



Boxing Scotland
Club Pack
2017-2018

The Boxing Scotland Club Pack is your Clubs guidance hand book which details all relevant information required to operate an efficient club.



Introduction

This pack should be kept within the club for Coaches and Officials to refer to, whenever required. Boxing Scotland will send Clubs out any updates or additions to the documents and/or information contained in the pack.

The pack contains the relevant information required to promote good governance, best practice and standardise procedures within Boxing Scotland Member Clubs throughout Scotland.

Please take time to read through the whole Pack carefully, ensuring all Coaches and Officials at the Club are made aware of the Club Pack, have read through it and/or have a copy of their own.



Boxing Scotland Club Pack 2016-17

Definitions

“Boxing Scotland” Means the National Governing Body for boxing in Scotland.

“Boxing Scotland Championships” Means the National Championships, held annually to determine the National Champion in each category.

“Boxing Scotland Members” Means clubs which are fully Affiliated Members of Boxing Scotland.

Boxing Scotland Permit Means a document of approval issued by Boxing Scotland for a Boxing Scotland Member club to host a boxing show/event.

“AIBA” Means the International Boxing Association to which all Boxing Federations, such as Scotland (Boxing Scotland) are affiliated members.

“Adult PAR-Q” Means a Physical Activity Readiness Questionnaire for someone 18 years or older, which is to be completed before taking part in any boxing, fitness or other training activities at the club, by the person taking part.

“AOB” Means AIBA Open Boxing, which is the type of boxing, Boxing Scotland is signed up to deliver and govern.

“AIBA Rules” Means the Rules of the International Boxing Association, which all member Federations must abide by.

“Boxing show” Means an event organised and delivered by Boxing Scotland or one of its Member clubs, where AIBA Open Boxing takes place between club boxers &/or nationally selected boxers.

“CP Policy” Means the Child Protection Policy, which is in place to highlight Boxing Scotland’s/the club’s commitment to protecting children. Also see “The 10 Steps Guide” definition.

“Club Development Officer” Means the Boxing Scotland Club Development Officer, a Local Authority Club Development Officer or the club’s own Club Development Officer, who is responsible for helping develop the club and its members

“Committee Member” Means a member of the clubs Committee i.e. the Secretary, President or Treasurer, among other Committee positions.

“CPO/Club Child Protection Officer” Means the person(s) mainly responsible for child protection policies and measures within Boxing Scotland/the club. The CPO should sign up to a role description and attend the relevant child protection training workshops to become the clubs CPO. Child Protection is everyone’s responsibility. Not just the CPO.

“Delegate” Means a Member of a Member who is eligible to attend meetings on the clubs behalf, District Meetings &/or the Boxing Scotland AGM.

“District Championships” Means the Championships of the relevant District (East, West and North), held annually to determine the District Champion in each category.

“District Executive” Means the Executive Committee Members for each of the three Districts. There are 9 District Committee Members at any one time, made up of a President, Secretary and Treasurer for each of District.

“District Meeting(s)” Means a monthly meeting held within each District to discuss District business, issue permits and appoint Officials for upcoming boxing shows/events.

“District Secretary” Means the Secretary for their District, who is responsible for all District/club correspondence, organising and running the District Championships, and issuing Boxing Scotland permits for clubs to hold boxing shows/events.

“Elite/Senior Boxer” A registered boxer who is aged 19-40 years, as determined by their year of birth, not their age.

“FOP/Field of Play” Means the competition area which extends for at least 6 meters outside the platform of the ring for AOB.

“Intermediate Boxer” Means a boxer with no less than seven contest’s experience and no more than 14 contest’s experience. This definition only applies to Boxing Scotland boxers, and may differ within other Boxing Federation

“Intermediate Championships” Means the Annual National Championships held for Intermediate level Boxers with no less than 7 contests and no more than 14 contests experience.

“Junior Boxer” Means a registered boxer who is aged between 15-16 years, as determined by their year of birth. Not their age.

“Members of Members” Means official Members of Boxing Scotland member clubs, i.e. the Committee Members, Coaches, Officials and volunteers.

“Novice Boxer” Means a boxer with no more than 6 contests experience. This definition only applies to Boxing Scotland boxers, and may differ within other Boxing Federations.

“Novice Championships” Means the annual National Championships held for Novice boxers with no more than 6 contests experience.

“Open Championships” Means the annual National Championships held for boxers who are above Intermediate level, and are looking to compete at international level.

“Open-Class Boxer” Means a boxer with enough experience and ability to compete at international level, and at major international tournaments.

“Schoolboy/Girl Boxer” Means a registered boxer who is aged between 11-14 years, as determined by their year of birth, not their age.

“Session Plan(s)” Means the document for writing/planning structured club training sessions.

“SGB” or “NGB” Means the ‘Sport’s Governing Body’ or the ‘National Governing Body’ for sport.

“SME 1” Means the ‘Scottish Medical Examination’ document 1, which is the initial medical examination form to be completed by a Doctor for anyone registering to compete as a boxer with Boxing Scotland.

“SME 2” Means the ‘Scottish Medical Examination’ document 2, which is the boxer’s official record card. The card is issued with a unique registration number and must be completed by the Official in Charge/Supervisor at any boxing show/event on the boxer passing their medical examination at the event.

“The 10 Steps Guide” Means the ‘10 Steps to Safeguarding Children in Boxing’ best practice guidelines, issued with the Boxing Scotland/Boxing Scotland Child Protection Policy and the Boxing Scotland Club Pack.

“Under-18 PAR-Q” Means a Physical Activity Readiness Questionnaire for someone who is under 18 years of age. The Under- 18 PAR-Q is to be completed by the parent or guardian of the person who is under 18 years of age, before they take part in any boxing, fitness or other training activities at the club. The Under-18 PAR-Q acts as a parental consent form, emergency contact details and a pre-exercise medical questionnaire.

“Working Official” Means a club Official, who regularly volunteers and helps out at boxing shows/events within their District each season. Officials may also assist with boxing shows/events in the other two Districts, but their home District should be their main priority. A Working Official has to work a minimum number of shows per season in order to earn their club the right to be granted a BOXING SCOTLAND/Boxing Scotland permit, to hold a boxing show/event, as agreed by the relevant District Committee.

“Youth Boxer” Means a registered boxer who is aged between 17-18 years, as determined by their year of birth, not their age.



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1.1 BOXING SCOTLAND LTD - CHILD PROTECTION POLICY

Boxing Scotland Ltd. is fully committed to safeguarding the welfare of all children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation. For the purposes of this policy and associated procedures a child is recognised as someone under the age of 18 years. Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people.

This document outlines Boxing Scotland's commitment to protecting children.

These guidelines are based on the following principles:

- The welfare of children is the primary concern.
- All children, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
- Child protection is everyone's responsibility.
- Children have the right to express views on all matters which affect them, should they wish to do so.
- Organisations shall work in partnership together with children and parents/carers to promote the welfare, health and development of children.

Boxing Scotland will:

- Promote the health and welfare of children by providing opportunities for them to take part in Amateur Boxing safely.
- Respect and promote the rights, wishes and feelings of children.
- Promote and implement appropriate procedures to safeguard the well-being of children and protect them from abuse.
- Recruit, train, support and supervise its staff, members and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.
- Require staff, members and volunteers to adopt and abide by this Child Protection Policy and these procedures.
- Respond to any allegations of misconduct or abuse of children in line with this Policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Observe guidelines issued by local Child Protection Committees for the protection of children.
- Regularly monitor and evaluate the implementation of this Policy and these procedures.

Review

This Policy and these Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children or following any changes within Boxing Scotland.
- Following any issues or concerns raised about the protection of children within Boxing Scotland.
- In all other circumstances, at least every three years.

This Child Protection Policy should be adopted and adhered to at club level within Boxing Scotland, communicated to everyone involved with the club, including children, parents and carers and should be displayed on the club wall in a prominent position at all times.

1.2 Schedule 2 – Regulated Work with Children

Annex A

SCHEDULE 2

(introduced by section 91)

REGULATED WORK WITH CHILDREN

PART 1

PRELIMINARY

Regulated work with children

1. Regulated work with children is work in:

- (a) a position whose normal duties include carrying out an activity mentioned in Part 2,
 - (b) a position—
 - (i) which is not a position mentioned in sub-paragraph (a),
 - (ii) whose normal duties include work in an establishment mentioned in Part 3, and
 - (iii) gives the holder of the position, when doing anything permitted or required in connection with the position, the opportunity to have unsupervised contact with children,
 - (c) a position mentioned in Part 4, or
 - (d) a position whose normal duties include the day to day supervision or management of an individual doing regulated work with children by virtue of sub-paragraph (a) or (b).
- Definitions in relation to unsupervised contact with children

1A In this schedule—

“unsupervised contact with children” means contact with children in the absence of—

- (a) responsible person,
 - (b) a person carrying out an activity mentioned in paragraph 3, 4 or 5, or
 - (c) an individual who, in relation to a child, has agreed to supervise the contact under arrangements made by the child’s parent or guardian or any person aged 18 or over with whom the child lives in the course of a family or personal relationship, “responsible person” means, in relation to a child, any of the following persons—
 - (a) the child’s parent or guardian,
 - (b) any person aged 18 or over with whom the child lives,
 - (c) the person in charge of any establishment mentioned in Part 3 in which the child is accommodated, is a patient or receives education (and any person acting on behalf of such a person),
 - (d) a person who provides day care of children, within the meaning of section 2 of the 2001 Act,
 - (e) any person holding a position mentioned in Part 4, and
 - (f) any person holding a position in a children’s charity, within the meaning of paragraph 27,
- “family relationship” and “personal relationship” have the meanings given in section 95.

Exceptions relating to children’s employment and work

2. Work which would be regulated work with children by virtue of any of paragraphs 3 to 7 is not, despite those provisions, regulated work with children if—

(a) the activity concerned is carried out in relation to children aged 16 or 17 in the course of the children's work, or

(b) in the case of the activities referred to in paragraphs 5 and 6, the activity is carried out in relation to children under the age of 16 in the course of the children's employment.

Application of sections 35 and 36 to host parenting

2A Work which—

(a) consists of being a host parent (see paragraph 11A), but

(b) does not include carrying out any other activity mentioned in Part 2 otherwise than in connection with being a host parent, is not regulated work with children for the purposes of sections 35 and 36.

PART 2 ACTIVITIES

Caring for children

3. Caring for children (except caring for children which is merely incidental to caring for individuals who are not children).

Teaching, instructing, training or supervising children

4. Teaching, instructing, training or supervising children (except teaching, instructing, or training children which is merely incidental to teaching, instructing, or training individuals who are not children).

Being in sole charge of children

5. Being in sole charge of children.

Unsupervised contact with children

6. Unsupervised contact with children under arrangements made by a responsible person.

Providing advice or guidance to children

7. Providing advice or guidance to a child or to particular children which relates to physical or emotional well-being, education or training (except providing advice or guidance to a child or to particular children which is merely incidental to providing advice or guidance to individuals who are not children).

Moderating certain interactive communication services

8. Moderating a public electronic interactive communication service which is intended for use wholly or mainly by children.

A person moderates such a service if, for the purpose of protecting children, the person has any function relating to—

(a) monitoring the content of matter which forms any part of the service,

(b) removing matter from, or preventing the addition of matter to, the service, or

(c) controlling access to, or use of, the service.

But a person who only moderates such a service as mentioned in sub-paragraph (b) or (c) if the person has—

(i) access to the content of the matter, or

(ii) contact with users of the service.

Provision of care home services

9. Providing, or working for an organisation which provides a care home service which is provided exclusively or mainly for children (but only if doing anything permitted or required in connection with the position gives the holder of the position the opportunity to have contact with children).

“Care home service” has the same meaning as in the 2001 Act.

Provision of independent health care services

10. Providing, or working for an organisation which provides an independent health care service which is provided exclusively or mainly for children (but only if doing anything permitted or required in connection with the position gives the holder of the position the opportunity to have contact with children).

“Independent health care service” has the same meaning as in the 2001 Act.

Work on day care premises

11. Work on any part of day care premises at times when children are being looked after in that part.

“Day care premises” means premises at which day care of children, within the meaning of section 2 of the 2001 Act, is provided.

Being a host parent

11. Being a host parent.

A “host parent” is a person—

(a) who provides overnight accommodation for, or otherwise looks after, a child (as if the child were part of that person’s family) in connection with an organised activity in which the child is participating, but

(b) who is not responsible for looking after the child when the child is participating in that activity.

PART 3

ESTABLISHMENTS

Children’s detention institution

12. An institution which is exclusively or mainly for the detention of children.

“Detention” means detention by virtue of an order of a court or under an enactment.

Children’s hospital

13. A hospital which is exclusively or mainly for the reception and treatment of children.

“Hospital” has the meaning given by section 108(1) (interpretation) of the National Health Service (Scotland) Act 1978 (c. 29).

Educational institutions etc.

14. A school.

15. A further education institution.

“Further education institution” means a body listed under the heading “Institutions formerly eligible for funding by the Scottish Further Education Funding Council” in schedule 2 to the Further and Higher Education (Scotland) Act 2005 (asp 6).

Ministers may by order amend the definition of “further education institution” so as to include or exclude bodies listed in that schedule.

16. A hostel used mainly by pupils attending a school or institution mentioned in paragraph 14 or 15 respectively.

Children’s home

17. A home which is exclusively or mainly for children and is provided by a council under—

(a) section 59 (provision by councils of residential and other establishments) of the Social Work (Scotland) Act 1968 (c. 49), or

(b) section 25 (provision of care and support services by local authority) of the Mental Health (Care and Treatment) (Scotland) Act 2003 (asp 13).

POSITIONS

Manager of educational institutions etc.

18. Manager or member of a governing body, body of trustees or other body responsible for the management, of a school, further education institution or hostel mentioned in paragraphs 14 to 16 (but not a member of a council).

Member of council committee

19. Member of—

(a) a committee (including joint committee) of a council which is concerned with the provision of education, accommodation, social services or health care services to children,

(b) a sub-committee which discharges any functions of any such committee.

Member of children's panel etc.

20. Member of—

(a) a children's panel established by section 39(1) of the Children (Scotland) Act 1995(c.36),

(b) a Children's Panel Advisory Committee,

(c) a joint advisory committee established under paragraph 8(1) of Schedule 1 to that Act,

(d) a sub-committee which discharges any functions of any committee mentioned in sub-paragraph (b) or (c).

Chief social work officer

21. Chief social work officer of a council.

Chief education officer

22. Chief education officer (however called) of a council.

Commissioner for Children and Young People in Scotland

23. Commissioner for Children and Young People in Scotland.

24. Member of that Commissioner's staff.

Registrar of Independent Schools in Scotland

25. Registrar of Independent Schools in Scotland.

Fostering

26. Foster carer.

Charity trustee

27. Charity trustee of a children's charity.

"Children's charity" means a charity whose—

(a) main purpose is to provide benefits for children, and

(b) principal means of delivery of those benefits is by its workers doing regulated work with children.

An individual works for a charity if the individual works under any arrangements made by the charity.

PART 5

GENERAL

Power to amend schedule

28. Ministers may by order modify this schedule as they think appropriate.

29. An order under paragraph 28 may dis-apply or otherwise modify the application of sections 34 to 37 in relation to particular kinds of regulated work with children.

