

Operating Procedures
for
Weightlifting State Organizations (WSOs)
representing
USA Weightlifting, Inc. (USAW)
June 8th, 2022

Weightlifting State Organizations (WSOs) of USAW – Operating Procedures

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USAW Bylaw Provision for Weightlifting State Organizations (WSOs) are found in Section 5.9 of the USAW Bylaws. These operating procedures will facilitate and guide the WSOs.

1. Financials:
 - a. Each WSO will receive quarterly updates on WSO financials provided by the USA Weightlifting National Office Finance and Compliance Department in accordance with Section 5.9.A. of the USA Weightlifting Bylaws (See WSO Financial Document for further guidance).
 - b. WSO Committee President may inquire at any time about their WSO financial transactions.
 - c. The WSO Committee President is the only member of the committee that may request funds on behalf of the WSO. When requesting funds, the WSO President will send the request to USAW and include the entire committee on the e-mail for transparency.
2. Local Variances
 - a. Local variance to regulations shall be permitted within WSOs, by submission to the USA Weightlifting Board of Directors, otherwise the USAW Bylaws and the provisions made within take precedence. Any such variance shall be published to all members of the WSO on the Team USA Resources page for WSOs. It is the obligation of the WSO President to communicate via e-mail.
 - b. The WSO Committee President is the only member of the WSO Committee who may fill out the application for the local variance request for submission.
3. Elections:
 - a. In accordance with Section 5.9.C. of the USA Weightlifting Bylaws, half of the WSOs will face re-election in 2023, and the other half in 2025, rotating for 4 years thereafter. The WSOs listed as 1-13 in the Bylaws will be re-elected in 2023.
4. WSO Representative Roles:
 - a. The WSO Committee President will be appointed via an interview process by representatives from the USA Weightlifting Board of Directors, USA Weightlifting WSO Council, USA Weightlifting AAC and Staff.
 - b. The WSO Committee President will fulfill three responsibilities: submission of meeting minutes, requesting funds, ensuring quarterly communications with WSO members and tracking local variances. These responsibilities may be delegated to other committee members, but the President is responsible for submission of such items.
 - c. WSO Committee representatives will not have assigned titles and will represent their entire WSO constituency (technical officials, athletes, coaches, and volunteers).
 - d. WSO Committee athlete representatives will represent the athlete constituency of their WSO.
5. Responsibilities:
 - a. USA Weightlifting Staff will provide guidance, mentorship and support for athletes, coaches, and club members. Staff will provide such guidance on event management, outreach, event qualification, and any other topic that may result in the progression in growing the sport of Weightlifting in the United States of America, in accordance with the USAW mission statement.

- b. WSO Committee representatives will report any issue regarding a breach of any USAW code (e.g. Code of Ethics, SafeSport) or Anti-Doping offenses to the appropriate jurisdiction.
- c. The WSO does not investigate formal complaints, even when they might occur in a WSO competition, but instead should ensure full cooperation is given to the U.S. Center for SafeSport, U.S. Anti-Doping Agency, USA Weightlifting, and/or Law Enforcement as appropriate.
- d. WSO Committee representatives will disclose all conflicts of interests annually or at any point of time when conflicts have changed, regarding their work on behalf of the WSO to the USA Weightlifting Staff.
 - i. An example of a conflict: A committee member owns a graphic design business and profits from creating graphics for the WSO.
- e. WSO Committee representatives will not use the WSO as a mechanism for self-promotion, business advancement, or financial gain.
 - i. Exceptions: The promotion of all local meets and courses, including those being held by committee members will fall under the responsibilities of the committee.
- f. WSO Committees will stay up to date on USAW policies and best practices sent via e-mail, newsletter, and social media.

6. Meeting Minutes

- a. Meetings will be held no less than twice a year (preferably quarterly).
- b. WSO meetings must have a quorum of at least two thirds of the representatives to conduct official business. If the quorum is not met, the meeting must be adjourned and rescheduled
- c. WSO meeting minutes will be sent to the USAW general inbox (usaw@usawweightlifting.org) in PDF format. USAW Staff will then post the meeting minutes on the website for transparency and access.

