

INTERNATIONAL POWERLIFTING FEDERATION

Organizing Checklist

This checklist is a guideline and a requirement to the organiser to provide championships of highest possible IPF standard.

These requirements are generally regarded as the minimum to be provided. If you experience any difficulty in meeting these requirements, please inform the Championship Secretary, Gaston Parage gaston.parage@powerlifting.sport and the General Manager, Emanuel Scheiber emanuel.scheiber@powerlifting.sport so any problems can be solved and participants informed of any outstanding matters, which may affect their entry to the competition.

The following checklist of organizing requirements to be provided by the organiser must be completed and returned to the IPF Championship secretary, Gaston Parage gaston.parage@powerlifting.sport, with a copy to the General Manager Emanuel Scheiber emanuel.scheiber@powerlifting.sport latest 12 months before the championships starts.

This list is a complement to the lists:

- IPF Promoters Contract

Please give your comments in the right column and sign at the end on behalf of your National Federation.

Specifications	
<p>1. Secretariat</p> <p>a) General Secretariat. A secretary function for the general organization is needed. This secretariat shall plan the transportation and welcome the lifters and officials both at the airport/railway station and at the hotel. Further, this secretariat shall provide welcome information, registration, badges for free entrance etc. During the competition a secretariat must deal with general copying, copying of result lists, preparing medal ceremonies, give information etc.</p> <p>b) Competition Secretariat table. Highly qualified people should be selected to run the competition secretariat table for expediting the competition:</p> <ol style="list-style-type: none"> 1. A <i>computer officer</i> running the competition computer program. The program must be certified by the IPF. 2. A <i>speaker</i> that master the English language and is experienced to expedite large championships. He must 	<p>State "yes" or describe any deviation from the procedure</p>

<p>know the Technical Rules in detail.</p> <p>3. One <i>person to receive the attempt cards</i> and control the time for providing these cards.</p> <p>4. One <i>person to record the weights</i> at the start cards and prepare those in correct order for the speaker.</p> <p>5. One <i>person to record manually the protocol</i> for the competition as a back up for the competition computer program.</p> <p>6. One <i>time keeper</i> to control the attempt clock.</p>					
3. Attempt cards	4. Start cards	2. Speaker	1. Computer officer	5. Manual protocol	6. Time keeper
<p>Recommended table places (see the list no. 1-6 above) for the secretariat people.</p> <p>c) Technical Secretary. The Organizer must appoint a <i>Technical Secretary</i> that shall work with the IPF Championship Secretary. He must be an IPF international referee with the duties as listed in the IPF Technical Rules. (See “<i>Order of competition – Responsibilities of officials (b) The Technical Secretary</i>”)</p>					
<p>2. Spotters / loaders The spotters/loaders must consist of minimum 2 complete and experienced teams of 5 persons each. One leader of each team should be responsible to guide the other members of the team regarding the different duties in connection with loading the bar, adjusting the rack heights, cleaning the bar and control of the lifters safety.</p>					<p>State “yes” or describe any deviation from the procedure</p>
<p>3. Training Area The training area must be equipped with 2 full stations of powerlifting equipment incl. platform, powerlifting rack, bar, collars and minimum 250kg weights for each station. All equipment must be IPF approved. The training area must be available each day from 7am until 9pm and be ready minimum 2 days prior the first competition day.</p>					<p>Need not be commented. (checkpoints)</p>
<p>4. Competition venue The competition area must be of sufficient size to accommodate the anticipated number of spectators and have required area for the platform, referees, loaders, jury, administration table and lights. If the lifting area is limited, then the jury and administration table may be located off the platform stage but in suitable positions. The overhead projector must be of high quality and projected on a large screen situated to the side of the platform. The competition venue should include items (a – q)</p>					<p>Need not be commented. (checkpoints)</p>
<p>a) Platform. See Appendix 1.</p>					

