

**BRITISH
COLUMBIA**

**POWERLIFTING
ASSOCIATION**



MEET DIRECTOR'S GUIDE

Version 2.2

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Purpose

To assist the Meet Director(s) in complying with all, or any part of the British Columbia Powerlifting Association, Canadian Powerlifting Union and/or International Powerlifting Federation's rules, regulations, constitutions and by-laws.

To ensure that consistency and proper standards will be adhered to, so our lifters know what to expect at each and every competition and allow concentration on his/her performance.

Any individual(s) or BCPA registered Club may hold a competition. This in-depth guide will help the Meet Director prepare for their competition from start to finish.

Expectations

What is expected from the Meet Director(s)

You, as the Meet Director(s) will run the competition from the beginning to the end. The checklist provided in this guide will help you stay within the timelines so that you are properly prepared leading up to the day of the competition.

What to expect from the BCPA

The BCPA will provide support in ensuring that your competition will be successful and within BCPA standards. The BCPA Executive will provide you with assistance in the preparation of the competition and oversee during the competition. You will be assigned a liaison with whom you will be able to direct your questions to.

The BCPA will provide most of the necessary equipment for a competition. You will be able to rent from the BCPA or a rental company any equipment over and above what is provided by the BCPA.

In addition to the equipment the BCPA will provide referees and certified scorekeepers for your competition.

Before Submitting a Sanctioning Form

You must apply for sanctioning for a competition within BCPA. Before you consider submitting a Competition Sanctioning Form keep these things in mind:

1. **Venue.** Do you know where you will be holding your competition? Does the facility have enough space to set up the competition platform, at least 2 warm up platforms and have enough space for spectators? Does the facility have enough washrooms? Will it be easy to load and unload the equipment? Does the facility have a secure room available for use by Canadian Centre for Ethics anti-doping officials? Does the facility require a certificate of insurance from the BCPA or require additional insurance? You must have a venue secured before you submit a sanctioning form. For more details on venue requirements see page 7.
2. **Date of competition.** Do you have an idea of when you want to hold your competition? Does it conflict with any other competitions set out in the BCPA calendar? <http://bc-powerlifting.com/calendar/> It is not in the sport's or your best interest to conflict on dates as this could result in a shortage of lifters, volunteers and spectators.
3. **Type of Competition.** Determine what type of competition you wish to hold, e.g. Powerlifting only, Bench Press only, Special Olympics only or a combination of these. Any special entries or type of competition, must be included in the Competition Sanctioning Form to receive approval. All competitors must have a valid IPF membership. There will be no restrictions to the number of Special Olympic athlete entries.
4. **Type of Awards.** It will be at your discretion as to the type of, or design of the overall awards and medallions. Overall awards will be given to each age category, as long as there are a minimum of 5 lifters per age category. Age categories may be combined for an overall award if they fall within the same sub-groups, for example combining Sub-Juniors with Juniors or combining all Masters age categories, for the purposes of reaching the 5 lifter minimum for an overall award. Placement for overall awards is ranked by IPF Formula. Any other awards must receive prior approval from the BCPA Executive Board. Medallions will be given to each 1st, 2nd and/or 3rd place holder for each weight and age class. It is recommended that you order a few extra medals to compensate for lifters that do not make weight and have to lift in a different weight class. All designs for the overall awards and medals must be done in a tasteful fashion and will not include any expletives or crude designs.
5. **Volunteers.** Please ensure that you will have enough volunteer support before submitting a competition sanctioning form. If you do not have the volunteer support to run a competition and additional workload is placed on the BCPA executive, you will be at risk of forfeiting your pro-forma bond. Please see the volunteer requirements on page 17.
6. **Competition Fees.** You will be required to pay to the BCPA the following contest fees:
 - Pro-Forma Bond. This amount will be set out in the Competition Sanctioning Form. The Pro-Form Bond will be required at the time of submitting the Competition Sanctioning Form. Once your competition has been approved, the bond will be held until the end of the competition. If all conditions of the Competition Sanctioning Form have been complied with, the full amount will be returned to you. If your Competition Sanctioning Form is not approved, the bond will be returned to you.

- Sanctioning Fee. You will be required to pay to the BCPA a sanctioning fee as set out in the Competition Sanctioning Form. This fee must be paid to the BCPA 4 weeks before the contest date.
- Doping Fee. All entries, including any Special Olympian entries, are subject to an anti-doping fee. The amount is set out in the Competition Sanctioning Form. You will need to pay this amount to the BCPA no later than 3 weeks before the contest date. This fee is collected to go into the BCPA anti-doping account and put towards doping tests throughout the year.
- BCPA Equipment Transport Fee. You will be required to reimburse the BCPA for any costs it may incur as a result of your contest. These costs can include, but are not limited to, transportation of equipment, additional insurance and/or accommodation for officials. An invoice, if any, will be provided to you at the completion of your contest.

