

WBC SUPERVISOR: DUTIES AND RESPONSIBILITIES



PRIOR TO DEPARTURE:

**Contact each official to introduce yourself; ask for each officials' travel schedule and specific needs;
Give officials all necessary contact information, especially cell phone**

Contact the promoter to arrange travel, rooms, meals, and confirm all officials' pick-ups;
Also discuss payments of fees (license, officials, etc.) at this time if possible

Contact the local commission to introduce yourself and go through the week's events;
Also discuss weigh-in time / location, open scoring, instant replay, etc. at this time

BEFORE THE WEIGH-IN:

**Confirm with the promoter all officials' airport pick-ups and rooms / meals are arranged,
as well as confirm reimbursement of officials' expenses**

Fill out all necessary paperwork prior to the weigh-in for the local commission;
Fill out the information sections of the scorecards for the officials if possible

**Inform officials of any meetings, events, etc. which they may / should attend
i.e. press conference, weigh-in, dinners, etc., and distribute a rooming list if possible**

**Confirm all transportation to and from the weigh-in, as well as for the event, for all officials;
Also confirm that seats and a separate room (if possible) will be available for the officials**

**Make sure all officials have the proper credentials and are dressed accordingly throughout;
***remember - you are representing the WBC and should act and dress as professionals
Distribute the Telmex patches to the referee if applicable**

AT THE WEIGH-IN:

Conduct the weigh-in in conjunction with the local commission according to WBC protocols;
Insure that any WBC-signage and the WBC Championship Belt are displayed prominently

Make sure all necessary Life Insurance forms are filled out (completely);
Gather all necessary information to fill out the Supervisor's Report

Conduct the Rules Meeting in accordance with the WBC protocols and any local rules / regulations;
Make sure the Bout Agreements and the Rules are signed accordingly and distribute the WBC patches

Conduct the Gloves selection meeting in accordance with the WBC protocols;
Confirm with the local commission who will retain the gloves until the event

Collect all necessary credentials and tickets for the officials and other necessary personnel

PRIOR TO THE EVENT:

Fax / email signed Life Insurance forms to Laurence Cole

Conduct a meeting with all the officials to discuss any issues, transportation, rules, etc.;
Distribute scorecards as applicable (ask if an official has any issues with a certain color);

Meet with the promoter to collect all fees and reimbursements if applicable at that time
(better to do prior to the event than wait until the event if possible)

AT THE EVENT:

Insure that the officials have adequate seating, water / food if possible, are unencumbered,
and have a clear, uninterrupted sightline into the ring from their judges' positions

Make sure that the fighters are in the dressing rooms at the proper times, that they have the
necessary WBC patches on their trunks, and the champion has his belt;
Discuss the procedure for displaying the belt on the ringwalk and after the bout

Insure that the antidoping test is performed pre- (and post-) fight if applicable;
Discuss with testing organization the method to obtain the results

Insure that the handwrapping and gloving are observed by the necessary parties at the

appropriate times; **bring the referee into the locker room to give his final instructions**

Meet all necessary local commission people, i.e. doctors, scorekeeper, etc.;

Arrange the procedure for the scorecards with the commission

Post-fight, make sure the WBC belt is displayed properly on the champion, and that the challenger / loser of the match has his WBC medallion and T-shirt

Examine all handwraps and collect them if possible for examination in Mexico City

Reconfirm with the promoter's representatives the departures and pick-ups / transportation for all officials and any other appropriate personnel

AFTER THE EVENT:

Conduct a short meeting with all officials to discuss the event, any outstanding issues, scoring irregularities, and any recommendations; confirm their travel plans;
Hand out Supervisor's Evaluation form for Officials to fill out

Fill out the Supervisor's Report and any additional material, and return it as soon as possible after the event to the WBC offices in Mexico City