



Meet Director's Handbook Ontario Powerlifting Association

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Prepared by the OPA Executive

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Table of Contents

<u>Index</u>	<u>Page</u>
Purpose	3
Scheduling a Meet	4-5
Venue Requirements	6
Equipment	7
Competition Equipment	8
Warm up Area	9
Public Address System	9
Volunteers	9-10
Applicable Meet Forms	11
Drug Test Protocol	12
Master Check Lists	13-15
Drawings / Layouts	16

Purpose of the Meet Directors Handbook

The purpose of the meet directors handbook is to assist Meet Directors in complying with all, or any part thereof, of the Ontario Powerlifting Association, Canadian Powerlifting Union and or International Powerlifting Federations' rules, regulations, constitutions and by-laws. It is also to ensure that consistency and proper standards will be adhered to, so the lifter knows what to expect at each and every meet and allow concentration on his / her performance.

Scheduling a Meet

It is important to follow a timetable in staging a Powerlifting Competition. The following check list is recommended:

1. Determine when you wish to hold a competition and at what level, e.g.
 - a. Open, Championship, Para, Blind or Special Olympians. Keep in mind dates of other competitions in the area as there are rules surrounding scheduling of competitions within each region. Guidelines on dates can be found in the OPA Constitution under Article XXX – Contest Sanctions.
 - b. Once you have decided on the type of meet to hold, you are restricted in who may participate. Guest lifters are eligible to lift at the meet director's discretion, but all lifts are unofficial, therefore totals do not qualify a lifter for a particular division or event and official records cannot be set by a guest lifter. Guest lifters must be IPF members and must not be suspended or banned by any IPF affiliate.
 - c. Open meets are open to all members of the CPU regardless of their Province. Championship meets are open only to members of the OPA.
2. The Meet Director must belong to an affiliated Club and also hold a valid CPU card.
3. The Meet Director must submit a signed application for a sanction with the applicable sanction fee to the Registrar. OPA rules state that this must be done at least 12 weeks; 3 months; prior to the event. The Sanction Entry Form must be approved by the OPA and an OPA Sanctioned Certificate must be received by a Meet Director prior to any advertising of the competition.

Sanction forms, both electronic and hard copies can be found on the OPA website under the forms section

4. The OPA Sanction Certificate shall be posted, in clear view, near the announcer table
5. The Meet Director will notify the Referee Chairperson once the sanction has been received and the Referee Chairperson will arrange for the proper referees
6. If requesting Drug Testing, notification IN WRITING must be received by the Drug Testing Official two months in advance of the competition date to comply with the time requirements of CCES (Canadian Centre for Ethics in Sports). If the meet director requests drug testing, they are expected to fund the testing. Any testing done by the OPA and CPU is funded by those bodies.

7. The Registrar will send all contest details to the Website Editor for publication. Contest application forms will be published by the OPA to let as many people as possible know about the meet, e.g. Media, other lifters, interested parties. This assumes of course, that you have already secured a competition location. Refer to Section entitled “ Venue Requirements”
8. Ensure that there is sufficient equipment to stage the event.
9. Secure all volunteers; make sure they are reliable, capable and experienced. They are absolutely essential for your competition to run smoothly.

Venue Requirements

In obtaining a competition location, several points must be taken into consideration.

- Proximity to hotel or accommodation for lifters and spectators should be considered.
- The venue must also have sufficient room to allow for spectators. Although crowd size is not always predictable, space for 25-50 for local competitions may be sufficient, while space for 1,000 may be necessary for a World level competition.
- Adequate space for the lifting platform, referees, jury, administration table, scoring system and lights is required.
- The warm up area must be of sufficient size to accommodate at least two platforms for local competition. The IPF recommends three platforms, preferably four.

The venue should include five (5) separate rooms/areas for the following meet functions:

1. Weigh-in Room – A secure, lockable room in which the weigh-in can be carried out. Include a table for the referees.
2. Equipment Check Area – An area close to the weigh-in room. This area should have sufficient space for an equipment check table, chairs for Referees and ample room for lifters to line up with their equipment.
3. Change room(s) – A large room with tables and chairs in which competitors can change their clothes. Shower facilities and lockers are a plus but not a necessity.
4. Doping Control Room – A separate secure, lockable room, complete with washroom facility is required.
5. Competition Room – The largest of the rooms must be able to accommodate the competition platform, referees, head table, lights, projector, results screen and ample seating for spectators

Equipment

There is a tremendous amount of equipment required to properly host a competition. The requirements for each piece of equipment can be found in the IPF Rule Book e.g. specific tolerances for accuracy.

