

July 1, 2009

To: All LBC Presidents and LBC Chiefs of Officials (COOs)

Subject: Official's Certification Clinic Control Number (OCN)

Please note effective August 1, 2009 any LBC planning to conduct an Officials Certification/Re-Certification Clinic will need to request, on the attached, USA Boxing approved form an **Official's Certification/Re-Certification Clinic Control Number (OCN)** from Ms. Lynette Smith of the Office of Membership Services of USA Boxing; in order to conduct a valid Official's Certification/Re-Certification Clinic.

After August 1, 2009:

- Any and all Officials Certification/Re-Certification Clinics must have a pre-approved OCN from USA Boxing in order to be valid.
- Any Official Certifying/Re-Certifying must have the OCN entered in the Official's Passbook in the Record of Clinics, Seminars and Testing section.
- All Official's OCN request forms must be signed by both the LBC President and the LBC COO.
- All entries on the OCN form must be completed, i.e., person requesting clinic, date, time, location of clinic, name of clinician, etc.
- The OCN form must be received by Ms. Lynette Smith 2 weeks in advance of the scheduled clinic, so Membership Services can return the OCN to the requesting LBC, in advance of the scheduled Clinic.
- The Clinician must, upon completion of the Certification/Re-Certification Clinic, enter the OCN in both:
 - The Official's Passbook in the Record of Clinics, Seminars and Testing section; and,
 - In the Clinic Certification Transmittal form that is then returned to Ms. Lynette Smith, c/o the Office of Membership Services of USAB.

Any LBC President/COO/Secretary having any questions regarding this procedure and form, should feel free to contact Lynette Smith of USAB's membership services at 719.866. 2311; email: lsmith@usaboxing.org; fax 719.632.3426.

Enrique Orci
Chief, USAB Official's Task Force

2 Attachments:

-Official's Certification/Re-Certification Clinic Control Number Request Form (OCN); and,

-Sample entry Records of Clinics, Seminars and Testing in the Official's Passbook