**APPLICATION TO HOST APU SANCTIONED POWERLIFTING CONTEST**

The following specifications are offered as guidelines to individuals wishing to bid for the right to host an Alberta Powerlifting Union powerlifting competition. Each section offers meet directors the opportunity to think about the elements required in planning for a powerlifting competition. Therefore, by filling out the request for sanction form, meet directors are showing the APU Executive the initial planning process for organizing a powerlifting event.

Specifications are categorized, with an emphasis on desired or mandatory elements of the bid. The mandatory requirements to host a competition will be clearly stated. After each heading there will follow several areas which you should address. There is plenty of latitude for bidders to exceed standard requirements in an effort to obtain the successful bid. Please include responses as a separate document.

A bid must be in writing, clearly stated, with each category addressed, and signed by submitting individuals. Each bid must be accompanied by a certified cheque or money order, Paypal or E-Transfer in the amount of $200.00 CDN (payable to the “Alberta Powerlifting Union Association), as payment of the contest sanction fee. The $200 acts as a sanction and rental fee for APU equipment such as scale, banners, irons and technology.

Any successful bidder who is awarded an Alberta Powerlifting Union contest and defaults on the contract shall be subject to penalty as determined by the APU Executive. Defaults include: if the bidder does not hold the competition or does not meet the agreed upon specifications contained in the bid.

Send completed form and sanction fee to:

**Mike Macdonald**

**603-706-15 Avenue S.W.**

**Calgary, AB**

**T2R0R7**

**BID SPECIFICATIONS**

1. Venue

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| --- |
| * Location * Size * Type * Audience capacity * Relative location to airports or major roadways * Air Condoning * Parking * Bathroom facilities * Other |

1. Accommodations

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| --- |
| * For athletes, officials, and coaches * Rates * Dining facilities and prices * Relative location to venue * Meeting rooms * Size of facility * Other |

1. Transportation

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| --- |
| * Location of major airport * Taxi and bus services * Sight-seeing * Car Rental * Complimentary transportation * Other |

1. Warm-Up Area

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| * Number of platforms * Seating * Equipment used * Refreshments * Communicating with lifting area * Other |

1. Competition Area

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| * Size * Equipment used * Elevation of stage * Sound system * Relative location of competition platform, warm-up room, audience, restrooms, concessions * Lighting * Layout * Seating for on-deck lifters * Other   **Note:** Please include a floor plan showing the competition area and the location of items listed in this section. |

1. Delivery and Return of Equipment

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| * Location of equipment being transported * Vehicle type used to transport * Number of volunteers available for delivery and return of equipment * $100 Rental fee included for APU equipment usage   **Note:** Minimum of 2 volunteers required to assist with APU-owned equipment on delivery and return. Must sign out equipment either by notifying the APU exec or signing out on google docs. |

1. Volunteers

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| --- |
| * Number of spotters/loaders * Name and level of referees * Set-up and takedown crew * Table staff, including: time keeper, scorecard, announcer, and computer positions * The APU **requires** the meet director to supply the volunteers with adequate food, drink, and any branded meet clothing to support their function.   **Note:** Minimum of 4 spotters and loaders required |

1. Audience Accommodations

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| * Size of spectator gallery * Restrooms * Sound system * Clocks * Layout * Concession * Scoreboard * Printed programs * Other |

1. Concessions

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| * Type of food/drink available * Special services to competitors * Proximity to venue * Vouchers for officials and other volunteers * Other |

1. Contest Details

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| * Proposed date * Proposed entry fee * Proposed number of contestants * Lifting schedule * Age categories * Special Olympics/Para-Olympic accommodations * Meet T-Shirts are required to be given to competing athletes   **Note:** As per APU bylaws, local meet entry fees cannot exceed $120, unless prior approval from APU exec was granted. |

1. Security

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| * Measures to regulate entrance to warm-up area and competition areas * Measures to regulate entrance to doping control room |

1. Awards

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| * All Age and Weight Classes will receive top 3 placing medals * There will be, at least, a best male and female lifter award * Special awards? (Hall of Fame, Club Championships, Volunteer) * Name and location of vendor supplying awards and medals   **Note:** Meet directors must obtain the approval of the APU Executive for the design of the medals and awards. Furthermore, entry form must include the following statement:  “*If an athlete is not present at the award ceremony to receive their medal or contest material then they forfeit their medal and/or award. The athlete’s total, records, and placing will still be valid; however, the APU and Meet Directors are not responsible for mailing or delivering medals or contest material after the closing of the competition*”. |

1. Media Coverage

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| * On site accommodations for videotaping, reporters, TV crews, photographers * Pre-and post-meet coverage * Special media contacts |

1. Doping Control

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| * Contact with CPU Anti-Doping Chairman * Doping fees are the $20 Surcharge per athlete as APU Policy * Location of Doping Control station * Athlete education |

1. Medical

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| * Emergency personnel * Nearest hospital * Emergency procedures   **Note:** Meet Director must follow the competition safety precautions set forth by the Canadian Powerlifting Union (http://www.powerlifting.ca/org/Competition\_Safety\_Precautions.pdf) |

**Submitted By:**

Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_