



EUROPEAN POWERLIFTING FEDERATION

Organizing Checklist

to be completed by host Federations of European Championships

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INTRO

This checklist is a guideline and a requirement to the organiser to provide championships of highest possible EPF 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, Jiri Hofirek, jirih@atlas.cz or the President arnwah@online.no 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 EPF Championship secretary, Jiri Hofirek jirih@atlas.cz, with a copy to the President, Arnulf Wahlstrom arnwah@online.no , latest 12 months before the championships starts.

This document is a complement to the documents:

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

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SPECIFICATIONS	To be completed by the organiser. (Yes/No or comments)
Please give your comments in the right column and sign at the end on behalf of your National Federation.	
1. Preparing the bid 3-4 years prior to the championship	
a) The organizing bid A bid shall be forwarded to the EPF Championship Secretary 3 years ahead of the organizing year. The selection of organizers will be made by the EPF Executive and published at the EPF Congress 3 years ahead. To forward a bid, the form Application Form for Organizers of EPF Championships must be filled in and sent to the EPF Championship Secretary.	checkpoint
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.	checkpoint
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).	checkpoint
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.	checkpoint
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.	checkpoint
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.	checkpoint
Contracts to be signed between EPF and the Organizer	
h) Promoters contract The EPF 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)	checkpoint
i) Organizing Checklist The EPF 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)	checkpoint
j) Anti-Doping Control Agreement The EPF 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.	checkpoint

2. Arrangements 1-2 years prior to the championship	
a) Invitation Invitation must be specified in co-operation with the EPF Championship Secretary (CS) about 1 year ahead so the CS is able to issue the final invitation latest 6 months ahead.	checkpoint
b) Medals and memory awards The “big” medals (for the total) must be ordered from the EPF and paid by the organizer. The ordering should be made latest 6 month prior the championship. The “small” medals for each individual lift shall either be ordered from the EPF, 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.	checkpoint
c) Accommodation Final agreement and any contracts with the hotel(s) must be completed 1 year prior the championship. Free accommodation for 3 EPF officials and the Computer Secretary must be provided.	checkpoint
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. A maximum charge of EUR 30,-- per person.	checkpoint
e) Transport Final agreements with the transporting company should be made at the latest 1 year prior the championship.	checkpoint
f) Television and Internet streaming Before negotiation with national TV, the EPF must be notified to give sanction. EPF encourages the organizer to establish Internet Streaming. Efforts should be made to provide for good camera recordings with comments and results. If such requirements are met the EPF support the organizer with 300 Euro.	checkpoint
3. Arrangements 2-6 months prior to the championship	
a) Competition lists and cards The organizer must prepare competition cards and lists as specified by the EPF Championship Secretary	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Collect preliminary nominations in co-operation with the EPF Champ. Secr. 2 months ahead and write a participation list of lifters and referees in co-operation with the EPF Championship Secretary.	<input type="checkbox"/> Yes <input type="checkbox"/> No
e) Meals and refreshments. Arrangements to provide meals and refreshments for EPF officials and the organizing crew should be planned and arranged for. All working EPF officials must be offered at least two meals and coffee/drinks daily free of charge. The EPF working officials including the referees must be offered a room where the meals will be served.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Practical details	
a) Invitation to sponsors and companies about sale booth near the venue should be sent out early (latest 1 year ahead).	checkpoint
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.	checkpoint
c) The work to establish a program folder with advertisements should start 1-2 years ahead.	checkpoint
d) Posters should be printed to be placed outside the venue and also sent to national clubs.	checkpoint
e) The work to find qualified people to cover all the organizing functions should start early. Working schedules should be planned in detail.	checkpoint
f) Any venue needs some kind of décor – this should be planned.	checkpoint
g) During the competition, the time schedule for the transport must be posted at the hotel and at the venue.	checkpoint
h) During the competition, result lists must be posted at the hotel and at the venue plus spare lists given to the Press and officials.	checkpoint

5. Secretariat

a) **General Secretariat** Yes
 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.

describe any deviation from the procedure:

b) **Competition Secretariat table** Yes
 Highly qualified people should be selected to run the competition secretariat table for expediting the competition:

1. A *computer officer* running the competition computer program. The program must be certified by the EPF.
2. A *speaker* that master the English language and is experienced to expedite large championships. He must know the Technical Rules in detail.
3. One *person to receive the attempt cards* and control the time for providing these cards.
4. One *Assistant Speaker to record the weights* at the start cards and prepare those in correct order for the speaker. He shall also sort out the "Lifters Profile sheets" and inform the speaker.
5. One *person to record manually the protocol* for the competition as a back up for the competition computer program.
6. One *time keeper* to control the attempt clock.

