

POWERLIFTING VENUE GUIDE



How to Run a Successful Powerlifting Venue



Special Olympics
Georgia

8/15/07

POWERLIFTING VENUE DIRECTOR GUIDE

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POWERLIFTING VENUE - DIRECTOR GUIDE Checklist
Things to do prior to the Event

- Contact the Judges and Scorers to determine their availability – at least 2-3 months prior to the competition
- Attend the SOGA Director Meetings prior to the event
- Copy the Athlete Entry Cards from the template onto card stock paper and cut in half
- Find out from SOGA who the venue sponsor will be and if the sponsor will provide a volunteer coordinator
- Find volunteers to help set up the venue the Friday prior to the competition
- Find out who your contact person at the venue is, so you can coordinate your schedule with the appropriate people for meetings, gate openings, etc.
- Meet with SOGA officials to do a venue walk through and determine what your needs are
- Provide SOGA with a list of signs needed
- Provide SOGA with a list of items needed for venue
- Work with SOGA to coordinate a time schedule for the volunteers. SOGA will pass this on to the venue volunteer coordinator
- If possible and if time permits, work with Volunteer Coordinator, and SOGA Volunteer Coordinator on having a Volunteer Training Session, 1 -2 weeks prior to the day of the event
- Volunteer Job Descriptions should be provided to the SOGA and venue volunteer coordinator at least 2 weeks prior to competition.
- Make sure Volunteer Coordinator has copies of the job descriptions to hand out at the venue unless they have already done so
- Go over the Crisis Communication Plan with SOGA
- Go over the water, ice, snack accommodations with SOGA
- Confirm venue schedule of events with SOGA
- Have a few copies of the Kilo Conversion Chart available for the coaches and spectators at the venue
- Prepare a Powerlifting Venue Program that includes the venue schedule, kilo conversion chart, powerlifting rules, weight classes, sponsor(s), and any additional information that you think would be helpful
- Make enough copies of the program for all athletes and extras for spectators
- Have a list of items to discuss at the Coaches meeting on Friday
- Get copies of scratch sheets from Games Director on Friday night
- Make sure Venue is set up and ready for the event on Saturday
- Make sure all signs are in place
- Have Powerlifting schedule available for volunteers to see
- Have the volunteers sign-in, receive a volunteer bib, and proceed to the volunteer meeting area
- Introduce yourself to the volunteers and give them a scenario of how the meet will go
- Thank the volunteers before the meets start because some may leave before the meet ends
- Have volunteers in place before the athletes are scheduled to arrive for registration
- Be available for any questions that may arise
- Make sure event stays organized and runs smoothly
- Make sure venue is cleaned up



Special Olympics

Georgia

INDOOR WINTER GAMES _____

Equipment List: _____ Powerlifting _____
(Venue)

Venue Director: _____

LIST ALL EQUIPMENT AND SUPPLIES YOU WILL NEED: (include numbers you need of each item)

1. 150 - chairs	14. 1 – roll masking tape
2. 8 – 8 ft folding tables	15. 1 – hand held calculator
3. 1 - Awards stands	16. 1 – large tarp
4. 1 - Awards backdrop	17. 2 – blocks of lifting chalk
5. 2 - table clothes for awards table	18. Rubber bands
6. 120 ft. – post / ropes	19. Name tags
7. 6 - Pencils	20. PA System – only if not supplied by Todd Youngblood
8. 1 – legal pad	21. 25 – volunteer bibs
9. 3 – each red and green flags (in powerlifting box)	22. The Powerlifting Venue Box
10. 8 – 4x8 sheets of ½ inch CDX plywood for the two main platforms	23. 14 – sheets 4x6 CDX plywood used under the squat racks and for deadlifts in the warm-up area

11. 4 – 4x6 sheets of rubber mats for the two main platforms	24. 2 – IPF approved benches. The Dynabody's bench is for the competition and the other bench is for the warm-up area
12. 4 – 2x4 sheets of rubber mats for the two main platforms	25. 1 – Deadlift jack for the competition. The second one is supplied by Todd Youngblood
13. 8 – 4x8 sheets of ½ inch CDX plywood for the two main platforms	26. Weight Scales that weigh in kilos

Equipment Supplied by Todd Youngblood

1. 1 – IPF approved bench press for the warm-up area	4. 1 – Large PA system
2. 1 – Deadlift jack	5. 1 – set of bumper plates for the competition
3. 2 – Competition bars and collars	6. Weight trees for the competition area

Equipment Supplied by Billy Keel

1. 1 – Competition squat and bench press for the main competition	2. 1 – Extended board for the bench press
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Equipment Supplied by Mark Keesee

