



INTERNATIONAL POWERLIFTING FEDERATION

Organizing Checklist

to be completed by host Federations of World Championships

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

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

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

This list is a complement to the lists:


- IPF Promoters Contract
- IPF Anti-Doping Control Agreement.

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

Specifications	
<p>1. Preparing the bid 3-4 years prior to the championship</p> <p>a) The organizing bid. A bid shall be forwarded to the IPF Championship Secretary 3 years ahead of the organizing year. The selection of organizers will be made by the IPF Executive and published at the IPF Congress 3 years ahead. To forward a bid, the form IPF Organizing Checklist for World Championships must be filled in and sent to the IPF Championship Secretary.</p>	<p>Need not be commented. (checkpoints)</p>

<p>b) Establishing of an organization committee. Preferably people from the national federation, local club(s) and the local government should form this committee. To make up a contract stating the conditions may be useful for all parties.</p> <p>c) Arrangements of hotel accommodation. A deal with (preferably) one hotel or more hotels must be made to make reservations. The accommodation prices should be negotiated to be lower or the same prices the hotel normally charge. Due the high number of rooms the organizer should normally get some rooms free of charge as a bonus (to be used by the organizing crew).</p> <p>d) Arrangement of the venue. A deal to rent a suitable venue should preferably be arranged prior to making the bid. The venue must be big enough for the competition and have a good standard.</p> <p>e) Arrangements of transports. Transport must be organized to bring participants from the airport or railway station to the official accommodating hotel and back again after the competition. If transport is needed between the hotel and the competition venue the organizer must provide such free of charge.</p> <p>f) Government support. Organizing an International championship without support from national or local governments is difficult. Big efforts should be made to communicate with and achieve support from at least the local government.</p> <p>g) Sponsors. Organizing an International championship without sponsors is economically very difficult. To secure a good economy to be able to provide a championship of high standard, big efforts should be made to work with sponsors.</p> <p><i>Contracts to be signed between IPF and the Organizer</i></p> <p>h) Promoters contract. The IPF Promoters contract will be sent to the National Federation for signature. All conditions signed for must be fulfilled or the National Federation risk receiving a fine. (By Laws 105.15)</p> <p>i) Organizing Checklist. The IPF Organizing Checklist will be sent to the National Federation for signature. All conditions signed for must be fulfilled or the National Federation risk receiving a fine. (By Laws 105.15)</p> <p>j) Anti-Doping Control Agreement. The IPF Anti-Doping Control Agreement will be sent to the National Federation for signature and the procedure regarding the doping control will be discussed to state a mutual agreement. In general the National Antidoping Agency will be notified to conduct the control.</p>	
<p><i>2. Arrangements 1-2 years prior to the championship</i></p> <p>a) Invitation. Invitation shall be specified in co-operation with the IPF Championship Secretary (CS) about 1 year ahead so the CS is</p>	<p>Need not be commented. (checkpoints)</p>

<p>able to issue the final invitation 6 months ahead.</p> <p>b) Medals and memory awards. The “big” medals (for the total) shall be ordered from the IPF and paid by the organizer. The ordering should be made about 1 year ahead. The “small” medals for each individual lift shall either be ordered from the IPF, or, provided by the organizer. The medals must be of good quality and paid for by the organizer. Preferably, the organizer should provide memory awards to all lifters taking part in the competition to be presented at the victory ceremony. However, such awards are not obligatory.</p> <p>c) Accommodation. Final agreement and any contracts with the hotel(s) should be completed 1-2 years before the championship. Free accommodation for 4 IPF officials and the Computer Secretary must be provided.</p> <p>d) Banquet. Contracts with the supplier regarding the banquet should be completed at the latest 1 year ahead so that the conditions are specified in the invitation.</p> <p>e) Transport. Final agreements with the transporting company should be made at the latest 1 year before the championship.</p> <p>f) Television and Internet streaming. Before negotiation with national TV, the IPF must be notified to give sanction. The same procedure must be followed regarding Internet Streaming from the championship.</p>	
<p>3. Arrangements 2-6 months prior to the championship</p> <p>a) Competition lists and cards. The organizer shall prepare competition cards and lists as specified by the IPF Championship Secretary.</p> <p>b) Collect preliminary nominations in co-operation with the IPF Champ. Secr. 2 months ahead and write a participation list of lifters and referees in co-operation with the IPF Championship Secretary.</p> <p>e) Food and refreshments. Arrangements to provide food and refreshments for IPF officials and the organizing crew should be planned and arranged for. All working IPF officials shall be offered at least two meals and coffee/drinks daily free of charge. The IPF working officials including the referees should be offered a room where the food is served.</p>	<p>Need not be commented. (checkpoints)</p>
<p>4. Practical details</p> <p>a) Invitation to sponsors and companies about sale stalls near the venue should be sent out early (latest 1 year ahead).</p> <p>b) Collection of flags for the participating nations should preferably be done from the local governments. Otherwise collection of flags from delegates must be done at the technical meeting. The flags must be organized in a representative manner in the competition venue.</p> <p>c) The work to establish a program folder with advertisements</p>	<p>Need not be commented. (checkpoints)</p>

