



Boxing Scotland

Club Pack

2019-2020

List of updated documents within Club pack for 19/20 Season

- (i.) **1** Removal of BSL Child Protection Policy – Policy can be found on BSL Website, Clubs Page.
- (ii.) **2.4** SME2 Postage Guide (Boxers Record Cards)
- (iii.) **2.5** Added Protective Sanitary Measures – Applying for card to be released by Boxing Scotland after a boxer’s suspension.
- (iv.) **3.1, 3.2, 3.3, 3.4, 3.5** - Update BSL database once complete.
- (v.) **5.0** Tournament application form. Can be found on the website at the Clubs page, under rules and regulation.
- (vi.) **6.1** Engage with Regional Development Officer – Updated East Regional Development Officer contact details.
- (vii.) **7.2** Boxing Scotland affiliation cost – Updated with 19/20 Insurance cost. New Charge for Lost Boxer Registration Cards (SME2) Other costs remain unchanged
- (viii.) **7.3** Boxing against other Countries
- (ix.) **7.5** Boxing Scotland Club Cub Scheme
- (x.) **7.6** Active Schools Partnerships – Updated East Region Development Officer.
- (xi.) **8.0** Update of Minimum Operating Requirements
- (xii.) **8.3** U18 PARQ Consent form - Combining previous documents U18 PARQ and Parent/Guardian consent form into the one document
- (xiii.) **9.1 Appendix A - AIBA Technical Rules and AOB (AIBA Open Boxing) Rules** Refreshed Links to AIBA Technical and AOB Open Boxing (AOB) Competition Rules
- (xiv.) **9.2 Appendix B - Boxing Scotland and District Secretaries Details** – Updated West District Secretary
- (xv.) **9..3 Appendix C** – Removal of Officials Registration and Code of Conduct – Can be found on BSL website, Clubs Page
- (xvi.) **9.4 Appendix D** - Season 19/20 Confirmation of Insurance cover document



Boxing Scotland
Club Pack
2019-2020

This 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.

Clubs are informed that several documents have now been removed from the Club Pack. All relevant documentation required to ensure clubs meet the minimum operating requirements can now be found on the Boxing Scotland Website on the Clubs page.

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 2019-20

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 club’s 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.

“SME 3” Means the ‘Scottish Medical Examination’ document 3, Protective sanitary measure for protecting a boxer on completion of a suspension. A fully completed SME3 is to be sent to the Boxing Scotland office before a Boxers Record card “SME2” is released from suspension. The boxers medical cannot be completed until the 30 days suspension has lapsed.

“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 and Consent Form” Means a Physical Activity Readiness Questionnaire and Consent form 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 5 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 Regulated Work with Children

For the 2019/20 all Boxing Scotland Volunteers, Coaches and Officials are to hold a PVG with Boxing Scotland before commencing any volunteering within their club. This section deals with Regulated Work with Children.

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 this document,
 - (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
- (g) “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).

PART 4
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.

1.2 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 'Child Wellbeing and Protection in Sport' 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

1.3 If your club Child Protection Officer leaves the club

1. The club Secretary must inform Boxing Scotland's Child Protection Officer, Marianne McMahon Tel. 03330 200 100, or email. marianne.mcmahon@boxingscotland.org as soon as they are aware the CPO wishes to 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 'Child Wellbeing and Protection in Sport' 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.

1.4 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 **1.2 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 '**Child Wellbeing & Protection in Sport**' 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) Found on BSL Website, Clubs, Child Protection**
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) Found on BSL Website, Clubs, Child Protection**
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.
8. The 'In Safe Hands' and 'Child Wellbeing and Protecting Sport' workshops are mandated to be **renewed or refreshed every two to three years. (iaw. Child First Guidelines)**

2 REGISTRATION & RE-REGISTRATION PROCESSES

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 club's 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 **minimum 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, then 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)

- 2.2.1** After checking the SME1 Form for correct completion, Boxing Scotland issues a unique registration number.
- 2.2.2** 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.
- 2.2.3** 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, Boxing Scotland Limited, High Performance Centre, Olympia Theatre, Orr Street, Bridgeton Cross, Glasgow, G40 2QH, 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)

- 2.4.1** 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	£1.06
2 - 4	A5	Padded	£3.00
5 - 8	A4	Padded	£4.00

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 Protective Sanitary Measures

2.5.1 Once a boxer is suspended, the individual's SME2 Boxers record card will be held by the Supervisor/District Secretaries. It will then be forwarded along with the Tournament record sheet within seven days of the event to Boxing Scotland. The card will then be held by Boxing Scotland for the duration of the suspension. A club applying for the card after suspension must ensure that an SME3 is fully completed.

