



Boxing Scotland - 12 Steps to opening a Boxing Club

1. **Establish a Club Committee & recruit a Coach(es)** – In order for any club to operate and function effectively, the first key stage is to identify a suitable, competent Committee, consisting of: A President/Chair Person, a Treasurer, a Secretary. Each of these roles should be held by a different individual (role descriptions are included in this pack). The Club will also be required to name a designated Club Child Protection Officer who is willing to attend the required child protection training courses and accept the responsibility of their role. This can be any one of the Coaching personnel or one of the Committee members, provided they are in regular attendance at the Club. At least one Coach at the club should have some form of boxing qualification gained within the last 3 years. The club must have no less than one qualified 1st Aider (1st aid qualification gained or refreshed within the last 3 years) in attendance at all sessions. Ensure all relevant personnel have gone through the PVG Scheme checks with Boxing Scotland.

Thereafter, all potential committee members must complete the Boxing Scotland 'New Coach & Volunteer Application Form' which can be provided in email format on request from enquiries@boxingscotland.org and return the forms to the address provided.

2. **Do your research** – Get to know the area around where your club will be based. Is there a boxing club already operating in that area? Could both clubs exist and operate effectively at the same time? What would your club offer that the other club doesn't? Are there enough volunteers to help with the ongoing management and administration of your club? How do you plan to recruit new volunteers as the club grows?
3. **Find premises** – The Club must secure a premises or facility that is affordable and suitable for running boxing training/exercise sessions. Finding the right premises or facilities can sometimes be difficult: it's best to hire facilities first before thinking about obtaining your own. Contacting your local council's Sports Development Department is a good way of finding out about available premises and any additional assistance they can offer.
4. **Do your sums** – In order to operate properly and for the club to become sustainable, you will need to know how much it will cost to run the club on a weekly/monthly/quarterly/yearly basis. Once these figures are clear, you can then work out how much the club will charge its members and casual users. The club can also raise additional funds through fund raising events, grants and sponsorship, which is covered in the next step.
5. **Secure funding &/or sponsorship** – Well run, efficient clubs get by solely on their membership/subscription fees and only use sponsorship, grants/funding awards as a welcomed boost for new premises, facility upgrades, equipment or trips to away competitions. No club should rely solely on outside funding to operate and will more than likely end up in financial difficulties, if it uses this strategy. Funding can however, help a club get off the ground and get started.

Local Authorities can also provide help with funding and club development. It would be prudent to contact your local authority and see what help &/or advice they might be able to offer.

6. **Agree on The Club Constitution with the Committee** – The Club Constitution is the document that sets out the objectives for the Club, the different types of membership and how the members control the Club (usually through an AGM). The club is required to sign up to the Boxing Scotland template Club Constitution, which is included in this pack.
7. **Produce a development plan for the club** – Every Club that wishes to affiliate to Boxing Scotland must firstly meet the Boxing Scotland Minimum Operating Requirements. The club should contact Boxing Scotland on 0845 241 7016 or enquires@bxoingscotland.org to request a Club Self-Assessment Checklist.

Once the checklist has been completed, the club will know what areas (if any) require development before they can apply for affiliation to Boxing Scotland. The club should also have its own development plan in place, in order to sustain growth, retain members, coaches and volunteers, and to offer training and CPD opportunities to everyone involved with the club. Each clubs development plan may differ slightly, but will be based upon the same principles. For a template club development plan, contact Boxing Scotland at the email address provided.

8. **Affiliate to Boxing Scotland** – Once all the above steps have been completed and Boxing Scotland have given the go ahead, the club can now apply to join Boxing Scotland. This will be subject to a club visitation from the Boxing Scotland Coach & Club Development Officer, a District representative and completion of the visitation checklist. Every club who affiliates to Boxing Scotland **must** also provide a 'Working Official' who is willing to go through the required training and assist at regular Boxing Scotland and District boxing shows/events.
9. **The boxing/exercise programme** – In order to attract and retain members, the club will have to offer a diverse boxing/exercise programme that appeals to all. There should be a number of different classes on offer, which cater for men, women, boys, girls, boxers, non-boxers, all in adherence to the Boxing Scotland Articles of Association, Byelaws and Equality Policy.
10. **Target groups and marketing** – In order to promote the club and ensure a full or healthy membership. The club will need to do some marketing and reach out to the local community. There are various ways the club can advertise and generate interest, some of which are listed below:
 - A club website or social media page
 - Advertise through local media i.e. newspapers, radio etc.
 - Hold an open day(s)
 - Leaflet drops in the local community
 - Liaise with local schools, sports clubs, shops, businesses and youth clubs
 - Send information to Boxing Scotland to post on its website
11. **The launch** – Make sure the clubs opening day is a very big deal. Every person, business, school, organisation etc from the local area should be aware that a new boxing club is opening in their area and that everyone is welcome along. The launch should be well planned and very well coordinated, as this is your chance to make a lasting first impression "you never get a second chance to make a first impression". Where possible, Boxing Scotland can assist with such matters.
12. **The ongoing review** – To measure the success of the club and keep up to date with changing rules, exercise trends, procedures and legislation, the club should carry out regular reviews of marketing strategies, operating practices, policies and procedures. Reviews should be carried out at least once per year or after any significant events, incidents or accidents. "It is not the strongest of the species that survives, nor the most intelligent, but the one most responsive to change" Charles Darwin.