

PROVINCE OF BRITISH COLUMBIA

# Amateur Combat Sports Handbook<sub>(version 1.1)</sub>

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# 1. INTRODUCTION

## BCAC MANUAL FOR AMATEUR CONTESTANTS AND EVENTS

This manual has been produced by the office of the British Columbia Athletic Commissioner (BCAC) as a guide to the policies and procedures which oversee amateur kickboxing, mixed martial arts (MMA), Muay Thai and pankration in the Province of British Columbia (BC).

Divided into 14 sections, the handbook covers the entire process from applying to be registered with the BCAC and preparing for an event, through to suspensions and the handling of personal information, and is aimed at those who wish to compete in, officiate at, or promote amateur combat sport events in BC.

The policies and procedures applicable to amateur events and those involved in them are derived for the most part from the policies and procedures for professional combat sports in BC which are governed by regulation. Please note that this handbook should not be considered an exhaustive description of the requirements for participating in and delivering amateur events. Rather it should be referred to as a guide in combination with the associated forms and supporting documents as denoted in *italics*.

It is expected that anyone involved in sanctioned combat sports in BC will be familiar with the contents of this manual. Should you have any questions regarding the contents please do not hesitate to contact the BCAC.

Phone: 250-952-6735

Email: [athletic.commissioner@gov.bc.ca](mailto:athletic.commissioner@gov.bc.ca)

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## 2. REGISTRATION

### Promoters & Matchmakers

- [Application for Registration](#)
- [Issuance of Amateur Promoter or Matchmaker Registration](#)
- [Organizing Events](#)
- [Misconduct](#)

### Officials

- [Application for Registration](#)
- [Issuance of Official Registration](#)
- [Participating in Events](#)
- [Misconduct](#)
- [Courses and Training](#)

### Contestants

- [Application for Registration](#)
- [Issuance of Amateur Contestant Registration](#)
- [Participating in Events](#)
- [Suspensions](#)

### Seconds

- [Participating in Events](#)

To participate in or to hold a kickboxing, MMA, Muay Thai or pankration event within the BC contestants, officials, room supervisors, promoters and matchmakers must be registered with the BCAC.

In addition to the specific requirements for each type of licence, as detailed in the following sections, all applicants are required to submit;

- Completed application form
- Physical exam form signed by a licenced physician
- Eye exam form signed by a licenced optometrist or ophthalmologist
- Lab results for negative Hepatitis B, Hepatitis C and HIV blood tests
- Copies of two pieces of ID, one of which should be government issued, photo ID (e.g. driver's licence, passport)
- Two passport style photographs (these pictures do not have to be professional photos; see BCAC website for instructions)

## PROMOTERS & MATCHMAKERS

### APPLICATION FOR REGISTRATION

The registration application requirements for amateur promoters and matchmakers are detailed below.

All applicants are required to provide the results of a Criminal Record Check (CRC) which includes a vulnerable sector check. In addition it is expected that applicants will have (and state) experience relevant to the role for which they are applying. If an individual does not have any, or only very limited experience, they should start by co-promoting/matchmaking with a more experienced promoter/senior matchmaker.

### PROMOTER (INDIVIDUAL)

- Completed application form
- Criminal Record Check
- Copies of two pieces of ID, one of which is government issued, photo ID (e.g. driver's licence, passport)
- Two passport style photographs (these pictures do not have to be professional photos. See BCAC website for instructions)

### PROMOTER (CORPORATION)

- Completed application form
- Criminal Record Check
- Personal disclosure form
- Proof of incorporation
- Certificate of registration (if registered/incorporated outside of BC)
- Copies of two pieces of ID, one of which is government issued, photo ID (e.g. driver's licence, passport)
- Two passport style photographs (these pictures do not have to be professional photos. See BCAC website for instructions)

### MATCHMAKER

- Completed application form
- Criminal Record Check (including a vulnerable sector check)
- Copies of two pieces of ID, one of which is government issued, photo ID (e.g. driver's licence, passport)
- Two passport style photographs (these pictures do not have to be professional photos. See BCAC website for instructions)

### APPLICATION FORM

The application package to register as a promoter and matchmaker can be downloaded from the BCAC website [http://www.bcathleticcommission.ca/Default\\_Home/Amateur/AMA\\_Promoter.aspx](http://www.bcathleticcommission.ca/Default_Home/Amateur/AMA_Promoter.aspx)

### CRIMINAL RECORD CHECK

Both promoters and matchmakers are required to submit the results of a Criminal Record Check (CRC). A CRC can be obtained by visiting your local police authority; you are responsible for all associated fees.

An individual's CRC will remain valid with the BCAC office for three years.

For more information on the CRC process and requirements in Canada, please visit: <http://www.rcmp-grc.gc.ca/cr-cj/fing-empr2-eng.htm>

### PERSONAL DISCLOSURE

Any officer or director of a corporation, or an individual applying for a promoter licence is required to complete a personal disclosure form. This information is used to ensure the integrity of the conduct and management of professional events in BC; to this end it may also be used by the Commissioner to undertake background checks.

### PROOF OF INCORPORATION

Applicants on behalf of a corporation or company must submit current proof of incorporation that includes a list of all company officers. All officers will be required to submit individually criminal record checks, personal disclosures, and identification.

### PERSONAL IDENTIFICATION

All applicants are required to submit copies of two pieces of identification. One of these must be government issued, photo ID e.g. drivers' licence, passport.

### PASSPORT PHOTOGRAPHS

Take or have taken two passport style photographs (i.e. headshot against plain background) of oneself, these can be taken by a professional or at home, using a digital camera, smart phone or a similar device and sent via email.

### LICENCE FEE

There is no fee to register as an amateur matchmaker or promoter.

### **ISSUANCE OF AMATEUR PROMOTER OR MATCHMAKER REGISTRATION**

Once an applicant's file is complete it is passed to the BCAC for review. If approved a registration is issued to the applicant via email (or mail, when email is not available) and valid for three years. The promoter/matchmaker is also sent a copy of the [Terms and Conditions for Promoters](#) and [Terms and Conditions for Matchmakers](#), respectively.

### ADDITIONAL TERMS AND CONDITIONS

In some circumstances the Commissioner may issue a registration subject to additional terms and conditions, these additional terms will be detailed in the registration letter and may include, for example;

- Less experienced applicants being asked to work with a more experienced promoter/matchmaker for a number of events
- Limits on the number of matches per event

#### REFUSAL OF LICENCE

Occasionally, an applicant may be refused a registration. This could be due to, for example, poor track record or lack of experience.

For details on how to appeal a decision please see *Hearings and Reconsiderations*.

#### RENEWAL OF LICENCE

All amateur promoter and matchmaker registrations are valid for three years from the date of issue. To renew a licence, individuals should re-apply in the same way as when applying for a new licence.

### **ORGANIZING EVENTS**

The promoter holds overall responsibility for all aspects of coordinating and holding an event. The BCAC office will provide support to help ensure that promoters meet the requirements but, ultimately, it is up to the promoter to ensure that all of the required paperwork and tasks are completed in a timely fashion if the event is to go ahead.

For further information see the following chapters; *Event Permits*; *Event Preparation*; and, *Event Oversight and Supervision*.

### **MISCONDUCT**

Should a matchmaker, promoter or the promoter's corporation violate the terms and conditions or act in a way deemed inappropriate by the BCAC, for example repeatedly failing to meet deadlines, failing to organize the appropriate medical and security provisions, a warning may be issued or their registration may be revoked. For information on the appeal process please see *Hearings and Reconsiderations*.



## **OFFICIALS**

### **APPLICATION FOR REGISTRATION**

To act as an official (i.e. referee, judge, scorekeeper, timekeeper or room supervisor) for amateur events in BC an individual must be registered with the BCAC.

**Please note:** It is not possible to hold an official licence if you already hold a valid licence as a promoter, matchmaker and/or contestant.

The specific application requirements for the different officials are detailed below. All official applicants are required to provide the results of a Criminal Record Check (CRC) and evidence of training and/or experience.

