



**Boxing Scotland
New Club Visitation and Appraisal form**

VISIT BY	
VISITATION DATE	
NAME OF CLUB	
CITY	
ADDRESS	
DISTRICT	
ESSENTIAL REQUIREMENTS	
	Y/N
1 – The club has a President, Secretary, Treasurer and at least one coach in place	
1a – All have role descriptors which clearly define each individual role	
2 – The club has its own bank account	
2a – Evidence has been provided of the club bank account	
3 – The facility visited is adequate for holding boxing training sessions	
3a – Were there any visible health and safety risks/hazards evident	
4 – All relevant members of the club are fully aware they must be PVG checked	
4a – The club has a volunteer willing to be trained and act as Child Protection Officer	
5 – The club has a constitution based upon the BSL template available to all clubs	
5a – The club has provided BSL with evidence/a copy of the constitution	
5b – All members of the club possess a copy of the club constitution	
6 – The club’s coaches possess the necessary experience/qualifications to coach	
6a – The club has provided BSL with evidence of all coaching qualifications and courses attended	
7 – The club has an emergency action plan in place	
7a – The club has provided evidence and two members can explain any part of the EAP	
8 – The club has adequate accident/incident reporting & recording procedures in place	
8a – The club has provided BSL with evidence of the these	
9 – The club carries out risk assessments at least twice a year	
9a – The club has provided BSL with evidence of its most recent risk register	
10 – The club has at least one qualified first aid and can evidence their qualification(s)	
11 – All members of the club agree to abide by the rules and instruction of BSL at all times	
HEALTH,SAFETY & CHILD PROTECTION	
	Y/N
12 – The Club has its own public liability insurance and has evidenced this	
13 – All relevant club members are fully PVG certified and has a Child Protection Officer	
14 – The club has provided BSL with all PVG/Disclosure numbers	
15 – The club has a child protection policy in place and has evidenced this	
16 – All club coaches are aware of the Emergency Action Plan	
17 – Any one of the club coaches can explain the Emergency Action Plan	
FACILITIES	
	Y/N
18 – The Building has been subject to alteration, conversion or demolition	
19 – An application was made to the Local Authority Building Standards Service to obtain a Building Warrant for the alteration, conversion or demolition work (Evidence)	
20 – A Building Warrant was issued to the facility owner/club (Evidence)	
21 – A completion certificate as submitted to the Building Standards Service (Evidence)	
22 – The completion certificate was accepted by the Building Standards Service (Evidence)	