PART 4

1.3 Appointing a new Child Protection Officer at the club

1. The Club Child Protection Officer **must** be an active member of the clubs coaching personnel or Committee, who regularly attends the club, is known to the Members and has been through satisfactory PVG checks.
2. This person **must** have volunteered to become the club's CPO, be willing to attend the two child protection courses 'Safeguarding & Protecting Children' and 'In Safe Hands' has read and signed the Club CPO role description and is enthusiastic about their role as the club CPO.
3. As well as Child Protection, they will be responsible for filing and storing all the personal details of club Members and will be involved in the recruitment process of new staff/volunteers at the club. **(For CPO Job Description, see page 7 of Boxing Scotland 10 Steps to Safeguard Children in Amateur Boxing guide)**
4. The Club Secretary should go over the CPO role description with the applicant and make sure they know exactly what the role entails before committing to becoming the clubs designated CPO.

Note: See 1.5 Child Protection Officer and Child Protection training

1.4 If your club Child Protection Officer leaves the club

1. The club Secretary must inform Boxing Scotland's Child Protection Officer, Marianne McMahon Tel. 08452 417 016, or email. marianne.mcmahon@boxingscotland.org as soon as they are aware the CPO wishes leave the club.
2. The club must actively seek to put another Member of the club Committee or coaching staff through the relevant child protection courses 'Safeguarding & Protecting Children' and 'In Safe Hands' as soon as possible. The Boxing Scotland Child Protection Officer (details above) can assist with course arrangements and advice.
3. Having a fully qualified Child Protection Officer is a Minimum Operating Requirement for affiliation to Boxing Scotland. Any clubs who do not endeavour to put their existing or new Child Protection Officer through the relevant qualifications, may have their affiliation to Boxing Scotland temporarily suspended.

1.5 Child Protection Officer and Child Protection training

1. The club must first have someone who has volunteered to become their designated Child Protection Officer (as per **1.3 appointing a new Child Protection Officer at the club**).
2. The person who has volunteered for this role must have read the Child Protection Officer role description, has signed up to it and is fully aware of the responsibilities, training, time and effort involved with being the Child Protection Officer.
3. The Designated Club CPO must have been through satisfactory PVG checks with a Boxing Scotland Signatory. If they have not previously gone through the PVG checks with a Boxing Scotland Signatory and/or have not been involved with the organisation continuously since, they must actively seek to go through the PVG Scheme checks and have clearance from Boxing Scotland before they can become involved with the club in an active role doing regulated work with or being left in unsupervised care of children (anyone under 18 years old).
4. Once all of the above is in order, the CPO &/or Club Secretary should contact the Boxing Scotland Child Protection Officer, Marianne McMahon Tel. 08452 417 016, or email. marianne.mcmahon@boxingscotland.org to find out about training opportunities. The CPO is required to attend two CPO training workshops 'Safeguarding & Protecting Children' and 'In Safe Hands'. The CPO should attend the Safeguarding & Protecting Children' workshop before they attend an 'In Safe Hands' workshop.
5. Safeguarding & Protecting Children is a three hour workshop designed to encourage group discussion and raise awareness of child abuse. The workshop also teaches how to spot the signs and symptoms of child abuse and how to report any concerns or instances of abuse. Attendees will also get advice on how to avoid placing themselves in compromising situations involving children. On completion of the workshop all attendees will receive a certificate of attendance, which you must retain, as Boxing Scotland will require you to provide proof of your attendance. **(See workshop description on page 8 of the Boxing Scotland '10 Steps to Safeguard Children in Olympic Style Boxing' guide)**
6. In Safe Hands is a three hour workshop specific to Club Child Protection Officers. The workshop consists of group discussions, tasks, question and answer opportunities, discussions on the roles of and responsibilities of the Club CPO, responding to concerns and reporting procedures. On completion of the workshop you will receive a certificate of attendance, which you must retain, as Boxing Scotland will require you to provide proof of your attendance. **(See workshop description on page 8 of the Boxing Scotland '10 Steps to Safeguard Children in Olympic Style Boxing' guide)**
7. The Club Secretary &/or the Club CPO should inform Boxing Scotland's Child Protection Officer Marianne McMahon (contact details above) when you have booked onto the workshops and when you have completed them.

2 REGISTRATION & RE-REGISTRATION PROCESS

2.1 Boxers initial medical examination SME1 and registration process

- 2.1.1 A Boxer must be training with the club they intend to register with.
- 2.1.2 The boxer must notify his/her Club Coach and Club Secretary they wish to register and compete as a boxer.
- 2.1.3 The Club Secretary must request an SME1 Form (Initial Medical Examination) from their District Secretary.
- 2.1.4 The District Secretary will issue the SME1 form to the Club Secretary.
- 2.1.5 The Club Secretary or Coach must arrange for the boxer to go through a medical examination with a Doctor (Boxing Scotland have recommended Doctors for medical examinations if required).
- 2.1.6 The top section of the SME1 Form must be completed by the Club Secretary or one of the clubs coaches. BUT NOT by the boxer. The Boxer must present the SME1 Form to the Doctor for their medical examination.
- 2.1.7 If the boxer is passed fit to box, the Doctor must complete all required sections of the bottom part of the SME1 Form and sign it, ready to be sent back to Boxing Scotland. The Doctor must also clearly print the name of the Boxer who is deemed fit to box.
- 2.1.8 The SME1 Form must then be checked by the Club Secretary to ensure the form has been completed in accordance with the Boxing Scotland SME Guide. The SME1 Form must be completed in full with legible hand writing and in BLOCK CAPITALS.
- 2.1.9 The SME1 Form must have two recent passport photos attached. One with the Boxers name clearly written on the back, attached by paper clip, and the other one stuck onto the photo part of the form.
- 2.1.10 The completed SME1 form must then be sent to Boxing Scotland with a payment of £20 in return for the Boxers SME2 Record Card and a stamped addressed envelope with adequate postage for the number of cards to be returned (see section 3).
- 2.1.11 The processing time will be a **maximum of 14 days** for SME1 Initial Medical Examination forms. This may vary depending on the amount of forms being received by Boxing Scotland.
- 2.1.12 Any form found to be incomplete will not be processed by Boxing Scotland, and will be returned to the sender.
- 2.1.13 SME1 Forms will no longer be accepted or processed at BOXING SCOTLAND National Championships, District or Club shows. Forms delivered to the Boxing Scotland office will no longer be processed on site while Club Coaches/Secretaries wait.
- 2.1.14 Boxing Scotland will examine the SME1 Form and subject to satisfactory completion, an SME2 (Boxers Record Card) will be sent to the club Secretary in the stamped addressed envelope provided.
- 2.1.15 The boxer is then deemed registered and is fit to compete at Boxing Scotland events.

IMPORTANT!

Under no circumstances should boxers be matched or entered into shows or championships prior to being issued with their SME2 Record Card. Boxing Scotland will not process SME 2 cards for boxers who have been matched prior to receiving their SME 2 (Boxer's record card).

2.2 Process for Completing the SME2 (by the Boxing Scotland Office only)

- 2.1.16 After checking the SME1 Form for correct completion, Boxing Scotland issues a unique registration number.
- 2.1.17 Complete SME2 with Registration Number, attach Photograph, insert Club and District, Forename and Surname, Date of Birth, and Address, Signature of Registrar and Date. The SME2 Record Book will be stamped with Boxing Scotland Stamp.
- 2.1.18 Attach a label to the front with Boxer's Name, Club, Registration Number and Date of Birth.

If a duplicate book is required this must be written in Red ink at the top of the page containing the Signature of the Registrar, with Number of contests the Boxer has had.

If a Boxer has had a Medical suspension and is now fit to Box then the words "Passed fit to Box by Doctor -----
--- on Date" in the appropriate line, when the rest period is completed.

Please Note – We will have to check many other aspects concerning the welfare of the Boxer, this may take some time to complete.

2.3 Boxer Re-registration

- 2.3.1 At the end of the season the club Secretary should send the SME2 (Boxers Record Card) to Boxing Scotland Ltd, 5 Nasmyth Court, Houstoun Industrial Estate, Livingston, EH54 5EG, to be re-registered for the coming season. A stamped, addressed envelope with adequate postage (see section 3), re-registration fee of £10 and a note to request re-registration of the Boxer(s) with the named club for the coming season.
- 2.3.2 Boxing Scotland will check the SME2 Boxers Record Card, stamp it for the coming season as re-registered and send it back in the envelope provided.
- 2.3.3 Once the club receive the re-registered stamped SME2 Boxers Record Card, the boxer is then registered for the coming season and can compete in Boxing Scotland sanctioned shows/events and National Championships.

2.4 SME2 Postage Guide (Boxers Record Cards)

When sending Boxing Scotland your clubs SME1 (Initial Medical Examination Card) please make sure you follow this postage guide for the return of SME2 Boxer Record Cards.

Your addressed envelope should have the following postage attached:

Number of SME 2 cards to be returned	Size of envelope required	Envelope required	postage required
1	A5	Padded	£0.95
2 - 4	A5	Padded	£1.26
5 - 8	A4	Padded	£1.68

If posting more than 8 cards, please include additional envelopes for the appropriate quantity - max of 4 cards per A5 envelope and 8 cards per A4 envelope.

2.5 GENERAL PRINCIPLES OF THE BOXING SCOTLAND MEDICAL SCHEME

Boxing Scotland has in place a Medical Scheme for the protection of its Boxers.

An Initial Medical Examination is given to every entrant before they are allowed to Box.

Initial Medical Examination Form (SME1) MUST be signed by the Parent or Guardian if the Boxer is under 18 years of age, with contact details included.

Boxers Medical Record Card, the Registration Book (SME2) allows the Boxer to Box.

The (SME3) Form is used after Medical suspension.

The Supervisor form (SME4) is used to record details of the Tournament i.e. if a Boxer is knocked out (KO), or if the Referee stops the contest from a blow to the Head (TKO) will be recorded and the appropriate action taken, which is 30 days rest plus other action if necessary. If the Referee stops the contest (TKO) because a Boxer was being outscored by a large margin that would also be recorded. The Doctor, Officials and their Duties would also be recorded. There is also a section for a Report on how the Tournament went.

The Tournament Record Sheet (SME4a) is used to record all the Results and Contests that took place at the Tournament.

The (SME4b) gives further Data on the Boxers taking part at the Tournament, with a section for the Signature of the Supervisor and Doctor.

All the Tournament Record Sheets have to be sent to Boxing Scotland Ltd, Livingston within 7 Days.

THE INITIAL MEDICAL EXAMINATION

The Medical Examination means the “Initial Medical Examination” which must be undertaken before anyone is permitted to Box. The form of examination which takes place at Tournaments, will be referred to as “Medical Inspection”

The Initial Medical Examination must take the form laid down by Boxing Scotland Ltd, and contained in the File card headed “Initial Medical Examination” (SME1)

- Family Medical History
- Personal Medical History
- Eyes
- Ears
- Heart
- Throat and Lungs
- Abdomen
- Central Nervous System
- Spine, Joints and Muscles
- Blood Pressure
- Chest Measurement
- Height and Weight
- Urine

3. MEMBERS OF MEMBERS MOVING CLUBS

3.1 Boxer moving clubs

1. The boxer should approach the Club Secretary/Coach of their current club to inform them they wish to leave the club.
2. On notification of the boxer's desire to change clubs, the Club Secretary of the boxer's current club **MUST** send the boxers SME2 (boxers record card) into the Boxing Scotland Ltd Office at Boxing Scotland, 5 Nasmyth Court, Houstoun Industrial Estate, Livingston, EH54 5EG.
3. Boxing Scotland will retain the SME 2 (boxer's record card) until the new club make a request in writing, through the Club Secretary, for the boxer to be re-registered with the new club.
4. The boxer should ask the club Secretary/Coach at their new club to request their re-registered SME 2 from the Boxing Scotland Office.
5. The Club Secretary must send the re-registration fee into Boxing Scotland at 5 Nasmyth Court, Houstoun Industrial Estate, Livingston, EH54 5EG along with a brief note explaining the change of clubs and a stamped, addressed envelope with adequate postage for the return of the SME2 (**see 2.4 SME2 Postage Guide**).
6. Once these requirements have been fulfilled and Boxing Scotland has received the re-registration fee, the boxer will be re-registered under the new club and the SME2 will be sent out to the boxer's new Club Secretary.
7. Once the club receive the SME2, stamped and signed for the current season, the boxer is now re-registered and eligible to compete in Boxing Scotland sanctioned events/shows and National Championships for that club.

3.2 Coach moving clubs

1. The coach who wishes to move clubs should speak to their current Club Secretary and inform them they want to leave their current club.
2. The Club Secretary **MUST** inform their relevant District Secretary and Boxing Scotland that the coach is no longer with their club.
3. The coach should speak to the Secretary of the club they wish to join and ask them to inform their relevant District Secretary that they wish to join that club.
4. The Club Secretary **MUST** then follow the Boxing Scotland 'recruitment procedures' in the 'Boxing Scotland 10 Steps Guide', as best they can.
5. Once all the relevant steps have been followed, and the club receive approval from Boxing Scotland, the Club Secretary **MUST** contact their relevant District Secretary and Boxing Scotland to inform them of the appointment of their new coach. As soon as the coach and the club receives authorisation from Boxing Scotland, they are able to begin their role with their new club.

Note: The club's Child Protection Officer should be made aware of all new staff/volunteer appointments and should be involved in the recruitment process.

3.3. Re-registering a Coach with their new club

1. The Club Secretary of the coach's new club should contact the Boxing Scotland office phone 0845 241 7016 or email enquiries@boxingscotland.org to request the Coach's Registration Badge is updated with their new club details and posted out to them. They should provide the £5 registration fee and a stamped, addressed envelope for the return of the re-registered badge.
2. The new Registration Badge will be processed at the Boxing Scotland Office and posted in the stamped, addressed envelope provided.

3.4 A Committee Member moving clubs

1. The Committee member must inform their current Club Secretary &/or the other Committee members at their current club that they wish to leave the club.
2. The club Secretary or another relevant Committee Member **MUST** inform their relevant District Secretary and Boxing Scotland that the Committee member is no longer with the club.
3. The District Secretary will then inform Boxing Scotland that the Committee member is no longer with that club and Boxing Scotland can update their records accordingly.
4. The Committee member must speak to the Secretary or President of the club they wish to join and ask them to inform their relevant District Secretary that they wish to join that club.
6. The Club Secretary **MUST** follow the Boxing Scotland 'recruitment procedures' in the 'Boxing Scotland 10 Steps Guide', as best they can.
7. Once all the relevant steps have been followed, and the club receive approval from Boxing Scotland, the Club Secretary **MUST** contact their relevant District Secretary and Boxing Scotland to inform them of the appointment of their new Committee Member. As soon as the coach and the club receives authorisation from Boxing Scotland, they are able to begin their role with their new club.

