Meet Director’s Checklist

All forms/documents mentioned below are available on the USPA website at [www.uspa.net](http://www.uspa.net) under Meet Director Resources

**Things to do prior to the meet:**

- ✓ Arrange for location of meet. Get contract information in writing to secure your time/date. Know what other federations may be holding meets near your area before determining a date.
- ✓ Apply for sanction through the USPA website at least 90 days before contest date at this link: [http://uspa.net/uspa_sanction.html](http://uspa.net/uspa_sanction.html) This will enable you to have your meet listed on the USPA National website event calendar.
- ✓ Register as a Meet Director at this link: [http://uspa.net/meetdir_register.php](http://uspa.net/meetdir_register.php)
- ✓ You should also try to create some type of promotion: Instagram posts, Facebook posts and physical flyers placed in relative businesses in the area.
- ✓ Get copy of insurance for event – This will be provided by the USPA National Office once your sanction application is approved.
- ✓ Awards - You may use 4 inch medals that the USPA has purchased. There are 4 medal styles: Squat, Benchpress, and Deadlift medals in Gold, Silver, and Bronze. The USPA also has a logo association medal in Gold, Silver, and Bronze. The cost is $6.80 per medal. Another option is framed certificates. You may also use trophies from a local vendor in your area.
- ✓ USPA medals can be ordered online once you login thru the Meet Director portal: [http://uspa.net/meetdir_entry.html](http://uspa.net/meetdir_entry.html)
- ✓ Download the Iron Comp scoring software and manual. Run a mock meet to familiarize yourself with the software at least 4 weeks in advance.
- ✓ Arrange for people to help with setup and tear down.
- ✓ Arrange for referees - Depending on the size of the meet, be sure you have plenty of referees (approx. 4-6). *Be sure you have enough National or International referees available to validate American Record attempts (only one State Referee is allowed on the platform for American Record attempts; the other two must be National or International).
- ✓ Arrange for announcer and/or DJ – Preferably someone with powerlifting knowledge.
- ✓ Arrange for spotters/loaders – Minimum of three, preferably four to five for meets with 50+ lifters. Removed part of asking for spotters from the audience.
- ✓ Prepare your announcements prior to the meet (such as thanking the venue, spotters / loaders, judges, table staff, vendors, DJ, etc.)

**Optional items:**

- ✓ Vendors/concessions - It’s best to offer some type of food/snacks/beverages if you are not located near an outside food source.
- ✓ Photographer/Videographer – Amateur or professional photographer or videographer to shoot and sell photos to the lifters. Most lifters will film their own lifts and post them on their social media accounts.
Items needed to run a meet:

- Two laptops
- Projector, projector screen, power cords, HDMI cables, attempt timer, duct tape, etc.
- Bring plenty of pens, pencils and a calculator.
- You can get blank scorecards from the meet director resources section of the USPA website: [http://uspa.net/resources/USPA-SCORE-CARD.pdf](http://uspa.net/resources/USPA-SCORE-CARD.pdf)
- Review the Meet Director Resource section for other items you may need: [http://uspa.net/director_resources.html](http://uspa.net/director_resources.html)
- First Aid kit
- Iron Comp Scoring Software downloaded and supporting programs: Microsoft Office and Java Bit. Please refer to user manual for everything you will need to run Iron Comp.
- Chalk bowl and plenty of chalk blocks.
- Tarps to protect the floor where lifters put on baby powder and also under the platform and/or plate racks.
- Adequate bathrooms and areas for the lifters to change.
- Judging light box or wireless lights
- Judges and lifters chairs
- Plenty of chairs for audience
- Wire brush
- Bleach in spray bottle
- Cleaning towels
- Deadlift bar helper/lever, and other equipment, as needed.
- Two plate rack holders (one for each side on the competition platform).
- An extra set of kilo collars.
- Copy of the USPA rulebook
- Copy of Approved Equipment List
- An expediter to get next attempts from lifters.

Weigh-in’s:

- Absolutely no weigh-in's may be done prior to the 24 hours before the start of the contest or after the close of the last, officially posted time. Remember, no lifter may cross enter after the close of the final weigh-in.
- Your weigh-in scale must be in kilos and certified within the past 6 months.
- Have all your scorecards made out before the first weigh-in period.