1. 2 – Competition light trees with cables	3. Weight trees for the warm-up area
2. 3 – Laptops for the scorers during competition	4. Belts and extra singlets for the competition
	5. 1- Printer for the scorers

**POWERLIFTING VENUE
DIRECTOR GUIDE Checklist**

2 months prior to the Powerlifting Competition become familiar with the venue and plan the following:

- Plan the warm-up area and how the equipment will be placed and operated in the safest manner
- Plan the Scorers table to ensure there is enough room behind the table for the scorers to move around
- Plan the Competition lifting platform to ensure there is enough room between the platforms for the judges to sit and for a safe lifting area
- Call the Judges and Scorers to make sure they will be attending. Sometimes it is hard to get certified judges at the last moment
- Attend the State Games meetings to keep up to date with any changes

One month prior to the Powerlifting Competition become familiar with the venue and plan the following:

- Create the scoring entry cards from the athlete registration sheet – see page 10
- Enter the athlete / partner information into the master excel spreadsheet for the competition
- Check all entries for correct information such as birth dates and gender. See page
- Go over the Powerlifting Checklist to ensure everything is as needed. See page 2
- Provide the State Office the Supply and Equipment list from Pages 3 and 4
- At the State GMT meeting
- Meet with the Volunteer Coordinator and give them the job descriptions. See page 13-14
- Send the Judges and Scorers coming in from out of town the hotel and venue directions
- Coordinate the truck delivery of the venue materials

Two weeks prior to the Powerlifting Competition become familiar with the venue and plan the following:

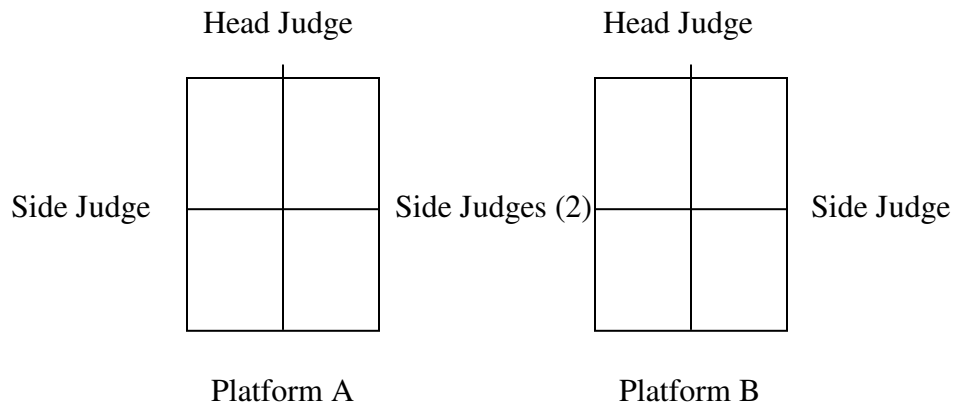
- Double check the entries
- Make sure all Judges and Scorers are confirmed

FRIDAY AFTERNOON VENUE SETUP

The SOGA Staff will deliver the venue materials and equipment before 2:00pm. The Venue Sponsor and Todd Youngblood will supply the man-power to setup the venue. The venue should be completely setup by 5:00pm so the school can close.

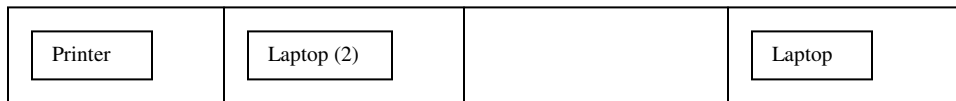
Competition Platform

The two competition platforms are setup by using 8 sheets of 4x8 CDX plywood secured together by screws and cover with rubber mats that are secured by screws. The plywood first two pieces of plywood are laid on the floor and the second two pieces of plywood are laid on top across the first two and secured by screws in each corner. Then two 4x6 and two 2x4 rubber mats are laid on top of the plywood and secured by screws to complete on lifting platform. The Judges are positioned in front of the platforms and to both sides of the platform.



Scorers Table

The scorers table is located directly behind the competition lifting platforms. They consist of (4) 8 ft. tables connected end to end. The scorer's tables will have 3 laptops, a printer, and at least 6 scorers sitting behind it.



Lifting Platforms

Warm-up Area

Squat Area

The warm-up area will have two squat racks, two bench presses and two deadlift platforms located in the area. The squat racks will place on two single sheets of 4x6 plywood secured together with metal bands that are screwed into the plywood. Another 4x6 sheet of plywood will separate the two lifting platforms and a weight tree and weights placed on top of the plywood. The second squat platform will assembled like the first.

