

INTERNATIONAL POWERLIFTING FEDERATION

Organizing Checklist

This checklist serves as a guideline and a requirement for organizers to ensure championships are conducted to the highest possible IPF standard.

These requirements are generally considered the minimum provisions. Should you encounter any difficulties in meeting these requirements, please inform:

the IPF Championship Secretary - Pjotr van den Hoek

Email: championshipsecretary@powerlifting.sport

This will allow for prompt problem-solving and ensure participants are notified of any outstanding matters that might affect their competition entry.

The following checklist of organizational requirements, to be provided by the organizer, must be completed and returned to **the IPF Championship Secretary, Pjotr van den Hoek**, at no later than 12 months before the championships commence.

This list is a complement to the lists:

- **the 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 secretariat is required for the overall organization. This secretariat will be responsible for planning transportation and welcoming lifters and officials at both the airport/railway station and the hotel. Additionally, the secretariat will provide welcome information, manage registration, and issue complimentary entry badges, among other duties. Throughout the competition, the secretariat must handle general copying, copying of result lists, preparation for medal ceremonies, providing information, and other related tasks.</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 masters the English language and is experienced to expedite large championships. He must know the Technical Rules in detail. 3. One person receives the attempt cards and controls the time for providing these cards. 4. One person to record the weights at the start cards and prepare those in correct order for the speaker. 5. One person to record manually the protocol for the competition as a backup for the competition computer program. 6. One time keeper to control the attempt clock. 	<p>State “Yes” or describe any deviation from the procedure</p>

<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 1 complete and experienced teams of 7-10 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 lifter's safety.</p>	<p>State “Yes” or describe any deviation from the procedure</p>
<p>3. Training Area The training area must be equipped with a minimum of 3 (three) full stations of powerlifting equipment incl. platform, powerlifting rack, bar, collars and minimum 400kg weights for each station. All equipment must be IPF approved. The training area must be available each day from 7am until 9pm and must be ready 2 (two) days prior the first competition day.</p>	<p>Yes/No (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. 16mx10m, for Open Worlds 16mx14m</p> <p>a) Platform. <i>See Appendix 1.</i> 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>c) Eleiko IPF approved Powerlifting Rack. 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>e) Podium to accommodate 1st., 2nd. and 3rd. place winners. f) Magnesium carbonate box with adequate supply of magnesium.</p>	<p>Yes/No (checkpoints)</p> <p>(checkpoints)</p> <p>(checkpoints)</p> <p>(checkpoints)</p> <p>(checkpoints)</p>

<p>g) 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 fiber brush is recommended.</p> <p>h) A 10% Clorox 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>i) 3 (three) seats for the use of the referees.</p> <p>j) 3 seats and 2 tables (minimum 1.5m wide each) 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>k) 7 seats and 4-5 tables (minimum 1.5m wide each) for streaming and media team.</p> <p>l) Seats and table on or off the platform for the five-man jury.</p> <p>m) A high-resolution overhead daylight projector or LED wall 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 Lumen) and projected on a large screen (desirable 4 x 3m). State the light brilliance of the projector and the size of the main screen. And a second screen for the live feed.</p> <p>n) Reliable lighting system in which the lights relate to the relevant position of the three referees. This is usually brought by the media team</p> <p>o) 3 sets of red, blue and yellow cards for the referees to indicate failures.</p> <p>p) An individual lift attempt board showing the actual weight on the bar.</p> <p>q) A clock visible to the lifters, coaches and audience showing the unexpired time in which the lift must be commenced.</p> <p>r) Table for display of trophies etc. (not on the platform).</p>	<p>(checkpoints) (checkpoints)</p> <p>(checkpoints)</p> <p>(checkpoints)</p> <p>(checkpoints)</p> <p>(checkpoints)</p> <p>(checkpoints)</p> <p>(checkpoints)</p> <p>(checkpoints)</p> <p>(checkpoints)</p> <p>(checkpoints)</p> <p>(checkpoints)</p>
<p>5. Warm up area The warmup area must have at least 20m x 10m in size. <i>See Appendix 2. And consist of a</i> A minimum of 8 platforms (preferred Eleiko) The warm up area must be on the same level as the competition area. If warm up area is not next to the competition area, extra-long cables and convertors for the screen information's need to be provided by the organizer.</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) and a deadlift jack Magnesium box and a weight rack State the name of bar manufacturer: NOTE: All Bars and Discs must be IPF approved and should preferably be from Eleiko 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>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 must be IPF approved. Preferably Eleiko</p>	<p>Number of platforms:</p> <p>a) Name of the manufacturer of the bar and list the plates:</p> <p>b) Name of manufacturer:</p>

