



# GUIDELINES/PROTOCOL FOR CANADIAN MASTERS WEIGHTLIFTING CHAMPIONSHIPS

## CHAMPIONNAT CANADIAN MAÎTRES

2020/03/07

*A French translation will be forthcoming*

*Anti-doping requirements have been inserted in relevant clauses.*

### PART ONE: GENERAL

- 1.1 Comply with IWF Technical Rules, IWF Masters Rule Book, CWFHC Rules and the “**CANADIAN MASTERS WEIGHTLIFTING FEDERATION HALTÉROPHILIES CANADIENNE MAÎTRES (CMWFHCM)**” Bylaws particularly Article XVI noted below. President always refers to the President of CMWFHCM.

#### ARTICLE XVI CANADIAN MASTERS WEIGHTLIFTING CHAMPIONSHIPS

16.01 The Canadian Masters Weightlifting Championships shall be held annually according to the “Guidelines/Protocol for Canadian Masters Weightlifting Championships” (2008.06.24), herein referred to as “Guidelines” in this Section.

16.02 The Guideline is periodically reviewed by the Board and includes, but not limited to, the following:

- bidding process; competition committee; preparation; competition personnel, and facility requirements.

16.03 Canadian Masters Record Policy and Masters Qualifying Totals, when required, are determined by the Board.

16.04 Members must complete the “Membership Anti-doping Waiver” (Reconciliation anti-dopage pour les membres”) as part of the registration for the Canadian Masters Weightlifting Championships and any national competition sanctioned by the Federation.

16.05 Canadian Masters Records must be achieved with at least two (2) of the three (3) adjudicating referees of National Level or higher.

16.06 The Board may require athletes with limited or no competitive experience or training without the benefits of a registered club to complete a PAR-Q & YOU form of the Canadian Society for Exercise Physiology (or a similar one designed by the Board) as part of their registration to compete.

## **PART TWO: BIDDING FOR COMPETITION**

- 2.1 Notify the President of an intent to bid.
- 2.2 Obtain and review this copy of Guidelines/Protocol for Canadian Masters Weightlifting Championships.
- 2.3 At the Annual General Meeting, one year before the proposed date of competition, submit a written bid proposal. Include the probable date of competition and venue.
- 2.4 Submit, with the bid proposal, an official letter of support from the applicable Provincial Weightlifting Governing Body.
- 2.5 After the AGM, the President will inform you of the results.
- 2.6 Bids may be presented by the host bidder at the AGM, but this is not a requirement.
- 2.7 Bids made after the AGM will only be considered if there are no other bids to date, or the Board is not satisfied with any of the current bids.

## **PART THREE: PRELIMINARY PREPARATION**

- 3.1 Enter into a written agreement with the CMWFHCM based on this Guidelines/Protocol document. Identify any changes agreed to.
- 3.2 Establish a firm date of the competition and venue.
- 3.3 Set up an organizing Competition Committee. (See Part Seven)
- 3.4 Submit a draft proposed Entry Form to the President. Note that the Entry Form must include:
  - Membership Antidoping Waiver (Reconciliation anti-dopage pour les membres). A copy is available on website and the same as that completed for membership application. Athletes review, keep their copy, but sign an acknowledgement on the application form;
  - CMWFHCM Membership Number (no membership purchase at competition)
  - an entry total achieved in previous year, which may or may not be in their category of entrance;
  - although no coach certification is required, the coach must be a member of a Provincial Weightlifting Association;
  - the Board will advise you if there will be Qualifying Totals, what they are, and how they will be used (Entry Requirement and/or Medalling Requirement)
  - a street map and/or description of a route via an automobile or from airport to the competition site,
  - competition hotel, if there is one so designated,
  - a list of suggested accommodations with rates,
  - statement that the competition is subject to doping control,
  - competitors for awards/records must be members of the CMWFHCM.
- 3.5 CMWFHCM will list the competition date and venue on its official website.
- 3.6 Cost of Doping Control Testing is shared between the Federation and host that will be communicated by the President.

## **PART FOUR: INTERIM PREPARATION**

- 4.1 At approximately three-month intervals, a progress report must be submitted to the President.
- 4.2 Ask the CMWFHCM to arrange for doping control to be carried out at the championships.
- 4.3 Agree with the President on the final version of the Entry Form.