3. Attempt cards	4. Assistant Speaker	2. Speaker	1. Computer officer	5. Manual protocol	6. Time keeper
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Recommended table places (see the list no. 1-6 above) for the secretariat people.

describe any deviation from the procedure:

c) **Technical Secretary** Yes
 describe any deviation from the procedure
 The Organizer must appoint a *Technical Secretary* that shall work with the EPF Championship Secretary.
 He must be an IPF international referee with the duties as listed in the IPF Technical Rules.
 (See "Order of competition – Responsibilities of officials (b) The Technical Secretary")

6. Spotters / loaders

The spotters/loaders must consist of minimum 2 complete and experienced teams of 5 persons each. Yes
 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 for each lifter, cleaning the bar, assure and control of the lifters safety.
Dressing code (T-shirts, trousers, sport shoes and socks) must be similar to all spotters/loaders during the whole competition.
 describe any deviation from the procedure:

7. Competition venue	
<p>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.</p> <p>The overhead projector must be of high quality and projected on a large screen situated to the side of the platform.</p> <p>The competition venue should include items (a – q):</p> <p>a) Platform. <i>See Appendix 1</i></p> <p>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.</p> <p>The lifting area should be marked by some kind of fencing to avoid spectators entering. Bar, collars, discs and racks must be IPF approved.</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) Rubber covered discs are permitted provided they conform to the rule requirement. 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.</p>	List the discs:
<p>c) Squat stands and bench. NOTE: Safety racks for use in bench press is obligatory. NOTE: The stands and benches must be IPF approved</p> <p>State the name of the manufacturer:</p>	
<p>d) Other equipment - One pair of Disc racks - Foot blocks for bench press in pair of 5 cm, 10 cm, 20 cm and 30 cm. - A bar lifter for deadlift - A Magnesium carbonate container with adequate supply of magnesium</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>e) Podium to accommodate 1st, 2nd. and 3rd. place winners</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>f) 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. NOTE: <u>A fibre brush is recommended.</u></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>g) 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.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>h) 3 seats for the use by the referees.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>i) 6 seats and 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.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>j) 6 seats and table on or off the platform for the three man jury and for the 3 EPF delegates.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>k) The first 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). A second overhead projector connected to the competition computer shall display the name of the lifter and the loaded weight on the competition bar.</p> <p>State the light brilliance and the size of the main screen:</p>	
<p>l) Reliable and a good quality referee lighting system in which the lights relate to the relevant position of the three referees. The lights must be positioned clearly visible for the audience as well as referees, coaches and the technical staff (near the lifting platform). 3 red and 3 white flags must be provided in reserve if the referee light fails.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>m) Failure cards. 3 sets of red, blue and yellow cards for the referees to indicate failures.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>n) Weight on the bar. An individual lift attempt board showing the actual weight on the bar if not included in the</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

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over all computer program.	
o) A clock visible to the lifters, coaches and audience showing the unexpired time in which the lift must be commenced.	<input type="checkbox"/> Yes <input type="checkbox"/> No
q) Table for display of trophies etc. (not on the platform)	<input type="checkbox"/> Yes <input type="checkbox"/> No

8. Warm up area	
<p>The warm up area should preferably be at least 18m x 6m in size. <u>See Appendix 2.</u> A minimum of 4 platforms, preferably 5. State the numbers of platforms. Warm up area equipment should include (a – e):</p>	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 must 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>Name of the manufacturer of the bar and list the plates:</p>	
<p>b) Stands and benches. Each platform should have squat stands and bench including safety racks, (preferably similar with those used in the competition platform), State the name of the manufacturer of stands and benches. NOTE: The squat stands and benches must be IPF approved.</p> <p>Name of manufacturer:</p>	
<p>c) Wrap winders (minimum 3) Magnesia containers (minimum 3) Bar lifters (one for each warm up platform) Dustbins (one for each warm up platform)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>d) 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>Specify:</p>	
<p>e) Drinks. Free soft drinks / fresh water for lifters and officials</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>f) Access. 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.</p> <p>EPF recommend that all coaches must either:</p> <p>a) receive a badge with photo, name and the function “coach” specified on the badge b) or the organizer prepares the following:</p> <ul style="list-style-type: none"> - 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. <p>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>	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Wrapping Area	
<p>The size of the Wrapping Area should be minimum 4x4 m and equipped with chairs and screens according to <u>Appendix 3.</u></p>	

