



MEET DIRECTOR'S GUIDE

Nov 21, 2016

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Purpose

To assist Meet Directors in complying with all, or any part thereof of the British Columbia Powerlifting Association, Canadian Powerlifting Union and or International Powerlifting Federations' rules, regulations, constitutions and by-laws.

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 BCPA Competition. The following checklist is recommended:

1. Determine when you wish to hold a competition and at what level, e.g. Powerlifting only, Bench Press only, Special Olympians or a combination of these. Keep in mind dates of other competitions in the Province. It is not in the sports' or your best interest to conflict on dates as this could result in a shortage of lifters, volunteers and spectators. 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.
2. Meet Director must apply for a sanction for the meet with the BCPA. Deadlines and fees are outlined in the BCPA Meet Sanctioning form.
3. Meet Director must submit an entry form to the BCPA for approval. The entry form must contain web links for the IPF rules and approved equipment list.
4. Meet Director must provide any event artwork for approval, e.g. posters, T-shirt designs, programs and logos. Poster must include WADA, BCPA, and CPU logos.
5. CPU Bylaws specify that notification and a copy of the contest entry form or link to online entry form must reach the CPU website administrator at least six weeks prior to the event for posting on the CPU website.
6. Meet Director will notify the Referee Chairperson once the sanctioning has been granted and the Referee Chairperson will arrange for the proper referees.
7. Ensure that there is sufficient equipment to stage the event. A complete list of requirements can be found under the heading "EQUIPMENT". Remember, tolerances are demanding and precise for a reason.
8. Arrange to have all volunteers; make sure they are reliable, capable and experienced. They are absolutely essential for your competition to run. NOTE: Ensure that enough male / female volunteers are available for weigh-in/drug testing etc. For assistance, contact the BCPA Executive.
9. Promote your event: let as many people as possible know about the meet, e.g. media, other lifters and interested parties. This is assuming, of course, that you have already secured a competition location.

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 80-100 should be sufficient.

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 a local competition. The BCPA recommends three platforms.

The venue should include four separate rooms/areas for the following meet functions:

1. Weigh-in Room – A 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 (minimum of two 8ft tables), 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.
4. Doping Control Room – A separate secure, lockable room, complete with washroom facility is required.

Doping Control

The CPU follows the Doping Control requirements of the Canadian Centre for Ethics in Sport, as affiliate with the world-wide WADA/IOC programs. All testing is done by CCES personnel.

If doping control testing is to take place at your event, although it does not happen at every contest, there are a number of requirements that must be met.

Complete links to documents explaining requirements for Doping Control can be found on the http://www.powerlifting.ca/drug_control.html.

Equipment

***The Meet Director or Club will be responsible for any damage to the BCPA equipment. If any equipment is damaged the Meet director or Club will be issued a repair invoice for the damages plus a \$50 fee. Once the repair invoice and the \$50 fee are paid to the BCPA the pro-forma bond will be returned to the Meet Director or Club.

General Setup Equipment

Items marked with an * will be supplied by the BCPA.

1. *Scales for weigh-in 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 carpeted taped the floor. The lifting platform must be sturdy and free from flex. In common practice, six overlapping 4x8 plywood sheets are used.
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 and chalk.
5. *30% bleach / 70% water solution to clean blood off of the bar.
6. *Wire brush and cloth for cleaning the bar.
7. *Chalk container(s).
8. Adequate supply of chalk.
9. Chairs for referees (3).
10. Head table and chairs; four people minimum, person to accept attempts, Announcer, experienced scorekeeper and Timekeeper.
11. Some means of displaying the ongoing competition results should be provided, e.g. a large monitor or *overhead projector.
12. *Light system for referees with three white and three red lights. *Back-up red and white flags must be available.
13. Table to display awards.
14. Table and chairs for jury.
15. *Public Address System. A PA system is required for the announcer. The lifters should be able to hear the announcer in the warm up area. A separate speaker for the warm up area is warranted. In larger events, this often means using the facilities' built in system, for smaller events, renting a two-speaker system is the best solution.

