



Event Checklist for Official in Charge

Pre-Event:

- **Contact Sanction Holder**
 - Do they have a scale?
 - Is it digital?
 - Has it been certified?
 - What size is the Ring?
 - How big is the event space?
 - Do you have oxygen?
 - Do they have approved Competition Equipment (Gloves and Headgear)?
 - Visit location 48 hours in advance per EAP Inventory
 - Contact local hospitals
 - Depending upon local requirements:
 - Is an ambulance/EMTs required?
 - Are police officers required to be present?
 - Is additional state sanctioning required?

- **What forms do I need?**
 - Emergency Action Plan (EAP) Inventory
 - COO Manual Forms
 - Weigh-in Sheets
 - Appendix F – (Cheat Sheet)
 - Physical Form (In Case)
 - Official Sign in Sheet
 - Score Cards
 - Supervisors Report (3 and 5 Judge)
 - Announcer's sheet
 - Restriction affidavits
 - Incident reports
 - Local/State specific forms
 - ****Note**** Supervisors Reports and Scorecards must be saved for one year

Arriving at the Venue



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- Follow guidelines in EAP Inventory
- Inspect ring to ensure it meets regulations
 - Rope Spacers
 - Non-Transparent bag in neutral corners
 - Stools and buckets
 - All metal is covered
- Set up the Officials and Coaches positions inside the FOP according to the FOP diagram
- Set up Gloving area
- Inspect Competition Gloves and Headgear
- Sanction Posted in conspicuous space
- Scale area set-up for privacy Men and Women
- Check to ensure lighting is adequate
- Ensure Covid Guidelines (Back to Boxing) are set-up and signage visible to attendees

- **Weigh-ins**
 - Pre-matched bout sheet
 - Boxer Weigh-in Sheet
 - Boxer Membership card – Check
 - Must be registered
 - Must have up to date Physical
 - Insert information onto the Weigh-in Sheet
 - Why?
 - Date of Birth – Check ensures it in accordance with Appendix F (Cheat Sheet); take note of 24 month rule for matching Junior boxers
 - All information of Boxers is in one place
 - Weigh-in sheet to be kept for records
 - Check coach’s books/certification (consider wrist bands to keep track)

- **Mandatory Coaches Meeting – What to go over**
 - Check Certifications - Issue Wrist Bands
 - Communicate Process of Referees checking wrist Bands when checking the Boxer in the Corner.
 - How many Judges are being used
 - Review the scoring Criteria



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- Reminder of the Code of Conduct - Respect and Behavior
 - Outbursts, how to act.
 - Reviewing scores of the Bouts (end of session) Be Respectful
 - Event Specific Concerns
 - Number of Bouts, will there be intermission
 - Again, speak of mutual respect and thank them for what they do.
- **Mandatory Officials Meeting - What to go over**
 - Thank them for coming
 - Check Certifications
 - Assignments of the Emergency Action Plan
 - Review Scoring Criteria
 - Prioritize Safety for the Referees
 - Review the set-up of the ring and identify positions
 - Give them their assignments
 - Ask for Questions
 - **While Sitting Ringside - What are we looking at prior to the bout?**
 - Watch Boxers Enter the ring and Check
 - Shoes
 - Socks below the knee
 - Trunks have a Contrasting Belt line Look for any Jewelry
 - Is the Headgear on the approved equipment list
 - Are the Judges, TK and Doctor in their seats
 - **During the Round**
 - Is the Canvas free of Debris
 - Are the Coaches Coaching or are they
 - Inciting the crowd
 - Hollering at the Referee
 - Are they Sitting Down
 - **Periods During Rest Period**
 - Enter Scores of previous Round
 - Review them again on the ESR to ensure they are correct



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- What's happening in the corners?
- **At Seconds out**
 - Make sure there is no Debris in the corners
- **End of Bout**
 - Enter Scores
 - Review they were entered correctly
 - Write the decision on paper and/or notify the Correct winner according to the ESR.
 - Staple all Score Cards together from the bout (Keep for 1 year)
- **Post Event**
 - Ensure equipment accountability
 - Ensure all paperwork is complete
 - Ensure Match Tracker is completed
 - Complete/Finalize EAP paperwork
- **EAP Contacts**
 - Mike McAtee - 785-423-0693
 - Mike Campbell - 832-439-8534
 - Shawn Reese - 423-316-7223



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