



Organizing Checklist

EUROPEAN POWERLIFTING FEDERATION

To be completed by host Federations of European Championships

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INTRODUCTION

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, Bjorn Astad bjorn@europowerlifting.org or Technical Com. Chairman, Myriam Busselot myriam@europowerlifting.org, 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, Bjorn Astad bjorn@europowerlifting.org and a copy to the Technical Com. Chairman, Myriam Busselot myriam@europowerlifting.org, within the time frame specified by EPF.

This document is a complement to the document:

- EPF Promoters Contract

<p style="text-align: center;">SPECIFICATIONS</p> <p style="text-align: center;">Please give your comments in the right column and sign at the end on behalf of your National Federation.</p>	<p style="text-align: center;">To be completed by the organiser. (Yes/No or comments)</p>
<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 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 Organising EPF Championships must be filled in and sent to the EPF Championship Secretary.</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>Contracts to be signed between EPF and the Organizer</p>	
<p>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)</p>	
<p>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)</p>	
<p>j) Anti-Doping Control Agreement The IPF Anti-Doping Commission will contact the organizer to arrange for the testing. In general, the National Antidoping Agency will be notified to conduct the control.</p>	

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.	
b) Medals and memory awards The “big” medals (for the total) and the “small” medals for each individual lift must be ordered from EPF and they are paid by EPF. The organizer must provide memory awards or medals to all lifters taking part in the competition to be presented at the victory ceremony. The organizer must as well provide trophies to the 3 best lifters in each age category to be presented at the victory ceremony.	
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, the Computer Secretary and the Speaker(s) must be provided. If high quality streaming is provided, accommodation of 6 EPF Media persons must as well be provided.	
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 35 per person!	
e) Transport Final agreements with the transporting company should be made at the latest 1 year prior the championship.	
f) Television and Internet streaming Before negotiation with national TV, the EPF must be notified to give sanction. EPF will provide the streaming. The organizer must provide good internet lines.	
3. Arrangements 2-6 months prior to the championship	
a) Competition lists and cards The organizer must prepare competition attempt cards as specified by the EPF Championship Secretary	
b) Meals and refreshments. Arrangements to provide meals and refreshments for EPF officials and referees and the organizing crew should be planned and arranged for. All working EPF officials and referees 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.	
4. Practical details	
a) Invitation to sponsors and companies about sale booth near the venue should be sent out early (latest 1 year ahead).	
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. This must be informed about in the invitation. The flags must be organized in a representative manner in the competition venue.	
c) The work to establish a program folder with advertisements should start 1-2 years ahead.	
d) Posters should be printed to be placed outside the venue and also sent to national clubs.	
e) The work to find qualified people to cover all the organizing functions should start early. Working schedules should be planned in detail.	
f) Any venue needs some kind of décor – this should be planned.	
g) During the competition, the time schedule for the transport must be posted at the hotel and at the venue.	
h) During the competition, result lists must be posted at the hotel lobby and given to the Press and officials.	
i) A certified scale, similar to the one to be used in the competition, shall be installed at the main hotel latest at the time of the technical meeting and be available throughout the length of the competition	

5. Secretariat

<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.and collect money. During the competition a secretariat must deal with general copying, copying of result lists, preparing medal ceremonies, give information etc.</p> <p><input type="checkbox"/> describe any deviation from the procedure:</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 computer Secretary running the competition computer program. The program must be certified by the EPF. Normally, the EPF computer Secretary (e.g. Oleksandre Kopaev) provides and runs this program. 2. EPF provides the speaker(s). However, the organizer may provide a reserve 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 control the time for providing the attempt cards. 4. One person to record manually the protocol of the competition as a back-up for the competition computer program. <table border="1" data-bbox="161 869 936 965"> <tr> <td>1. - Attempt cards/ - Computer Secretary</td> <td>4. Manual protocol</td> <td>2. Speaker</td> <td>3. Time keeper</td> </tr> </table> <p>Recommended table places (see the list no. 1-4 above) for the secretariat people.</p> <p><input type="checkbox"/> describe any deviation from the procedure:</p>	1. - Attempt cards/ - Computer Secretary	4. Manual protocol	2. Speaker	3. Time keeper	
1. - Attempt cards/ - Computer Secretary	4. Manual protocol	2. Speaker	3. Time keeper		
<p>c) Technical Secretary The Organizer must appoint a <i>Technical Secretary</i> 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 "IPF Technical Rules Book - Order of competition – Responsibilities of officials (b) The Technical Secretary")</p>					

6. Spotters / loaders	
<p>The spotters/loaders must consist of minimum 2 complete and experienced teams of 5-6 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 for each lifter, cleaning the bar, assure and control of the lifters safety etc. Dressing code (T-shirts, shorts, sport shoes and socks) must be similar to all spotters/loaders during the whole competition. Equipment for 9 loaders is provided by EPF. Sizes must be specified.</p> <p><input type="checkbox"/> describe any deviation from the procedure:</p>	
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. If live streaming takes place, space for the streaming equipment and staff must be allocated as well. 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 – p):</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 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 not permitted. 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. 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 blocks.</p>	
<p>e) Podium to accommodate 1st., 2nd. and 3rd. place winners</p>	
<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: A fibre brush is recommended.</p>	
<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>	
<p>h) 3 seats for the use by the referees.</p>	
<p>i) 4 seats and table on or off the platform area for the speaker, manual protocol keeper, time keeper and the computer Secretary.</p>	
<p>j) 6 seats and table on or off the platform for the three-man jury and for the 3 EPF delegates.</p>	
<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 screen</u> (desirable 4 x 4m).</p>	

A second overhead projector connected to the competition computer shall display the name of the lifter and the loaded weight on the competition bar.	
State the light brilliance and the size of the main screen:	
l) Reliable and a good quality referee lighting system in which the lights relate to the relevant position of the three referees. EPF may provide their own referee lights upon agreement with the organizer. 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.	
m) Failure cards. 3 sets of red, blue and yellow cards for the referees to indicate failures.	
n) Weight on the bar. An individual lift attempt board showing the actual weight on the bar if not included in the overall computer program.	
o) Table for display of trophies etc. (not on the platform)	

8. Warm up area

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. It is obligatory to install at least 1 additional equipped platform for training purpose. This platform must be separated from the warmup area and properly equipped. State the numbers of platforms. Warm up area equipment should include (a – f):	Number of platforms:
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 warmup platform (measuring minimum 2,5 x 2,5 m) must be flat and covered with a material of non-slip smooth carpet Name of the manufacturer of the bar and list the plates:	
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. Name of manufacturer:	
c) Wrap winders (minimum 3 if a powerlifting equipped championship is organized)) Magnesia containers (minimum 3)	

<p>Bar lifters (one for each warm up platform) Dustbins (one for each warm up platform)</p>	
<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>	
<p>f) Access. The organizer should delegate persons to control the access to the warmup area EPF require that all coaches must either:</p> <ol style="list-style-type: none"> receive a badge with photo, name and the function “coach” specified on the badge. or the organizer prepares the following: <ul style="list-style-type: none"> - Make up badges for all coaches with different colours for each weight or group category. or establish a scanning system to make the control <p>As per the head coach responsibility the number for each lifting group in the warm up area will be: 1 lifter = 3 coaches, 2-3 lifters = 5 coaches, 4 lifters = 6 coaches which is the maximum number of Coaches allowed.</p>	
<p>9. Wrapping Area</p>	
<p>The size of the Wrapping Area should be minimum 4x4 m and equipped with chairs and screens according to Appendix 3.</p> <p>As per the head coach responsibility the number of coaches for each lifting group in the wrapping area. 1 Athlete = 2 Coaches, 2-3 Athletes = 3 Coaches, 4 Athletes = 4 Coaches which is the maximum number of Coaches allowed</p> <p>Promoter to install a Coach Observation zone in the wrapping area with a TV monitor link to the Lifting platform for coaches to be able to follow the lifting, if this is not possible then an Observation Zone behind the speaker table for coaches to view the lifting.</p>	
<p>10. Weigh in room (lockable)</p>	
<p>Equipment should include (a-c):</p>	
<p>a) Scales must be of an electronic digital type and register to the second place of decimals. They must have the capacity to weigh up to 180 kg. A scales certificate to accompany the scales must be current to within one year of the date of the competition.</p>	
<p>b) Table and chairs for referees.</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 sheet, lifters attempt cards and speaker’s competition cards. These documents are provided by the Computer Secretary (e.g. Oleksandre Kopaev) except for the attempt cards which must be provided by the Organizer. The Technical Secretary must as well provide:</p> <ul style="list-style-type: none"> - Ample numbers of the IPF Acknowledge an Agreement (Consent) forms - Ample numbers of Coach responsibility forms. 	

