

COMPETITION SECRETARY ROLES AND RESPONSIBILITIES

Timeline: Countdown to Competition

| Approximate Day-by-day Countdown to competition | |
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| 31 | Close of Registration |
| 30 | Competition Director creates start list and tentative competition schedule |
| 29 | CS reviews tentative competition schedule and provides feedback to Comp Dir |
| 28 | Competition Director Creates TO sign-up sheet & shares with testing coordinator. TO sign-up sheet is locked. |
| 28 | Testing Coordinator schedules testing candidates, when finished, notifies Competition Director. |
| 26 | Competition Director creates a folder for Source of Truth and gives editorial access to the CS. |
| 26 | Comp Dir unlocks spreadsheet and emails all TOs an invitation to sign up for competition: Cat 1 first, then Cat 2, National, and LWC |
| 26 | Competition Director posts TO sign-up link on TO FB page |
| 25-10 | CS and Competition Director monitor sign-up sheet. If there is concern with staffing, a solution is sought between the two. Competition Director will reach out to individuals asking for support. |
| 10 | CSs communicate with Competition Director & Tech Comm Chair regarding specifics to be discussed at Referee Briefing. Designate who will cover specific information. |
| 8 | Update SOT with any specific information to the specific event. Access given by Competition Director. |
| 5 | Referee Briefing led by Competition Director with coordination and information regarding Technical Officials by CSs. |

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| 4 | VFE (this could be changing to two weeks prior to competition) Will update when the change is official. |
| 4 | Competition Director creates the final schedule and shares it with all TOs and participants. (see above) |
| 3 | Competition Director (or CS if asked by CD) updates schedule & locks it. (see above) |
| 3 | Testing Coordinator updates testing candidate schedule. Notifies Competition Director when finished (see above) |
| 3 | Schedule is unlocked |
| 2 | CS and Competition Director continue to communicate regarding staffing. If there are concerns about staffing, share them with the Comp Dir. They may have solutions. |
| 0 | First day of competition |
| Post Competition | Review the TO payout documentation as sent by the Competition Director. |

RESPONSIBILITIES AT EVENT

1. Competition Secretary must attend all weigh-ins.
2. Competition Secretaries have the final say on ALL questions of ID, eligibility, etc. Technical Officials serving in weigh-in are not authorized to tell athletes they are not eligible to lift without first speaking to a CS.
3. For questions in the WhatsApp regarding rules, protocols, or procedures, the CS should answer. Not other TOs.
4. Know which doors will open and what time every morning, and have a phone number of whom to call (venue staff) if they aren't open on time.
5. Make sure a CS is present for all weigh-ins and provide cover as needed
 - a. Subsequent days: Make sure there is proper coverage for all weigh-ins and if there isn't be prepared to fill in
6. Arrive 30 min before first weigh in each day of the event

7. Check scales for correct calibration before the first weigh-in and at 2pm each day.
 - a. If there is a discrepancy, notify Competition Director who will call for recalibration.
8. Be present through the last lift of the day each day of the event (not necessary to stay for awards).
9. After the final schedule is posted make sure the TO spreadsheet is correct:
 - a. Session times match the final schedule
 - b. Verify genders noted on spreadsheet are correct
10. Set up weigh-in rooms the night before to ensure everything is ready
 - a. Cards and weigh-in call sheets have been printed
 - b. Set up stacks of session passes for each session (3 per athlete)
 - c. Put cards, call sheets, and passes into appropriate weigh-in rooms
 - d. Make sure there are enough supplies in each weigh in room - pens, correction tape, scotch tape, etc
11. Understand how to handle masters and youth who choose to go up a weight class
 - a. All youth and masters can move to the next weight class if they don't make weight. They will remain on the same platform unless their new weight class is lifting at the same time on another platform. If it's feasible, they will be moved to that weight class's platform. Their results will be noted at the bottom of the scoreboard under "results from previous sessions."
12. After weigh-in deliver cards to Competition Director
 - a. DO NOT fold or write start numbers on cards
13. Suggest walking the event floor the night before start of the comp:
 - a. Make sure marshal tables and monitors are set up to be viewable for marshals
 - b. Prep marshal tables with supplies (pens, safety pins, bib numbers)
14. Walk the event floor in the mornings to ensure everything is set up for the different roles
 - a. Throw away any trash left in TO spaces

