guidelines for the delivery of all QWA events;
- 1.2. clearly define the roles and responsibilities of all parties involved in the delivery of QWA events;
and
- 1.3. support a consistently high standard of conduct and presentation across all QWA events.

2. Hosting Principles

The following Principles should be taken into account when assessing applications to host events:

- 2.1. QWA events must be conducted in accordance with the Technical and Competition Rules and Regulations of the IWF and the By Laws of the AWF as they relate to State level events;
- 2.2. QWA events must provide adequate facilities and equipment to ensure a safe and productive environment for all participants and spectators;
- 2.3. QWA events should be accessible to all eligible QWA members and spectators;
- 2.4. QWA events should provide an appropriate level of sponsor acknowledgement.

3. Seeking Host Organisations

During the last quarter of each year the QWA will release the QWA Events Calendar for the next year and invite Clubs affiliated to the QWA to apply to host QWA events.

4. Allocation of QWA Events

The QWA Management Committee will determine the allocation of QWA events and strive to achieve an equitable and appropriate distribution of events among applicant host organisations.

Where there is only one applicant for an event, the event will be allocated to that applicant provided that the applicant demonstrates the ability to meet the Host Responsibilities listed in section 6.

Where there are two or more applicants for an event, factors including but not limited to the following will be taken into account when deciding the allocation of the event:

- 4.1. The number of events allocated to the applicant in the calendar year
- 4.2. The location's accessibility to potential participants and spectators
- 4.3. The suitability of the applicants' proposed venue relative to the event size and occasion
- 4.4. The standards achieved by the applicant with previous event hosting opportunities

5. QWA Responsibilities

5.1. Administration

The QWA¹ will manage the competition entry process and supply the following documentation:

- Entry forms (via online process and/or hard copy as required)
- Preliminary entry lists
- Final entry lists
- Volunteer Roster (via online process and/or hard copy as required)
- Competitor attempt forms
- Weigh-in forms
- Scoresheets
- Record lists
- Loading charts, as required
- Other competition forms as required

5.2. The QWA¹ will be the source of all information relating to the competition.

Emails and phone calls relating to the competition will be directed to, and managed by the QWA¹.

5.3. In the interests of quality control and continual improvement, the QWA¹ will provide on request written feedback to the Host club, with an opportunity also given to the Club to provide feedback to the QWA¹, regarding the hosting of the event.

5.3 Equipment

Prior to the commencement of the event, the QWA will ensure that the following items are available at the competition venue and assembled as required. The QWA will where necessary, arrange the delivery and collection of equipment items from the below list that the Club is unable to provide. At the conclusion of the event, the QWA will ensure that these items are disassembled and removed from the competition venue:

- One men's bar and one women's bar that meet the IWF standards for competition use
- 2 x collars that meet the IWF standards for competition use
- One complete set of weight discs that meet the IWF standards for competition use
- Competition standard 4 x 4m Platform (if host club does not own such)
- Electronic Referee Light system
- Audio and visual presentation equipment
- Computer scoring equipment
- Sponsor signage
- Competition communication systems
- Calibrated weighing scales, if none on site
- Medals, trophies, prizes, awards, where applicable
- Victory dais, where applicable

5.4 Personnel

Prior to the event date the QWA will source Technical Officials and construct a schedule allocating qualified personnel to the following positions:

- Master of Ceremonies (MC)
- Referee (3)
- Time Keeper
- Jury (where applicable)
- Technical Controller (where applicable)
- Chief Marshal (where applicable)
- Computer Management
- Loaders x 2

5.5 Insurance

The QWA will maintain Public Liability insurance coverage for all weightlifting events conducted by or on behalf of the QWA.

The QWA is in no way liable for any damage, however caused, to equipment, buildings, vehicles or any other material asset that may be associated with the conduct of the competition.

6 Host Responsibilities

6.3 Venue Access and Exclusive Use

The Host will provide **clear access** and organise a volunteer workforce (minimum of 4) at the venue at mutually agreed times to enable the bump-in and bump-out of QWA equipment.

A minimum of 2 hours must be allocated to bump-in and setup; and a minimum of 1 hour must be allocated to bump-out.

The Host will ensure that any activities which are not directly related to the event do not occur within the competition venue during the event. The entire venue must be reserved exclusively for the event from 60 minutes prior to the commencement of the first competition session until 30 minutes after the completion of the last competition session.

The Host will supply volunteers to assist with the setting up of QWA equipment necessary for the running of the competition.