<p>The lifting platform and the organization of the lifting equipment, chairs, screens, referee lights, loudspeakers, jury table, secretariat table etc. must be planned in a professional way to work suitably. The lifting area should be marked by some kind of fencing to avoid spectators entering.</p>	
<p>b) Powerlifting Bar, Collars and Discs: 1x Powerlifting Bar 20kg, 2x Collars 2,5kg Discs: 18 x 25 kg , 2 x 20 kg, 2 x 15 kg, 2 x 10 kg, 2 x 5 kg, 2 x 2,5 kg, 2 x 1,25 kg. Record discs: 2 x 1 kg, 4 x 0,5 kg and 2 x 0,25 kg. These discs should be kept at the Jury table throughout the competition.</p>	<p>Need not be commented. (checkpoints)</p>
<p>c) Powerlifting Rack.</p>	<p>Need not be commented. (checkpoints)</p>
<p>d) Disc racks and foot blocks for benching NOTE : The blocks shall be in the range of 5 cm, 10 cm, 20 cm and 30 cm.</p>	<p>Need not be commented. (checkpoints)</p>
<p>e) Podium to accommodate 1st., 2nd. and 3rd. place winners</p>	<p>Need not be commented. (checkpoints)</p>
<p>Magnesium carbonate box with adequate supply of magnesium</p>	<p>Need not be commented. (checkpoints)</p>
<p>f) Broom, mop and bucket, scrubbing brush, vacuum cleaner and towel. NOTE : the scrubbing brush must not be of the steal type damaging the bar's knurling. A fibre brush is recommended.</p>	<p>Need not be commented. (checkpoints)</p>
<p>g) A 10% Clorex solution or similar as suggested by the doctor for use on bar if any bleeding occurs. This is a necessary precaution to stop the spread of contagious disease of blood borne pathogens.</p>	<p>Need not be commented. (checkpoints)</p>
<p>h) 3 seats for the use of the referees.</p>	<p>Need not be commented. (checkpoints)</p>
<p>i) 6 seats and 1 table on or off the platform for the speaker, speaker's assistant, manual protocol keeper, timekeeper, computer operator and the marshal for attempt cards plus all their equipment.</p>	<p>Need not be commented. (checkpoints)</p>
<p>j) Seats and table on or off the platform for the five-man jury</p>	<p>Need not be commented. (checkpoints)</p>

<p>k) An overhead daylight projector connected to the competition computer shall display the championships score sheet. The light brilliance of the projector must have a high quality (desirable ANSI 6000 Lyman) and projected on a <u>large</u> screen (desirable 4 x 4m). State the light brilliance of the projector and the size of the main screen.</p>	<p>k) State the light brilliance and the size of the screen.</p>
<p>l) Reliable lighting system in which the lights relate to the relevant position of the three referees.</p>	<p>Need not be commented. (checkpoints)</p>
<p>m) 3 sets of red, blue and yellow cards for the referees to indicate failures.</p>	<p>Need not be commented. (checkpoints)</p>
<p>n) An individual lift attempt board showing the actual weight on the bar.</p>	<p>Need not be commented. (checkpoints)</p>
<p>o) A clock visible to the lifters, coaches and audience showing the unexpired time in which the lift must be commenced.</p>	<p>Need not be commented. (checkpoints)</p>
<p>p) Table for display of trophies etc. (not on the platform)</p>	<p>Need not be commented. (checkpoints)</p>
<p>5. Warm up area The warmup area must have at least 20m x 10m in size. See <i>Appendix 2</i>. A minimum of 8 platforms State the numbers of platforms. Warm up area equipment should include (a – e):</p>	<p>Number of platforms:</p>
<p>a) Each platform shall be equipped with one bar and collars plus: 10 x 25 kg, 2 x 20 kg, 2 x 15 kg, 2 x 10 kg, 2 x 5 kg, 2 x 2,5 kg, 2 x 1,25 kg discs. (357,5 kg + 25 kg bar/collars = 382,5 kg) State the name of bar manufacturer : NOTE : All Bars and Discs <i>must</i> be IPF approved and should preferably be similar to the one at the competition platform. The surface of each warm up platform (measuring minimum 2,5 x 2,5 m) must be flat and covered with a material of non slip smooth carpet</p>	<p>a) Name of the manufacturer of the bar and list the plates:</p>
<p>b) Each platform must have Powerlifting Racks including safety racks, (preferably similar with those used in the competition platform), magnesium carbonate box etc. State the name of the manufacturer of Powerlifting Racks. NOTE: The Powerlifting Racks <i>must</i> be IPF approved.</p>	<p>b) Name of manufacturer:</p>
<p>c) Loudspeaker linked with the competition area, TV monitor showing the lifting order, TV monitor showing the score sheet and TV monitor viewing the lifting platform. State which of the above facilities will be provided.</p>	<p>c) Specify:</p>
<p>d) Free soft drinks / fresh water for lifters and officials</p>	<p>Need not be commented. (checkpoints)</p>