10. Weigh in room (lockable)	
Equipment should include (a-c):	
a) Certified digital scales. The scales certificate must be current	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Table and chairs for referees.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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 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). Refer to IPF Technical Rules Book (<i>Order of competition – Responsibilities of officials (b) The Technical Secretary</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Equipment Check Room (lockable)	
This room should be adjacent to the weigh in room. Equipment should include:	<input type="checkbox"/> Yes <input type="checkbox"/> No
a) Table and chairs for referees and a copy of the IPF approved supportive equipment list.	
b) Equipment check sheets will be contained in the envelope given to the chief referee for the bodyweight category.	
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):	
a) Meet Director. (Overall responsible regarding the organization. Must co-operate actively with the EPF Championship Secretary and the EPF Media Officer). She/He must be formal dressed during the championship.	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Speaker / Announcer. (It is essential that he/she has mastery of the English language). She/He must be formal dressed during the championship.	<input type="checkbox"/> Yes <input type="checkbox"/> No
c) Technical Secretary (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 EPF Championship Secretary. The Technical Secretary must immediately after the Technical Meeting make copies of the final nomination list for each participating nations. She/He must be formal dressed during the championship.	<input type="checkbox"/> Yes <input type="checkbox"/> No
d) Time Keeper (Preferably a qualified referee)	<input type="checkbox"/> Yes <input type="checkbox"/> No
e) Controller(s) to limit and control the access to the warming up area during the whole competition.	<input type="checkbox"/> Yes <input type="checkbox"/> No
f) Scorers (Record the progress of the competition by both computer and manual methods)	<input type="checkbox"/> Yes <input type="checkbox"/> No
g) Spotters / Loaders (A minimum of two complete and experienced teams of max 5 loaders)	<input type="checkbox"/> Yes <input type="checkbox"/> No
h) Doping control assistants. 2-3 persons are needed to be guardians (chaperones) for lifters who are appointed to make doping tests and wait for their turn to take the test. Additional officials such as doctors, paramedics, therapists etc. may be appointed as necessary.	<input type="checkbox"/> Yes <input type="checkbox"/> No
i) Medical staff. (e.g. people from Red Cross or similar)	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Changing rooms	
a) All normal facilities	No. of rooms:
b) Sauna	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Doctors treatment room	
Consult with the doctor concerning the facilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Cafeteria	
A cafeteria serving hot and cold food, mineral water, coffee, snacks etc. should be connected with the competition venue.	<input type="checkbox"/> Yes <input type="checkbox"/> No

16. Computer system and equipment

a) **Competition Program**
 The EPF Computer Secretary, Mr. Alexander Kopayev from Ukraine (www.goodlift.powerlifting.org.ua), will attend all European championships and operate his "Goo lift" competition program.
 EPF arrange the transport of Mr. Kopayev and the national federation must organize and pay for his accommodation and food (breakfast, lunch and dinner) during his stay.
State which competition program will be used:

b) **Computer equipment** *See Appendix 5 for details.* Yes
 The following computer equipment must be provided by the organizer:
 - Computer (PC)
 - 2 overhead projectors (minimum 1)
 - 2 screens (minimum 1) about 4 x 4 m for displaying of the projectors
 - 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 Warming up room
 - 1 monitor displaying the competition scoresheet
 - 1 monitor displaying the lifting order
 - 2 PC monitors in the Wrapping area.
 - 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)

Illustration of the Competition Computer system set up (See Appendix 4 for more details)

describe any deviation from the procedure:

17. Internet connection

The Organizer must make provision for online internet connection in the competition hall – preferably with the capacity of 5 Mb/s or more for internet streaming.
 Organizer must also provide internet connection or Wi-Fi for use by the EPF officials and Media.
 EPF grants the organizer economical compensation as specified in the Promoters Contract.

Yes No

18. Media	
<ol style="list-style-type: none"> 1. It is recommended, that the organizer of an European Championship has his own website with all relevant information and which must be frequently updated. 2. The organiser must appoint a Media Officer 6 months prior to the championship. 3. The Media Officer, in cooperation with the EPF Media Officer, is responsible in informing national and international Medias (newspapers, radio and TV) about this international event in advance. 4. The Media Officer is responsible to make Press Releases every day during the competition in cooperation with the EPF Media Officer. 	<input type="checkbox"/> Yes <input type="checkbox"/> describe any deviation from the procedure
19. Technical meeting	
<p>Obligation of the organizer:</p> <ol style="list-style-type: none"> a) Provide a meeting room according to the specifications in the <i>EPF Promoters Contract</i> b) Provide a sufficient number (one to each nation) of updated participation lists to be given to the delegates. <p><i>Agenda for the technical meeting:</i></p> <ol style="list-style-type: none"> 1. Welcome by the EPF official. 2. Welcome by the Meet Director (or another representative from the Organizing/National federation). Practical information given by the Meet Director should include: <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 EPF Champion Secretary). 4. Confirmation of duties for the referees (roll call by EPF Technical Com. Chairman). 5. Collection of flags and national anthems (by Organizer). <p>Any outstanding payments (by EPF representative).</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No Checkpoints