#### **ROOM SUPERVISOR**

- A completed application form
- CRC
- Attendance at a BCAC room supervisor training session
- Copies of two pieces of ID, one of which is government issued, photo ID (e.g. driver's licence, passport)
- Two passport style photographs (these pictures do not have to be professional photos. See BCAC website for instructions)

#### **SCOREKEEPER**

- A completed application form
- CRC
- Evidence of training and/or experience
- Copies of two pieces of ID, one of which is government issued, photo ID (e.g. driver's licence, passport)
- Two passport style photographs (these pictures do not have to be professional photos. See BCAC website for instructions)

#### **TIMEKEEPER**

- A completed application form
- CRC
- Evidence of training and/or experience
- Copies of two pieces of ID, one of which is government issued, photo ID (e.g. driver's licence, passport)
- Two passport style photographs (these pictures do not have to be professional photos. See BCAC website for instructions)

#### **JUDGE**

- A completed application form
- Criminal Record Check

- Evidence of training and/or experience
- Eye Examination completed by a licenced optometrist or ophthalmologist
- Copies of two pieces of ID, one of which is government issued, photo ID (e.g. driver's licence, passport)
- Two passport style photographs (these pictures do not have to be professional photos. See BCAC website for instructions)

#### REFEREE

- A completed application form
- CRC
- Evidence of training and/or experience
- Physical examination completed by a licenced physician stating the applicant is fit to officiate at combat sport events
- Copies of two pieces of ID, one of which is government issued, photo ID (e.g. driver's licence, passport)
- Two passport style photographs (these pictures do not have to be professional photos; see BCAC website for instructions)

#### APPLICATION FORM

The application package for registration as an official can be downloaded from the BCAC website – [http://www.bcathleticcommission.ca/Default\\_Home/Amateur/AMA\\_Official.aspx](http://www.bcathleticcommission.ca/Default_Home/Amateur/AMA_Official.aspx)

#### CRIMINAL RECORD CHECK

All applicants for an official registration are required to submit the results of a CRC. A CRC can be obtained by visiting your local police authority; you are responsible for all associated fees.

An individual's CRC will remain valid with the BCAC office for three years.

For more information on the CRC process and requirements in Canada, please visit: <http://www.rcmp-grc.gc.ca/cr-cj/fing-empr2-eng.htm>

#### EVIDENCE OF TRAINING AND EXPERIENCE

In the interests of the sport, its safety and its integrity officials should be experienced in performing the duties for which they wish to be registered. Officials are encouraged to maintain up to date training and certification in their discipline.

Accepted forms of evidence for timekeepers and scorekeepers are as follow;

- Detailed list of previous events worked **OR**
- Detailed list of training courses attended

Accepted forms of evidence for judges and referees are as follow;

- Copy of certificate(s) showing a pass in a relevant training course within the past three years  
**AND**
- A detailed list of previous events worked

Officials are expected to keep their certification and skills up to date. If an applicant is unable to produce evidence of their experience/qualifications or has only limited experience, the Commissioner may issue a probationary registration (see Issuance of Official Registration) subject to conditions.

### PERSONAL IDENTIFICATION

All applicants are required to submit copies of two pieces of identification. One of these must be government issued, photo ID e.g. drivers' licence, passport.

### PASSPORT PHOTOGRAPHS

Take or have taken two passport style photographs (i.e. headshot against plain background) of oneself, these can be taken by a professional or at home, using a digital camera, smart phone or a similar device and sent via email. See the [BCAC website](#) for further details.

### REGISTRATION FEE

There are no fees to register as an amateur official.

## **ISSUANCE OF OFFICIAL REGISTRATION**

Once an applicant's file is complete it is passed to the BC Athletic Commissioner for review. If approved an official registration is issued to the applicant via mail and valid for three years. The official is also sent a copy of the [Code and Ethics for Officials](#) and [Terms and Conditions for Officials](#). Officials should bring their licence with them to all events.

### PROBATIONARY REGISTRATION

Where the Commissioner deems it more appropriate to issue a probationary registration, the registration is subject to additional terms and conditions which are detailed in the registration letter.

For example;

- If the applicant has relatively limited experience, they might be asked to shadow a more senior official at a number of events and provide evidence of their attendance.

### REFUSAL OF REGISTRATION

Occasionally, an applicant may be refused a registration. This could be due to, for example, poor track record or lack of experience.

For details on how to appeal a decision please see *Hearings and Reconsiderations*.

## ADDITIONS/AMENDMENTS TO REGISTRATION

If an individual applies for and is approved to act as an official(s) in a capacity other than that stated on their original registration, the registration will be re-issued to reflect their additional role(s) with the BCAC.

## RENEWAL OF REGISTRATION

All official registrations are valid for three years from the date of issue. To renew a registration and continue working as an official in BC individuals should re-apply in the same way as when applying for a new registration.

## **PARTICIPATING IN EVENTS**

Once registered, the official's name and contact details (email address, phone number and city) will be added to the Roster of Officials. For amateur events the roster is shared with promoters. Promoters are responsible for identifying, contacting, and securing staff for their event.

Promoters are responsible to confirm the attendance of the officials they have contracted with and to communicate the list of officials to the BCAC in advance of the event.

Officials should not solicit the BCAC or promoters for work.

Officials should declare any potential conflicts of interest which could be perceived as a lack of impartiality.

## CONDUCT

When working at an event it is expected that officials have a professional manner, neat appearance and are not under the influence of any substance which may impair their judgement (e.g. alcohol, drugs). Please also refer to the [Terms and Conditions for Officials](#).

## UNIFORM

The BCAC will provide each referee and room supervisor with a shirt to wear for the event, which should be worn (tucked in) with black pants and black shoes. Jeans, cargo pants or sweatpants are not permitted. As representatives of the BCAC, officials are also expected;

- To have a neat appearance; being appropriately groomed when officiating an event
- Not to wear their uniform outside of an event and only at events at which they have been specifically employed to work
- Not to wear any clothing or equipment which carry a company logo
- To attend all events in business casual dress prior to putting on their uniform
- Judges should wear business formal attire when at ringside.

## EVENT DUTIES

See *Event Oversight*

## FEES AND EXPENSES

Officials working at amateur combat sport events sanctioned by the BCAC may be paid a fee to work at an event. Officials may also volunteer their time to work at an event.

It is up to the official to negotiate pay/expenses/conditions with the promoter in advance of agreeing to attend an amateur event. The BCAC is not responsible for any of these arrangements. Officials should ensure they have clearly identified their requirements to the promoter AND received confirmation back in writing that the promoter has agreed.

## **MISCONDUCT**

Should an official violate the terms and conditions of their registration or act in a way deemed inappropriate by the BC Athletic Commissioner, a warning may be issued or their registration may be revoked. For information on the appeal process please see *Appeals*.

## **COURSES AND TRAINING**

The BCAC organises training for judges and referees and offers a free room supervisors course, for those interested in working at combat sport events. Details of these courses will be posted on the BCAC website.

## CONTESTANTS

### **APPLICATION FOR REGISTRATION**

To compete in amateur kickboxing, Muay Thai, MMA or pankration events in BC contestants must be registered with the BCAC.

**Note: All contestants must submit medical documentation upon initial registration completed no more than 90 days prior to registration. All subsequent medicals will be required on an annual basis.**

The application requirements for amateur contestants are as follows;

- Completed application form
- Declaration of criminal offences
- Physical examination
- Eye examination
- Blood test results (Hep B, Hep C, HIV)
- Fight record
- Copies of two pieces of ID, one of which is government issued, photo ID (e.g. driver's licence, passport)
- Two passport style photographs (these pictures do not have to be professional photos. See BCAC website for instructions)

### APPLICATION FORM

The application package to register as an amateur contestant can be downloaded from the BCAC website – <http://www.cscd.gov.bc.ca/bcathleticcommission/amateur/participate.htm>

### DECLARATION OF CRIMINAL OFFENCES

Applicants are required to detail any criminal offences with which they have been charged, convicted of or investigated. A criminal history does not does not automatically negate an applicant from being registered, but should the BCAC have any concerns, he/she may also request completion of a Criminal Record Check.

### PHYSICAL EXAMINATION

The physical examination must be completed by a licensed Physician and not more than 90 days before the date of application; for full details see *Medicals*.

### EYE EXAMINATION

The eye examination must be completed by a licensed Optometrist or Ophthalmologist and not more than 90 days preceding the date of application; for full details see *Medicals*.

### BLOOD TESTS

The blood test form and blood tests (for Hepatitis B (acute and chronic), Hepatitis C and HIV) must be completed by a licensed Physician not more than 90 days preceding the date of application; for full details see *Medicals*.

### FIGHT RECORD

The fight record should detail an applicant's match history (i.e. event name and location, date, level (professional or amateur), discipline and result). This record **MUST** include all combat sport matches that the applicant has been involved in including sports not sanctioned by the BCAC such as amateur boxing, jujitsu, karate, judo, etc.