11. Equipment Check Room	
This room should be adjacent to the weigh in room. Equipment should include: 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.	
b) Speaker / Announcer. EPF provides the speaker/announcer . However, the organizer may provide a reserve speaker that master the English language and is experienced to expedite large championships. He must know the Technical Rules in detail and be well dressed.	
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 Computer 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.	
d) Time Keeper (Preferably a qualified referee)	
e) Controller(s) to limit and control the access to the warming up area during the whole competition.	
f) Scorers (Record the progress of the competition by manual methods)	
g) Spotters / Loaders (A minimum of two complete and experienced teams of 5-6 loaders)	
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. Information about the doping control will be given by IPF in due time. Additional officials such as doctors, paramedics, therapists etc. may be appointed as necessary.	
i) Medical staff. During the competition days, the organizer must provide medical support staff (First Aid)	
13. Changing rooms	
a) All normal facilities	No. of rooms:
b) Sauna	
14. Doctors treatment room	
Consult with the doctor concerning the facilities.	
15. Cafeteria	
A cafeteria serving hot and cold food, mineral water, coffee, snacks etc. should be connected with the competition venue.	

16. Computer system and equipment

a) Competition Program

The EPF Computer Secretary, (Mr. Olexandre Kopayev from Ukraine or another person) (www.goodlift.powerlifting.org.ua), will attend all European championships and operates the "Goodlift" competition program. EPF arrange the flight of Mr. Kopayev (or another substitute person) and the national federation must organize and pay for his accommodation and food (breakfast, lunch and dinner) during his stay and arrange for all local transport.

b) Computer equipment *See Appendix 5 for details.*

The following computer equipment must be provided by the organizer as a minimum:

- 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
- 1 PC monitor at the media officer table showing the scoreboard

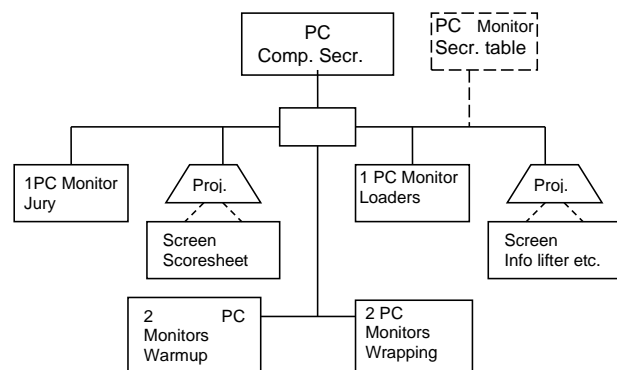


Illustration of the Competition Computer system set up (See Appendix 5 for more details)

describe any deviation from the procedure:

17. Internet connection	
<p>See <i>Appendix 6 for details</i>.</p> <p>The Organizer must make provision for online internet connection in the competition hall – preferably with the capacity of 20-100 Mb/s or more for internet streaming.</p> <p>Organizer must also provide internet connection or Wi-Fi for use by the EPF media and championship officer.</p> <p>EPF grants the organizer economical compensation as specified in the Promoters Contract.</p>	
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. 	
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 or 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). 	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>	
<p>b) PC with printers</p> <p><input type="checkbox"/> describe any deviation from the procedure:</p>	
<p>c) Adequate supply of paper for the above machines</p> <p><input type="checkbox"/> describe any deviation from the procedure:</p>	
<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>	
<p>e) It is recommended to provide internet-connection</p> <p><input type="checkbox"/> describe any deviation from the procedure:</p>	
<p>f) 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>	
<p>g) The staff must copy scoresheets after each competing group and preferably post them at the hotel reception and the venue.</p> <p><input type="checkbox"/> describe any deviation from the procedure:</p>	
21. Media office	
<p>A media area must be provided close to the lifting platform, where press people can write and distribute their reports from the competition with free access to the internet.</p> <p>The organizing crew should support the media office with starting lists, scoresheets and other relevant information. A PC monitor displaying the competition scoresheet should be positioned in this area to update the Press people.</p>	
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>	

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> <ol style="list-style-type: none"> Opening ceremony (marching in) Music accompanying the lifters Victory ceremony (marching in and back ground music) National anthems. During livestream, DJ should only play license free music of the YouTube Audio gallery <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>	
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 banner at the wall directly behind the lifting platform. The area on the wall reserved for EPF should be minimum 3 m high and 6 m wide (but preferably 4x8 m or larger) as indicated in <i>Appendix 4</i>.</p>	
25. Opening Ceremony	
<p>The Opening Ceremony should include an entertaining and/or 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"> The Organizer must prepare tags with the name of each competing nation. 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. The Organizer must line up (behind the stage) 1 official or lifter from each nation behind the respective country name tags. 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. The speaker will then introduce the three representatives to make the welcoming speeches. 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". 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>"Yes/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 2021 for Women category 63 kg</i>". 8. The speaker will introduce the representatives to hand out the medals. 9. Memory awards 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 beside the medal winners and the national anthem of the winner (in total) is played in shortened version. 12. The 3 best team awards, represented by medals, are handed out at the end of a specific age category as well as the trophy of the 3 best lifters in each sex. 13. 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>"Yes/No" if the procedure will be followed</p>
27. Banquet	
<p>A banquet is the closing ceremony of the Championships. Here, gifts, 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".</p> <p>State what kind of banquet will be provided: (dinner, buffet, drinks included or not etc.) Agenda for the banquet:</p> <ol style="list-style-type: none"> 1 The Organizer welcomes all. 2 The EPF representative welcomes all and speaks about the competition, honouring people that deserve it and thanking the organizer. 3 A memory gift from the EPF is handed over to the Meet Director. 4 The Organizer may say some words to thank the organizing staff, the municipal representatives etc 5 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 6 Organizer or the EPF representative (as agreed upon) invites all to start the meal. 	
28. Transport Hotel/Venue and Return transport of participants	
<p>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.</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. A representative from the Organizer should preferably be present at the hotel to say good bye to everybody when leaving.</p>	
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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:

Date:

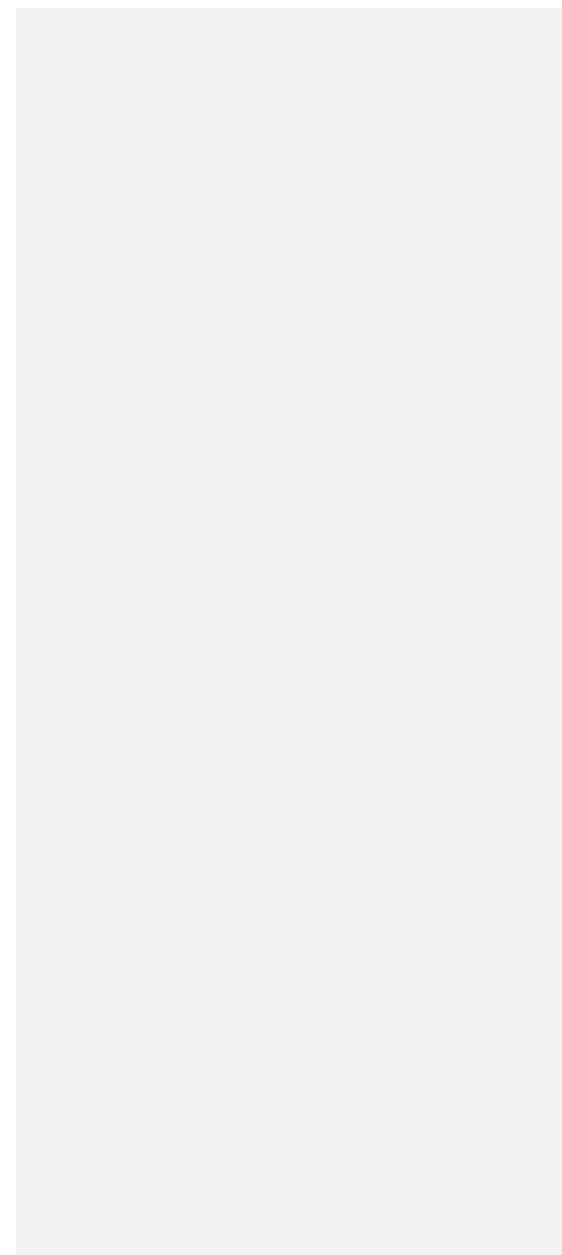
Print Name:

Phone:

E-mail:

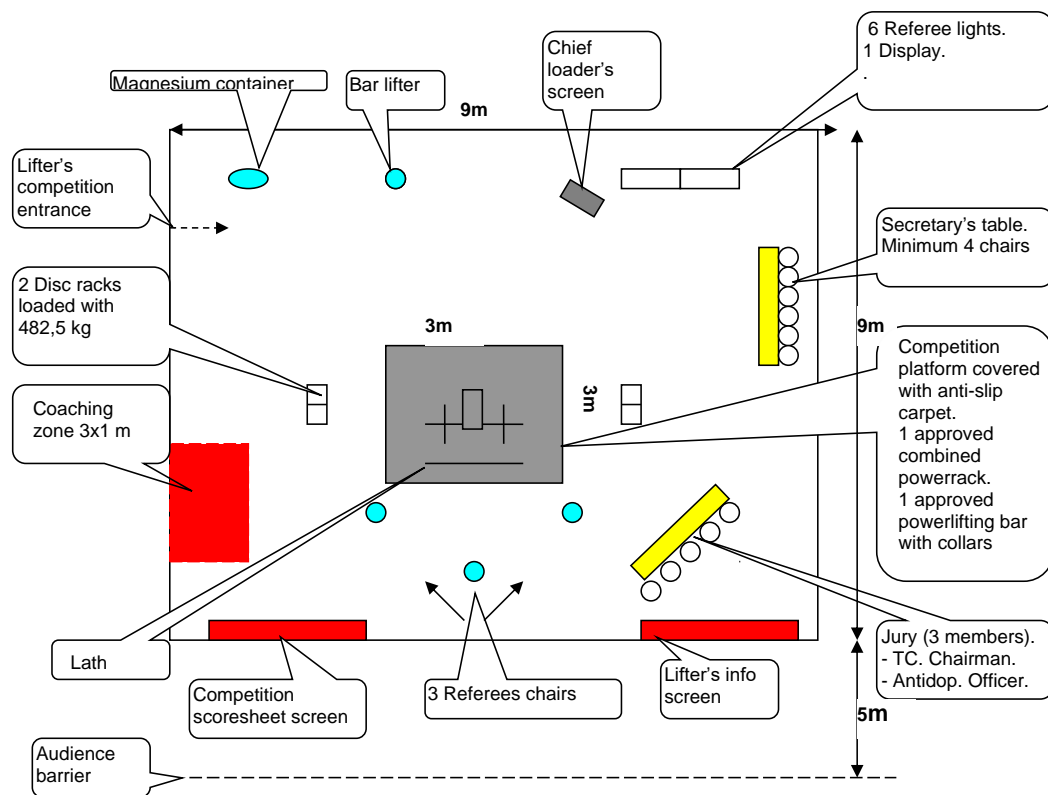
Signature: (org) (EPF) (EPF)

Remarks if any:



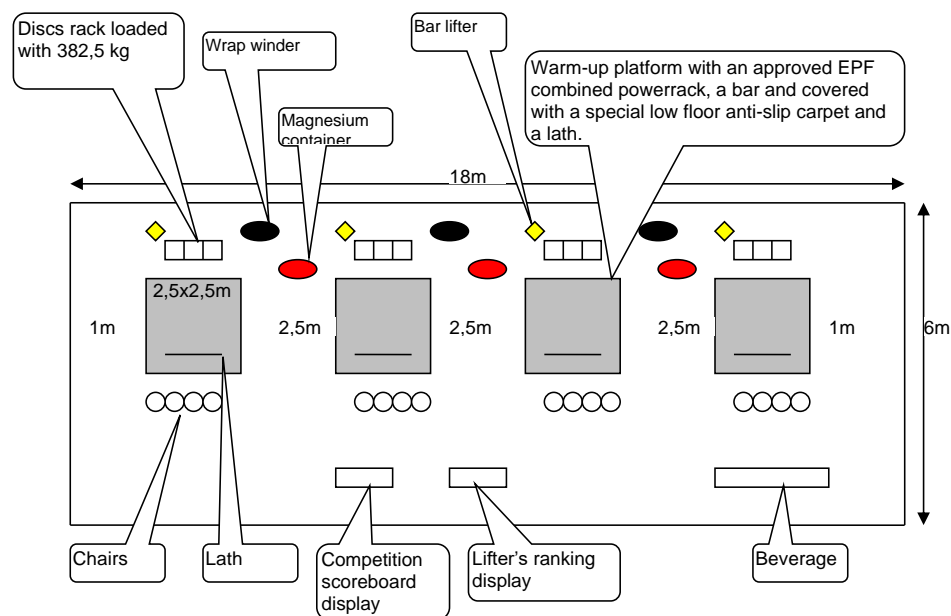
APPENDIX

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/her 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.

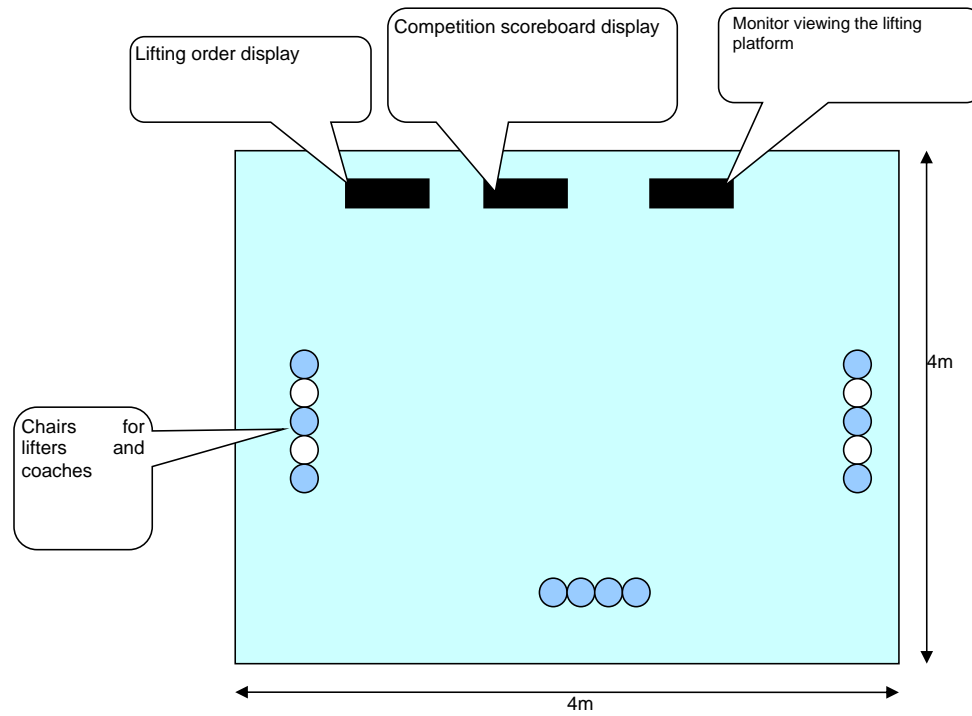
In the warm up area only IPF approved racks, bars and discs are allowed.

Wrap winders (3 minimum), magnesium containers (3 minimum) and one bar lifter for each warmup platform must be installed.

The power rack must be installed against a lath, so that the power rack cannot 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.

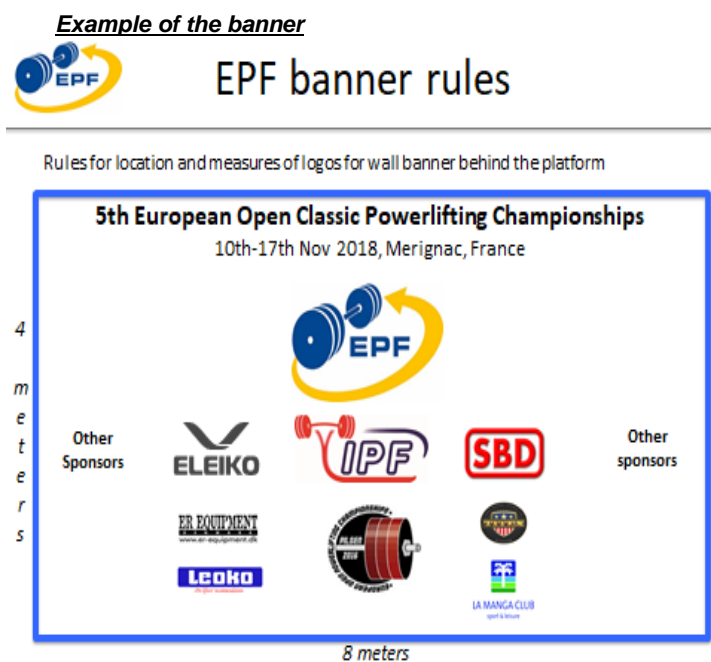


The wrapping area (minimum 4m x 4m) must be comfortable and spacious and include displays to view the scoresheet and the lifting order.