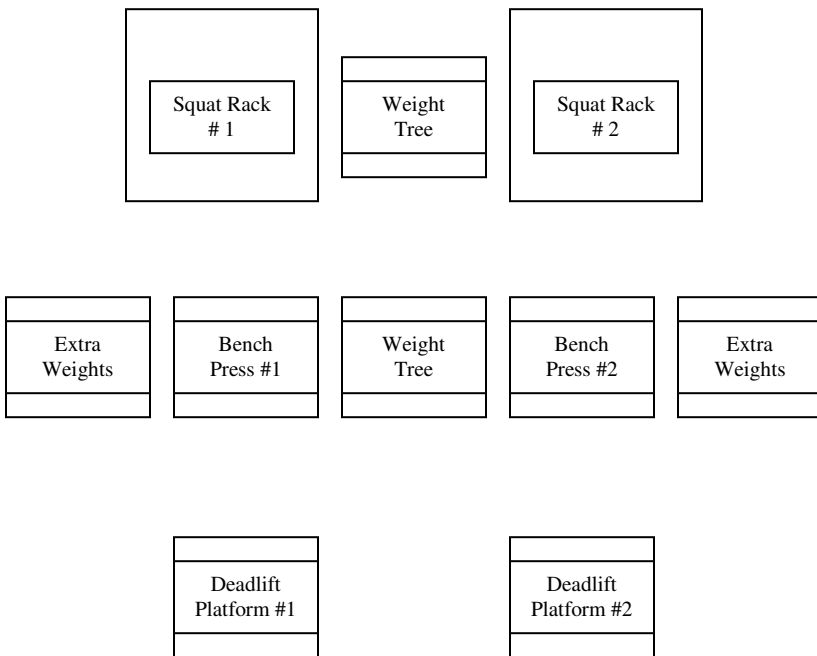
Bench Press Area

The bench presses will be place directly on the floor and separated by one piece of 4x6 plywood with a weight tree and weights place on it. Another 4x6 piece of plywood is placed on either side of the two bench presses in case weights need to be unloaded and placed on then instead of the bare floor.

Deadlift Area

There are two deadlift platforms made of four pieces of 4x6 plywood secured together by screws and metal bands. The weight for the bench press is used for the deadlift area too.

Basic Warm-up Area Diagram



**FRIDAY AFTERNOON
ATHLETE AND PARTNER WEIGH-IN**

On Friday afternoon prior to the competition the athletes and partners are weighed in from 4:30pm – 6:00pm before Opening Ceremonies.

- Athletes and Partners are weighed in kilos and the body weight recorded on the scorecard
- Opening attempts are recorded on the scorecard and other information such as verifying their birthrate is verified.
- From the scorecards divisioning is completed and flights are determined
- If the athletes are not able to weigh-in on Friday evening, they will be weighed in on Saturday morning prior at least an hour and a half prior to competition
- All Late entries are inserted into a division and put into a lifting flight

**FRIDAY EVENING
COACHES MEETING**

On Friday evening SOGA holds a coaches meeting after the Opening Ceremonies. The purpose of the meeting is to go over the following:

- Go over the powerlifting rules.
- Collect all scratches from SOGA and the coaches
- Go over the Powerlifting Schedule with the coaches. See page 15
- Answer any questions

SATURDAY MORNING VOLUNTEER PRE-EVENT TRAINING

On Saturday morning meet with the Volunteer Coordinator and ensure they know what is needed during the meet and answer any questions.

- Welcome the volunteers
- Have the volunteer coordinator check in the volunteers and assign them a position
- Go over the positions and place them in the correct locations
- Meet with the volunteer coordinator to go over the volunteer schedule for the day and find out what spotters will be available for the lifting platforms

SATURDAY MORNING THE EVENT

On Saturday morning after the volunteers are placed the following takes place:

- 45 minutes prior to the start have the lifters start warming up according to their lifting flight.
- 30 minutes prior to the competition get the Spotters and Judges into position as well as all the volunteers
- 15 minutes before the competition recognize the Venue Sponsor, Judges, and out of town scorers and volunteers

Scorers Tables

- After the lifter makes an attempt the coach must give the second and third attempt to a person located at the scorers table
- The weight a person is lifting can stay the same or go up but never can go down
- The only time a lift can be changed is on the third attempt of the deadlift

Novice **Open** **Unified** **Partner** **Athlete**
Female **Male** **Division** _____
Bench Only **Double Combo** **Triple Combo**