### PERSONAL IDENTIFICATION

All applicants are required to submit copies of two pieces of identification. One of these must be government issued, photo ID e.g. drivers' licence, passport.

### PASSPORT PHOTOGRAPHS

Take or have taken two passport style photographs (i.e. headshot against plain background) of oneself, these can be taken by a professional or at home, using a digital camera, smart phone or similar device and sent via email.

### LICENCE FEE

There is no fee to register as an amateur contestant with the BCAC.

### **ISSUANCE OF AMATEUR CONTESTANT REGISTRATION**

Once an applicant's file is complete it is passed to the BC Athletic Commissioner for review. If approved a contestant registration is issued to the applicant via email (or mail, when email is not available) and valid for one year. The contestant is also sent a copy of the *Terms and Conditions for Contestants*.

Contestants will also be registered on the Mixed Martial Arts Database of the Association of Boxing Commissions and assigned a unique national ID number which should be quoted on all correspondence.

### ADDITIONAL TERMS AND CONDITIONS

In some circumstances the Commissioner may issue a registration subject to additional terms and conditions, these are detailed in the registration letter and may include, for example;

- Additional medical tests
- A requirement to submit a Criminal Record Check on a regular basis

### REFUSAL OF REGISTRATION

Each application is assessed on a case-by-case basis; occasionally, registration may be refused to an applicant. This could be, for example, because the application requirements were not met or because it is deemed that it is not in the public's best interest that the applicant be registered.

For details on how to appeal a decision please see *Hearings and Reconsiderations*.

### RENEWAL OF REGISTRATION

All contestant registrations are valid for one year from the date of issue. To renew a registration and continue competing in BC contestants should re-apply in the same way as when applying for a new registration.

### **PARTICIPATING IN EVENTS**

When participating in an event contestants should bring their registration letter with them.

### SECONDS

Seconds for amateur contestants do not need to register with the BCAC, but are expected to conduct themselves in an appropriate manner and according to the relevant rules. For more information see *Seconds*.

### WEIGH IN

The weigh in ceremony will be held between 24 and 30 hours prior to an event, with weigh in equipment available for contestants to use two hours prior to the start of the weigh in. For full details see *Events: Weigh In Ceremony*.

### COMPETITION

In order to compete contestants must hold a valid registration with the BCAC and should only participate in an event if the promoter has an event permit from the BCAC for the event.

Contestants are expected to report to their dressing room at least one hour before their match is scheduled to begin and remain there until instructed to go to the ring by an official or the Commissioner. During the event contestants are expected to follow all directions given by the referee, ringside physicians, Commissioner, deputy commissioners, BCAC delegates and staff.

The rules for the event are established by the BCAC and must be adhered to.

Participants must attend the Rules Meeting in advance of the event. Failure to attend, or attending late, may result in cancellation of the athlete's participation in the event.

For more information see *Rules*.

### PAYMENT AND AMATEUR STATUS

Amateur contestants may not receive payment or prize money in any form for competing in an event in order to retain amateur status. Contestants may have their expenses covered, in part or in total, but no payment can be made directly to a contestant. Promoters may pay a hotel directly for accommodation, for example, but may not give an athlete cash or a cheque to cover the cost of the accommodation.



## **SUSPENSIONS**

All contestants are issued a standard 14 day suspension, although in some situations the ringside physician may recommend a longer suspension to the Commissioner, on medical grounds.

While suspended, a contestant is not permitted to participate in any contact training activities or compete in any combat sports event. The details of a suspension are recorded at the BCAC and forwarded to the relevant online, contestant databases, such as the Association of Boxing Commissions database. Suspensions of the BCAC are honoured by all commissions across North America and most commissions worldwide.

The BCAC honours valid, confirmable suspensions from any jurisdiction.

The Commissioner may impose different periods that an athlete may not participate in contact training or events. For example, an athlete may be prohibited from contact training for 30 days and participating in event for 60 days.

To fulfil the terms of the suspension, a contestant may also need to undergo further tests or medical treatment post-competition. In these instances, the contestant will need to provide evidence to the BCAC which confirms that they have completed the specified tests/treatment and are now fit to compete, for the suspension to be lifted.

It is the athletes' responsibility to comply with the terms of any suspension and to communicate required information back to the BCAC in order to have their suspension lifted.

The Commissioner may shorten a suspension if provided sufficient, acceptable, medical evidence that the athlete has fully recovered prior to the expiry of the suspension.

A contestant may also have their registration suspended by the Commissioner for misconduct, for example if he/she;

- Tests positive for a banned substance
- Is repeatedly late to weigh-in or rules meeting
- Or his/her representative(s) acts improperly at a weigh-in or event
- Competes when suspended in BC or by another jurisdiction
- Provides the BCAC with false information

For full details see *Suspensions and Enforcement*.

## **SECONDS**

As a second, individuals are expected to perform their duties as per/comply with the terms and conditions issued by the BCAC.

### PARTICIPATING IN EVENTS

It is very important that a second does not interfere with the progress of a match or with the opposing contestant or the opponent's coaches and seconds. Moreover, there are a number of rules to which a second must adhere, with respect to entry to the ring; use of water and so on. Failure to do so could result in a second being ejected from the event by the Commissioner. A full list of the rules is given below.

Of particular importance, although a contestant may have up to three seconds at a match, only two may enter the ring at any particular time during the contest. In addition, if a doctor is called in to attend to a contestant, one second must exit the ring. There can only be two individuals attending to a contestant at any one time. Those two individuals can be two seconds or one second and a physician.

### SECOND DUTIES

For a full description of a second's duties, with which one is expected to comply see the [Terms and Conditions for Seconds](#).

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## 2. EVENT PERMIT

- [Application for Event Permit](#)
- [Issuance of Event Permit](#)
- [Holding an Event](#)

### APPLICATION FOR EVENT PERMIT

To hold a combat sport event in BC it is necessary to have an event permit from the BC Athletic Commissioner. In order to apply for an event permit an individual or corporation must be first registered as a promoter (see *Promoters & Matchmakers*) before completing and submitting an event permit application form to the BCAC office.

If new officers and/or directors have joined the corporation since being granted a promoter licence they will each need to complete both a personal disclosure form and criminal record check (see *Promoters & Matchmakers*).

### APPLICATION FORM

The application package for an event permit can be downloaded from the BCAC website – <http://www.cscd.gov.bc.ca/bcathleticcommission/amateur/arrange.htm>

### PERMIT FEE

There is no fee for amateur event permits.

### ISSUANCE OF EVENT PERMIT

Once a completed event permit application is received it is passed to the Commissioner for review. If approved an event permit is issued to the promoter via email (or mail, when email is not available) and is valid for the date of the specified event. The promoter is also sent a *Notice of Issuance*, a copy of the *Terms and Conditions*, an *Event Checklist* and various supporting documents to assist with event preparation.

### ADDITIONAL TERMS AND CONDITIONS

In some circumstances the Commissioner may issue a permit subject to additional terms and conditions, these are detailed in the notice of issuance letter and may include, for example;

- Requirement for additional medical staff on site
- Requirement for additional security staff
- Requirement for additional BCAC staff
- Prohibition of alcohol service
- Requirement for prepayment of some vendor costs directly to those vendors

## REFUSAL OF PERMIT

Occasionally, an applicant may be refused an event permit. This could be due to;

- The proposed date being unavailable
- Poor track record

For details on how to appeal a decision please see *Hearings and Reconsiderations*.

## **HOLDING AN EVENT**

Once an event permit has been granted there are a number of actions which need to be completed before and during the event, for the event to meet the regulatory requirements. These are described in greater detail in the following chapter, *Event Preparation*.

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## 3. EVENT PREPARATION

- [City/Municipal Licence](#)
- [Certificate of Insurance](#)
- [Security Plan](#)
- [Medical Plan](#)
- [Fight Card](#)
- [Officials](#)
- [Contestant Paperwork](#)
- [Communication to Contestants](#)
- [Communication to Staff](#)

The following sections detail, in order, the actions a promoter must undertake for an event to meet the requirements/terms and conditions of the event permit and satisfy the office of the BC Athletic Commissioner.

### **CITY/MUNICIPAL LICENCE - *upon receipt of event permit***

In some cities and municipalities it is necessary to apply for a licence in order to hold a live event. In addition, a promoter may require a business licence. The promoter should contact the relevant department of the city or municipality in which the event is being held as soon as possible, and complete any necessary requirements.

The BCAC office will also provide the special events department at the host city/municipality (where available) with a copy of the event permit.

