



10 Sept 21

Reference: BSL/S-J/SEPT/002/PC

See distribution

BOXING SCOTLAND SCHOOLS AND JUNIOR CHAMPIONSHIPS SEASON 21-22 SEPTEMBER 2021 – ADMINISTRATION INSTRUCTION

1. **General.** In order to continue our return to competitive Boxing post COVID-19 Boxing Scotland (BSL) has organised the 21/22 Schools and Junior Championships which will take place on the weekends of 18th and 19th and Saturday 25th September 2021 at Ravenscraig Sports facility, Motherwell. It is an opportunity for Boxing Scotland to introduce our sport after such a long layoff due to the restrictions imposed by the Scottish Government during the COVID pandemic. It will also demonstrate to our partners and the wider Scottish Boxing community that boxing is back and '*On the front foot*'.
2. It is the responsibility of Boxing Scotland for the organisation of the event.
3. The Event will be Boxing Scotland first Championship event since COVID-19 restrictions and will be the first to welcome back spectators.
4. **A Zero tolerance** will be observed by Boxing Scotland on those found to be continually breaching guidance on social distancing, mask adherence and or foul and abusive behaviour for all members and spectators towards Security Staff, RRFS and BSL Members.
 - a. Face mask must be worn by all members and spectators throughout the venue and duration of the tournament [other than boxers in-ring competition] – Government exemptions may apply. Boxing Scotland Security Officers will challenge where require. All Boxing Scotland members will be expected to comply with their respective member Code of Conduct.
5. **Aim.** The aim of this document is to cover all aspects of administration required to set up and ensure the smooth running of the first Championship event since COVID-19. This instruction clearly defines the roles and responsibilities of all parties involved, the timeline for completion of activities prior, during and post, along with the resource requirement.

Event Co-ordination

6. **Boxing Scotland.** Overall authority for the event lies with the CEO of Boxing Scotland.

7. **Event responsibilities.** Tasks and responsibilities are annotated as below:

Ser	Name	Responsibility
1	Chris Roberts OBE	CEO
2	Marianne Crichton	Head of Operations
3	Stewart Ferguson	Set up, event management
4	Ben Holme	Set up, event management
5	Paul Coleman	Set up, event management
6	Marianne Crichton	Event Covid Co-ordinator
7	Greg Houston	MC
8	Dougie Fraser	Event Supervisor
9	Norman Watt	Ring Supervisor
10	Wullie Arbuckle	Computer Operator Ring 1
11	Boxing Scotland Vincent Keane	Computer Operator Ring 2
12	COPELAND	Event Security

PERSONNEL – BOXERS

8. **Boxers Clubs.** Entries to the event were open to clubs affiliated for the 21/22 Season.

9. **SME1 Boxing Cards, Coaching Badges Officials' Badges and associated documentation.** All affiliated Boxing Record Cards (SME2) and Coaching Badges, including pre-medical Boxer Covid declaration are to be present at the weigh-in. Each entrant MUST produce their Medical Record Card (SME2) showing evidence that the boxer is registered for the current season.

10. **Weigh-Ins.** The general weigh-in will open at 0800hrs on 18th September and will remain open until 1000hrs; these will take place in the classroom upstairs at Ravenscraig, the nominated OIC will preside the weigh-in. Technical rule timings will apply. Boxers required to weigh-in will be notified in advance. Control of the weigh-in will be conducted by Boxing Scotland officials; boxers will be called forward by the BSL staff – please note that there will be no open scales. Test Scales will be situated in the main arena down in the venue.

11. **Draw.** The draw for weight categories with multiple entries took place on the afternoon of 15th September and the Computer Scoring system was used to achieve a random draw in those categories. Due diligence has been applied to ensure that over matching has not taken place across all age and weight categories.

10. **Boxing Medicals.** Medicals will commence from 0800hrs to 1000hrs on 18th September 21. Medicals will be completed before approaching the scales.

MEDICAL

- **Fully GMC Registered Boxing Scotland Doctors appointed to oversee all medical provision along with Scottish Ambulance Service and standby ambulance on site**

11. All boxers are to have an in date Annual Medical with the appropriate medical information detailed in the back of the Boxers Record Card SME1. Medicals will be conducted directly after the weigh-in.

12. **Medical Cover.** Ringside medical cover has been booked and will be available from 0800hrs on 18th September 21. The Scottish Ambulance service will also attend the event.

