



GUIDELINES FOR THE ORGANIZERS OF A

PAN AMERICAN MASTERS WEIGHTLIFTING CHAMPIONSHIPS

The intent of these Guidelines is to provide reference information that will ensure a uniform quality competition for every Pan-Am Masters Competition. These Guidelines can be used as a “check-list” to assist in the planning and running of a Pan American Masters Weightlifting Competition.

1. ORGANIZING COMMITTEE

Set up a local organizing group and assign individuals to carry out the suggested following assignments:

- Director/Chairperson
- Finances
- Competition Secretary/Secretariat
- Facilities/Venues
- Accommodation/Transportation
- Technical Equipment
- Medical
- Doping Control
- Volunteers/Security
- Protocol/Awards/Ceremonies
- Closing Banquet

Have each member read and understand these guidelines. Once all have decided and agreed, proceed and prepare the AGREEMENT.

2. BIDDING

2.1 Not less than 12 months before the proposed Championships notify the Chairman of the Pan American Masters Weightlifting Federation (Pan Am Masters) of your intention to bid.

2.2 Review current edition of the AGREEMENT for the Organization and Operation of Pan American Masters Weightlifting Championships.

2.3 Submit your completed AGREEMENT and BID Documents to the Chairman of the Pan Am Masters 3 months before the Annual Congress held one year before the proposed date of the championships.

2.4 Provide the following with the agreement:

2.4.1 Name of Organizers submitting bid; the chairman, postal address, e-mail address, telephone number(s)

2.4.2 Proposed dates of championships or range of proposed dates.

2.4.3 Letter from the National Weightlifting Federation attesting their support and backing for the Organizers to conduct the Championships.

2.4.4 Letter from the Chairperson of the National Masters Weightlifting Governing Body supporting the bid and confirming that the Organizers are capable of hosting the championships.

2.4.5 Letter of support for the bid from the Mayor or Municipal Representative of the Municipality in which the championships are to be held.

2.4.6 Confirmation in writing of support for the bid and promise to help from not less than 5 active registered master weightlifters or other responsible citizens residing in the municipality.

2.4.7 Description of previous experience of Organizers in hosting weightlifting competitions and/or other events.

2.4.8 Confirmation that the Organizers have read and will, if their bid is accepted, comply with these Guidelines.

2.4.9 Description and photos of proposed venues; competition hall, technical meeting room, annual congress room.

2.4.10 Distance between competition venue and accommodation, and between accommodation and airport.

2.4.11 Approximate costs of accommodation.

2.4.12 Proposed Entry Fee.

2.4.13 Preliminary Budget

2.4.14 List items contained in these Guidelines and/or IWF Technical Rules and IWF Masters Rule Book, with which you propose not to comply.

2.5 Present oral submission to the Pan Am Delegates at the Annual Congress one year before the proposed Championships, at which time a vote by the Delegates will determine which bid is accepted.

3. GENERAL

3.1 Organize and operate the Pan American Masters Weightlifting Championships to a standard that meets the requirements to set Pan Am Masters records.

3.2 Comply with current IWF Technical Rules, IWF Masters Rule Book and Pan Am Masters Rules except as specifically varied herein. Where these Guidelines are at variance with the IWF Technical Rules, the IWF Masters Rulebook, or the Pan Am Masters Rules, these Guidelines shall govern.

4. ENTRY FORM

4.1 In close consultation with the Pan Am Masters Executive, prepare in a timely manner the Entry Form such that it will be officially approved by the Pan Am Masters and sent out, not less than 6 months before the starting date of the championships.

Note: the Pan Am Masters will supply an electronic copy of a sample form.

4.2 Include details of transportation from airport to competition hotel, competition hotel rates, alternative economical accommodations, and sufficient information for athletes, delegates and officials to book their accommodation.

Note: where accommodation for the athletes is more than 1 km. from the competition venue, arrange for public transit or equivalent during the time of weigh-in and competition.

4.3 Set up electronic banking arrangements and include details in the Entry Form.

4.4 Mail or e-mail the officially approved Entry Form to all National Chairpersons.

Note: names and addresses of National Chairpersons will be provided by Pan Am Masters Executive.

4.5 From every Entry Fee received pay 20% to the Pan Am Masters. The Pan Am Masters Executive will submit an invoice for this payment which **must be paid in full within 30 days**.

5. PAN AM MASTERS MONITOR

Recommend to the Pan Am Masters, an IWF Referee who is internet accessible, resides near the competition venue and is willing to serve as the Pan Am Masters representative and will monitor the work of the Organizers and report periodically to the Pan Am Masters Executive. Cooperate with the Monitor, keep him/her fully informed of preparations, including the distribution of all written and e-mailed communications and progress reports.

6. START LIST AND SCHEDULE

Not more than 4 weeks after the closing date for entries, produce the following and issue to National Masters Chairpersons:

6.1 Start list of competitors showing name, country, sex, age group, bodyweight category, submitted total and minimum starting total based on the 15/10 kg rule. If incomplete entry forms are received, e.g. no total or bodyweight, list the names at the end and contact the sender in order to obtain full details.