### **CERTIFICATE OF INSURANCE – *60 - 30 days before the event***

The promoter is required to have insurance for the event which must;

- a. Include “at least \$5,000,000 of general liability insurance inclusive per occurrence covering all aspects of the event;”
- b. Expressly include as additional insureds Her Majesty in right of British Columbia, the Commissioner, deputy commissioners, if applicable, referees, judges, timekeepers, scorekeepers, ringside physicians and dressing room supervisors who are officials designated by the Commissioner for the event.

Evidence of this should be submitted to the BCAC office in the form of a **Certificate of Insurance**, which is included in the supporting documents issued with the event permit.

## **SECURITY PLAN – *at least 30 days before the event***

For every event the promoter must complete a security plan which must then be approved by the Commissioner for the event to go ahead.

The security plan must include, at a minimum, the following;

- Security provided by a firm registered in BC and which uses only security officers licenced by the Province of BC
- 1 member of security personnel to every 75 spectators and at least one female officer
- Specific notation that the plan has been reviewed by the police of jurisdiction

The plan should also specify if alcohol will be served at the event and whether it will be controlled by the venue or if there will be a ‘beer garden’ or something similar; and, make the BCAC aware if there will be any other forms of entertainment/activities being held at the event, for example sword fighting demonstrations, dancing etc.

If the Commissioner has any concerns, these will be communicated to the promoter and need to be addressed before the BCAC will approve the security plan. Any changes in the format of the event, layout of the venue, audience size etc. which impact on security for the event must be communicated by the promoter to the BCAC office and the security plan updated accordingly to meet with the Commissioner’s approval.

## **MEDICAL PLAN – *at least 30 days before the event***

For each event a promoter must also complete a medical plan, which is then provided to the BCAC office for approval by the Commissioner.

The medical plan must include at minimum;

- May have one ambulance, which is licensed to transport patients to hospital
- Two emergency medical assistants whom are at minimum PCPs (primary care paramedics) and are available throughout the event

The PCPs must attend the event equipped with at minimum;

- AED
- Stretcher
- Jump kit with first aid supplies
- Oxygen and delivery equipment
- Bag valve mask
- Spinal board
- Cervical collars
- Airway equipment

The promoter must also set aside a room at the venue for the event which will act as the ‘medical room’, containing a bed and access to clean, running water.

The special events office for BC Ambulance Service can be contacted at: [bcas.SpecialOperations@bcehs.ca](mailto:bcas.SpecialOperations@bcehs.ca) or by phone at 604 660 6897.

**FIGHT CARD - at least 30 days before the event**

The proposed fight card must be supplied to the BCAC Office as soon as possible, with the finalised fight card being submitted to the office no less than 7 days before the event. The fight card must detail; the (legal) names of the proposed contestants; their fight record; club and city; plus, the discipline and weight class for each match. It is helpful to also include the name and contact number of a contestant’s coach. For example;

Jason Hunt Knockout MMA, Vancouver, BC (5-3) Coach: Max Brough, T: 604-543-3342	vs. Matthew Turner Champions Gym, Seattle, WA (6-2) Coach: Jimmy Tulso, T: 515-766-5353	170lbs MMA
Kerry Neal Fight Club, Kelowna, BC (1-0) Coach: Ian Robson, T: 778-893-8875	vs. Jennifer Allen Intercity Combat, Vancouver, BC (0-1) Coach: Kylie Donovan, T: 604-909-1940	145lbs Boxing

A template for this purpose, and which includes the matchmakers’ declaration, is available. In addition the promoter must notify the BCAC of dressing rooms assignments and corners (i.e. red and blue) in advance of the event.

Please note that the BCAC must approve each match up. Examination of match ups take time and not all are considered appropriate. It is a good idea to send your proposed card in as early as possible in order to provide the BCAC time to consider and approve the individual matches.

**CHANGES TO THE EVENT CARD**

The BCAC Office should be notified immediately of any changes to the event card in writing (i.e. via email or fax). Please note: Contestants cannot be added to the card less than three days before an event without the approval of the Commissioner.

**OFFICIALS – at least 21 days before the event**

For amateur events the promoter must coordinate the necessary officials, each of whom must be licenced with the BCAC. A *Roster of Officials*, which lists licensed individuals, is available from the BCAC Office on request. At minimum the following are required for an event;

- 1 referee
- 3 judges
- 1 scorekeeper

- 1 timekeeper
- 6 room supervisors, more than two dressing rooms may require more than 6 room supervisors, contact the BCAC to discuss additional requirements)

Once the promoter has contacted the officials to confirm their availability, he/she then needs to submit the final list of officials for the event to the BCAC Office at least seven days in advance of the event.

### **CONTESTANT PAPERWORK – *at least 14 days before the event***

It is the responsibility of the promoter (and the contestants) to ensure that the proposed contestants are registered to compete.

#### DOCUMENT TRACKER

Once the event card has been received at the BCAC Office the contestant names are entered onto the document tracker. This is then populated to show what paperwork, if any, the contestant needs to complete. Updates will be sent to the promoter regularly in the run up to the event, so that the promoter can contact the contestants as required.

### **COMMUNICATION TO CONTESTANTS – *at least 3 days before the event***

It is the promoter's duty to provide contestants, well before and no less than three days before the event, with a copy of the rules specific to their bout (see *Rules*) e.g. novice/advanced rules, requirements for pads and/or headgear etc. and to ensure that contestants are fully informed of the event schedule, including the weigh in procedure. Promoters are also expected to ensure that contestants are aware that they may be fined, or refused permission to compete, if they are;

- Late to weigh-in
- Late to the rules meeting
- Late for their match
- Fail to complete all paperwork given at the weigh-in
- Fail to attend the pre-bout medical
- Fail to attend the post-bout medical

### **COMMUNICATION TO STAFF – *on the day of or at the weigh-in***

The promoter is also responsible for distributing the BCAC *Violence in the Workplace and Discrimination and Harassment in the Workplace* to all event staff who are working at the event.



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## 4. EVENT OVERSIGHT AND SUPERVISION

- [Assessment and Approval of Matches](#)
- [Officials and Event Staff](#)
- [Supply of Equipment](#)
- [Venue Layout](#)
- [Weigh-In Ceremony](#)
- [Event Planning Meeting](#)
- [Safety Checks](#)
- [Medical Treatment & Injuries](#)
- [Scoring and Results](#)

### ASSESSMENT AND APPROVAL OF MATCHES

Once the fight card for an event has been submitted by a promoter (see *Event Preparation*), the matches are reviewed by the BC Athletic Commissioner (BCAC) to check that they are appropriate (i.e. fair, safe and competitive) and that no contestants are currently under suspension.

Any concerns raised by the Commissioner or a delegate of the BCAC need to be addressed by the promoter (and matchmaker) in advance of the event. The BCAC office must be notified immediately of any subsequent changes to the fight card.

### OFFICIALS AND EVENT STAFF

The number of officials required for an event is determined in part by the number of contestants, the size of the venue, the anticipated size of the audience and in discussion with the BCAC. For amateur events these are selected by the promoter from lists provided by the BCAC and at minimum should include;

Position	Minimum number
Referee	1
Judge	3
Ringside Physician	1
Timekeeper	1
Knockdown Timekeeper (boxing)	1
Scorekeeper	1
Room Supervisor	6

Two dressing rooms require 6 room supervisors, more than two dressing rooms may require more than 6 room supervisors, contact the BCAC to discuss additional requirements.

## CONDUCT

All staff are expected to maintain a position of neutrality when overseeing an event and to conduct themselves in a professional manner.

## DUTIES OF OFFICIALS

### REFEREE

The referee is responsible for the safety of the participants and the fairness of the contest. Importantly, the identity of the referee must not be revealed prior to the event.

### JUDGE

Judges score the bouts according to the rules of competition. Judges record their score for each round before passing it to the Commissioner at the end of each round.

### RINGSIDE PHYSICIAN

The ringside physician performs pre- and post-bout physical examinations, as well as providing medical advice and treatment to contestants during a match. See also *Injuries*, below.

### TIMEKEEPER

The timekeeper tracks the time of each round and rest period, and signals to the referee the end of a round and the end of a rest period between rounds.

### SCOREKEEPER

The scorekeeper tabulates the results of each round and the final score for a match. The scorekeeper is responsible for generating and retaining all records of a competition.

### ROOM SUPERVISOR

Room supervisors monitor contestants before an event to ensure that they abide by all the rules, for example ensuring that contestants do not consume any substance that may affect their performance, or tamper with equipment.