Competition Equipment

The BCPA will supply the equipment required for the main platform. Warm up equipment can be made available upon request.

Full specifications of approved platform equipment, bars, weights, approved apparel, etc., can be found in the IPF technical rule book. Important points to consider:

Bars

IPF approved bar. ALL bars must be straight as bent bars can increase the risk of injury.

Weights

IPF approved weights on the platform.

Weights MUST be measured in even kilos, 25, 20, 15, 10, 5, 2.5 and 1.25 kg.

Collars

IPF approved collars weighing 2.5 kg each.

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. Racks must be available prior to the meet for lifters to check their heights.

Disc Racks:

These help to keep the platform neat and to avoid injuries.

Bench Press

Measured to IPF specifications of height, length and width etc. Safety bars are recommended for ALL levels of competition. Racks should be adjustable in height by slide and pins or similar. Gym racks with 2 or 3 hook positions are okay for warm-up only.

Foot Blocks:

Blocks measuring no more than 30 centimeters in height, if possible stackable in 10 centimeter increments. The base must not exceed 45x45 centimeters. 50kg plates can also be used as a substitute.

Warm-up Area Equipment

1. At least three warm-up platforms should be set up. In general, you will never have more than 14 people warming up at any one time, as that is the maximum that can be put in to one flight. If two flights are used, the second flight will warm-up for the current lift when the first flight has done theirs and moved to the contest area.
2. Either Power Racks or open squat racks may be used, but safety bars MUST be provided for squatting.
3. Weights may be measured in pounds, provide enough to load at least 500lbs on all bars.
4. Bars must have knurling in the center. ALL bars must be straight as bent bars can increase the risk of injury.
5. Provide secure IPF approved collars.
6. Bench Press does not need to meet exact specs, but should be as close as possible.
7. Provide ample chalk both in the warm-up area and in the area leading to the contest platform.
8. Tables to rest equipment on, fill out attempt cards, etc.
9. Garbage cans.
10. Bottled water will be required if drug testing will be performed.
11. Chairs in the warm-up area for resting, and 14 in the area close to the contest area for putting on wraps, arranged out of view of the audience, and to avoid congestion.

Volunteers

The Meet Director is responsible for providing various officials. Special care should be taken to obtain the very best people to volunteer that you can get. These people can unquestionably make or break the success of the competition. A simple rule to remember: Ask 100 people, 10 will say yes, 5 will show up, 2 will tell you they have to leave at 1pm.

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. 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. The Time Keeper 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:

Responsible for accurately recording the progress of the competition and on completion ensuring that the three referees sign the official score sheets, record certificate(s) or any other documents requiring signatures.

Scorekeeper:

Must be trained to use the score program and have knowledge of the scorekeeping rules. The BCPA will provide a qualified scorekeeper if needed.

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. The platform chief must have spotting and loading experience.

If possible, assign one loader as “platform chief” and have that person ensure that the weight called is the weight loaded on the bar, and that the loading happens as quickly as possible. In a meet of 30 people, or 270 lifts, **an extra 15 seconds on each one means over an hour longer** for the contest. A load 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 allow the lifter every attempt to complete their lift. At no time during the attempt shall a spotter touch the lifter with the exception of being told by the Head Referee or lifters themselves to “Take it” or “Rack it”. The spotters then assist the lifter in returning the bar back to the rack.

Warm-Up Room Marshal:

Responsible for ensuring that only lifters and coaches are present in staging area and warm-up room and. They are also responsible for ensuring that all lifters and coaches are conducting themselves in a safe and sportsman like manner

Miscellaneous

There is a great deal to consider when taking on the task of staging a contest.

The Meet Director must contact the provincial Referee Chair to co-ordinate obtaining sufficient referees and to seek further clarification or direction.

You must either, pay for, or arrange for sponsorship to pay for, awards and trophies.

The Meet Director must provide adequate refreshments for Referees and Volunteers.