Note; A Boxer under suspension must not conduct a medical until after the suspension has lapsed.

Then a completed SME3 must be sent along with a stamped addressed envelope to Boxing Scotland Office for the SME2 to be released back to the club. There is no fee for return of the card, but a stamped addressed envelope must be enclosed. (See 2.4 for Postage costs)

2.6 General Principles of the Boxing Scotland Medical Scheme

2.6.1 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. (Section 2.5.1)

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 are to be sent to Boxing Scotland Limited, Glasgow, G40 2QH within 7 Days.

2.7 The Initial Medical Examination

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

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 Limited, High Performance Centre, Olympia Theatre, Orr Street, Bridgeton Cross, Glasgow, G40 2QH.
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 Boxing Scotland Limited, High Performance Centre, Olympia Theatre, Orr Street, Bridgeton Cross, Glasgow, G40 2QH, 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 receive 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 03330 200 100 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. **(see 2.4 SME2 Postage Guide)**
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 receive 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 receive 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: Tom Trotter

M: 07921 393 986

E: tomt1873@gmail.com

West District Secretary: Vincent Keane

M: 07718 909 999

E: Secretary@WesternDistrictBoxing.org.uk

North District Secretary: Norman Watt

M: 07811 506 853

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.
4. *Update the BSL Database.*

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 information through the Regional Development Officers. 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 information through the Regional Development Officers. 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 information through the regional Development Officers. 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 Recreational Users (Fitness members)

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 registered members.**

To register Recreational users, complete and return to your Region Development Officer Recreational User membership forms, which can be found in Appendix E. (Or hand to District Secretaries at monthly meetings)

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 2019/20 Permit Application Form. The permit application form can also be downloaded from the Boxing Scotland website, in the club section under.
3. The club should complete the 2019/20 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 on the Clubs page under Governance.
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.

