

CLUB GUIDE: HOW TO HOST A COMPETITION

This guide is designed to provide summary guidance to clubs about how to host a BWL Event.

An event registered with BWL can be known as a Tier 3 or 4 Competition. These feed into Tier 2 (Home Nation) and Tier 1 (British) events.

Tier 3 events are open to all lifters to enter and are suitable for both novice and experienced lifters.

The benefits of hosting a Tier 3 Competition:

- Support local athletes – give them platform experience and totals!
- Create a positive experience for volunteers and the community
- Raise funds for your club's running costs - entry fees are usually the main source of income
- Provide athletes with qualification opportunities for Tier 1 and 2 events
- Promote awareness of your club

A Tier 4 Competition: Beginner and Hybrid Lifting Events

These events are targeted at beginners and those new to weightlifting competitions. They have relaxed competition requirements and may feature alternative foundational strength exercises and weightlifting derivatives.

FURTHER SUPPORT:

BWL Technical and Competition Rules and Regulations (TCRR)

The BWL TCRR apply to all BWL competitions and events recognised, organised and under the jurisdiction of the United Kingdom (UK) BWL Federation.

Please refer to TCRR for full details about the Rules and Regulations for BWL competitions and events.

Licensed Event Terms and Conditions

Please read the terms and conditions before registering a Tier 3 event.

The TCRR and Terms and Conditions are available at <https://britishweightlifting.org>.

Contact

Please email competitions@bwl.sport or call 01132 249 402.

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TIER 3 EVENT CHECKLIST:

1. Decide who the event is for

- Choose which age groups to include
- Choose what entry fee to charge

2. Set up the event on Sport:80

- Set up a Stripe account to receive entry fees and manage refunds (this must be done first)
- Register the event through your Club's account on Sport:80 (the fee is £37)
- Set a closing date for entries, usually 2 weeks before the competition
- Allocate an Event Organiser, Safeguarding Officer and Anti-Doping Liaison (may be the same person for each role or different people)

(See Appendix A 'Setting Up a Stripe Account' and Appendix B 'Register a Tier 3 Weightlifting Event')

3. Prepare your venue, equipment and risk assessment

- Check the venue requirements
- Obtain equipment
- Complete a risk assessment

4. Recruit Technical Officials, Loaders and other volunteers

- Recruit the appropriate number of TO's for your competition size. (See Technical Officials, Loaders, and Other Volunteers for further information) Find a Technical Official here: [Coaches and Technical Officials | Sport:80](#)
- TOs must have a valid BWL licence, if they don't, it can invalidate your entire competition!
- We recommend 2-4 loaders on a platform, as part of a bigger team rotating in
- Recruit other volunteers to help you set up, run the event, and pack away

5. Manage the entries and prepare for the event day

- Manage entry changes
- Create a Start List
- Create a Schedule
- Create a TO Rota

6. Event day

- Follow the format of a traditional weightlifting competition
- Check the date of birth of each lifter at weigh-in
- Check all TOs hold valid licenses and record their membership numbers
- Only BWL Level 2 Licenced coaches are permitted in the warm-up areas with lifters

7. Process the results

- Save your Competition Protocol (the scoreboard) electronically
- Input the competitions results onto the Results Template and upload this on Sport 80.
- Notify competitions@bwl.sport with the names of all TO's at your event.

(See Appendix C 'Results Processing Guide')

VENUE AND EQUIPMENT REQUIREMENTS:

Field of Play

- ☐ The competition platform needs to be 3x3m
- ☐ 200kg of weight (more depending on the heaviest attempt) plus an extra pair of 25kg
- ☐ 20kg bar for male lifters
- ☐ 15kg bar for female lifters
- ☐ 5kg bar for development lifters (12yrs and under)
- ☐ 2.5kg and 5kg bumper discs
- ☐ 2.5kg collars
- ☐ Spring collars
- ☐ Chalk bin with chalk
- ☐ Bar cleaning kit - surgical spirits/ antiseptic spray, wire brush, cloth and rubber gloves
- ☐ Rack for the discs (ideal but not essential)
- ☐ Broom to sweep the platform

Warm up area

- ☐ Appropriate number of warm up platforms for athletes competing.
- ☐ Power Access
- ☐ At least one chalk bin filled with chalk in the warm up area

Each warm up platform should have:

- ☐ 150kg of weight with a 20kg and 15kg bar
- ☐ 2.5kg and 5kg weights plus a 5kg bar for development lifters (12yrs and under)
- ☐ Spring collars
- ☐ Broom handles or lightweight bars

Weigh in

- ☐ Scales accurate to 10g
- ☐ Start List and Protocol Sheet
- ☐ Start List for the group to record bodyweights and first attempts. This can be done on athlete cards if they are being used, handwritten on a printout of the protocol sheet or typed directly into the protocol sheet on a laptop

Scoring system

- ☐ A laptop to run the scoring programme
- ☐ A large screen to show the scoreboard to your spectators
- ☐ Cables to connect your laptop to the screens
- ☐ Technical equipment, microphone, speakers
- ☐ An electronic or manual scoring system
- ☐ A timing clock or stop watch

Tip: It's advisable to have a manual scoring system as a backup in case of technical issues. E.g. red and white flags, cards or paddles.

If the lifters and coaches can't see the clock, you'll need to ensure that the speaker is aware of this and regularly announces the time.

RISK ASSESSMENT

We know it be daunting to do a full risk assessment so we've listed some of the most common risks to get you started and the guide to help you fill in the rest.

- Template Risk Assessment: [Tier 3 Licenced Event Risk Assessment Form](#)
- Guide: [Risk Assessment Guidance Notes](#)

SAFEGUARDING OFFICER

Appoint a Safeguarding Officer who is familiar with the BWL Safeguarding Policy to be present at the competition. Ideally, this will be the Welfare Officer of the club, but if they can't be there then it should be someone who holds an enhanced DBS/PVG and a relevant safeguarding qualification.

ANTI-DOPING LIAISON

British Weight Lifting enforces a strict zero-tolerance approach to doping and conducts a full antidoping program that covers the vital areas of education, testing (both in and out- of competition) and results management. To support Olympic weightlifting as a clean sport, British Weight Lifting requires every Licenced Event to nominate an Anti-Doping Liaison. This helps us work closely with UK Anti-Doping (UKAD) to carry out doping control measures and maintain a clean sport.

UK Anti-Doping are notified of every Licenced Event. This means UKAD can attend any event without notice to perform doping control measures. The Anti-Doping liaison is not responsible for carrying out doping controls themselves. Instead, they are responsible for welcoming UK Anti-Doping to an event and providing them with information about the competition.

Key tasks before the event

- Provide a contact number that will always be monitored during the Licenced Event
- Ensure an appropriate doping control station is part of the event planning. This is usually a private room with table and chairs for two people, close to a toilet.

At the event

- Show doping control officers the full venue, including the doping control station, warm up and competition areas
- Provide a start list and schedule to the doping control officers
- Provide any other information required by the doping control officers

You can find a range of Anti-Doping resources including an overview of our approach to World AntiDoping Agency and UK Anti-Doping rules on our website. If you see anything suspicious or know of any doping-related activity at your event you should report it immediately to UK Anti-Doping by calling 08000 32 23 32 or go to the UKAD website: www.ukad.org.uk

RECRUIT TECHNICAL OFFICIALS, LOADERS AND OTHER VOLUNTEERS

As the most important people at your competition, it's important to build positive relationships with all your volunteers, offering simple things like a warm welcome, refreshments, and potentially a contribution towards expenses.

Technical Officials (TOs)

Technical Officials (TOs) ensure that the technical rules are maintained, and the sport is delivered in the correct way. It is essential that your event has the correct number of TO's who hold valid licences or your competition will not be recognised by BWL!

- ☐ Tier 3 - You'll need at least 1 x Level 3 TO, or 3 x Level 2 TOs to act as referees on a single platform.
- ☐ Tier 4 – At least 1 x Level 2 TO to act as a referee
- ☐ You'll also need at least 1 x TO in each weigh in, 1 x TO as Speaker, 1 x TO as Timekeeper, 1 x Marshal. (Please note the speaker, marshal and timekeeper can be the same person; it is not a requirement that they are separate roles.)

TOs must provide evidence of a valid BWL TO licence.

How to recruit TOs

1. Ask any members at your weightlifting club to find out if they are qualified to officiate as a Technical Official.
2. Look into the possibility of getting someone at your club to complete the BWL Level 2 Technical Official course and then obtain a licence. This is a good way of ensuring the reliability of Technical Officials for current and future events.
3. Use [BWL's Coach and TO Locator](#).
4. Ask local or familiar weightlifting clubs to see if they have any members that are qualified Technical Officials that wouldn't mind helping at your competition.