<p>loaders) in case, the organizer does not have an own spotting team the IPF will organize one</p> <p>g) Doping control assistants. 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.</p> <p>Additional officials such as doctors, paramedics, therapists etc. may be appointed as necessary.</p>	(checkpoints)
<p>10. Changing rooms. All normal facilities. (State no. of rooms.)</p>	a) No. of rooms: Yes/No
<p>11. Sauna There should be a sauna available or at the hotels or in the venue.</p>	
<p>12. Doctors treatment room. Consult with the doctor concerning the facilities.</p>	Is a doctor available?
<p>13. Cafeteria. A cafeteria serving hot and cold food, mineral water, coffee, snacks etc. should be connected with the competition venue.</p>	Yes/No
<p>14. 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 Appendix #2 https://www.powerlifting.sport/championships/for-organisers</p>	Yes/No
<p>15. Internet connection 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 Appendix #2 – Media Team Requirements on the IPF Webpage - https://www.powerlifting.sport/championships/for-organisers</p>	(checkpoints)
<p>16. Media a) It is recommended that the organizer of a World Championship has his own website with all relevant information and which must be frequently updated. b) The Meet Director, in cooperation with the IPF Media Team, is responsible in informing national and international Medias (newspapers, radio and TV) about this international event in advance. c) The Meet Director is responsible for making press releases every day during the competition in cooperation with the IPF Media Officer.</p>	Yes/No
<p>17. Technical meeting Obligation of the organizer: a) Provide a meeting room according to the specifications in the IPF Promoters Contract. b) Provide a sufficient number (one to each nation) of updated participation lists to be given to the delegates. Agenda for the technical meeting:</p>	(checkpoints)