1. Scales for weigh – ins must be certified and certificates must be current.
2. Platform measuring between 2.5 meters x 2.5 meters, not in excess of 10 centimeters above the surrounding stage or floor. The surface may be finished with carpet that has been glued or stapled. (No rubber mats). The lifting platform must be sturdy and free from flex.
3. Tools for the installation of the platform; drills, screws, bolts, duct tape, drivers, extension cords, etc.
4. Mop or vacuum to clean up powder.
5. 30% Bleach / 70% Water solution or Alcohol to clean blood off of the bar and a mop or cloth to clean the bar and the floor.
6. Wire brush and cloth for cleaning the bar.
7. Chalk container with an adequate supply of chalk.
8. Chairs for referees. (3).
9. Head table and chairs; four people minimum, Person to accept attempts, Announcer, Score keeper and Timer.
10. Results Display Some means of displaying the on – going competition results should be provided, e.g. projector and screen
11. Light system for referees with three white and three red lights. Back-up red and white flags must be available.
12. Table to display awards
13. Table and chairs for jury

Competition Equipment

Bar: IPF legal bar; 81 centimeters between rings, straight well knurled and clean, weighing 20 kgs., and tolerances as detailed below.

Collars: IPF approved collars.

Disc Plates – IPF Legal:

Suggested minimum plate requirement:

Open Meet – minimum 375 kgs with record plates

Championship Meet – minimum 400kgs with record plates.

Note – these minimum requirements will change periodically as lifters results go up; this is only a guideline.

Olympic 45 pound plates are not acceptable on the platform.

Squat Racks: Make sure they are sturdy and their markings for rack height are accurate as per IPF specifications. A spare set of racks should be available in case of equipment failure.

Disc Racks: These help to keep the platform neat and avoid injuries.

Blocks: Blocks measuring no more than 30 centimeters in height, if possible stackable in 10-centimeter increments. The base must not exceed 45 x 45 centimeters. 50kg plates can also be used as a substitute.

Tolerance of Weights, Bar and Collars Per IPF. Rule Book.

Kg Plates	Grams	Multiplier	Tolerance in Grams	Tolerance in Kgs
1.25	1250	0.0025	3.125	0.003125
2.5	2500	0.0025	6.25	0.00625
5	5000	0.0025	12.5	0.0125
10	10000	0.0025	25.0	0.025
15	15000	0.0025	37.5	0.0375
20	20000	0.0025	50.0	0.05
25	25000	0.0025	62.5	0.0625

Example: 0.25% tolerance means that a 25kg plate can only be off by 62.5 grams; a 1.25kg plate should not be off more than 3.13 grams. ($1.25\text{kg} = 1250\text{g} \times 0.025 = 3.13\text{g}$). These must be measured in weight and marked in kilograms

A current list of IPF Approved competition can be found on the International Powerlifting Federation website at <http://www.powerlifting-ipf.com/rules/approved-list.html>.

Warm Up Area

Sufficient chairs should be allocated to the warm-up area for lifters and coaches and arranged in such a way to avoid congestion at the entry point to the contest platform. Adequate equipment for the warm up area, includes two, preferably three areas with each having squat racks, bar and collars, plates, bench & chalk

Athletes should be provided with enough equipment to warm up sufficiently and with a minimum of inconvenience and waiting. Garbage cans should be placed in this room to aid in clean up.

Public Address System

A public address system is required for the announcer and the lifters should be able to hear the announcer in the warm up area. A separate speaker for the warm up area is warranted.

Volunteers

The meet director or organizer is responsible for providing various officials. Special care should be taken to obtain the very best people you can get. These people can unquestionably make or break the success of the competition.