<p>should start 1-2 years ahead.</p> <p>d) Posters should be printed to be placed outside the venue and also sent to national clubs.</p> <p>e) The work to find qualified people to cover all the organizing functions should start early. Working schedules should be planned in detail.</p> <p>f) decor for the venue should be planned. In particular behind platform signage should be prepared as per 5.5. of the Promoters Contract.</p> <p style="text-align: center;">Wall behind Plattform</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 5px 0;"> <p>Partners Organizer</p> </div> <div style="border: 1px solid black; padding: 10px; text-align: center; margin: 5px 0;">  <p style="display: flex; justify-content: space-between; width: 100%;"> Partner IPF Partner IPF </p> </div> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 5px 0;"> <p>Partners Organizer</p> </div> <p>g) During the competition, the time schedule for the transport should be posted at the hotel and at the venue.</p> <p>h) During the competition, result lists should be posted at the hotel and at the venue plus spare lists given to the Press and officials.</p> <p>i) Internet connection need to be fixed as specified in the promoters contract 5.3</p>	
<p>5. Secretariat</p> <p>a) General Secretariat. A secretary function for the general organization is needed. This secretariat shall plan the transportation and welcome the lifters and officials both at the airport/railway station and at the hotel. Further, this secretariat shall provide welcome information, registration, badges for free entrance etc. During the competition a secretariat must deal with general copying, copying of result lists, preparing medal ceremonies, give information etc.</p> <p>b) Competition Secretariat table. Highly qualified people should be selected to run the competition secretariat table for expediting the competition:</p> <ol style="list-style-type: none"> 1. A <i>computer officer</i> running the competition computer program. The program must be certified by the IPF. 2. A <i>speaker</i> that master the English language and is experienced to expedite large championships. He must know the Technical Rules in detail. 3. One <i>person to receive the attempt cards</i> and control the time for providing these cards. 4. One <i>person to record the weights</i> at the start cards and 	<p>State "yes" or describe any deviation from the procedure</p>

<p>prepare those in correct order for the speaker.</p> <p>5. One <i>person to record manually the protocol</i> for the competition as a back up for the competition computer program.</p> <p>6. One <i>time keeper</i> to control the attempt clock.</p>						
3. Attempt cards	4. Start cards	2. Speaker	1. Computer officer	5. Manual protocol	6. Time keeper	
<p>Recommended table places (see the list no. 1-6 above) for the secretariat people.</p> <p>c) Technical Secretary. The Organizer must appoint a <i>Technical Secretary</i> that shall work with the IPF Championship Secretary. He must be an IPF international referee with the duties as listed in the IPF Technical Rules. (See “<i>Order of competition – Responsibilities of officials (b) The Technical Secretary</i>”)</p>						
<p>6. Spotters / loaders The spotters/loaders must consist of minimum 2 complete and experienced teams of 5 persons each. One leader of each team should be responsible to guide the other members of the team regarding the different duties in connection with loading the bar, adjusting the rack heights, cleaning the bar and control of the lifters safety.</p>						<p>State “yes” or describe any deviation from the procedure</p>
<p>7. Competition venue The competition area must be of sufficient size to accommodate the anticipated number of spectators and have required area for the platform, referees, loaders, jury, administration table and lights. If the lifting area is limited, then the jury and administration table may be located off the platform stage but in suitable positions. The overhead projector must be of high quality and projected on a large screen situated to the side of the platform. The competition venue should include items (a – q)</p> <p>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. Bar, collars, discs and PL-Rack will be provided by the IPF.</p>						<p>Need not be commented. (checkpoints)</p>
<p>b) Discs: 14 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. (457,5 kg + 25 kg bar/collars = 482,5 kg) NOTE : 50-kg discs may be used instead of some of the 25 kg discs. (However, at least 2 x 25 kg must be provided).</p> <p>Rubber covered discs are permitted provided they conform to the rule requirement.</p>						<p>b) List the discs:</p>