These are the main things you will need to know. The BCPA will answer any other questions you may have before you submit your Competition Sanctioning Form.

Good luck!

Timeline Checklist

*****Please note that these timeline requirements must be met in order for a competition to maintain its sanctioned status 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 to the BCPA Executive for approval.
<https://form.jotform.com/63086101805247>

Minimum 12 weeks prior to the proposed competition date:

- Entry form must be submitted to the BCPA Executive for approval.

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 to the BCPA Executive for approval. Poster details - poster must have the following logos: WADA, IPF, BCPA.

Minimum 6 weeks prior to the proposed competition date

- Officiating Chairperson must be contacted to coordinate a request for referees.
- Scorekeepers' Chair must be contacted to coordinate a request for scorekeepers and scorekeepers' assistants.

Minimum 4 weeks prior to the proposed competition date:

- Contest sanctioning fee of **\$5.00** per registered competitor must be paid to the BCPA treasurer.
- Anti-doping fee of **\$10.00** per registered competitor must be paid to the BCPA treasurer.
- Request certificate of insurance from the BCPA if needed

Minimum 3 weeks prior to the proposed competition date:

- Any draft Contest Program must be submitted for approval to the BCPA Executive.
- Arrangements must be made with the BCPA Executive for the delivery of the competition equipment.
- Send email to all registered athletes reminding them to have a valid BCPA membership and to have their CCES course completed or Certificate up to date. Include in the email the Athlete Weigh-In document to be completed before the day of the competition.
- Complete detailed lifters' roster and flight schedule must be submitted.

Minimum 7 days prior to the proposed competition date.

- Confirmation with the BCPA Executive of equipment pick up and drop off times.

Maximum 1 day after the competition.

- Make arrangements with the Scorekeepers' Chair to submit the finalized competition results to the BCPA and CPU.

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.

Venue Requirements

When choosing a competition location, several things need to be taken into consideration.

Ease of loading equipment, both in and out of the venue (avoid stairs and elevators). Safety of the volunteers, athletes and spectators must be taken into consideration during the loading and unloading of the equipment.

If possible, 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 people should be sufficient.

Adequate space is needed for the lifting platform, referees, jury (if needed) and score table. As well, sufficient room should be taken into account for monitors and screens to project the scoresheet and referee lights. The warm up area must be of sufficient size to accommodate at least two platforms for a local competition; however the BCPA recommends three platforms.

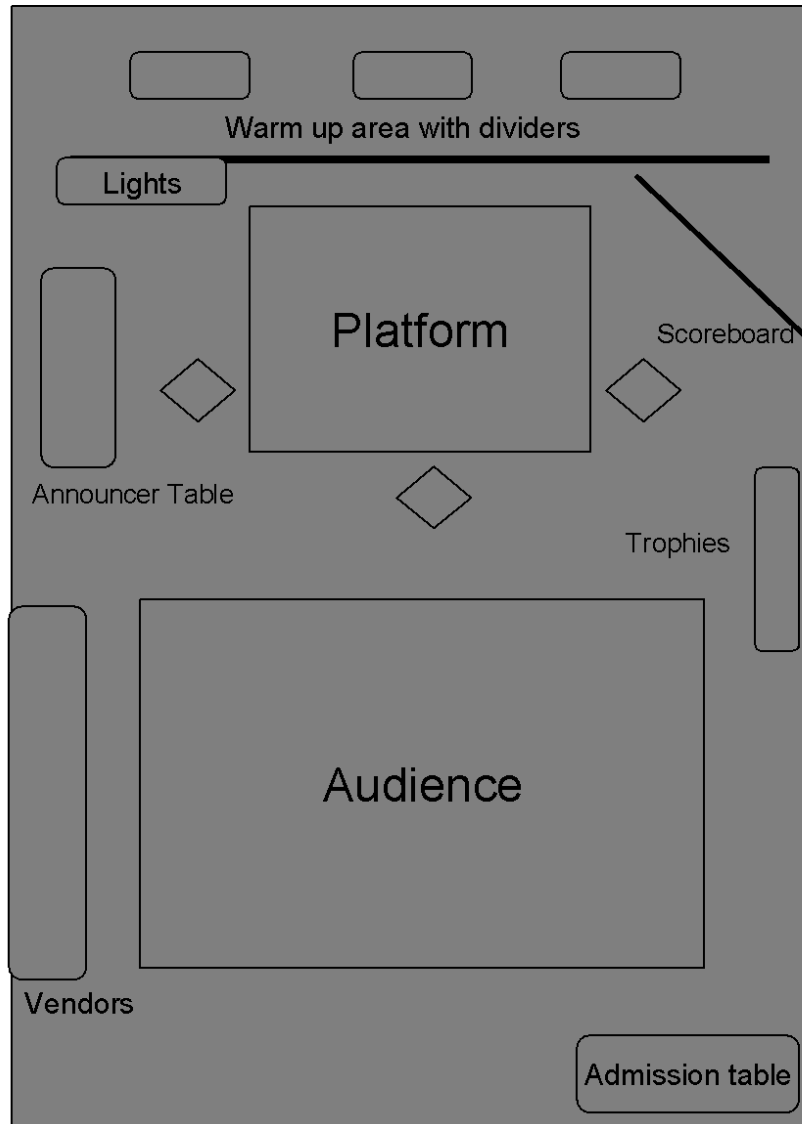
It is essential for the venue to have a strong and stable WiFi Internet connection to run the scorekeeping program. If WiFi is not available, a cellular hotspot can be used.