6.2 Schedule of dates and times of the competition, number of competitors in each session, Technical and Annual Congress meetings, and closing banquet with the Pan-Am Executive.

6.3 Post the “start list” on the IWF Web Page.

7. DOPING CONTROL

Doping control is to be done by the host nation's WADA representatives. Cooperate with the doping control agency. Provide facilities at the competition venue in accordance with the doping control agency's requirements. Provide volunteer escorts to accompany athletes selected for testing.

Number of tests, costs and details should be discussed with the Pan-Am Executive prior to signing a contract with the WADA representatives.

The Pan-Am Executive will pay for the drug testing.

Doping control must be finalized at least one month in advance.

8. COMPETITION VENUE

In addition to the requirements of the IWF Technical Rules and the IWF Masters Rule Book, provide the following:

8.1 Change rooms with toilets and washbasins for men and for women.

8.2 In the warm up area a minimum of 5 platforms fully equipped with discs 2.5 kg and up, bars (minimum 3 women's bars), at least one set of collars and one pair of "full size" 2.5 kg and 5 kg discs. Discs 0.5, 1, 1.5 and 2 kg are not required in the warm up area. Warm up area platforms may be 2.4 meters x 2.4 meters.

8.3 Consider a training area separated from warm up area with minimum 2 platforms, fully equipped with discs and at least one women's bar and one pair of full size 2.5 kg discs. Make training area available at least 1 day before the start of the competition and until 1 day before the last day of competition.

8.4 Display the IWF Masters flag, Pan American Masters banner and the flags of participating Nations directly behind the competition platform.

8.5 Ensure that scoreboard is readable by all officials and spectators during daylight and evening hours (of particular importance when utilizing a computer controlled scoreboard projected onto a screen or wall).

8.6 Adequate drinking water for athletes, refreshments for officials, meals for officials if schedule requires them to remain at venue during normal meal times.

9. OFFICIALS

9.1 Appoint a Chief Referee to organize the selection of referees, speakers, technical controllers and timekeepers for all sessions of the competition.

9.2 Ensure that speakers (announcers) are fluent in English (the working language of the Pan Am Masters) and the Host Nation's official language or languages.

9.3 Each Country is expected to provide Officials.

10. AWARDS, CERTIFICATES, DISPLAYS, FLAGS, ANTHEMS

10.1 Provide and pay for the following:

10.1.1 Medals for the first 3 competitors in each age group and bodyweight category for men and women

10.1.2 In addition, give to the Pan Am Masters 3 gold, 3 silver and 3 bronze medals (in case of positive doping test results)

10.1.3 Certificate of Participation for every competitor

10.1.4 Team Awards

10.1.5 Best Lifter Awards for each Age Group, men and women

10.1.6 Grand Master Awards for best overall man and best overall woman

10.2 The Pan Am Masters will provide and pay for the following:

10.2.1 Hall of Fame Awards and any other Special Awards

10.3 Obtain the IWF Masters Flag, the Pan Am Masters Banner and the National flag of each participating country from the current host Organizing Committee.

10.4 Arrange for and play a portion of the National Anthem of the Country of the gold place athlete during the medal presentations. This can be either by playing a CD or by a person singing.

11. PRIMARY MEDICAL CARE FOR COMPETITORS

Provide primary medical care for competitors in accordance with the requirements of the IWF Medical Committee Recommendations, Section 5 “Primary Medical Care For Competitors And Delegates”.

12. FORMS, DOCUMENTS, RESULTS

12.1 Provide computer hardware and software to format results, calculate SMM totals and produce Results Books for distribution at the closing banquet.

12.2 A printed copy of the Pan Am Masters Records will be supplied by the Pan Am Masters.

12.3 Provide sufficient copies of the following:

12.3.1 Competitors weigh-in and attempt cards

12.3.2 List of competitors, with lot numbers, for each session

12.3.3 Manual score sheets

12.4 Provide a photocopier on site.

12.5 At the closing banquet present a Results Book to the Pan Am Masters executive members and to the representative of each participating country.

13. CEREMONIES, PRESENTATIONS

In close cooperation with the Pan Am Masters Executive prepare and comply with protocols for the following:

- 13.1 Opening ceremonies
- 13.2 Participation certificates
- 13.3 Medal award ceremonies
- 13.4 Best lifters, grand masters, special awards
- 13.5 Closing ceremonies
- 13.6 Closing banquet

14. MEETINGS

Arrange for meeting rooms of adequate capacity, seating and related facilities for the following:

- 14.1 Pan Am Masters Executive meeting
- 14.2 Technical Meeting
 - 14.2.1 At the Technical Meeting provide delegates with a copy of the start list and schedule.
- 14.3 Annual Congress
 - 14.3.1 At the Annual Congress provide delegates with the agenda, a copy of the previous minutes and a placard indicating the country they represent.

15. INSURANCE

Arrange for all accredited participants to be covered by adequate medical insurance during the championships. Arrange for the championships venue and associated facilities to be covered with adequate liability insurance against all reasonable perils. (Some rental facilities may have this coverage in place and part of your rental agreement)