## **PART FIVE: FINAL PREPARATION**

- 5.1 With the approval of the President, the Entry Form Formulaire d'inscription can be posted on the official CMWFHC website.
- 5.2 Download the Canadian Masters Records from the CMWFHCM official website.
- 5.3 Obtain commitment from sufficient number of Officials/Referees. See Article XVI By-Law 16.05, noted above.
- 5.4 Receive Entries and prepare Start Lists.
- 5.5 Pay fees (if any, such as medal costs) to the CMWFHCM.
- 5.6 Obtain from the President medals for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> in all contested categories, women and men and either provide your own ribbons approved by your organizing committee or those provided by the CMWFHCM.
- 5.7 Provide Awards for Best Lifter Male and Best Lifter Female by SMF Points.
- 5.8 Arrange for a Technical Meeting the night before the competition which may follow the AGM.
- 5.9 Arrange for refreshments and snacks for Referees, Announcer, and Technical Officials.
- 5.10 Juries are optional.
- 5.11 Arrange for a Doping Control Centre (see 9.5).
- 5.12 Arrange for Doping Control Chaperones (see 6.8).

## **PART SIX: RESPONSIBILITIES OF COMPETITION PERSONNEL**

- 6.1 **COMPETITION DIRECTOR/Le Directeur de Compétition: The host** appoints a Competition Director who is responsible for the organization of the competition. The name and address of the Competition Director should appear on the entry form in order that Masters and Officials know who to contact. Duties and responsibilities include:
  - appoint an Organizing Committee to assist in organizing the competition. See Part Seven for suggested make-up of the Committee,
  - organize the venue for the competition, including set-up and clean-up,
  - ensure entry forms appear on the CMWFHCM official website,
  - receive entries, prepare start lists for competition secretary, including competitors cards for lot draw and weigh-ins,
  - inform Technical Officials and Athletes of all rules and regulations regarding the use of the facility,
  - make resources available for all equipment and personnel required to run the competition,
  - appoint persons who will present awards at the victory presentation,
  - arrange for local publicity including any press, radio or TV coverage,
  - appoint a Doctor on Duty or equivalent (see item 6.7),
  - prepare the Doping Control Station,
  - Appoint 4 individuals to serve as Doping Control Volunteers (2 males, 2 females) over the age of 18 years.
- 6.2 **COMPETITION SECRETARY/Le Secrétaire de Compétition, is appointed by the Competition Director, and** is the top official in charge of running the competition.
  - ensure all the rules are applied and followed during the competition,
  - cannot be overruled by any person including the Competition Director,
  - must be at least a Nationally licensed referee registered within the current year,
  - verify lists of competitors and divides them into groups for running the competition,
  - supervise the drawing of lots,
  - record all bodyweights during weigh-in,
  - supervise the registration of records set at the competition and coordinate this information with the CMWFHC Records Secretary,
  - verify results sheets and ensures that copies are given to the President, Records Secretary and Newsletter Editor of CMWFHCM
  - ensure that the Start List and the Results List only identifies the athletes year of birth, not the entire day and month.
- 6.3 **SPEAKER (ANNOUNCER)/annonceur is appointed by the Competition Director or Competition Secretary and is one of the most important positions.**
  - control the pace of the competition and the order of sequence in which the athletes may lift,
  - is at least a Provincial Technical Official and must follow the Technical Rules. They are not colour commentators.
  - prior to the start of the competition, receive the start list and review for proper pronunciation of athletes' names,
  - introduce athletes and officials,
  - control lifting sequence by technical rules (if not automatically performed by competition software),
  - conduct the victory ceremony, if one is planned.