- b. Collect lost items and take them to lost and found (Usually at registration desk)
 - c. Make sure marshal tables are prepped (supplies provided by USAW)
 - i. Red pens, Blue/Black pens
 - ii. Safety pins
 - iii. Make sure bibs are counted out and ready to go before the start of each day. Place stack of bibs on Marshal Table out of the way. 6 sessions = 6 stacks
15. Check all chalk bins for both chalk and resin
16. Walk the perimeter and make sure barriers are properly set
17. Know where all the supplies are
- a. Pens, safety pins, bibs
 - b. Chalk, resin
 - c. Disinfectant and cleaning materials
 - d. Brooms
18. Understand the venue
- a. Where are the bathrooms
 - b. Know where medical is set up
 - i. There is medical staff sitting near the platforms in case of emergency
 - c. Are there other events going on at the same time?
19. If there are food vouchers, carry a stack with you and make sure people have them
20. Keep an eye out for need for water or snacks
- a. Often people will be stuck at a platform with very little time to go to the bathroom much less get food/water.
21. Know the transportation options to and from the venue
22. Care for the security folks too!
- a. See if they need water, snacks or coffee since they cannot leave their posts. They are powerful allies.

23. Pay special attention to getting people signed up for weigh-ins. If you don't have people signed up, be mindful of which CS is available to do the weigh-in alone.
24. Make sure the TOs signed up for weigh-ins are the correct gender. Often when sessions are moved around, this is missed.
 - a. The TO outside the door checking IDs can be of either gender.
 - b. Please try to have two TOs in the room for each weigh-in. This protects the TOs and athletes.
 - c. Ensure all roles are filled in the TO spreadsheet and TOs are in place prior to the start of each session.
 - d. Exceptions to this are timekeeper and TC - Announcers often prefer to do timekeeper themselves and when short on people, we will often only have TCs for testing sessions. Be aware of who is testing and make sure you don't move them around. If it's absolutely necessary, discuss with the testing coordinator and/or Chair of the Technical Committee.
25. There are times when a platform will get behind and if someone is switching platforms for the next session, they may not be able to get there in time. Keep a close eye on these situations as you are reviewing the sheet and do your best to keep people on the same platform when working back to back sessions.
26. Communicate regularly via WhatsApp private chat with the Competition Director regarding platform timing. They are in the venue and can give updates.
27. Use the WhatsApp group when you need someone to jump into a seat or need to rearrange assignments. Permanent link is on SoT.
28. Keep an eye out for questions and calls for assistance in the group.

MANAGING DISPUTES AND RULE INTERPRETATIONS

1. When talking with TOs about how to interpret and/or enforce rules, encourage people to understand the spirit vs a strict interpretation.
 - a. Explain, unless it violates a rule, give the athlete the benefit.
 - b. Assume positive intention and seek to understand.
 - c. ANY decision that negatively affects an athlete's participation must be discussed with the CS and competition director. DO NOT send an athlete away for any reason than being over weight for their registered class. ANY other scenarios must be discussed.

- d. Discuss any change of policy with the Competition Director.
 - i. If there is a change of policy, write the change of the SOT and notify ALL TOs of the update via WhatsApp.
2. TOs are often the first point of contact for many athletes and coaches. Please remember you are there to help facilitate the athletes, coaches and spectators in having an amazing event.
3. Diversity - All athletes have the right to request specific pronouns. Model usage of the correct pronouns or when in doubt, they/them is the safest path.
4. Any questions regarding a transgender athlete's participation will have been addressed during their registration process. All athletes are required to adhere to current policies for weigh-in. Be respectful of all athletes.

WHAT TO BRING

1. Scissors
2. Tape
3. Pens (Mike: red and black)
4. Correction tape/White out
5. Post its
6. Highlighters
7. Power bank or charger for your phone
8. Tablet if you have one and want to use it
 - a. Make sure you can pull up the TO spreadsheet on it BEFORE you get to venue
9. Optional: Candy!
10. Mandatory: Caffeine :)

Q & A

1. What should the CS look for when reviewing the preliminary schedule for the event?
 - a. Consistency in scheduling: Lower weight classes first, C sessions before B, A...
 - i. This is also critical after the VFE. The schedule will often change and will need to be updated - times, sessions, number of athletes, etc.