20. Championship office	
<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><input type="checkbox"/> describe any deviation from the procedure:</p>	<input type="checkbox"/> Yes
<p>b) PC with printers</p> <p><input type="checkbox"/> describe any deviation from the procedure:</p>	<input type="checkbox"/> Yes
<p>c) Adequate supply of paper for the above machines</p> <p><input type="checkbox"/> describe any deviation from the procedure:</p>	<input type="checkbox"/> Yes
<p>d) Adequate supply of spare competition documents as may be required by the Technical Secretary throughout the competition</p> <p><input type="checkbox"/> describe any deviation from the procedure:</p>	<input type="checkbox"/> Yes
<p>e) It is recommended to provide internet-connection and fax facilities</p> <p><input type="checkbox"/> describe any deviation from the procedure:</p>	<input type="checkbox"/> Yes
<p>f) The staff must prepare the diplomas to be given to lifters and officials</p> <p><input type="checkbox"/> describe any deviation from the procedure:</p>	<input type="checkbox"/> Yes
<p>g) The staff must copy starting lists after each weighing in to be given to coaches, jury and journalists</p> <p><input type="checkbox"/> describe any deviation from the procedure:</p>	<input type="checkbox"/> Yes
<p>h) The staff must copy scoresheets after each competing group</p> <p><input type="checkbox"/> describe any deviation from the procedure:</p>	<input type="checkbox"/> Yes
21. Media office	
<p>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>	<input type="checkbox"/> Yes <input type="checkbox"/> No
22. Loud speaker system	
<p>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>	<input type="checkbox"/> Yes <input type="checkbox"/> No if the loudspeakers are of good quality

23. Music	
<p>A music system to play the national anthems and other music must be provided. The music to be played in connection with the championship is decided by EPF and the organizer will receive the music loaded on a memory stick. The music choice includes:</p> <ul style="list-style-type: none"> a) Opening ceremony (marching in) b) Music accompanying the lifters c) Victory ceremony (marching in and back ground music) d) National anthems. <p>This music 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>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
24. EPF logo and sponsors	
<p>EPF is the owner of all European championships and the organizer must provide ample space for posting the EPF logo (1,25 x 2,0 m) and EPF sponsor logos at the wall directly behind the lifting platform. The area on the wall reserved for EPF should be minimum 2 m high and 5 m wide starting about 2 meter from the floor as indicated in <u>Appendix 4</u>.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
25. Opening Ceremony	
<p>The Opening Ceremony may include an entertaining and cultural program or be simpler but always in a formal standard which reflects the high level of an European 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 nations will march on to the platform in alphabetic order with the host nation going last, to the playing of the Championships music provided by EPF. Allow a 5 seconds delay between each nation to give the speaker time to welcome each nation on to the platform. The procession shall line up in front of the podium facing the spectators. 5. The speaker will then introduce the three representatives to make the welcoming speeches. <ul style="list-style-type: none"> First delegate: A representative from the local government Second delegate: A representative from the Organizer Third delegate: The EPF President or another EPF representative makes the final speech and declares the European Championships "opened". 6. The national Anthem of the host nation is played. The procession is marched out headed by the three delegates accompanied by the championship music provided by EPF. 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No if the procedure will be followed</p>

26. Victory ceremony

<ol style="list-style-type: none"> 1. The victory ceremony must be made to a high standard as this is an important ceremony highlighted by the lifters, officials, spectators and the Media. Pictures and videos are made, which reflect the standard and the quality of the European Powerlifting Federation (EPF). 2. Representatives to hand out medals are appointed by the Meet Director (or another representative of the organization). The EPF President or another EPF representative shall be one of the persons handing over medals. In addition, one or two from the organizing committee may be appointed. 3. Representatives to hand out medals must be proper dressed - not wearing T-shirt or training suits. 4. The technical Controller for the category will collect the result list and he lines up all lifters behind the stage. All lifters must wear national tracksuits to be admitted access to the victory ceremony. 5. The lifters are marched in by the Technical Controller to the playing of the championship music and lined up behind the victory rostrum. 6. Medals are presented on pillows or plates by preferably one (or 3) nicely dressed Woman (or Man). 7. The speaker will announce e.g. : <i>Victory ceremony in the European Open championships 2013 for Women category 63 kg</i>". 8. The speaker will introduce the representatives to hand out the medals. 9. Memory awards (if provided) and congratulations are handed over to each lifter when they are lined up. 10. The speaker will first call the bronze winner to enter the rostrum and he/she receives his/her medal and then the silver medallist and finally the gold winner. 11. The representatives handing over the medals stand besides the medal winners and the national anthem of the winner (in total) is played in shortened version. 12. When the anthem is completed and pictures taken, the Technical Controller will arrange all lifters in a row and march them out accompanied by the championship music. 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No if the procedure will be followed</p>
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27. Banquet

A banquet is the closing ceremony of the Championships. Here, results, awards, distinctions, thanking words etc. shall be expressed. The highlight is of course good food, drinks and preferably music for dancing ending the proceedings. The food prepared must be ample. It is a good rule to inform the kitchen personnel that powerlifters consume almost double the amount as the man in the street.

Yes No
if the procedure will be followed.

