

# COMMISSION OF COMBATIVE SPORTS

## Contestant Operating Procedure

### PURPOSE

This Standard Operating Procedure is intended to define the processes and responsibilities of the contestant in order to participate in a combative sports event in North Dakota.

### SCOPE & RESPONSIBLE PARTIES

Prior to a Boxing or MMA event, there is a short list of items for the Contestant to complete to ensure they are able to successfully participate in an event. The North Dakota Office of the Secretary of State (NDSOS) communicates this list of responsibilities to the Contestant to assist them with the details and timing of the tasks.

The **Combative Sports Commissioner, Commission Members, Contestants, Director (of the Combative Sports Commission), NDSOS Staff, Non-Contestant Licensees, and Promoter** all play a role in this process. The roles of each of these is as follows:

- Combative Sports Commissioner – North Dakota Secretary of State, responsible for the sanctioning of combative sports in North Dakota.
- Commission Member – one of nine persons delegated by the Commissioner to assist and advise in the administration of events.
- Contestant – individual fighting in contest or match, responsible for understanding North Dakota laws and rules of their sport.
- Director – Lead commissioner assigned to collaborate with all parties in preparation for an event, and is responsible for directing events, procedures, and communication with Promoter and Commission Members.
- NDSOS Staff – responsible for coordination of licensing with promoter, contestants, and licensees; will address general queries, manage records, and support preparation and carrying out of the event.
- Non-Contestant Licensee – In addition to the promoter and contestant, the role of Cornerperson/Second, Judge, Knockdown Counter, Manager, Matchmaker, Physician, Referee, or Timekeeper that play a role at the event and have at least one year of verifiable experience and proficiency in either amateur or professional combative fight style competition.
- Promoter – responsible for the coordination of the event venue, contestants, and licensees and all communication with the NDSOS. Additional responsibilities of the Promoter are detailed in the Promoter Operating Procedure document.

### EVENTS SANCTIONED BY NDSOS COMMISSIONER SHALL FOLLOW:

**North Dakota Laws and Administrative Code governing Combative Sports.**

North Dakota Century Code Commissioner of Combative Sports:

<https://www.ndlegis.gov/cencode/t53c01.pdf?20150826103032>

Policy Owner: Combative Sports Director

Implementation Date: 01/01/2023

Revision: 02/01/2024

North Dakota Administrative Rules for Boxing:

<https://www.ndlegis.gov/information/acdata/pdf/72-02.2-01.1.pdf?20150629154007>

North Dakota Administrative Rules for Mixed Martial Arts:

<https://www.ndlegis.gov/information/acdata/pdf/72-02.2-02.pdf?20150629154144>

**FORMS AND PAYMENT AS PROVIDED IN THIS DOCUMENT SHOULD BE SENT TO THE FOLLOWING:**

North Dakota Office of the Secretary of State  
c/o Combative Sports Commission  
600 E Boulevard Avenue Dept 108  
Bismarck ND 58505-0500

Director: Carl Klocke at (701) 307-0028  
Administration: Sherri Heinert at (701) 328-3664  
Toll Free: (800) 352-0867  
TTY: (800) 366-6888  
Fax: (701) 328-1690  
Email: [combativesports@nd.gov](mailto:combativesports@nd.gov)  
Website: <https://sos.nd.gov/commission-combative-sports.html>

## PROCEDURES

### CONTESTANT RESPONSIBILITIES

1. **Contestant License Application** – All Contestants require a Boxing, Mixed Fighting Style, or Kickboxing License Application along with \$25 payment per license type. The license is valid from the time of payment through December 31 of each calendar year. Payment for contestant licenses will not be taken out of the contestant's purse
  - **Contestant License Application** – If not already licensed, the Contestant License Application should be completed and sent with payment to the NDSOS immediately following the contestant committing to the event.
  - **Contestant License Application – Commission of Combative Sports:**  
<https://www.nd.gov/eforms/Doc/sfn11720.pdf>  
**Payment** – Payment can be made via cash, check, money order or credit card. To submit a credit card payment the Credit Card Payment Authorization Form must be provided.  
<https://www.nd.gov/eforms/Doc/sfn51478.pdf>
2. **Federal Identification** – Each Contestant must have an active Federal Identification
  - **BOXING** - <https://www.abcboxing.com/wp-content/uploads/2019/08/ABC-Boxing-FedID-application.pdf>
  - **MMA** - [https://sos.nd.gov/files/uploaded\\_documents/mma-national-identification-card-application.pdf](https://sos.nd.gov/files/uploaded_documents/mma-national-identification-card-application.pdf)
3. **Health Information Consent and Use Authorization** – Each contestant must sign and submit the Authorization for Consent and Use of Protected Health Information (PHI).
  - **Authorization for Consent and Use of Protected Health Information (PHI):**  
<https://www.nd.gov/eforms/Doc/sfn62213.pdf>
4. **Physical Readiness** – Each Contestant must have an active physical exam, within 30 days prior to the event, demonstrating physical readiness
  - Refer to MMA Rules NDAC 72-02.2-02-04(4)(g-h)  
<https://ndlegis.gov/information/acdata/pdf/72-02.2-02.pdf>
  - Refer to Boxing Rules NDAC 72-02.2-01.1-05(2)(f-g)  
<https://ndlegis.gov/information/acdata/pdf/72-02.2-01.1.pdf>
  - Bloodborne pathogen testing must be completed for Hepatitis B, Hepatitis C, and HIV, within six months prior to the event date
  - Options for testing
    - <https://www.accesalabs.com/MMA-Fighter-Combative-Trio-Blood-Test>
      - <https://www.accesalabs.com/labfinder>
    - Your local physician or clinic
  - An invitation will be sent to the email address provided on the Contestant License Application for each contestant to use our Security File Transfer system to submit bloodwork (Hepatitis B, Hepatitis C, and HIV).