7. WSO Championships

- a. Every WSO will host a yearly WSO Championship. If no annual Championship takes place, the WSO may forfeit 5% of its annual membership rebate revenue.
- b. WSO Championships will be open to members of their respective WSO.
- c. In the event a WSO chooses to make registration open to any members (from outside the WSO), those individuals will not be eligible for awards. This information will be posted in the meet entry informational page.
- d. WSO Championships will be registered and managed through BARS. USAW Staff will sanction the championship and the sanction fee will be taken from the registration fund.
- e. Meet registration fees from the WSO Championship will be allocated from the USAW Stripe Account to the respective WSO account.
- f. The WSO Championship will provide open, youth, and masters individual categories.
- g. The WSO Championship will provide open, high school, and university team categories.
- h. The WSO Championship will allow athlete participation under the USA Weightlifting adaptive athlete policy.
- i. If your WSO Committee agrees upon bidding for the WSO Championships, the bid must be open to all WSO club administrators. If a bidding club is on the WSO Committee, or

any committee member is a part of the club, the WSO representative(s) must recuse themselves from the vote.

- j. For multi-state WSOs, in the case an individual state championship will still occur, it will be considered a local meet. For single-state WSOs, the individual state championship is the WSO Championship.

8. Metrics

- a. The WSO Metrics refer to Section 5.9(h)(1). (Re)Appointment of the WSO President will be subject to review with consideration of their mentorship and growth plan as it relates to the Metrics.
- b. The WSO Metrics have been designed as a baseline to facilitate growth and direction for the WSO Committees. A review of the metrics will take place annually.
- c. List of Metrics:
 - i. % Retention of USA Weightlifting Members within the WSO
 - ii. Net Increase of USA Weightlifting Members within the WSO
 - iii. Net Increase in WSO Sanctioned Events within the WSO
 - iv. % Increase of Black, Indigenous, People of Color (BIPOC) coaches within the WSO
 - v. % Increase of Black, Indigenous, People of Color (BIPOC) athletes within the WSO
 - vi. % Increase of female coaches within the WSO
 - vii. % Increase of female athletes within the WSO
 - viii. % Increase of LGBTQIA+ athletes within the WSO
 - ix. % Increase of LGBTQIA+ coaches within the WSO
 - x. % Increase of disabled athletes within the WSO
 - xi. % Increase of disabled coaches within the WSO
 - xii. % Increase of veteran/active-duty athletes within the WSO
 - xiii. % Increase of veteran/active-duty coaches within the WSO
 - xiv. % Increase of University Clubs within the WSO
 - xv. % Increase of High School Clubs within the WSO

9. Communications

- a. WSO Committees will send quarterly written updates to their membership, including the upcoming competition and coaching education calendar in their respective area, as well as any developments in the WSO.

10. Records

- a. The WSOs must keep published WSO records on their website. The link to access all WSO websites will be on the Team USA WSO Resources page. USAW can provide WSO website hosting, contact USAW staff for more information.
- b. The standard rules of WSO/State records are as follows:
 - i. The individual must reside in the WSO and be a member of the WSO.
 - ii. Records may be set at any USAW National meet (including Masters), International meet (including Masters) or meet held in the WSO.
 - iii. They may not be set at a WSO-level meet outside of the WSO.

11. WSO Training and Resources

- a. All WSO Committees are required to complete the following training;

- i. SafeSport
- ii. USADA
- iii. Governance committee procedures
- iv. DEI best practices

12. WSO Contracts and Services

- a. In the case a WSO requires contract labor or services they must follow the minimum requirements:
 - i. Minimum of 3 RFPs (request for proposals) must be reviewed by the WSO Committee as a whole. All RFPs are subject to review by the National Office.
 - ii. In the case a WSO committee member submits an RFP, they must declare a conflict of interest and recuse themselves from the vote for selection.