Warm-up area:

- Min. of 8x8 (up to as large as 12x12) double-thick plywood (3/4 inch thick) platform with non-slip surface, free of seams and rolls (non-slip carpet or 3-M non-slip tape is preferred). Meet Directors have the option of using rubber mats as a top surface for the warmup area platforms, but this is not preferred.
- Use a minimum of 2 warmup platforms and up to 4 warmup platforms for larger meets.
✓ Standard squat racks or ER type combo racks for the warm-up areas may be used, while standard single use benches with face guards or an ER combo rack with face guard are mandatory for the lifting platform. Please note: If you are competing on a wood basketball court or similar specialized surface, be sure to protect it from damage by placing a tarp or other protective material under platform and plate racks.
✓ Correct, high quality Texas Power bars for the platform (well grooved) specific for each lift (no general purpose bars allowed), and an 8' Texas Squat Bar along with a specialized 27mm Texas or Okie deadlift bar.
✓ Pound plates are OK to use in the warm up area.
✓ Post lifter flights. Be sure your warm-up area is constantly informed of changes and flight schedules.

**Competition platform area:**

✓ Min. of 8x8 (up to as large as 12x12) double-thick plywood (3/4 inch thick) platform with non-slip surface, free of seams and rolls (non-slip carpet or 3-M non-slip tape is preferred). Rubber matting is not allowed.
✓ Standard squat racks or ER type racks for the warm up areas may be used, while standard single use benches with face guards or an ER combo rack with face guard are mandatory for the lifting platform. Please note: If you are competing on a wood basketball court or similar specialized surface, be sure to protect it from damage by placing a tarp or other protective material under platform and plate racks.
✓ When the monolift is used for Multi-ply meets, the arm may be used and the lifter is not required to walk it out. If a monolift must be used for a Raw or Single-ply meet the lifter will still be required to walk it out and set up, the arms may not be used.
✓ It is recommended your bench top is covered with the non-slip “jet ski” material, but not mandatory.
✓ Kilo plates (calibrated required) for the platform. The breakdown should be at least
  - 12 to 16 – 25kg, 2 – 20kg, 2 – 15kg, 2 – 10kg, 2- 5kg, 2 – 2.5kg, 2 – 1.25kg, and record chips of 2 - .500 gram and 2 – 250 gram. (50kg plates may be used, but are not preferred because they wear out the spotters).
✓ High quality, well-grooved bars (ie. specialized squat bar, power bar for benching, and specialized deadlift bar).
✓ Three of each lift warm-up areas (Squat, Bench, DL) with correct bars, equipment, collars, and plates (pound plates are OK to use in the warm up area).
✓ Be sure your table personnel are aware of the basic lifter rules such as when a lifter can ask for a 4th attempt, how often and when a lifter can ask for an attempt change for each lift, minimum increases a lifter can request between record and non-record attempts, that all record attempts must be announced prior to the “platform is ready” command is given so the head referee can be sure he has the proper referees seated to validate the record, etc.
✓ Remember to give out the best lifter awards in every class that has 5 or more lifters entered, usually about 9-12 extra special trophies/awards. This is recommended, but optional for meet directors.
✓ Remember to keep your lifters well informed during the meet, with plenty of announcements and by posting the flights as early as possible so they can plan their eating and warm-ups.
✓ Hang sponsor banners and USPA banner behind the platform so banners will be in photos.
Things to do after the meet:

✓ The Iron Comp generated Excel results must be submitted to the National Office via email to leo@uspa.net with 5 business days following completion of a competition.
✓ The score cards must also be sent via US Mail, Fed Ex or UPS to the USPA National Office (30 Waterworks Way Irvine, CA 92618) within 5 business days following the completion of a contest. Any meet director who fails to submit their results and mail score cards within the 5 business day deadline will:
   1. First Offense: Receive a verbal warning.
   2. Second Offense: Suspended from running USPA meets for 6 months.
   3. Third Offense: Not allowed to direct any future USPA meets.
✓ Make every effort to assist the lifters with any problems or issues they feel they may have had at your meet so they will return again.
✓ The goal is to have a meet that results in a series of NO's – That is no misloads, no injuries, and no controversy!