



# BC Athletic Commissioner - PROFESSIONAL -



## OFFICIAL LICENCE (Referee, Judge, Scorekeeper or Timekeeper) for Combat Sport Events APPLICATION PACKAGE

This application package contains information on obtaining a three (3) year licence as an official for professional combat sport events in the Province of British Columbia (BC). This licence also allows for officiating at amateur events.

Background checks may be conducted to determine your eligibility for licensing. You may be ineligible for licensing if you have been convicted of a criminal charge in any province, territory, state or country that is related to your suitability to be licensed as an official or your behaviour is considered, on reasonable grounds, to be a detriment to the integrity or lawful conduct and management of professional contests in the province. You must provide the Commissioner with written authorization to allow the police or other public bodies to release relevant information.

There are eight (8) steps to obtaining an official's licence:

- Step 1** Visit your local police authority to obtain a Criminal Record Check (CRC) including a vulnerable sector check (Tier 4). For information on the process and requirements in Canada, please visit: <http://www.rcmp-grc.gc.ca/cr-cj/fing-empr2-eng.htm>. You are responsible for all associated fees. Your CRC will remain valid with this office for three (3) years.
- Step 2** Take or have taken two (2) passport style photographs (i.e. headshot against plain background) of yourself, these can be taken by a professional or at home, using a digital camera, smart phone or similar device and sent via email.
- Step 3** If you are applying for a licence as a referee and/or a judge, you will also need to have your physician, Optometrist or Ophthalmologist complete an **Eye Examination Form**.
- Step 4** If you are applying for a licence as a referee only, you will also need to have your physician complete the **Physical Examination Form for Referees Only**.
- Step 5** Obtain a copy of your certification from an Association of Boxing Commissions endorsed training course(s) or other relevant training course(s) that you have successfully completed and that are specific to the licence type for which you are applying.
- Step 6** Make a copy of two (2) pieces of personal identification, one which has your photo and is government issued (example: passport, driver's licence) – check that the copy shows your picture clearly.
- Step 7** Complete the Official's Licence Application form in full ensuring all required signatures are present.
- Step 8** Forward the following documents to the Office of the Athletic Commissioner:
  - Your completed Licence Application
  - Criminal Record Check result
  - Two (2) passport type photos
  - If you are an applicant for a licence as a referee and/or a judge:
    - Certification from an Association of Boxing Commissions endorsed training course(s) or other relevant training course(s)
    - Eye Examination Form
    - Physical Examination Form for Referees Only



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- Clear copies of two (2) pieces of personal identification, one of which has your photo and is government issued (example: passport, driver’s licence)
- Your non-refundable licence payment in the amount of:
  - \$20 for Scorekeeper or \$20 for Timekeeper
  - No fee for Judge or Referee

**Cheque or money order must be made payable to:  
Minister of Finance**

*As processing times vary, ensure you submit your application as soon as possible.*

<b>Office of the BC Athletic Commissioner</b>	
Mailing Address: PO Box 9823 Stn Prov Govt Victoria, BC V8W 9W3	Courier/Drop Off Address: 5 <sup>th</sup> Floor, 800 Johnson street Victoria, BC V8W 1N3
Phone: 250-952-6735 (in Victoria) or 1-855-952-6760 (toll free) Fax: 250-387-8703 <a href="http://www.cscd.gov.bc.ca/bcathleticcommission">www.cscd.gov.bc.ca/bcathleticcommission</a> Email: <a href="mailto:athletic.commissioner@gov.bc.ca">athletic.commissioner@gov.bc.ca</a>	

## Keep a copy of your application and supporting documents for your records



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### OFFICIAL LICENCE (Referee, Judge, Scorekeeper or Timekeeper) for Professional Combat Sport Events TERMS AND CONDITIONS

The following terms and conditions apply to every licence under the *Athletic Commissioner Act*, including the licence for officials:

- The licence holder must:
  - promptly report to the Commissioner if you have been charged with an offence, or
  - report to the Commissioner within 14 days of its occurrence if you have been convicted of an offence under the *Athletic Commissioner Act*, another BC act or a law enacted by the Government of Canada, another province of Canada or a foreign jurisdiction. **Failure to do so may result in your licence being declared void.**
  
- The licence holder must comply with:
  - the *Athletic Commissioner Act* and regulations,
  - the terms and conditions prescribed by the Minister, and
  - any terms and conditions imposed on the licence by the Commissioner.
  