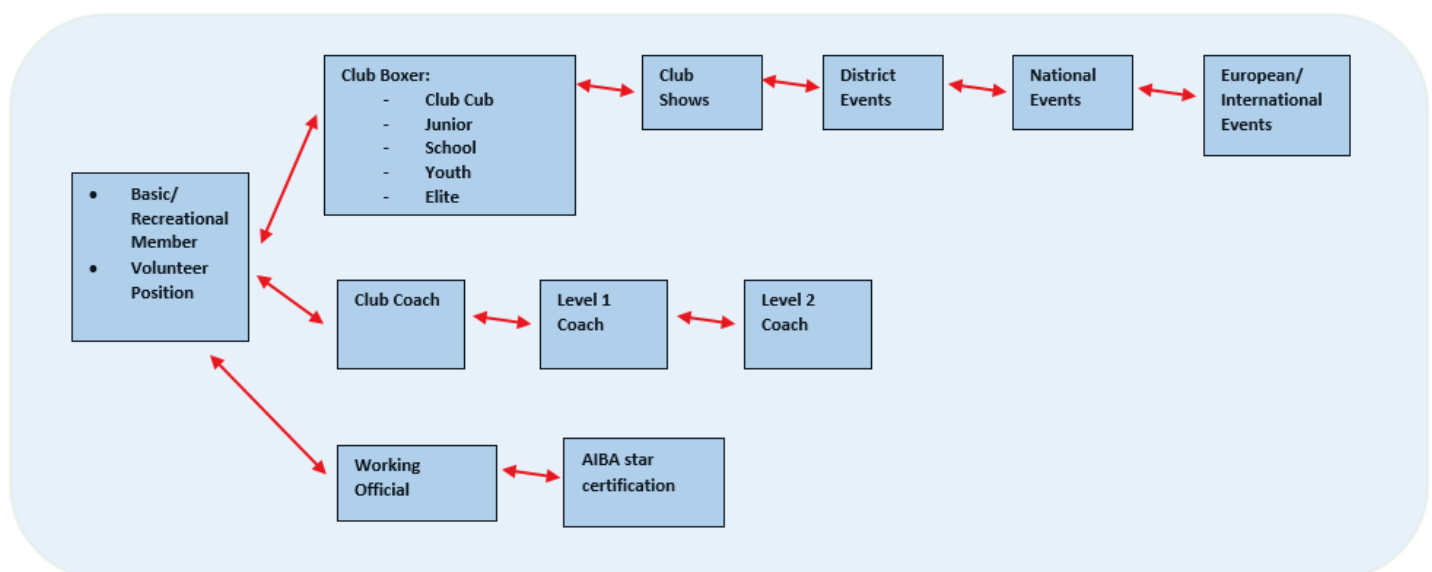
Other available templates

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: Paul Coleman

E: paul.coleman@boxingscotland.org

M: 07803513699

North RDO: Ben Holme

E: ben.holme@boxingscotland.org

M: 07702866135

West RDO: TBC

E:

M:

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 club's 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 2019-20

Item	Fee	Payable to
Club Affiliation/Re-affiliation	£200.00	Boxing Scotland Ltd
Insurance (Season 2017-2018)	£201.27	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
Lost Boxer Registration Card (SME1)	£30	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. Documentation can be found on the Boxing Scotland website under Clubs page and covered by Governance.

The BSL National Boxing Coach must be made aware of all boxers who are travelling or boxing Home or Away to ensure the bout is at the appropriate level and that it will not conflict with any national squad/team training sessions or International Boxing Tournaments.

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.
4. More information about the complaint's procedure can be found at the following link;
<https://www.boxingscotland.org/about-us/policies/>



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 club cub skills show.

The maximum ticket fee for a paying member of the public will be £10. The maximum number of skills bouts allowed during a skills show will be limited to 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: Paul Coleman

E: paul.coleman@boxingscotland.org

M: 07803513699

North RDO: Ben Holme

E: ben.holme@boxingscotland.org

M: 07702866135

West RDO: TBC

E: @boxingscotland.org

M:



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 unless completed a level 1.	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 annual 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 <i>Child Wellbeing and Protection in Sport Workshop' or 'Safeguarding and Protecting Children workshop' – Mandatory for all coaches for the 2020/21 season.</i>	Yes

10. <i>The Child Protection Officer understands the BSL 'Responding to Concerns' procedure and can complete an 'Accident/Incident Reporting Form'.</i>	No
11. <i>The club has an Emergency Action Plan (EAP) which every coach at the club understands</i>	Yes
12. <i>Each committee member has signed a role descriptor for the current position</i>	Yes
13. <i>The club has the latest version of the BSL Club Pack available to all members</i>	No
14. <i>The club has its own active email address which can be accessed by at least 2 committee members/coaches</i>	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 the 2020/21 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:

Operating Standard - Gold	Required to be uploaded to BSL Electronic Membership System
1. <i>The club has achieved Boxing Scotland Silver MORs</i>	Yes
2. <i>The club has a 2-4-year progressive Development Plan in place approved by the club committee</i>	Yes
3. <i>All coaches active within the club are registered and have completed the Boxing Scotland Level 1 Coaching Qualification</i>	Yes
4. <i>The Club has at least one registered qualified coach who has completed the BSL level 2 course</i>	Yes
5. <i>The club holds regular committee meetings and an AGM</i>	Yes
6. <i>There are adequate showering facilities for club members</i>	No
7. <i>At least one club delegate attends monthly district meetings and communicates all relevant information back to the club committee and coaches</i>	No
8. <i>The club produce an annual needs analysis report by July 31st, including membership figures</i>	Yes
9. <i>The club has a designated working official who is willing to train up and attend national events and beyond.</i>	No
10. <i>If applicable the club has successfully achieved accreditation through its local authority club assurance scheme</i>	Yes
11. <i>The club has evident links with Local Authority sports development officers, Boxing Scotland Development Officers, schools and community groups</i>	No

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)*



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

<https://www.boxingscotland.org/version2/wp-content/uploads/2019/01/Boxing-Scotland-Complaints-Policy-January-2019.pdf>

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 Under-18 Physical Activity Readiness Questionnaire *and Consent Form*

_____ Boxing Club
To be completed and signed by Parent or Guardian

Name of Child _____

D.O.B. _____

Parent/ Guardian _____

Address _____

Town/City _____ Post Code _____

Tel (Day) _____ Tel (Evening) _____

Email _____

Family Doctor _____ Doctor's Tel Number _____

Club _____ Activity _____

Emergency Contact Detail; (If different from those above) _____

Name _____ Tel: _____

Mobile _____ Relationship to Child _____

Does your Child have now, or have 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 (only tick when applicable)	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

Does your child suffer from any medical conditions/allergies that the club/coach should be aware of (please state)?