Appendix 4. - Wall behind the competition platform.

Rules for location and measures of logos for wall banner behind the platform

IPF banner rules are obligatory (provided by the EPF SG)



The design of the banner behind the platform is the sole right of EPF and the lay out must follow the IPF standard.
The banner is produced by the organizer when receiving the detailed layout and colour codes from the EPF Secretary General.

The organizer will be granted ample space for logos at the banner for his federation, sponsors and supporters. Such logos must be sent to EPF in high resolution quality.

The time frame to prepare and produce the banner will be informed by the EPF SG.

Appendix 5. - Computer System specifications.



The IT-Structure of IPF/EPF Competitions

Requirements for Event Organizers

ver. 1.0 +++++++
2021, January 14

The GOODLIFT is a desktop-based computer system. The system is a network of personal computers that process and display information about the powerlifting competitions. One master computer, the Server PC, is responsible for processing information and managing other computers on the network. The other few computers only display information. They are called Client PCs. Display devices are connected to Client PCs. Each Client Computer can be connected from one to several Display Devices. Thus, the IT-structure of GOODLIFT can be divided into several interconnected parts (substructures or layers): 1) computers and computer network; 2) end-point display devices (Display Devices); and 3) devices and cables for transmitting video signal from Client Computers to end-point Display Devices. Also, there is a cable for connecting the Server PC to the Internet for transferring data to a remote web server, where the Online Scoreboard is displayed (See Figure 1).

The Parts of Structure. General View

I. The Computers and Local Network

The GOODLIFT software work on the Windows operating system. It is recommended to use Windows 10, although it can work under any version of Windows, starting with Windows 7.

All computers must have an HDMI video connector (HDMI Type A – Full Size).

All computers are connected to a local network via a cable connection. It is strongly recommended to use a wired connection with equipment that supports gigabit connection or higher. All computers must have network cards that support a gigabit connection. The network switch must support a gigabit connection and contain the required number of sockets for connecting computers. It is recommended to use network switches up 8 connectors

or more. The network cable must be Category 5e or higher to maintain a high-speed gigabit connection. The connectors on the network cables must be reliably plugged in the sockets and locked.

II. Video Signal Transfer

This part of the structure is made up of the cables and devices that are used to transmit a video signal from Client PCs to the end-point Display Devices. The type of connecting cable is determined by the distance between the Client computers and the end-point Display Devices. It can be VGA-cable, HDMI-cable, ethernet cable, coaxial cable, fiber cable etc.

A variety of devices are used to ensure signal transmission and synchronization of video signal protocols: video signal converters, extenders, repeaters, splitters etc. The type of device is selected based on the type of cable required to transmit the video signal and the capabilities of the Organizers.

III. Display Devices

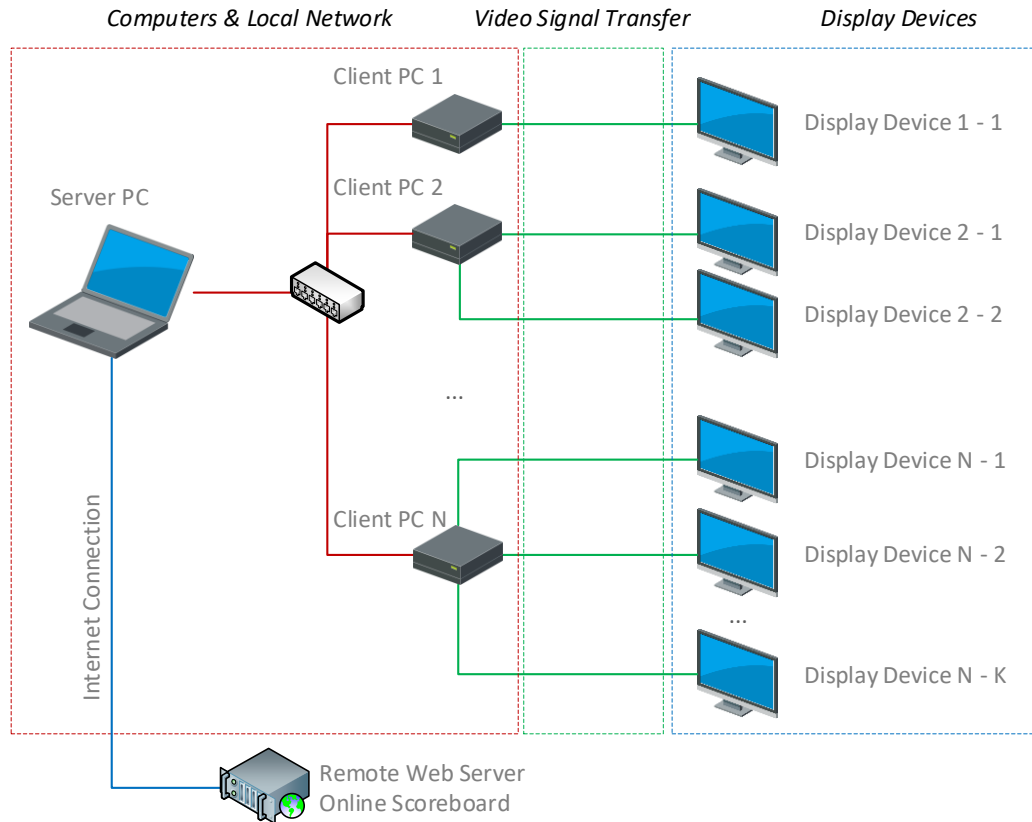
These are end-point devices that display information. They can be varied devices - televisions, computer monitors, projectors and screens, screen walls and screen arrays etc. All types of devices must provide a clear and high-contrast picture.

Full HD resolution (1920x1080) recommended for all devices.

It is recommended to use HDMI connectors to connect the video signal cable.

The screen sizes of each device are determined by the type of displayed information and the capabilities of the Organizers, but no less than the requirements that will be defined further in Table 1.

Figure 1. *The IT structure+++*



Requirements for the equipment provided by the Organizers of the competition

The minimal standard IT structure is shown in Figure 2 and Figure 3. If the wrapping and warm-up areas are separated by a significant distance, extra equipment should be provided to display information in the warm-up area. In this case, the IT-structure looks like Figure 4 and Figure 5. Also, on the Figures provide optional equipment for a commentator of the online video streaming. *It is necessary to provide equipment for the commentator only if his presence at the competition is determined by the terms of the contract with IPF/EPF.*

Starting from 2020, in order to standardize and unify the working environment and software for all official IPF/EPF competitions, the computers and equipment for networking are provided by IPF/EPF. This equipment includes: the mini-computers, a network switch and short network cables for connecting computers to a network, power-hub for connecting client computers and a network switch to power supply.

I. The Computers and Local Network

- I.1. All client computers (PCs) and a network switch (NS) are placed together in a special place – at *one separate table* (indicated by Computers Table (CT) in the Figures).
- I.2. Access of competitors and non-technical specialists to the table with placed computer equipment (CT) *must be strongly limited*. It is appropriate that this table is located near the Computer Secretary's desk.
- I.3. It is necessary to provide an ethernet cable to connect the Network Switch (NS) and the Referees Lights – cable Network Referees Lights (NRL) is indicated on the diagram. An ethernet cable must be category 5e or higher. The length of the cable is determined by the location of the Network Switch and the main unit of the Referees Lights.
- I.4. Organizers should be providing one Category 5e or higher Ethernet cable to connect the Computer Secretary PC (CS) and the Network Switch (NS) on the CT table.
- I.5. If the competition has a live video streaming, Organizers should provide one ethernet cable of category 5e or higher to connect the Streaming PC (LS on Computer Secretary desk) and the Network Switch on the CT table.
- I.6. To connect computers and network equipment to the power supply near the CT table, organizers should provide a Power-hub – at least 5 EU-Plug sockets just for plug of IPF/EPF equipment.
- I.7. To connect equipment near the Computer Secretary desk, the Organizers provide the Power-Hub with at least 5 EU-Plug sockets just for plug of IPF/EPF equipment.
- I.8. For a communication with a remote server and data transfer for the Online Scoreboard, Organizers should provide a wired Internet connection with a speed of at least 5Mbit (both Up and Down Stream). The Internet connection cable should be routed to the Computers Table (CT).
- I.9. If online video streaming is performed with equipment provided by IPF/EPF, the Internet connection should be providing a stream of at least 20Mbit. In view of the previous point, it is necessary to provide one channel of at least 25Mbit (Up & Down Stream) through one wired connection. The Internet connection cable should be routed to the Computers Table (CT).
- I.10. If video streaming is performed with the participation of a special IPF/EPF TV-Team, it is necessary to provide separate channels for the TV-Team and the Computer Secretary. In this case, to transfer data for the Online Scoreboard, Organizers need to provide a wired Internet connection with a speed of at least 5Mbit (Up & Down Stream). The Internet connection cable should be routed to the Computer Secretary's desk or to the Computers Table. The connection specifications for video streaming are determined by the requirements of the TV-Team.