3.5 A Delegate moving clubs

1. The Delegate must inform their current Club Secretary &/or the other Committee members at their current club that they wish to leave the club.
2. The club Secretary or another relevant Committee Member **MUST** inform their relevant District Secretary and Boxing Scotland that the Delegate is no longer with the club.
3. The District Secretary will then inform Boxing Scotland that the Delegate is no longer with that club and Boxing Scotland can update their records accordingly.
4. The Delegate must speak to the Secretary or President of the club they wish to join and ask them to inform their relevant District Secretary that they wish to join that club.
5. The Club Secretary **MUST** then follow the BOXING SCOTLAND 'recruitment procedures' in the 'Boxing Scotland 10 Steps Guide' pages 26-30, as best they can.
6. Once all the relevant steps have been followed, and the club receive approval from Boxing Scotland, the Club Secretary **MUST** contact their relevant District Secretary and Boxing Scotland to inform them of the appointment of their new Delegate. As soon as the coach and the club receives authorisation from Boxing Scotland, they are able to begin their role with their new club, pending their announcement at the subsequent District meeting.

Note: The club's Child Protection Officer should be made aware of all new staff/volunteer appointments and should be involved in the recruitment process.



4. New Members of Members: Registering Coaches, Official and Volunteers

4.1 Registering a new Coach with Boxing Scotland

The following procedures outline how to register a new coach within your club:

1. The Club Secretary, on behalf of the applicant should submit to Boxing Scotland a complete, signed and dated:
 - Coach Application Form
 - Coach Code of Conduct
 - Self-Declaration Form
 - 2 x Reference Templates
 - Passport sized photograph
 - £5 processing fee
 - Stamped, addressed envelope for the return of the Coach Registration Badge
2. It is then mandatory that the applicant will be referred to the relevant district secretary, where he/she must make arrangement to complete the BSL Coach Exam and complete a PVG.

East District Secretary: Willie Burns

M: 07855715767

E: cardendenboxing@msn.com

West District Secretary: Douglas Pinkett

M: 07861 792 336

E: Douglas.Pinkett@bellahoustonabc.com

North District Secretary: Norman Watt

M: 07811506853

E: normanwatt@sky.com

3. Only after all documents are received, the Coach Exam has been passed and the PVG has been deemed acceptable shall the applicant become a registered coach and he/she will receive their Registered and Competent Coach Badge.

Note: The club should keep copies of all paperwork posted into the Boxing Scotland Office, as Boxing Scotland is not responsible for any posted mail that doesn't arrive at the office.



4.2 Registering an Official with Boxing Scotland

Registering as a Working Official is a new membership strand for all Scottish Boxing Referees & Judges (also including supervisors and timekeepers). The BSL Working Official operates to ensure that all working officials are active, meet the minimum standards and have the necessary experience/knowledge required to officiate at clubs shows, district and national championships and possess the required PVG certification.

A new registration application pro-forma has been created and can be found in Appendix D.

Similarly to Section 4.1, to accept and register a Working Official, the Club Secretary, on behalf of the applicant should submit to Boxing Scotland a complete, signed and dated:

- Officials Registration Application Form
- Code of Conduct
- Self-Declaration Form
- 2 x Reference Templates
- £5 processing fee

The Club Secretary is then responsible for updating the Clubs online profile.

It is also the responsibility of the Club Secretary to inform the relevant district secretary of the changes made, and to organise any additional training if required. The district secretary will also ensure that the applicant possesses the required PVG certification.

4.3 Accepting a New Committee Member

Similarly to Section 4.1, to accept a New Committee Member, the Club Secretary, on behalf of the applicant should submit to Boxing Scotland a complete, signed and dated:

- New Volunteer Application Form
- Code of Conduct
- Self-Declaration Form
- 2 x Reference Templates

The Club Secretary is then responsible for updating the Clubs online profile.

It is also the responsibility of the Club Secretary to inform the relevant district secretary of the changes made who will ensure that the applicant possesses the required PVG certification.

4.4 Accepting a new Delegate at the Club

Similarly to Section 4.1, to accept a New club Delegate, the Club Secretary, on behalf of the applicant should submit to Boxing Scotland a complete, signed and dated:

- New Volunteer Application Form
- Code of Conduct
- Self-Declaration Form
- 2 x Reference Templates

The Club Secretary is then responsible for updating the Clubs online profile.

It is also the responsibility of the Club Secretary to inform the relevant district secretary of the changes made, and to organise any additional training if required. The district secretary will also ensure that the applicant possesses the required PVG certification.

N.B. please refer to the BSL Club Role Descriptions for a breakdown of what is required from you as the club delegate/working official.

4.5 Registering Basic and Fitness/Recreational Users

Under the revised BSL Membership scheme, member clubs are expected to register every individual using/participating in their gym.

Users within the gym who are not registered with Boxing Scotland cannot be afforded the insurance benefits of members.

To register Basic and Fitness/Recreational users, complete and return to Boxing Scotland the Basic and Fitness/Recreational User membership form, which can be found in Appendix E.

5. TOURNAMENTS AND PERMITS

5.1 Applying for a Boxing Scotland Permit to hold a boxing show/event

A club wishing to hold a boxing show must be affiliated with Boxing Scotland for no less than 12 months and have an active working Official. If the club does not have an Official who regularly attends and helps at District shows/events, their permit application will not be considered.

1. The club must carry out a full risk assessment of the proposed venue where the show will take place, and ensure the dimensions of the ring, hall and Field of Play are as close to the AIBA Rules as possible.
2. The club requesting a Permit must first contact their relevant District Secretary to discuss the show/event they have in mind and ask the Secretary for a Permit Application Form. The permit application form can also be downloaded from the Boxing Scotland website, in the club section.
3. The club should complete the Boxing Scotland Permit Application form in full and send it to their relevant District Secretary, to be considered.
4. The District Secretary must receive the Permit Application no less than 2 months before the date of the proposed event.
5. There will be a period of 10 working days processing time for Permit Applications.
6. If the date of the event clashes with any Boxing Scotland National events, Boxing Scotland &/ or the District will do their best to accommodate the club by supplying alternate dates.
7. If the Permit is granted, this will be raised at the subsequent District meeting where Officials for the event will be appointed as per normal practice (this practice may be subject to change in the near future).
8. The club requesting the Permit must to pay the District £100 before the permit is issued (£100 is split 60%/40% between Boxing Scotland and the relevant District).
9. Once the permit has been issued, it must be displayed in a prominent position at the venue at all times during the event.

5.2 Holding a boxing show

Boxing Scotland Permits will only be issued to clubs who have a fully trained, active, working officials. Permit applications will not be considered for clubs that do not have active working officials.

1. The event organiser must first find a suitable venue, which must have adequate changing and toilet facilities for Boxers and Officials, adequate space around ringside when ring is fully erected, including space above the ring, up to date health & safety procedures in place, clean drinking water available for Boxers and Officials, Disabled access, clear capacity guidelines and adequate security for the event to take place. Clubs must aspire to meet AIBA Technical & Competition rules where possible, when running a tournament. Boxing Scotland will issue further guidelines on the running of tournaments in due course.
2. If the venue has not been used for a boxing event before, a District and/or Boxing Scotland representative will have to attend and carry out a risk assessment to assess the suitability of the proposed venue.
3. Once the venue has been selected and a successful risk assessment carried out, the event organiser must then contact their relevant District Secretary to check their proposed dates are available and do not clash with any other club shows or Boxing Scotland events.
4. Once a date to stage the show/event has been agreed with the District, Boxing Scotland and the venue, the club must then check the availability of a Doctor(s) to attend in order to carry out the medical examinations prior to the boxing and be in attendance throughout the show/event.
5. The club must then contact their relevant District Secretary and request a Tournament Permit Application Form or download from the Boxing Scotland website.
6. The Tournament Permit Application Form must be completed in its entirety and returned to the relevant District Secretary.
7. If the Permit is granted, this will be raised and the subsequent District meeting where Officials for the event will be appointed.
8. The club requesting the Permit must to pay Boxing Scotland £100 before the Permit is issued (this money is split 60%/40% between Boxing Scotland and the relevant District). Districts will be reimbursed their share of permit fees on a quarterly basis (unless agreed otherwise).
9. The Permit must be displayed in a prominent position at the venue during the event.
10. The host club is responsible for providing adequate security at the event.
11. The host club is responsible for supplying/hiring an adequate boxing ring for the show/event (contact Boxing Scotland to clarify adequate).
12. The host club is responsible for providing a meal or light meal and travel expenses for the Officials, Coaches and Boxers involved in the event.
13. The host club is responsible for providing trophies for the boxers taking part in the event.
14. The host club must provide Glove Stewards to check the bandages of and glove up the boxers taking part.
15. The host club is solely responsible for maintaining a high level of health and safety awareness at the event and will be held accountable if there are any incidents that arise due to negligence on the clubs behalf.

6. Help for Clubs

The purpose of this new addition to the BSL Club Pack is to ensure that your club has the resources available to develop and to be the best club that it can be.

This 'Help for Clubs' section is written in line with previously communicated support, and in line with support available from external partners, such as **sportscotland**. Although these additional resources will remain available, we hope that this section can be used as your one stop shop for advice and further development.



Club Development: Making your club the best that it can be

Organised:

The revised **BSL Minimum Operating Requirements (MOR's)** ensure that a safe and enjoyable environment is provided for all users across the country. This nationally recognised status acts as a symbol displaying to the public and to your members that your club is committed to operating effectively, and will provide continued opportunity for participation and development.

See Section 8.1 for help to progress your clubs MOR's status.

The recently launched **Boxing Scotland Online Portal** has made it easier to evidence your club status.

In a nutshell, this portal avoids the need for any repeated paperwork by providing an online database where your club can upload and store:

- MOR's evidence
- Club details (including coaches and members contact details)
- Keep track of payments

This portal is aimed primarily at the club secretary, but can also be a useful tool for sharing these documents and information with your club committee.

This online portal now provides a **free of charge matchmaking service**.

As you input your member (registered boxers) details, they are added to the boxer matching database – This database lists registered boxers from all clubs on the database, and lists their details including their club, their weight, their gender and their win-loss record.

Register your members: Your club members consist of –

- Club Cubs
- Boxers
- Coaches
- Officials
- Basic and Fitness & Recreational Users

It is important that your club registers **all** its members, including recreational users. See Section 2 and Section 4.1 of the club pack for details how to do this, and to find the registration forms.

Represented: 'District meetings' are held monthly. The purpose of these meetings is to share important information (such as AIBA rule changes) and to facilitate for Boxing events (for example, discussing club show logistics such as permits and Officials). Make sure your club is represented by appointing **up to three club delegates** (see Section 3.5 for more details).

Connected – Building your club profile. It is important that your club is connected to your local community and to the wider boxing network. There are many partners looking to achieve common goals. Indeed, these partners can often share knowledge, resources and expertise.

- Your local sports council

Your local sports council will represent your sporting needs with your local authority, as well as supporting your club where possible. See SALSC for details of your sports council.

Being registered with your sports council is another club status mark that represents your commitment to providing a safe and enjoyable environment for all users.

- Community Sports Hub

Your Community Sports Hub is another supporting organisation which can be useful for some clubs. With an annual budget of up to £1.5m, Community Sport Hubs will bring all (registered) local clubs together to engage with collective club needs, offer additional sporting opportunities (e.g. through hosting local events) and aim to grow local participation.

- Social Media

There is no better, or easier way to let your local community know about your club than social media.

Delegate somebody within your club to create and update a Facebook and Twitter page, including, club address, club opening times, contact details for new members and general club activity.

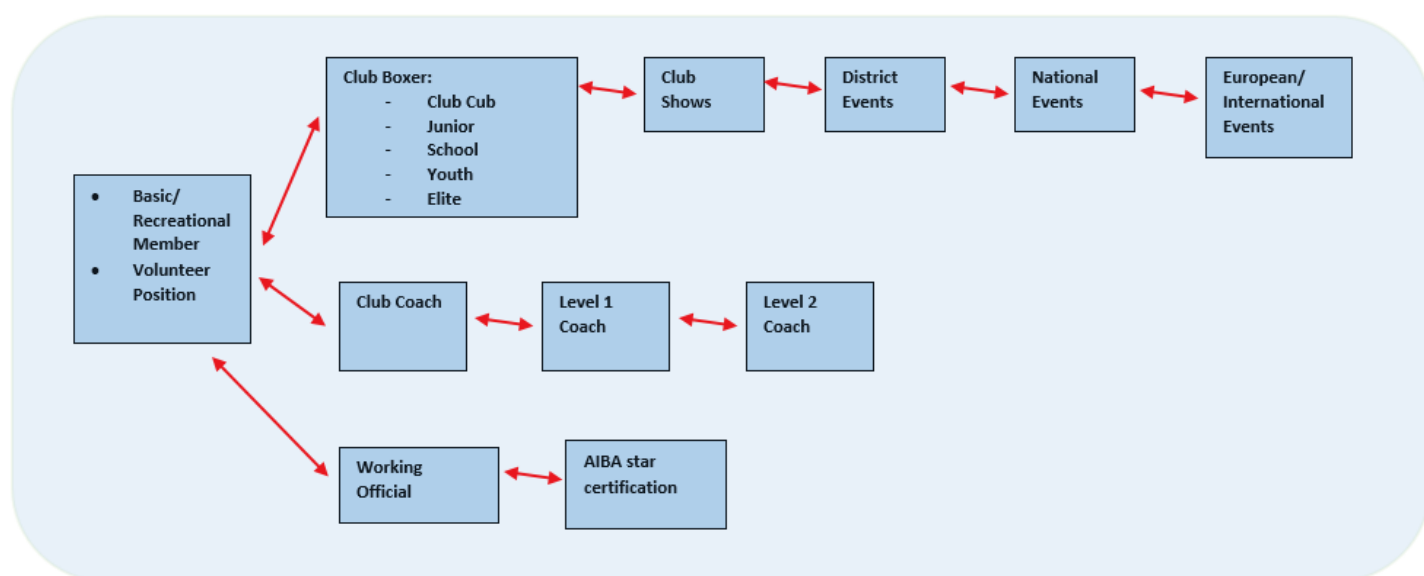
Other available templates

In line with our commitment to supporting club development, we have provided the following templates which are available on our website:

- | | |
|-------------------------------|----------------------------|
| - Affiliation Declaration | - Club Constitution |
| - Committee Role Descriptions | - Emergency Action Plan |
| - Risk Assessment | - PAR Q / Parental Consent |
| - Development Plan (2-4 Year) | - Code of Conduct |

Growing your club: Pathways

Boxing Scotland is committed to growing the number of participants at all ages, and all levels of the sport. Boxing Scotland recognises the multi-faceted benefits that boxing can have on individuals and beyond this, on communities. As a result, a pathway for participation and development has been created which is inclusive and progressive for all:



Partnerships

Connecting your club to service the needs of your community

With a view to ensuring that Boxing is a wholly inclusive sport, Boxing Scotland has established a relationship with a range of partners to encourage grass-roots participation and to service the needs of individuals within the local community.

Current/future partnerships include:

- Schools and Community partnerships: Active Schools and Bring Back Boxing

The Bring Back Boxing Academy has been delivered to hundreds of kids in 2016 largely via the Active Schools network. Every school in Scotland has a designated Active Schools Coordinator who will facilitate for this club-led delivery. Contact Boxing Scotland to find out who your local Active Schools Coordinator is.

We endeavour to continue to work with supporting partners to grow the Bring Back Boxing Academy further.

- Community Learning & Development Workers

Similarly, Bring Back Boxing or user specific sessions have been delivered across the country, benefiting a wide range of individuals. Highlights include sessions delivered for individuals in social care, individuals with a history of alcohol and substance abuse and individuals with psychological difficulties.