### COMMISSIONER AND COMMISSIONERS REPRESENTATIVE

The Commissioner or a Commissioner Representative will attend all sanctioned combat sport events in the Province to observe the event for the purpose of ensuring the overall integrity of the conduct of the event and the safety and security of participants and spectators.

The Commissioner or delegate may stop any contest if, in the opinion of the Commissioner or delegate:

- A promoter or contestant acts in an inappropriate manner
- The audience is disorderly
- There appears to be a risk to the general public or a contestant, or
- Other circumstances warrant a stoppage.

In addition, if there are individuals from other Commissions, government officials or similar whom need to attend the event the Commissioner may request that the promoter reserves a number (up to a maximum of 6) front row seats for their use; forwarding any tickets/paperwork required for access to the BCAC office in advance of the Commissioner's departure to the event. Likewise, if any special arrangements need to be made for parking the BCAC Office should be informed prior to the event.

### **PROMOTER PERSONNEL**

A promoter may employ volunteer or paid staff to assist with the event for example an announcer or ring girls. The promoter will also need to appoint someone whom will act as a point of contact for the Commissioner and BCAC staff throughout the event.

### **ANNOUNCER**

At the beginning of an event, the announcer should announce that the event has been sanctioned by the BC Athletic Commissioner, and will announce name(s) and business name(s) of the promoter staging the event, and the key officials working at the event. These names will be provided by the Commissioner or delegate to the designated announcer in advance of the start of the event.

It is the responsibility of the promoter to start the event on time and conduct the event as scheduled throughout.

### **SUPPLY OF EQUIPMENT**

At an event the promoter is responsible for providing;

- Tape and gauze, pre-measured and bagged individually for each contestant
- Gloves, in a variety of sizes, to be selected from by contestants at the weigh-in ceremony
- Clean towels, bottled water and ice in bags

### **VENUE LAYOUT**

#### THE RING

The promoter is responsible for providing a ring which is compliant with the specification as stated in the relevant amateur rules.

#### TECHNICAL ZONE

In addition, provision should be made for a 'technical zone' which surrounds all four sides of the ring, cage, mat, competition area, with a diameter of a minimum of 7 feet if it contains one row of chairs, and up to 10 feet if a second row of chairs is required. A table with seating for four should also be situated ring side (within the technical zone) from which Commission staff have an unobstructed view. All seating in the technical zone is under the control of the Commissioner.

## MEDICAL ROOM

A room, located close to the ring, should be designated the 'medical room' for performing post-bout physical examinations and the administration of medical treatment, with a separate waiting area for a second contestant. See also *Event Preparation: 7.4 Medical Plan*.

## **WEIGH-IN CEREMONY**

Prior to any event, all contestants must attend the weigh-in ceremony. This should be held no more than 30 hours before and no later than 24 hours before the start of the event, at a venue approved by the Commissioner.

Within the venue the promoter should arrange for there to be a separate space with a desk for the pre-event medicals and a separate office space for the Commissioner to meet with contestants.

The scales used for the weigh-in must be approved by the Commissioner and the contestants able to use them during the 2-hour period before the start of the weigh-in ceremony itself. The promoter is expected to organize the contestants so that they are weighed in by order of bout, starting with the blue corner for the first match, followed by the red corner of the first match and so on. During the weigh-in contestants are weighed, by an individual approved by the Commissioner, in the presence of their opponent and a BCAC representative.

During the weigh-in ceremony contestants are given the opportunity to select their gloves for the match and asked to complete the contestant declaration package. Once selected the gloves are bagged, labelled and retained by the BCAC staff until the event.

If an event is postponed for more than 24 hours, another weigh-in ceremony is required.

## **EVENT PLANNING MEETING**

On the day of the contest, an event planning meeting with officials and the Commissioner's event staff is held to coordinate functions and confirm assignments.

## **SAFETY CHECKS**

On the day of the event, the Commissioner or delegate conducts a safety review and check of the ring/cage and the facility to ensure the prescribed requirements are met and that all the elements of the security plan have been implemented.

Notwithstanding that an event permit has been issued, the Commissioner may refuse to allow an event to proceed if it appears to the Commissioner that safety and security provisions are inadequate.

## **MEDICAL TREATMENT & INJURIES**

During a match the ringside physician may request to, or be asked by the referee to, enter the ring to examine a contestant. For this to happen the referee must suspend the match and the timekeeper

record both the time that the match was suspended and the time at which it continues, or, if the ringside physician deems that the contestant is unable to continue the match, it is stopped.

If necessary, the ringside physician may order a contestant and their second to remain in the ring or at the venue for observation; or recommend further treatment including hospitalization. Both injuries and recommendations for treatment are captured via the post-bout medical and suspension forms which are completed by the ringside physician following a match (see *Suspensions and Enforcement*).

## **SCORING AND RESULTS**

Following all matches and at the end of the contest, the Commissioner or delegate and the promoter meet to confirm the results, record the event results and complete the event results record.

The finalised results are forwarded to industry data bases such as mixedmartialarts.com (official database of the Association of Boxing Commissions of which the BCAC is a member) for publication on the internet. The promoter may also choose to publish the results of the event online or via another medium.

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## 5. RULES

- [Kickboxing](#)
- [Muay Thai](#)
- [MMA](#)
- [Pankration](#)
- [Weigh-In and Catch Weight Matches](#)
- [Age of Contestants](#)

As the body designated to oversee combat sports in British Columbia, the BC Athletic Commissioner (BCAC) is responsible for ensuring that the rules for combat sports are adhered to in all amateur kickboxing, Muay Thai, MMA and pankration matches.

The rules for these sports are set by the BCAC according to best practices and consultation with industry stakeholders.

### [KICKBOXING](#)

### [MUAY THAI](#)

### [MMA](#)

#### **WEIGH-IN AND CATCH WEIGHT MATCHES**

All contestants must weigh-in before an event. A contestant may still compete in a match if he/she is up to 0.454kg (1 lb) over their agreed weight. If, even with the 0.454kg (1 lb) allowance, the contestant is still overweight, but by less than 3%, he/she will be given one hour in which to reduce to the applicable weight. If, however, the contestant is 3% or more over their agreed weight (plus the 0.454kg (1 lb) allowance) they may not compete in the event unless authorized by the Commissioner.

If contestants are not within the same weight class or one or both of the contestants exceed his or her agreed weight, they may agree to compete in a “catch-weight match”. Any catch-weight matches are subject to approval by the Commissioner, who must be satisfied that the match would be fair, safe and competitive.

The one pound allowance does not apply to a championship match. Contestants for a championship match must weigh in within their agreed category. If a contestant is overweight, but by less than 3% of the agreed weight category, he/she will be given one hour in which to reduce to the applicable weight. If, however, the contestant is 3% or more over their agreed weight they will not be given the one hour and may not compete in the event unless authorized by the Commissioner.

Should the competitor remain outside of the agreed upon weight category, the match cannot proceed as a championship match. Contestants may agree to proceed with a catch weight match, at the discretion of the Commissioner, but this match cannot exceed three rounds.

### **AGE OF CONTESTANTS**

Contestants must be aged 18 years or over to compete in amateur kickboxing or Muay Thai, and 19 years or older to compete in amateur MMA or pankration events in BC. Competitors must be aged 19 years or older to compete in professional boxing, kickboxing, or MMA events.

Contestants aged 36 or over are required to complete additional medical examinations, see *Medical Requirements*.

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## 6. MEDICAL REQUIREMENTS

- [Physical Examination](#)
- [Eye Examination](#)
- [Blood Tests](#)
- [Pregnancy Test](#)
- [Over 35 Cardiac Stress Test](#)
- [Communication of Medical Information](#)
- [Event Medical Support](#)
- [Drug and Alcohol Testing](#)
- [Vision](#)

### OVERVIEW

In order to register as an amateur contestant you must provide the Office of the BC Athletic Commissioner;

#### A PHYSICAL EXAMINATION

- Completed no more than 90 days before the date of your application
- Completed by a licenced Physician
- Clearly indicating that the contestant is fit to compete

#### AN EYE EXAMINATION

- Completed no more than 90 days before the date of application
- Completed by a licenced Optometrist or Ophthalmologist
- Includes performance of a dilated funduscopy
- Clearly indicating that the contestant is fit to compete

#### BLOOD TEST RESULTS

- Collected no more than 90 days before the date of the event
- State negative results for Hepatitis B, Hepatitis C and HIV
- The Hep B Surface antibody (HBsAb) test alone is not considered sufficient to rule out the presence of a Hepatitis B infection as a patient with chronic Hepatitis B may present Hep B antibodies:

"In chronic hepatitis B (CHB), the persistence of hepatitis B surface antigen (HBs Ag) is sometimes associated with antibodies (Ab) to HBs (anti-HBs)." Reference: J Virol. Mar 2006; 80(6): 2968–2975.



