

COMMISSION OF COMBATIVE SPORTS

Promoter Operating Procedure

PURPOSE

This Standard Operating Procedure is intended to define the processes and responsibilities of the Promoter that must be carried out to hold a combative sports event in North Dakota.

SCOPE & RESPONSIBLE PARTIES

Prior to a Boxing or MMA event, there is an extensive list of items to complete and information to provide for a successful event. The North Dakota Office of the Secretary of State (NDSOS) communicates this list of responsibilities to the Promoter 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. Additional responsibilities of the Contestant are detailed in the Contestant Operating Procedure document.
- 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 under the Procedures section of this document.

EVENTS SANCTION 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>

North Dakota Administrative Rules for Boxing:

Policy Owner: Combative Sports Director

Implementation Date: 01/01/2023

Revision: 11/22/2023

<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
Website: <https://sos.nd.gov/commission-combative-sports.html>

PROCEDURES

PROMOTER RESPONSIBILITIES

1. **Promoter License** – To operationalize this Standard Operating Procedure, the Promoter will be required to complete the Promoter License and pay the \$250 fee.
 - a. **Promoter License – Commission of Combative Sports:**
<https://www.nd.gov/eforms/Doc/sfn58402.pdf>
2. **Event Approval** – Promoter must complete the North Dakota Event Approval form and pay the \$1,000 deposit fee to NDSOS. This form must be submitted at least two months prior to the event. No event may be advertised or announced until the Secretary of State approval has been granted. If an event is planned for a future calendar year, the Director may grant event approval with receipt of payment of the \$1,000 deposit and allow the \$250 promoter license to be paid after January 1.
North Dakota Event Approval – Commission of Combative Sports:
<https://www.nd.gov/eforms/Doc/sfn59567.pdf>
3. **Venue Confirmation** – After preliminary approval by the NDSOS for the event, Promoter must submit proof of Venue Confirmation to the NDSOS within ten days. This can be in the form of a signed confirmation letter from the venue, proof of payment to reserve venue, contract, etc.
4. **Insurance** – Promoter must provide proof of liability coverage to the NDSOS, reflecting coverage for contestants, officials, and the public in attendance with the following limits:

Spectator Liability Coverage – Protects venue and promoter for alleged negligent injuries from a spectator. Amount of coverage required is determined by the venue based on the number of spectators.

Participant Accident and Medical Coverage – All participants are covered while participating in Policyholder sponsored and supervised mixed martial arts, kickboxing, boxing, or wrestling events. A participant is also covered while traveling, directly and without interruption, to and from any Policyholder sponsored activity and his or her home or place of residence.

- Medical Expense Benefit – minimum coverage of \$2,500 (plus payment of deductible)
- Accidental Death & Dismemberment Benefit – minimum coverage of \$2,500

General Liability Coverage – Provides protection for the promoters, employees, staff, and volunteers against claims of bodily injury liability, property damage liability, personal and advertising injury liability, and the litigation costs to defend against such claims.

Minimum limits of coverage as provided in NDCC § 32-12.2-02:

July 1, 2023

- Minimum \$406,250 per person
- Minimum \$1,625,000 per occurrence

July 1, 2024

- Minimum \$437,500 per person
- Minimum \$1,750,000 per occurrence

5. **Contestant License Application** – The Promoter is responsible to ensure that each contestant is licensed in the style of fighting for the event and has paid the \$25 annual fee per license type – Boxing, Mixed Fighting Style (professional/amateur), or Kickboxing. If not already licensed, the Contestant License Application should be completed with payment and sent to the NDSOS immediately following the contestant committing to the event. Upon request, the promoter is responsible for assisting with coordination and submission of Cornerpersons Notification Forms and Health Consent Forms.
 - **Contestant License Application – Commission of Combative Sports:**
<https://www.nd.gov/eforms/Doc/sfn11720.pdf>
 - Each Contestant will notify the NDSOS of their Cornerperson(s)/Second(s) no later than two (2) days prior to the event.
Cornerpersons Notification – Commission of Combative Sports:
<https://www.nd.gov/eforms/Doc/sfn62034.pdf>
 - **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>
6. **Notification of Contest** – Promoter must complete the Notification of Contest form and send to the NDSOS no later than five business days prior to the event.
Notification of Contest Form – Commission of Combative Sports:
<https://www.nd.gov/eforms/Doc/sfn58401.pdf>
 - **Event Staffing** – It is the responsibility of the Promoter to organize each staff member noted on this form – Referees, Judges, Matchmakers, Ring Announcers, Timekeepers, Physician, and Ticket Printer.
7. **Non-Contestant License Application** – The promoter is responsible to ensure that each non-contestant 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 for the required role 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 licensed the person is issued.
Non-Contestant License Application – Commission of Combative Sports:
<https://www.nd.gov/eforms/Doc/sfn11710.pdf>

Below is contact information for potential judges:

Last Name	First Name	Address	City	State	Zip	Phone	Email
Moran	Billy	PO Box 624	Parshall	ND	58770		
Yellow Fat	Dana	1343 92 nd Street	Fort Yates	ND	58538		
Stanley	Eric	620 South 14 th Street	Bismarck	ND	58504		
Gilbertson	Chad	2814 1 st Street North	Fargo	ND	58102	701-306-7098	

Johnson	Nick	1614 9 th Street North	Fargo	ND	58102	701-799-4721	
Carlson	Robert	367 Edgewater Drive	West Fargo	ND	58078	701-306-7724	
Barbot	Jesse	21 Fremont Drive	Fargo	ND	58103	701-412-1479	
Aukland	Richard	1467 75 th Avenue South	Fargo	ND	58104	701-238-3894	