If your club can facilitate for this community engagement, contact Boxing Scotland to discuss this further.

- Employability Support

Boxing has been particularly successful in areas of social deprivation and in areas of high unemployment. As a result, Boxing Scotland has successfully established a relationship with employability support workers. Using a planned programme of delivery, boxing can be a powerful tool to help engage with individuals. Natural benefits include increased focus, self-discipline and increased confidence. The added emphasis on health, well-being and positive behaviours are transferable skills and knowledges that can contribute towards obtaining employment.

- Police and Prison Service

Another partner that we have previously worked with is the Police and Prison service. Using the sport of boxing as a form of rehabilitation could have significant benefits to many offenders. Re-visiting a previously successful partnership would be prudent.

- Equality Partners

In line with our commitment to providing opportunity for all, we have opened conversations with equality partners with a view to encouraging increased LGBTI, BAME, travellers, disability and indeed, female participation. There are many reasons why minority groups have felt excluded from participation in sport, and we are committed to working with clubs and partners to break down this barrier

6.1 Engage with your Regional Development Officer

Boxing Scotland now have two established Development Officers located in the East and North districts. The primary mandate of the Development Officers generally includes:

- Increasing participation
- Growing BSL membership
- Engaging and establishing an effective partnership with local authorities, Sports Councils, Active Schools and other relevant partners
- Create strong, sustainable clubs
- Grow the sport through opening new clubs
- Provide guidance and advice to existing clubs

Clearly this is not extensive – BSL RDO's will work specifically to the needs of your club.

Many clubs will have now established a relationship with their relevant RDO, and successes have been seen to date.

You can follow development updates on the BSL website, Twitter and Facebook. A short summary report has also been published in the Annual Report.

Future focus will shift towards developing the following 7 priority areas:

1. Developing Junior, School and Youth (Male & Female) boxing by fully utilising the 'Club Cub' scheme and the Active Schools network
2. Developing Senior (Male & Female) boxing at all levels, from increasing participation to supporting increased opportunities to compete at a regional level.
3. Facilitating for growth in the sport by supporting increasing the numbers of Coaches and Officials at a club level.
4. Developing improvements to Facilities through supporting Funding applications and advice.
5. Supporting further Club Development
6. Increasing Community engagement
7. And increasing the quality of data gathered, allowing for impacts to be measured.

We encourage all clubs to be the best that they can be, so to discuss future development of your club, get in touch with:

East RDO: Asher Tufail

E: asher.tufail@boxingscotland.org

M: 07803513699

North RDO: Ben Holme

E: ben.holme@boxingscotland.org

M: 07702866135

End note:

Clearly, your club can offer diverse and multi-faceted benefits through participation and inclusion. There are many support networks and development support streams available to help progress your club.

Get in touch with Boxing Scotland to find out more.

7. MISCELLANEOUS

7.1 Attending District meetings

1. Only one of the Clubs Delegates, who has been through all the relevant Boxing Scotland /PVG checks, should attend a District meeting.
2. The club Delegate can be the club Secretary and/or one of the other named Delegates on the clubs affiliation forms.
3. Each club can have up to three Delegates at any given time.
4. The Delegate should attend the District meetings at least ten minutes prior to the scheduled start time, and sign the attendance register before taking their seat.
5. If a club wishes to have a matter of relevance raised at the meeting they must inform the relevant District Secretary in writing no less than 7 days prior to the meeting and a Delegate from that club must be in attendance for the matter to be raised.
6. A club announcing a new Delegate must put the request in writing to the relevant District Secretary no less than 7 days prior to the date of the meeting.
7. Anyone wishing to voice an opinion or raise a relevant point at a District meeting must raise their hand, wait their turn and speak through the chair when invited to do so.

Note: All Delegates will be speaking on behalf of their club.

7.2 Boxing Scotland Fees 2017-18

Item	Fee	Payable to
Club Affiliation/Re-affiliation	£200.00	Boxing Scotland Ltd
Insurance (Season 2017-2018)	£156.02	Boxing Scotland Ltd
Boxer registration for the Season	£20.00	Boxing Scotland Ltd
Boxer re-registration for the Season	£10.00	Boxing Scotland Ltd
Boxer moving clubs to be re-registered with their new club	£10.00	Boxing Scotland Ltd
Basic BSL membership	£0	Boxing Scotland Ltd
Recreational BSL membership	£0	Boxing Scotland Ltd
Club Cub registration	£5.00	Boxing Scotland Ltd
Club Cub re-registration	£5	Boxing Scotland Ltd
Tournament Permits	£100.00	Relevant District account
Coach registration	£5.00	Boxing Scotland Ltd
Official Registration	£5.00	Boxing Scotland Ltd

7.3 Boxing against other countries at home or away

IMPORTANT!

Any club wishing to have boxers compete against another country, home or away (including the home nations, England, Wales and Ireland) must seek permission from their relevant District Committee. The Boxing Scotland insurances will not cover Clubs and their Boxers that have not sought the necessary authorisation to compete out with Scotland and may be subject to disciplinary action.

The club Secretary should contact their relevant District Secretary to ask permission to either attend or host an International or Inter-Nation Tournament. The definition of this is any boxer from another Nation including Home Nations (England, all Ireland and Wales) boxing against a Scottish opponent either in Scotland or elsewhere.

The request must detail:

- Which Nation(s) will be boxing
- Whether the Nation(s) will be travelling to Scotland or overseas travel is necessary for Scottish boxers
- Names and weights of boxers matched or taking part
- Date and venue of the event
- Details of the proposed Coaches, Officials and Team Manager for all countries involved

If the information requested above is not available for any reason in full, Boxing Scotland would ask you to provide as many details as possible about the proposed event.

If approval is given for an International or Inter-Nation Tournament to be held in Scotland to a member, they should apply for a Boxing Scotland Permit from Boxing Scotland by completing a permit application form which can be requested from their relevant District Secretary (see 5.2).

7.4 Registering a complaint

1. The person reporting the club or member of the club must put as much detail about the complaint as possible in writing and send forward the complaint to their relevant District Secretary.
2. The District Secretary may pass the complaint onto or share the complaint with Boxing Scotland. The District Secretary and/or Boxing Scotland will endeavour to establish the facts of the complaint and possibly investigate the matter further.
3. The person making the complaint may be asked to meet with the District Secretary and/or Boxing Scotland to discuss the matter in more detail.



7.5 Boxing Scotland Club Cub Scheme

To encourage the development of young boxers and provide much needed 'ring' experience, it is recommended that BSL introduces a new membership strand during the 2015-2016 season.

Boxers training within any affiliated club who are aged a minimum of 7 years old and no older than 10 years old in any given year, will be given the opportunity to register as a **CLUB CUB BOXER**.

Club Cub boxers will not be permitted to take part in competitive bouts but will be able to take part in skills bouts at any club show or standalone skills show for which a BSL permit has been issued.

Clubs wishing to register club cub boxers must pay a registration fee of £10 per individual and arrange a medical for each Club Cub boxer. Satisfactory medicals and payment of a registration fee will allow club cub boxers to partake in skills bouts and provide necessary BSL insurance coverage.

An SME1 medical form and medical must be completed for every Club Cub boxer medical examination which takes place.

An SME2 registration book will be issued to every Club Cub boxer registered with Boxing Scotland and stamped accordingly (Club Cub Boxer).

All Club Cub skills bouts will be contested over 3x1 minute rounds regardless of age.

It will be the responsibility of the Club Cub boxer's coach(es) to agree the specific skills to practised/showcased in each round of each skills bout. Coaches must inform the supervisor of the agreed format a minimum of 2 hours prior to the bout taking place. In turn, the supervisor will be responsible for informing the Referee of said format.

Club cub boxers will be permitted to compete in a maximum of 6 skills bouts per season. Details of all skills bouts must be recorded in the club cub boxer's SME2 registration book.

There must be no more than a maximum of 12 months age difference between boxers competing in a skills bout.

It is a mandatory requirement to have the following officials/personnel present for a skills bout involving club cub boxers:

- Supervisor
- Referee
- Timekeeper
- MC
- Doctor
- Recorder

The referee in attendance will control all skills bouts from inside the ring.

Timekeeper duties will be the same as those for a competitive bout, but for 3x1 minutes only.

The Recorder must ensure all details are entered onto the SME2a immediately after the completion of the club cub boxer skills bout.

When announcing a skills bout, the MC must make clear its purpose to all those present.

The host club Child Protection Officer (CPO) must be present at all skills bouts involving club cub boxers.

Club Cub Shows

Affiliated Boxing Scotland clubs will be allowed to run Skills shows. These will be for the specific purpose of providing development opportunities for club cub boxers. Skills shows must be advertised as such to the paying public.

A skills show permit will be applied for and issued in the same manner as any standard club show permit. When the permit form is submitted to the District Executive for consideration, it must clearly be marked 'Club Cub Skills Show'.

A permit fee of £50 will also apply to skills shows.

No competitive bouts will be allowed at a club cub skills show.

The maximum ticket fee for a paying member of the public will be £10. The maximum amount of skills bouts allowed during a skills show will be ten (10).

All other conditions and criteria identified within the Boxing Scotland guide to skills bouts previously communicated by letter and email on 25 June 2015 will be applicable to the running of Skills shows.



7.6 Active Schools Partnership

Boxing Scotland have recently established an effective working partnership with the Active Schools network.

sportscotland works in partnership with all 32 local authorities to invest in and support the Active Schools Network. The Network consists of over 400 managers and coordinators dedicated to developing and supporting the delivery of quality sporting opportunities for children and young people.

Active Schools aims to provide more and higher quality opportunities to take part in sport and physical activity before school, during lunchtime and after school, and to develop effective pathways between schools and sports clubs in the local community.

Active Schools has worked with schools for over 10 years providing opportunities for children and young people to get involved, and stay involved, in sport and will continue to make a significant contribution to a world class sporting system in Scotland.

So far, there have been several successful Active Schools programmes delivered across the country. We now wish to expand on these where possible.

The benefits of Active Schools go beyond introducing pupils to the sport for the first time, but also contribute towards:

- Bridging the gap between your club and local schools
- Bridging the gap between/becoming more visible in the local community
- Evidencing your clubs proactive and safe environment
- Becoming accessible to new members, Increasing your clubs income by potentially growing membership
- Has significant benefits when seeking funding and sponsorship

If your club wishes to discuss an Active Schools programme, contact one of BSL's Regional Development Officer's:

East RDO: Asher Tufail

E: asher.tufail@boxingscotland.org

M: 07803513699

North RDO: Ben Holme

E: ben.holme@boxingscotland.org

M: 07702866135

8. Useful Templates, Policies and Procedures



8.1 Boxing Scotland Minimum Operating Requirements

Club Accreditation Scheme

Boxing Scotland recognises the important role clubs can play to increase participation and improve the quality of sporting opportunities for the benefit of local community.

The Boxing Scotland Minimum Operating Requirement Scheme is a quality development programme designed to be adopted and implemented by our affiliated clubs.

The aim of the MORs scheme is to provide a nationally recognised standard that will enable clubs to:

- Develop safe, effective and child friendly environments based on good practice;
- Improve the club environment for all members, including Boxers, Coaches, Cubs, Officials and Basic/Recreational users;
- Encourage lifelong participation through sustainable boxing development pathways and clubs.

Given the previous difficulties some of our clubs faced, the MORs have been reviewed and updated to complement the Electronic Membership System and annual affiliation process. There will be varying levels of evidence that each club will be required to produce.

The accreditation process is straightforward and clubs will be supported to complete their annual affiliations and general data management through Boxing Scotland's new Electronic Membership System where possible. Guidance and support will be available to all clubs from the Boxing Scotland office.

There are three levels of accreditation that our affiliated clubs will now be able to achieve, which are as follows:

1. Bronze – Boxing Scotland Affiliated Club

Affiliation to Boxing Scotland will require a club to demonstrate that it has safe operating standards in place.

The table below also indicates what documentary evidence must be uploaded and maintained via the Boxing Scotland Electronic Membership System:

Operating Standard - Bronze	Required to be uploaded to BSL Electronic Membership System
1. The club complies with the objectives and aims of Boxing Scotland to advance Boxing via the Boxing Scotland Affiliation Declaration.	Yes
2. The club has a signed constitution based on the Boxing Scotland template provided and agrees to be subject to and bound by the Boxing Scotland Articles of Association	Yes
3. The club has a fully qualified Child Protection Officer and can provide evidence of their qualifications (mandatory attendance at 'Safeguarding and Protecting Children' and 'In Safe Hands' courses).	Yes
4. All coaches have undergone necessary checks and are PVG certified	No
5. The club has its own bank account and chequebook which requires two signatories	Yes
6. The club signatories are not related/married and do not stay at the same address	No
7. The club has a non-discriminatory name (i.e. no reference to Boys or Girls in the title)	Yes

2. Silver – Boxing Scotland Enhanced Club

Clubs must demonstrate a commitment to creating a sustainable boxing development pathway by achieving the following MORs:

Operating Standard - Silver	Required to be uploaded to BSL Electronic Membership System
1. The club has achieved Boxing Scotland Bronze MORs	Yes
2. The club is based in an adequate facility on which an annual Risk Assessment has been carried out	Yes
3. There are separate and adequate changing, showering and toilet facilities for both male and female members	No
4. There are sufficient fire exits, extinguishers and fully stocked first aid kits present in the facility	No
5. The club has a fully qualified first aider	Yes
6. The club has a designated working official (Referee or Judge) who is willing to train up to national level and regularly work at club, district and national events.	No
7. The club has at least one registered qualified coach who has completed the Boxing Scotland Level 1 course	No
8. All coaches have attended a Safeguarding and Protecting Children workshop	Yes
9. The Child Protection Officer understands the BSL 'Responding to Concerns' procedure and can complete an 'Accident/Incident Reporting Form'.	No
10. The club has a completed and signed parental consent and medical consent form for every under 18 using the club facility	Yes
11. The club has an Emergency Action Plan (EAP) which every coach at the club understands	Yes
12. Each committee member has signed a role descriptor for the current position	Yes
13. The club has the latest version of the BSL Club Pack available to all members	No
14. The club has its own active email address which can be accessed by at least 2 committee members/coaches	Yes

A club will be deemed to have met Silver level MORs once it has provided the referenced evidence.

3. Gold – Boxing Scotland Advanced Club

Advanced level is specifically geared towards more established or large clubs and will help the club demonstrate a commitment to the principles of a community club whilst encouraging members to stay within the club structure and ensure boxers continue to train at their chosen level.

Those clubs aspiring to achieve advanced level MORs will have to achieve the following criteria in addition to those already achieved above:

Operating Standard - Gold	Required to be uploaded to BSL Electronic Membership System
1. The club has achieved Boxing Scotland Silver MORs	Yes
2. The club has a 2-4 year progressive Development Plan in place approved by the club committee	Yes
3. All coaches active within the club are registered and possess the Boxing Scotland Level 1 Coaching Qualification	Yes
4. The club has an Equality Policy that has been approved by the Committee	Yes
5. The club holds regular committee meetings and an AGM	Yes
6. The club has successfully achieved accreditation through its Local Authority club assurance scheme	Yes
7. At least one club delegate attends monthly district meetings and communicates all relevant information back to the club committee and coaches	No
8. The club can produce accurate quarterly reports, including details of all members	Yes
9. The club operates a structured calendar, detailing all relevant events	No
10. The club has evident links with Local Authority sports development officers, Boxing Scotland Development Officers, schools and community groups	No

Evidence need only be supplied once and revised copies of documents should only be provided when a material change occurs that requires any of the above documents to be updated.