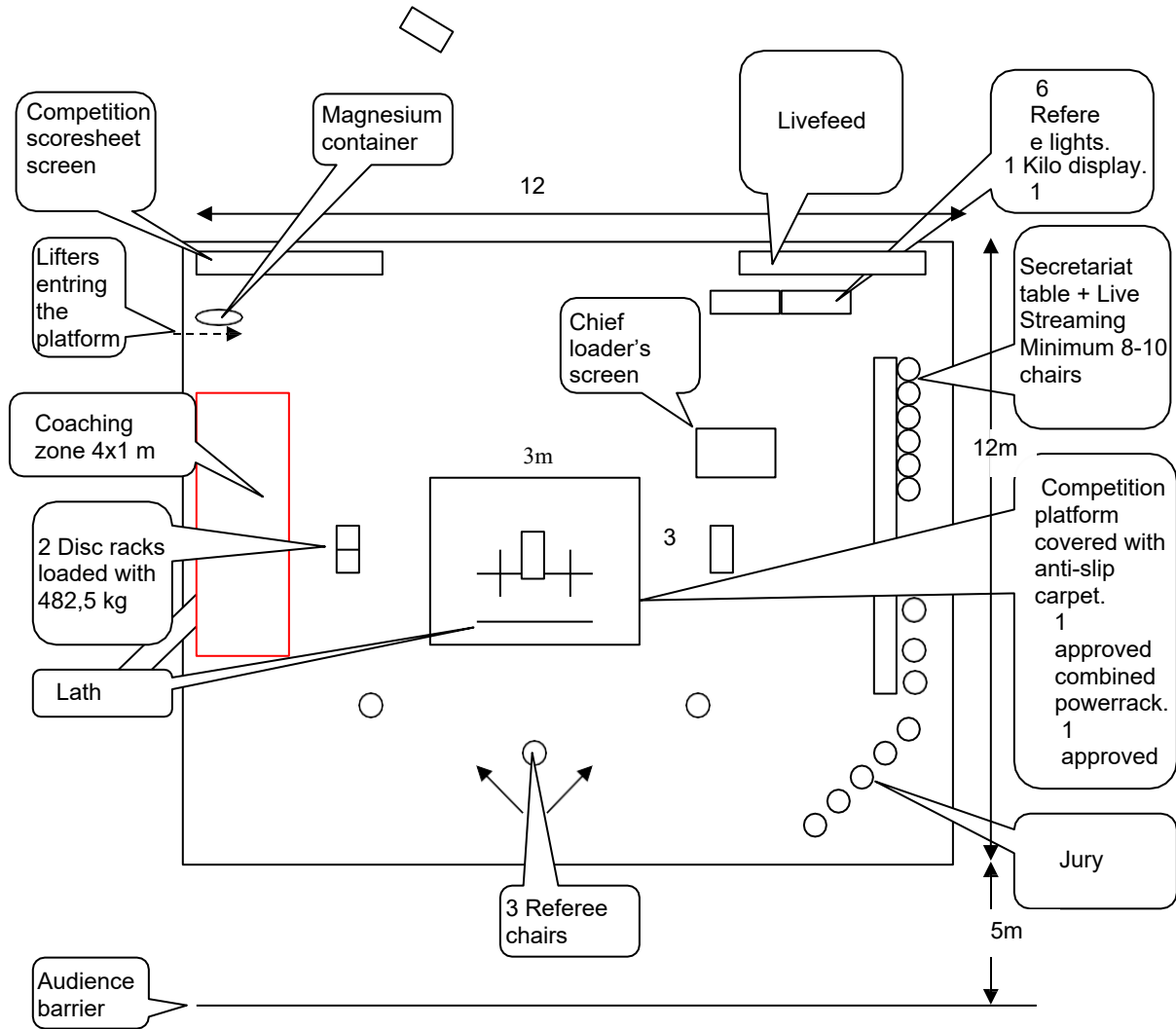
<p>1. Welcome by the IPF official. 2. Welcome by the Meet Director (or another representative from the Organizing/National federation). Practical information given by the Meet Director should include: a) Details about Scales, Sauna, Transport, Banquet etc. b) Opening ceremony: 1 official and 1 lifter 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). Any outstanding payments (by IPF representative).</p>	
<p>18. Championship office A championship office should be established close to the competition venue with qualified staff. The equipment should include: 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) Internet must be available f) The staff should copy starting lists after each weighing in to be given to coaches, jury and journalists. g) The staff should copy scoresheets after each competing group.</p>	Yes/No
<p>19. Media office A media office should preferably be provided close to the venue. 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>	Yes/No
<p>20. 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>	State Yes/No if the loudspeakers are of good quality
<p>21. 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>	Yes/No
<p>22. 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. A minimum ceremony will be as follows: 1. The Organizer must prepare tags with the name of each competing</p>	Yes/No

<p>nation.</p> <p>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.</p> <p>3. The Organizer must line up (behind the stage) 1 official and/or 1 lifter from each nation behind the respective country name tags.</p> <p>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.</p> <p>The procession shall line up in front of the podium facing the spectators.</p> <p>5. A representative from the Organization and preferably a representative of the local government should make the welcoming speeches.</p> <p>6. The IPF President or another IPF representative makes the final speech and declares the World Championships “opened”.</p> <p>The procession is marched out headed by the representative of the Organizer accompanied by music.</p>	
<p>23. 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 reflect 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>Marching in:</p> <p>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.</p> <p>2. All lifters must wear national track suits to be admitted access to the victory ceremony.</p> <p>The lifters are marched in by the organizing person together with (marching) music and lined up behind the victory rostrum.</p> <p>Medal ceremony:</p> <p>4. Participation medals will be handed out first.</p> <p>5. 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.</p> <p>6. Medals (one gold, one silver and one bronze) is presented on pillows or plates by one or preferably three nicely dressed persons.</p> <p>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.</p> <p>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.</p> <p>When the medals for the 3 total winners are handed over</p> <p>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.</p> <p>When the anthem is completed and pictures taken, the lifters are marched out by the organizing person accompanied by music.</p>	<p>Yes/No</p>