- The licence holder must carry, or have available, the licence at all times when engaged in the activity the licence authorizes.
  
- The licence holder, when engaged in the activity the license authorizes, must produce the licence on the request of an inspector under the *Act*, a peace officer or the Commissioner.
  
- The licence holder must report to the Commissioner, within 14 days after its occurrence, the following:
  - the theft or loss of a licence;
  - a change in an address required by the application for the licence.

#### Duties of Officials

An official must not appear as an official for an event under the influence of a substance that could impair his or her judgment in performing his or her official duties.

It may be a condition of an official's licence that they may be subject to a pre-event medical by a ringside physician for the event.



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### OFFICIAL LICENCE (Referee, Judge, Scorekeeper or Timekeeper) for Professional Combat Sport Events CODE OF ETHICS AND CONDUCT FOR OFFICIALS

As an official licensed under the *Athletics Commission Act*

- I consider it a privilege to be licensed by the Office of the BC Athletic Commissioner to officiate the sport in the Province of BC and will ensure that my actions reflect credit upon the sport and the Office of the BC Athletic Commissioner.
- I will always maintain the utmost respect for the sport and the operation of regulated professional and amateur athletic contests in the Province of BC.
- I will conduct myself honourably at all times and maintain the dignity of my position as a referee, judge or other official for the Office of the BC Athletic Commissioner and the sport.
- I will endeavour to continuously seek self-improvement through the study of the game, rules mechanics and techniques of the sport.
- I will strive to achieve the maximum teamwork and cooperation/support of my fellow referees, judges, other officials and the Office of the BC Athletic Commissioner personnel.
- I will assist my fellow officials to better themselves and their work.
- I will treat other officials, contestants and event personnel with professional dignity and courtesy.
- I will be loyal to my fellow referees, judges, officials and never knowingly promote criticism of them.
- I will not pursue, solicit or attempt to gain the favour of any promotion, promoter or the Office of the BC Athletic Commissioner in an attempt to seek favours towards receiving assignments.
- I will control the contestants and seconds effectively by being courteous and considerate without sacrificing firmness and safety.
- I will not make any statements to the media or fans about any fight except to clarify and interpret the rules and fouls of the sport.
- I will not contact or solicit media coverage in regard to myself in any form whatsoever.
- I will be in good physical condition and health to perform my duties as required.
- I will faithfully keep all appointments assigned and accepted by me.
- I will conduct myself in a way to be ethically and morally beyond reproach.

I understand that my licence can be suspended or possibly cancelled if I fail to follow this Code of Ethics and Conduct.



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## OFFICIAL LICENCE APPLICATION

(Referee, Judge, Scorekeeper or Timekeeper)  
for Combat Sport Events

### A. LICENCE TYPE

Check each box indicating the type of licence for which you are applying and (for judge and referee applications) in which disciplines:

<input type="checkbox"/> <b>Judge</b> No fee	<input type="checkbox"/> <b>Referee</b> No fee	<input type="checkbox"/> <b>Scorekeeper</b> \$20.00 licence fee	<input type="checkbox"/> <b>Timekeeper</b> \$20.00 licence fee
<input type="checkbox"/> Boxing	<input type="checkbox"/> Boxing		
<input type="checkbox"/> MMA	<input type="checkbox"/> MMA		

### B. APPLICANT INFORMATION

Legal name:	Surname	First Name	Middle Name
Address:	Street	City	
	Prov/State	Country	Postal Code/ZIP
Mailing address: (if different from above)	Street	City	
	Prov/State	Country	Postal Code/ZIP
Telephone number:	Home (xxx-xxx-xxxx)	Cell(xxx-xxx-xxxx)	Other (xxx-xxx-xxxx)
Email address:			
Date of birth:	(yyyy-mm-dd)	Country of citizenship:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female

### C. OTHER JURISDICTIONS WHERE THE APPLICANT HOLDS A SIMILAR LICENCE TO THAT BEING APPLIED FOR AT THIS TIME

List the jurisdictions in which you hold or have a held a similar licence to that being applied for.