8.2 BSL Equality Policy

Foreword

Boxing Scotland is fully committed to the principles of equality of opportunity and is responsible for ensuring that no job applicant, employee, volunteer or member receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, class or social background, sexual preference or political belief.

After carrying out an equity audit in August 2011, we are aware we have under-representation in certain groups within Boxing Scotland. Steps have already been taken to address these issues, but these efforts will be ongoing as we endeavour to become as open and welcoming as possible.

Boxing Scotland will ensure that there will be open access to all those who wish to participate in all aspects of boxing and leisure activities and that they are treated fairly. As part of our commitment to equality, we will undertake a review of recruitment and selection policies and procedures on an annual basis.

Policy Statement

Boxing Scotland Ltd endorses the principle of sports equality and will strive to ensure that everyone who wishes to be involved in boxing, whether as recreational users, registered boxers, volunteers, coaches, office-bearers in clubs or those within Boxing Scotland Ltd :

- has a genuine and equal opportunity to participate to the full extent of their own ambitions and abilities, without regard to their age, sex, gender identity, disability, marital or civil partnership status, pregnancy or maternity, religion, race, ethnic origin, nationality, colour, socioeconomic status or sexual orientation; and
- can be assured of an environment in which their rights, dignity and individual worth are respected, and in particular that they are able to enjoy their sport without the threat of intimidation, victimisation, harassment or abuse.

Legal obligations

Boxing Scotland Ltd is committed to avoid and eliminate unfair discrimination of any kind in boxing, and will under no circumstances condone unlawful discriminatory practices. The organisation takes a zero tolerance approach to harassment. Examples of the relevant legislation and the behaviours in question are given in the Appendix.

Positive action

The principle of Sports Equality goes further than simply complying with legislation. It entails taking positive steps to counteract the effects of physical or cultural barriers – whether real or perceived – that restrict the opportunity for all sections of the community to participate equally and fully.

Boxing Scotland Ltd will therefore seek to institute, support or contribute to appropriate measures or initiatives that enable access to boxing and participation in associated activities by people from any group that is under-represented in the sport or has difficulty accessing it.

Implementation

The following steps will be taken to publicise this policy and promote sports equality in boxing:-

- A copy of this document will be published on the Boxing Scotland Ltd Website.
- The Boxing Scotland Ltd Chairman will take overall responsibility for ensuring that the policy is observed.
- The Committee will take full account of the policy in arriving at all decisions in relation to activities of the Boxing Scotland Ltd.
- The Boxing Scotland Ltd will collaborate fully with any surveys or other initiatives designed to assess the level of participation of different sections of the community in boxing and will take account of the findings in developing measures to promote and enhance sports equality in boxing.
- Boxing Scotland Ltd will provide access to training for all of its Executive Committee Members to raise awareness of both collective and individual responsibilities. Boxing Scotland Ltd accredited and licensed coaches will be equality and diversity trained.
- It will be a condition of Boxing Scotland Ltd membership that member clubs:
 - formally adopt this policy, or produce their own equality and diversity policy in terms that are consistent with it; and
 - take steps to ensure that their Committees, members and volunteers behave in accordance with the policy, including where appropriate taking disciplinary action under the Club's constitution; and
 - ensure that access to membership is open and inclusive
 - support such measures and initiatives that Boxing Scotland Ltd may institute or take part in to advance the aims of this policy.
- It will be a condition of Boxing Scotland Ltd membership that individual and corporate members
 - commit to act in accordance with this policy; and
 - support such measures and initiatives that Boxing Scotland Ltd may institute or take part in to advance the aims of this policy.

Responsibility, Monitoring and Evaluation

The Board will be responsible for ensuring the implementation of this policy.

The Board will review all Boxing Scotland Ltd activities and initiatives against the aims of the policy on an annual basis, and the Chairman will report formally on this issue at the AGM.

The Board, or where appropriate a designated project leader, will review any measures or initiatives that Boxing Scotland Ltd may institute or take part in to promote and enhance sports equality in boxing, and will report their findings formally to the AGM.

The Board will review the policy itself at intervals of no more than three years, (or when necessary due to changes in legislation) and will report with recommendations to the AGM.

Complaints and compliance

Boxing Scotland Ltd regards all of the forms of discriminatory behaviour, including (but not limited to) behaviour described in the Appendix as unacceptable, and is concerned to ensure that individuals feel able to raise any bona fide grievance or complaint related to such behaviour without fear of being penalised for doing so.

Appropriate disciplinary action will be taken against any employee, member or volunteer who violates the Boxing Scotland Ltd Equality and Diversity Policy.

Any person who believes that he or she has been treated in a way that they consider to be in breach of this policy by a member club, individual member or corporate member of Boxing Scotland Ltd, should first complain to that person or organisation. If this does not resolve the matter, or in the case of allegations of discriminatory behaviour against Boxing Scotland Ltd itself, the person may raise the matter by writing

directly to the Chairman. Contact details are available through the BOXING SCOTLAND website www.boxingscotland.org

The Chairman will investigate the complaint personally or appoint a Board member to do so. The investigation will be conducted impartially, confidentially, and without avoidable delay. Any person or organisation against whom a complaint has been made will be informed of what is alleged and given the opportunity to present their side of the matter.

The outcome of the investigation will be notified to the parties in writing and reported to the Boxing Scotland Ltd Board. If the investigation reveals unacceptable discriminatory behaviour on the part of an individual member, corporate member, or member club the Board may impose sanctions on that person or organisation in line with the Boxing Scotland Ltd Constitution. Sanctions may range from a written reminder concerning future conduct up to and including temporary or permanent expulsion from Boxing Scotland Ltd membership. In deciding what sanction is appropriate in a particular case the Executive Board will consider the severity of the matter and take account of any mitigating circumstances.

Where the violation of the Equality Policy by way of harassment, victimisation or discrimination amount to a criminal offence, the appropriate authority will be informed.

In the event that an individual or organisation associated with Boxing Scotland Ltd is subject to allegations of unlawful discrimination in a court or tribunal, the Boxing Scotland Ltd Board will co-operate fully with any investigation carried out by the relevant lawful authorities and, subject to the outcome, may consider taking action as above in relation to the matter concerned.

Boxing Scotland Ltd Executive Board

18th April 2012

APPENDIX – Relevant legislation and forms of unacceptable discrimination

Legal rights

Discrimination has been legally defined through a series of legislative acts, including the Race Relations Act, the Sex Discrimination Act, the Disability Discrimination Act and the Equality Act 2006.

In April 2010, the Equality Act 2010 received Royal Assent. The Equality Act 2010 is a new law which harmonises where possible, and in some cases extends, protection from discrimination. It applies throughout Great Britain and came into force in October 2010.

Discrimination refers to unfavourable treatment on the basis of particular characteristics, which are known as the 'protected characteristics'. Under the Equality Act 2010, the protected characteristics are defined as age (employment only until 2012), disability, gender reassignment, marital or civil partnership status (employment only), pregnancy and maternity, race (which includes ethnic or national origin, colour or nationality), religion or belief, sex (gender) and sexual orientation.

Under the Equality Act 2010, individuals are protected from discrimination 'on grounds of' a protected characteristic¹. This means that individuals will be protected if they have a characteristic, are assumed to have it, associate with someone who has it or with someone who is assumed to have it.

Forms of discrimination and discriminatory behaviour include the following:

Direct discrimination

Direct discrimination can be described as less favourable treatment on the grounds of one of the protected characteristics.

Indirect discrimination

Indirect discrimination occurs when a provision, criterion or practice is applied to an individual or group that would put persons of a particular characteristic at a particular disadvantage compared with other persons.

Discrimination arising from disability

When a disabled person is treated unfavourably because of something connected with their disability and this unfavourable treatment cannot be justified, this is unlawful. This type of discrimination only relates to disability.

Harassment

Harassment is defined as unwanted conduct relating to a protected characteristic that has the purpose or effect of violating a person's dignity, or which creates an intimidating or hostile, degrading, humiliating or offensive environment for that person.

Victimisation

It is unlawful to treat a person less favourably because he or she has made allegations or brought proceedings under the anti-discrimination legislation, or because they have helped another person to do so. To do so would constitute victimisation.

Bullying

Bullying is defined as a form of personal harassment involving the misuse of power, influence or position to persistently criticise, humiliate or undermine an individual.



8.3 Physical Activity Readiness Questionnaire

If the participant is Under 18, this PAR-Q should be filled out and signed by the parent or guardian.

_____ Boxing Club

Name _____ D.O.B. _____

Address _____

Town/City _____ Post Code _____

Email _____

Tel: _____ Mobile _____

Person to contact in case of emergency _____

Name _____ Tel: _____

Mobile _____ Relationship _____

Do you now, or have you had in the past (please circle as appropriate)

History of heart problems, chest pains or stroke within your family	Yes	No
Increased or low blood pressure	Yes	No
Advice from Doctor stating not to exercise	Yes	No
Surgery within the last 12 months	Yes	No
Pregnancy now or within the last 3 months	Yes	No
History of breathing or lung problems	Yes	No
Muscle, joint or back disorder or any previous injury affecting your ability	Yes	No
Diabetes or thyroid condition	Yes	No
Hernia or condition that may be aggravated by lifting weights	Yes	No
Any recent injuries	Yes	No
Any other condition not previously mentioned (please state)		

Formal declaration

I declare to the best of my knowledge I know of no reason why I/my child should not participate in a personalised programme, exercise class or sparring session. I/They take part in any recommended programme, exercise class or sparring session entirely at my/their own risk and waive any legal recourse for damages or property arising from my/their participation.

Signature

Date



8.4 CODE OF CONDUCT FOR PARENTS/CARERS

INSERT CLUB NAME HERE

- Encourage your child to learn the rules of boxing and play within them.
- Discourage unfair play and arguing with Officials, their opponent or their opponent's coaches.
- Help your child to recognise good performance, and not just focus on results.
- Never force your child to take part in sport against their will, especially boxing.
- Set a good example by recognising fair play and applauding good performances of all. Not just winning performances.
- Never punish or belittle a child for losing, making mistakes or not performing to the best of their ability.
- Publicly accept Officials' judgements, even if you disagree with the decision.
- Support your child's involvement any way you can, and help them to enjoy their sport as much as possible.
- Always conduct yourself in a proper manner, try to use correct and proper language at all times, as children look to adults as their role models and may copy your behavior.
- Encourage and guide your child to accept responsibility for their own performances and behaviour. Help them understand that sport is not about winning all the time.

This document should be displayed in a prominent position on the club wall, and every parent/carer of a child at the club should be given a copy.



8.5 Boxing Scotland Ltd Boxer Code of Conduct

Athletes accessing national and international training and competition support through from BOXING SCOTLAND Ltd, support through the Institute Network and those who are members of BOXING SCOTLAND Ltd's squads are ambassadors for the sport of boxing, themselves, their family and their country.

This code of conduct details guidelines and requirements expected of boxers training or competing for Boxing Scotland Ltd on a domestic or international basis. All athletes are required to read, fully understand and comply with the information / guidelines outlined below.

Boxing Scotland Ltd's National Squads operate to help you, the boxer, work towards the attainment of your full potential in Boxing. Elite sport has to be a serious, professional business that requires a large commitment from all boxers, coaches and Team leaders. In order to maintain a positive training and competition environment, while working toward medal success, it is important that boxers, coaches and staff have a clear understanding of what is expected of them. Set out below are a number of guidelines and parameters that will help to facilitate this.

What we expect:

That you agree to:

- Commit to furthering myself as an athlete by exhibiting the most professional attitude to training and competition at all times.
- Keep to agreed timings for training and competitions and inform the Performance/Development Coach if I am going to be late.
- Attend all activities as agreed with the Performance/Development Coach.
- Appreciate other athlete's rights to respect, confidentiality of information and individuality. Any points of concern should be raised with the appropriate coach/team leader initially.
- Train and compete within the rules and respect coaches, officials and referee's decisions.
- Abide by Anti-Doping policy and commit to training and competing drug-free.
- Wear suitable kit for training and competition, appropriate team kit when assembling, travelling, at other functions or occasions as notified by team manager/coach.
- Not use foul or abusive language when representing Boxing Scotland Ltd in public areas.
- Not engage in inappropriate sexual activity.

- Not smoke, possess or consume any alcohol pre, during and post training or competition or any illegal or performance enhancing drugs.
- Not tolerate or be involved in discrimination of any kind
- Complete any relevant forms / paperwork as required by stated deadlines.
- To be at sessions in good time. If you are not at a session in good time or with the correct equipment the coach has the right to exclude you from that session.

Sanctions

Breaches of the code of conduct shall be dealt with in the first instance by the Team leader/Manager appointed to the event. He/she will report the incident to the Boxing Scotland Ltd disciplinary panel who shall take further action as deemed necessary. This will consist of a first stage investigation meeting then a disciplinary meeting should there be the need.

I am aware that I am an ambassador for my sport and my country and I take full responsibility for my actions when representing my country. I have read this code of conduct, understand the guidelines set out above, and agree to comply.

Signed:

Date:

NAME: (Please print):

Date:

Signed (parent/guardian if under 16 yrs)

Date:

NAME: (Please print):

Date:

Signed (Team Manager/Coach in attendance)

Date:

NAME: (Please print):

Date:



8.6 BOXING SCOTLAND LIMITED (BSL) HEALTH & SAFETY POLICY

STATEMENT OF INTENT

The BSL Board of Directors and senior management strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and Common Law duties.

This Statement sets out how these duties will be conducted and includes a description of the organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff. This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

ORGANISATION

As the recognised governing body for Scottish boxing, BSL management has a national, overall responsibility for all duties relating to Health and Safety. These are as follows:

- Formulating a Health and Safety Statement detailing the responsibilities for ensuring health and safety within the organisation;
- Reviewing the establishments Health and Safety Policy and performance annually;
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;
- Providing appropriate resources within BSL's budget for the implementation of the attached arrangements;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting a positive H&S culture and high standards of health and safety throughout the sport.

MANAGEMENT RESPONSIBILITY

Overall responsibility for the operational day-to-day management of BSL health and safety lies with the Chief Operating Officer. The BSL Board of Directors assumes overall and strategic lead.

Collectively, they are responsible for:

- Communicating the policy to all relevant parties;
- Ensuring there is an adequate system in place for undertaking risk assessments;
- The implementation and monitoring of the establishments health and safety arrangements which form part of this policy;
- Ensuring all staff are provided with adequate information, instruction and training on health and safety issues;
- Ensuring that the establishment has emergency procedures in place;
- Ensuring there is no misuse of equipment etc;
- Ensuring that the BSL Office and High Performance Centre premises and equipment are maintained in a serviceable condition;
- Ensuring consultation arrangements are in place for staff.

The Board and Chief Operating Officer/Health and Safety Officer may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Manager from the overall day-to-day responsibilities for health and safety within the establishment.