Date signed _____ Fax: _____ E-mail: _____

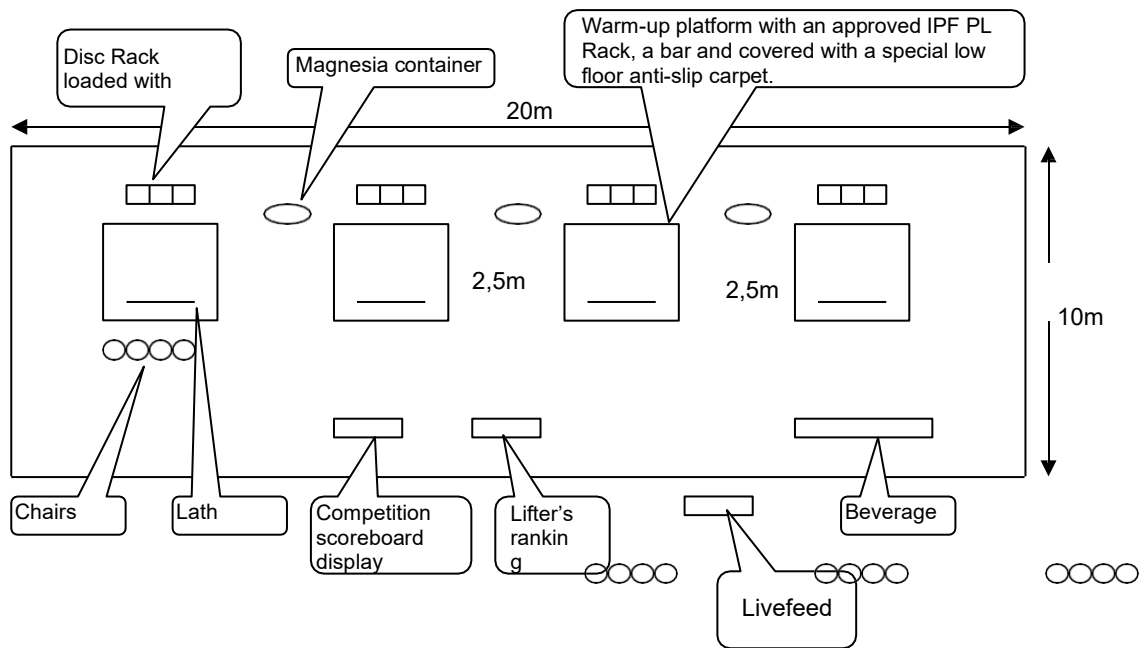
Remarks if any:

Appendix 1. Competition Area



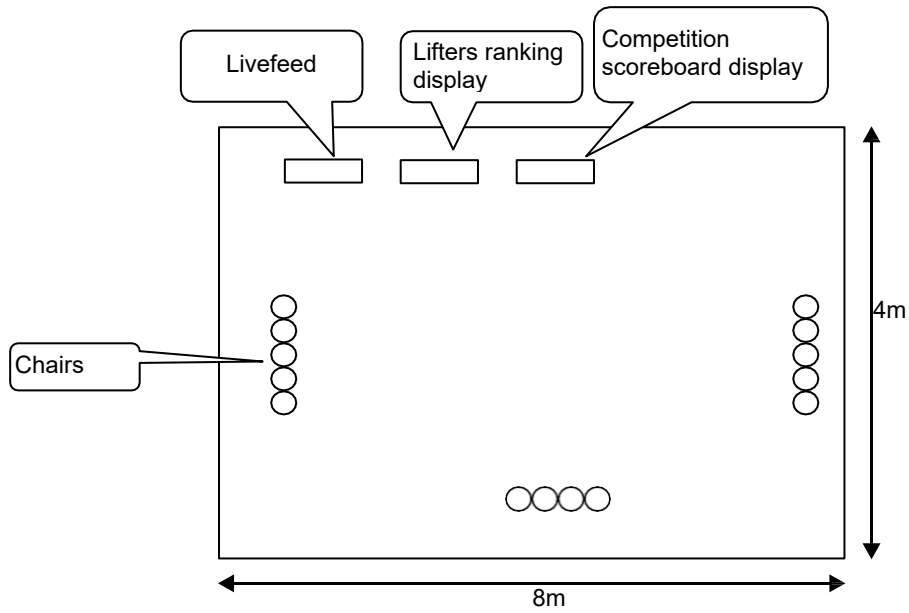
- A built-up competition area should be limited to a maximum height of 50 cm to maintain good stability. The stability is of highest importance and must be highlighted by the organizer.
- The ramp for entering a built-up competition area must have a minimum width of 1,50 m and not exceed 20 degrees in 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. (Eric)**
- 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.