II. Video Signal Transfer

- II.1. The Organizers provide *all the equipment that is necessary* to transmit the video signal from Client PCs to the endpoints of information display (Display Devices).
- II.2. All Clients computers have HDMI and DisplayPort connectors. *The main connector is HDMI Type A.*

II.3. If a Client computer and Display Device are not connected directly, but through a video signal conversion / splitting / amplification device, Organizers should provide a connection cable between the computer connector and this device (HDMI cable as well).

II.4. The type of cable and devices is determined by the distance from the Client computers to the endpoint Display Devices and the capabilities of the Organizers.

Examples

A. If you need to transmit one screen for a short distance up to 10m, you can use an HDMI cable. In this case, the HDMI cable directly connects the HDMI connector of the computer and the HDMI connector of the Display Device. If the distance is up to 20m, you need to use an HDMI cable with active booster.

B. If you need to transmit the signal up to 30m via VGA cable. In this case, use an HDMI to VGA signal converter.

C. If it is necessary to transmit a video signal at a distance of up to 100m. You can use devices for converting and transmitting HDMI over Ethernet signals. In this case, you will need: An HDMI cable is connected to the PC connector and the transmitter device (HDMI over Ethernet); transmitter device (HDMI to Ethernet, TX); ethernet cable Category 5e (or much better Category 6); receiver device (Ethernet to HDMI, RX); HDMI cable to connect the HDMI to receiver and Display Device.

D. If it is necessary to transmit a video signal over a distance of more than 100m. You can use devices for converting and transmitting HDMI over SDI (SDI - Serial Digital Interface) signals. In this case, you will need: An HDMI cable is connected to the PC connector and the transmitter device (HDMI to SDI); transmitter device (HDMI to SDI, TX); coaxial SDI-cable; receiver device (SDI to HDMI, RX); HDMI cable to connect the receiver and the Display Device.

II.5. The Video Splitter (VS) is required to split video signal for multiple Display Devices. Two or three splitters are required depending on the hardware configuration (See Figures 3 & 5). These splitters are also provided by the Organizers. *Attention! If Display Devices have different screen resolutions, should provide splitters that support automatic determination of the best resolution for different devices. It is EDID Splitters.*

III. Display Devices

III.1. The video signal is transmitted in Full HD standard. The default graphics resolution is 1920×1080 (FHD – FULL HD).

III.2. The Display Devices requirements are defined in Table 1.

Table 1. *The Display Devices Specifications*

Label	Title	Specification
D1	Referees Lights	TV 32" & more
D2	Scores	Big Screen – Projector or Wall-Screen, min. size 4x3m
D3	Scores	TV 32" & more
D4	Order List	TV 32" & more
D5	Lifter on Platform	TV 32" & more or Projector & Screen
D6	Loaders	TV or Monitor 24" & more
D7	Speaker	Monitor 24" & more
D8	Jury	Monitor 24" & more
DVF	Video Feed	TV 32" & more
D9	Commentator (Live Stream)	Monitor 24" & more
D10	Scores	TV 32" & more
D11	Order List	TV 32" & more

Table 2. *The List of IT Equipment*

#	Equipment	Diagrams	Number	Remarks	When to Provide by Organizers?
1	Mini PC's	PC1 – PC5	5	Provide by IPF/EPF	
2	Computer Secretary Laptop	CS	1	Provide by IPF/EPF	
3	Live Streaming Laptop	LS	1	Provide by IPF/EPF	
4	Network Switch	NS	1	Provide by IPF/EPF	
5	Network Cables PC to Network Switch		5	Provide by IPF/EPF	
6	Video Signal Splitters	VS1, VS2	2		Anyway
7	Network Cable Cat.5e	NRL	1	For Referees Lights unit	Anyway
8	Network Cables Cat.5e	NCS, NLS	2	Network Switch → Computer Secretary desk	Anyway
9	Video Cables for connecting PC and Video Transfer Devices Layer (HDMI Cables)	HDMI	2 ÷ 5	At conditions on venue	Anyway
10	Devices for Video Signal Transfer	V2 – V8	0 ÷ 7 Kits	At conditions on venue	Anyway
11	Cables for Video Signal Transfer	V2 – V8	7		Anyway
12	Display Devices	D1 – D8	8		Anyway

13	Display Devices	DVF	1	For Video Feed in Wrapping Area	Anyway
14	Cable for Video Signal Transfer		1	For Video Feed in Wrapping Area	Anyway
15	Devices for Video Signal Transfer		1 Kit	For Video Feed in Wrapping Area	Anyway
16	Video Splitter	VS3	1	For separated Warm-Up Area	Extra for Warm-Up
17	Devices for Video Signal Transfer	V10, V11	2 Kits	For separated Warm-Up Area	Extra for Warm-Up
18	Cables for Video Signal Transfer	V10, V11	2	For separated Warm-Up Area	Extra for Warm-Up
19	Display Devices for Warm-Up Area	D10, D11	2	For separated Warm-Up Area	Extra for Warm-Up
20	Devices for Video Signal Transfer	V9	1 Kit	Just for Commentator of TV-Team	Extra for TV-Team
21	Cable for Video Signal Transfer	V9	1	Just for Commentator of TV-Team	Extra for TV-Team
22	Display Device for Commentator	D9	1	Just for Commentator of TV-Team	Extra for TV-Team