13. **Action in the Event of Medical Emergency.** A Boxer will remain in the care of the club and an appropriate member of the injured boxer's club is to accompany the boxer to an appropriate medical treatment centre in the event of a medical emergency. Notification to the boxer's family is to be completed as soon as reasonably practicable.
14. **Gum Shields.** Boxer gum shields will be examined prior to entering the medical/weigh in area. All boxers must have well fitted gumshields, no red or partially red gumshields may be worn.
15. **Wraps.** Approved AIBA wraps are to be worn by boxers but any wrap that is in accordance with the dimensions for wraps set out in the AIBA Boxing Rule Book are appropriate. No professional wraps are allowed. Boxers will be required to supply their own wraps.

PERSONNEL – OFFICIALS

16. **The Officials.** Boxing Scotland officials have been appointed for the event and a separate instruction will be sent out accordingly. All officials must be registered prior to the event ensuring insurance requirements are met. Badges must be shown at the door and worn during the event.
17. **Supervisors.** Mr Fraser is the appointed Supervisor for the event with Mr Watt being nominated as the Ring Supervisor; they will co-ordinate and control the responsibilities of each official selected.
18. **Competition Scoring System.** Computer scoring will be used throughout the duration of the event.
19. **Ring Rules and Etiquette.** The event will be conducted in accordance with the AIBA rules, and any conditions set by Boxing Scotland as appropriate. A brief to the officials will be given by the Event Supervisor.
20. **Dress.** Dress for officials at the event will be as follows:
- a. Referees and Judges must wear the official AIBA attire for Referees and Judges. White, short-sleeve, button-down collared shirt (long-sleeve acceptable).
 - b. Black bow tie.
 - c. Black trousers (no denim).
 - d. Black sport shoes with no heels.
 - e. Referees may use surgical gloves when officiating.
 - f. Referees are required to wear a mask whilst conducting their duties in the ring.
21. **Master of Ceremonies.** The Master of Ceremonies duties will be conducted by MC Mr Greg Houston.

COACHES

22. **Qualified Coaches.** All coaches in the corners are to be qualified, competent and in date. Coaches/seconds must be in possession of their Boxing Scotland Coach Registration pass at all times. Access to facility and the Field or Play will not be permitted without a valid BSL Coach Registration badge. Replacement or temporary coach passes will not be issued during the event.
- a. **Number of Coaches.** If a club has 1 boxer, two coaches will be granted access to the facility. If a club has 2 boxers, then 4 coaches will be given bands. More than three boxers, 6 coaches only will be granted access to the facility. Up to a maximum of 6

coaches will be given access to the event. This is in order to keep numbers down. Please note the number of Coach Bands allocated to your club on the day will be based on the number of Boxers you have entered into the Championships as well as the number of Boxing Scotland Registered Coaches your club has.

- b. However, the Maximum number of Coach bands (6 daily) allocated will **not** exceed the total number of Coaches registered with Boxing Scotland at your club.

EXAMPLE – The Club has two Boxing Scotland registered Coaches = Two Bands will be allocated to the club regardless of number of boxers entered in the Championships.

Number of Boxers your club has entered into the championships	Number of Boxing Scotland coaches registered with your club	Max Number of Bands that will be allocated to your club
1	4	3
2	6+	4
3+	6+	6

- c. Bands are allocated on a trust basis – In the event that your band is presented for entry by anyone other than a Boxing Scotland Coach registered with your club you will be required to pay an entry fee of £15 for each coach on that day.
- d. When entering the field of play and or spectating area you **must** present your coaching badge and your Band when asked for by either security or Boxing Scotland Staff.

Masks

All Coaches and Boxers will be mandated to wear a mask whilst inside Ravenscraig Sport Facility. Ravenscraig is currently operated by North Lanarkshire Health Authority to conduct COVID-19 Testing and also as a COVID-19 vaccination Centre.

- a. Masks may be removed by boxers only when warming up for bout preparation and competitive boxing only.
- b. Facemasks can be removed when boxers enter the Field of Play. Coaches must continue to wear a mask whilst boxing is taking place.

Team Corners and Changing Rooms

- a. **Segregated areas clubs/boxers.** There will be segregated areas inside the High-Performance Centre. Clubs and boxers will be required to leave all their associated equipment within their respective areas.

b. **Changing Rooms.** Boxers must use the male and female changing rooms provided. No changing will be allowed in the preparation area.

23. **Event Kit.** Event kit will be provided by individuals and will be in line with AIBA boxing rules and regulations. Club kits can be worn by individual boxers. Scotland National team kit must not be worn by any boxer or coach.

a. **Gloves, Head Guards.** Boxing Scotland will have a supply of gloves and headguards available. The equipment will be strictly controlled and cleaned before and after use. Boxers may use their own equipment as long as it meets AIBA licencing regulation at <https://www.aiba.org/licensees/>. This equipment will be checked at the gloving up table. Approval must be given by the table before competing as the consequences of not seeking approval will be disqualification.