State what kind of banquet will be provided: (dinner, buffet, drinks included or not etc.)

Before the banquet the Organizer must prepare:

- a) One envelope for each nation.
If Women and Men compete in the same championship, two different envelopes (one for each sex) for each participating Nation must be prepared. Each envelope must contain:
 - Complete result lists from the competition
 - EPF diplomas – one for each participating lifter, coach and referee from that country.
 The envelopes shall be sorted according to team points.
- b) Bring all trophies, 1 for the best lifter and 3 for the best nations for each sex.

Agenda for the banquet:

1. The Organizer welcomes all and then two EPF representatives make the official procedure.
This is the President and the General Secretary or Treasurer (if present), or other appointed EPF representatives.
2. The EPF representative welcomes all and speaks about the competition, honouring people that deserve it and thanking the organizer.
A memory gift from the EPF is handed over to the Meet Director.
3. The EPF representatives hand over the envelopes to representatives from each nation. Starting with the nation that has the lowest score in the team competition. The 3 top nations receive the Best Team trophies.
4. The Best Lifter(s) are called to receive the Best Lifter trophy.
5. The Organizer may say some words to thank the organizing staff, the municipal representatives etc.
6. The EPF representative states that the official part of the championship is closed and welcomes all to the next years International Championships of the same category. The Organizer or the EPF representative (as agreed upon) invites all to start the meal.

Items 1 – 7 need not be commented.
(checkpoints)

28. Transport Hotel/Venue and Return transport of participants

The organizer **must take in charge** the transport from the hotel(s) to the venue and from the venue back to the hotel(s) after each victory ceremony. The daily time schedule for bus must be posted at each hotel reception and at the venue. The organizer must prepare the return transport in due time to communicate with each nation to collect their departure times. 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. A representative from the Organizer should preferably be present at the hotel to say good bye to everybody when leaving.

Yes No

VENUE REQUIREMENTS

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

Name of the championship:

Authorized signatory for and behalf
of the National Federation:

Print Name:

Date
signed

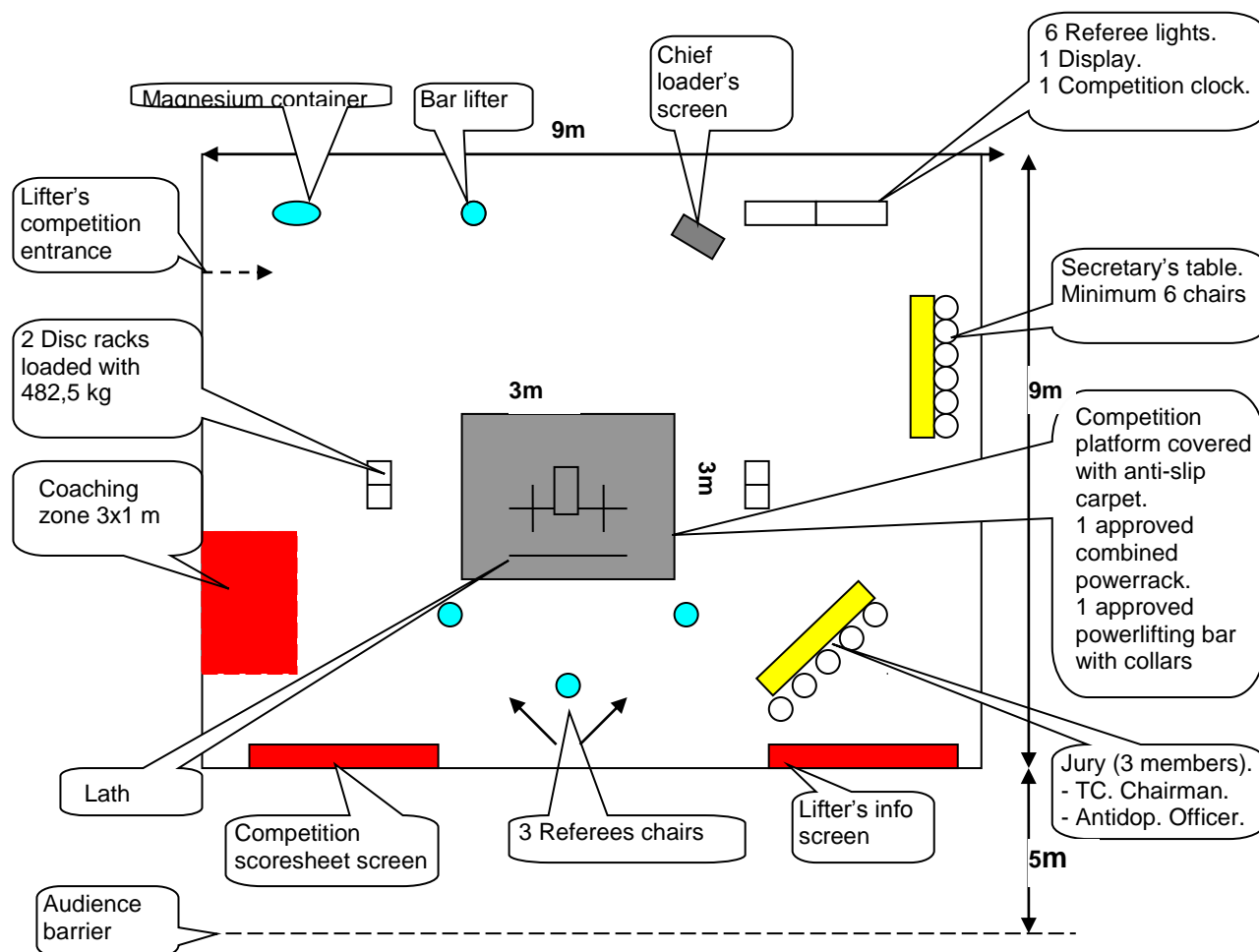
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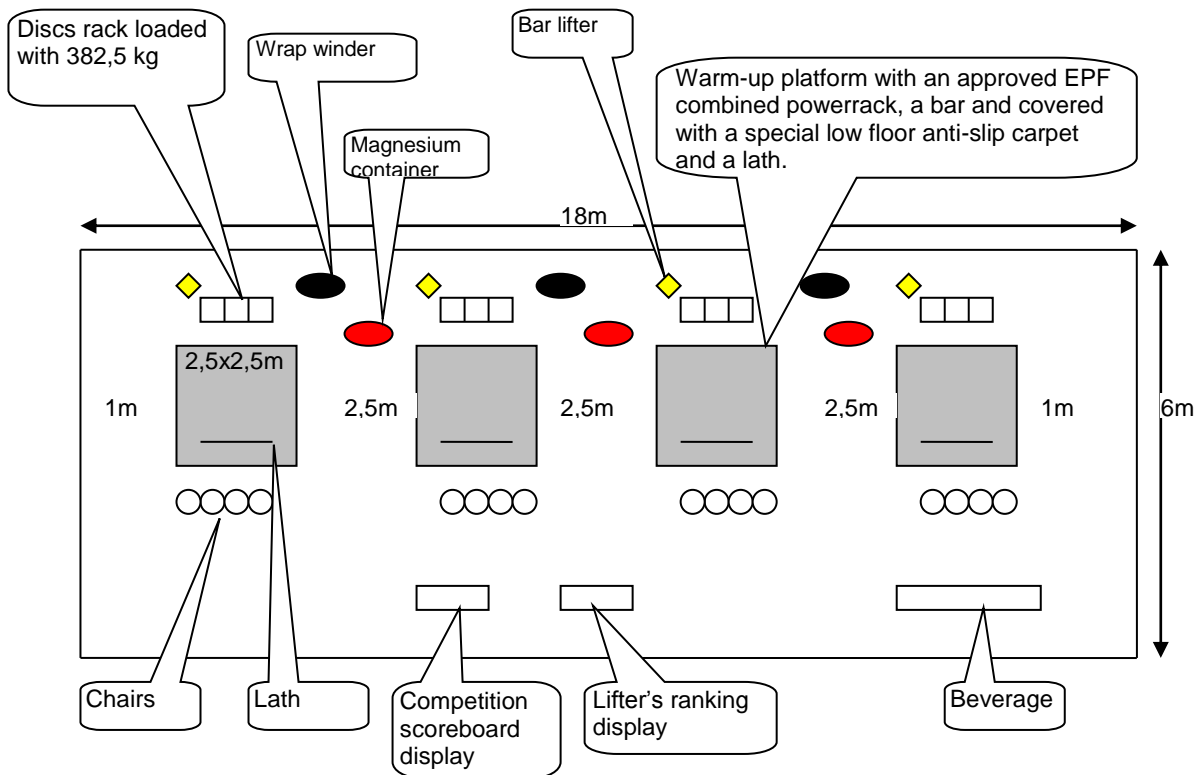
Remarks if any:

APPENDIX

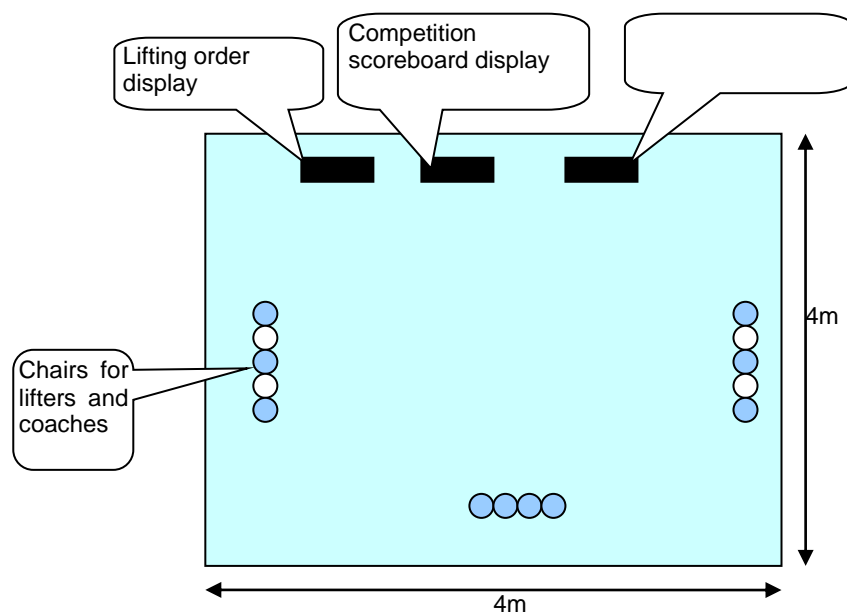
Appendix 1. - Competition Area

- 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.
- The coaching zone must be sketch in near the competition area and must offer the possibility that the coach can give clear instructions to his athlete.

Appendix 2. - Warm up Area

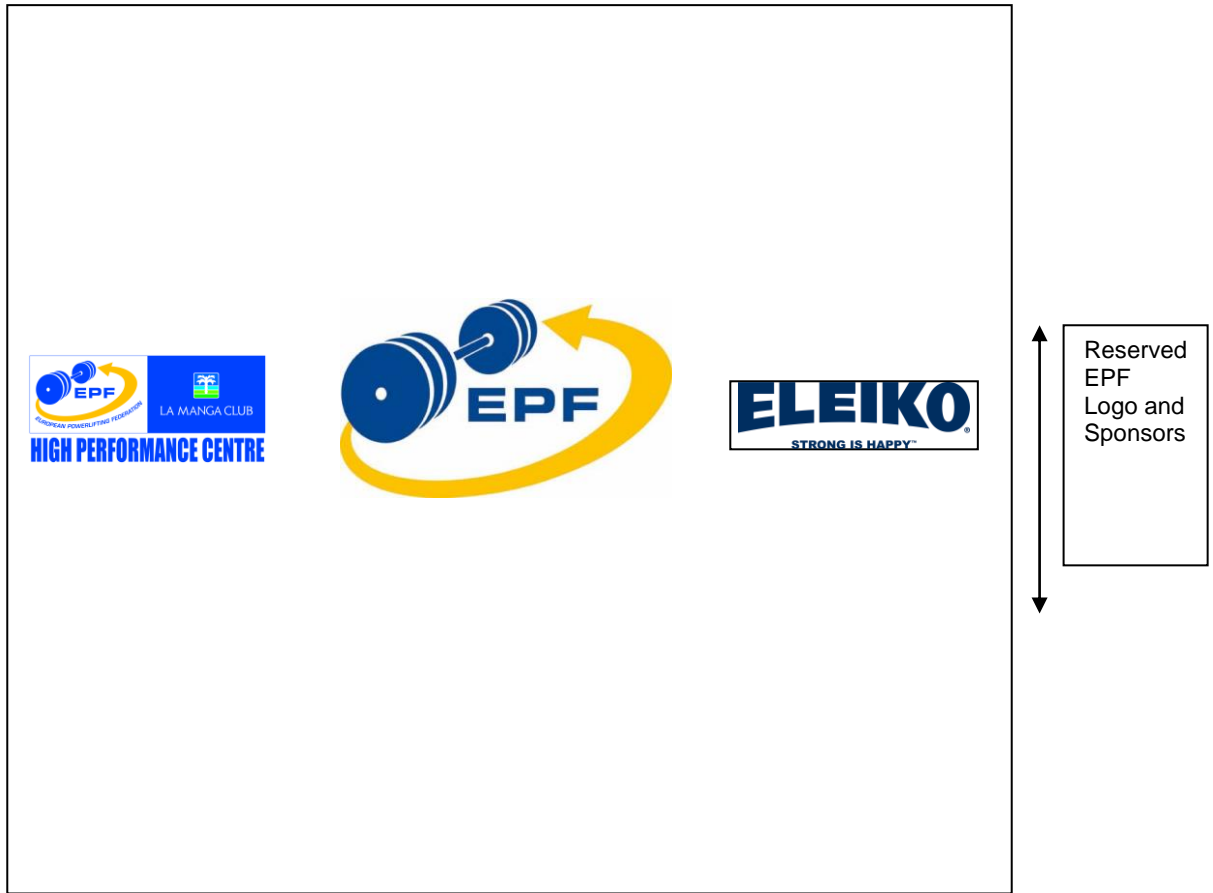


The illustrated warm up area is rectangular (18m x 6m) but it can also be a square or an L-form. The most important is that the different distances between the minimum of 4 platforms must be spacious to guarantee an excellent warm up for the athletes and their coaches. In the warm up area only IPF approved racks, bars and whole sets of discs are allowed. Wrap winders (3 minimum), magnesium containers (3 minimum) and one bar lifter for each warm up platform must be installed. The powerack must be installed against a lath, so that the powerack can not move forwards. The platforms must be covered by ant-slip carpet and the disc racks must have ample space for all plates.