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. This room must provide privacy for the athletes weighing in and should not be used for any other purpose throughout the course of weigh-ins.
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 8-foot tables), chairs for Referees and ample room for lifters to line up with their equipment.
3. Washrooms - There should be a minimum of 2 washrooms at the venue to be used by the athletes and spectators. If the venue does not provide enough washrooms, portable washrooms should be rented.
4. Doping Control Room – A separate secure, lockable room, complete with washroom facility is required.

Competition floorplan

Sample layout of a competition site stage and warm up area. Each platform will be 8 feet by 8 feet. Ensure that there is plenty of room for the athletes and referee to move freely and safely.



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

Doping Control

The BCPA and CPU follow the Doping Control requirements of the Canadian Centre for Ethics in Sport (CCES), as an 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. You will not be notified prior to your competition whether doping control testing will take place, so you must meet these requirements in order to be prepared for doping control to be present.

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(s) or Club will be responsible for any damage to the BCPA equipment. If any equipment is damaged, the Meet Director(s) or Club will be issued a repair invoice for the damages plus a \$50.00 fee.*****

General Setup Equipment

The BCPA will supply all electronics, platforms and warm-up room equipment to run your competition. As an added convenience, the BCPA has equipment for rent to the meet directors such as table cloths, pipe and drape, high powered projectors and large screens. Renting this equipment from the BCPA will be less expensive and will be delivered to venue. All proceeds received go to upgrading BCPA equipment.

For more details on BCPA equipment rental go to: <https://form.jotform.com/82916615841260>

You will need to supply the following items:

1. Mop or vacuum to clean up powder and chalk.
2. Ample chalk for both the warm-up area and the area leading to the contest platform
3. Two rolls of gaffers tape to tape down all cables and wires.
4. Head table and chairs for four people minimum: Announcer, BCPA Scorekeeper, Scorekeeper Assistant and Expeditor.
5. Table to display awards.
6. Table and chairs for jury, if needed.
7. Table for equipment check.
8. Tables to fill out attempt cards
9. Chairs in the staging area arranged out of view of the audience and to avoid congestion.
10. Adequate seating for the spectators.
11. Garbage cans for the warm up and spectators area.
12. 12 Sealed bottles water will be required for drug testing..
13. Food and drinks for volunteers, placed in a designed volunteer area.

All power cords shall be taped down using low tack tape (Gaffers Tape) in all areas with walking traffic. If BCPA cords are to be used, only Gaffers Tape is to be used on them. ***The Meet Director will be responsible for replacing all BCPA cords or wires that have any remaining adhesive tape or residue.***

Creating an Entry Form

Prior to the opening of registration for your competition, your draft entry form will need to be sent to the BCPA for approval. The entry form will need to contain website links for the IPF rules, Approved Equipment List and to the CCES True Sport module.