# CANADIAN MASTERS WEIGHTLIFTING CHAMPIONSHIPS

**TECHNICAL CONTROLLER:** Ensures the following are in place and ready for the competition.

6.4

<b>FIELD OF PLAY</b>
Platform (le plateau) 4m x4m x10 cm. 1m clear area sides for plates.
La barre/barbell/plates/chalk dispenser, plates on side opposite athlete entry; 1 m from platform edge.
Scales/balances- in weigh in room/salles de pesée/ and in working condition.
Cleaning materials: mop, broom, liquid cleaner, steel brush, cloths, disinfectants, gloves, near to loaders.
Referee Lighting System properly works. Place red & white flags on referees' tables.
Timing clock-works - visible to lifters/officials.
Warm up area - safe and free from public access - safe to platform - electric cords out of way etc. - sufficient chalk.
Only accredited persons allowed; including Doping Control Officer and Volunteers with separate accreditation.
Inspect warm up platforms 3 m x 2.5-3 m.
Display boards - legible to all and accurate.
Microphone system - audio ok, balanced ok.
First aid kit, ice, Paramedic/Nurse; stretcher.
Centre Referee 4 m platform edge to back of ref table. Side Referee 3-4 m from CR Medical personnel - athlete entry.
<b>START</b>
Check TO uniform & athletes' outfit, unitard, and report non-compliance to Competition Director or Jury President. -belt 12 cm -bandages more than 5 cm away from the elbow -product+/or sponsor max 500sqcm (not mfg. design pattern).
Athlete lineup as per time on posted schedule; enter from behind platform curtain/information screen and then line athletes up behind the platform.
Ensure correct athlete approaches platform/le plateau after being called to their attempt.
<b>DURING</b>
Check for lubricants/excess chalk particularly on thighs. No electronics on competition platform.
Monitor/enforce Starting Attempt rules established by the CMWFHCM.
Only TC, <b>injured athlete</b> and medic allowed on platform, with loaders having their backs to injured athlete, forming a wall to secure athlete privacy.
Check/control cleaning of bar and platform.
Loaders/les chargeurs (opposite side to athlete entry; clear accumulation of chalk on athlete path.
Verify information on competition board. Advise announcer of any premature calls.
<b>AFTER:</b> During medal presentations, TOs remain at post. Assist anti-doping personnel, if requested.

- 6.5 **TIMEKEEPER/le chronometreur** is appointed by the Competition Director or Competition Secretary and should at least be a Provincial Level Referee/arbitre provincial.
- ascertain that all timing equipment is operational,
  - time a lifter from the time when the lifter's name is called, giving the lifter the correct amount of time eg. 1 minute, 2 minutes, *etc.*, or remaining time, and have manual technology for implementing these times, especially when the 30 second warning is required (example by voice).
  - if not done automatically, inform the Announcer when there are 30 seconds left.,
  - if not done automatically, inform the Announcer and Officials when time has expired.
- 6.6 **LOADERS/les chargeurs** are appointed by the Competition Director and report to the Technical Controller, or in the absence of a Technical Controller, to the Officials. This is one of the most important duties at a competition. Accurate, quick loaders can speed up and enhance any competition. Their function is to load weights onto an Olympic barbell as called out by the Announcer. Upon completion of loading, they centre the bar on the platform, check to see what the other loader has loaded, notify the Technical Controller of any blood or debris on the bar, clean the bar or sweep the platform as instructed by the Technical Controller.
- 6.7 **DOCTOR ON DUTY OR MEDICAL ASSISTANCE/le Médecin de service**
- be ready to render medical care in case of injury,
  - authorize the application of additional plasters or bandages during the competition,
  - be present for doping control,
  - assist in taking of doping control samples,
  - St. John Ambulance, RN, or Paramedic may be classified as a Doctor on Duty.
- 6.8 **DOPING CONTROL VOLUNTEERS/ Volontaires de contrôle du dopage**
- must be over 18 years of age,
  - not affiliated with the athlete or the administration of the sport,
  - meets the CCES Doping Control Officer at a specified time and the CMWFHCM ADC on site representative,

## 6.9 TECHNICAL OFFICIAL AT WEIGH IN

(Officials can decide how to share these responsibilities)

- a, **REMIND WAITING ATHLETES TO EXAMINE THE ANTI-DOPING AGREEMENT THAT IS TAPED TO THE WALL OUTSIDE THE WEIGH IN ROOM.**

Athletes affix their initials as their agreement, a compulsory requirement, beside their name on the Start List located with the weigh in official

- b, **Welcome** the athlete in the order stated on posted list. If the called athlete is not present, place their card at the bottom and call in the next athlete. **The absent athlete can only weigh in after all present athletes have done so.**

c, Ask athlete for **government photo identification**. CMWFHCM membership card is not necessary as athletes' memberships have already been verified. CMWFHCM membership is not sold at this competition.

d, **Weigh in the athlete.** jewelry ok but not watches, no socks.  
As one TO calls out loud the athlete's bodyweight, the other TO records body weight. **If the athlete is under or over weight,** he/she can decide which bodyweight category to compete in and can **reweigh**, if desired, **within the hour and can do so at any time in the weigh in order.** The Technical Official will make a note of such changes and alert the Marshal or data entry volunteer when the athlete cards are submitted. If the lower bodyweight category has already competed, IWF regulations apply, i.e. the athlete must become the appropriate bodyweight to compete in the higher weight category. If there are qualifying totals, the appropriate IWF rules apply.

e, Athlete states her/his **starting attempts**. The card will attempt to have the French translation for some words. Starting attempt total must be at least 80% of the athlete's entry total.