Appendix 3. - Wrapping Area for lifters and coaches.

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. - Wall behind the competition platform



The wall behind the competition platform should preferably be of one colour with only a few emblems, sponsor logos or similar.

EPF has the right to post the EPF logo and logo of EPF sponsors at the wall behind the competition platform. Preferable the area with logos and sponsors should be about 2-3 meter high and 5-8 meter wide and EPF logo starting about 1/3 of the total wall high from the floor.

The organizer must transfer the EPF and Eleiko logo directly on a big poster or similar to be mounted at the wall.

Electronic logos with colour codes are available from EPF.

Appendix 5. - 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**

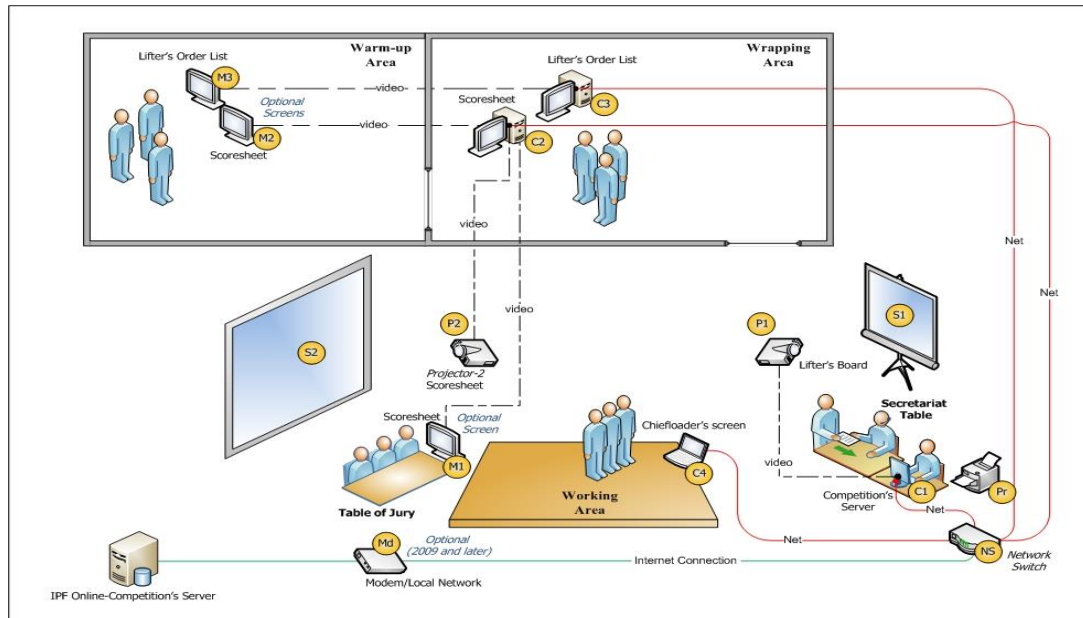
1. Four computers (One computer as Server for the Competition and three computers as Client) (Draw 1 – C1 and C2-C4);
2. The quick Printer (recommended a laser printer) (Draw 1 – P \bar{r});
3. Two video-projectors with screens (Draw 1 – P1, P2 and S1, S2). Screen number 2 is biggest for the scoresheet;
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).

II.2. Requirements to computers (The Desktops or the Laptops)

The Server:



Draw 1

-
- the processor with clock rate not lower than 1GHz (not lower than 1.8GHz is recommended);
- the RAM not lower than 512 Mb (1 Gb and higher recommended);
- a video card, supporting resolution of the screen not lower than 1024x768, 16-bit color palette;
- 50 Mb on the hard disk for the Product installation and also the size of the database (which is not lower than 20 Mb).

The Client:

- the processor with clock rate not lower 800 MHz (not lower than 1.2GHz is recommended);
- the RAM not lower than 512 Mb (1 Gb and higher recommended);
- a video card, supporting resolution of the screen not lower than 1024x768, 16-bit color palette (if the computer provide the output of a video signal to video equipment, than the card should have TV-output and provide the 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 EPF (this feature will be obligatory from 2009).

/ A. Kopaev

Appendix 6. Lifters Profile.



European Powerlifting Federation lifters Profile

First Name: _____ **Last Name** _____

Nationality: _____

Age: _____

Bodyweight category _____

Years in competitive Powerlifting _____

Career Best result

Squat: _____

Bench Press: _____

Deadlift: _____

Total: _____

Wilks _____

Title Held in Powerlifting :

Occupation (Job) _____

Hobbies/Interest _____