e) The organizer is responsible to control the access to the warming up area to only officials, coaches and lifters competing in the ongoing weight categories. Control via IPF Accreditation (Scan of Badges). The necessary equipment (Badges and Scanners) will be provided by IPF.	Need not be commented. (checkpoints)
6. Wrapping Area The size of the Wrapping Area should be minimum 8x4 m and equipped with chairs and screens according to <i>Appendix 3</i> .	
7. Weigh in room (lockable) Equipment should include (a-c):	
a) Certified digital scales. The scales certificate must be current The scales must have minimum 2 digitals after the kilogram	Need not be commented. (checkpoints)
b) Table and chairs for referees.	Need not be commented. (checkpoints)
c) The Technical Secretary will supply the chief referee for each bodyweight category with an envelope containing score sheets, equipment check sheets, rack height sheets, order of weigh in sheets, speaker's competition cards and lifter's attempt slips. These documents must be completed by the Technical Secretary by entering the names of all nominated lifters as stated at the pre-competition technical meeting. Spare blank cards etc. should be provided for any additional lifters joining a category by reason of changed bodyweight and spare copies provided of the IPF Acknowledgement and Agreement	Need not be commented. (checkpoints)
8. Equipment Check Room (lockable) This room should be adjacent to the weigh in room. Equipment should include: Table and chairs for referees. Equipment check sheets will be contained in the envelope given to the chief referee for the bodyweight category.	Need not be commented. (checkpoints)
9. Officials The promoter is responsible for appointing all officials and in sufficient numbers to ensure the efficient running of the competition. The essential officials are listed in the IPF Technical Rules book (<i>Order of Competition – the promoter will appoint the following officials</i>). Briefly they are (a – h):	
a) <i>Meet Director</i> . (Overall responsible regarding the organization. Must co-operate actively with the IPF Championship Secretary and the IPF Media Officer)	Need not be commented. (checkpoints)
b) <i>Speaker / Announcer</i> . (It is essential that he/she has mastery of the English language).	Need not be commented. (checkpoints)
c) <i>Technical Secretary</i> (An IPF international referee), with the duties as listed in the IPF Technical Rules, (<i>Order of competition – Responsibilities of officials</i>) (b) <i>The Technical Secretary</i>) must be provided by the organiser to assist the TCC and TD	Need not be commented. (checkpoints)