TO Licencing

All TO's must hold a valid licence, or your competition results will not be recognised by BWL.

Ask your TO's to show you their valid BWL licence ahead of your competition. (Do not accept an email confirmation or certificate as this does not prove that the licence is valid on the day of your competition).

'Technical Official – Coach and Technical Official' (accepted)

'Coach and Technical Official – Coach and Technical Official' (accepted)

- ☐ **'Coach – Coach and Technical Official'** (cannot be accepted as the individual is licenced to coach only, not to officiate)

If you are unsure whether your TO holds a valid licence, please contact enquiries@bwl.sport

You must also notify competitions@bwl.sport which TO's refereed at your competition for your results to be approved.

Loaders

Loaders are also some of the most important volunteers at any competition. Although it doesn't require any specific qualifications, loading is a physically demanding task.

- We recommend 2-4 loaders on a platform, as part of a bigger team rotating in

Other volunteers

Consider other help you may need on the day, for example to set up, provide refreshments, help run the event, and pack away.

ENTRIES, START LISTS, AND SCHEDULES

Entry Changes

- Sport80 does not currently support entry changes so lifters may contact you directly about this.
- Refunds are at your discretion. It is important to note that any refunds processed will be subject to non-refundable transaction fees.

Create your Start List and groups

There are two common ways to allocate groups on a start list:

1. By body weight category
 2. By entry total (so that lifters with similar entry totals are grouped together)
- Sessions should have no more than 16 lifters in; you may have to split sessions into an A and B group.
 - Men and Women cannot compete in the same session unless they are developmental age (U10/U12)

When creating your start list you should take into consideration how you are going to be awarding medals:

1. By Weight Class
2. Using Sinclair points (A formula used to compare lifters of different bodyweights)
3. Using GAMX (A formula used to compare lifters of different bodyweights and genders)

What should be on your start list?

The key pieces of information you should include on your start list for are:

- First name and last name
- Age group
- Bodyweight category
- Entry total

- Club name

What shouldn't be on it?

Some information shouldn't be include on your start list for data protection:

- Date of birth
- Address
- Any contact information
- Photos

Create your Schedule

When you start list is finished, you can use it to work out your groups for the competition. There are a few points to remember when allocating your groups:

- On average, each lifter should be allocated 10 minutes.
- If there are six or fewer lifters in a group, you will need a 10-minute break after the Snatch.
- Most competitions alternate between a male group and the female group.
- The weigh in must finish at least one hour before the start of the group.

Complete a TO Rota

Once you have a complete competition schedule, issue this out to your TO's and volunteers.

Depending on the size of your event you may also want to create a to schedule to keep track and help TO's know when they are needed.

EVENT DAY

All Tier 3 events should follow the format of a traditional weightlifting competition.

- Identification (preferably photo ID), and date of birth of each lifter needs to be checked at weigh-in
- For Tier 3 events athletes need to weigh-in in a singlet or shorts/t shirt. There is a 250g allowance for the clothing, ensure that the 250g is deducted from the weight listed on the scales and record this value. The scales ideally need to be able to measure to 10g
- For Tier 4 a weigh in is optional.
- Only BWL Level 2 Licenced coaches are permitted in the warm-up areas with lifters
- Make sure you save the competition protocol sheet from your event to help with your results upload

PROCESS THE RESULTS

Results

After the event, you need to submit the results as soon as possible, so they can be included in the National Ranking list.

1. Save the competition protocol sheet from your event.
2. Download the 'Results Template' from the 'results submission' tab on Sport80
3. Fill out the template and upload it in the same tab ready for approval.
4. Notify competitions@bwl.sport that you have uploaded your results and provide them with a list of TO's who refereed at the competition.

Note: If you do not notify competitions@bwl.sport of the TO's at your event, they will not be able to validate and approve your competitions results.