- f, Athlete affixes his/her signature (i.e. **initials**) **beside bodyweight and each starting attempt and on the Athlete Card indicating acknowledgement and compliance with CMWFHCM Anti-doping Policy.**

*I have reviewed the antidoping information and education material and completed the required modules / J'ai examiné le matériel d'information et d'éducation antidopage et complété les modules requis.*

*I agree with and subscribe to the CMWFHCM anti-doping policy / J'accepte et souscris à la politique antidopage du CMWFHCM.*

*I am a current member of my provincial weightlifting association / je suis un membre actuel de mon Association provinciale d'haltérophilie.*

*Initials / Initiales \_\_\_\_\_*

- g, Each athlete may receive **warm-up passes** in a number approved by the Competition Director.

h, Thank the athlete and wish him/her well.

## **PART SEVEN: COMPETITION COMMITTEE/Comité de la compétition**

- 7.1 **COMPETITION DIRECTOR Le Directeur de Compétition:** Overall responsibility and responsible for secretaries, all forms, copier, accreditation, registration.
- 7.2 **TECHNICAL DIRECTOR Le Contrôleur technique:** Responsible for securing a competition venue and all technical equipment, with the weigh scales being tested for accuracy. Responsible for ensuring there is a Doping Control Centre.
- 7.3 **PERSONNEL DIRECTOR Directeur du personnel:** Responsible for obtaining sufficient number of loaders, scoreboard personnel, technical officials and the like.
- 7.4 **FINANCE DIRECTOR Directeur des finances:** Responsible for finding and accounting of all money necessary for the competition.
- 7.5 **PUBLICITY DIRECTOR Directeur de la publicité:** Responsible for advertising, posters, radio, TV, Newspapers, award ceremonies.
- 7.6 **ELECTRONIC DIRECTOR Directeur de l'électronique:** Responsible for closed circuit TV, lighting, PA system and the like.
- 7.7 **ENTERTAINMENT DIRECTOR Directeur du divertissement:** Responsible for social events, refreshments for Officials, closing banquets, guests.

## **PART EIGHT: FIELD OF PLAY REQUIREMENTS AND PREPARATION Exigences et préparation du lieu de compétition (by the Technical Director, par le Contrôleur technique)**

- 8.1 **The Competition Site** (also referred to as the Field of Play) is the actual lifting area where the competition will be contested. This area must be large enough to hold all equipment, officials, competitors, and coaches as well as any predetermined audience.
- 8.2 **Platform:** The competition platform is to be 4 metres square. The minimum size acceptable for Canadian Masters Competition is 13 feet square. The height of the platform is to be between 50 mm and 150 mm.
- 8.3 **Floor Protection:** There should be protective mats around the perimeter of the platform.
- 8.4 **Loaders Area:** Chairs, loading charts, bar lift to help load heavy weights (if available and/or necessary), broom, wire brush, bleach, bleach brush, rubber gloves and cloths are required for the loaders.
- 8.5 **Competition Weights:** There must be women's bar and men's bar of an approved manufacturer on the platform, an appropriate amount of weights to use in all classes contested, including 2 ½ and 5 kg bumper plates, weight racks or weights laid flat on protective mats.
- 8.6 **Light System:** The electronic light system is placed so that it is visible to competitor, officials and announcer. Also Provide back- up red and white flags or cards on each official's table.
- 8.7 **Main Scoreboard:** The Board should be large enough to be read from a distance and showing competitor's name, province/club, age group, bodyweight, lifts (passed and failed), total and placing. The Scoreboard must be visible to referees, technical controller, announcer, competitors, coaches and spectators.