SECURITY

24. **Venue Security.** Boxing Scotland retain primacy for all security matters and will employ COPELAND to co-ordinate all pre-event security as appropriate, the security company will be responsible for door and facility security.

25. **Access Control – Ravenscraig Region Sports Facility.** All access to event will be at the entrance to the arena within Ravenscraig. Security will be present.

26. In the unlikely event of emergency, the building will be evacuated via the closest possible safe route and everyone in attendance will be accounted for accordingly.

TIMINGS

27. **Outline Timings.** All participants are to adhere to the following timings.

Ser	Event	Date and time	Location	Remarks
1	Draw	15 Sept	Ravenscraig	
2	Boxing venue laid out for competition	17 Sept	Ravenscraig	
3	FOP set up complete	17 Sept NLT 1700hrs	Ravenscraig	
4	Officials Room set up	17 Sept	Ravenscraig Classroom upstairs	
5	Officials' tables set up at ringside and weigh in	17 th Sept		
6	Nominated Officials arrive to conduct weigh-in	0745hrs		
7	Pre bout Medicals	0800hrs	Classroom	
8	Weigh-in	0800hrs	Classroom	
9	Remaining Officials arrive	1045hrs		
10	Official's brief will start – Supervisors - Official's Brief and Rules refresh	1100hrs	Classroom	- Chris Roberts OBE
11	Boxing to commence	1200hrs		
12	1 st bout starts Rings 1 and 2	1200hrs		
13	Event clean up complete	1700hrs		

SEQUENCE OF EVENTS

28. Due to the remaining prevalence of COVID-19 and a requirement for us all to remain vigilant we intend to run the event in one session. We have 13 bouts listed for Ring 1 and 18 bouts on Ring 2 which may change closer to the event due to exceptional circumstances.

29. The event is a Championships event and Boxing Scotland will be following the posted bout running order on each day. We intend to run the event over three days Saturday and Sunday 18th and 19th and also Saturday the 25th at Ravenscraig. This also assists with the management of the numbers of personnel in accordance with COVID protocols with ensuring maximum numbers in the facility are not exceeded so we are able to also accommodate spectators.

30. The medical staff and officials will be in attendance to allow the scales and medicals to be open at 0800. Boxing will then commence at 1200hrs.

31. Once a club has completed boxing, we would encourage clubs to depart the venue in order to keep numbers down in line with our current safety protocols.

MEDIA

32. **Media Co-ordination.** Co-ordination of all media enquiries will be conducted by Boxing Scotland.

33. **Photographer.** Boxing Scotland will provide a photographer throughout the event.

ADMINISTRATION

34. **Changing Facilities.** Changing facilities are available at Ravenscraig from 0750hrs on 18th September 21.

35. **Transport.** Travel at Boxing Scotland expense for officials is granted in accordance with the normal process with submission of a Boxing Scotland expense form.

36. **Parking.** Car parking is available for coaches and competitors in the surrounding Car Park, at Ravenscraig Regional Sports Facility free of charge.

37. **Refreshments – Officials.** Tea and coffee facilities will in the classroom on arrival and within the FOP for the use of Official's.

- a. **Boxers and Coaches.** It is advised that all coaches and boxers bring their own food. Alternatively, there are ample amenities close to the Ravenscraig and an onsite Café.

SET UP

38. **Facility Layout.** Ravenscraig's layout will be strictly controlled by the Boxing Scotland Security Staff and their instructions must be followed at all times. The rings will be set up for 5 judges in accordance with the AIBA Rulebook Handbook dated Mar 21. The set up will begin on 17 September and be complete by NLT 1800hrs on 17 September.

39. **Sanitizer and Rubbish Bins.** Sanitising Stations will be situated around the facility for use. Boxers and clubs are also advised to ensure they have their own; in order to ensure that the premises

remain clean of rubbish throughout. Rubbish bins have been placed throughout the venue. All personnel involved in the day's events are to use the bins provided.

40 **Multimedia and Sound.** An external contractor and MC – Mr Craig Stephen, has been instructed to provide a bespoke sound and PA system to be used by the Master of Ceremonies.

41. **Fire.** Ravenscraig Sports Facility has a fire safety personal capacity of 2000. The MC will deliver a fire safety brief to all attendees prior to the commencement of boxing.

42. **Post event Administration.** The Ravenscraig will be cleaned up by Boxing Scotland immediately after each day of Boxing.

FACILITY

43. The Venue address is: Ravenscraig Regional Sports Facilities, Motherwell, ML1 2TZ
Boxer Weigh in Times are: 0800 - 1000
Boxing will commence at 1200

44. Entry fees.

Spectator Charges	1 Day Adult £15	- 2 Day £25
Children U16	1 Day £10	- 2 Day £15
Concessions	1 Day £10	- 2 Day £15

45. The Facilities on the Ravenscraig site; Ravenscraig has a small Café' on-site, selling tea, coffee and limited hot food.