6.4 Facilities

Prior to the commencement of the event, the Host will ensure the availability of the following facilities:

- A private room or adequately screened area in which to conduct the weigh-in
- A private room or adequately screened area with checking scales
- Clean toilet facilities for participants and spectators
- A change room for competitors
- A sauna, or details of the nearest available sauna, e.g. a health spa open to the public
- A private room or adequately screened area in which to conduct the Doping Control

- Clean toilet facilities, preferably private, for Doping Control
- A competition area with sufficient space for the competition platform, weight racks, Technical Officials, Loaders, electronic referee system, scoreboard display, etc.
- A warm-up area that is separated from the competition area by a physical barrier (preferred); or by a sufficient distance so as to be reasonably considered as separate to the competition area
- A spectator area of suitable size and location
- A canteen providing food and drinks for purchase (preferred); or referral to other food & drink options within walking distance of the competition venue if host club is unable to provide this service.
- Supply catering for Technical Officials and Volunteers comprising light refreshments (sandwiches and/or meals) based on length and time of day of event (refer to 6.7 Catering Option 2)

6.5 Equipment

Prior to the commencement of the event, the Host will ensure that the following articles are provided and assembled as required. At the conclusion of the event, the Host will ensure that these items are disassembled and removed from the competition venue if necessary.

- A square competition platform measuring 4m on each side, with a non-slip surface (Note that if host club does not own such, QWA will assist in securing this for competition usage)
- A receptacle for chalk to be placed near the competition platform
- Sufficient storage racks near the platform for the competition discs
- A least 4 warm-up platforms (dependent on competition size)
- Sufficient weightlifting bars for warm-up platforms
- Sufficient weight discs for warm-up platforms
- Sufficient gym chalk to supply the warm-up area for the duration of the event
- Cleaning equipment and antiseptic solution
- Tables and chairs for the Technical Officials, Marshal, Announcer and Computer Operators
- Seating for spectators

6.6 Personnel

Prior to the event date QWA will request volunteers via online process 'Sign up schedule' and construct a schedule allocating personnel to the following positions:

- Loader (minimum 2 per session)
- Scoreboard Computer (1 per session)
- Master of Ceremonies (MC)
- Referee (3)
- Time Keeper
- Technical Controller (where applicable)
- Chief Marshal (where applicable)

The Host will nominate to the QWA a Competition Manager who will be the "go to" person at the event and he/she must be in attendance at all times, or where unavailable nominate a 2IC.

Where a competition is conducted over more than one day, the Host may appoint different people to act as the Competition Manager on each day. The Competition Manager will along with QWA assist with management of Volunteers during the competition; along with the set-up & breakdown of the competition venue.

6.7 Catering

Option 1:

Where the Host operates a canteen service at the competition, the QWA office will produce food and drink vouchers for Technical Officials and Volunteers to redeem at the Host's canteen. The distribution of vouchers will be according to the following schedule:

Technical Officials: one (1) drink voucher per working session plus one (1) food voucher per block of a 5 hour shift (Note that vouchers have no financial value but are only a means of enabling clubs to use their existing catering facilities to fulfil the TO/Volunteer requirement of hosting an event.

Hosts may increase this allocation at their discretion. Requests for the printing of additional vouchers must be made to the QWA at least two days prior to the event.

The QWA will distribute vouchers to the Technical Officials. The Competition Manager will distribute vouchers to the Volunteers.

Option 2:

The Host will provide simple food, e.g. sandwiches, snacks, tea, coffee, juice and drinking water in a room or area reserved for Technical Officials and volunteers, during the competition.

7 Finance

The QWA will:

- Receive all entry fees and QWA sponsor benefits associated with QWA events
- Bear the cost of all awards and prizes advertised by the QWA, i.e. medals, trophies, prize money
- Pay to the Host an amount equal to \$300 per day, at the conclusion of the event

The Host will:

- Bear all costs associated with the Host Responsibilities listed in section 6, including catering for technical Officials and Volunteers
- Bear all costs and retain all income from the operation of a canteen and/or other sales activities at the competition
- Retain all income from fundraising activities, e.g. raffles, conducted by the Host at the competition; and from approved ancillary sponsorship or advertising².

8 Monitoring and Evaluation

The QWA Management Committee will facilitate an annual review of this policy. The annual review will focus on the relevant roles and responsibilities of the QWA staff; and the Host organisation.

The review should collate and consider information on:

- Distribution of event locations in relation to member demographics;
- Facilities and equipment available to each Host organisation;
- Documented feedback on the Host performance in the past year.

9 Notes

¹ In this policy, “the QWA” means any person authorised by the QWA Management Committee to act on behalf of the association in relation to the responsibilities contained herein.

² All advertising, marketing, retailing, etc, at QWA events must be approved in advance by the QWA Management Committee.

Document Control

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