Record discs: 2 x 1 kg, 2 x 0,5 kg and 2 x 0,25 kg. These discs should be kept at the Jury table throughout the competition.	
c) Squat stands and bench. Will be provided by the IPF	Need not be commented. (checkpoints)
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.	d) "Yes or no":
e) Podium to accommodate 1 st ., 2 nd . and 3 rd . place winners	e) "Yes or no":
f) Magnesium carbonate box with adequate supply of magnesium	f) "Yes or no":
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 fibre brush is recommended.	g) "Yes or no":
h) A 10% Clorex solution or similar as suggested by the doctor for use on bar if any bleeding occurs. This is a necessary precaution to stop the spread of contagious disease of blood borne pathogens.	h) "Yes or no"
i) 3 seats for the use of the referees.	i) "Yes or no":
j) 6 seats and 1 table on or off the platform for the speaker, speaker's assistant, manual protocol keeper, time keeper, computer operator and the marshal for attempt cards plus all their equipment.	j) "Yes or no":
k) Seats and table on or off the platform for the three man jury and for the four IPF delegates.	k) "Yes or no":
l) An overhead projector connected to the competition computer shall display the championships score sheet. The light brilliance of the projector must have a high quality (desirable ANSI 3 – 4 Lymen) and projected on a <u>large</u> screen (desirable 4 x 4m). State the light brilliance of the projector and the size of the main screen.	l) State the light brilliance and the size of the screen.
m) Reliable lighting system in which the lights relate to the relevant position of the three referees.	m) "Yes or no":
n) 3 sets of red, blue and yellow cards for the referees to indicate failures.	n) "Yes or no":
o) An individual lift attempt board showing the actual weight on the bar.	o) "Yes or no":
p) A clock visible to the lifters, coaches and audience showing the unexpired time in which the lift must be commenced.	p) "Yes or no":
q) Table for display of trophies etc. (not on the platform)	q) "Yes or no":
8. Warm up area The warm up area should preferably be at least 18m x 6m in size. <i>See Appendix 2.</i> A minimum of 4 platforms, preferably 5. State the numbers of platforms. Warm up area equipment should include (a – e):	Number of platforms:

<p>a) Each platform shall be equipped with one bar and collars plus: 10 x 25 kg, 2 x 20 kg, 2 x 15 kg, 2 x 10 kg, 2 x 5 kg, 2 x 2,5 kg, 2 x 1,25 kg discs. (357,5 kg + 25 kg bar/collars = 382,5 kg) State the name of bar manufacturer : NOTE : All bars <i>must</i> be IPF approved and should preferably be similar to the one at the competition platform. The surface of each warm up platform (measuring minimum 2,5 x 2,5 m) must be flat and covered with a material of non slip smooth carpet</p>	<p>a) Name of the manufacturer of the bar and list the plates:</p>
<p>b) Each platform should have squat stands and bench including safety racks, (preferably similar with those used in the competition platform), magnesium carbonate box etc. State the name of the manufacturer of stands and benches. NOTE: The squat stands and benches <i>must</i> be IPF approved.</p>	<p>b) Name of manufacturer:</p>
<p>c) Loudspeaker linked with the competition area, TV monitor showing the lifting order, TV monitor showing the score sheet and TV monitor viewing the lifting platform. State which of the above facilities will be provided.</p>	<p>c) Specify:</p>
<p>d) Free soft drinks / fresh water for lifters and officials</p>	<p>d) "Yes or no":</p>
<p>e) The organizer is responsible to control the access to the warming up area to only officials, coaches and lifters competing in the ongoing weight categories. A controlling system must be made up. IPF recommend that all coaches must either: a) receive a badge with photo, name and the function "coach" specified on the badge b) or the organizer prepares the following: - Make up badges for all coaches with different colours for each weight or group category. - The badges to be handed out at the weighing in and the number of badges relay to the number of lifters each nation enters in each weight/group category. The number will be: 1 lifter = 2 coaches, 2 lifters = 3 coaches, 3 lifters = 4 coaches and 4 lifters = 5 coaches which is the maximum number of coaches.</p>	<p>e) "Yes or no":</p>
<p>9. Wrapping Area The size of the Wrapping Area should be minimum 4x4 m and equipped with chairs and screens according to <i>Appendix 3</i>.</p>	
<p>10. Weigh in room (lockable) Equipment should include (a-c):</p>	
<p>a) Certified digital scales. The scales certificate must be current</p>	<p>a) "Yes or no":</p>
<p>b) Table and chairs for referees.</p>	<p>b) "Yes or no":</p>
<p>c) The Technical Secretary will supply the chief referee for each bodyweight category with an envelope containing score sheets, equipment check sheets, rack height sheets, order of weigh in sheets, speaker's competition cards and lifter's attempt slips. These documents must be completed by the Technical Secretary by entering the names of all nominated lifters as</p>	<p>c) "Yes or no":</p>

