

# 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