With the increasing use of electronic score boards, the Meet Director must ensure that a Hard Copy of the score sheet is filled out as the competition progresses and then signed by the Referees at the conclusion of the contest.

A First Aid Kit must be available. If possible, provide personnel with a current First Aid / CPR certificate or Ambulance attendant(s) at the venue.

Lighting has to be adequate. Sound system and lighting system wires are to be taped down with low tack tape only. Duct tape is not to be used.

Meet Director must hold a lifters' meeting before the start of the competition. The purpose of this meeting is to:

- introduce the Meet Director
- insure lifters have weighed in, and submitted their lifting attempts and rack heights
- explain the order and flow of competition
- explain proper lifter etiquette
- doping control rules

Results

A lifters attempt cards are to be submitted to a BCPA executive member and within 2 days of the competition.

The Meet Director will be responsible for submitting the properly formatted competition results to the BCPA President within 2 days of the competition.

Competition results must be in a Microsoft Excel file and formatted as shown in the example below.

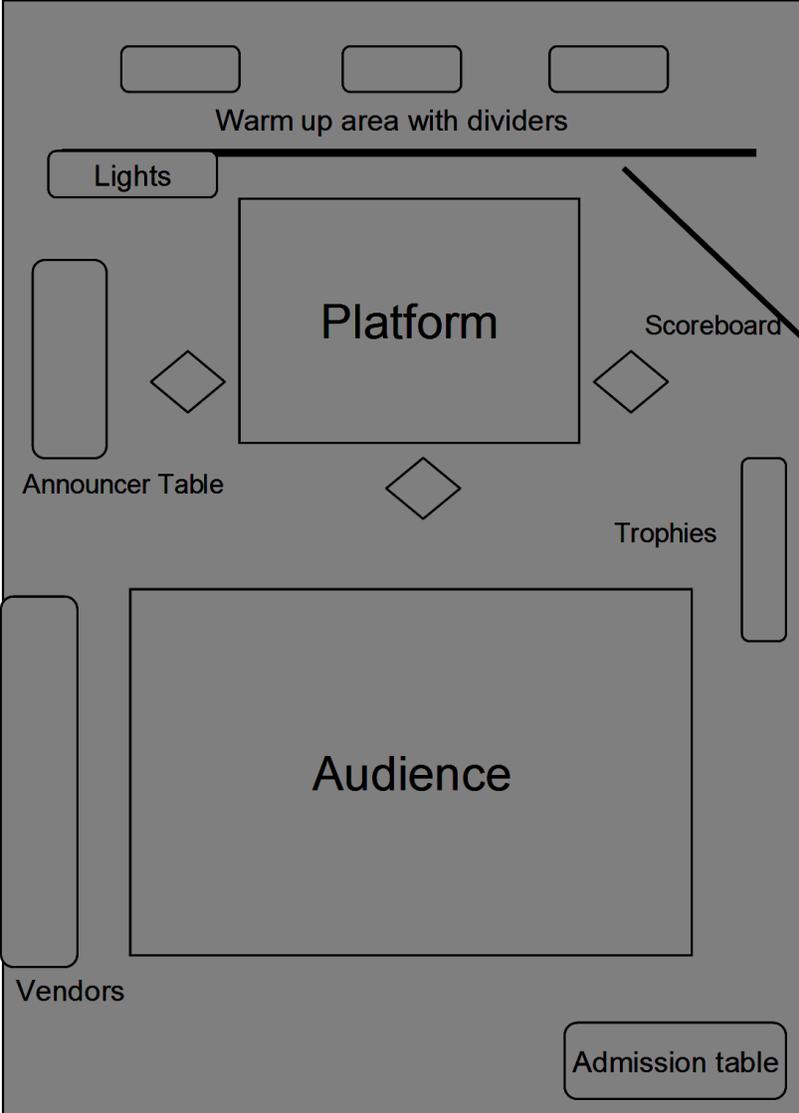
April 30, 2016

BLM Spring Showdown - Abbotsford, BC

| Name | Cat. | B/W | Class | SQ1 | SQ2 | SQ3 | BP1 | BP2 | BP3 | DL1 | DL2 | DL3 | Total | Wilks | PL |
|-------------------------|---------|-------|-------|--------|--------|--------|-------|--------|--------|-------|-------|--------|-------|--------|----|
| Unequipped Women | | | | | | | | | | | | | | | |
| Seonaid Waterson | F-JR-U | 71.35 | 72 | 85 | 92.5 | -100 | 50 | 55 | -57.5 | 90 | 100 | 107.5 | 255 | 250.28 | 1 |
| Olivia Lim | F-JR-U | 83.55 | 84 | 110 | -125 | 125 | 55 | 60 | -65 | 145 | -165 | 165 | 350 | 312.87 | 1 |
| Clarissa Castro | F-JR-U | 90.95 | 84+ | -92.5 | 102.5 | 107.5 | 67.5 | 70 | 72.5 | 102.5 | 125 | 137.5 | 317.5 | 274.35 | 1 |
| Bette Festing | F-M1-U | 57.1 | 63 | 90 | 95 | 100 | 50 | 55 | -57.5 | 117.5 | 125 | 130 | 285 | 330.26 | 1 |
| Anjelica St. Pierre | F-O-U | 43.6 | 47 | 55 | 57.5 | 60 | 37.5 | 40 | 42.5 | 107.5 | 112.5 | 117.5 | 220 | 311.65 | 1 |
| Sarah Xie | F-O-U | 51.4 | 52 | 95 | 105 | 112.5 | 32.5 | 37.5 | 42.5 | 112.5 | 120 | -137.5 | 275 | 345.90 | 1 |
| Cindy Nyugen | F-O-U | 66.05 | 72 | 120 | 130 | 142.5 | 55 | 65 | 67.5 | 152.5 | 165 | 175 | 385 | 398.94 | 1 |
| Ellen Humenny | F-O-U | 70 | 72 | 125 | 132.5 | -140 | 80 | 85 | -90 | 142.5 | 150 | -157.5 | 367.5 | 365.59 | 2 |