SAMPLE ENTRY FORM

Name and Year of Competition

Date:	Date of competition
Location:	Address of competition
Schedule:	Number of sessions and the weigh-in and lifting start times. There must be two hours between weigh-in and lifting start times. Example: Session 1 - Weigh-ins 7am, Lifting at 9am Session 2 - Weigh-ins 11am, Lifting 1pm
ALL TIMES ARE SUBJECT TO CHANGE BASED ON REGISTRATION NUMBERS ***THIS COMPETITION WILL BE CAPPED AT 50 LIFTERS***	
Sanctioned By:	Canadian Powerlifting Union(CPU) & British Columbia Powerlifting Association(BCPA)
Rules:	IPF Rules and drug testing to IPF specifications: www.powerlifting.sport/rulescodesinfo/technical-rules.htm
IPF Approved Equipment List:	www.powerlifting.sport/rulescodesinfo/approved-list.html
Eligibility:	Open to all BCPA/CPU members that are in good standing, with a valid CPU membership. - CPU memberships must be obtained before the contest date. See CPU website for membership application and details. http://www.powerlifting.ca/membership.html - CCES True Sport Clean course must be completed and current before contest date. http://powerlifting.ca/drug_cadp_elearning.html
Entry fees:	Powerlifting (3 lifts) - Recommended not exceed \$100 Bench Press Only - Recommended not exceed \$90 **All entrants will receive a t-shirt** [Optional]
Awards:	Medals awarded to the 1st, 2nd and 3rd place finishers in each weight class/division and category Best lifter (Overall) Awards - Male/Female in each age division (minimum of 5 lifter per age division). Any other awards will need to receive approval by the BCPA Executive Board.
Meet Director:	Meet Director name(s) Meet Director contact information

Entry Deadline: Entry Deadline to be no less than 3 weeks before the contest date.

- PLEASE READ:**
- ALL ENTRIES ARE NON-REFUNDABLE (*Meet Director's discretion*)
 - Bring picture ID along with your printed CPU card to present to the weigh in official.
 - All lifters must have a copy of your CCES certificate of completion available at equipment check.
 - Coaching: will be limited to 1 coach per unequipped lifter. Equipped lifters may have up to 2 coaches.
 - Warmup area: only for lifters and coach, all lifters must ensure the use of collars when warming up
 - Drug testing: This is a drug tested contest. Once a lifter has weighed in he/she accepts the drug testing procedure IN FULL, and from that moment on is in the contest. The lifter may not exit from the contest before it's completion even if he or she bombs out as this may be viewed as a refusal to submit a sample for anti-doping control and if so will result in immediate disqualification from the contest and suspension from the BCPA/CPU

Athlete Information

Full Name: _____

*****Full legal name as it appears on your government issued ID must be used. Failure to use your legal name may result in anti-doping sanctions against you*****

Birth Date: _____

E-mail: _____

Phone #: _____

Address: _____

Sex: Male Female

Age Group: Sub-Junior, Junior, Open, Masters I, Masters II, Masters III, Masters IV

Men's Weight

Class: 53kg (SJ/JR only), 59kg, 66kg, 74kg, 83kg, 93kg, 105kg, 120kg, 120+kg

Women's Weight

Class: 43kg (SJ/JR only), 47kg, 52kg, 57kg, 63kg, 72kg, 84kg, 84+kg

Entry Fee: Recommended not exceed \$100

T-shirt size: If applicable

Release of liability, waiver of claims, assumptions of risk and indemnity agreement:

By submitting this document you will leave certain legal rights including the right to sue. In consideration for permission granted by the British Columbia Powerlifting Association to participate in **contest name** (the "Activities") I, the undersigned myself, my heirs, executors and administrators, hereby acknowledge and agree to waive any and all claims that I have or may in the future have against the Canadian Powerlifting Union, British Columbia Powerlifting Association, the City of

_____, **venue name**, the Province of BC and any of its employees, organizers, volunteers and sponsors of this competition, (the "Releasees") and to release the Releasees from any and all liability for any loss, damage, expense or injury including death, that I may suffer, or that my next of kin may suffer as a result of my participation in any Activities sponsored or organized by the Releasees, DUE TO ANY CAUSE WHATSOEVER, INCLUDING NEGLIGENCE, BREACH OF CONTRACT OR BREACH OF ANY STATUTORY OR OTHER DUTY OF CARE, INCLUDING ANY DUTY OF CARE OWED UNDER THE Occupiers' Liability Act, RSBC 1996 c. 37 on the part of the Releasees and also including the failure on the part of the Releasees to safeguard or protect me from the risks, dangers and hazards of participating in the activities. I realize that Powerlifting is a high risk sport and that I could be injured. I certify that I am in good physical health and that I have no serious health problems and that I assume full responsibility for such conditions. I accept that I am fully responsible for my well-being and safety in the warm up room, on the lifting platform and while I am competing at this event. I am also aware that I am responsible for the actions of any coach and entourage that attends this contest in my support. I HAVE READ THIS WAIVER AND RELEASE OF LIABILITY FORM, FULLY UNDERSTAND ITS TERMS, AND I UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SUBMITTING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

Signature: _____

Date: _____

Event Promotion and Sponsorship

Once your competition has been approved, all competition information will need to be sent to the BCPA webmaster to post on the BCPA and CPU websites. Also, 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 first posting on the CPU website.

