

# EVENT CHECK LIST & REQUIREMENTS

All officials and promoters must have a copy of this for reference.

## PLANNING-

If you need help with any of the following, please contact the TBA-SA to arrange a meeting with the event consultant. Services available: Graphic Design, Marketing Assistance, Professional production of radio commercials, Negotiations of venue, host hotel, and advertising rates, etc. If additional fighters are needed, please search database on [thaiboxingnews.org](http://thaiboxingnews.org).

- Select Venue and Date  
(Once date & venue are selected, please contact the TBA-SA to register event.)
- Reserve TBA-SA Rep and certified officials.
- Match fighters for event.
- Pitch Event to Sponsors and secure.
- Select and negotiate Host Hotel
- Select and negotiate "After Event" location, if having a gathering.
- Design Marketing materials: Posters, Tickets, Flyers, Postcards, Newspaper Ads
- Write Radio Commercial and have produced.
- Post Event News on websites and send out emails to mailing list.
- Schedule Weigh In's date and location.
- Write Press Release and send to local newspapers.

## REQUIRED TBA-SA CERTIFIED OFFICIALS

\*All Officials MUST be certified by the TBA-SA to participate at a TBA-SA event. NO alcoholic beverages will be consumed by officials before and during the event, including intermissions. If caught, official will be fined. All venues and fighter's areas will be "smoke free".

- Event Representative**  
(It is the responsibility of the TBA-SA representative to conduct weigh ins and be present ringside during entire event. In the event of a title fight, both fighters must weigh in at the same time with trainers present and make specified weight class for title. NO EXCEPTIONS! Event Rep will also collect all paperwork to mail to main office and email event write up to promoter and to main office within one week of event.)
- Referee(s)** (Referee(s) MUST be present at Rules meeting to review rules with fighters and trainers.)
- Judges** (It is recommended to have a 4th for relieving other judges if necessary. ALL Judges MUST be present at Rules meeting to review rules with fighters and trainers.)
- Timekeeper**

## REQUIRED EVENT STAFF

- Medical Doctor**  
(This can be a MD or DO, and MUST be a trauma certified physician. Promoter is required to submit physician's information for approval at least one week prior to event.)
- Two other Medical Personnel**  
(Must have at least 1 EMT-Paramedic plus 1, or more, of the following: EMT-Intermediate, EMT-B or Nurse. A "First Responder" may help, but cannot fill in as one of the required staff)
- Ambulance on site**  
(May be "on standby" if ambulance station is within 2 miles.)
- Announcer**  
(It is the announcer's responsibility to confirm pronunciation of fighter's information and sponsor's information, if being announced) NO Foul language. Announcer should encourage positive sportsmanship, and interaction, from crowd and discourage spectators from booing, using profanity, and other negative behavior.)

- Locker Room Assistants**  
(Assistant(s) will keep fighters informed of bouts/intermissions coming up)
- Glove Runners**  
(Make sure fighters have gloves at least 2 bouts before theirs. Gloves come off in the ring before fighter leaves the ring and are given back to glove runner. Glove runner MUST have disinfectant wipes and must wipe down gloves before giving to next fighter.)
- Event Security**  
(1 Security person per 100 spectators or as venue requires, whichever is greater)
- Videographer**  
(All fights must be taped in the event of an appeal)
- DJ**  
(NO music with obvious profanity. Music can be played before and after fights and during 1 minute rest rounds, but cannot be played during bout action. Encourage fighters to submit personal entrance music but please request they limit their choice to no, or limited, profanity)
- Officials Go-fer**  
(This person shall be responsible for making sure all ringside officials have water and will be their go-fer if anything is needed during the event. Promoter may/may not cover food, but it is not required.)