Please Provide details of medication that must be administered

CONSENT (please read carefully)

- a) I agree to my Child taking part in activities of the _____ Club.
- b) I confirm to the best of my knowledge that my Child does not suffer from any medical condition other than those listed above.
- c) I consent to my son/daughter travelling by any form of public transport, minibus or motor vehicle driven by a club coach or any other parent attending, to any event in which the club is participating.
- d) I understand that the Club or Organisers accept no responsibility for loss, damage or injury caused by or during attendance on any of the clubs organised activities except where such loss, damage or injury can be shown to result directly from negligence of the Club or Organiser.

I give my consent for my child to take part in supervised controlled sparring within the club;

YES

NO

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

Signature: _____

Name: _____

Date: _____

- **Once completed, this document is to be held in the Club Pack for future reference only and in event of an emergency. iaw. DPA 2018 and GDPR 2018.**



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 (Not Registered Boxers)	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"> • • • •
Please detail what your programme included (e.g. Taster session only/12-week programme)	

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

Club Training Times						
Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Club pricing						
Membership	Adult	Per session	Adult			
	Youth/Junior		Youth/Junior			

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:

Effective 9th Feb 2019 <https://d152tffy3gbaeg.cloudfront.net/2019/03/AIBA-Technical-Competition-Rules-.pdf>

Referee and Judges Regulations Effective 8th Jan 2018
https://d152tffy3gbaeg.cloudfront.net/2019/01/RJ_Manual_Document_2019_01.pdf

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

<p>Postal address for all Boxing Scotland staff is; Boxing Scotland Ltd, National High-Performance Centre, Olympia Theatre, 2 Orr Street Bridgeton Cross, Glasgow, G40 2QH</p>	
<p>Interim CEO Fraser Walker Tel. 03330 200 100 E: fraser.walker@boxingscotland.org</p>	<p>Boxing Scotland Sports Administrator & CPO Marianne McMahon Tel. 03330 200 100 E: marianne.mcmahon@boxingscotland.org</p>
<p>National Coach Mike Keane Tel. 03330 200 100 Mob. 07725 100 892 E: mike.keane@boxingscotland.org</p>	<p>Technical Coach Craig McEvoy Tel. 03330 200 100 Mob: 07974 302782 E: craig.mcevoy@boxingscotland.org</p>
<p>Emerging Talent Coach Niall Clark Tel. 03330 200 100 Mob: 07904 831 092 E: niall.clark@boxingscotland.org</p>	
<p>West Region Development Officer TBC M: E:</p>	<p>Western District Secretary Vincent Keane Mob. 07718909999 E: Secretary@WesternDistrictBoxing.org.uk</p>
<p>North Region Development Officer Ben Holme M: 07702866135 E: ben.holme@boxingscotland.org</p>	<p>North District Secretary: Norman Watt Mob: 07811506853 E: normanwatt@sky.com</p>
<p>East Region Development Officer Paul Coleman M: 0780 351 3699 E: paul.coleman@boxingscotland.org</p>	<p>Eastern District Secretary Tom Trotter Mob: 07921 393986 E: tomt1873@gmail.com</p>



9.1 Appendix C - Boxing Scotland Officials Registration Pro-Forma & Code of Conduct

Boxing Scotland Ltd (BSL)
2018-19 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: _____	

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: _____

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: _____ Address: _____ _____ _____ Postcode: _____ Telephone number(s): _____ _____ How the person is known to you: _____ _____	Name: _____ Address: _____ _____ _____ Postcode: _____ Telephone number(s): _____ _____ How the person is known to you: _____ _____

Uniform: Additional Information
 Each registered official will receive an embroidered BSL Shirt/Blouse and tie.
 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 size (14, 14 ½, 15, 15 ½, 16, 16 ½, 17, 17 ½, 18, 18 ½, 19) ;