(See Appendices 'Results Processing Guide')

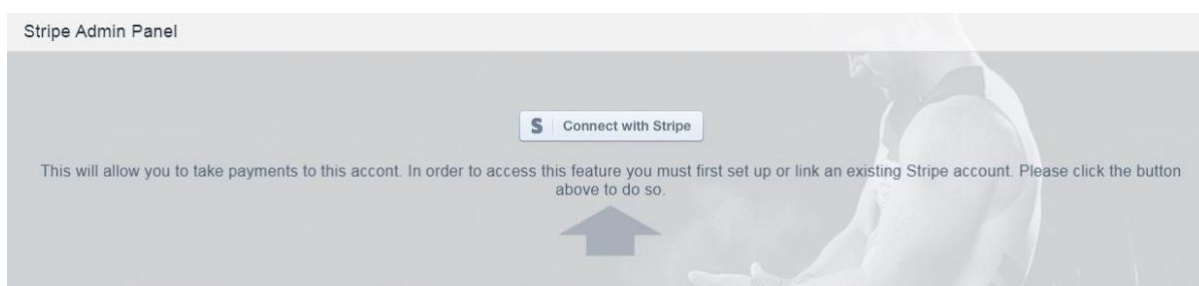
APPENDICES

APPENDIX A

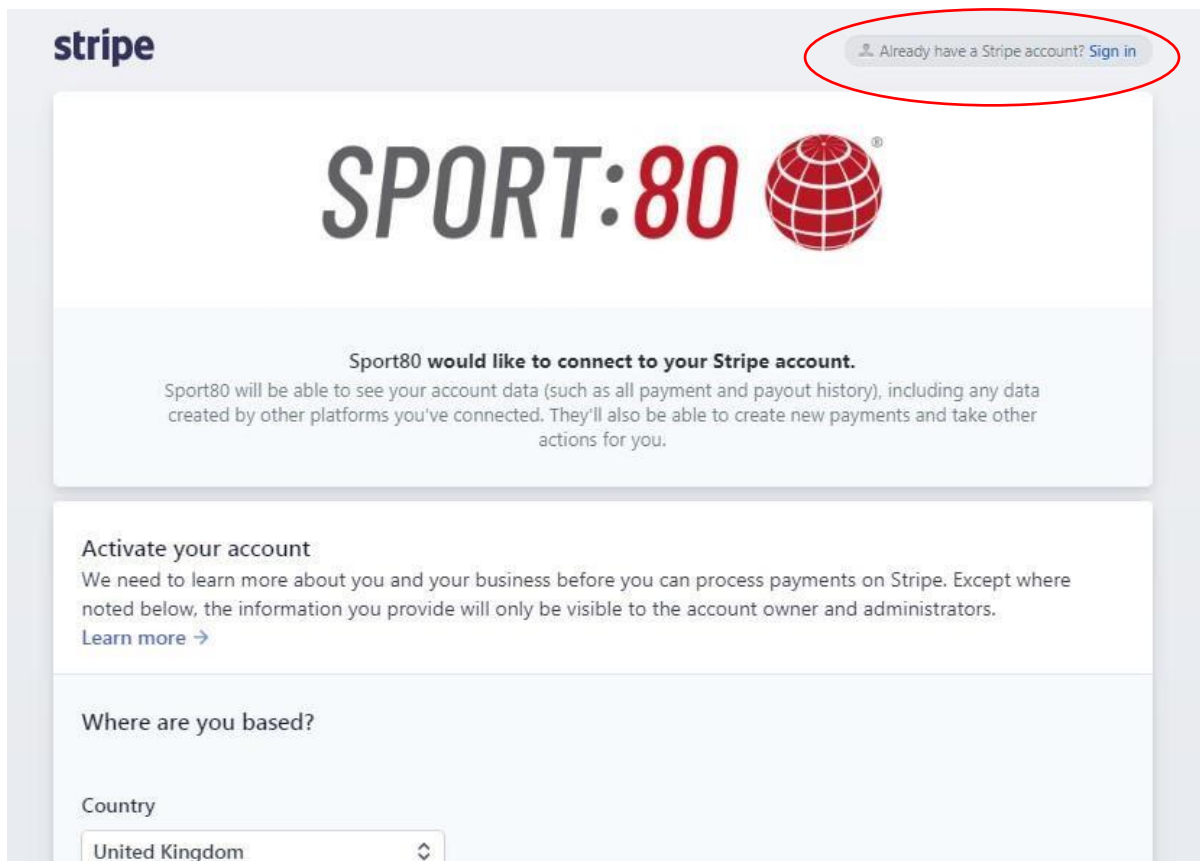
Set-up a Stripe Account on Sport:80

All entry fees for events are processed through Sport80. To receive entry fees for your event, you'll need to set up a Stripe account and link it to your club's BWL account. To do this, please take the following steps:

- Log into your club account
- Click 'Admin' in the banner at the top right
- Click 'Stripe' in the banner on the left
- Click 'Add New'
- Click 'Connect with Stripe'



You'll then be redirected to another page to set up an account through Stripe. If you have an existing Stripe account, you can link it to the club's Sport80 account by clicking 'Sign In' at the top right.



stripe

Already have a Stripe account? [Sign in](#)

SPORT:80

Sport80 would like to connect to your Stripe account.