Any event artwork will need to be sent to the BCPA for approval, e.g. posters, T-shirt designs, programs and logos. Any event poster must include WADA and BCPA logos. The BCPA will also use your event logo and poster as its Facebook banner, if provided. The banner size will need to be at least 820 pixels wide and 360 pixels tall, with non-essential image and text elements inside a safe zone of 24 pixels from the top and bottom and 90 pixels from the left and right edges. The logo must also be provided as a square image 2048 pixels wide by 2048 pixels tall.

Let as many people as possible know about the competition. The more you promote, the more interest it creates for both registration and spectators. The BCPA can assist in the promotion by re-posting or sharing your posts on its social media.

It is at your discretion to obtain sponsorship for your event. Sponsors can help promote your event and assist with small costs, as well as donate prizes to be won. Reach out to local businesses with a tailored email or approach and come up with some ideas on how to create value for your athletes and volunteers. Be mindful that when receiving prizes or gift packs from supplement companies, that any supplement products given to athletes should be checked to ensure there are no banned substances.

Creating a Roster and Flight Schedule

Roster

The lifters' roster is a complete list of all the athletes competing at your event and will include the name and location of your event.

For ease of reference, the athletes will be grouped into their respective gender and should be sorted and listed as follows:

- Age Class: Start with sub-juniors and ending with the masters.
- Weight class: Lowest to Highest.
- Athlete name: Listed alphabetically.
- Lifting category: Unequipped or Equipped.

We have found that creating a Google Sheet works best as edits can be made to the roster without having to post a new link each time.

The screenshot shows a Google Sheet interface for the '2019 BCPA Women's Provincial Championships'. The sheet contains a roster of athletes with the following columns: Last Name, First Name, WtCl, Age Division, and Lifting Category. The data is as follows:

	A	B	C	D	E	F
1	2019 BCPA Women's Provincial Championships					
2	Saturday October 12th					
3	Massey Theatre, 735 8th Ave. New Westminster					
4	Last Name	First Name	WtCl	Age Division	Lifting Category	
5	Chen	Fiona	57	Junior	Unequipped	
6	Farlinger	Rachel	57	Junior	Unequipped	
7	Koshikawa	Momoka	63	Junior	Unequipped	
8	Nasol	Jolina Mae	63	Junior	Unequipped	
9	Peterson	Zoe	63	Junior	Unequipped	
10	Cloutier	Rachel	72	Junior	Unequipped	
11	Peralta	Dionne	47	Open	Unequipped	
12	Nelson	Teri-Lynn	52	Open	Unequipped	
13	Chen	Pei	57	Open	Unequipped	
14	Le	Tu	57	Open	Unequipped	
15	Leighton	Cynthia	57	Open	Unequipped	
16	Rasing	Carla Angela	57	Open	Unequipped	
17	Sabino	Jenna	57	Open	Unequipped	
18	Southwood	Hannah	57	Open	Unequipped	
19	Jones	Veronica	63	Open	Unequipped	
20	Kvist	Juliana	63	Open	Unequipped	
21	Wong	Elysee	63	Open	Unequipped	
22	Bill	Jessica	72	Open	Unequipped	
23	Campbell	Kelley	72	Open	Unequipped	
24	Chan-McLeod	Caitlin	72	Open	Unequipped	
25	St. Godard	Jasmine	84	Open	Unequipped	
26	Broadbent	Bianca	84+	Open	Unequipped	
27	Farquharson	Elizabeth	84+	Open	Unequipped	
28	Yamazaki	Wendy	57	Master 1	Unequipped	
29	Smythe	Carmela	63	Master 1	Unequipped	
30	Broadbent	Shan Marie	84	Master 1	Unequipped	

Flight Schedule

The flight schedule is what the athletes will rely on for when their respective weigh-in and lifting times are and as to what flight they will be slotted into.

When creating the flight schedule, there is no definitive way of sorting the athletes. It is ideal to have an equal amount of lifters for each flight; however, each flight cannot exceed 14 lifters. In single lift Bench Press Championships groups of up to 20 may be formed. A session can be composed of a single bodyweight category or any combination of bodyweight categories at the discretion of the organizer for purposes of presentation. An effort must be made to group similar weight classes and age divisions into the same session. We also recommend not to exceed 2 flights per session.

If there are any questions on how to organize the flight schedule, the BCPA Executive should be contacted.

