



AUSTRALIAN WEIGHTLIFTING FEDERATION LIMITED

POLICY 14

HOST RESPONSIBILITIES

This Policy is made by the Australian Weightlifting Federation Limited (AWF) Board under Clause 20 of the AWF Constitution. It is binding on AWF and all members of AWF.

Approved by the AWF Board on 12th June 2014

Amended 2nd February 2015



HOST RESPONSIBILITIES

2014-2016 AWF National Events

1. OVERVIEW

This policy outlines the responsibilities of the State Member when hosting national weightlifting competitions for the AWF.

2. PROPERTY RIGHTS

The national events are the exclusive property of the AWF which owns all rights and data relating thereto, in particular and without limitation, all rights relating to their organisation, exploitation, broadcasting, recording, representation, reproduction, access and dissemination in any form and by any means or mechanism whatsoever, whether now existing or developed in the future.

Any AWF logos, mottos, identifications, designations, knowhow, competition management applications are collectively referred to as “AWF properties”. All rights to any and all AWF Properties, as well as rights to the use thereof, belong exclusively to the AWF, including but not limited to the use of any profit-making, commercial or advertising purposes. The AWF may license all or part of its rights to terms and conditions as established by the AWF Executive Board.

3. ACCESS TO DATA

The AWF shall determine the conditions of access to and the conditions of any use of data relating to national events.

4. HOST STATE RESPONSIBILITIES

4.1 Competition Director

Appoint a Competition Director who will liaise with AWF CEO on all matters concerning the promotion and delivery of the event including communication with local and national sponsors, accommodation information, display of signage, circulation of flyers, contacting media outlets, generating media articles, utilising the AWF web page, facebook and email listings, sending out invitations to identified VIP individuals and organisations, producing programs, posters and T-shirts.

4.2 Competition Secretary

Appoint a Competition Secretary who will be at the venue at all times during the delivery of the event, this individual will be the go-to person who can provide quick solutions to any problems that may arise from time to time.

4.3 Management and Costs

Manage and cover the costs of the following operational facets of the event including and without limitation:

- 4.3.1. Competition venue
- 4.3.2. Safe field of play
- 4.3.3. Weigh-in and check weigh-in facilities
- 4.3.4. Athlete rest area
- 4.3.5. Doping control facilities
- 4.3.6. Event administration facilities
- 4.3.7. Medical service facility
- 4.3.8. Volunteer services
 - 4.3.8.1. Including refreshment facilities for all working volunteers and VIP's
- 4.3.9. Access to sauna,
- 4.3.10. Manage delivery (in accordance with EOI) certificates, medals, trophies, prize money, equipment, photographs and t-shirts
- 4.3.11. Photography

4.4 Signage

Erect signage in accordance with AWF requests and return, at cost, to the State Member office where the next national event is taking place once the event has concluded.

4.5 Facilities

Provide shared office, related facilities and resources for the AWF secretariat for the duration of the event and provide meeting facilities for the AWF Board and sub-committees.

4.6 Officials and Volunteers

Provide an appropriate number of nationally credentialed technical officials and enough experienced volunteer personnel who have the capacity to take on duties detailed in **Appendix 1**. The host must provide a minimum of 7 local technical officials for each session.



4.7 AWF Assets

Ensure that all assets belonging to or loaned by the AWF are properly secured against theft, vandalism or damage and maintained in accordance with manufacturer's instructions or directives issued by the AWF.

4.8 Equipment

Provide all sporting equipment necessary for the preparation, staging and conduct of the event, which may include hire, freight, storage and installation costs.

A full Eleiko Calibrated Competition Set must be used on the platform, and Eleiko bars for the warm up area.

4.9 Data

Provide data, timing, and results technology as required for the preparation, staging and conduct of the event.

4.10 Technology

Provide sports presentation technology (data projector, sound system, monitors, cabling and computers) as required for the preparation, staging and conduct of the event.

4.11 AWF Branding

To ensure the quality, consistency and compliance of the branding of AWF events, the AWF will provide the host, at cost, with the event logos that must be displayed on all programs, posters and t-shirts.

4.12 Media

To ensure there is consistent quality and accessibility of the broadcasting of events, the AWF will provide, at cost, the hardware and personnel to manage and execute the webcast and media requirements of the event.

4.13 Partner Acknowledgements

The host will liaise with the AWF in the design and content of the competition program to ensure maximal exposure of local and AWF Partners. The AWF will provide a call sheet for competition announcements to acknowledge both local and AWF Partners throughout the duration of the competition.



4.14 Medical Services

The host will organise appropriate medical support services for the full duration of the competition. The host will liaise with the AWF Medical Coordinator to source appropriate personnel.

4.15 Event Report

Provide an event report containing an itemised budget within 28 days of the cessation of the event.



Appendix 1

Each session there are a required set of personnel to ensure the competition operates according to IWF rules, a full list of roles and responsibilities can be accessed at <http://www.iwf.net/wp-content/uploads/downloads/2012/04/TOS-A-GUIDE-TO-COMPETITIONS.pdf>

The required list of technical officials required each session.

- Competition Director
- Competition Secretary
- Jury Member 1
- Jury Member 2
- Jury Member 3
- Referee 1
- Referee 2
- Referee 3
- Chief Marshall
- Marshall
- Technical Controller
- Time Keeper
- Doctor on Duty
- Speaker

Compulsory Volunteers required for each session

- Minimum 4 loaders per session
- Decontamination Attendant
- Medal Presentation Officer
- Audio Assistant
- Speaker Assistant