Figure 2. *The logical layers of IT structure*

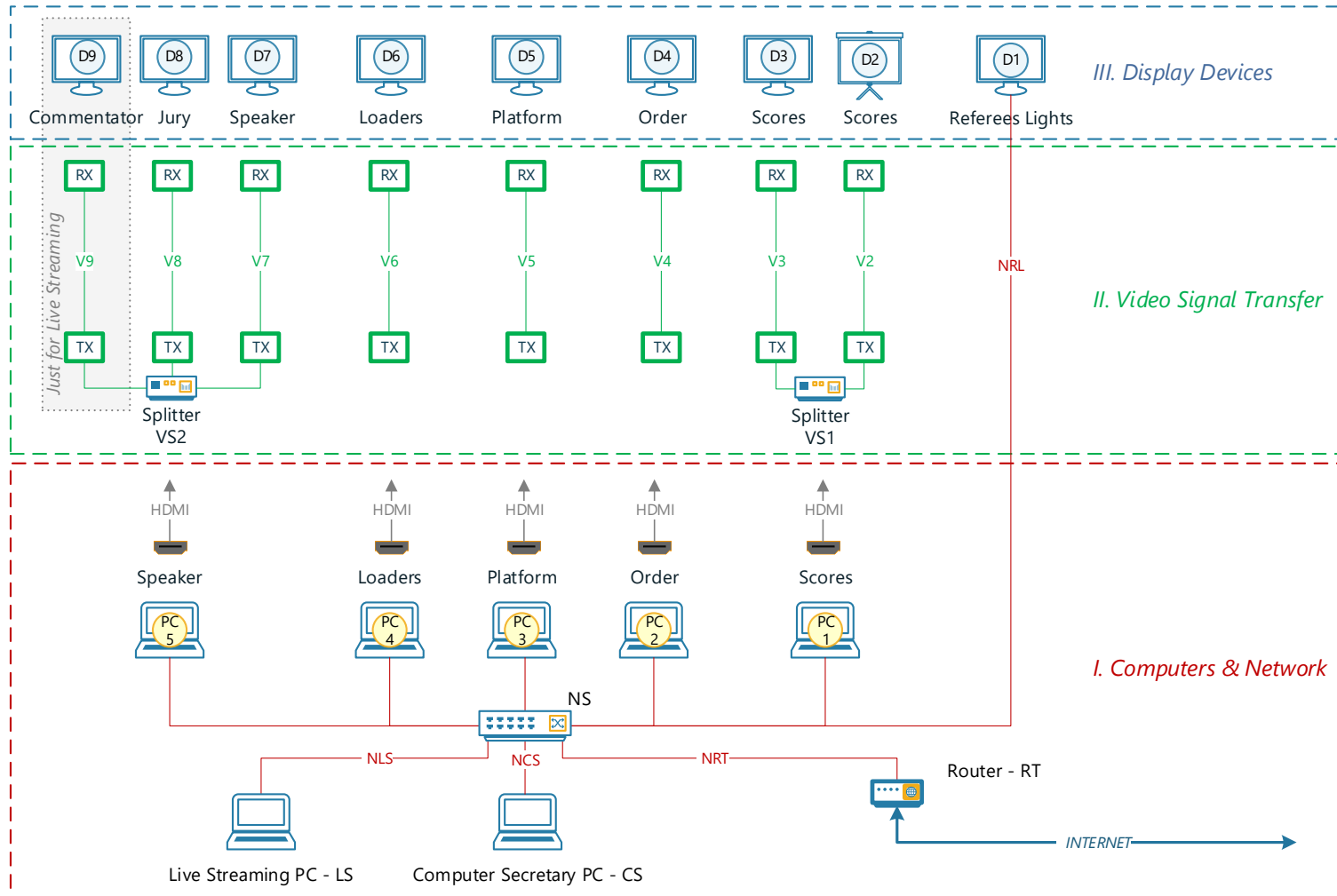
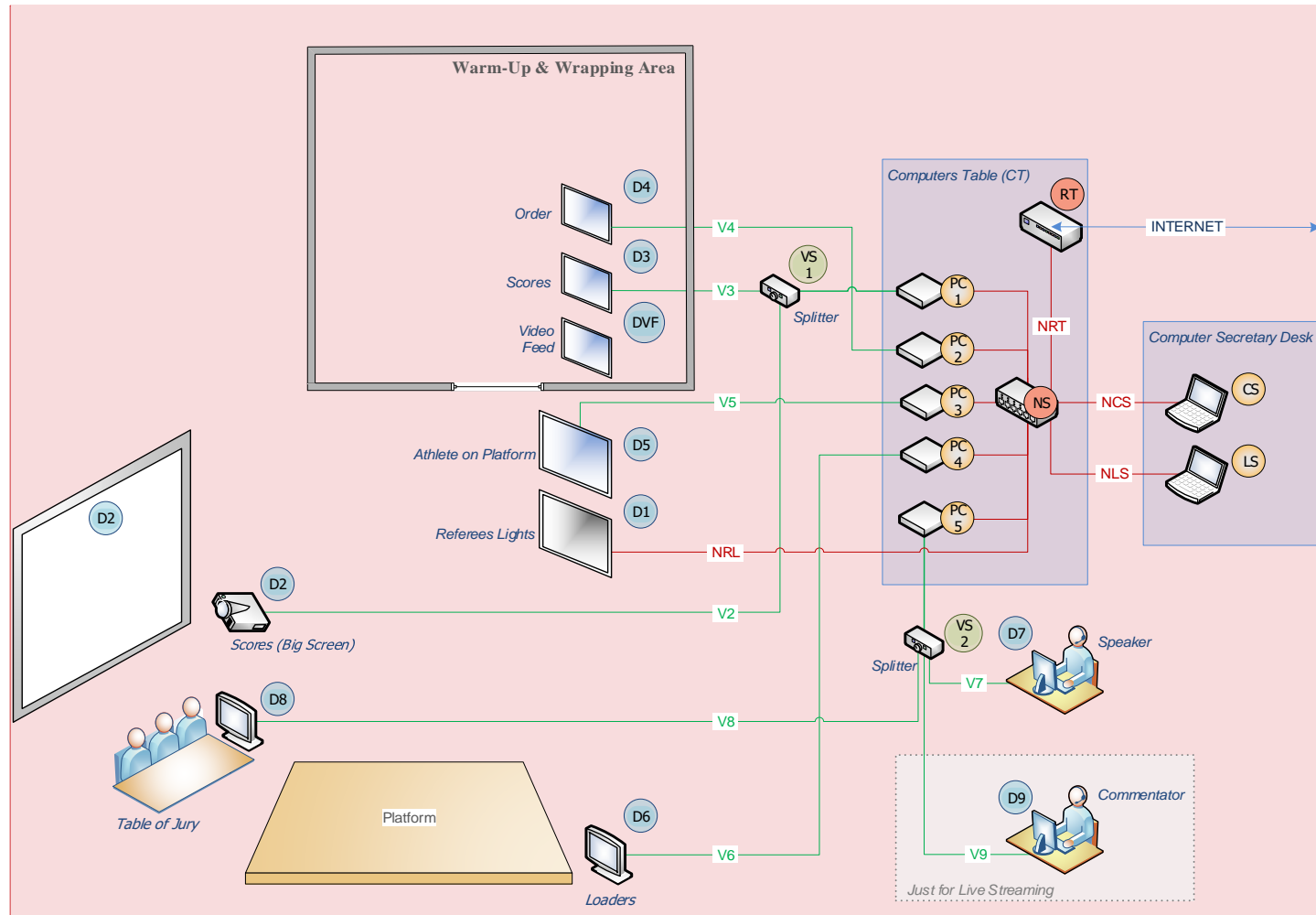


Figure 3. The physical setup of IT equipment



Kommentert [AWa1]:

Figure 4. The logical layers of IT structure (with separate warm-up area)

