



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 the local community.

The Boxing Scotland Minimum Operating Requirements Scheme is a quality development programme designed to be adopted and implemented by our affiliated clubs. First introduced in 2013, the majority of our member clubs embraced the introduction of our MORs. However, some clubs found meeting the MORs a challenge.

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 boxers, coaches, officials and volunteers;
- Encourage lifelong participation through sustainable boxing development pathways and clubs.

Given the previous issues some of clubs faced, the MORs have been reviewed and updated to complement the soon to be introduced 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.

- a. The club complies with the objectives and aims of Boxing Scotland to advance boxing via the Boxing Scotland Affiliation Declaration.
- b. 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;
- c. The club has a fully qualified Child Protection Officer in attendance at every session who can provide evidence of their qualifications (mandatory attendance at Safeguarding & Protecting Children and In Safe Hands courses);
- d. All Coaches, Officials and Club Volunteers have undergone necessary checks and are PVG certified.
- e. The club has its own bank account and chequebook which requires two signatories;
- f. The club signatories are not related/married and do not stay at the same address;

- g. The club has a non-discriminatory name (i.e. no reference to Boys or Girls or Religion in the title)
- h. All individuals who coach within a club must be registered as a coach with Boxing Scotland and pass the Coach Competency Exam or ITC level 1.
- i. Clubs are to ensure all individuals that train at the club, except those that are registered Boxers, must complete the Recreational Members form. **Once completed forms should be emailed, handed to District secretaries/Development Officers.**
- j. All individuals that train at a club must have completed a Physical Activity Readiness Questionnaire. (PARQ) for all U18 the U18 PARQ and Consent Form must have the signed parental consent completed. Both these documents should be held by the club. **Failure to complete these forms could render the insurance invalid.**

In order to provide the necessary assurance that your club meets our standard level MORs the following documentary evidence must be provided **electronically** and maintained via the Boxing Scotland Electronic Membership system:

Standard MOR	Descriptor	Format
a)	Signed copy of Boxing Scotland affiliation application form.	Scan / PDF
b)	Signed copy of the club's Constitution document signed by all committee members.	Scan / PDF
c)	Provide evidence of attending the Safeguarding & Protecting Children and In Safe Hands workshops	Scan / PDF
d)	PVG Held by head office prior to coach, officials badge issue.	N/A
e)	Provide a copy the clubs of latest bank statement (sensitive information may be anonymised.)	Scan / PDF
i)	Recreational Members form completed.	Completed forms are to be emailed, handed to District Secretaries or Development Officers.
j)	Physical Activity Readiness Questionnaire. (PARQ) U18 PARQ and Consent Form must have the signed parental consent completed	Held by Club

2. Silver – Boxing Scotland Enhanced Club

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

- a. The club has achieved Boxing Scotland Bronze MORs;
- b. The club is based in an adequate facility on which an **annual** detailed risk assessment has been carried out;
- c. The Club has completed an Equality Policy that has been approved and signed by the committee.
- d. There are separate and adequate changing and toilet facilities for club members;
- e. There are sufficient fire exits, extinguishers and fully stocked first aid kits present in the facility;

- f. The club has a fully qualified first aider who can provide up to date (last 3 years) evidence of their qualifications; **Mandatory for each club to have at least one first aider for the 19/20 season.**
- g. 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 events;
- h. The club has at least one registered qualified coach who has completed the Boxing Scotland Level 1 course (SQA accredited)
- i. All club coaches have attended a Safeguarding & Protecting Children workshop and evidence can be provided; **Mandatory for 19/10 season.**
- j. The club Child Protection Officer understands the BSL 'Responding to Concerns' procedure and can complete an 'Accident/Incident Reporting Form';
- k. The club has an Emergency Action Plan (EAP) which every coach at the club understands;
- l. Each committee member has a signed role descriptor for the current position.
- m. The club has the latest version of the Boxing Scotland club pack available to all members in the facility;
- n. The club has its own active email address which can be accessed by at least one committee member and one coach.

In order to provide the necessary assurance that your club meets our standard level MORs the following documentary evidence must be provided **electronically** and maintained via the Boxing Scotland Electronic Membership system: A club will be deemed to have met Silver level MORs once it has provided the referenced evidence.

Standard MOR	Descriptor	Format
b)	Evidence should be contained within annual risk register.	Scan / PDF
c)	The Club has an Equality Policy signed and agreed by its committee members.	Scan / PDF
e)	Evidence should be contained within annual risk register.	Scan / PDF
f)	Provide copies of all first aid training/qualifications.	Scan / PDF
h)	Provide Certificate evidence on database.	Scan / PDF
i)	Provide evidence for all coaches who have attended the Safeguarding and Protecting Children workshop	Scan / PDF
k)	Provide a copy of the club's EAP	Scan / PDF
l)	Provide copies of signed committee member role descriptors	Scan / PDF

All the above information/evidence can be supplied electronically via the Boxing Scotland electronic membership scheme. Each piece of 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.

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

- **These items at silver level will become Mandatory for the 19/20 season and will become a Bronze level operating requirement.**

3. Gold – Boxing Scotland Advanced Club

Advanced level is specifically geared towards more established or large clubs and will help the club to 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 those already achieved in the standard level:

- a. The club has achieved Boxing Scotland Silver MORs;
- b. The club has a minimum 2-4-year progressive club development plan in place approved by the club committee;
- c. All coaches active within the club are registered and possess the Boxing Scotland Level 1 Coaching Qualification.
- d. The club has at least one registered qualified coach who has completed the BSL Level 2 course.
- e. The club holds regular committee meetings and an AGM;
- f. There are adequate showering facilities for club members.
- g. At least one club delegate attends monthly district meetings and communicates all relevant information back to the club committee and coaches;
- h. The club can produce an annual needs analysis report by 31st July, including membership figures.
- i. The club has a designated working official who is willing to train up and attend National events and beyond.
- j. The club has successfully achieved accreditation through its Local Authority club assurance scheme;
- k. The club has evident links with local authority sports development officers, Boxing Scotland Development Officers, schools and community groups.

In order to provide the necessary assurance that your club meets our advanced level MORs the following documentary evidence must be provided **electronically** and maintained via the Boxing Scotland Electronic Membership system:

Advanced MOR	Descriptor	Format
b)	Copies of the Development plan and annual progress reports are provided.	Scan / PDF
c)	Copies of Coach qualifications provided	Scan / PDF
d)	Copies of Coach qualifications provided	Scan / PDF
e)	Minutes of each meeting are provided as soon as they are approved.	Scan / PDF
h)	A copy of the needs analysis document is provided by 31 st July provided.	Scan / PDF
j)	Copies of certificates are provided.	Scan / PDF