

# Competition Organiser's Checklist

## Equipment Required

- Competition Standard Weight Set including Male and Female Bars
- Competition Platform
- 4-5 Warm-up Platforms complete with Male and Female Bars and Weight Sets
- Electronic Refereeing System
- Referee Flags
- 3 Tables and Chairs for Referees
- Competition Clock System
- Sound System for MC
- Projector (to project Competition Scoresheet on wall)
- Table and Chairs for MC, competition clock controller and competition secretary
- Weightlifting Tasmania banners
- Weigh-in Scales (checked and verified)
- 40 chairs for spectators
- Power cords, power boards, and adaptors

## Personnel Required (for each session)

- Master of Ceremonies
- Referees (3)
- Competition Clock Controller
- Technical Controller (must be a state or national referee)
- Loaders (minimum of two per session)

## Personnel Organisation Procedure

- Order Trophies and Medals
- Seek expressions of interest from referees, MC and other competition officials
- Create list of bar loaders for all sessions and publicise
- Create list of competition set-up personnel

## Documentation

- Prepare Competitor Attempt Cards
- Prepare Competitor Weigh-in Sheets

## Setup Procedure

- Check all competitors have paid competition entrance fee
- Prepare competition schedule (organising athletes into sessions)
- Ensure competition software is loaded with competitors
- Setup of competition arena (night before)
  - Clean floor
  - MC and Competition Secretary Desk
  - Chairs and Tables for Referees
  - Chairs for Spectators
  - WTI Banners, Sponsor Signs and other decorative items
- Setup weigh-in room
- Ensure change rooms and kitchen are cleaned

## Take-down Procedure

- Dismantle competition arena and store equipment
- Clean facility
- Empty bins