d) <i>Timekeeper</i> (Preferably a qualified referee)	Need not be commented. (checkpoints)
e) <i>Controller(s)</i> to limit and control the access to the warming up area.	Need not be commented. (checkpoints)
f) <i>Scorers</i> (Record the progress of the competition by both computer and manual methods)	Need not be commented. (checkpoints)
g) <i>Spotters / Loaders</i> (A minimum of two complete and experienced teams of max 5 loaders)	Need not be commented. (checkpoints)
h) <i>Doping control assistants</i> . 2-3 persons are needed to be guardians (chaperones) for lifters who are drawn to doping tests and wait for their turn to take the test. Additional officials such as doctors, paramedics, therapists etc. may be appointed as necessary.	Need not be commented. (checkpoints)
10. Changing rooms. a) All normal facilities. (State no. of rooms.) b) Sauna available	a) No. of rooms: b) yes or no:
11. Doctors treatment room. a) Consult with the doctor concerning the facilities.	a) Is a Doctor available?
12. Cafeteria. a) A cafeteria serving hot and cold food, mineral water, coffee, snacks etc. should be connected with the competition venue.	a) "Yes or no":
13. Computer system and equipment a) Competition Program. The IPF has standardized on the competition Program named "Goodlift" The IPF arranges the transport for the operator selected by IPF and the national federation must organize and pay for his accommodation and food during his stay b) Computer equipment. See <i>Appendix #2</i> https://www.powerlifting.sport/championships/for-organisers	State "yes" or describe any deviation from the procedure
14. Internet connection 1. The Organizer must make provision for online internet connection in the competition hall. Such internet connection will be used by the IPF Media Officer and the IPF Championship Secretary to publish information during and after the Championship. The internet connection for the LIVE Streaming and the IPF computer secretary need to be a fix cable line as specified in the <i>Appendix #2 – Media Team Requirements</i> on the IPF Webpage - https://www.powerlifting.sport/championships/for-organisers	Need not be commented. (checkpoints)
15. Media 1. It is recommended, that the organizer of a World Championship has his own website with all relevant information and which must be frequently updated. 2. The Meet Director, in cooperation with the IPF Media Team, is responsible in informing national and international	State "yes" or describe any deviation from the procedure

<p>Medias (newspapers, radio and TV) about this international event in advance.</p> <p>3. The Meet Director is responsible in making press releases every day during the competition in cooperation with the IPF Media Officer.</p>	
<p>16. Technical meeting Obligation of the organizer:</p> <p>a) Provide a meeting room according to the specifications in the <i>IPF Promoters Contract</i>.</p> <p>b) Provide a sufficient number (one to each nation) of updated participation lists to be given to the delegates.</p> <p><i>Agenda for the technical meeting:</i></p> <ol style="list-style-type: none"> 1. Welcome by the IPF official. 2. Welcome by the Meet Director (or another representative from the Organizing/National federation). <p>Practical information given by the Meet Director should include:</p> <ol style="list-style-type: none"> a) Details about Scales, Sauna, Transport, Banquet etc. b) Opening ceremony: 1 official and 1 lifter from each nation must take part. c) At the victory ceremony ALL participants must be prepared to march in immediately after the completion of the competition wearing national track suits. 3. Confirmation of participating lifters and weight categories (roll call by the IPF Champion Secretary). 4. Confirmation of duties for the referees (roll call by IPF Technical Com. Chairman). 5. Collection of flags and national anthems (by Organizer). 6. Any outstanding payments (by IPF representative). 	<p>Need not be commented.</p> <p>(checkpoints)</p>
<p>17. Championship office A championship office should be established close to the competition venue with qualified staff. The equipment should include:</p> <ol style="list-style-type: none"> a) Photocopier. This is essential as it will be in frequent use throughout the competition b) PC with printers. c) Adequate supply of paper for the above machines. d) Adequate supply of spare competition documents as may be required by the Technical Secretary throughout the competition. e) It is recommended to provide internet-connection and fax facilities. f) The staff should prepare the diplomas to be given to lifters and officials. g) The staff should copy starting lists after each weighing in to be given to coaches, jury and journalists. h) The staff should copy scoresheets after each competing group. 	<p>State "yes" or describe any deviation from the procedure</p>
<p>18. Media office A media office should preferably be provided close to the venue.</p>	<p>State "yes" or "no"</p>

