

**Executive Directors' Memo
2001-03**

TO: All Athletic Commission Personnel;
Deputy Commissioner

FROM: Charles DeRienzo

DATE: December 03, 2001

RE: DEPUTY COMMISSIONERS' CHECKLIST PRIOR TO BOUTS

The Medical Coordinator must ensure that there are identifiable seats assigned to the ringside physicians, at each of the boxer's corners. The seats must provide an unobstructed view for the physician and must be boldly identified as the ringside physician seat. These seats must be secured immediately upon arriving at the venue. The Deputy Commissioner must check with the Medical Coordinator on this matter and make note of this in his report.

The Deputy Commissioner must ensure that the Inspectors have received their assignments for the bouts. In addition, the assignment of Inspectors to assist the ambulance crew by clearing a path for the stretcher must be included. (See attached Deputy Commissioner Check Off List).

The Deputy Commissioner must also check to make sure that a three-foot area has been secured around each judge's chair. This must be done immediately upon arriving at the venue. The marking of the three-foot area must be such that no one will cross that line and impede or obstruct the judge's view. If need be, the Deputy Commissioner must bring this to the attention of the nearest security person who is assigned to guard the ring area as well as the promoter.

The Deputy Commissioner must also check the area behind the Commission table to make sure that only Commission personnel are allowed to sit in this area. If need be, the Deputy Commissioner must bring this to the attention of the nearest security person who is assigned to guard the ring area as well as the promoter.

Attachment

Executive Director's Memo 2001-3.doc

DEPUTY COMMISSION CHECK LIST

1. Ring Worksheet _____ By _____
2. Seating Judges
Timekeeper _____ Commission Table _____
Boxers corners 4 chairs or stools Red _____ Blue _____
3. Doctors: Red Corner _____
Blue Corner _____ Back _____
4. Ambulance (Paramedic)
Name of Service _____ Paramedic _____
5. Security Name of Company _____ Number _____
6. Local Hospital _____
7. Local Police present: Yes _____ No _____
8. Line up with assigned Judges and Referees
9. Inspectors Bout Assignment Sheet
10. Urine Test Kits and Control Sheet
11. Rubber Gloves, 2 Boxes: 1 Back/1 Front
12. Accident Reports
13. Insurance Forms
14. Doctors Ringside Report
15. Show Pack Contains
 1. Score Cards and Sheets
 2. Inspectors Report Sheet
 3. MT 160 Form & Instruction Form
 4. Financial Summary and Receipt
 5. Compensation Schedule
 6. Inspector Sign-in Sheet
 7. Temporary Work Permits
 8. Tape Measure