- Therefore, at minimum a negative Hep B Surface antigen (HBsAg) test is required, preferably accompanied by a negative HBsAb test.

### PREGNANCY TEST

In addition, a female contestant is required to submit a pregnancy test.

- Completed no more than 7 days before the date of the event
- Performed by a licenced Physician

N.B. It is also possible for this to be completed at the weigh-in; as such the promoter must supply the ringside physician with sufficient pregnancy tests for the event. The test must then be conducted by the ringside physician or in the presence of a BCAC representative, with the results then determined by the ringside physician.

### OVER 35 CARDIAC STRESS TEST

Contestants aged 36 or over are required to also complete, and enclose a copy, of a cardiac stress test or ECG.

- To be completed by all contestants aged 36 or over
- Completed no more than 90 days before the date of application
- Completed by a licenced Physician
- Clearly indicates that the contestant is fit to compete

### LICENCED PHYSICIAN

A licenced physician is a medical practitioner who is lawfully, entitled to practise medicine in the place where the physical examination is performed.

### ADDITIONAL MEDICAL REQUIREMENTS

In some instances, further medical information may be required in order to clear a contestant to compete. For example, if an athlete has been medically suspended as part of a previous event, or for clarification of a condition flagged during the physical examination, eye examination or blood tests.

Contestants must forward evidence of the completion of any required testing or treatment to the BCAC in order to have a post event suspension lifted. For more information see *Suspensions and Enforcement*.

### COMMUNICATION OF MEDICAL INFORMATION

Medical information relating to a contestant or applicant may be shared with the Association of Boxing Commissions and other combat sport databases as well as other commissions or commissioners of combat sports across the world at the discretion of the Commissioner. Normally, the BCAC will only share information related to suspensions with other commissions.

Contestants are advised to keep copies of all records sent to the BCAC office. The BCAC is unable to release medical or other records to promoters or other parties. Any request for release of medical or

other records will need appropriate authorization and the BCAC will only release medical records back to the athlete. Note that normally records will be mailed or faxed to maximize confidentiality.

## **EVENT MEDICAL SUPPORT**

### PRIMARY CARE AND AMBULANCES

Each event may have an ambulance available that is licenced to transport an injured individual to the nearest emergency hospital. The ambulance must be fully equipped to provide all required emergency care and the ambulance crew, at minimum, be qualified and licenced to the Primary Care Paramedic level.

Currently, the only ambulance service licenced to transport contestants to an emergency hospital in BC is the British Columbia Ambulance Service. Coverage for an event can be arranged through their Special Operations Office at: [bcas.SpecialOperations@bcehs.ca](mailto:bcas.SpecialOperations@bcehs.ca) or by phone at 604 660-6897.

### EVENT MEDICAL CHECKS

In addition to holding a valid registration, for each event contestants are required to;

- consent to medical examination and accept medical treatment before, during or after a match, as required, and;
- undergo pre- and post-bout medical checks conducted by the ringside physician.

It is also expected that the contestant, contestant's manager or promoter declare to the Commissioner at or before the weigh-in if the contestant has suffered an illness, injury or knockout within the preceding 90-day period.

### RINGSIDE PHYSICIANS

In addition to conducting the pre- and post-bout physical examinations, the ringside physician must be available at the ringside during a match. Any event with 8 or more contests will require 2 physicians to be in attendance. If necessary he/she may enter the ring to examine a contestant. See *Event Oversight and Supervision* for more details.

## **DRUG AND ALCOHOL TESTING**

The Commissioner may request that a contestant be tested for the presence of banned substances or the use of banned methods. This may be in the form of a urine or blood sample which will be tested (by a qualified, third party contracted by the BCAC) for substances as per the World Anti-Doping Agency's list of prohibited substances. Failure to complete the test when asked will result in exclusion from competition.

Should a competitor test positive for a prohibited substance an investigation will be conducted which may result in that athlete being suspended from future competitions. For full details please see *Suspensions and Enforcement*.

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## 7. SUSPENSIONS AND ENFORCEMENT

### Suspensions

- [Medical Suspension](#)
- [Misconduct](#)
- [Doping](#)

### Enforcement

- [Warnings and Amendments to Terms and Conditions](#)
- [Cancellation](#)
- [Notification](#)
- [Appeal](#)

### SUSPENSIONS

A suspension may be issued by the BC Athletic Commissioner (BCAC) for a number of reasons, including but not limited to;

- Medical grounds
- Misconduct
- The results of a failed anti-doping test

#### MEDICAL SUSPENSION

A suspension may be issued by the Commissioner on medical grounds pre- or post-event.

#### PRE-EVENT

If the BCAC office receives medical information as part of an application, or other information that an individual may be unfit to compete in combat sports (whereby participation would pose a serious risk to the individual or their opponent), the Commissioner may refuse to issue or suspend an existing licence until medical evidence to the contrary is provided.

#### POST-EVENT

After competing in an event each contestant is examined by the ringside physician. All contestants are issued a minimum 14-day suspension. Depending on a contestant's physical condition post-bout the ringside physician may recommend the Commissioner issue a longer medical suspension (as indicated in Table 1) and require that the contestant complete further medical treatment or tests before returning to competition.

The length of, reason for, and any additional requirements are included by the physician on the *Notice of Medical Suspension*, this notice is then signed by both the contestant and Commissioner Representative and a copy given to the contestant. The original is kept on file at the BCAC office.

Where a suspension has been issued with a requirement for further medical treatment or tests, evidence of the contestant having completed must be submitted to the BCAC Office. If considered satisfactory the suspension will then be lifted.

The Commissioner may require a physician employed by the BCAC as a consultant to be involved in any discussions regarding the imposition or removal of a suspension.

Table 1: Post-Bout Medical Suspension Guidelines

<b>MECHANISM</b>	<b>NO CONTACT FOR...</b>	<b>NO COMPETITION FOR...</b>	<b>DOCTOR'S CLEARANCE TO RETURN TO COMPETITION</b>
Standard	14 days	14 days	Not required
<b>LOSS OF CONCIIOUSNESS (KO)</b>	90 days	90 days	May be required
<b>TKO Due to Head Strikes</b> (No Loss of Conciiousness)	60 days	60 days	May be required
<b>ANY LOSS OF CONCIIOUSNESS, UPON PHYSICIAN ADVICE, MAY BE SENT TO EMERGENCY DEPARTMENT</b>			
<p><b>Please Note:</b></p> <ul style="list-style-type: none"> <li>• If athletes have any concerns whether symptomatic or not, the competitor should follow up with their physician prior to any contact training.</li> <li>• These minimum standards may be increased upon medical advice.</li> <li>• Prior fight history may factor into the length of the post-bout suspension</li> </ul>			

### MISCONDUCT

The Commissioner may also issue a suspension on the grounds of misconduct, if behaviour is deemed inappropriate by the Commissioner (ex: not following direction of Commission staff)

When determining the length of the suspension a number of factors are taken into consideration including the severity of the offence and the previous conduct of the individual.

### MISUSE OF PERFORMANCE ENHANCEMENT SUBSTANCES

If a contestant tests positively for a prohibited substance as per the *World Anti Doping Agency – Prohibited List* and a review of the results does not indicate any reasonable, alternative explanation for the presence of the prohibited substance(s), then the Commissioner may issue a suspension; the length of which is determined on a case-by-case basis.

### **WARNINGS AND AMENDMENTS TO TERMS AND CONDITIONS**

In certain circumstances it may be more appropriate for the Commissioner to issue a warning or to amend the terms and conditions of a registration or event permit, as opposed to suspending or cancelling a registration or permit. On such occasions, the individual will be notified in writing of the ways in which the terms and conditions of their registration or event permit have been amended, or the reasons for which they are receiving a warning and the action that they will need to take (or desist) in order to avoid more serious sanctions.

## CANCELLATION

A registration may be cancelled if the length of a suspension will exceed that of the registration period, or if there is no foreseeable chance of an individual meeting the requirements for a registration or event permit.

## NOTIFICATION

Aside from post-bout suspensions, an individual is notified in writing of the reasons for a warning; amendment; cancellation; or, the reasons for and length of a suspension issued by the Commissioner. The letter will also detail (if applicable) how to request an opportunity to be heard.