Sport80 will be able to see your account data (such as all payment and payout history), including any data created by other platforms you've connected. They'll also be able to create new payments and take other actions for you.

Activate your account

We need to learn more about you and your business before you can process payments on Stripe. Except where noted below, the information you provide will only be visible to the account owner and administrators.

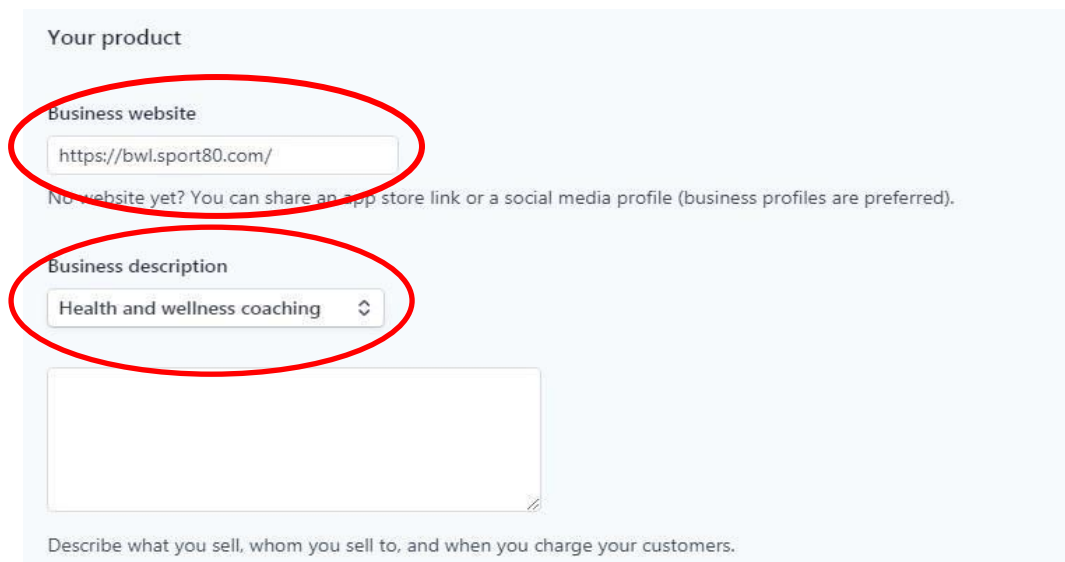
[Learn more](#) →

Where are you based?

Country

United Kingdom

If you don't have an existing Stripe account, please work your way through the application form to set up a new Stripe account. Make sure to include your club website or social media page. For 'Business Description, the closest match is likely to be 'Health and Wellness Coaching' but you can pick another option if you feel it better describes your business.



Your product

Business website

<https://bwl.sport80.com/>

No website yet? You can share an app store link or a social media profile (business profiles are preferred).

Business description

Health and wellness coaching

Describe what you sell, whom you sell to, and when you charge your customers.

Some details are optional so don't worry if you don't have a Company Number or VAT Number.

Individual or sole proprietor details

Your Stripe account needs to be activated by someone with significant management responsibility or control over bwl.sport80. If that's not you, please ask an authorized executive, senior manager, or business owner from your company to complete this form.

Legal name

Phone number

Date of birth

Home address

Credit card statement details

This information may appear on your customers' credit card statement. You can change it at any time.

Statement descriptor

The name for your business that your customers will recognize. This may be the legal entity name, or a trading as name.

Support phone number

Bank details

Bank account currency

Sort code

Account number

Confirm account number

You need to authenticate your account – the easiest way to do this is by text message. You will be sent a PIN by text which you'll need to enter when prompted. Once you click on 'Authorize access to this account, your new Stripe account will be set up and connected to your club's BWL account.

Two-step authentication Required

Strengthen your account's security by protecting it with either your phone or authenticator app in addition to your password. This will help ensure that no one else can log in to your account.