2019 BCPA Women's Provincial Championships											
Saturday October 12th											
Massey Theatre, 735 8th Ave, New Westminster											
Session 1 - Weigh-in 8:00 am Lifting 10:00 am						Session 2 - Weigh-in 2:00 pm Lifting 4:00 pm					
Last Name	First Name	WtCl	Age Division	Lifting Category	Flight Count	Last Name	First Name	WtCl	Age Division	Lifting Category	Flight Count
Flight 1						Flight 1					
Yamazaki	Wendy	57	Master 1	Unequipped		Kirloss	Rafaela	47	Open	Unequipped	
Young	Asia	57	Master 1	Unequipped		Lim	Caitlin	47	Open	Unequipped	
O'Connell	Meghan	57	Master 2	Unequipped		Peralta	Dionne	47	Open	Unequipped	
Taylor	Teresa	57	Master 2	Unequipped		Sopena	Denise	47	Open	Unequipped	
Wharton	Kelly	63	Master 2	Unequipped		Hindley	Kelley	52	Open	Unequipped	
Kang	Sukhdev	72	Master 2	Unequipped		Joaquin	Marie Jenevieve	52	Open	Unequipped	
Wille	Monica	84	Master 2	Unequipped		Lillian Suit-Fong Wu	Sabina	52	Open	Unequipped	
Ma	Monica	47	Master 3	Unequipped		Nelson	Teri-Lynn	52	Open	Unequipped	
Eustace	Sherry	57	Master 3	Unequipped		Chen	Pei	57	Open	Unequipped	
Brunjes	Sharlene	63	Master 3	Unequipped		Le	Tu	57	Open	Unequipped	
O'Toole	Robin	63	Master 3	Unequipped		Leighton	Cynthia	57	Open	Unequipped	
Needham	Mary Stephanie	72	Master 3	Unequipped	12	Rasing	Carla Angela	57	Open	Unequipped	
Flight 2						Flight 2					
Chen	Fiona	57	Junior	Unequipped		Southwood	Hannah	57	Open	Unequipped	14
Farlinger	Rachel	57	Junior	Unequipped		Flight 2					
Koshikawa	Momoka	63	Junior	Unequipped		Bill	Jessica	72	Open	Unequipped	
Nasol	Jolina Mae	63	Junior	Unequipped		Campbell	Kelley	72	Open	Unequipped	
Peterson	Zoe	63	Junior	Unequipped		Chan-McLeod	Caitlin	72	Open	Unequipped	
Snobelen	Sophia	63	Junior	Unequipped		Clayton	Victoria	72	Open	Unequipped	
Hart	Nicole	63	Master 1	Unequipped		Gnyra	Michelle	72	Open	Unequipped	
Smythe	Carmela	63	Master 1	Unequipped		Mahovlic	April	72	Open	Unequipped	
Bramley	Shea Marie	84	Master 1	Unequipped		Mann	Camilla	72	Open	Unequipped	
Haupt	Morgan	84	Master 1	Unequipped		Welch	Angela	72	Open	Unequipped	
Middleton	Mary Ann	84	Master 1	Unequipped		Welgush	Lindsey Dawn	72	Open	Unequipped	
Hess	Kimberley	84+	Master 1	Unequipped	12	St. Godard	Jasmine	72	Open	Unequipped	

Volunteers

As the Meet Director, you are responsible for providing and scheduling all volunteers for the competition excluding referees and scorekeepers. Your volunteers are absolutely essential for your competition to run and special care should be taken to obtain the very best people to volunteer. When scheduling volunteers, request that they arrive **30 minute** prior to the start of their shift. It is required that adequate food and beverages are provided to all volunteers.

Remember, if the volunteers are not treated well they are less likely to help out in the future. Poor treatment of the volunteers may affect the Meet Director's chances of being able to host future events.

Referees and Scorekeepers

Referees and Scorekeepers and Scorekeepers' Assistants are provided by the BCPA. You will need to notify the Officiating and Scorekeepers' Chairperson to make arrangements to have them available for your competition. officiating@bc-powerlifting.com

First Aid Attendant

In accordance with the IPF Rules, a volunteer with First Aid training must be present at all sanctioned competitions. Check with your BCPA liaison to confirm that one will be present.

Required Volunteers

You will need to recruit volunteers for the following positions:

- Minimum of 5 for setup **and** teardown

PER SESSION

- 1 Announcer
- 1 Expeditor
- 1 Registration / Admission
- Platform Chief
- 3-5 Spotter / Loaders
- Warm-Up Room Marshall (*optional*)

Announcer:

Your Announcer acts as the Master of Ceremonies for your event. They should be comfortable with speaking publicly and if possible, have experience at announcing at past competitions. 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 Announcer, who in turn announces that "The Bar is Loaded", and calls the lifter by name to the platform.

Expeditor:

The Expeditor will be responsible for taking the attempts from all lifters. They will also ensure that all attempts will be submitted within the 1 minute time allowance.

Registration / Admission:

One volunteer can take on both of these roles. This person would be responsible for handing out t-shirts and gift bags (if any) to the athletes and collecting admission fees from the spectators.