<p>This is a room in which Press people can write and distribute their reports from the competition. The room should be equipped with some PC's and free access to the internet. The organizing crew should support the media office with starting lists, scoresheets and other relevant information. Preferably, a PC monitor displaying the competition scoresheet should be positioned in this room to update the Press people.</p>	
<p>19. Loud speaker system A loud speaker system must be provided with a good quality. In big sport halls, the installed loud speaking systems are often of rather poor quality, so a mobile system should be evaluated and used if felt necessary.. A bad loud speaking system may destroy the impression of an otherwise well organized championship. It is very important that also in the warm up area the loud speakers work well.</p>	<p>State "yes" or "no" if the loudspeakers are of good quality.</p>
<p>20. Music A music system to play the national anthems and other music must be provided. Music accompanying the lifters is under the direction of the Jury and must be terminated according to specifications in the IPF Technical Rules.</p>	<p>State "yes" or "no"</p>
<p>21. Opening Ceremony The Opening Ceremony may include a long entertaining and cultural program or be simpler but always in a formal standard which reflects the high level of a World Championship in Powerlifting.</p> <p>A minimum ceremony will be as follows:</p> <ol style="list-style-type: none"> 1. The Organizer must prepare tags with the name of each competing nation. 2. The Organizer must provide persons to carry the country name tags (e.g. school children) or give the name tags to each nation upon lining up for presentation. 3. The Organizer must line up (behind the stage) 1 official and 1 lifter from each nation behind the respective country name tags. 4. The Organizer must provide music to accompany the marching in of representatives into the competition venue. The procession shall be headed with one representative from the Organization. The procession shall line up in front of the podium facing the spectators. 5. A representative from the Organization and preferably a representative of the local government should make the welcoming speeches. 6. The IPF President or another IPF representative makes the final speech and declares the World Championships "opened". 7. The procession is marched out headed by the representative of the Organizer accompanied by music. 	<p>State "yes or no" if the procedure will be followed</p>

<p>22. Victory ceremony</p> <p>The victory ceremony must be made of a high standard as this is an important ceremony highlighted by the lifters, officials, spectators and the Media. Many pictures and videos are made, which are distributed and reflects the standard and the quality of International powerlifting.</p> <p>Together with the national anthem played for the winner, 3 national flags for the medalists may be hoisted but this is not obligatory.</p> <p>Representatives to hand out medals are appointed by the Meet Director (or another representative of the organization).</p> <p>The IPF President or another IPF representative shall be one of the persons handing over medals. In addition, one or two from the organization may be appointed.</p> <p>A minimum ceremony will be as described below.</p> <p><i>Marching in:</i></p> <ol style="list-style-type: none"> 1. A representative from the Organization (or the IPF Technical Controller) collects the result list and lines up all participants in the correct weight category behind the stage. 2. All lifters must wear national track suits to be admitted access to the victory ceremony. 3. The lifters are marched in by the organizing person together with (marching) music and lined up behind the victory rostrum. <p><i>Medal ceremony:</i></p> <ol style="list-style-type: none"> 4. Medals (gold, silver and bronze) for each discipline will be handed out first in the order of Squat, Bench and Dead lift. Finally, the big medals for the total and memory awards (if arranged for by the organizer) to all lifters shall be handed out. 5. Medals (one gold, one silver and one bronze) is presented on pillows or plates by one or preferably three nicely dressed girls/children. 6. The appointed persons, who will hand over the medals, pick up the medals and hand them to the winning lifters awaiting the call of the speaker. 7. The speaker calls first the bronze winner to enter the rostrum and he/she receives his/her medal, and then the silver medal winner and finally the gold winner. 8. When the medals for the 3 total winners are handed over and in case memory awards will be given, the speaker announces the names of the lifters for the following places (from number 4) and the lifters step forward and line up beside the medal winners. And a memory award and congratulations are handed over to each. 9. The national anthem of the winner (total) is played in a shortened version. The IPF/Organizer representatives handing over the medals stand beside the lifters. 10. When the anthem is completed and pictures taken, the lifters are marched out by the organizing person accompanied by music. 	<p>State “yes” or “no” if the procedure will be followed</p>
<p>23. Banquet</p> <p>A banquet is the closing ceremony of the Championships.</p>	<p>State “yes or no” if the</p>

