

**Executive Directors' Memo
2001-04**

TO: All Athletic Commission Personnel;
Deputy Commissioner

FROM: Charles DeRienzo

DATE: November 29, 2001

**RE: INSTRUCTIONS TO PROMOTERS
WHEN REQUESTING A CARD**

When a Promoter sends to the Athletic Commission a request to conduct a boxing match, the Commission will send the promoter a letter informing them of the requirements of the Commission. The attached Point List of requirements will be used to prepare such letter. A prototype letter is also attached. It will be the responsibility of the Events Coordinator to send this letter.

POINT LIST OF THE REQUIREMENTS GIVEN TO PROMOTERS:

- The bout card should be submitted as soon as possible, together with the latest FightFax stats of each boxer.
- All contracts should be signed by the parties and submitted to the Commission no later than 3 days prior to the official weigh-in.
- All boxer-promoter contracts must be filed with the Commission.
- All these medical requirements must be compiled with, prior to the official weigh-in.
- All blood samples must be submitted to the lab no later than 5 days prior to the official weigh-in.
- All Fight Faxes must be faxed directly to the Commission from FightFax, Inc.
- If a boxer is making his pro debut, we must receive a biography of his amateur fights. In addition, we must be notified of where the boxer is training so that we may observe his boxing skills. The promoter must make sure that the boxer obtains a federal ID.
- If a boxer has fought between the time that the Commission receives the Fight Fax and the weight in, it is the promoter's obligation to make sure the Commission is made aware of it. An updated Fight Fax reflecting such a bout is required as well.
- Each boxer will be given only one opportunity to weigh in at the contract weight during the official weigh-in.
- At the venue, the area behind the Commission table must be blocked off. No one should be permitted to linger, sit or remain in that area behind the Commission other than Commission personnel.
- The ring will be cordoned off around all four sides with French barriers or approved fencing providing a barrier between the ring and the public. Only designated people, Commission personnel, the press, the media and technicians will be permitted to remain within the barriers. They must show proper credentials to gain access.
- There will be no seating within the cordon area.
- The seating assignments for the ringside physicians should be boldly identified, one seat at each boxer's corner with unobstructed views.
- There should be a 3-foot area marked off around each judge's seat so that photographers cannot cross the area, impeding the judge's view.
- Security must have radios and open access to the ring.
- Information regarding the ambulance company, the names of the paramedics and staff needs to be obtained.

If any of the above is an outstanding matter by the 3^d day before the weigh-in, bring it to the attention of the Executive Director.

Dear Promoter,

We have received notice of your intention to promote a boxing event on [DATE] at [VENUE]. I want to take this opportunity to remind you of the Athletic Commission policies. The bout card should be submitted as soon as possible, together with the latest Fight Fax stats of each boxer. Pursuant to 19 NYCRR 208.16, or 208.18 the contracts must be submitted no later than 10 days prior to the event. All contracts should be signed by the parties and submitted to the Commission no later than 3 days prior to the official weigh-in.

Attached to this letter is a list of the Boxing Medical Requirements which you need to fulfill in order to hold your event in compliance with the New York State laws governing Boxing and Wrestling in New York State.

You must comply with all these medical requirements prior to the official weigh-in. All blood samples must be submitted to the lab no later than 5 days prior to the official weigh-in. These requirements are strictly enforced for the safety of all fighters and opponents. If you cannot meet this deadline, you must notify the Commission in writing, stating the exact nature of the problem and the proposed solution. This writing may be sent by fax, email or personal delivery.

All Fight Faxes must be faxed directly to the Commission from FightFax, Inc. If a boxer is making his pro debut, you must send a biography of his amateur fights. In addition, you must notify the Commission of where the boxer is training so that we may observe his boxing skills. You also need to ensure that the boxer obtains a federal id. If any boxer has fought between the time that the Commission receives the FightFax and the weigh in, it is the promoter's obligation to make sure the Commission is made aware of it. An updated Fight Fax reflecting such a bout is required as well.

Each boxer will be given only one opportunity to weigh in at the contract weight during the official weigh-in. The boxer will not be given another opportunity to make weight. Each boxer must be prepared to make weight at the official weigh-in. To assist you and the boxer, the Commission will make its scale available to all boxers from 3 to 5 hours prior to the commencement of the official weigh-in.

At the venue, the area behind the Commission table must be blocked off. No one should be permitted to linger, sit or remain in that area behind the Commission other than commission personnel. The seating assignments for the ringside physicians should be boldly identified, one seat at each boxer's corner with unobstructed views. There should be a 3 foot area marked off around each judge's seat so that photographers cannot cross the area, impeding the judge's view.

The promoter will need to submit a list of persons who will be given access into the ring and ringside. The credential identifying access into the ring must be indicated by an obvious red slash across the credential. For the safety of all concerned, family will not be permitted into the ring until the opponent has cleared the ring. At that point, only two family members will be permitted to enter the ring. Those who would be permitted to have ring access would be seconds/managers, designated sanctioning personnel, promoter, all NYSAC personnel, and the matchmaker. No one else should be permitted to enter the ring. The Commission will meet with the promoter to review the list.

If you have any questions, do not hesitate to call. If you have difficulty complying with any of the above requirements or policies, please advise the Commission in writing. Your anticipated cooperation is greatly appreciated.

Sincerely,

Raymond W. Kelly
Chairman