<p>stated at the pre-competition technical meeting. Spare blank cards etc. should be provided for any additional lifters joining a category by reason of changed bodyweight and spare copies provided of the IPF Acknowledgement and Agreement (IPF Anti-Doping Rules, appendix 2).</p> <p>Refer to IPF Technical Rules Book (<i>Order of competition – Responsibilities of officials (b) The Technical Secretary</i>)</p>	
<p>11. Equipment Check Room (lockable) This room should be adjacent to the weigh in room. Equipment should include:</p> <p>a) Table and chairs for referees. Equipment check sheets will be contained in the envelope given to the chief referee for the bodyweight category.</p>	a) "Yes or no":
<p>12. Officials The promoter is responsible for appointing all officials and in sufficient numbers to ensure the efficient running of the competition. The essential officials are listed in the IPF Technical Rules book (<i>Order of Competition – the promoter will appoint the following officials</i>). Briefly they are (a – h):</p>	
<p>a) <i>Meet Director</i>. (Overall responsible regarding the organization. Must co-operate actively with the IPF Championship Secretary and the IPF Media Officer)</p>	a) "Yes or no":
<p>b) <i>Speaker / Announcer</i>. (It is essential that he/she has mastery of the English language).</p>	b) "Yes or no":
<p>c) <i>Technical Secretary</i> (An IPF international referee), with the duties as listed in the IPF Technical Rules, (<i>Order of competition – Responsibilities of officials (b) The Technical Secretary</i>) must be provided by the organiser to assist the IPF Championship Secretary.</p>	c) "Yes or no":
<p>d) <i>Time Keeper</i> (Preferably a qualified referee)</p>	d) "Yes or no":
<p>e) <i>Controller(s)</i> to limit and control the access to the warming up area.</p>	e) "Yes or no":
<p>f) <i>Scorers</i> (Record the progress of the competition by both computer and manual methods)</p>	f) "Yes or no":
<p>g) <i>Spotters / Loaders</i> (A minimum of two complete and experienced teams of max 5 loaders)</p>	g) "Yes or no":
<p>h) <i>Doping control assistants</i>. 2-3 persons are needed to be guardians (chaperones) for lifters who are drawn to doping tests and wait for their turn to take the test. Additional officials such as doctors, paramedics, therapists etc. may be appointed as necessary.</p>	h) "Yes or no":
<p>13. Changing rooms. a) All normal facilities. (State no. of rooms.) b) Sauna available</p>	a) No. of rooms: b) yes or no:
<p>14. Doctors treatment room. a) Consult with the doctor concerning the facilities.</p>	a) Is a Doctor available?
<p>15. Cafeteria. a) A cafeteria serving hot and cold food, mineral water, coffee, snacks etc. should be connected with the competition venue.</p>	a) "Yes or no":