In addition, the relevant industry databases (e.g. the Association of Boxing Commissions database) are notified of any suspensions issued by the BC Athletic Commissioner.

## APPEAL

For details on how to appeal a suspension, cancellation or amendment to licence and event permit terms and conditions please see *Hearings and Reconsiderations*.

## POST-BOUN SUSPENSION

Name of Contestant: \_\_\_\_\_ Name of Physician: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_

**Please be advised that the British Columbia Athletic Commissioner is imposing a post-match medical suspension on your ability to compete in any combat sport events and/or training for such events.**

**Suspension Duration:** Starting on \_\_\_\_/\_\_\_\_/\_\_\_\_ (date of contest)  
Month Day Year

Check all that apply:

**No contact training**

**No competition**

**Reason for suspension if over 14 days:**

14 days

30 days

45 days

60 days

90 days

Indefinite

Physician clearance required for return to competition

14 days

30 days

45 days

60 days

90 days

Indefinite

Loss of consciousness

Choke

Possible fracture

Other:

Recommendations for treatment:

\_\_\_\_\_  
Until all of the above conditions are completed (and the BC Athletic Commissioner has received sufficient information from a medical practitioner indicating you have complied with the recommended treatment) you are not eligible to compete in combat sport events in the Province of British Columbia. Please note that this suspension will be reported to other jurisdictions.

Your post-match medical suspension may be cancelled earlier if the Commissioner is satisfied you are fit to compete in a match.

**Acknowledgement of Medical Suspension**

I acknowledge that my ability to train or compete has been suspended due to medical reasons. I understand that I am required to undertake the treatment(s) specified above and that failure to undertake the treatment(s) may result in my further suspension from competing in combat sport events in the Province of British Columbia.

\_\_\_\_\_  
(Signature of Contestant)

AND

\_\_\_\_\_  
(Signature of Commissioner)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

Office of the BC Athletic Commissioner  
Phone: 250-952-6735 or Toll Free 1-855-952-6760 Email: athletic.commissioner@gov.bc.ca

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## 8. HEARINGS AND RECONSIDERATIONS

- [Opportunity to be Heard](#)
- [Reconsideration](#)
- [Judicial Review](#)
- [Correspondence](#)

### OPPORTUNITY TO BE HEARD

If the Commissioner intends to make a decision (determination) such as issuing a registration or event permit subject to additional terms and conditions; or makes the decision to suspend or cancel a registration/event permit; or, to change the terms and conditions of a granted registration/event permit, the applicant/registrant/permit holder will be given notice and offered the opportunity to question the decision, i.e. they will be given the 'opportunity to be heard'. The offer of an opportunity to be heard will be made in writing.

When offered the opportunity to be heard an individual has 30 calendar days from the date that the offer was received in which to respond in writing stating why they think the Commissioner should not make the decision the Commissioner is proposing to make, as well as presenting any evidence they think is relevant that will help the Commissioner in making a different determination. Once the 30 day period has expired, or the Commissioner has received an individual's written submission, the Commissioner will communicate the final decision to them in writing.

The Commissioner does not have to give prior notice or offer an opportunity to be heard in advance of rendering a decision if the Commissioner believes the decision needs to be made immediately and it is in the public interest to make such decision before the normal 30 day period would expire.

Should the Commissioner (in light of public interest) decide to make a determination as described above *without* giving prior notice, he/she must inform the applicant/licence holder of this decision as soon as possible. If an individual subsequently requests an opportunity to be heard and submit a written reply within 15 days of receiving notification of the Commissioner's decision, then the Commissioner may temporarily reverse the decision until they have the opportunity to be heard.

Typically, the Commissioner must provide an opportunity to be heard to an individual within 30 days of receiving a request. The Commissioner must also provide, in writing, the reasons for deciding to impose additional terms and conditions; to suspend or cancel a registration/event permit; to change the terms and conditions of an existing registration/event permit; or, to refuse to register or licence an applicant.

Should an individual disagree with the determination of the Commissioner after they have had the opportunity to be heard, they may ask for 'reconsideration'.

## RECONSIDERATION

When a determination is made by the Commissioner subsequent to any opportunity to be heard, an individual has 30 days (or the time specified by the Commissioner) in which to request that the Commissioner reconsiders the decision. The request for reconsideration must be made in writing by the individual and identify why they believe the decision is unjustified and provide any evidence they have to support their position.

The Commissioner is not permitted to oversee the reconsideration, as the Commissioner was the original decision maker, rather another independent person will be appointed by the BCAC to reconsider the decision in light of the evidence provided and may confirm, adjust or cancel the Commissioner's decision. The person responsible for the reconsideration may hold a hearing in person, by phone, or simply ask for written submissions on why the individual feels the original decision was incorrect. The individual will subsequently be notified in writing of the outcome of the reconsideration, including reasons for the final decision taken.

## JUDICIAL REVIEW

Any decision by the Commissioner is subject to judicial review in the Supreme Court of BC.

## CORRESPONDENCE

Documents, such as the offer of an opportunity to be heard, are considered to have been received as follows;

<b>Method of Delivery</b>	<b>Considered Received</b>
Mail (via postal service)	5 <sup>th</sup> day after it is mailed
Mail (hand delivered)	3 <sup>rd</sup> day after it is left
Fax or email	3 <sup>rd</sup> day after it is transmitted or sent



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## 9. CONFIDENTIALITY

- [Types of Information](#)
- [Consent to Collection, Use, Storage and Disclosure of Personal Information](#)
- [Use of Information](#)
- [Storage of Information](#)
- [Disclosure of Information](#)
- [Communication of Information](#)
- [Contacting the BCAC](#)
- [Databases](#)

### PERSONAL INFORMATION

#### TYPES OF INFORMATION

The office of the BC Athletic Commissioner (BCAC) handles a large volume of personal information, including;

- Personal details
- Medical information
- Financial information
- Criminal Records

#### CONSENT TO COLLECTION, USE, STORAGE AND DISCLOSURE OF PERSONAL INFORMATION

Applications for registrations and event permits include a consent form for the collection, use, storage and disclosure of personal information. In signing this, an applicant, permits the BC Athletic Commissioner to collect personal information, perform background checks, to share this information with other combat sport bodies and for the information to be stored in data facilities in the US.

#### USE OF INFORMATION

Information provided to the BCAC is used to verify the identity and assess the suitability of an applicant for a registration or event permit. If necessary the Commissioner may also perform other background checks in order to verify and/or expand upon the information provided by an applicant in order to determine if the individual or corporation is eligible for a registration or event permit.

#### STORAGE OF INFORMATION

Information relating to contestants, seconds, promoters, matchmakers and officials is stored securely in the form of hard copy, paper files and/or electronically. The latter is stored either internally or at data facilities which may be located in the United States.

## DISCLOSURE OF INFORMATION

In performing its duties the BCAC may, on occasion, need to share information such as the details of a suspension, with a third party, such as;

- Delegates of the BC Athletic Commissioner
- A physician
- A drug testing laboratory
- A promoter
- A matchmaker
- Commissioners in jurisdictions outside of BC
- Data bases that track event results

Requests to release medical information held by the BCAC will only be granted if a *Release of Medical Information Form* is received by the BCAC from the individual to whom it relates and only then released to that individual via fax or the email or postal address registered with the BCAC office. Personal information will not be passed to promoters or trainers on a contestant's behalf.

## COMMUNICATION OF INFORMATION

When communicating with other parties, as listed above, the BCAC will take all reasonable steps to protect the security of the information e.g. through use of encryption, passwords and secure storage of documents. The BCAC will also exercise due diligence when disposing of personal information for example shredding any printed materials once no longer needed.

## CONTACTING THE BC ATHLETIC COMMISSIONER

All communication with the Commissioner, his or her delegates or the BCAC office is treated as confidential. If an individual wishes to speak with the Commissioner directly they should, in the first instance, contact the BCAC office. Similarly, any emails addressed to the Commissioner should be sent to the [athletic.commissioner@gov.bc.ca](mailto:athletic.commissioner@gov.bc.ca) inbox (accessible only by BCAC staff), these are then forwarded to the Commissioner.

## DATABASES

The BCAC utilizes the services of databases such as the Association of Boxing and Combative Sport Commissions Mixed Martial Arts database (found at [www.mixedmartialarts.com](http://www.mixedmartialarts.com)) for fight records and to allow other commissions' access to the results of events overseen by the BCAC.

