

## Personnel Roster for a One-Session Meet with 9am Start Time

- check-in table (7-8:30am)
  1. \_\_\_\_\_
  2. \_\_\_\_\_
- equipment check\* (7-8:30am)
  1. \_\_\_\_\_
  2. \_\_\_\_\_
- weigh-in\*\* (7-8:30am)
  1. \_\_\_\_\_ (males)
  2. \_\_\_\_\_ (females)
- admission table
  1. \_\_\_\_\_
  2. \_\_\_\_\_
- concessions
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
- scorers table
  1. \_\_\_\_\_ (announcer)
  2. \_\_\_\_\_ (expeditor)
  3. \_\_\_\_\_ (reserve)
  4. \_\_\_\_\_ (computer #1)
  5. \_\_\_\_\_ (computer #2 – opt.)
  6. \_\_\_\_\_ (reserve)
- platform referees\*
  1. \_\_\_\_\_ (head)
  2. \_\_\_\_\_ (side)
  3. \_\_\_\_\_ (side)
  4. \_\_\_\_\_ (reserve)
  5. \_\_\_\_\_ (reserve)
  6. \_\_\_\_\_ (reserve)
- national referees\* (for American record attempts)
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_ (reserve)
- platform loaders
  1. \_\_\_\_\_ (loader)
  2. \_\_\_\_\_ (loader)
  3. \_\_\_\_\_ (loader)
  4. \_\_\_\_\_ (loader)
- platform spotters
  1. \_\_\_\_\_ (back-SQ)
  2. \_\_\_\_\_ (side-SQ)
  3. \_\_\_\_\_ (side-SQ)
  4. \_\_\_\_\_ (side-BP)
  5. \_\_\_\_\_ (side-BP)
- platform (other)
  1. \_\_\_\_\_ (platform manager)
  2. \_\_\_\_\_ (extra spotter for heavy lifts and/or to switch out with loaders)
  3. \_\_\_\_\_ (extra spotter for heavy lifts and/or to switch out with loaders)
  4. \_\_\_\_\_ (designated hand-off person for BP)
  5. \_\_\_\_\_ (jack operator for DL)
- American record applications
  1. \_\_\_\_\_ (official in charge)
- drug testing\*
  1. \_\_\_\_\_ (male testing)
  2. \_\_\_\_\_ (female testing)

\* Denotes a position that *must* be filled by a referee.

\*\*Weigh-ins *should*, if possible, be done by a referee but can be performed by a trained and trusted non-referee.

Note: in many instances, an individual will perform more than one duty over the course of the meet day and therefore their name may appear several times on the roster above. Also, if possible, a person should be stationed on the platform (prior to and during weigh-in) to assist lifters with rack/bench safety heights.

## Equipment Checklist for Single-Platform Meet

### Platform:

- four or six sheets of 4' x 8' plywood (preferably ¾ inch thick) and one 2" x 4" (and screws/nails)
- drill, hammer, wrenches, duct tape, and any other necessary tools
- 8' x 8' carpet (and carpet tacks or staples)
- light system and red and white cards/flags (in case of light system failure)
- competition squat rack and bench (must conform to IPF/USAPL specifications)
- competition bar, collars, and plates (enough weight for heaviest anticipated attempt)
- chalk and chalk bowl
- deadlift jack
- extra pair of collars (in case a collar breaks)
- wire brush, bleach, towels, bucket, chemical gloves, and other cleaning supplies
- loading charts (in case of computer failure)

### Scorers table:

- one or two laptop computers (second acts as a backup) and printer (printer optional)
- projector (and screen if necessary)
- several extension cords and power strips
- current version of scoring program loaded on computer(s)
- pens, pencils, scrap paper, calculator(s), stopwatch, stapler, paper clips, tape, scissors, etc.
- pound-kilogram conversion charts (if using kilos) and attempt cards (if they will be used at the meet)
- two or three 8-foot tables (with tablecloth or covering) with at least 6 chairs
- sound system (microphone and speakers) and music
- first aid kit and rubber gloves
- current IPF and USAPL rulebooks
- hard copies of current state and American records and currently suspended members
- drug testing kits (enough so at least 10% of lifters can be tested) and testing procedures manual
- drug testing forms/paperwork (USAPL athlete notification and lab custody control forms)
- American record forms/paperwork (including meet sanction form)
- National Anthem (either audio tape or live singer)

### Other:

- warmup area equipment (racks/benches, bars, collars, plates, chalk/bowl, deadlift jack, chairs, etc.)
  - minimum of 3 benches, 3 squat racks, 3 deadlift platforms, 3 bars, and sufficient weight
- hand stamp or wrist bands for admissions
- membership applications and sales roster/log (and clipboards and pens)
- currently (within 12 months) certified scale (and documentation to verify scale certification and date)
- waiver/release forms to be signed by EVERY individual working/volunteering/competing at the meet
- trophies/awards, meet T-shirts, and meet programs
- list of currently allowed powerlifting equipment (for equipment check table)
- metric tape measure and tape (for determining wrap length, etc.)
- banners, flags, and posters (for platform)
- meet photographer and/or videographer (if applicable)
- food and drink for volunteers and lifters
- chairs and tables for various stations and chairs for the audience and lifters
- caution tape or other method for cordoning off certain areas (i.e., platform)
- score cards and completed entry forms
- extra singlets, knee-length socks, and T-shirts (in case lifters forget)
- cash boxes for admissions and membership sales (and enough starting cash to make change)
- opening attempt/rack height cards (not necessary but makes things go much faster)