<p>Here, results, awards, distinctions, thanking words etc. shall be expressed.</p> <p>The highlight is of course good food, drinks and preferably music for dancing ending the proceedings.</p> <p>The food prepared must be ample. It is a good rule to inform the kitchen personnel that powerlifters consume almost double the amount as the man in the street.</p> <p>Before the banquet the Organizer must prepare:</p> <p>a) One envelope for each nation. If Women and Men compete in the same championship, two different envelopes (one for each sex) for each participating Nation must be prepared. Each envelope must contain:</p> <ul style="list-style-type: none"> - Complete result lists from the competition - IPF diplomas – one for each participating lifter, coach and referee from that country. <p>The envelopes shall be sorted according to team points.</p> <p>b) Bring all trophies, 1 for the best lifter and 3 for the best nations of each sex.</p> <p><i>Agenda for the banquet:</i></p> <ol style="list-style-type: none"> 1. The Organizer welcomes all and passes the narrative to the IPF representatives. Two IPF representatives make the official procedure. This is the President and the General Secretary or Treasurer (if present), or other appointed IPF representatives. 2. The IPF representative welcomes all and speaks about the competition, honoring people that deserve it and thanking the organizer. A memory gift from the IPF is handed over to the Meet Director. 3. The IPF representatives hand over the envelopes to representatives from each nation. Starting with the nation that has the lowest score in the team competition. The 3 top nations receive the Best Team trophies. 4. The Best Lifter(s) are called to receive the Best Lifter trophy. 5. The Organizer may say some words to thank the organizing staff, the municipal representatives etc. 6. The IPF representative states that the official part of the championship is closed and welcomes all to the next years International Championships of the same category. 7. The Organizer or the IPF representative (as agreed upon) invites all to start the meal. 	<p>procedure will be followed</p> <p>Items 1 – 7 need not be commented. (checkpoints)</p>
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I agree that the venue requirements as listed above in the IPF Organizing Checklist will be provided by me.

Name of the championship :

