



## **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 the sport of 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/certificates (mandatory attendance at 'Child Wellbeing and Protection in Sport workshop' or 'Safeguarding and Protecting Children' and 'In Safe Hands') courses.	Yes
4. All coaches and club volunteers 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 or Religion in the title)	No
8. All individuals who coach within a club must be registered as a coach with Boxing Scotland and pass the Coach Competency exam.	No
9. Clubs are to ensure all individuals that train at the club, except those that are Registered Boxers, must complete the Basic Fitness/Recreational form. <i>Once completed forms should be emailed, handed to District Secretaries / Development Officers</i>	No
10. All individuals that train at a club should have completed a Physical Activity Readiness Questionnaire (PARQ) which should then be held by the club. U18 PARQs should also have the signed parental consent completed.	No 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:

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 <b>annual</b> Risk Assessment has been carried out	Yes
3. The club has a completed an Equality Policy that has been approved by the Committee	Yes
4. There are adequate changing and toilet facilities for club members	No
5. There are sufficient fire exits, extinguishers and fully stocked first aid kits present in the facility	No

6. * The club has a fully qualified first aider - <i>Mandatory for each club to have at least one first aider for the 2019/20 season</i>	Yes
7. The club has a designated working official (Referee or Judge) who is willing to regularly work at club, district level	No
8. The club has at least one registered qualified coach who has completed the Boxing Scotland Level 1 course (SQA accredited)	Yes
9. * All coaches have attended a Child Wellbeing and Protection in Sport Workshop' or 'Safeguarding and Protecting Children workshop' – Mandatory for all coaches for the 2019/20 season.	Yes
10. The Child Protection Officer understands the BSL 'Responding to Concerns' procedure and can complete an 'Accident/Incident Reporting Form'.	No
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 On contacts page within BSL Database

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 2019/20 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 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:

<b>Operating Standard - Gold</b>	<b>Required to be uploaded to BSL Electronic Membership System</b>
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 have completed the Boxing Scotland Level 1 Coaching Qualification	Yes
4. The Club has at least one registered qualified coach who has completed the BSL level 2 course	Yes
5. The club holds regular committee meetings and an AGM	Yes
6. There are adequate showering facilities for club members	No
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 produce an annual needs analysis report by July 31st, including membership figures	Yes

9. <i>The club has a designated working official who is willing to train up and attend national events and beyond.</i>	<i>No</i>
10. <i>If applicable the club has successfully achieved accreditation through its local authority club assurance scheme</i>	<i>Yes</i>
11. <i>The club has evident links with Local Authority sports development officers, Boxing Scotland Development Officers, schools and community groups</i>	<i>No</i>

Certain 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. i.e Annual Affiliation Document, Named Role/Position incumbent change, Child Protection Courses updated (3 Yearly), *First Aid (3 Yearly)*