RESPONSIBILITIES OF OTHER STAFF AND VOLUNTEERS:

- Apply the BSL Health and Safety Policy to their area of work and be directly responsible to the management for the application of the health and safety procedures and arrangements;
- Maintain or have access to an up to date library of relevant published health and safety guidance and ensure that all staff are aware of and make use of such guidance;
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- Resolve health, safety and welfare problems members of staff refer to them, or refer to the management any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and boxers to avoid hazards and contribute positively to their own health and safety;
- Ensure that all accidents (including near misses) that occur are promptly reported and investigated using the appropriate forms etc;
- Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe.

RESPONSIBILITIES OF EMPLOYEES:

Under the Health and Safety at Work Act 1974 all employees have general health and safety responsibilities both. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. All employees of the establishment have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work;
- Comply with the BSL health and safety policy and procedures at all times;
- Report all accidents and incidents in line with the reporting procedure;
- Co-operate with BSL management on all matters relating to health and safety;
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare;
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager;
- Report immediately to their line manager any shortcomings in the arrangements for health and safety;
- Ensure that they only use equipment or machinery that they are competent to use or have been trained to use;
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons;

ARRANGEMENTS

Appendix 1	-	Fire Evacuation and other Emergency Arrangements
Appendix 2	-	Fire Prevention, Testing of Equipment
Appendix 3	-	First Aid and Medication
Appendix 4	-	Accident Reporting Procedures
Appendix 5	-	Lone Working
Appendix 6	-	Health and Safety Information and Training
Appendix 7	-	Work Equipment
Appendix 8	-	Moving and Handling
Appendix 9	-	Health and Safety Monitoring and Inspections
Appendix 10	-	Risk Assessments
Appendix 11	-	Work at Height
Appendix 12	-	Display Screen Equipment
Appendix 13	-	Vehicles on Site
Appendix 14	-	Lettings
Appendix 15	-	Contractors
Appendix 16	-	Company Vehicles
Appendix 17	-	Stress
Appendix 18	-	Food Hygiene
Appendix 19	-	Inductions for New Employees

APPENDIX 1 - FIRE EVACUATION & OTHER EMERGENCY ARRANGEMENTS

The Management and HSO is responsible for ensuring the fire risk assessment is undertaken and implemented.

Fire Instructions

These documents are made available to all staff and included in the establishment's induction process. An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

Fire Fighting

The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable fire fighting equipment. Ensure the alarm is raised BEFORE attempting to tackle a fire.

APPENDIX 2 - INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

All testing of emergency equipment will be carried out by landlords of the two office facilities BSL occupies – The head office in Livingston and the Glasgow High Performance Centre.

MEANS OF ESCAPE

The management will make regular and full checks for any obstructions on exit routes and ensure all final exit doors are operational.

APPENDIX 3 - FIRST AID AND MEDICATION

Both the BSL Office in Livingston and the BSL High Performance Centre in Glasgow have fully stocked first aid kits. The High Performance Centre is also equipped with a defibrillator – the BSL coaches who

work out of the BSL High Performance Centre have received training on its operation.

APPENDIX 4 - ACCIDENT REPORTING PROCEDURES

Employees must report all accidents, dangerous occurrences, and near misses as well as violent or verbally abusive incidents on the standard Incident Form. Copies of these forms are available from the Main office.

- An incident book is used to record all minor incidents involving BSL individual members;
- Accident reports will be monitored for trends and a reports provided to the Board of Directors as and when necessary;
- The Board/Senior Management will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE)

In the event of a fatality or major injury these incidents will be reported immediately to the Health and Safety Executive (HSE) on-line at their web site <http://www.hse.gov.uk/riddor/> or by telephone on 0845 300 9923.

In the event of an incident resulting in:

- Individual members being taken to hospital;
- Employee absence, as the result of a work related accident, for periods of 3 days or more (including W/E's and holidays).

These must be reported to the HSE within 10 days of the incident occurring.

APPENDIX 5 - LONE WORKING

Staff are encouraged not to work alone if possible. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.

APPENDIX 6 - HEALTH AND SAFETY INFORMATION & TRAINING

The BSL H&S representative is the Chief Operating Officer.

Communication of Information

Detailed information on how to comply with this policy is available on the HSE website. The Health and Safety Law poster is displayed in the kitchen.

HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided and documented for all new employees.

The Board/Senior Management is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff. Employees will be provided with:

- induction training in the requirements of this policy;
- update training in response to any significant change;
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.);
- refresher training where required.

Training records will be held by the Board/Senior management who will be responsible for co-ordinating health and safety training needs.

This includes a system for ensuring that refresher training (for example in first aid) is undertaken timeously. The Board/Senior Management will be responsible for assessing the effectiveness of training received. Each member of staff is also responsible for drawing the management's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence

APPENDIX 7 - WORK EQUIPMENT

All staff are required to report to the management any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment prior to use. All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and subjected to the same tests as school equipment. Major fixed wiring circuits will be checked at least once every five years.

APPENDIX 8 – MOVING AND HANDLING

Generic risk assessments for manual handling are undertaken and staff provided with information on safe moving and handling techniques. All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to / identified by the management who will arrange for a risk assessment to be carried out.

Where it is not reasonably practicable to eliminate these activities a risk assessment should be made and the risk reduced as far as is reasonably practicable. The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

APPENDIX 9 - HEALTH AND SAFETY MONITORING AND INSPECTION

A general workplace inspection of the site will be conducted termly and be undertaken / co-ordinated by the management and the Behaviour Manager. The person(s) undertaking the inspection will complete a report in writing and submit this to the management.

APPENDIX 10 - RISK ASSESSMENTS

General Risk Assessments

All BSL risk assessments will be conducted by Senior Management.

A generic BSL risk assessment is updated every six months and will be presented to Directors during a BSL Board meeting.

Pregnancy Risk Assessment

Assessments on new and expectant mothers will be undertaken by the relevant officer following guidance. It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant. The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by relevant Heads of Department and subject teachers using relevant Health and Safety Codes of Practice.

APPENDIX 11 - WORK AT HEIGHT

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so. Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable. A copy of this assessment will be provided to employees authorised to work at height.

The Management is responsible for work at height and shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and that ladders are checked termly;
- all access equipment is inspected and maintained;
- the risks from fragile surfaces is properly controlled

APPENDIX 12 - DISPLAY SCREEN EQUIPMENT (DSE)

All staff who habitually use computers as a significant part of their normal work. (Significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, etc shall have a DSE assessment carried out by their line manager. Those staff identified as DSE users shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

APPENDIX 13 - VEHICLES ON SITE

The access from the road shall be kept clear for emergency vehicles at both the BSL Office in Livingston and High Performance Centre in Glasgow.

APPENDIX 14 - LETTINGS / SHARED USE OF PREMISES

All users have full responsibility to uphold legal agreements and observe all statutory obligations and best practice procedures regarding all aspects and workings of the property and its users.

APPENDIX 15 - CONTRACTORS

Contractors will be selected by the Management on criteria of expertise, suitability and cost. All contractors must be registered by a relevant governing, regulatory or professional body for their competence. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

APPENDIX 16 – COMPANY VEHICLES

The management is responsible for the undertaking checks on and the operation of minibuses following statutory guidance. All minibus drivers have full driving licences and the highway code completely adhered too.

APPENDIX 17 - STRESS

The BSL Board/Senior Management are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE standards.

APPENDIX 18 - FOOD HYGIENE

Any person involved in the handling or preparation of food for BSL must at the earliest opportunity qualify on a Basic Food Hygiene Course. Certificates must be provided upon request.

APPENDIX 19 - INDUCTIONS FOR NEW EMPLOYEES

The Board/Senior management must ensure new employees are informed of the Health and Safety arrangements at an early stage of their employment via the BSL induction process.



8.7 Data Gathering: Annual Report Template Club Profile Sheet



As part of our mandatory reporting to SportScotland, and as part of our desire to better capture data, each club is required to complete the below annual 'club profile' sheet. In line with SportScotland reporting, each club will be required to return this by March of each year.

For any clubs who do not have exact figures, please provide an estimate (it is strongly encouraged that usage is measured in the future).

Region	
Club Name	

Membership/Users		
Registered Boxers	Senior	Male
		Female
	Youth	Male
		Female
	School	Male
		Female
	Junior	Male
		Female
	'Cubs'	Male
		Female
Recreational Users/Fitness Users	Senior	Male
		Female
	Youth	Male
		Female
	School	Male
		Female
	Junior	Male
		Female
	'Cubs'	Male
		Female
Active Coaches	BSL Level 1	Male
		Female
	ITC	Male
		Female
	Coach Exam only	Male

		Female
--	--	--------

Engagement: Active Schools		
Number of Schools Visited		
Number of pupils reached (total)		
Number of pupils who were:	Male –	
	Female -	
Pupil age range		
Number of pupils who went on to join the club		
Please list the schools visited	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Please detail what your		

programme included (e.g. Taster session only/12 week programme)	
---	--

Miscellaneous
Community: Has your club hosted any community projects? YES / NO What did this project consist of:
Support: Is your club a registered member of the local sports council: YES / NO
Funding: Has your club has obtained funding in the past 12 months: YES / NO Please detail who funded the club, and how much was obtained:
Please state if funding was rejected, including who the application was made to, and how much was applied for:
Club achievements (e.g. district/national champions, obtained 2 new coaches etc.):
Main barriers/problems:
Do you have any other comments and feedback :

Club Training Times						
Mon	Tues	Wed	Thurs	Fri	Sat	Sun

Club pricing			
Membership	Adult	Per session	Adult
	Youth/Junior		Youth/Junior



8.8 Sample Risk Assessment Template

Name of Club	
Venue	
Name and position of person doing check	
Date	

--	--

GYM SPACE	
The floor is clean, has a non-slip surface and is free from obstacles and hazards	Yes <input type="checkbox"/> No <input type="checkbox"/>
Equipment is not in a hazardous position or blocking entry / exit points	Yes <input type="checkbox"/> No <input type="checkbox"/>
Space is appropriate for the activity and number of participants	Yes <input type="checkbox"/> No <input type="checkbox"/>
Lighting and heating is sufficient	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments / actions taken or required:	
RING	
Ropes, rope ties and turnbuckles in good repair & ropes securely fastened and not frayed	Yes <input type="checkbox"/> No <input type="checkbox"/>
Underlay in good repair and of sufficient thickness as stated in the rules and regulations	Yes <input type="checkbox"/> No <input type="checkbox"/>
Canvas is tight, smooth and with no rips or tears	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments / actions taken or required:	

BOXERS' EQUIPMENT	
All equipment is appropriate for the number, age and level of boxers	Yes <input type="checkbox"/> No <input type="checkbox"/>
Gloves are in good repair without rips, foam of sufficient depth across the knuckles	Yes <input type="checkbox"/> No <input type="checkbox"/>
Headguards should fit the boxers correctly and have secure straps / lacing	Yes <input type="checkbox"/> No <input type="checkbox"/>
Groin protectors are in good repair and are a good fit	Yes <input type="checkbox"/> No <input type="checkbox"/>
Mouthguards are properly fitted	Yes <input type="checkbox"/> No <input type="checkbox"/>
Handwraps are of the appropriate length and material	Yes <input type="checkbox"/> No <input type="checkbox"/>
Footwear is in good repair and is a good fit	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments / actions taken or required:	
GYM EQUIPMENT	
Sufficient space around equipment for it to be used safely	Yes <input type="checkbox"/> No <input type="checkbox"/>
Punch bags are sufficiently padded to not cause hand damage i.e. no 'hard sports'	Yes <input type="checkbox"/> No <input type="checkbox"/>
Bag chains and fastenings are securely tightened and in good repair with no broken links or bent fastenings	Yes <input type="checkbox"/> No <input type="checkbox"/>

Floor-to-ceiling balls have secure anchor points and elastic is in good condition	Yes <input type="checkbox"/> No <input type="checkbox"/>
Mats have no tears or rips	Yes <input type="checkbox"/> No <input type="checkbox"/>
Skipping ropes have secure handles and are in good condition	Yes <input type="checkbox"/> No <input type="checkbox"/>
Benches are in good repair and are splinter free	Yes <input type="checkbox"/> No <input type="checkbox"/>
Medicine balls are in good condition with no splits	Yes <input type="checkbox"/> No <input type="checkbox"/>
Weights – stands, bars and collars are all in good condition with secure collars and no damage to welds	Yes <input type="checkbox"/> No <input type="checkbox"/>
Aerobic equipment (bikes, cross trainers etc) is maintained in accordance with manufacturer's recommendations	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments / actions taken or required:	
BOXERS	
Medical and emergency contact information has been collected for all boxers	Yes <input type="checkbox"/> No <input type="checkbox"/>
Boxers are suitably attired and are not wearing jewellery	Yes <input type="checkbox"/> No <input type="checkbox"/>
Any injuries are taken into account when planning and conducting activities, which must be suitable	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments / actions taken or required:	
SPARRING	
All boxers that participate in sparring hold an appropriate medical card	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sparring only takes place when a full coach or higher is present	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sparring is not conducted by any coaches under the age of 18	Yes <input type="checkbox"/> No <input type="checkbox"/>
Correct equipment is worn at all times during sparring i.e. headguard, mouthguard, protector, gloves, handwraps	Yes <input type="checkbox"/> No <input type="checkbox"/>
Boxers are coached to understand the need for control in conditioned and technique sparring and understand that it is a learning experience	Yes <input type="checkbox"/> No <input type="checkbox"/>
Boxers are matched suitably according to age, experience, ability, weight and height	Yes <input type="checkbox"/> No <input type="checkbox"/>
Suitable themes are chosen relative to age, experience and ability	Yes <input type="checkbox"/> No <input type="checkbox"/>
A range of sparring opportunities are on offer, tailored to the needs of the boxers	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments / actions taken or required:	
EMERGENCY PROCEDURES AND FIRST AID	
All coaches hold appropriate first aid qualifications	Yes <input type="checkbox"/> No <input type="checkbox"/>
Emergency procedures are published and available for all to see, and all coaches are aware of them	Yes <input type="checkbox"/> No <input type="checkbox"/>
A working telephone is available	Yes <input type="checkbox"/> No <input type="checkbox"/>
Emergency access points are checked and operational and operational fire extinguishers are available	Yes <input type="checkbox"/> No <input type="checkbox"/>

A fully equipped first aid kit is available at all sessions	Yes <input type="checkbox"/> No <input type="checkbox"/>
There is an accident / incident book in place and accessible in which injuries other than minor training injuries are logged	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments / actions taken or required:	
CHANGING AND SHOWER FACILITIES	
Shower cubicles, toilets and changing rooms are checked and "fit for purpose"	Yes <input type="checkbox"/> No <input type="checkbox"/>
Changing rooms are correctly signed (Male, Female)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Equipment is not in a hazardous position or blocking entry / exit points	Yes <input type="checkbox"/> No <input type="checkbox"/>
Lighting and heating is sufficient	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments / actions taken or required:	

Signed:..... Print
Name:.....

Position within
club:.....
.

Date:.....



8.9 Template constitution for clubs affiliating to Boxing Scotland Limited

Introduction

This is a style constitution for a boxing club affiliated to Boxing Scotland Limited ("Boxing Scotland") and sets out how the club should operate.

It covers the following:

- objectives of the club;
- membership provisions;
- basic structure of the club in relation to management;
- democratic processes in terms of voting procedures at general meetings;
- disciplinary procedures – suspension and termination of members;
- finance of the club; and
- dissolution of the club.