5. **Cornerpersons Notification** – Each Contestant will notify the NDSOS of their Cornerperson(s)/Second(s) no later than two (2) days prior to the event. Payment for Cornerperson(s)/Seconds(s) will not be taken out of the contestant's purse.
  - **Cornerpersons Notification – Commission of Combative Sports:**  
<https://www.nd.gov/eforms/Doc/sfn62034.pdf>
6. **Non-Contestant License Application** – The contestant is responsible to ensure that each Cornerperson(s)/Second(s) participant is licensed for their role in the event and has paid the associated annual fee. If not already licensed, the Non-Contestant License Application should be completed and submitted with payment, if applicable, to NDSOS at least two (2) days prior to the event. If more than one license, the licensee **may** only be required to pay the fee for the highest priced license the person is issued.
  - **Non-Contestant License Application – Commission of Combative Sports:**  
<https://www.nd.gov/eforms/Doc/sfn11710.pdf>

## EVENT LOGISTICS

1. **Contracts and Staffing Arrangements** – Promoter must submit all contracts between the Promoter and each contestant to the NDSOS prior to the fight. The contracts are subject to the Commission's review to verify consistency with the requirements of state and approve such contracts for compliance.
2. **Weigh-ins** – Weigh-ins will be held at least eight (8) hours before the event and no more than twenty-four (24) hours before the event. The time and location must be approved by the Commissioner. The Promoter must arrange and provide the following:
  - All Contestants must be weighed in the presence of the Commission.
  - For a Title fight, there must be two approved and certified accurate scales, the NDSOS will provide one scale. There will be a scale available to the Contestants prior to the official weigh-in.
  - Pre-event examinations, by the licensed ringside physician, will be performed the day of weigh-ins. A nearby room or private space will be arranged.
  - The Commission will be available the night of the weigh-ins for ONLY last-minute changes to the roster and new license applications.
  - Each Commission member and NDSOS Staff must be given a program for the exhibition. At the weigh-in, the Promoter must provide the order of the bouts, to which corner the Contestant is assigned, and the number of rounds for each contest.
  - Immediately following weigh-ins, there will be a pre-fight meeting introducing commission members covering safety of fighters, and the lead referee will highlight the rules. Included in this meeting are the Promoter, Referee, Ringside Physician(s), Commission Members, Contestants, and Cornerperson(s)/Second(s).
3. **Private Space** – A private room for the exclusive use of the Judges and Referees must be provided by the Promoter. No other persons except the Commission Member, Contestant, Cornerperson, Manager, or Press, may be allowed in the room.
4. **Safety** – Promoter will provide adequate safeguards to protect Contestants. These must include but are not limited to:
  - Presence of highest level of emergency medical personnel available in the community, including the presence of an ambulance dedicated to the contestants at the event.

- The presence of at least one North Dakota Licensed Ringside Physician. Although only one (1) physician is required, the Commission of Combative Sports recommends that the Promoter have two (2) physicians at the match to avoid delays; one physician should be in each corner.

5. **Supplies** – Promoter will provide the following supplies for the match contestants:

a. **Boxing/Fight Gloves** –

- Sufficient pairs of boxing/fight gloves (Contestants cannot provide their own gloves).
- One extra pair of gloves located in each corner in 4 oz., 6 oz., 8 oz., or 10 oz. for the instances where a fight glove is broken or otherwise damaged.
- All gloves must be the same type and must be approved by the Commission at the weigh-in.

b. **Disposable Gloves** –

- Disposable gloves in a variety of sizes for all persons including, but not limited to, Managers, Cornerperson(s)/Second(s), Timekeepers, Ringside Physicians, and Referees, encountering a Contestant during the course of the entire event.
- The gloves must be changed after every bout.

c. **Misc Supplies** –

- Supply gauze, tape, surgical scissors, spit buckets, towels, and bottled water for each bout.
- These supplies must be located in (or near) each corner.

6. **Post Fight**

- The Promoter is responsible for the selection and financial arrangements for payment of all Contestants.
- Contestants must pick up their suspension letter and any purse money received.

## REFERENCES

### OTHER ASSOCIATED LINKS

- Association of Boxing Commissions - <https://www.abcboxing.com/>
- Association of Ringside Physicians - <https://ringsidearp.org/>
- Combat Registry (formerly MMA Registry) - <https://mmareg.com/>
- Box Rec Registry - <https://boxrec.com/>