Please return this form, along with a signed copy of the enclosed R&J code of conduct to: **R&J registrations, Boxing Scotland Limited, National High-Performance Centre, Olympia Theatre, 2 Orr Street, Bridgeton Cross, Glasgow G40 2QH**

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)
2018-19 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 2018 -2019 Season (01 August 2018 to 31 July 2019):

- 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 relationship 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 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: _____



9.1 Appendix D - Confirmation of Insurance Cover Provided to Member Clubs

CLUBS SUMMARY OF COVER 2019 – 2020

Entitled to Indemnity:	Boxing Scotland Ltd, its subsidiary Companies and all affiliated clubs
Period of Insurance:	1st August 2019 to 31st July 2020
Insurer:	AXA XL
Policy Number:	1385615/0
Insured Activities:	All activities controlled, sponsored, recognised/authorised by Boxing Scotland Ltd

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 Sports Insure

Limits of Indemnity:

Public & Products Liability	£10,000,000 any one event (any one period for Products/Pollution)
Abuse cover	£1,000,000 in the aggregate
Professional Indemnity	£5,000,000 in the aggregate

Public Liability Excess of Loss policy is provided by CNA, Policy Number - H000310

Retroactive Date: 01/04/2009

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.

Excess: £500

Principal Policy Exclusions:

- Deliberate / criminal acts
- Damage to your own property / club assets
- Damage to any data
- Incidents / claims known to you but not reported to Insurers

Personal Accident Benefits:

Insurer:	Aviva Insurance Ltd
Policy Number:	25130342ECA
Insured Persons:	Any amateur boxing member of Boxing Scotland Ltd

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 an Insured Person is –

- Taking Part in any Contest or Competition Organised by the Insured
- Taking Part in Training Organised by the Insured Persons Club under the Supervision of an Instructor or Official of the Insured or an Insured Persons Club Travelling (Other than by Air or Motorcycle) to and from any Contest or Competition in Great Britain Organised by the Insured
- Travelling (Other than Air or Motorcycle) Directly or Back From any Training Session Organised by the Insured
- Travelling to or from any Contest or Competition which is held outside Great Britain

Accidental bodily injury resulting in:	Category C
Death	£50,000
Loss of Sight	£50,000
Loss of Hearing one ear	£12,500
Loss of Hearing both ears	£50,000
Loss of Limb	£50,000
Loss of Speech	£50,000
Permanent Total Disablement *(PTD)	£50,000
Temporary Total Disablement	£250 per week
Temporary Partial Disablement	Not Insured
Excess Period	7 days
Benefit Period	104 weeks

*The basis of cover for permanent total disablement is any and every occupation.

Principal Policy Exclusions:

- Suicide or attempted suicide, intentional self-injury
- Engaging in or taking part in any sports other than boxing
- Any pre-existing infirmity or sickness
- Any claims arising out of the failure to follow medical advice
- Driving or riding in any kind of race, or taking part in hazardous pursuits
- Death, illness, injury caused or in connection with any Act of Terrorism

FOR FURTHER INFORMATION ON COVER OR TO ARRANGE ADDITIONAL COVER FOR YOUR CLUB PLEASE CALL NATALIE WALE AT SPORTS INSURE ON 0161 790 7000

You should immediately record relevant information concerning incidents involving a fatality, an injury involving either referral to or actual hospital treatment, any allegations of libel / slander, any allegations of professional negligence, i.e. arising out of tuition, coaching or advice given, any investigation under any child protection legislation or any circumstance involving damage to third party property.

If there is a verbal / written allegation against you, you should advise Sports Insure on 0161 790 7000 immediately and pass on any documentation you may have received. Under no circumstances should you admit liability as this may prejudice the Insures position in the defence of a subsequent claim made against you.

Please refer to www.hse.gov.uk/riddor to check whether you have obligations under RIDDOR 95 regulations, as you must report certain serious accidents to the HSE.

IMPORTANT- The Insurance evidenced by this document is subject to the terms, conditions and exclusions of the original policy, which are paramount. This document is issued as a matter of information only, and evidences coverage at the date of issuance.

This Summary of Cover confers no rights to the holder and imposes no liability on Boxing Scotland Ltd, the Insurer or Sports Insure as Insurance brokers. These parties do not assume any responsibility to the holder of this certificate to provide any notice of any material change in or cancellation of the original policy/policies

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