### **ADDITIONAL EVENT STAFF (Suggestions, Not Required)**

Ticket Takers	Ring Girls
Ticket Sellers	Ring Girl Assistant
Bartenders & Waitresses, if hosting a bar	Photographer
Concession Stand Workers	VIP exclusive waitresses

### **EVENT AWARDS/PRO PURSES**

- Awards for ALL Amateur participants, both winner and consolation. This may be Medals, Trophies, Certificates, or other type of unique award: Keychains, Gloves, etc but cannot be money. Promoter may also give certificates or extra awards to pros but is not mandatory.
- Purses for Professional Fighters: A promoter has 3 options for payment to professional fighters (TBA-SA Rep must be informed of type of payment BEFORE weigh ins/rules meeting.)
  - Cashier's check
  - Promoter's Business Check (Fighter/Manager must have option to cash check onsite. If this happens, they sign it back over to promoter so promoter has paper trail.)
  - Cash with a "receipt of funds" form signed by fighter/manager  
(TBA-SA Rep must review receipt form after final bout to verify all pro fighters were paid.)

### **REQUIRED EVENT MATERIAL**

- Fighter's Physical Forms (Rep will bring this with them)
- Release of Liability (Rep will bring this with them)
- Fighter Info Sheet (Rep will bring this with them)
- Scorecards (Rep will bring this with them)
- Rules handout (Rep will bring this with them. Must have adequate copies for fighters, trainers, and officials to review at Rules meeting.)
- Bout/Line Up Sheets (Promoter must have bout list for representative before rules meeting starts. This list must include full names, fight record, rules style, and weight division. Promoter must have updated copies, for distribution to fighters, trainers, and officials, by the time rules meeting starts.)
- Travel/Purse Receipt Form (All recipients of cash must sign receipt for proof of payment, if checks are not used.)
- Signage clearly marking Red corner, Blue corner and Officials seating arrangements.

## **ADDITIONAL EVENT MATERIALS (Suggestions, Not Required)**

Posters	Fighter's Passes
Tickets	Trainer's Passes
Postcards	Cornermen Passes
Flyers	Press Passes
Event Wrist Bands	Staff Passes
Reserved Table Tents showcasing sponsors.	Event Program or Bout Line Up printed for spectators

## **REQUIRED EVENT EQUIPMENT**

- TBA-SA Approved Boxing Gloves  
(Promoter is required to have at least 6 pair (3 red, 3 blue) of TBA-SA approved gloves. It is recommended to have additional pairs to keep the event running smoothly.)
- TBA-SA Approved Shin Guards
- TBA-SA Approved Head Gear
- TBA-SA Approved Elbow Protection
- Ringside tables for Officials. (Representative, Timeskeeper, Announcer, and one judge, present at same table if only 3 tables are being used for officials, with other judges each at their own table. If 4 tables are used, Representative, Timeskeeper, and Announcer will sit at same table, and judges will be at their own table, each centered in the middle of the ring with no obstructions of view. Absolutely **NO** spectators, press, or trainers may sit beside judges during a bout. IF promoter wishes to sell ringside seats, use 3 table seating and reserve the 4<sup>th</sup> side of the ring exclusively for spectators. This seating arrangement is not encouraged but will be permitted as long as the above rules are followed)
- Two Stop Watches (In the event one stops working)
- Cornermen Buckets (One each corner)
- Corner Stools (One each corner)
- Round Bell/Gong
- Pens for physicals and officials at ringside.
- Water ringside for officials and Announcer.
- Warm up areas- Must be of adequate size and ventilation. Promoter is required to supply water and ice. Additional items such as fresh fruit, food, Gatorade, gauze and tape are a nice gesture of the promoter but not required by the TBA-SA.

## **MISC REQUIREMENTS**

- ALL officials must be paid within 30 minutes of end of last bout. If cash is used, have all recipients sign cash receipt form or endorse check over to promoter as proof of payment.
- Travel reimbursement is allowed for amateur fighters, however it is recommended that it be paid to trainer/gym unless the fighter is independent then it may be paid to fighter as long as it is 'reasonable' and not deemed excessive. We suggest travel reimbursement be paid at a "per mile rate" or a flat fee and shall be a "fair and reasonable" rate. If a promoter is discovered paying an amateur fighter excessive travel or "under the table" for fighting, they will be fined by the TBA-SA, revealed to the state's athletic commission, and the fighter will be listed as a pro fighter in the TBA-SA rankings.