Speaker/Announcer: This person runs your competition. The Announcer acts as Master of Ceremonies and arranges the attempts chosen by the lifter in the lifting order dictated by weight and / or lot number or reads them from a separate display monitor on the head table. The Announcer announces the weight required for the next attempt and the name of the lifter. When the bar is loaded and the platform cleared, the Head Referee will indicate that fact to the speaker, who in turn announces that “the bar is loaded”, and calls the lifter by name to the platform. This is a great deal of work and the meet director should, if possible, provide an assistant to the speaker.

Time Keeper: The Time Keeper is responsible for accurately recording the time lapses between the call to the bar and the commencement of the attempt. He is also responsible for all other time allowances (e.g. 30 seconds for the lifter to leave the platform, one minute to submit next attempt weight).

Scorer/Computer: Responsible for accurately recording the progress of the competition on the computer program and on completion ensuring that the three referees sign the official score sheets, record certificate(s) or any other documents requiring signatures. *Often the computer person does the time keeping, as most electronic versions of the lifting program will indicate when time has elapsed for a lifter*

to submit their next attempt. In addition, there are numerous computer timers that can run to count down from when the bar is loaded.

Manual scorekeeper: Someone must accurately record the progress of the meet on a hard copy (printed copy) of the lifting list so that should there ever be a problem with the electronic version, a back up copy is available.

Attempt Taker: The attempt taker ensures that all lifters attempts are submitted within the 60 second time allotment and that they are signed and submitted in kilograms.

Spotters / Loaders: Responsible for loading and unloading the bar, adjusting squat racks and benches, cleaning the bar and platform and ensuring that the platform is well maintained. You will need at least three strong and competent people, preferably with a lot of experience to keep your meet moving at a proper pace. You must provide at least three and no more than five spotters / loaders on the platform at all times.

Platform Manager: Is responsible to ensure that the weight called is the weight loaded on the bar. A loading chart will be provided to the platform manager. These people must be constantly vigilant during actual attempts to avoid injury to the lifter, but also to allow the lifter every attempt to complete their lift.

Applicable Meet Forms

These forms play a vital role in a competition. The following is a list of requirements:

1. Competition Sanction
2. Contest Entry Form
3. Announcer Cards or computer monitor for the head table
4. Equipment Check Sheets
5. Lot Sheet and Lots
6. Hard copy score sheets
7. Attempt Cards
8. Kilo conversion charts
9. Loading Charts
10. Rack height sheets
11. Current IPF Rule Book
12. Coach list. Lifters are allowed only one coach who must be identified at registration. Meet directors should allow for a physical identifier of coaches in the back room such as hand stamp, lanyard, bracelet etc.
13. Results MUST be sent within five business days to the CPU Website Editor, OPA President and OPA Website Editor and the OPA Records Chairperson.

Questions concerning these forms and obtaining the same can be directed to the OPA Registrar.

Drug Testing Protocol

It is important that Powerlifting maintains a level playing field for all participants. To the best of our abilities and within funds available, drug testing is carried out in the Ontario Powerlifting Association. The Ontario Powerlifting Association reserves the right to test at any competition and also out of competitions.

It is required that entry forms and advertising state that drug testing may be carried out at any sanctioned meet. The Meet Director is responsible for providing male / female drug marshals, drug testing facilities and an adequate supply of sealed bottled water for the lifters. Upon completion of a lifter's final lift, whether the lifter has been chosen for a drug test, or has requested and paid for a drug test, the lifter is to be immediately seated. The chosen lifters will be advised. Only the Marshals can provide the lifter with a drink. The Marshal's stay constantly with that lifter until drug-testing sample is collected which includes actually supervising and observing the specimen donation. Sufficient marshals are required for the number of lifters being drug tested. Two (2) urine samples are required to be provided from the person undergoing a drug test; (A) sample and (B) sample. The Drug Testing Officer will supervise this procedure.

It should be noted that the Meet Director MUST send in the Drug Testing Fee to the OPA Treasurer for each lifter that competed at the contest. This must be done within five business days. All meet entry forms should indicate that a portion of their payment is directed towards drug testing. Current per-lifter drug testing fees can be found in the OPA Constitution Section XXX – Contest Sanctions, subsection 8.