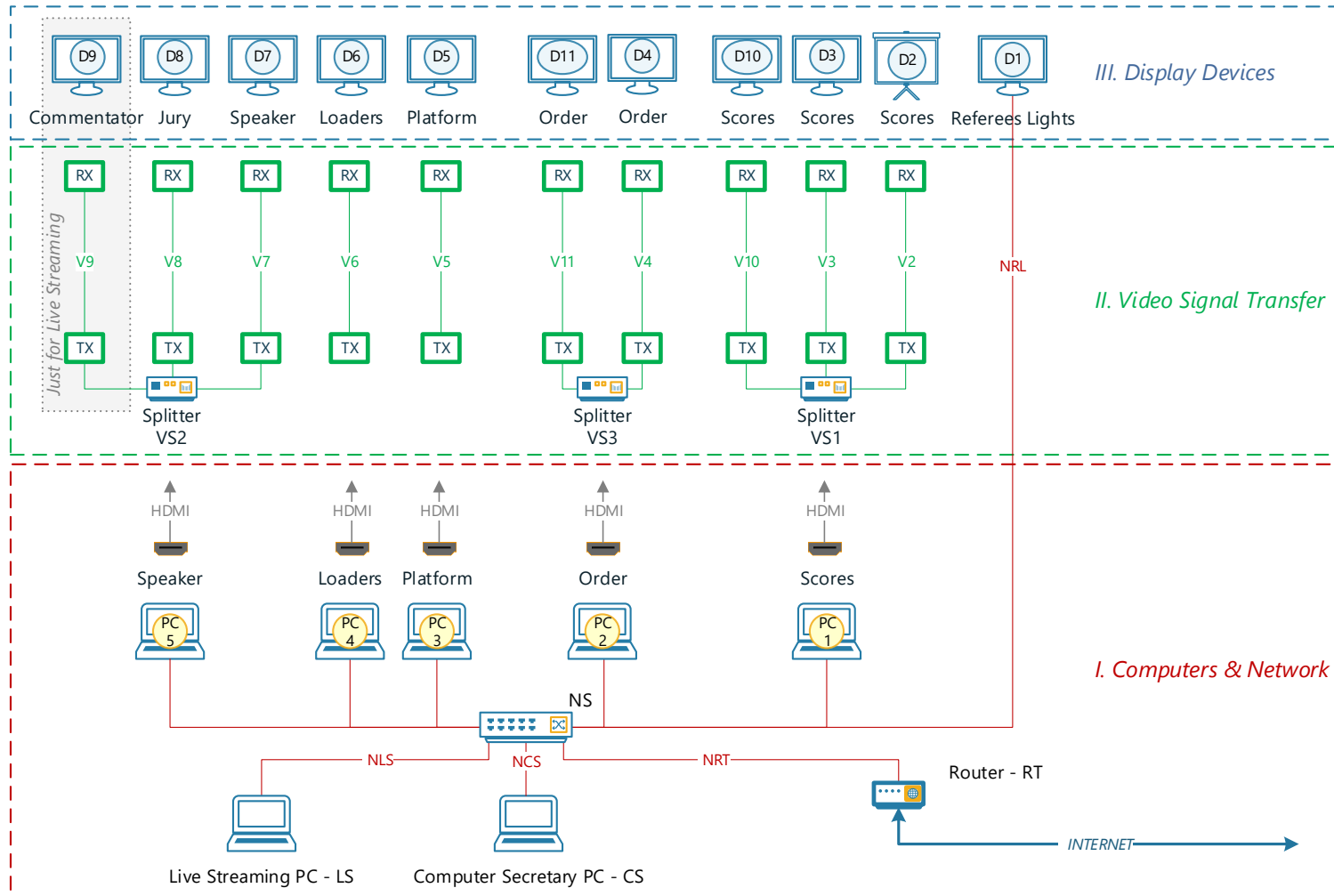
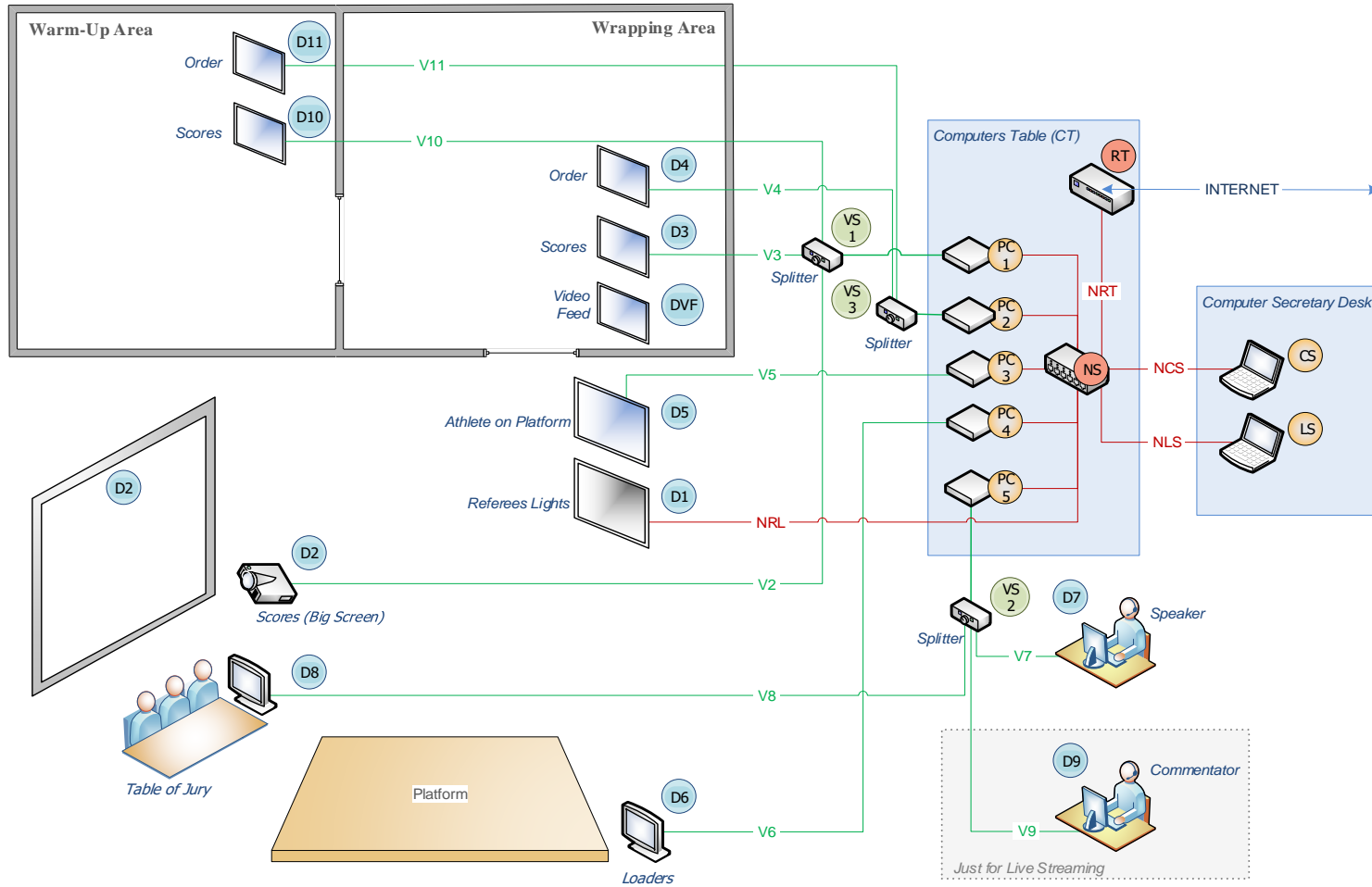


Figure 5. The physical setup of IT equipment (with separate Warm-up Area)



Appendix 6 - Live streaming of EPF Championships

INTERNET CONNECTION

The Organiser must guarantee valid internet access in the competition hall with, at least, cable based (CAT) 100 Mbit upstream and 100 Mbit downstream for 1080p quality and 230V power supply for livestream plus 1 cable-based line with 10 Mbit Upstream and Downstream for the Goodlift system.

It is important that this bandwidth is not shared with others! Open Wi-Fi connections such as hotel Wi-Fi should not be used because they are mostly shared with hotel guests.

These lines are solely to be used for the streaming itself and the Goodlift System and are absolutely **NOT TO BE SHARED** with anyone else, especially not the audience or press reporters.

- 1 line:>100 Mbit upstream, >100 Mbit downstream

ONLY FOR STREAMING

- 1 line:>10 Mbit upstream, >10Mbit downstream

FOR SCORESHEET, COMPUTER SECRETARY AND EPF MEDIA

Internet connection must **NOT** have a limit on data volume nor a reduction of bandwidth after a certain amount of data has been transferred – it is necessary that there is no limit at all on the amount of data to be sent!

Please make sure that there is no firewall, so that streaming to YouTube, Facebook and the Olympic Channel via RTMPS is possible. Both lines must be dedicated to the championship only.

There has to be one power supply line with at least three power sockets just for the streaming (not to be shared with others, also not to be shared via multiple sockets!) No other electrical items will be connected into the Media Team circuit without prior consent.

There has to be one person who is responsible for the IT, internet line, network, power supply and so on – this person should be able to get in contact with easily and without the necessary of leaving the camera/streaming area, either via cell phone or via walkie-talkie.

There has to be one table just for the streaming (besides that of the camera team and commentators) of at least 150 cm x 90 cm. There should be a barrier around the whole technical area (whole camera-, streaming- and commentating equipment / tables) so cables, connections and equipment is better protected against the audience.

Appendix 7 - Technical Requirements for TV - stream

Sign (Org).....

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Please see example stage and media area layouts at end

MONITORS/SCREENS & PROJECTORS

****All monitors/screens supplied must have HDMI connections and must have sleep function disabled**

1 x small monitor (24") - Jury

4 x 32"(minimum) monitors - Loader Info, Referee Lights, Speaker & Commentator

5 x 40" - 55" monitors - Platform Lifter Info, Warm-up Scoreboard, Warm-up Running Order, Warm-up TV Transmission and Warm-up extra monitor for A/B groups

2 x 100" (3 x 2m minimum) monitors/LED screens/projectors - Main Scoreboard and Main TV Transmission

Monitor Positions:

Jury: Jury Table

Loader Info: On stage Floor

Referee Lights: To the side of main background banner. Minimum of 2 metres off the floor on a stand or clamp (must not obscure any sponsors on the banner)

Speaker: On Speaker table (Media Area)

Commentator: On Commentator table (Media Area)

Platform Lifter Info: To the side of main background banner. Minimum of 2 metres off the floor -stand or clamp

Warm-up Scoreboard: On table or stand

Warm-up Running Order: On table or stand

Warm-up TV Transmission: On table or stand

Warm-up Running Order for A/B groups: On table or stand

Main Scoreboard: Suspended/projected above main banner or either side of Stage

Main TV Transmission: Suspended/projected above main banner or either side of Stage

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CABLES

- Connecting cables must be provided to connect all monitors/screens to the Media area
- All connecting cables should be HDMI, SDI or NDI with appropriate convertors.

For example: outputs from Media Team are all HDMI and all monitors must have HDMI inputs.

- ***For any cables other than HDMI:*** *convertors are needed FROM HDMI to that cable AND from that cable TO HDMI*
- *Cable lengths are dictated by the distance from Media/Goodlift area to the position of each screen*
- *It is the responsibility of the organiser to be aware of which type of cable is the most appropriate for these distances*

EXTRA NOTES

- No other electrical items will be connected into the Media Team circuit without prior consent.
- All stage lighting, audio & visual and technical set up must be completed and signed off by the Media Team the day before competition start.
- If there is no IT/AV/Lighting support on site throughout the competition, telephone contact details must be made available to the Media Team.