| Ekaterina Slivko | F-O-U | 71.55 | 72 | 100 | 110 | -117.5 | 62.5 | 67.5 | 70 | 115 | 127.5 | 135 | 315 | 308.61 | 3 |
| Caitlin O'Leary | F-O-U | 70.75 | 72 | 107.5 | -115 | 115 | 55 | 60 | 62.5 | 110 | 120 | 125 | 302.5 | 298.60 | 4 |
| Christa Howardson | F-O-U | 71.15 | 72 | 85 | -90 | -90 | 62.5 | 65 | -67.5 | 125 | 130 | -132.5 | 280 | 275.35 | 5 |
| Karina Calaminos | F-O-U | 66.05 | 72 | 92.5 | 97.5 | -102.5 | 50 | -52.5 | -52.5 | 117.5 | 125 | 130 | 277.5 | 287.55 | 6 |
| Sefrina Fojo | F-O-U | 66.4 | 72 | -85 | 87.5 | 92.5 | 42.5 | -45 | 47.5 | 102.5 | 110 | 117.5 | 257.5 | 265.95 | 7 |
| Jennifer Gibson | F-O-U | 70.5 | 72 | -92.5 | -92.5 | -92.5 | 50 | 52.5 | 55 | 105 | 110 | -115 | - | - | - |
| Renee Kelly | F-O-U | 103 | 84+ | -60 | -60 | 62.5 | -45 | -50 | -50 | 60 | 62.5 | 65 | - | - | - |
| Unequipped Men | | | | | | | | | | | | | | | |
| Liam Wharton | M-SJR-U | 63.3 | 66 | 122.5 | -127.5 | 135 | 92.5 | -102.5 | -102.5 | 142.5 | 152.5 | -165 | 380 | 309.05 | 1 |
| Ryan Flier | M-SJR-U | 78.9 | 83 | -90 | 102.5 | 105 | 85 | -87.5 | -87.5 | 115 | 137.5 | 150 | 340 | 234.19 | 1 |
| Alex Chitan | M-SJR-U | 76.05 | 83 | 25 | - | - | 70 | 80 | 87.5 | 137.5 | 150 | 167.5 | 280 | 197.54 | 2 |
| Jason Lau | M-JR-U | 63.85 | 66 | 160 | 170 | -182.5 | 115 | 120 | -125 | 192.5 | 200 | -202.5 | 490 | 395.28 | 1 |
| Eric Hoang | M-JR-U | 63.3 | 66 | 140 | 150 | 162.5 | 97.5 | 107.5 | 112.5 | 175 | 187.5 | -200 | 462.5 | 376.15 | 2 |
| Josh Romero | M-JR-U | 64.35 | 66 | 130 | 142.5 | 150 | 82.5 | 87.5 | -92.5 | 182.5 | 195 | 205 | 442.5 | 354.62 | 3 |
| Eric Byun | M-JR-U | 64.2 | 66 | -130 | -142.5 | -142.5 | 75 | -82.5 | -82.5 | 142.5 | 152.5 | 162.5 | - | - | - |
| Alex Hannaford | M-JR-U | 72.5 | 74 | -177.5 | 190 | -195 | -100 | 107.5 | -110 | 190 | 205 | 217.5 | 515 | 375.95 | 1 |
| Michael Cheung | M-JR-U | 71.6 | 74 | 165 | 175 | -185 | 92.5 | 97.5 | 102.5 | 200 | 212.5 | -235 | 490 | 360.98 | 2 |
| Jefte Sistoza | M-JR-U | 73.3 | 74 | 160 | 170 | -182.5 | 90 | -100 | -105 | 190 | 205 | 217.5 | 477.5 | 345.81 | 3 |
| Walid Sediqi | M-JR-U | 73.6 | 74 | 140 | 145 | 150 | -125 | 127.5 | -135 | 170 | 180 | 190 | 467.5 | 337.58 | - |
| Donovan Petitclerc | M-JR-U | 79.7 | 83 | 150 | 160 | 170 | 85 | 92.5 | 97.5 | 177.5 | 192.5 | 200 | 467.5 | 319.91 | 1 |
| Simon Lee | M-JR-U | 84.8 | 93 | 227.5 | 235 | 237.5 | 117.5 | 125 | -127.5 | 240 | 250 | 257.5 | 620 | 408.70 | 1 |
| Jordan Lam | M-JR-U | 89.1 | 93 | 185 | 200 | 210 | 130 | 140 | 147.5 | 215 | 230 | -240 | 587.5 | 377.00 | 2 |
| Brent Chapman | M-JR-U | 89.85 | 93 | 192.5 | 202.5 | -215 | 132.5 | -140 | -150 | 220 | 240 | -250 | 575 | 367.31 | 3 |