Squat Eval. _____ (**Officials Initial**) **Age:** _____

Rack: _____ **Flight:** _____ **Body Weight:** _____

Name: _____ **Co. Efficient:** _____

Area / State: _____

Attempt	Squat	Bench	Deadlift	DB Total	Triple Total
1st					
2nd					
3rd					

Novice **Open** **Unified** **Partner** **Athlete**
Female **Male** **Division** _____
Bench Only **Double Combo** **Triple Combo**

Squat Eval. _____ (**Officials Initial**) **Age:** _____

Rack: _____ **Flight:** _____ **Body Weight:** _____

Name: _____ **Co. Efficient:** _____

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Attempt	Squat	Bench	Deadlift	DB Total	Triple Total
1st					
2nd					
3rd					

**2007 Winter Games Powerlifting Venue
Marietta 6th Grade Academy
Volunteer Assignments**

Venue Sponsor: **FirstPro**

Director and Rules: Mark Keesee

Volunteer
Coordinator: FirstPro – Michelle Kennedy

Volunteer
Check-In: Volunteers (2)

Announcer: Claire Keel – Talladega, Al.

Scorers: Anna Wheeler – Lawrenceville, Ga.
 Scarlett Beggs – WestPoint, Ga.
 David Sewell – Cottonwood, Al.
 Brandi Brooks – Cottonwood, Al.

Judges: Billy Keel – Talladega, Al. (Head Judge)
 Danny Hicks – Cottonwood, Al.
 Sam Erwin – Cottonwood, Al.
 Clint Brooks – Cottonwood, Al.
 Doc Wozo – Cottonwood, Al.
 Lucian Gillis – Atlanta, Ga. (Head Judge)
 Tony Southern – Lawrenceville, Ga.

Morning Session 9:00am – 12:00pm

Description	Names		
Spotter			
Volunteer			
Warm-up Greeter			
Door Greeter			

Afternoon Session 12:00pm – 6:00pm

Description	Names		
Spotter			
Warm-up Spotter			
Volunteer			
Warm-up Greeter			
Door Greeter			

Special Olympics Georgia Powerlifting Venue Volunteer Job Descriptions

Head Volunteer

The Head Volunteer will be responsible for overseeing the other volunteers. This person should know and understand the other volunteer positions and be able to relieve the other volunteers for breaks. This position requires good communication and organizational skills. This person will be energetic and keep everyone motivated.

Spotters (SP)

This person must be able to lift 50 lbs. This position requires the loading and unloading of free weights from 2.5 lbs. up to 50 lbs. The spotter must be able to show correct spotting and lifting techniques.

Scorekeeper (SC)

Scorekeepers must have good mathematical and organizational skills. They will take lifting information from the athletes and write it on the score card. The scorecards will be placed in order by division and weight attempted. The scorekeepers must keep the scorecards in order and assist the announcer.

Computer Entry (CE)

Must have knowledge of Microsoft Excel, Lotus, or other spreadsheet package. The computer entry person will take the final scores from the scorekeeper and enter the score into the spreadsheet. The scores will determine the athletes place. This person will give out the awards to the lifters.

Announcer (A)

The announcer must have good communication and organizational skills. This person will call out the names of the lifter, weight attempts, and keep the crowd motivated to cheer on the lifters.

Door Greeter/Athlete Helper (DG)

The door greeter will be positioned inside each doorway. They will be responsible for keeping the doorways clear at all times. One door is located near the athlete preparation area. This door greeter will keep the door clear and help the athlete with weight belts.

Warm-up Area Greeter (WG)

This person will be positioned outside the warm-up area and check athlete credentials. Only powerlifting athletes and Emory students will be allowed in the warm-up area.

This person will keep the athletes in the warm-up area informed of the competition weight being lifted.

Warm-up Area Spotter (WSP)

This person will be responsible for spotting athletes in the warm-up area. This person will be the same as the other spotters.

Judge (J)

The Judges will be qualified powerlifting officials with either Official credentials or equivalent powerlifting experience. The Judges will call the lifts good or bad and must be able to explain the call if challenged.

Volunteer (V)

This person will be responsible for helping the athlete put on their weight belt, making sure the athletes use chalk in the designated area and keeping unauthorized people out of the chalk and lifting areas.

**XXXX Powerlifting
Event Schedule**

Friday, January 24th

4:30pm – 6:00pm Weigh-in all athletes (recommended) at the Civic Center

Saturday, January 25th

7:00am – 8:15am Weigh-in all athletes (only if could make Friday weigh-in)

8:30am – 8:45am Volunteers arrive

9:00am – 9:15am Athletes arrive

9:15am – 9:45am Warm-up for athletes

9:45am Introductions

10:00am – 4:00pm Competition

4:30 - 5:30pm Awards