



BRITISH
WEIGHT
LIFTING

Competition Sanctioning Guidance

For setting up competitions via the Sport80 platform

1. Starting the Sanctioning Process

- To start, navigate to the 'Host New Competition' section within the club's Sport80 account. If you are unable to locate this option, you may not have permission to sanction an event. In this case, please speak to the club's super admin.
- Please then select one of the following options based on your competition type:
 - **Option 1: Competition Sanctioning**
 - For Tier 1 through to Tier 4 competitions
 - Select this option if you plan to collect entries through Sport80
 - **Option 2: Competition Sanctioning – Tier 4 Not On Platform**
 - For Tier 4 competitions only
 - Select this option if you choose not to collect entries via Sport80

2. Completing the Sanctioning Form

The registration form

- Enter the details of your event, remember:
- 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 especially 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.

Once the form is submitted, finalise the sanctioning fee payment to complete the process.

Approval Process

The competition request will be reviewed by British Weight Lifting. You will receive a confirmation email once your event has been approved.

3. Important Notes

- **Entry Fee:** BWL collects £3.50 per entry. A Stripe processing fee will also apply per entry transaction. Further details on these fees can be found in the current TCRR's.
- **Expected Number of Entries:** The number entered on the Anti-Doping page is used by BWL to cap competition entry numbers. This number can be changed at a later date via the 'Lifter Entry Options' (Please see below for further details).

4. Closed / Invite-Only Events

The option to change the competition to an invite only can be completed after the event has been approved by BWL. To change the event type, please follow the instructions below.

To create a closed event:

- Go to the Event Admin tab.
- Locate your approved competition, enter the competition admin panel, select 'Competition Info,' then 'Event Info' page
- Scroll to the bottom of the page and locate the 'Open Event' setting
- Set 'Open Event' to 'No' to make it invite-only. This will prompt a separate 'Invitees' tab to appear in the competition admin panel
- Optionally, enable a waitlist for the event under the same section.

You will then be able to invite BWL members to your event under the 'Invitee' tab.

To invite BWL members to your event, follow these steps under the **'Invitee'** tab:

- Select **'+ Add New'** to begin the invitation process.
- Search for lifters by name and add them to your invite list.
- Each invited lifter will receive an email asking them to **approve or reject** the invitation.
- Once a lifter approves the invitation, they will be able to continue the entry process as normal.
- You can view the approval status of all invited lifters within the 'Invitee' tab.

5. Lifter Entry Options

The 'Lifter Entries Options' tab has many functions.

- Within the Lifter Entries Options tab, you can:
 - Change the entry limits per gender
 - Amend the entry open and close dates
 - View how many entries have been received per category

'Entry Stage Options' Tab

Within this tab you can change the event open and closing date, this option is located under the 'Opening Closing/Dates' page.

'Category' Tab

On this tab you can see how many entries you have received per category and amend the entry number restrictions.

When selecting this tab you will be shown your competitions categories, the default categories when registering a competition are male and female, however, can amend these as you wish.

Details on this page are as follows;

- Total Number – The maximum number of lifters allowed in this category, if you wish to amend the limit please select 'Edit'
- Number Taken – The number of entries received per category
- Purchases – Which lifters have entered the category. The system will only show completed entries. Any incomplete entries can be found with the 'Entries' tab

5. Emailing the Lifters

If you wish to contact the lifters ahead of the competition, you can do so via the 'Entries' tab. The filter, located at the top left of the page under search, can be used to sort the entries.

To email the lifters, select all applicable entries using the checkboxes, then select 'Actions' and 'Email'.