- ii. The Competition Director will send that information to the CS as soon as it's ready.
 - iii. The testing coordinator will also need to look at the schedule at that time if A sessions have changed.
- 2. When should a CS become concerned about the number of slots remaining to be filled? Are there general guidelines on 3 weeks out you should be 'x' amount filled, 2 weeks out, etc?
 - a. The CS in concert with the Competition Director should be looking at the sign-up frequently beginning as soon as the sheet is released. USAW and the Competition Director will have the option of contacting people individually and asking for help.
- 3. How does the Referee Briefing work?
 - a. The Referee Briefing is managed by the Competition Director. They will share information re:
 - i. Food vouchers
 - ii. Parking
 - iii. What time the doors will be open in the am
 - iv. And, any other event specific information
 - b. The CS will coordinate on any specific concerns they have for the upcoming event and will have an opportunity to speak to those concerns at the briefing.
 - c. The Technical Committee Chair (or their delegate) will lead a discussion around any rules updates.
 - d. All email communication will be managed and sent out from USAW, NOT an individual CS.
- 4. What's the best method for communicating with all TOs during an event?
 - a. There is a WhatsApp Group specifically for USAW TOs.
 - i. Encourage all TOs to join. The QR code and link should be posted on the Source of Truth.
 - ii. CSs and CD will form a separate group where they can communicate.
- 5. What is the Source of Truth?
 - a. The SOT is a living document where all updates regarding the event are noted. The link exists on line 7 (or near) of the TO sign-up sheet.
 - b. The SOT is the place to update all TOs on any information regarding the event. The CS will be given editorial permission from the MD.

- c. Any questions (FB, Instagram, etc.) will be answered there. Refer anyone and everyone to the SOT for the most updated information. That way everyone has access to the same information.
6. How does testing for referee advancement work at an event?
- a. The Chair of the Technical Committee and a Testing Coordinator will manage the assignments of all testing candidates at a given event.
 - i. Before the sign-up sheet is released to the TOs, the coordinator will assign +/- 15 testing sessions to the candidates.
 - ii. CS should check with the coordinator before moving candidates, especially from any A sessions.
 - iii. The assigned testing sessions could change after the VFE and final schedule are released. If so, then the coordinator will move the testing candidates to more appropriate sessions. They will notify the CSs and any individuals whose schedule changes because of this update.
7. Who gives the announcement to athletes and coaches prior to weigh-in?
- a. With the information posted outside the weigh-in rooms, it should not be necessary to have anyone give an extended speech.
 - b. An short announcement should be made outside each weigh-in room with the following information:
 - i. Red platform weigh-in begins in 3 minutes. It will be for: Session __, Men or Women, __KG.
 - ii. Instruct athletes and coaches to read the information on this poster (point to it). If they have further questions after reading, answer them to the entire group present if possible. Everyone should have the same information.
8. Who checks the scales?
- a. The day before competition the scales are calibrated by a professional. That is verified by the Competition Director.
 - b. The CS will check the scales before the first weigh-in and at 2pm every day. If there is a discrepancy between the scales (including check scale), they will notify the MD who will call in the professional calibrator.
9. Should athletes be allowed to check their weight on scales other than the Check Scale?
- a. No, not unless there's a problem with the Check Scale.
 - b. If possible, lock the weigh-in rooms when not in use.

10. How do we handle transgender athlete weigh-ins?
 - a. All athletes register in either a men's or women's session. They are required to follow the rules for their registration: All athletes weigh in wearing their singlet. There are no exceptions.

11. Should TOs be allowed to conduct a weigh-in their own session or that of a family member?
 - a. No

12. Who has the final say on decisions?
 - a. USAW National events are a collaborative effort.
 - b. Unilateral decisions by 1 CS are discouraged.
 - i. Have private discussions with CS counterparts regarding any exceptions to current rules and policy.
 - ii. Do not make any material changes to policy without consultation with CS colleagues and the Competition Director.

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Glossary of Terms:

CS - Competition Secretary

CD - Competition Director

TO - Technical Official

TC - Technical Controller

SoT - Source of Truth

TCC - Technical Committee Chair

VFE - Verification of Final Entries