Master Check List

There is a great deal to consider when taking on the task of staging a contest. Below is a master checklist for of the key areas of the competition venue

Platform

Staffing: Platform Manager & 3-5 spotters/loaders	
	Broom/ mop bucket/ rags
	Chalk container, chalk and carpeting
	Competition Bar
	Extension cords/tools to set up
	Foot blocks
	Kilo weight set / collars
	Lights
	Loading charts (four)
	Plate rack
	Platform / Stage
	Record plates
	Referees
	Spray bottle with disinfectant
	Squat and bench rack
	Easy lift for Deadlift
	Wire brush
	Chairs for referees
	Trophies/medals
	Para bench: If it is a para-lifting contest
	Tools: Power drill with screw driver bit, screws for platform and warm up room

Warm Up Room

Staffing: People to assist lifters, take rack heights and keep the area tidy & safe	
	Chairs for lifters to sit
	Chalk and chalk container with plywood
	Plywood for floor
	Spring Collars for bars
	bench & squat racks
	garbage cans
	lifting bars
	Water for lifters and cooler
	Weights (dollies to move weights)
	TV
	Conversion Charts
	HDMI Cable

Weigh in Room/Equipment Check Table/Misc.

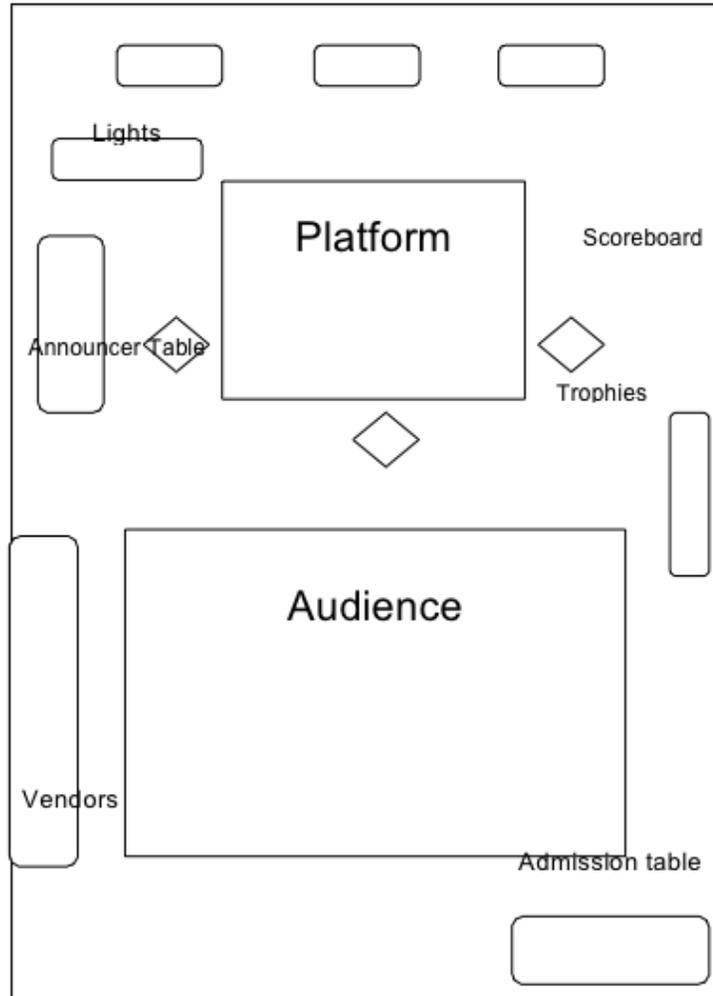
Staffing: Officials to check equipment and weigh in lifters (provided by OPA referees chairperson)	
	Attempt cards
	Belt gauge
	Equipment check sheet
	Officials for weigh in male / female
	Scale with plywood for base
	Tape measure
	Weigh in checklist for official
	Equipment check table
	Wrap measurements on table
	Weigh in room

Head Table

Staffing: Announcer, timer, computer person, attempt taker
Hard Copy of scoresheet
First aid kit and supplies
Office supplies --- pens / pencils /paper / calculator
Two 50ft. VGA cables
Announcer card for each lifter
Speaker system
Water and cooler
Laptop
Projector
Extension cords
Screen
Duct tape to cover wires 2-3 rolls
Printer
Standard and legal size paper for printer
Chairs for head table
Display banners

Drawings / Layouts

Drawing / Layout of a competition site stage and warm up area.



Note: This is just an example of a floor plan. Each venue will have to be adjusted according