- a. Cash Machine: There **is no cash machine** on the premises. Entry will be via Cash and card payments.
- b. Car Parking: There is a large car park at the side of the building at no cost. Please be aware that the COVID-19 Test facility is set up in a section of the disabled parking to the right on entry to the parking facility.

FINANCE

46. **Funding and Cost Capture.** Boxing Scotland is to capture all costs associated with the event and to record accordingly.

COVID REQUIREMENTS

47. As we return to boxing after a prolonged period away due to COVID there will be a new normal. All organisations running events will have the added responsibility to ensure all staff, attendees and competitors remain free from COVID. With this in mind, below is a list of additional requirements that everyone must follow. We all have a responsibility to ensure that we remain safe and well during the event.

- a. **Building Management.** Access to Ravenscraig will be strictly controlled. Temperatures will be taken at the weigh-in door and all boxers, coaches and officials must complete a [Boxer-COVID-Self-Assessment document](#). This document is to be handed in to upon arrival. Boxers at Weigh-in, Coaches upon picking up Bands, Officials upon picking up bands at Classroom OIC.

- b. **Event COVID Risk Assessment.** A risk assessment will be conducted by Boxing Scotland staff prior to the event and will be followed throughout the event. RA will be handed to Ravenscraig Sport Facility Staff.
- c. **Face Masks.** All staff, coaches and boxers will be mandated to wear a mask whilst inside Ravenscraig Sports Facility. Masks may be removed by boxers when warming up for bout preparation or in accordance with Government guidelines for exemptions.
- d. **Attendance at the event.** A full attendance register of every Boxer will be maintained throughout the day. This will comply with 'Test and Protect'. A sperate "**Check in Scotland**" QR Code for the event will be placed throughout the Facility. Entry points, Club area, weigh-in, Spectator Area. All individuals must check in through the QR code to indicate their attendance at the event.
- e. **Temperature Checks.** All individuals entering the medical room will complete a temperature check prior to attending a medical and weigh-in. **A Temp of under 37.7 must be recorded.**
- f. **COVID Self-assessment Document.** Everyone attending the days event must bring a COVID Self-Assessment declaration. The Self-assessment can be found at the following link: [Boxer/Coach/Official -COVID-Self-Assessment](#) or on the Boxing Scotland website.
- g. **Toilet Facilities.** Toilet facilities will be in operation. Please respect these areas as they have been deep cleaned prior to the event and will be monitored during the event. The toilet area will be a high usage area and as such individuals are reminded to ensure they thoroughly wash hands and use sanitiser provided.
- h. **Sanitizer and Bins.** There will be hand sanitising stations through the facility. There are also large black rubbish bins placed throughout the facility. Please ensure all rubbish is placed in the bins provided.
- i. **Ring Cleaning.** The Ring will be cleaned after the completion of each bout. A short delay before each bout commences. The correct cleaning products/solutions will be used at all times.
- j. **Medical contaminated waste.** Will be place in both neutral corners for use by officials and coaches at the event.
- k. **Reference.** Reference has been taken from the Scottish Government and BSL Guidance. [Keep your Guard up - BSL-COVID-19-OVERVIEW-GUIDANCE-v-22-Final-with-a-return-to-Event-Competition.pdf](#)

MISCELLANEOUS

- 48. **Prize Giving.** All trophies will be purchased and provided by Boxing Scotland. Prizes will be presented between bouts and suitable candidates will be informed during the event.
- 49. BSL reserve the right to bring the Schools and Junior Championships to a premature end as a result of medical emergencies or any health and safety concerns.

SUMMARY

50. The Boxing Scotland Schools and Junior Championships is a fantastic opportunity to show that boxing has returned after a long period away from the ring over the past 18 months due to COVID. Please could all action addressees read through their responsibilities and contact the undersigned to confirm any issues, problems or concerns.

[Original signed]

P Coleman
Boxing Scotland Regional Development Officer
For Chief Executive Officer Boxing Scotland

Annexes

Annex A List of Officials
Annex B Bout Running Order

Distribution:

Internal:

Chief Executive Officer BSL
Head of Operations BSL
Director of Boxing BSL
Regional Development Officers BSL
All BSL Coaches
Officials' appointer

External:

Action:

Mr Greg Houston
All Officials'
Club Coaches
Facility Management Ravenscraig

“Check in Scotland” will be situated around the Facility at the event.



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Boxing Scotland Schools and Junior Championships
RAVENS CRAIG SPORTS FACILITY, 1 O'DONNELL WAY, MOTHERWELL, ML 1 2TZ



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