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 accordingly.

Applicable Meet Forms

These forms play a vital role in a competition. All forms must be provided fully completed and legible.

The following is a list of the required forms:

1. Competition Sanction Form;
2. Entry Form;
3. Score Cards (1 per lifter plus 8 extra printed on card stock paper);
4. Equipment Check Sheets (1 sheet per 12 lifters plus 2 extras);
5. Weigh-in Order/ Flight Sheets Lot Sheet (1 per lifting flight plus 2 extras);
Leave 3 empty spaces at the top of each Flight Order Sheet when filling out. Maximum number of lifters per flight is 14. Lot numbers for each flight are continuous, eg. Flight #1 lot numbers start at 1 and will end with 17; Flight #2 lot numbers start at 18 and will end with 34, etc. Each lifter from each flight must have a randomly chosen lot number. To determine the lifter's lot number put each lifters' name from the first flight in a hat. Pick out one name at a time and assign that name to the next available lot number starting with lot #4. Continue picking lot numbers for each flight until all lifters' have an assigned lot number. Note: If there are any questions regarding lot numbers, please contact the BCPA Executive.
6. Manual Score Sheets (1 per lifting flight plus 2 extras);
7. Attempt Cards Booklet (1 booklet per lifter plus 10 extra. Each booklet contains 3 squat, 3 bench and 5 deadlift attempt sheets. Please use different colored paper for each of the lifts);
8. Coaches' ID tags can be in the form of lanyards, wristbands or name tags (one Coaches' ID per lifter);
9. Kilo conversion charts (10);
10. Loading Charts (5);
11. Current IPF Rule Book and Approved Equipment List (1); and
12. Most up to date Records.