At the start of the session, the volunteer would assist at the Equipment Check table by providing the athlete with his/her competition t-shirt (if one is provided) and/or the coach's wristband or badge. Once all of the athletes have checked in, that volunteer can take over at your admissions table. It is at your discretion as to whether or not you wish to charge admission for your event - it is not mandatory.

Platform Chief:

The Platform Chief must have spotting and loading experience. They will ensure that the weight called is the weight loaded onto the bar and the bar is properly centered and clean. A load chart will be provided to the Platform Chief.

Spotters / Loaders:

Responsible for loading and unloading the bar, adjusting squat rack heights and bench rack and safety heights, 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 experience to keep your competition moving at a proper pace. There needs to be at least 3 and no more than 5 spotters / loaders on the platform at all times.

The loading/unloading of the bar should happen safely and as quickly as possible. In a competition of 30 people, or 270 lifts, **an extra 15 seconds on each one means over an hour longer** for the contest. 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" or "Replace the Bar", or in the case of catastrophic failure. The spotters will then assist the lifter in returning the bar back to the rack.

Warm-Up Room Marshall (Optional):

Responsible for ensuring that only lifters and coaches are present in staging area and warm-up room. They are also responsible for ensuring that all lifters and coaches are conducting themselves in a safe and sportsmanlike manner. They are also responsible for ensuring that all equipment loaned by the BCPA is not abused or damaged by the athletes and coaches in the warm-up room.

Time Keeper (Optional):

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). *When the DRL Referee Lighting system is used, a Timekeeper will not be required. The BCPA aims to use the DRL Referee Lighting system for all competitions, but in the event it is not available the meet director will be notified. A Time Keeper will need to be assigned in the event the DRL system fails during the competition.*

Applicable 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 Sanctioning Form; <https://form.jotform.com/63086101805247>
2. Entry Form; (See page 11)
3. Score Cards / Lifter's Cards. These cards may be provided by the BCPA. Check with the Scorekeepers' Chair.
<http://bc-powerlifting.com/wp-content/uploads/2019/10/Lifters-scorecard.pdf>
4. Equipment Check Sheets. These sheets may be provided by the BCPA. Check with the Scorekeepers' Chair.
http://bc-powerlifting.com/wp-content/uploads/2016/11/equipment_check.pdf
5. Weigh-in Order/ Flight Sheets Lot Sheet. These sheets may be provided by the BCPA. Check with the Scorekeepers' Chair. If you will be preparing these Sheets, you will need to assign a Lot number for each lifter. This Lot number will be used throughout the competition. The Lot number for each lifter must be provided to the Scorekeepers' Chair so that those numbers can be inputted into the score program.
<http://bc-powerlifting.com/wp-content/uploads/2016/11/Weigh-In-Lot-Sheets.pdf>

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 "A" Lot Numbers start at 1 but the first lifter will start with the number "4" and will end with "17"; Flight "B" Lot Numbers start at 18 but the first lifter will start with the number "21" 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 you can manually choose a random number by placing names in a hat and drawing the name accordingly or by using a Random Number Generator App. Note: If there are any questions regarding lot numbers, please contact the BCPA Scorekeepers' Chair.
6. Manual Score Sheets.
<http://bc-powerlifting.com/wp-content/uploads/2016/11/Scoresheet-Template.pdf>
7. Attempt Cards Booklet (1 booklet per lifter plus 10 extra booklets as spares. Each booklet contains 3 squat, 3 bench and 5 deadlift attempt sheets. Please use different colored paper for each of the lifts).
<http://bc-powerlifting.com/wp-content/uploads/2016/11/ATTEMPT-BP-ONLY-1.pdf>
<http://bc-powerlifting.com/wp-content/uploads/2016/11/ATTEMPT-SQUAT.pdf>
<http://bc-powerlifting.com/wp-content/uploads/2016/11/ATTEMPT-DEADLIFT.pdf>
<http://bc-powerlifting.com/wp-content/uploads/2016/11/ATTEMPT-BP-ONLY-1.pdf>
8. Coaches' ID tags can be in the form of lanyards, wristbands or name tags (one Coaches' ID per lifter).
9. Approved Equipment List (1). <https://www.powerlifting.sport/rulescodesinfo/approved-list.html>
10. Most up to date Provincial Records. <http://bc-powerlifting.com/records/>

Day of the Competition

On the day of the competition, it is necessary that you as the meet director be available at all times. As the meet director, it will be your responsibility to:

- be on hand for the Referees and the scorekeeping table;
- ensure that the platform is working safely and efficiently;
- ensure that the warm-up room is safe and that only coaches and athletes are in the warm up room and finally;
- ensure that volunteers are happy and fed.

