



INFORMATION FOR HOSTING A TECHNICAL OFFICIALS (TO) WORKSHOP

Location Checklist:

- Does the venue have the capacity to hold 15 people or more?
- Is there an appropriate area available for a PowerPoint presentation?
- Is there enough space for attendees to sit the TO exam without interruptions or distractions?
- Is there parking available?

Facilitator:

- OWNZ has 4 pre-approved facilitators who you can approach to request their assistance for the workshop.
- If you want to utilise someone else; they must be a current OWNZ member and you need to gain approval from the TO Manager.

Workshop Promotion:

- Once the date, venue and Facilitator have been approved, OWNZ will add the Workshop to the 2019 Events Calendar, and if the timing allows for it, will also promote the workshop in the Members Newsletter.
- You are encouraged to promote the Workshop via your own social media posts.
- You are also encouraged to contact OWNZ affiliated clubs in your area of the upcoming Workshop so that they can support it.

Workshop Attendee Form:

- The easiest way to capture the contact information of the people attending your workshop is to have them commit to the Workshop via a link to a Google Form.
- The OWNZ Sports Manager can send you the Attendee Form template which you can update with your specific venue location and date and time information.
- The Attendee Form Responses must be shared with:
 - Barbara Grieve: barb.timeout@xtra.co.nz
 - Sports Manager: info@olympicweightlifting.nz
- All participants of your Workshop must be current OWNZ financial members before they attend the workshop. This will be confirmed by the OWNZ Statistician prior to the date of the Workshop.

The Technical Officials Exam:

- The new OWNZ exam questions and answers are available to download via this website: <http://olympicweightlifting.nz/resources/>
- The IWF Technical & Competition Rules & Regulations are available from the IWF website: <https://www.iwf.net/downloads/?category=38>
- It is recommended that you inform the registered participants so that they can study the rules and practise the exam questions.
- The pass rate for the exam is **80%**.
- The exam is multi choice and is held at the completion of the Workshop.
- The exam is **not** open book.
- A video exam is also in the process of being produced.

Exam Results:

- The Facilitator and/or the TO Manager will ensure the appropriate person receives and marks the exam papers, normally the TO Manager.
- ALL papers, regardless of who marks them, **MUST** be sent to the TO Manager for filing.
- The TO Manager will advise each participant, via email, of their result.
- For those who have passed, the TO Manager will forward their names to the OWNZ Statistician who will add them to the Technical Officials Register – available on the OWNZ website.
- For those who have been unsuccessful, there is a **6 month** stand down period before they can re-sit the exam.

Format of the Workshop:

- The workshop duration is approximately 2 hours, followed by 1 hour for the exam.
- During the workshop the Facilitator will explain the various TO roles and provide mock scenarios of these roles, such as Marshalling. This section will include the use of a PowerPoint presentation.
- The Exam takes place after the workshop. There is no set duration for the exam, it usually takes approximately 1 hour to complete; more time will be given for those who need it.

Note:

- It is up to the club organising the Workshop and exam to decide if there will be a charge associated to it. If a cost is attached, we strongly recommend that this charge is forwarded onto the Facilitator for their voluntary time involved in holding the Workshop.

TO Pathway:

The OWNZ Technical Officials Pathway is currently being updated; please contact Barbara with any questions in the meantime.

Time Frames Involved:

- **A minimum of 5 weeks** prior to the proposed date of the Workshop, send the APPLICATION TO HOLD A TECHNICAL OFFICIALS WORKSHOP form to the TO Manager and the Sports Manager.
- Once confirmation of the workshop is received, start promoting your workshop and make available the registration form.
- **2 weeks prior** to the Workshop date, close the registrations.
- **2 weeks prior** to the Workshop date, the attendee list needs to be sent to the OWNZ Statistician to check membership status of those who have registered.
- **2 weeks prior** to the Workshop, the Hosting Club will send a confirmation email to everyone who has registered to provide them with the website link to the IWF Technical & Competition Rules & Regulations, and exam questions and answers.
- **Within 2 weeks following** the Workshop the exams will be marked and forwarded to the TO Manager
- **Within 3 weeks following** the Workshop, each participant will receive an email from the TO Manager advising them of their exam outcome
- **12 months after** the Workshop, provided the member has completed their 2 practical club competitions and is a current financial member, the TO Manager will email the member advising them of their promotion to Level 3 TO.

If you have any questions on Hosting a Technical Official Workshop contact:

Barbara Grieve: barb.timeout@xtra.co.nz