

Meet Director's Checklist

All forms/documents mentioned below are available on the USPA website at 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. When selecting a date, you may also consider other competing major media events, such as the Super Bowl weekend, etc., or local social events that could compete with your attendance that day.
- ✓ Apply for sanction through the USPA website at least 60-90 days before contest date at this link: 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
- ✓ You should also try to create some type of promotion buzz for your meet by having a flyer made and utilizing social media to get the word out: Facebook and Instagram. Please post your event flyers on the USPA Facebook Like page and/or your State USPA Facebook group page.
- ✓ 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, Bench-press, 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 at least 2 weeks prior to your event: http://uspa.net/meetdir_entry.html
- ✓ Arrange for someone with prior experience or at least a moderate level of computer experience to operate your bar loading program.
- ✓ 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). Possibly compensate any Referees you bring in that drive more than 2 hours each way by assisting them with their hotel and gas, or that have to fly in with their air fare, car rental, and hotel.
- ✓ Arrange for announcer and/or DJ – Preferably someone with powerlifting knowledge. Be sure prior to the meet they have read and understand all sections in the rule book explaining their duties and responsibilities as the official announcer.
- ✓ Arrange for spotters/loaders – Minimum of three, preferably four to five for meets with 50+ lifters. Securing adequate spotter/loaders is mandatory.
- ✓ Prepare your announcements prior to the meet (such as thanking the venue, spotters / loaders, judges, table staff, vendors, DJ, etc.) Announce all upcoming meets in the area, as well as major National events such as the Nationals and Worlds, so lifters are aware, and have time to plan and prepare.

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. This is important for lifters that did not come prepared, and their families and friends that may not have known they'd be there 6-8 hours. If your gym or the venue being used does not want to provide this service, find a local High School club that is always delighted to make money to support their own functions.

Items needed to run a meet:

- ✓ Two laptops.
- ✓ Projector, projector screen, power cords, 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>
- ✓ Review the Meet Director Resource section for other items you may need: http://uspa.net/director_resources.html
- ✓ First Aid kit
- ✓ Bar loading charts (if not incorporated into the overhead computer program) for both 20kg and 25kg bars, and the meet computer scoring program.
- ✓ 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
- ✓ 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 per side. Boat style preferred, no tree style.
- ✓ An extra set of kilo collars.
- ✓ Direct lifters that have achieved a State, American or World record and want a record certificate to this link: http://uspa.net/record_application.html
- ✓ When using an expeditor at your meet have an extra clipboard with a kilo chart taped to its surface ready. Print out two copies of your flight sheets, one for the back room, and one for your expeditor.

Weigh-ins:

- ✓ Follow the correct weigh-in procedures and times (refer to "Weigh-in Guidelines document). Absolutely no weigh-ins 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, or make any other change in their entry division after the close of the final weigh-in.

- ✓ Your weigh-in scale must be in kilos and certified within the past 6 months. Scale must be on hard even surface.
- ✓ Have all your scorecards made out before the first weigh-in period. You must use the backs of your score cards to check off all lifters gear as you inspect it. Do not sign off on the front of the lifters card if even one piece of gear is missing.

Warm-up area:

- ✓ Min. of 8x8 (up to as large as 13x13) 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.
- ✓ Use a minimum of 2 warmup platforms and up to 4 warmup platforms for larger meets. See the rule book for specific requirements based on number of lifters per flight.
- ✓ 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.
- ✓ 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 13x13) 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 and painted wooden surfaces or sand are 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. "Soft" pillow top benches are not allowed to be used.
- ✓ 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 (i.e. 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 OK).
- ✓ 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 3 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. The USPA banner must be hung in the center, and in the most prominent position for viewing.

Things to do during the meet:

Assign your highest ranking, and/or most trusted and knowledgeable Referee as your Head Referee for the meet. They should hold a judges brief 30 minutes prior to the start of your meet in private to update all judges on any new rule or policy changes, review past issues that need to be more closely worked on, and to better educate any first time officials on all the small details they need to pay attention to.

Prior to the meet starting your Head Referee needs to walk around and validate all the plates are correct, record chips are available, lights are in working order, wire brush, bleach, and towels are ready, all judge’s chairs are in the correct viewing spot, all bars, safety’s, loading jack, and anything else that will be used, are ready and available to save time later.

At 15 minutes prior to the meet starting, a spotter safety meeting must be held, where all issues about lifter safety will be both discussed, and demonstrated.

During the meet, for lifter safety, be sure all spotters are routinely rotated out for breaks.

During the meet your Head Referee needs to always be in close proximity to the platform all day to observe the lifters, spotters, and officials, to be sure all rules and policies are being followed. This will help in providing both a safer meet for all, and help keep the meet flowing.

The Head Referee needs to work closely with the Meet Director all day, so any issues that may come up either at the table, or on the platform, can immediately be rectified with as little disruption to the meet and lifters as possible.

Things to do after the meet:

- ✓ Email results to Steve Denison for posting on the USPA website.
- ✓ 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. If you are unable to satisfy a lifter, refer the issue to the National office so we can follow up with your lifter and attempt to rectify the situation.

- ✓ Go through the lifter cards one-by-one and verify the results on your spreadsheet to avoid any errors, before submitting them to the USPA National Office. Remember you have 7 days from your meet to have the results submitted to the National Office.
- ✓ The goal is to have a meet that results in a series of NO's – That is no misloads, no injuries, and no controversy!