A Lifters' Meeting needs to be held before the start of each session at the competition. If you are unable to hold this meeting, you will need to advise the BCPA Executive, so that a qualified person can be assigned to carry out this task. The purpose of this meeting is to:

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

Results

Following the conclusion of each session in a competition, the Results will be provided by the Scorekeeper for the purpose of award's presentations. It is advised that you be available to hand out the awards to the lifters as they are presented.

At the end of the competition, you will need to make arrangements with the Scorekeepers' Chair to submit the finalized competition results to the BCPA and CPU.

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

July 27, 2019				2019 Rally in the Valley -Kelowna, BC										
Name	Cat.	B/W	Cls.	SQ1	SQ2	SQ3	BP1	BP2	BP3	DL1	DL2	DL3	Total	IPF Points
Unequipped Women														
Katrina Lashmar	F-JR-U	62.74	63	-75	-75	-75	-	-	-	-	-	-	-	-
Madison Arnold	F-JR-U	70.24	72	120	125	132.5	72.5	75	-77.5	140	147.5	155	362.5	597.44
Chloe Burnham	F-JR-U	81.04	84	135	-142.5	147.5	70	75	-77.5	-157.5	165	172.5	395	612.52
Arianna Gubert	F-O-U	51.66	52	82.5	87.5	-90	42.5	45	-47.5	100	105	110	242.5	453.16
Elizabeth Fragione	F-O-U	62.64	63	150	158	163	72.5	77.5	-80	150	157.5	-162.5	398	693.28
Jenna Sabino	F-O-U	60.34	63	135	142.5	150	72.5	77.5	80	152.5	-160	162.5	392.5	696.35
Mason Barzilay	F-O-U	62.76	63	85	90	95	-52.5	52.5	57.5	107.5	117.5	125	277.5	477.75
Pier Briggeman	F-O-U	67.87	72	135	142.5	-150	75	82.5	-85	157.5	-165	-165	382.5	640.74
Shadie Bourget	F-O-U	71.23	72	110	117.5	122.5	82.5	-87.5	87.5	135	152.5	157.5	367.5	602.03
Teesh Castillo	F-O-U	70.82	72	120	130	135	80	82.5	-87.5	125	130	137.5	355	582.82
April Mahovic	F-O-U	69.4	72	107.5	115	-127.5	60	65	67.5	122.5	132.5	140	322.5	533.48
Sara Beatriz (Bety) Martinez	F-O-U	69.19	72	-80	90	102.5	45	50	-55	120	135	142.5	295	487.91
Brittani Dovauo	F-O-U	69.58	72	92.5	100	-105	52.5	55	-57.5	110	117.5	125	280	461.62
Victoria Laaber	F-O-U	71.61	72	100	107.5	110	42.5	45	47.5	110	-117.5	122.5	280	456.32
Stacey Silva	F-O-U	71.69	72	85	92.5	97.5	42.5	47.5	-50	105	112.5	115	260	423.15
Sneha Shukla	F-O-U	63.25	72	62.5	-67.5	67.5	50	52.5	55	100	107.5	112.5	235	400.70
Barbara-Ann Kubb	F-O-U	114.04	84+	145	-155	-155	70	77.5	80	135	152.5	-157.5	377.5	516.67
Anna-Marie Bennett	F-O-U	106.33	84+	-120	125	132.5	55	60	62.5	125	137.5	-142.5	332.5	468.42
Shelley Perkins	F-O-U	128.55	84+	100	-105	105	60	65	70	120	-122.5	137.5	312.5	416.86
Angela Ratcliffe	F-O-U	112.39	84+	-112.5	112.5	115	57.5	-62.5	62.5	120	132.5	-140	310	430.58
Jodi Cowtan	F-M1-U	70.29	72	75	90	-97.5	42.5	-47.5	-52.5	125	132.5	142.5	275	451.39
Angela Thompson	F-M1-U	78.02	84	80	85	95	57.5	62.5	-65	102.5	110	115	272.5	429.68
Susan White	F-M2-U	51.36	52	70	75	80	35	40	-45	85	95	100	220	408.68
Equipped Women														
Wendy Pronick	F-O	61.44	63	110	115	120	-107.5	107.5	-110	120	130	140	367.5	515.25
Unequipped Men														
Noa Fedyk	M-SJR-U	72.38	74	-142.5	147.5	150	120	-125	-125	-152.5	-157.5	170	440	459.79
Levi Byers	M-SJR-U	73.2	74	-125	142.5	-152.5	-100	105	112.5	152.5	172.5	175	430	443.50

Final Words

Although this guide may seem exhaustive at first glance, its step by step instructions are provided for your use so that your competition will run as smoothly as possible and with the hopes that you will continue running competitions. Running a competition can be as stressful or enjoyable as you make it. We hope that with this guide, the stress is alleviated.