- 8.8 **Attempt Board:** This is an optional board displaying name of lifter and weight of attempt being made. It may be a separate board or part of the main scoreboard.
- 8.9 **Athlete's Area:** Chairs/benches are provided to the athletes as they wait between attempts. Chalk box and resin box are centrally located.
- 8.10 **Speaker's Tables:** Two tables with chairs are required for the announcer, timekeeper, competition secretary, computer operator (data entry), public address system for announcing all attempts and which must be audible in the warm up area, timing device, competition score cards, pens, pencils and access to a photocopying machine.
- 8.11 **Referees' Tables:** Three tables with chairs for referees. Red and white flags or cards will serve as the light system backup and placed on each table. The Centre Referee's table is placed 6 metres from the centre of the platform (i.e. 4 metres from the front of the official competition platform).

## **PART NINE: OTHER FACILITY REQUIREMENTS**

- 9.1 **Weigh In Room / la salles de pesée.** This room is separate from the competition (FOP) site and large enough to hold at least 3 competitors, 3 Officials and weigh in scales. Weigh scales must measure in kilograms with increments of 50 grams to at least 200 kilograms and certified accurate within the last 12 months. Also needed are accesses to a backup scale, tables and chairs for officials, change area for competitors, and the list of competitors, their lot numbers, competition cards, pens and pencils.
- 9.2 **Warm Up Area/ la sale d'entraînement.** The warm up area should be close to the competition (FOP) site, and large enough to hold at least 3 warm up platforms (2 ½ metres square), all competitors in a session, coaches/trainers and officials. The area should have the following available to the lifters: centrally located chalk box, at least 3 women's bars and 3 men's bars, enough weights for warm up, a PA system speaker, timing device, and TV monitor tied into the competition site.
- 9.3 **Locker/Change Rooms:** Male and female change rooms with showers.
- 9.4 **Officials Meeting Room:** A room for officials near the competition site that may be used for meetings before, during and after the competition. It should be large enough and equipped with sufficient number of chairs and tables to accommodate all the officials. The weigh in room may suffice for an Officials Meeting Room.
- 9.5 **Doping Control Centre / Centre de contrôle du dopage:** A room available for doping control for both men and women. The area must include a washroom and be large enough to accommodate 2 athletes, coaches and 2 doping control officials. The room must include a table, 6 chairs, and 12 (500 mL) sealed bottles of water.
- 9.6 **Doctor/First Aid Personnel on Duty Room:** A room available for medical personnel on duty. The room needs to have an examination table, chairs, first aid kit, ice, elastic bandages, tape, body board, wheel chair if possible. The room should be located near the competition (FOP) site so all competitors/coaches may locate it immediately.
- 9.7 **Annual General Meeting Room / une salle pour l'Assemblée générale annuelle:** Immediately prior to the Technical Meeting, a room is needed for the Canadian Masters Weightlifting Federation Annual General Meeting. The room should be of adequate size and equipped with tables and chairs. Duration of the meeting is approximately 2 hours.

## **PART TEN: POST COMPETITION**

### **The Competition Committee will:**

- 10.1 Provide the President and Recording Secretary a copy of the official competition results within two (2) weeks after the closing of the competition.
- 10.2 Return any medals, not awarded, to the CMWFHCM President.
- 10.3 Clear any debts to CMWFHCM via its Secretary-Treasurer before the competition's month's end.
- 10.4 Clear any debts to the host's Provincial Weightlifting Association and local businesses.
- 10.5 Conduct its own optional self-review and provide to the President, if possible, any pertinent recommendations that will help improve the Canadian Masters Weightlifting Championships.

## **PART ELEVEN: ARE BIDDERS PREPARED?**

- 11.1 The bid host has organized a Masters Weightlifting Competition.
- 11.2 The bid host club has members of the CMWFHCM.
- 11.3 The bid host has observed the operation of a Canadian Masters Weightlifting Championships.
- 11.4 The bid host club has a least one coach who has coached Masters weightlifters at Provincial Masters Weightlifting Championships, the Canadian Masters Weightlifting Championships or any international Masters competitions.
- 11.5 The bid host club has a sound professional reputation as a member of their Provincial Weightlifting Association.
- 11.6 The bid host is familiar with the rules and regulations of Masters competitions as described in the IWF Masters Handbook as well as its practical implementation at the Canadian Masters Weightlifting Championships.
- 11.7 The bid host and the bid host club have or will have sufficient financial resources to adequately cover its operational costs (revenue and equipment rental, awards, technical officials' kilometrage, volunteer appreciation, refreshments, etc.)