Name of Jurisdiction	Licence #	Expiry Date



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## D. EXPERIENCE

List your experience officiating in the areas for which you are applying for a licence, including providing a list of locations and dates where you officiated a boxing or MMA event. Use a separate sheet if necessary.

## E. DISCLOSURE

1.	Have you ever been convicted of a criminal offence in BC or another jurisdiction? If yes, provide details. Use attached 'Declaration of Criminal Offences' form.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.	Have you been a defendant in a civil action related to deceit, misrepresentation or similar conduct in BC or another jurisdiction? If yes, please provide the date, case number and jurisdiction:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.	Have you ever been denied a licence, permit or authorization or had a licence, permit or authorization suspended or cancelled or been subject to investigation or disciplinary action related to the sport of boxing or MMA in BC or another jurisdiction? If yes, provide details. Use separate sheet if necessary.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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

I acknowledge that the following personal information may be collected by the Athletic Commissioner or his or her delegate under the authority of sections 26(a) and 26(c) of the *Freedom of Information and Protection of Privacy Act*:

- (i) Contact information including name (and any alias or stage name), complete residential and mailing address and an email address if applicable, day time telephone number, date of birth, and country of citizenship and sex;

And if applicable:

- (ii) Criminal record check or police record check;
- (iii) Credit Check;
- (iv) Medical information related to examinations conducted by ringside physicians prior to, during or after an event; and



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(v) Information related to my conduct prior to, during, and after an event.

I authorize the personal information to be collected by the Athletic Commissioner in the above manner and I further hereby consent to:

- (i) the use of the personal information as applicable to the licence I am applying for by the Athletic Commissioner for the following purposes:
  - a) Processing this licence application and determining my suitability for the licence being sought;
  - b) Enabling the Athletic Commissioner to verify my personal information and perform background checks prior to the registration or issuance of a licence or permit pursuant to section 4(2) of the *Minister's Athletic Commissioner Regulation* (B.C. Reg. 171/2013); and
  - c) Enabling the Athletic Commissioner to regulate and enforce professional boxing and professional mixed martial arts events governed by the *Athletic Commissioner Act* and regulations;
- (ii) the disclosure of, and status of any suspension or disciplinary action imposed on me by the Athletic Commissioner to the Association of Boxing Commissions (ABC) and through that body, other ABC affiliated athletic commissioners or similar organizations in other jurisdictions that regulate professional boxing and professional mixed martial arts;
- (iii) the disclosure of any or all of the information supplied to BCAC to Salesforce.com Inc. and its affiliates in the United States of America to be stored on behalf of the Athletic Commissioner and that such information may be made public on their websites;

I certify that I have read and understand the content of this Consent form with respect to the collection, use, disclosure, and storage of my personal information in relation to my application for this licence under the *Athletic Commissioner Act*.

This consent is valid from the date signed unless I revoke my consent by writing to the Athletic Commissioner at the address specified below.

For questions regarding the collection of personal information please contact the BC Athletic Commissioner at 250-952-6735 (in Victoria) or 1-855-952-6760 (toll-free).

Queries by mail may be directed to:

Office of the BC Athletic Commissioner  
PO Box 9823 Stn Prov Govt  
Victoria BC V8W 9W3

And by Courier to:

Office of the BC Athletic Commissioner  
5th Floor, 800 Johnson St.  
Victoria, BC V8W 1N3

Signature:		Date	(yyyy-mm-dd)
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## G. STATEMENT AND DECLARATION

I certify that all of the information provided by me in this application is true to the best of my knowledge and belief.

I understand that any false or inaccurate statements made by me in this application for licensing or failure to disclose may be deemed sufficient cause for rejection of my application by the Commissioner or his or her delegate.

I understand that any false or inaccurate statements made in this application for licensing, which may be revealed following me being issued a licence, could result in the suspension or cancellation of my licence.

I certify that I have read and understood the standard "Terms and Conditions for Officials", including the "Code of Ethics and Conduct for Officials". I further certify that I will not appear as an official at an event under the influence of a substance that could impair my judgment in performing my official duties.

Signature:		Date	(yyyy-mm-dd)
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## H. APPLICATION FEE

Application fees are as follows:

- No fee for an application for a Judge or Referee
- \$20.00 application fee for Scorekeeper
- \$20.00 application fee for Timekeeper

If you apply for more than one licence you must submit the applicable licence fee for both types of licence.