8. **Weigh-ins – Substitutions of Contestants CANNOT be made unless approved by the NDSOS at least forty-eight (48) hours before the weigh-in.** Weigh-ins must 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:
 - a. All Contestants must be weighed in the presence of the Commission.
 - b. For a Title fight, there must be two approved and certified accurate scales, the NDSOS will provide one scale. There must be a scale available to the Contestants prior to the official weigh-in.
 - c. Pre-event examinations, by the licensed ringside physician, should be performed the day of weigh-ins. A nearby room or private space should be arranged.
 - d. The Commission will be available the night of the weigh-ins for ONLY last-minute changes to the roster and new license applications.
 - e. 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.
 - f. 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).
9. **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.
10. **Safety** – Promoter must provide adequate safeguards to protect Contestants. These must include but are not limited to:
 - a. 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.
 - b. 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.
 - c. A list of **Certified Ringside Physicians** can be found at the following link:
<https://ringsidearp.org/certified-ringside-physicians>
 - d. 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>

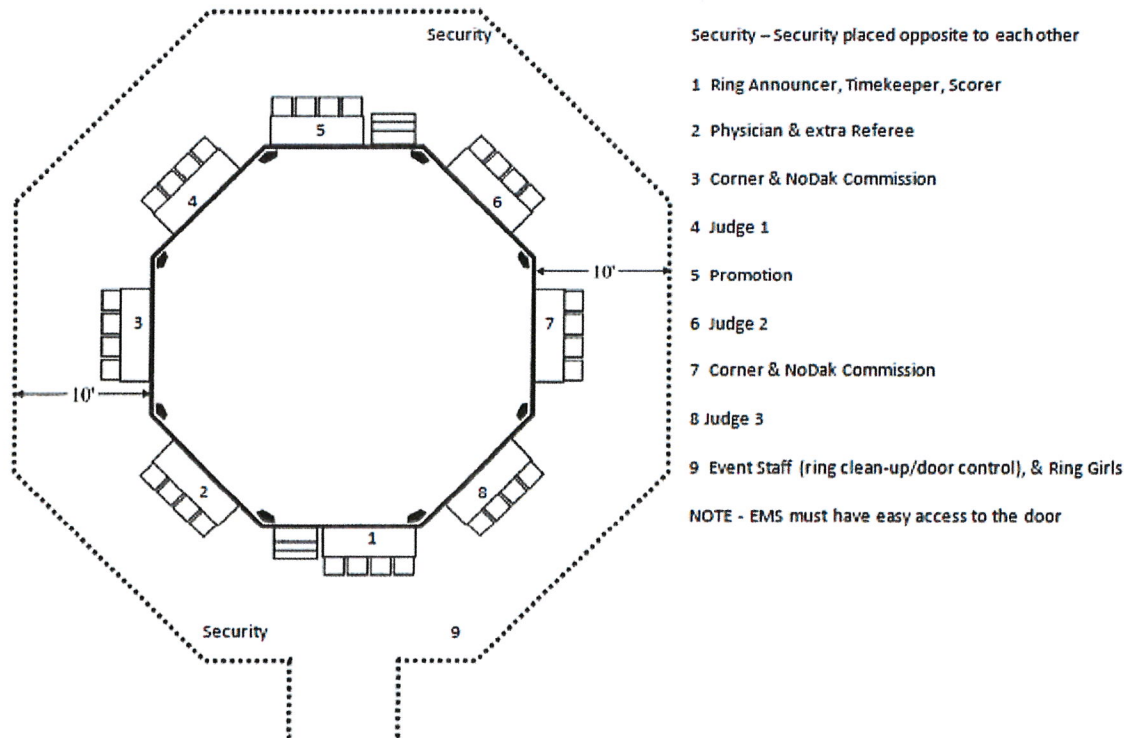
11. **Event Seating** – Promoter must provide seating according to Appendix A for Cornerperson(s)/Second(s), Officials, Ringside Physician, and up to nine (9) Commission members. Only those Event Staff, Officials, and Commission members may be seated at ringside tables. Any additional VIPs, etc. must first have prior approval from the Director. NDSOS Staff will provide the name identification for the tables.
12. **Supplies** – Promoter must provide the following supplies for the match:
 - 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.
 - Supplies must be brought to the weigh-in for Commission approval.
13. **Staffing Payments** – Promoter is responsible for the selection and financial arrangements for payment of all officials, except the Commission members.
14. **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.
15. **Ring/Cage Requirements** – Promoter will establish the Cage/Ring area according to information provided in Appendix A of this document, which includes details on:
 - a. Table and chair arrangement for event seating
 - b. Security placement
 - c. Event and Commission staff placement
 - d. EMS access to the cage door or ring

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/>

APPENDIX A – RING/CAGE REQUIREMENTS FOR EVENT



A barrier between the audience and Ringside / Cageside Officials shall be placed no less than 10 feet from the ring / cage.

The use of Alcohol and Tobacco is prohibited in the designated Officials area.

Only licensed and approved contestant seconds, no more than three, shall be allowed in the Officials area.

The contestants prep area entering the ring / cage and walkway from the locker room must remain clear of obstructions and debris at all times.

One of the corners must have a blue designation, the corner directly across must have a red designation. Participants seconds, no more than three, and the contestants assigned Commissioner will be seated Ringside / Cageside in their assigned corner.

The physician or physicians must be seated near the steps into the ring, one in each corner if two are present. The physician or physicians will remain there for the duration of the contest, unless the physician or physicians are needed in the ring.

Each of the three judges must be seated midway between the ring posts of the ring / cage, but not on the same side as another judge, and must have an unimpaired view of the ring.