



**CALIFORNIA STATE ATHLETIC COMMISSION**  
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### **Processing a Petition for “Change of Decision” Under 4 CCR § 368**

1. A petition to Change a Decision must be filed in writing within five (5) days of the decision per 4 CCR § 368)<sup>1</sup>.
2. Within 5 days of receipt, the petition is investigated by the Executive Officer (EO) to determine if it is probable that the petition falls within the criteria for change of decision as defined in §368. If the EO determines it is probable the petition falls within the criteria of § 368, the process will continue with step #4 (below).
3. If the EO determines the petition does not meet the criteria in § 368, no later than 14 days after receiving the petition, the commission staff shall send a certified letter to the petitioner notifying them that their petition did not meet the criteria and will not be heard by the Commission.
4. If the EO determines it is probable the petition falls within the criteria of § 368, the EO will discuss with the Chair when to schedule the hearing before the Commission to decide the petition. Efforts will be made to schedule the hearing by the Commission as promptly as possible.
5. Once a hearing date is set, Commission staff will send a Notice of Hearing to the petitioner and the opponent involved in the bout, including their managers, via certified mail. The notice will include information about the hearing, a proposed form (to be drafted) to facilitate setting forth each party’s argument and proof and, at a minimum, will state the following: 1) Appearance at the hearing by petitioner and opponent is recommended but not mandatory; 2) That petitioner and opponent may also submit written materials or videos to the Commission no later than 14 days before the hearing; and 3) Absent extraordinary circumstances, no new written materials or videos will be accepted at the actual hearing. The Notice of Hearing will also ask if either party would like a translator and will state that, if requested, a translator will be provided telephonically free of charge. A translator, including the language needed, must be requested no later than 14 days before the scheduled hearing.
6. Commission staff will also send a Notice of Hearing, via certified mail, to all Officials involved in the bout requesting a written statement and/or videos and their presence in person at the hearing. All written statements and videos from Officials shall be received by the Commission no later than 14 days before the hearing.

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<sup>1</sup> Note that 4 CCR 368, subd. (e) allows the commission, on a vote of at least a majority of the commissioners present, to hold a hearing to change a decision at any time.

7. Commission staff will send all materials and videos that are timely received from the petitioner to the opponent involved in the bout and all materials received from the opponent to the petitioner at least 7 days before the hearing.
8. The Commission shall arrange for a translator for the hearing, if timely requested and make the technical arrangements for the translator to operate telephonically.
9. The EO shall gather and prepare supporting documentation for review and dissemination to the Commissioners no later than 10 days prior to the hearing. The EO will also be prepared to give an oral statement at the Hearing as to his position on the Petition For Change of Decision.