<p>16. Computer system and equipment</p> <p>a) Competition Program. The IPF has standardized on the competition Program named "Good lift" made by Mr. Alexander Kopayev from the Ukraine www.goodlift.powerlifting.org.ua) The IPF arranges the transport for Mr. Kopayev or another operator selected by IPF and the national federation must organize and pay for his accommodation and food during his stay</p> <p>b) Computer equipment. See <i>Appendix 4 for details.</i> The following computer equipment must be provided by the organizer:</p> <ul style="list-style-type: none"> - Computer (PC) - 2 overhead projectors (minimum 1) - 2 screens (minimum 1) about 4 x 4 m for displaying of the projectors. <ul style="list-style-type: none"> 1 screen displaying the competition scoresheet 1 screen displaying the name of the lifter, records, the attempt in kilo, profile of the lifter etc. - 2 PC monitors in the <u>Warming up room</u> <ul style="list-style-type: none"> 1 monitor displaying the competition scoresheet 1 monitor displaying the lifting order - 2 PC monitors in the <u>Wrapping area</u>. <ul style="list-style-type: none"> 1 monitor displaying the competition scoresheet 1 monitor displaying the lifting order - 1 PC monitor for the spotters showing the weight on the bar to be loaded. - 1-2 PC monitors at the Secretariat table. - 1 PC monitor at the Jury table (optional) <div data-bbox="279 1249 1061 1713" data-label="Diagram"> <pre> graph TD Hub[Hub] --- PC_Secr[PC Comp. Secr.] Hub --- PC_Mon_Secr[PC Monitor Secr. table] Hub --- Jury[1 PC Monitor Jury] Hub --- Screen_Scoresheet[Screen Scoresheet] Hub --- Monitors_Warmup[2 PC Monitors Warmup] Hub --- Monitors_Wrapping[2 PC Monitors Wrapping] Hub --- Loaders[1 PC Monitor Loaders] Hub --- Screen_Info[Screen Info lifter etc.] Hub --- Proj1[Projector] Hub --- Proj2[Projector] </pre> </div> <p>Illustration of the Competition Computer system set up See <i>Appendix 4</i> for more details.</p>	<p>State "yes" or describe any deviation from the procedure</p>
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<p>17. Internet connection</p> <p>1. The Organizer must make provision for online internet connection in the competition hall. Such internet connection will be used by the IPF Media Officer and the IPF Championship Secretary to publish information during and after the Championship. The internet connection for the LIVE Streaming and the IPF computer secretary need to be a fix cable line as specified in the promoters contract 5.3</p>	<p>Need not be commented.</p> <p>(checkpoints)</p>
<p>18. Media</p> <p>1. It is recommended, that the organizer of a World Championship has his own website with all relevant information and which must be frequently updated.</p> <p>2. The Meet Director, in cooperation with the IPF Media Officer, is responsible in informing national and international Medias (newspapers, radio and TV) about this international event in advance.</p> <p>3. The Meet Director is responsible in making press releases every day during the competition in cooperation with the IPF Media Officer.</p>	<p>State "yes" or describe any deviation from the procedure</p>
<p>19. Technical meeting</p> <p>Obligation of the organizer:</p> <p>a) Provide a meeting room according to the specifications in the <i>IPF Promoters Contract</i>.</p> <p>b) Provide a sufficient number (one to each nation) of updated participation lists to be given to the delegates.</p> <p><i>Agenda for the technical meeting:</i></p> <ol style="list-style-type: none"> 1. Welcome by the IPF official. 2. Welcome by the Meet Director (or another representative from the Organizing/National federation). <p>Practical information given by the Meet Director should include:</p> <ol style="list-style-type: none"> a) Details about Scales, Sauna, Transport, Banquet etc. b) Opening ceremony: 1 official and 1 lifter from each nation must take part. c) At the victory ceremony ALL participants must be prepared to march in immediately after the completion of the competition wearing national track suits. 3. Confirmation of participating lifters and weight categories (roll call by the IPF Champion Secretary). 4. Confirmation of duties for the referees (roll call by IPF Technical Com. Chairman). 5. Collection of flags and national anthems (by Organizer). 6. Any outstanding payments (by IPF representative). 	<p>Need not be commented.</p> <p>(checkpoints)</p>
<p>20. Championship office</p> <p>A championship office should be established close to the competition venue with qualified staff. The equipment should include:</p> <p>a) Photocopier. This is essential as it will be in frequent use throughout the competition</p>	<p>State "yes" or describe any deviation from the procedure</p>

<p>b) PC with printers. c) Adequate supply of paper for the above machines. d) Adequate supply of spare competition documents as may be required by the Technical Secretary throughout the competition. e) It is recommended to provide internet-connection and fax facilities. f) The staff should prepare the diplomas to be given to lifters and officials. g) The staff should copy starting lists after each weighing in to be given to coaches, jury and journalists. h) The staff should copy scoresheets after each competing group.</p>	
<p>21. 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>	State "yes" or "no"
<p>22. 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" or "no" if the loudspeakers are of good quality.
<p>23. 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. Care must be taken not to increase the volume too much.</p>	State "yes" or "no"
<p>24. Opening Ceremony The Opening Ceremony may include a long entertaining and cultural program or be simpler but always in a formal standard which reflects the high level of a World Championship in Powerlifting.</p> <p>A minimum ceremony will be as follows:</p> <ol style="list-style-type: none"> 1. The Organizer must prepare tags with the name of each competing nation. 2. The Organizer must provide persons to carry the country name tags (e.g. school children) or give the name tags to each nation upon lining up for presentation. 3. The Organizer must line up (behind the stage) 1 official and 1 lifter from each nation behind the respective country name tags. 4. The Organizer must provide music to accompany the marching in of representatives into the competition venue. The 	State "yes or no" if the procedure will be followed