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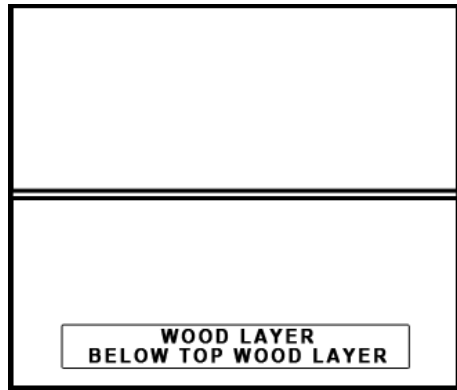
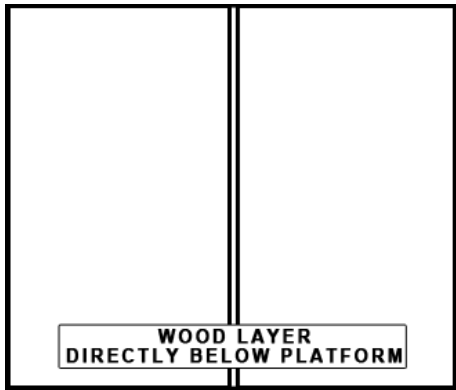
MAIN BANNER & STAGING

- The stage floor must be solid and/or supported to safely support very heavy weights.
- The stage flooring must be a plain, non-patterned covering which extends full width of the stage and a minimum of 2 metres beyond the front of the platform.

For IPF events, use the blue carpet provided by Eleiko to cover the stage floor for the whole width including lifters entrance.

- The lifter platform must be laid directly on top of a minimum of 2 layers of 15mm plywood - 3.3 x 2.8m.

Each layer is to be made from 2 pieces.



- The lifter platform will be **no closer** than 2 meters from the main banner.
 - The lifter platform carpet must have the IPF & sponsor logo **facing backwards** towards the banner.
 - To keep the stage clear, there must be a space away from the stage to place the rack, blocks, vacuum cleaner and other items when not in use.
 - The main Platform Banner will be 8m x 4m. It must reach the platform floor and be fixed to prevent movement.
 - Layout design of Platform Banner will be provided by EPF.
- Sign (Org)..... Sign (EPF).....

MAIN BANNER & STAGING (continued) :

- There must be a space of 30 centimetres minimum at the top of the banner frame to the ceiling to allow for camera placement.
- Access to the top of the banner is required during both rigging and competition via a ladder or lifting platform for installation and adjustment of cameras fixed to the banner frame. ***This will be the Media Team only***
- At the front of the stage there will be a minimum of 3 metres between camera area and spectators
- The spectator area must be cordoned off with tape or barrier from the technical area - Media Area and Cameras.
- The Jury Table will be a minimum of 2 metres long and will be placed by the Media Team in the optimum position.
- Any separate advertising for the Promoter or Federation (e.g., pull-up banners) will be placed no closer to the main banner than 1 metre and final placement is to be approved by the Media Team.

LIGHTING

Stage/platform lighting must be provided.

- A LUX level (lighting measurement) of a minimum of 5000 lux is required for streaming.
- All Lighting must be of the same colour temperature (3200 – 6000K) and be placed around the stage in front, above and from behind the platform(s).

Lifters lying on the bench should be well lit.

- The lighting should be evenly spread over the platform(s) and to the lifter entrance so that there are no darker areas in between entrance and platform.

Lifters in the entrance should be clearly lit.

The banner must also be evenly lit. Low angle lighting should be avoided to prevent shadows falling onto the banner.

- **No** coloured lights will be used on the platform.
- Light levels must be stored and remain constant throughout the event.
- Daylight entering the venue must be avoided and if this is not possible then measures must be taken to prevent direct sunlight hitting the platform, entrance, and banner. This is distracting for the lifters and will greatly affect the quality of Livestream

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MEDIA / STREAMING & COMPUTER SECRETARY AREA

- This area must be combined - not split
- The Media Area must be no further than 10 metres from the stage.
- There must be a minimum of eight 1.5m long tables and 10 chairs - note that any table coverings must be in place before streaming crew set up (09:00 the day before competition).
- The Computer Secretary must be directly accessible for coaches to place nominations - **preferably not via the main lifter entrance**
- Cable Ducts/coverings must be provided where cables cross open floor, corridors or walkways.
- 2 separate 230V power outlets are to be provided to TV Production & Computer Secretary. (16A min)
- A waste bin must be provided close to the Media Area
- Soft drinks, water and coffee/tea should always be available to the media/commentating/streaming team.

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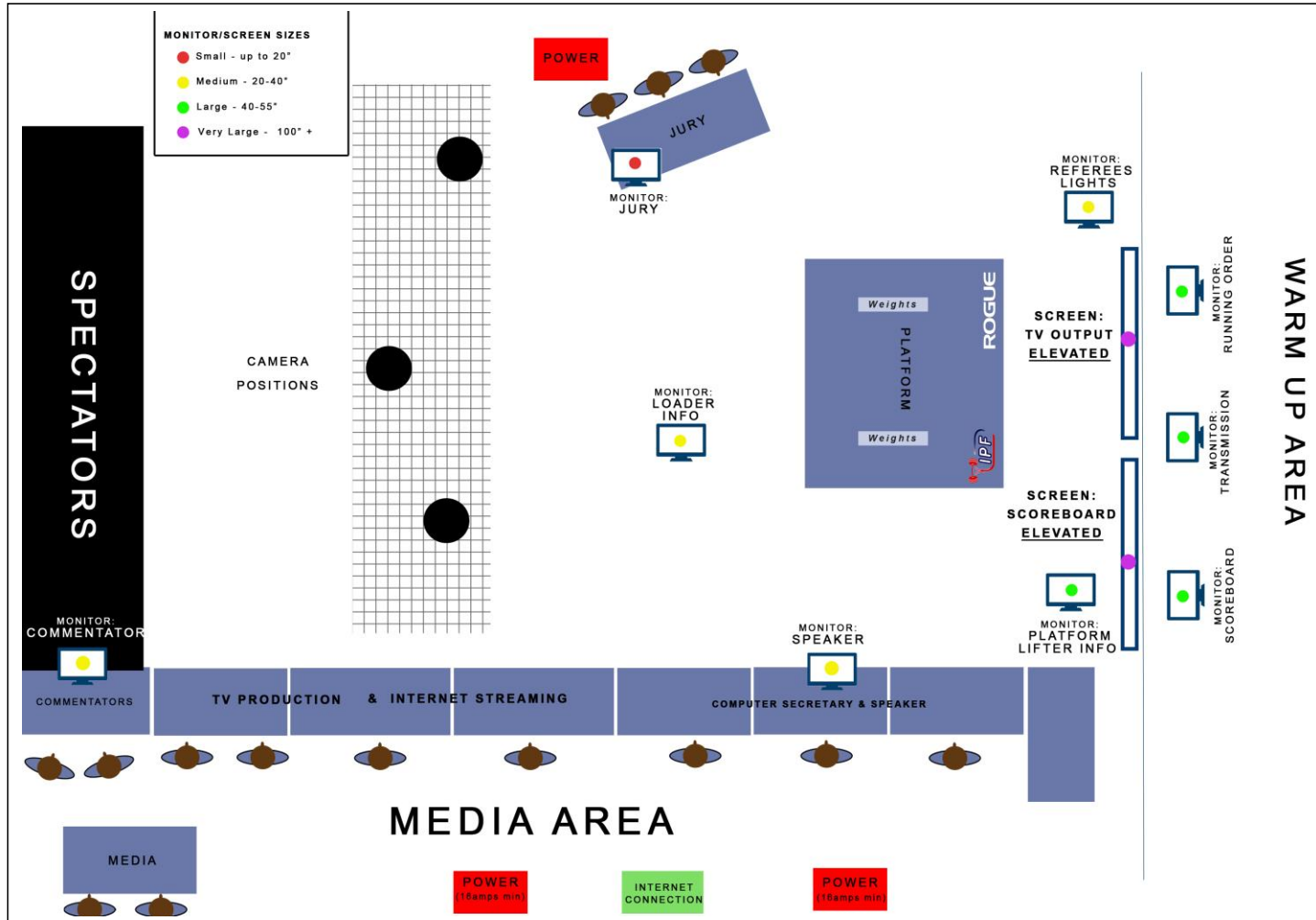
Appendix 8 - Generic Arena & Technical Layout

LAYOUT EXAMPLE



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