- Enclosed is my non-refundable APPLICATION FEE (in Canadian funds)
- I will telephone the Office of the BC Athletic Commissioner (1-855-952-6760) and pay my APPLICATION FEE by credit card
- APPLICATION FEE mailed separately

CHEQUE OR MONEY ORDER MUST BE MADE PAYABLE TO:

**MINISTER OF FINANCE**

As processing times vary, ensure you submit your application well in advance of any proposed event.





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## PHYSICAL EXAMINATION FORM FOR PROFESSIONAL REFEREES ONLY

→ To be completed by a Licensed Physician ←

### A. APPLICANT INFORMATION

Name:	Surname	First Name	Middle Name
Address:	Street		City
	Prov/State	Country	Postal Code/ZIP
Telephone number:	Home (xxx-xxx-xxxx)	Other (xxx-xxx-xxxx)	
Medical insurance #:	Date of birth: (yyyy-mm-dd)	Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Height:	(feet/inches)	Weight:	(lbs)
General appearance:			
BP (sitting):		BP (supine):	
Pulse (beats/min):		<input type="checkbox"/> Regular	<input type="checkbox"/> Irregular

**NOTE TO PHYSICIAN: Officiating can be a strenuous activity. Please keep this in mind when examining this individual.**

I hereby certify that I have examined \_\_\_\_\_ on this date \_\_\_\_\_  
(print applicant's full legal name) (yyyy-mm-dd)

**MUST CHECK ONE:**

- There are **no** abnormalities in his or her physical examination that contraindicate refereeing combat sports at this time.
- There **are** abnormalities in his or her physical examination that contraindicate refereeing combat sports at this time.

Recommendations: \_\_\_\_\_

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

Name of Professional Governing Body: \_\_\_\_\_ Registration #: \_\_\_\_\_

Office Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Physician Signature: \_\_\_\_\_

Your personal information is being collected by Commissioner or his or her delegate under sections 26(a) and 26(c) of the *Freedom of Information and Protection of Privacy Act*, for the purpose of processing licensing applications under the *Athletic Commissioner Act*. For questions regarding the collection of personal information please contact the Office of the BC Athletic Commissioner at 250-952-6735 (in Victoria) or 1-888-952-6760 (toll-free).



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## EYE EXAMINATION FORM FOR PROFESSIONAL REFEREES OR JUDGES ONLY → To be completed by a licensed Physician, Optometrist or Ophthalmologist ←

A. APPLICANT INFORMATION			
Name:	Surname	First Name	Middle Name
Address:	Street		City
	Province/State	Country	Postal Code/ZIP
Telephone number:	Home (xxx-xxx-xxxx)		Other (xxx-xxx-xxxx)
Medical insurance #:	Date of birth:		(yyyy-mm-dd)

B. EYE EXAMINATION (Please note: Performance of a dilated funduscopy is <b>NOT</b> required)			
Refractive State	(R): _____	(L): _____	
Visual Fields	(R): _____	(L): _____	
Visual Acuity	(R): ___/___	(L): ___/___	Both: ___/___ <input type="checkbox"/> Corrected <input type="checkbox"/> Uncorrected
Fundi:	Cornea:	Intra-Ocular Pressure:	

I hereby certify that I have examined \_\_\_\_\_ on this date \_\_\_\_\_  
(print applicant's full legal name) (yyyy-mm-dd)

**MUST CHECK ONE:** Fit to officiate combat sports at this time  Yes  No

If 'No', please explain: \_\_\_\_\_  
 Name of Physician/Optometrist/Ophthalmologist: \_\_\_\_\_  
 Name of Professional Governing Body: \_\_\_\_\_ Registration #: \_\_\_\_\_  
 Office Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Physician/Optometrist/Ophthalmologist  
 Signature: \_\_\_\_\_

Your personal information is being collected by the Commissioner or his or her delegate under sections 26(a) and 26(c) of the *Freedom of Information and Protection of Privacy Act*, for the purpose of processing licensing/registering applications under the *Athletic Commissioner Act*. For questions regarding the collection of personal information please contact the Office of the BC Athletic Commissioner at 250-952-6735 (in Victoria) or 1-855-952-6760 (toll-free).