This constitution will be binding on all members of the club and can only be amended with the agreement of two thirds of the members voting at a general meeting.

Please note this style constitution is suitable for a club that is or will be an unincorporated association.

Although many boxing clubs have been set up as unincorporated associations, this carries the risk of personal liability for members. This is because an unincorporated association does not have separate legal personality so it cannot hold property, nor sue or be sued in its own name.

This issue is more likely to arise if the Club enters into material/onerous contracts, owns or leases property or has any employees. In those circumstances, the members entering into contracts on behalf of the Club (usually members of the Executive Committee) might find themselves personally liable. In the event of a non-

contractual claim by a third party (e.g. a personal injury claim), all of the members might incur personal liability. It is therefore essential to make sure that the Club has insurance in place to protect the members.

Clubs may prefer to incorporate as a company limited by guarantee instead to ensure that their members have the benefit of limited liability. This is likely to be a little more costly and complex but may be worthwhile for peace of mind.

Independent legal advice

This draft has been prepared for Boxing Scotland as an example. No two clubs are the same, and so each club should seek independent legal advice on tailoring the constitution to meet its individual circumstances and requirements.

MacRoberts LLP

January 2014

CONSTITUTION

of

_____ Boxing Club

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CONSTITUTION OF _____ Boxing Club

1. NAME of club and membership of boxing scotland limited

- 1.1 The club shall be called _____ Boxing Club (the "**Club**").
- 1.2 The Club shall be affiliated to Boxing Scotland Limited ("**Boxing Scotland**") and bound by the articles of Boxing Scotland and such regulations as may be made by Boxing Scotland and the Association Internationale de Boxe Amateur (AIBA) from time to time.
- 1.3 The Secretary (or another member of the Executive Committee) shall hold membership of Boxing Scotland on behalf of the Club.
- 1.4 The Club shall pay such subscriptions and submit duly completed affiliation forms to Boxing Scotland annually or as Boxing Scotland may otherwise require. Any failure to make such payments or submissions may result in the Club and its members being barred from participating in, and benefiting from, the activities of Boxing Scotland.
- 1.5 The Club must comply with all instructions from Boxing Scotland in relation to any insurance arranged by Boxing Scotland for the Club.
- 1.6 References to the Club in these Rules shall be construed as a reference to the members of the Club where the context requires.

GUIDANCE NOTES

- 1.1 *Check that no other clubs in your sport or area have chosen the same name. You may wish to discuss this with Boxing Scotland.*
- 1.2 *The Club is to affiliate to Boxing Scotland and be bound by its rules of those of the International Boxing Association to ensure opportunities to participate in, for example, competitions and coaching schemes.*
- 1.3 *The Club is not a legal entity and so cannot be a member of Boxing Scotland in its own right.*
- 1.4 *The Club must pay an annual subscription fee to Boxing Scotland and submit affiliation forms to it each year.*
- 1.5 *The Club must comply with all instructions from Boxing Scotland if it is to have the benefit of insurance arranged by Boxing Scotland.*

2. OBJECTIVES

- 2.1 The Club is established to pursue the following objectives:
 - 2.1.1 encourage the promotion and provide facilities for the practice of the sport of boxing (the "**Sport**") in Scotland;
 - 2.1.2 ensure the organisation, management and development of the Sport for all members of the Club;
 - 2.1.3 promote and maintaining the highest standards of technical competence and safety in the Sport;
 - 2.1.4 uphold the rules of the Sport;
 - 2.1.5 provide equal opportunities for successful participation by all sections of the community; and

- 2.1.6 undertake other activities incidental or conducive to the furtherance of these objectives.
- 2.2 The Club is committed to encouraging the highest ethical standards. All individuals involved in the Club should conduct themselves with integrity, transparency, accountability and in a fair and equitable manner.

GUIDANCE NOTES

2. *These objectives are a general statement of the objectives of the Club.*

3. MEMBERSHIP

- 3.1 The membership shall consist of the following categories:
- 3.1.1 Registered Boxer;
 - 3.1.2 Registered Coach;
 - 3.1.3 Working Official, Volunteer, Fitness/Recreational Gym User (no fee applicable)
- 3.2 All applications for membership shall be accompanied by the appropriate annual subscription fee, which shall thereafter be payable on demand. Members shall pay annual subscription fees according to their specific category as fixed at each Annual General Meeting.
- 3.3 All members joining the Club are subject to the constitution of the Club, and shall be deemed to have consented to the Club holding and processing their personal data for the purposes of the Data Protection Act 1998.
- 3.4 Any person seeking to join the Club shall submit an application to the Executive Committee. Members shall be admitted by the Executive Committee.
- 3.5 Membership of the Club is open to anyone interested in promoting, coaching, volunteering or participating in the Sport, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. No application for membership will be refused other than on reasonable grounds.
- 3.6 Each fully paid up member shall be entitled to attend and vote at General Meetings.

GUIDANCE NOTES

- 3.1 *The categories of members will vary from one club to another. Please tailor as appropriate for your club.*
- 3.2 *Members must pay an annual subscription fee, the level of which will be fixed at the Annual General Meeting each year.*
- 3.3 *Members will be bound by the constitution and consent to the Club holding and processing their personal data.*
- 3.4 *The Executive Committee will consider all applications for membership.*
- 3.5 *Membership is open to all.*
- 3.6 *Should all categories of member be entitled to vote?*

4. EquAlity

- 4.1 The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of the Sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- 4.2 The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- 4.3 All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- 4.4 The Club will deal with any incidents of discriminatory behaviour in accordance with its disciplinary procedures.

GUIDANCE NOTES

- 4. *This section sets out the Club's commitment to equality.*

5. EXECUTIVE COMMITTEE

- 5.1 The affairs of the Club shall be conducted by an Executive Committee which shall consist of the following:
 - 5.1.1 Chair;
 - 5.1.2 Secretary;
 - 5.1.3 Treasurer;
 - 5.1.4 Child Protection Officer; and
 - 5.1.5 Coaches and Committee.
- 5.2 Candidates for the Executive Committee shall be elected at the AGM, and those elected shall be members of the Executive Committee from the conclusion of that AGM until the conclusion of the next AGM. If any Executive Committee post becomes vacant after such an election, the Executive Committee shall have the power to fill the vacancy until the next AGM.
- 5.3 All Executive Committee members must be members of the Club.
- 5.4 The Executive Committee will be responsible for adopting new policies, codes of practice and rules that affect the organisation of the Club.
- 5.5 The Executive Committee shall have full power to deal with all matters relating to the Club not reserved to a General Meeting in terms of this constitution, including the power to appoint any advisers to the Executive Committee as necessary to fulfil its business.
- 5.6 The Executive Committee will be responsible for disciplinary hearings of members who infringe the Club's rules, regulations and constitution. The Executive Committee will be responsible for taking any action of suspension or discipline following such hearings.
- 5.7 The committee meetings will be convened by the Secretary of the Club and be held no less than Quarterly (4) times per year.
- 5.8 At meetings of the Executive Committee, each member of the Executive Committee will be entitled to one vote. In the event of an equality of votes, the Chair shall [not] have a second and casting vote.

- 5.9 The quorum required for meetings of the Executive Committee shall be at least members of the Executive Committee.
- 5.10 No member shall enter into any contract as agent or trustee for the Club except as expressly or impliedly authorised by the members. In the event that a member acting in such capacity and in good faith incurs a liability as the result of a duly authorised contract, that member shall be indemnified by the members from, and to the extent of, the Club's assets.

GUIDANCE NOTES

5. *Control of any Club is usually delegated to a democratically elected committee usually called the "Executive Committee", "Management Committee" or "Committee".*

The aim of this section should be to specify how this Committee should be formed and how they should look after the interests of the Club.

- 5.1 *The detailed composition of the Committee will vary from club to club but it would be normal to specify how many members will be on the Committee.*

- 5.2 *Members of the Executive Committee will hold office from the AGM at which they are elected until the next AGM, unless re-elected at the latter.*

- 5.3 *This is to make it clear that members of the Executive Committee must be members of the Club.*

- 5.4 *The Committee will be responsible for adopting any new policies e.g. child protection, data protection.*

- 5.5 *A clear statement should be made setting out the full range of the powers of the Executive Committee.*

- 5.6 *Should a disciplinary action arise, the Committee will be responsible for organising hearings and taking any necessary action. Further details are provided for this is Rule 8 – Suspension, Removal and Termination of Membership.*

- 5.7 *Insert the minimum number of meetings of the Executive Committee that should take place each year.*

- 5.8 *Only those forming the Executive Committee are entitled to vote on matters at Executive Committee meetings. Consider if the Chair should have a second and casting vote if votes are tied.*

- 5.9 *Specify number or proportion of the Executive Committee who must participate in a meeting for it to be quorate i.e. able to take decisions.*

- 5.10 *Provides that members entering into contracts on behalf of the Club as agents or trustees will be indemnified by the members out of the Club's assets. Such contracts must be authorised by the members, either expressly or impliedly.*

6. GENERAL MEETINGS

6.1 Annual General Meeting

The Club shall hold an AGM each year at such time and place as determined by the Executive Committee, at approximately twelve monthly intervals, but no more than fourteen months after the date of the previous AGM. At each AGM the following business shall be conducted:

- 6.1.1 approve the minutes of the previous year's AGM;
- 6.1.2 receive reports from the Chair and Secretary;
- 6.1.3 receive a report from the Treasurer and approve the annual accounts;
- 6.1.4 receive a report from those responsible for certifying the Club's accounts;
- 6.1.5 elect the Executive Committee;
- 6.1.6 appoint someone responsible for certifying the Club's accounts;
- 6.1.7 fix the subscription levels; and
- 6.1.8 deal with any other business brought before the meeting which has been submitted in writing to the Secretary not less than fourteen days prior to the AGM, and any other business deemed relevant by the Chair.

6.2 Extraordinary General Meeting

An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least [one tenth] of the members of the Club. The Executive Committee shall also have the power to call an Extraordinary General Meeting by decision of a simple majority of its members.

6.3 Notices

At least 14 days' notice for any AGM or an EGM shall be given to all voting members. No business shall be conducted at the AGM or EGM (as the case may be) unless fair notice has been given in the Agenda.

6.4 Procedure

The procedure at General Meetings is the following:

- 6.4.1 each member shall have one vote;
- 6.4.2 with the exception of changes to the constitution (see Rule 6.6) or a decision to dissolve the Club (see Rule 10.2), decisions put to a vote shall be resolved by simple majority at General Meetings;
- 6.4.3 in the event of an equality of votes, the Chair shall [not] have a second and casting vote; and
- 6.4.4 the Secretary shall keep the minutes of the meetings and record all proceedings and resolutions.

6.5 Quorum

The quorum for General Meetings shall be All committee 6 members.

6.6 Changes to the Constitution

Any change to the constitution shall require a two thirds' majority of those present and voting at a General Meeting.

GUIDANCE NOTES

- 6. *General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.*
- 6.1 *The Annual General Meeting usually fulfils the basic purposes of electing Officers and other members of the Executive Committee, reviewing the Accounts and considering other matters of importance to the Club membership. It also considers changes to the constitution.*
- 6.2 *Extraordinary General Meetings (EGM) may be called to change the constitution or for other matters of importance between Annual General Meetings. It is suggested that the agreement of one tenth of the members is needed to call an EGM.*
- 6.3 *This rule simply aims to ensure that all members receive proper notification of all important matters.*
- 6.4 *There is normally no need for any complicated voting procedures but consider if the Chair should have a casting vote if votes are tied.*
- 6.5 *What number or proportion is required for a general meeting to be quorate i.e. able to conduct business?*

7. FINANCE, ACCOUNTS and records

- 7.1 The income and property of the Club, however derived, shall be applied solely towards the objectives of the club as set out in Rule 2.
- 7.2 The Club shall have the power to raise money by means of annual subscription fees as determined at the AGM.
- 7.3 Any payments to or from the Club must be made by way of a bank account in the name of the Club.
- 7.4 The Club must keep proper Club books, including a membership roll, cash books and records. The Club must promptly provide copies of the membership roll, bank statement for the Club bank account or bank cash book and records to Boxing Scotland if requested in writing.
- 7.5 The financial year shall end on April 5th in each year.
- 7.6 The Executive Committee shall procure the preparation of annual accounts of the Club. The accounts shall be certified by an appropriate independent person elected annually at the Annual General Meeting.
- 7.7 The Treasurer shall be authorised to operate the Club's bank account. If the post of Treasurer becomes vacant for any reason, the Secretary (or another member of the Executive Committee nominated by the Executive Committee for this purpose) shall be authorised to operate the Club's bank account until such time as a Treasurer is appointed.

GUIDANCE NOTES

- 7. *The Club must take steps to ensure that its funds are handled correctly.*
- 7.2 *Funds can be raised for the Club by way of subscription fees.*
- 7.3 *The Club must have a bank account so that all funds can be lodged in this account.*
- 7.4 *Proper records must be kept as detailed in this rule. The Company may request to review these records.*
- 7.5 *The dates of the financial year will depend on a number of factors including the Club's season. Please ensure that the AGM date leaves sufficient time for certification of the accounts.*
- 7.6 *An independent examination/audit of the Club's accounts is important.*
- 7.7 *The Treasurer shall be responsible for operating the Club's bank account.*

8. LIMITATION OF LIABILITY

- 8.1 Members are aware of and accept the risks inherent in the Sport and agree to be responsible for their own actions and involvement in the Sport.
- 8.2 Members may use the Club's premises and any other facilities of the Club entirely at their own risk. Neither the Club nor any of its members will accept any liability for:
 - 8.2.1 any damage to or loss of property belonging to members; or
 - 8.2.2 any personal injury arising out of the use of the Club premises, any other facilities of the Club either sustained by members or caused by them whether or not such damage or injury is or may be attributable to, or occasioned by, the neglect, default or negligence of any such members (including, but not limited to, any personal injury arising from sparring between members).

GUIDANCE NOTES

- 8.1 *This is an acknowledgment that as a sport boxing carries inherent risks and that the members are aware of and accept such risks.*
- 8.2 *Neither the Club nor its members will accept liability for personal injury sustained by or caused to members by members including injuries sustained during sparring. It is not possible to exclude liability to third parties e.g. a visitor to a gym owned/leased by the Club suffers a personal injury – one of the reasons why it is so important that the Club has appropriate insurance in place.*

9. suspension, refusal or termination of membership

- 9.1 The Executive Committee shall be entitled to:
 - 9.1.1 refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the club as set out in Rule 2; and
 - 9.1.2 for good and sufficient reason refuse renewal of any existing membership or terminate or suspend any membership provided that the member concerned shall have the right to be heard by a meeting of the Executive Committee before a final decision is made.

- 9.2 All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to immediately and appropriately in accordance with the Club's child protection policy and procedures. The Child Protection Officer is the lead contact for all members in the event of any child protection concerns.
- 9.3 All complaints regarding the behaviour of members should be directed to the Secretary and, unless the urgency of the situation demands otherwise, set out in writing.
- 9.4 The Executive Committee will meet to hear complaints within 14 days of a complaint being lodged. The Executive Committee has the power to take appropriate disciplinary action including the termination of membership.
- 9.5 The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.
- 9.6 There will be the right of appeal to the Executive Committee following disciplinary action being announced. The Executive Committee should consider the appeal within 28 days of the Secretary receiving the appeal.
- 9.7 Any member who fails to pay subscription fees to the Club by the date required shall forfeit their right to representation on the Executive Committee and at General Meetings, and shall be suspended from taking part in any event under the control of the Club until such fees are paid.
- 9.8 Any member under suspension shall be barred from taking part in any match or event under the control of the Club.