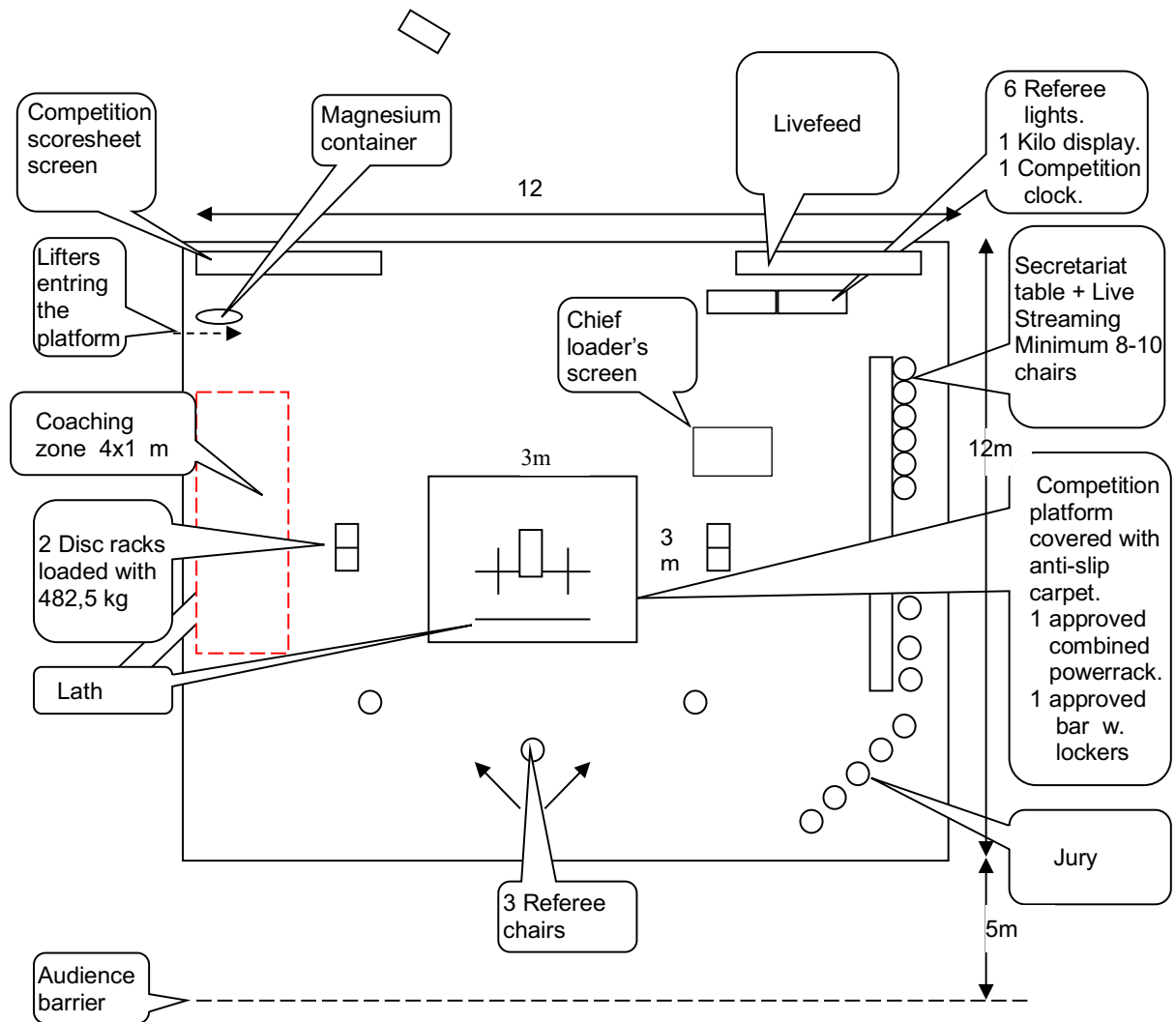
Authorized signatory for and behalf of the National Federation:

Print Name:

Date signed _____ Fax: _____ E-mail: _____

Remarks if any:

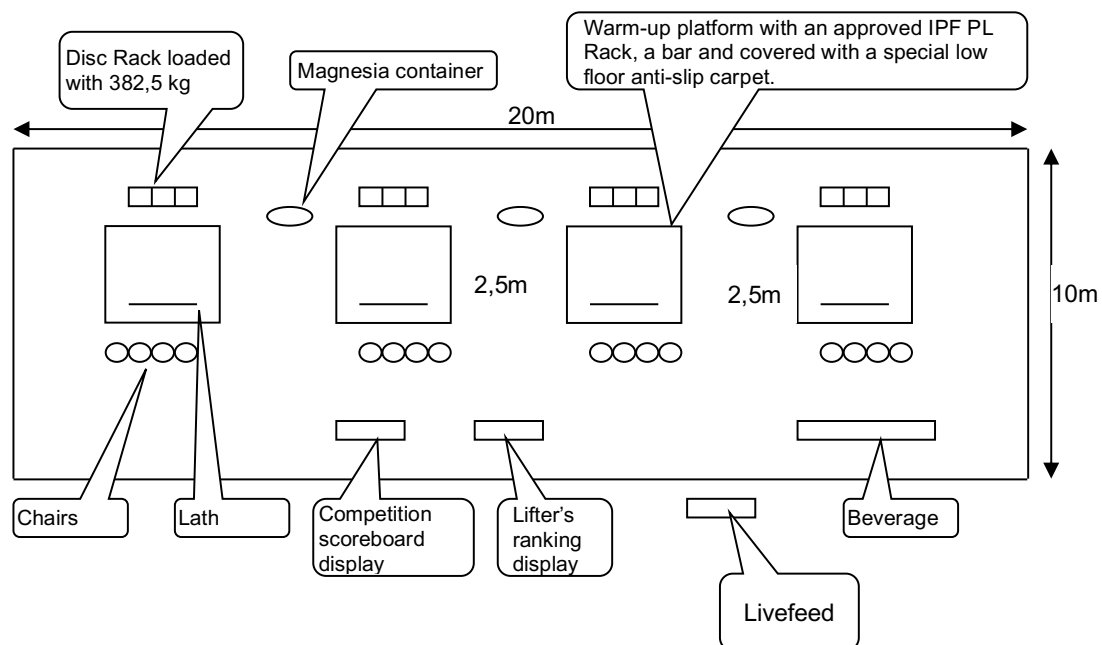
Appendix 1. Competition Area



- A built up competition area should be limited to a maximum height of 50 cm to maintain good stability. The stability is of highest importance and must be highlighted by the organiser.
- The ramp for entering a built up competition area must have a minimum width of 1,50 m and not exceed 20 degrees in elevation.
- It is optional to place the Competition scoresheet screen (for the Audience) as indicated or right beside the competition area. 2 screens should be provided – one at each side of the lifting area.
- The measurements given for the competition area are considered as minimum of 12x12 m.
- If ample space, the Jury table and the Secretariat table should be positioned at the same side of the lifting area (as indicated) to have a short distance for communication avoiding the jury members running across the lifting area to inform the speaker.

Appendix 2.

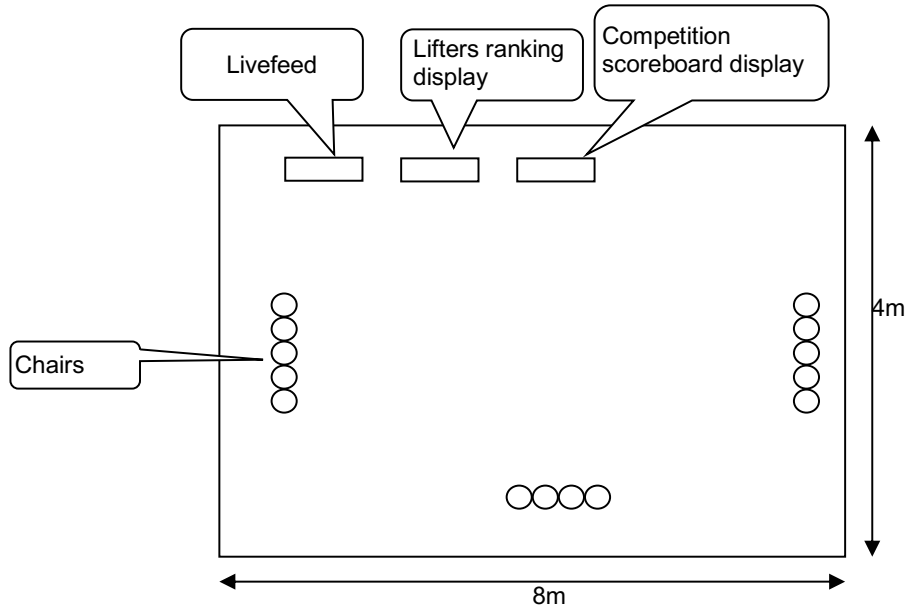
Warm up Area



The illustrated warm up area is rectangular (20m x 10m) but it can also be a square or an L-form. The most important is that the different distances between the minimum of 8 platforms must be spacious to guarantee an excellent warm up for the athletes and their coaches.

In the warmup area only IPF approved racks, bars and discs are allowed.

Appendix 3. Wrapping Area.



The wrapping area (minimum 8m x 4m) must be comfortable and spacious and include displays to view the scoresheet and the lifting order.