Almost done! Save your Stripe account.

Email

Password

You'll be taken back to Sport80 (bwl.sport80.com) right away.

By submitting this form, you agree to the [Connected Account Agreement](#), to receiving autodialed text messages from Stripe, and you certify that the information provided is complete and correct.

APPENDIX B

Register an Event on Sport:80

Results

- 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 – Not On Platform

- For Tier 4 competitions only
- Select this option if you choose not to collect entries via Sport80

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

- 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 very 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.

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).

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.

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

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'**.

APPENDIX C

Tier 3 Competition Results Processing Guide for Sport:80

This guide explains how to submit the results of your competition to British Weight Lifting so they can be verified, approved and uploaded quickly after your event.

Part 1 – The Protocol Sheet

At the end of your competition the first thing you need to do is save your competition protocol sheet (the scoreboard) electronically, email it to competitions@bwl.sport and print it out if possible. You'll need this document to help with the next steps.

Part 2 – The Results Template

To get competition results to show on the BWL rankings list, they must be put onto a template and uploaded into the Sport 80 competition system. We recommend two people doing this job together to speed it up.

When you register your competition, you automatically gain access to submit the results of the competition through the Sport 80 competition system and we'll now run through how to do that.

Step 1: Get the Results Template

The 'BWL Results Template' (Excel document) is available within the competition admin panel under 'Results Submission'. The template is only available to download once the competition has taken place.

Step 2: Prepare the Protocol Sheet and Entry Report

To fill in the Results Template, you need two sets of information; the protocol sheet, and the entry report for your competition. You've already got the protocol sheet so now we'll look at how to get the entry report.

- Log in to your club account – to change from your personal account, click the menu button in the top-right corner and select the club account. Once in the club account, click 'Admin', then 'Events' on the left side of the page, then 'Competition'.
- You'll now have a list of competitions that you can access as an administrator. Find the competition you are working on and click the cog icon on the right side of the page, this takes you into the admin panel for the event.
- Inside the admin panel there is a menu on the left side of the page, you need to find and click on 'Reports' and then click to download the 'Lifters Report'. The lifters report will contain all the entry information for your competition, and most importantly for this task, the membership number for every lifter who entered your event.

Step 3: Fill in the Results Template

Now you've got all the paperwork you need to fill in your results template and upload it into the Sport 80 competition system. Below is a miniature version of the template with some notes on how and what to put in each field.

Field Name	Lifter Membership ID	Official Member ID	Lift Date	Age Category	Bodyweight	Snatch Weight 1-3	Clean & Jerk Weight 1-3
What to put in	The membership number for the lifter	The membership number for the center referee	The date the competition took place. Take care to type it the same way as in the column title	Select the age category from the dropdown list. Make sure to check the age ranges in the TCRR	Put in the lifter's exact bodyweight from weigh in. the Sport 80 competition system will then automatically put them in the right category	For good lifts just type in the number, e.g., 45 For no lifts put a minus sign in front e.g., -45 If no attempt, then put in a '0'	

The system will reject your upload if:

- You've added any columns or tabs to the template
- You've changed any of the formatting
- A membership ID cell is left empty - you should already know the center referee's membership number from when you checked their TO license but if you do need to check, you can ask BWL
- A result cell is left empty - if a lifter didn't make any attempts but did weigh in, still include them but set the weight attempt fields (columns F-K) to '0'
- If using the OWL system, that data can be copied over from the systems results template. Sport80 will recognise the bracket no lift.

The Sport 80 competition system will not accept results for under 12 results due to the different results format using technique points.

Step 4: Upload the Results Template

Now you've filled in the template, you need to save it and then upload it into the Sport 80 competition system for BWL to check and approve. To do this:

- Find the competition on Sport 80 and look for 'Results submission'.
- Now click on 'Choose a file' and select the template you have just completed and then click 'Upload'.
- The results will appear on screen and ask you to 'Confirm'.
- If there are any errors, they will pop up at the top of the screen in a box. You'll need to correct them and then follow Step 5 from the beginning.

What happens next?

After uploading your results, the BWL competitions team will get a notification that results have been uploaded and need to be reviewed. The team will check the results to make sure there are no obvious errors and then approve them.

As soon as the BWL competitions team approves the results, they are immediately included in the national rankings. If you are notified of any errors, it's important that you contact British Weight Lifting at competitions@bwl.sport immediately so we can rectify them.