<p>procession shall be headed with one representative from the Organization. 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>7. The procession is marched out headed by the representative of the Organizer accompanied by music.</p>	
<p>25. Victory ceremony</p> <p>The victory ceremony must be made of a high standard as this is an important ceremony highlighted by the lifters, officials, spectators and the Media. Many pictures and videos are made, which are distributed and reflects the standard and the quality of International powerlifting.</p> <p>Together with the national anthem played for the winner, 3 national flags for the medalists may be hoisted but this is not obligatory.</p> <p>Representatives to hand out medals are appointed by the Meet Director (or another representative of the organization). The IPF President or another IPF representative shall be one of the persons handing over medals. In addition, one or two from the organization may be appointed.</p> <p>A minimum ceremony will be as described below.</p> <p><i>Marching in:</i></p> <ol style="list-style-type: none"> 1. A representative from the Organization (or the IPF Technical Controller) collects the result list and lines up all participants in the correct weight category behind the stage. 2. All lifters must wear national track suits to be admitted access to the victory ceremony. 3. The lifters are marched in by the organizing person together with (marching) music and lined up behind the victory rostrum. <p><i>Medal ceremony:</i></p> <ol style="list-style-type: none"> 4. Medals (gold, silver and bronze) for each discipline will be handed out first in the order of Squat, Bench and Dead lift. Finally, the big medals for the total and memory awards (if arranged for by the organizer) to all lifters shall be handed out. 5. Medals (one gold, one silver and one bronze) is presented on pillows or plates by one or preferably three nicely dressed girls/children. 6. The appointed persons, who will hand over the medals, pick up the medals and hand them to the winning lifters awaiting the call of the speaker. 7. The speaker calls first the bronze winner to enter the rostrum and he/she receives his/her medal, and then the silver medalists and finally the gold winner. 8. When the medals for the 3 total winners are handed over and in case memory awards will be given, the speaker announces the names of the lifters for the following places 	<p>State “yes” or “no” if the procedure will be followed</p>

<p>invites all to start the meal.</p>	
<p>27. Return transport of participants The organizer must prepare the return transport in due time to communicate with each nation to collect their departure times.</p> <p>The Organizer should write travel schedules for each group of persons and post the schedules at the hotel reception, in the competition venue and in the banquet hall.</p> <p>A representative from the Organizer should preferably be present at the hotel to say good bye to everybody when leaving.</p>	<p>State "yes" or "no"</p>

I agree that the venue requirements as listed above in the IPF Organizing Checklist will be provided by me.

Name of the championship :

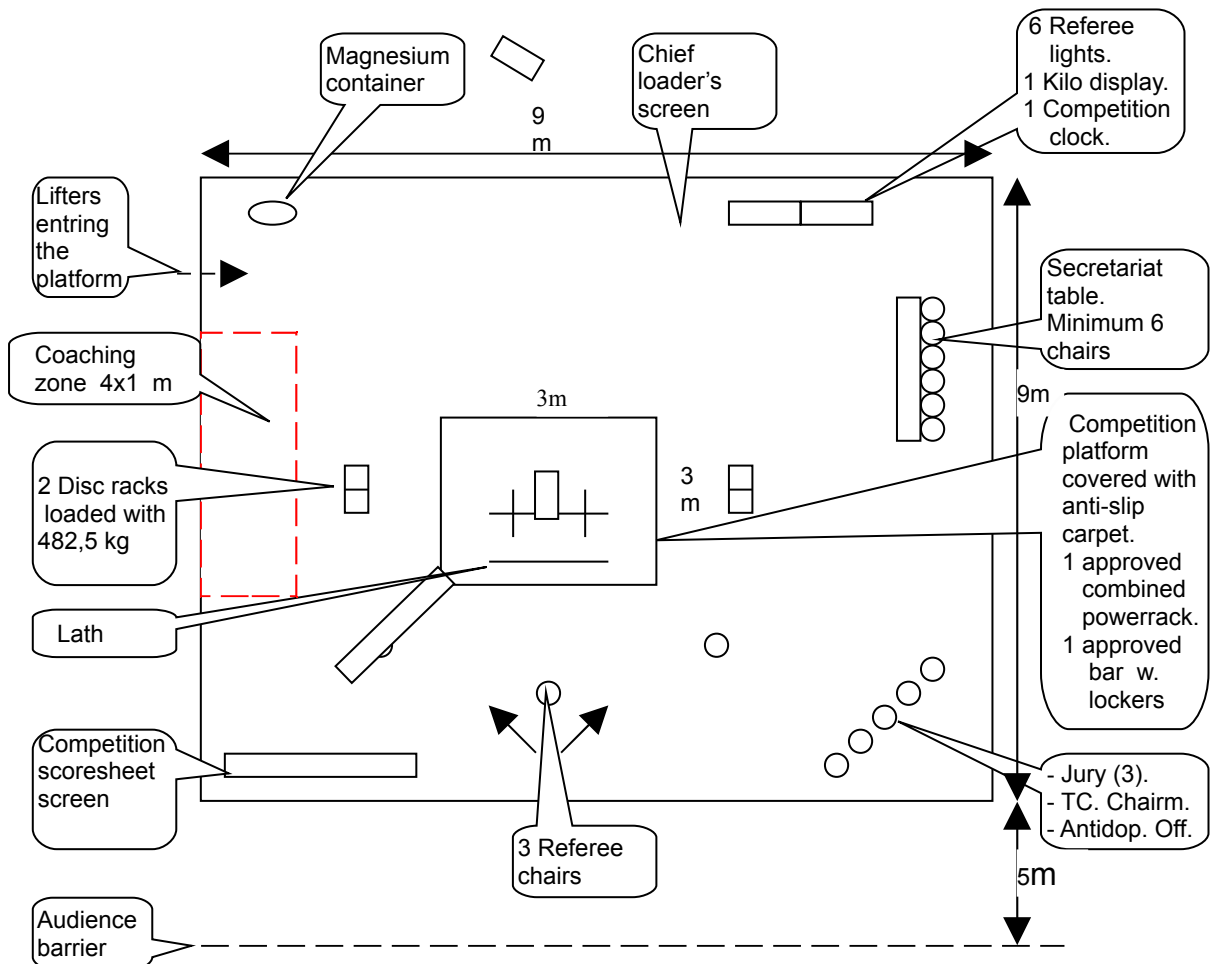
Authorized signatory for and behalf of the National Federation:

Print Name:

Date signed _____ Fax: _____ E-mail: _____

Remarks if any:

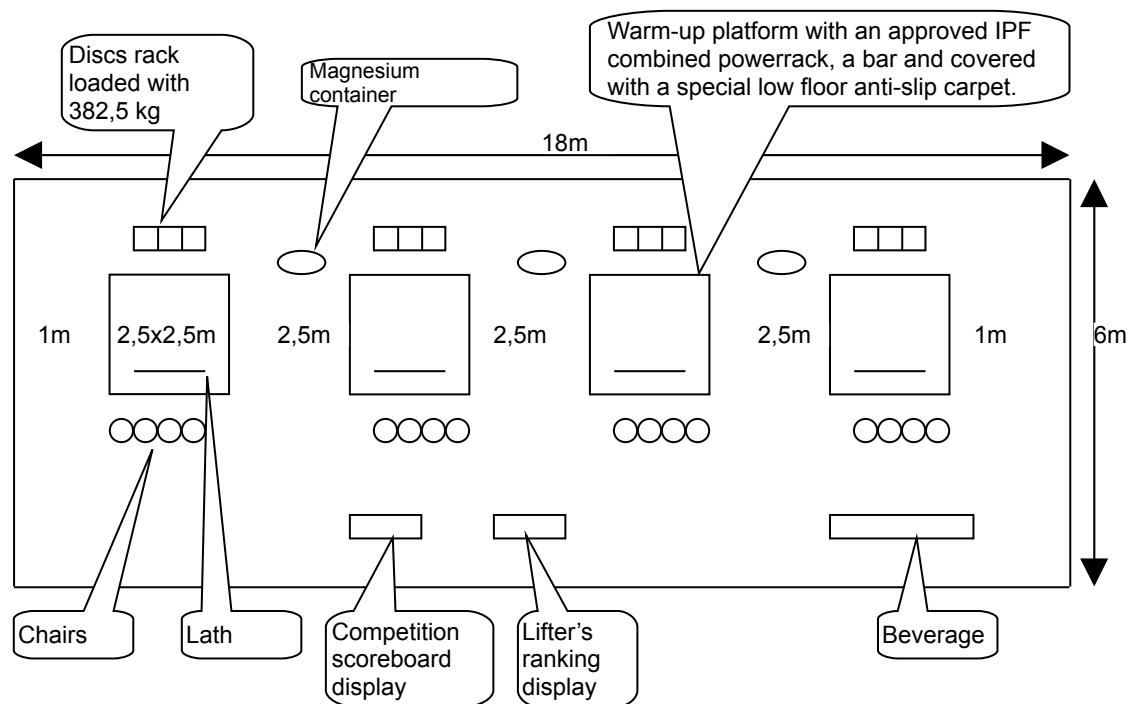
Appendix 1. Competition Area



- A built up competition area should be limited to a maximum height of 50 cm to maintain good stability. The stability is of highest importance and must be highlighted by the organiser.

- The ramp for entering a built up competition area must have a minimum width of 1,50 m and not exceed 20 degrees in elevation.
- It is optional to place the Competition scoresheet screen (for the Audience) as indicated or right beside the competition area. Preferably 2 screens should be provided – one at each side of the lifting area.
- The measurements given for the competition area are considered as minimum with the following options:
 - 1) 9x9 m when the secretariat table and the jury table are included
 - 2) 7x7 m when the secretariat table and the jury table are placed on the floor (to place the jury table on the floor is only possible when the built up area is limited to maximum 50 cm.)
- 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.