GUIDANCE NOTES

- 9.1 *This sets out circumstances in which the Executive Committee can refuse an application for membership, refuse renewal of membership or suspend/terminate membership.*
- 9.2 *This rule specifically deals with issues relating to children. The Club should have a nominated Child Protection Officer.*
- 9.3 *Complaints should be in writing.*
- 9.4 *First stage: Executive Committee hear complaints within set number of days.*
- 9.5 *Second stage: outcome notified to appropriate members.*
- 9.6 *Third stage: if the member is not satisfied with the outcome, there will be a right of appeal to the Executive Committee and timescales should be set out as to when the appeal should be heard.*
- 9.7 *Failure to pay subscription fees will result in suspension and the member in question will not be allowed to participate in meetings until payment is made.*
- 9.8 *If under suspension for any reason, a member will not be permitted to participate in Club events.*

10. DISSOLUTION

- 10.1 The Club is a non-profit making organisation. All profits and surpluses will be used to maintain or improve or develop the Club's facilities or to carry out the objects of the Company to which it is affiliated. No profit or surplus will be distributed other than to another non-profit making body or organisations.

- 10.2 Any resolution to dissolve the club may be passed at any General Meeting provided that:
- 10.2.1 at least twenty eight days' notice of the relevant General Meeting is given in writing by the Secretary to all members; and
 - 10.2.2 such a resolution shall receive the assent of two thirds of those present and entitled to vote.
- 10.3 If, upon the dissolution of the Club there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall be transferred to some other non-profit making body or organisation having objects similar to the objects of the Club, such body or organisation to be determined by the members of the Club by a resolution passed at an Extraordinary General Meeting called for that purpose or, failing such a resolution being passed, as nominated by Boxing Scotland in writing.

GUIDANCE NOTES

10. *Sets out procedures for dealing with the dissolution of the Club.*
- 10.1 *The Club is to be non-profit making.*
- 10.2 *If a resolution is proposed to dissolve the Club, at least 28 days' notice of the general meeting at which the resolution will be voted on must be given to all members, and two thirds of the members voting at that meeting must agree to it.*
- 10.3 *If any assets remain after the Club's liabilities have been settled, the members may pass a resolution at an EGM specifying another non-profit making body or organisation to receive such assets e.g. another club. In the absence of such a resolution, Boxing Scotland may nominate the recipient.*

11. Declaration

_____ Boxing Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:

DATE:

NAME:

POSITION:

SIGNED:

DATE:

NAME:

POSITION:

SIGNED:

DATE:

NAME:

POSITION:

9 Appendices

9.1 Appendix A

- AIBA Technical Rules and AOB (AIBA Open Boxing) Rules

To access AIBA Technical Rules & AOB (AIBA Open Boxing) Competition Rules, please click on the links below:

[AIBA-Technical-Rules-01.02.2015.pdf](#)

[AOB-Competition-Rules-01.02.2015.pdf](#)

9.2 Appendix B – Boxing Scotland Staff & District Secretaries Contact Details

Postal address for all Boxing Scotland staff is; Boxing Scotland Ltd 5 Nasmyth Court, Houstoun Industrial Estate, Livingston, EH54 5EG	
Interim CEO Fraser Walker Tel. 0845 241 7016 Email: fraser.walker@boxingscotland.org	Boxing Scotland Sports Administrator & CPO Marianne McMahon Tel. 0845 241 7016 Email: marianne.mcmahon@boxingscotland.org
National Coach Mike Keane Tel. 0845 241 7016 Mob. 07725 100 892 Email: mike.keane@boxingscotland.org	Technical Coach Craig McEvoy Tel. 0845 241 7016 Mob. 07974 302782 Email: craig.mcevoy@boxingscotland.org
Emerging Talent Coach Ray Gibson Tel. 0845 241 7016 Mob. 07866 028079 Email: ray.gibson@boxingscotland.org	Eastern District Secretary Willie Burns Tel 01592 720 626 Mob 07855 715 767 Email cardendenboxing@msn.com
Western District Secretary Douglas Pinkett Mob. 07861 792 336 Email: douglas.pinkett@bellaHoustounabc.com	East Region Development Officer Asher Tufail E: asher.tufail@boxingscotland.org M: 07803513699
North Region Development Officer E: ben.holme@boxingscotland.org M: 07702866135	North District Secretary: Norman Watt M: 07811506853 E: normanwatt@sky.com

9.3 Appendix C - Boxing Scotland Official Registration Pro-Forma & Code of Conduct



Boxing Scotland Ltd (BSL)
 2017-18 Officials Registration & Code of Conduct

APPLICATION: BOXING SCOTLAND OFFICIAL REGISTRATION PRO-FORMA	
Club	Boxing Scotland District
New or Existing Working Official	
Position(s) Applied For	

Personal Details				
Title (Mr/Mrs/Ms/Miss):				
Surname:			First name(s):	
Any first name, surname or maiden name previously known by:				
Date of birth:			Place of birth:	
Home address and contact Details				
Address: _____				
			Postcode: _____	
Telephone number(s): _____				
Email address: _____				
Previous experience relevant to this position				
Boxing officiating experience: Please provide information on your previous officiating and other relevant experience including level(s) boxed/coached at i.e. club, national, international and number of years in the sport:				
Boxing experience				
Club	Country	From (Year)	To (year)	Estimated number of bouts
Judging experience				
Club	Country	From (Year)	To (year)	Estimated number of contests Judged
Refereeing experience				
Club	Country	From (Year)	To (year)	Estimated number of contests Refereed
References				
Please provide details of two people that have known you well for at least 2 years who we can contact for a reference (not relatives). One must have first-hand experience of your involvement in Boxing				
Name: _____			Name: _____	
Address: _____			Address: _____	
_____			_____	
_____			_____	
Postcode: _____			Postcode: _____	
Telephone number(s): _____			Telephone number(s): _____	
_____			_____	
How the person is known to you: _____			How the person is known to you: _____	
_____			_____	
Uniform: Additional Information				
Each registered official will receive an embroidered navy blue BSL Jacket. BSL reserve the right to vary the items distributed on an annual basis, which will be in accordance to the AIBA Technical Rules.				
Please confirm your Jacket size (S, M, L, XL, XXL) _____				

Applicant Declaration

I confirm that the information I have provided in support of my application is a complete and true record.
I agree to accept and work to the BSL Child Protection Policy and to accept and follow the BSL Officials Codes of Conduct.

Signed: _____

Print name: _____

Date: _____

Please return this form, along with a signed copy of the enclosed R&J code of conduct to: **R&J registrations, Boxing Scotland Ltd, 5 Nasmyth Court, Houston Industrial Estate, Livingston, EH54 5EG**

We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Boxing Scotland is fully committed to the principles of equality of opportunity and is responsible for ensuring that no job applicant, employee, volunteer or member receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, class or social background, sexual preference or political belief.

Boxing Scotland will ensure that there will be open access to all those who wish to participate in all aspects of boxing and leisure activities and that they are treated fairly.



Boxing Scotland Ltd (BSL) 2017-18 Officials Code of Conduct

BSL hereby requests your agreement to the following "Code of Conduct", which will apply for as long as you are officiating as a Competition Official in any BSL Competition for the 2017 -2018 season (01 August 2017 to 31 July 2018):

- Code 1: I must not be under the influence of alcohol during the entire period of the BSL Competition in which I participate;
- Code 2: I must not smoke in the Competition Venue;
- Code 3: I must not use or carry any electronic communication device, including but not limited to a mobile phone, a laptop and a tablet computer inside the Field of Play (FOP);
- Code 4: I will not, in my capacity as a BSL Competition Official, comment on, express an opinion, compliment or criticise any boxer, or official before, during or after a BSL championship event on any social media forum
- Code 5: I must not conduct myself in any manner that is derogatory to BSL;
- Code 6: I must not violate any norm of social behaviour in my relation with boxers, coaches, or any other person in attendance at the BSL competition in which I participate;
- Code 7: I must at all times conduct myself in a professional and ethical manner, giving due regard to the Supervisor at all times;
- Code 8: I must not, directly or indirectly, solicit, accept or offer any form of remuneration or commission, nor any concealed benefit, service or gift of any nature that could be considered as a bribe, connected with anyone related to any Competition in which I participate;
- Code 9: I must not collude or collaborate with any party by violating any BSL and/or AIBA Rule (as applicable);

- Code 10: When performing my duties as a BSL Competition Official, I must not communicate with anybody about any competition related issue within the Competition Venue and/or any other location for the entire period of the competition, especially to persons from my own club such as boxers, coaches, officials and committee members;
- Code 11: I must not socialize with or become intimate with Boxers and/or Coaches and Seconds, or enter into any relationship or take any action that casts doubt on my impartiality as a BSL Competition Official;
- Code 12: I must treat any information I may receive from BSL in relation to my position as a BSL Competition Official confidentially and, in particular, I must not disclose my BSL Competition Schedule with members of my club;
- Code 13: I must be on time for all Competitions assigned to me;
- Code 14: I must be available to attend any BSL Competition Official's meetings on the Competition day;
- Code 15: I must fulfil all duties assigned to me by the Supervisor;
- Code 16: I must maintain a good physical condition, personal hygiene and a professional appearance at all times when performing my duties as a BSL Competition Official;
- Code 17: I must not criticize or attempt to explain calls or decisions made by other BSL Competition Official, unless where requested by the Supervisor to do so;
- Code 18: I must respect all BSL Rules;

I understand that if I have any observations or complaints during a BSL Championship event, I must initially report these to the ring supervisor. If not addressed satisfactorily, I will escalate matters to BSL, in writing, no later than seven (7) days after the event. I will not discuss any matter relating to BSL national championships during any District meeting.

I agree to be bound by this Code of Conduct and accept the fact that any infringement of this Code of Conduct will be referred to a BSL Disciplinary Committee/ BSL Board of Directors and could lead to an immediate sanction against me.

DATE: _____

NAME: _____

SIGNATURE: _____

9.4 Appendix D - Confirmation of Insurance Cover Provided To Member Clubs



BOXING SCOTLAND LTD

CONFIRMATION OF INSURANCE COVER PROVIDED TO MEMBMER CLUBS

The Insured: **Boxing Scotland Ltd and subsidiary Co's and All Affiliated Clubs.**

Activities Insured: **All activities controlled, sponsored, recognised/authorised by Boxing Scotland Ltd**

Period of Insurance: **1 August 2017 to 31 July 2018**

Membership of the Association is granted under the provisions laid down by the Articles of the Association to clubs and members who have paid their annual subscription and registered with their Regional Association. Membership and registration of the Association automatically includes insurance in accordance with the following details, subject to the Terms, Conditions and Exclusions of the policies issued by Insurers and arranged by Henderson Insurance Brokers Ltd.

Public/Products Liability Insurance:

Insurer: **XL Catlin Insurance Company**

Indemnity to the Insured for legal liability for damages and legal costs arising out of third party injury, loss or damage, in connection only with activities controlled/sponsored/recognised/authorised by Boxing Scotland Ltd and notified to the insurers during the Period of Insurance.

For any activities not controlled/sponsored recognised/authorised by Boxing Scotland Ltd, individual clubs must arrange their own Public Liability Insurance.

Liability extends only to legal liability arising out of activities and events which are controlled/sponsored recognised or authorised by Amateur Boxing Scotland Ltd and this is not a substitute for the club's own insurance arrangements and all clubs are advised to effect their own Public Liability cover; to take account of events and activities not within the above definition.

Limit of Indemnity: £5,000,000 any one event. In respect of goods sold or supplied, the limit applies in the aggregate in any one period of insurance.

Professional Indemnity Insurance:

Insurer: **XL Catlin Insurance Company**

Legal Liability for breach of professional duty. This is mainly aimed at the coaches, instructors and trainers.

Limit of Indemnity: **£2m each claim**

Employers Liability Insurance: **NOT INSURED**

Clubs must ensure that if they employ any person or if any payments to individuals (such as volunteer coaches) are made they must put this cover in place themselves – THIS IS A LEGAL REQUIREMENT.

Personal Accident Insurance

Insurer: **Aviva**

Insured Person: Any Amateur Boxing Member of Boxing Scotland Ltd and its affiliated Clubs.

Recreational Members are not included.

Cover: If during the operative time the Insured Person sustains accidental bodily injury which within two years is the sole cause of Death or Disablement for which the Benefit is claimed the Company will pay to the Insured Person the appropriate Benefit shown.

Operative Time: Whilst the Insured Person is anywhere in the World and is

- i) taking part in any contest or competition organised by Boxing Scotland Ltd
- ii) taking part in training organised by Boxing Scotland Ltd or Insured Person's club under the supervision of an instructor or official of Boxing Scotland Ltd or Insured Person's Club or
- iii) travelling directly to or from, other than by air or motorcycle, any contest of competition within Great Britain organised by Boxing Scotland Ltd
- iv) Travelling to or from any contest or competition held outside Great Britain.

IMPORTANT:

Boxing Scotland would highlight to all clubs & members that no insurance cover is in force under club/members insurances arranged & insured under the name of Boxing Scotland Ltd for any Liability arising or Injury sustained whilst sparring or competing, with or against, professional boxers.

FOR FURTHER INFORMATION ON COVER OR TO ARRANGE INDIVIDUAL COVER FOR YOUR CLUB PLEASE CONTACT CHRIS FARRELL AT HENDERSON INSURANCE BROKERS ON 0113 393 6828.



Boxing Scotland

Appendix E: Registration Pro-Forma for 'Basic' and 'Recreation & Fitness' Boxers

Any person can be registered with BSL as a Recreational Boxer, through one of its member clubs, from the age of 10 years upwards (for those deemed fit and able by the club head coach to participate in fitness training and/or sparring via a PAR-Q questionnaire). Anyone wishing to do so must have completed this form and be registered on the BSL membership database.

Applicant

Name Date of birth

Male ☐ Female ☐ Non-disabled ☐ Disabled ☐

Address

.....Postcode.....

Telephone..... Email.....

BSL affiliated member Club:

.....

District

Ethnicity (please tick)

English		Scottish		Welsh		Northern Irish		British		Other White Background	
Bangladeshi		Indian		Pakistani		Gypsy or Irish Traveller		African		Carribean	

Signed

Date

.....

Boxer / Parent or Guardian (if under 16 years)

I as the parent/guardian give permission for my child to participate in AIBA Open Boxing via the following BSL affiliated club:

..... and is fit to do so in my opinion.

Signed

Position

Date

.....

I wish to register as a Basic level member

☐

I wish to register as a Fitness & Recreation member

☐

Please tick the appropriate box.

This application form MUST be completed on an annual basis and forwarded to the BSL Office by the Club Secretary. 'Recreation & Fitness' applications MUST be accompanied with two PASSPORT SIZED PHOTOGRAPHS. Once received the applicant will be placed on the BSL Membership Database and the BSL Recreational Membership badge with a unique registration number attached, will be sent by return.