



# IFBB PHYSIQUE AMERICA

## Promoter Guidelines

### SECTION I

#### VENUE ACQUISITION & REQUIREMENTS

- A. The contest site should be selected and secured well in advance of the target date.
- B. Use discretion when scheduling your event. Clear your dates with the Chairman or the Executive Director to avoid conflicting events or getting a venue that is too expensive.
- C. The venue size should be commensurate with the level and stature of competition.
- D. Planning and preparation of the stage should be well planned such as lighting, stage markers, podium, sponsor banners, IFBBPA banner etc.
- E. The Promoter must provide a laptop and printer for the purpose of organizing registration, Class entries, sequence of events and results. These must be present at both the competitor Meeting and day of competition. Promoter must also provide Water and towels backstage.
- F. The promoter will secure Event Liability Insurance according to the limits of Article 16 of The IFBBPA CONSTITUTION, which shall indemnify the IFBBPA Executives of all liability. An Executive officer will inspect the site prior to the start of the event to ensure that all necessary production requirements are in place.
- G. The venue needs to have theatrical lighting and must be properly focused before the event.
- H. Graphic ads. Promoters will have direct access to our designer for their poster or they can use their own. Posters will have to conform to a certain standard and **MUST** be approved before being posted. Beginning 2022 poster design and financial responsibility will be the promoters' costs.

## **SECTION II**

### **ATHLETE REGISTRATION**

- A. The promoter must set up a website to register athletes and provide them with Information about the event.
- B. All athletes must be preregistered and membership in the IFBBPA paid by credit card.
- C. If an athlete submits an application to compete and has not paid his/her fee, they will not be allowed to compete. IF an athlete is allowed to compete by the promoter and has not paid the membership fee, the promoter will be responsible for payment. In the event of non-payment or payment dispute he/she will not be allowed to compete again until either the dispute or the membership fee has been satisfied.

## **SECTION III**

**TRIPS FOR ATHLETES:** The requirement for the Promoter is as follows:

- A. The Promoter will pay for two airline tickets for two athletes from their show to the Federation Championship
- B. The Federation will pay for 3 nights in the hotel
- C. The athlete will pay for the entry fee as well as any crossover fees

## **SECTION IV**

### **COMPETITOR MEETING AND NUMBER ASSIGNMENTS**

- A. At the competitor meeting 2 athletes will be randomly selected for drug testing.
- B. Numbers shall be assigned to athletes at registration and check in. These numbers will be worn on left side of competitive apparel.
- C. The Chairman will be present to ensure and check registration process. An athlete will not be allowed to cross over into other categories except for Masters to Open or Novice. Crossovers will also be allowed into Male or Female Fit Model categories.

- D. An athlete who does not attend the competitor meeting will be eliminated from the competition and the entry fee will not be refunded. If an athlete has a legitimate reason for missing the meeting, he or she must contact the Promoter or Head judge in advance.
- E. If an athlete is late for the competitor meeting, it is up to the Head Judge's discretion as to whether or not to allow that athlete in the competition.

## **SECTION V**

### **PROMOTERS RESPONSIBILITY TO JUDGES AND EXECUTIVE OFFICIALS**

The Promoter will provide and arrange airfare and lodging for all judges and officials if not local residents. Transportation for this can be arranged through yourself or Plaza Travel who is a very reliable travel service used by the IFBB for many years.

- A. The Promoter must bring in 5 judges and a Head Judge assigned by IFBBPA.
- B. The Promoter acknowledges that the Head Judge is in charge of the show.
- C. The Promoter must provide the results & photos to the Web Director.
- D. Transportation for Judges & Officials must be provided to and from the host airport.
- F. Judges' stipend will include 100 dollar per day fee and 75 dollar per diem (expense money) will be provided at the Judges meeting before the competition.
- G. The Head judge will provide score and tally sheets as well as notepads to judges.
- H. The Head judge is responsible for submitting results to the main office.
- I. The Chairman will select the judges with the approval of the Executive Director.
- J. If the President decides to attend an event the Promoter must provide full expenses according to The IFBBPA Constitution.

## **SECTION VI**

### **EVENT SEQUENCE**

All competitions must be scripted and adhere to the following sequence:

#### ***A. WOMEN'S PHYSIQUE/FIGURE***

- 1. Round 1
- 2. Round 2

#### ***B. WOMEN'S FIT MODEL***

- 1. Round 1

**C. MEN'S FIT MODEL**

1. Round 1

**D. WOMEN'S FIT MODEL**

1. Round 2

**E. MEN'S FIT MODEL**

1. Round 2

**G. MEN'S CLASSIC PHYSIQUE/BODYBUILDING**

1. Round 1
2. Round 2

**H. MEN'S BODYBUILDING**

1. Round 1
2. Round 2

**J. WOMEN'S WELLNESS**

1. Round 1
2. Round 2

**K. MEN'S PHYSIQUE**

1. Round 1
2. Round 2

**L. WOMEN'S BIKINI**

1. Round 1
2. Round 2

**M. INTERMISSION**

**N. AWARDS**

## **SECTION VII**

### **EVENT PRODUCTION**

- A. To be clear, each category will be judged in its entirety in both group comparisons and individual presentations.
- B. Following all category and class judging there will be an intermission followed by award presentations. There will be no further comparisons or individual athlete performances.

- C. The MC must remain at the podium for the entire event.
- D. The head judge and backstage expeditor must have head sets and mics in order to communicate during the entire show. The MC must wear an ear piece to stay in communication and be aware of what the head judge and expeditor are doing.
- E. The chief expeditor must be in possession of the exact order of events and have at least 3 assistants.

## **SECTION VIII**

### **TRAINERS**

It is important and essential for all Promoters to understand that one of the main components of a successful event is to form relationships with Trainers. Athletes today follow what their Trainers advise them to do not only with diet and exercise, but also with the competitions they compete in. Each Promoter should have a relationship with a minimum of 10 Trainers to ensure a successful event.

## **SECTION IX**

### **DRUG TESTING**

- A. The Chairman must nominate a male and female collector for testing in their area.
- B. Collectors must be approved by IFBBPA.
- C. If Collectors are not provided and/or approved, IFBBPA will assign Collectors to the Event at the Promoters expense for travel and hotel.
- D. The Federation will pay for testing at the laboratory. The Promoter will pay the collector's fee.
- E. All athletes must sign the Drug Test Agreement form.
- F. Failure to sign the form will result in expulsion from the competition.
- G. A private room must be provided for drug testing.
- H. Drug test will be performed between 7 and 8am, the morning of the competition.

## **SECTION X**

### **Dress Code & Official's Membership**

- A. Everyone involved with a competition must be a registered member of IFBBPA, that includes JUDGES, ALL OFFICIALS and the MC.
- B. Everyone involved with a competition must be dressed in IFBBPA uniform, which consists of Blue Jacket, Gray Pants or Skirt, White Shirt, IFBBPA Tie & Badge on the left side of jacket