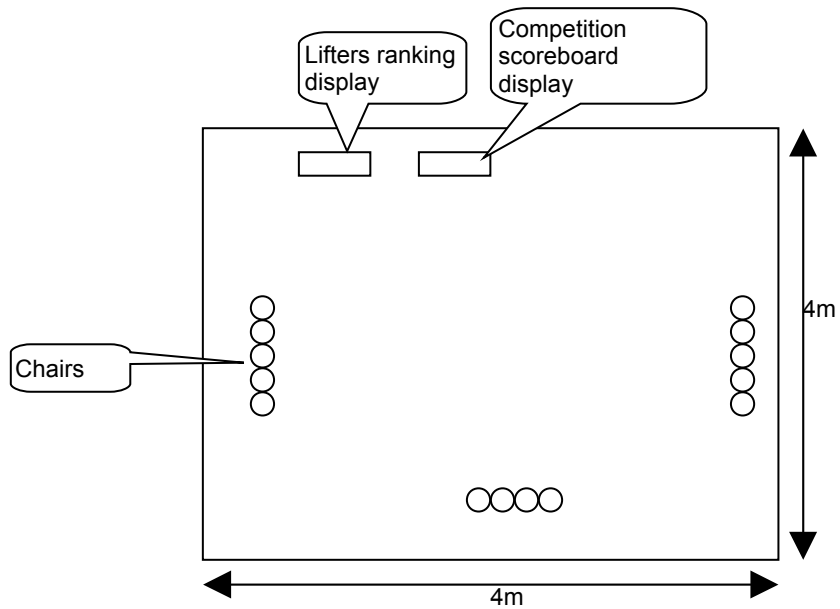
Appendix 2.**Warm up Area**



The illustrated warm up area is rectangular (18m x 6m) but it can also be a square or an L-form. The most important is that the different distances between the minimum of 4 platforms must be spacious to guarantee an excellent warm up for the athletes and their coaches.

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

Appendix 3. Wrapping Area.



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

Appendix 4. Computer System specifications.**I. Assignment**

Software Product GOODLIFT – is a computer system, assigned for running powerlifting championships (according to the rules of IPF).

II. Requirements to Hardware and Software (The Common Part)

The Product is created to be used by Personal Computers under the control of operating systems MS Windows 2000 or MS Windows XP (limited compatibility with MS Windows 98 and MS Windows Vista). Also the Product, being included into the work of the computer network, uses protocol TCP/IP.

II.1. Requirements to Hardware**Necessarily**

1. Four computers (One computer as Server for the Competition and three computers as Client) (Draw 1 – C1 and C2-C4);
2. The quick Printer (recommended a laser printer) (Draw 1 – Pr);
3. Two video-projectors with screens (Draw 1 – P1, P2 and S1, S2). Screen number 2 is biggest for the scoresheet;
4. The Video cables for connection of video-projectors with the computers (also video-switches if needed for connecting to optional monitors – Draw 1– M1, M2, M3).

In Addition

1. One Monitor (or optional desktop/laptop) for Jury Members (if the jury is not able to view the big screen for the scoresheet) (Draw 1 – M1);
2. Two (or more) monitors (TV, screens etc.) (Draw 1 – M2, M3).

- screen output with resolution not lower than 1024x768, 32-bit color palette);
- 15 Mb on the hard disk for the Product installation.

II. 3. The requirements to Software

- installed operating system Windows XP – recommended – (or Windows 2000);
- the rest of product components are installed together with the Software Product GOODLIFT

Notes. It is strictly recommended to have “pure” operational system at the computers. To avoid misunderstanding with Software it is strongly recommended to install the Goodlift on the computers only with the Software mentioned above. Please, do not install antivirus or firewalls software at the computers!

III. Requirements to Network (Network Equipment)

- the network supporting the protocol TCP/IP (IP4);
- the Network Switch (5, 8 or more ports) – Named *Sw1* on the Draw 1. Please, *do not* use ADSL-modems!
- persistently recommended usage of a cable network, but not wireless!
- network cards on each computer, working as a part of the network (1 Gb cable network is strongly recommended);
- usage of a network cable of categories 5, 5e (or 6e) is recommended;
- network equipment, defined by the possibilities of the organization responsible for the championships (topology of the network, the length of segment etc.);
- the stable Internet connection for connecting to Online Competition Server of IPF (this feature will be obligatory from 2009).

/ A. Kopaev