All applicants should be aware that these databases are often not located within Canada and any information provided to this office may be stored outside of Canada.

KEY DOCUMENTS

RELEASE OF PERSONAL INFORMATION FORM



Release of Information

I, \_\_\_\_\_ (name) give permission to the office of the BC Athletic Commissioner (BCAC) to release the following documents contained in my contestant file:

Check all applicable:

- Physical Exam form
- Eye Exam form
- Hepatitis B results
- Hepatitis C results
- HIV results
- Criminal Record Check
- ECG Results

I understand the BCAC will only release the documents to me. I understand the most secure way to receive these documents is by fax and I authorize the BCAC to fax these documents to:

FAX NUMBER: \_\_\_\_\_

If a fax number is not available, I authorize the BCAC to email these documents to my email address that is on my file. I acknowledge and accept that email transmission may not be completely secure and that the BCAC is unable to guarantee confidentiality of my records if they are sent by email.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_

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<b>Ministry of Community, Sport and Cultural Development</b>	<b>Office of the BC Athletic Commissioner</b>	<b>Mailing Address:</b> PO Box 9823 Stn Prov Govt Victoria, BC V8W 9W3 Toll Free: 1-855-952-6760 Phone: 250 952-6735 Fax: 250 387-8703	<b>Location:</b> 5 <sup>th</sup> Floor - 800 Johnson Street Victoria, BC V8W 1N3  <a href="http://www.cscd.gov.bc.ca/bcathleticcommission">www.cscd.gov.bc.ca/bcathleticcommission</a>
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## 10. VIOLENCE, HARASSMENT & DISCRIMINATION

The BC Athletic Commissioner (BCAC) does not tolerate harassment, discrimination or violence directed towards staff working in either a voluntary or paid capacity at sanctioned events. All staff and officials should be aware of the information contained within this chapter prior to working an event.

Should an individual be subjected to harassment, discrimination or violence whilst working at an event, they should bring it to the attention of the BCAC as soon as possible. Once aware, the BCAC will carry out a thorough investigation, involving all parties before taking any action, punitive or otherwise.

Depending on the designation of the perpetrator(s) i.e. official, promoter, contestant such action may include suspension or cancellation of a licence (see *Suspensions and Enforcement*).

All promoters are required to ensure event staff are provided copies of the following documents and that their staff understand and abide by the principles contained therein.

## KEY DOCUMENTS

### VIOLENCE IN THE WORKPLACE



## Violence in the Workplace

**Every employee has the right to work in an environment free of violence or threat of violence.**

WorkSafeBC defines violence as:

*The attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker, and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that he or she is at risk of injury.*

Most people think of violence as a physical assault, however workplace violence includes threats, verbal abuse and intimidation. All staff play a vital role in violence prevention by following safe work procedures, reporting any incidents, and assisting with risk assessments. There are two types of violence that can involve an employee:

- *Violence* refers to the attempt or actual violence by a person other than a worker.
- *Workplace Conduct* refers to violence or bullying by another worker.

#### Risk Assessment & Prevention Program

Workplace violence can also extend beyond the actual workplace and can occur if an employee is traveling for work, working offsite or working after-hours. Supervisors are responsible for taking steps to protect workers from workplace violence. This means, at minimum, identifying any possible risks. If there is a risk of violence identified, a risk assessment and prevention program is required. This includes:

Risk identification and assessment considering:

- Previous incidents in the workplace.
- Previous incidents in a similar workplace.
- Location and circumstances of the work.
- Changes to the workplace since the last assessment was completed.

Implementing procedures, policies and work area arrangements including:

- Incident reporting, response, investigation and follow-up.
- Statement of management expectations.

Training employees in:

- Prevention.
- Your workplace specific procedures.
- Reporting, training and education.

**If you experience a violent situation or feel your safety is at risk, withdraw from the environment and report to your supervisor as soon as practicable. Be prepared to supply complete details of the situation to assist in the resolution process.**

**Supervisors must report any incident to the BC Athletic Commissioner as soon as possible.**



## Discrimination and Harassment in the Workplace

### Excerpts from the BC Government Policy

This policy statement applies to all employees and to incidents that occur at or away from the workplace during or outside working hours if a connection exists to the employment relationship. This policy statement supports the core policy objective of "promoting a safe and healthy workplace that supports the well-being of employees" and the objective that "public service employees exhibit the highest standards of conduct."

As an employer, the Government of British Columbia, in cooperation with its unions and associations will promote a work environment that is free from discrimination and harassment where all employees are treated with respect and dignity. Discrimination and harassment as related to any of the prohibited grounds contained in the *Human Rights Code* violate the fundamental rights, dignity and integrity of an individual. Where discrimination or harassment is found to have occurred, the Employer may implement remedial action.

An employee who files a written complaint which would be seen by a reasonable person to be frivolous, vindictive or vexatious may be subject to disciplinary action.

### Discrimination

Discrimination relates to any of the prohibited grounds contained in the *Human Rights Code*. Prohibited conduct may be verbal, non-verbal, physical, deliberate or unintended, unsolicited or unwelcome, as determined by a reasonable person. It may be one incident or a series of incidents depending on the context. Employees have the right to employment without discrimination. Discrimination includes incidences of harassment because of race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, age, sexual orientation, political belief or conviction of a criminal or summary conviction offence unrelated to their employment.

### Sexual Harassment

Sexual harassment is a form of discrimination and is defined as any unwelcome comment or conduct of a sexual nature that may detrimentally affect the work environment or lead to adverse job related consequences for the victim of the harassment. Examples of sexual harassment include, but are not limited to:

- A person in authority asking an employee for sexual favours in return for being hired or receiving promotions or other employment benefits;
- Sexual advances with actual or implied work related consequences;
- Unwelcome remarks, questions, jokes or innuendo of a sexual nature including sexist comments or sexual invitations;
- Verbal abuse, intimidation or threats of a sexual nature;
- Leering, staring or making sexual gestures;
- Display of pornographic or other sexual materials;
- Offensive pictures, graffiti, cartoons or sayings;
- Unwanted physical contact such as touching, patting, pinching or hugging; and
- Physical assault of a sexual nature.

The definition of sexual harassment is not meant to inhibit interactions or relationships based on mutual consent or normal social contact between employees.

## **RESPONSIBILITIES:**

### **Excluded Managers**

- Develop workplaces, for which they are responsible, free from discrimination and harassment;
- Inform all employees, for which they are responsible, of this policy statement;
- Investigate and resolve complaints within the time frames established by this policy statement;
- Report complaints that are investigated to the Deputy Minister;
- Treat complaints and investigations in confidence as appropriate; and
- Follow up on resolutions to ensure that they have been implemented and are working.

### **Employees**

- Treat fellow employees with respect and dignity;
- Refrain from discrimination and harassment as defined by the policy statement;
- Ensure that complaints are treated in confidence; and
- Meet the time frames specified in this policy statement.

### **What should I do if I witness, or feel I am the victim of, harassment or discrimination?**

The following are guidelines. If you think you have witnessed, or have been the victim of, discrimination or harassment by a peer (someone with whom you are not in a reporting relationship), try speaking with the person and explain how you perceive their actions. If this is not possible, talk to your supervisor immediately. Supervisors are responsible for taking swift and appropriate action to investigate and remedy substantiated complaints.

If the conduct you are uncomfortable with has been carried out by a person to whom you report, depending on the extremity of the situation, consider using any or all of these options:

- Request a meeting with your supervisor to discuss your discomfort and how you feel you are being bullied.
- If a meeting with your supervisor is out of the question, go to another excluded manager whom you trust and believe could help resolve the situation.
- If the situation cannot be addressed at the first or second levels, it should be referred to the BC Public Service Agency or your union representative.

## **FAQ'S**

### **What is 'consent'?**

Consent refers to the provision of approval or agreement, particularly and especially after thoughtful consideration.

The following are described by the Canadian Criminal Code as situations in which consent cannot be obtained:

- Force is applied.
- Force is threatened to be applied to the victim or to another person.
- The accused is in a position of authority over the victim.

Consent cannot be based on the words or conduct of someone other than the victim, nor can consent be obtained when:

- The victim is incapable of consenting (due to mental incapacity, for example);
- The accused is in a position of trust, power or authority over the victim;
- The victim expresses a lack of consent; or
- The victim, having initially consented, expresses a change of mind.

**What is an example of something that might be perceived as harassment, but is not?**

Feedback on performance is not considered harassment if it:

- Is delivered in a respectful and professional manner;
- Serves a legitimate purpose; and
- Is meant to improve performance.