Timeline Checklist

*****Please note that these timeline requirements must be met in order for a competition to be sanctioned by the BCPA. Failure to adhere to these can result in the removal of sanctioning.*****

Minimum 6 months prior to the proposed competition date:

- A completed sanction form must be submitted.

Minimum 12 weeks prior to the proposed competition date:

- Entry form details must be submitted to the BCPA Executive

Minimum 10 weeks prior to the proposed competition date:

- Final draft of any event artwork for approval, e.g. posters, T-shirt designs, programs and logos must be submitted. POSTER DETAILS- poster must have the following logos: wada, cpu, ipf

Minimum 6 weeks prior to the proposed competition date

- Officiating Chairperson must be contacted to coordinate a request for referees.
- The BCPA Executive must be contacted to arrange for any additional volunteers. Volunteer schedule draft to be sent to the BCPA Executive for approval.
- Contact the BCPA Executive to create a social media event. Contact any media eg. Newspapers, TV or websites

Minimum 3 weeks prior to the proposed competition date:

- Draft Contest Program must be submitted for approval.
- Arrangements with the BCPA Executive for the delivery of the equipment

Minimum 2 weeks prior to the proposed competition date:

- Completed detailed lifters' roster must be submitted.
- Place order for T-shirts, awards and medallions.

Minimum 7 days prior to the proposed competition date.

- Confirmation of equipment pick up and drop off times.
- Contact BCPA Records Chair for most up to date BCPA/CPU records.
- Contact BCPA Registrar for lifters valid membership numbers.

Maximum 5 days after the competition date (optional).

- Provide a "Letter from the Meet Director" to give a general overview of the experience of directing the competition and to thank the volunteers and lifters.

Master Check List

***** Please note that the BCPA will supply all of the highlighted items. Warm up equipment can be made available upon request.*****

Warm Up Room

1. Plywood or some kind of protection for floor.
2. Sufficient weights, these can be in pounds or kilos.
3. IPF collars for all bars.
4. Weight trees or racks if possible.
5. Chalk container.
6. Minimum two (2) squat racks, two (2) bench presses or Bench/Squat Combo Racks.
7. Minimum two (2) bars.
8. Sufficient chairs.
9. Garbage cans to assist in clean up.

Contest Platform

1. Platform with non-slip surface.
2. Squat Rack and Bench Press Rack or Bench/Squat Combo.
3. Weight Trees or Racks.
4. IPF approved Kilo weight set.
5. IPF approved collars.
6. IPF approved contest bar.
7. Kilo loading charts.
8. Spotters/Loaders.
9. Deadlift jack.
10. 30% bleach 70% water solution to clean bar.
11. Broom and or Mop.
12. Wire Brush.

13. **Chalk Container.**
14. Chalk.
15. All power cords and referees light cords must be taped down using low tack tape in all areas with walking traffic.

Head Table/Scoreboard

1. Announcer.
2. Minimum three other people to run head table.
3. **Projector.**
4. **Laptop.**
5. 4 – 5 chairs.
6. Office supplies (20 pens, 1 ream of 8.5x11 paper, masking tape and duct tape)
7. Power supply
8. Cash Box for admissions.

Weigh In Room

1. **Accurate scale.**
2. Table and chairs for Officials.

Drug Testing Facilities

1. A lockable room with washroom facilities and space for a small table and chairs.
2. Male and female volunteers to act as chaperones or security personnel to assist as Drug Marshals.

Equipment Check in Area

1. Table and chairs for Referees.