



## **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 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 to provide a clearer pathway for development. There will be varying levels of evidence that each club will be required to produce. The accreditation process is straightforward, and guidance and support will be available to all clubs from each District's relevant Regional Development Officer.

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 strong governance and safe operating standards in place. The table below also indicates what documentary evidence must be supplied to and maintained via the Regional Development Officer:

Operating Standard – Bronze	Required documents to be supplied/evidenced to Boxing Scotland Regional Development Officer
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 the latest version of the BSL Club Pack available to all members	No
4. The club has a fully qualified Child Protection Officer and can provide evidence of their qualifications/certificates (mandatory attendance at 'Safeguarding and Protecting Children' or 'Child Wellbeing and Protection in Sport' and 'In Safe Hands' or 'Child Wellbeing and Protection officer' courses within the last three years	Yes
5. The club is based in an adequate facility on which an <b>annual</b> Risk Assessment has been carried out	Yes
6. The Child Protection Officer understands the BSL 'Responding to Concerns' procedure and can complete an 'Accident/Incident Reporting Form'	No
7. Signed role descriptor for the current positions of a Chairman, Treasurer, Secretary, Head Coach and Child Protection Officer	Yes
8. All coaches and club volunteers have undergone necessary checks and are PVG certified	No
9. All individuals who coach within a club must be registered as a coach with Boxing Scotland and pass the Coach Competency exam	No
10. All coaches have attended either a 'Child Wellbeing and Protection in Sport' or a 'Safeguarding and Protecting Children' course within the last three years	Yes
11. There are sufficient fire exits, extinguishers and fully stocked first aid kits present in the facility	No
12. The club has an Emergency Action Plan (EAP) which every coach at the club understands	Yes
13. The club has a fully qualified first aider who holds a valid First Aid certificate	Yes
14. The club has its own bank account and chequebook which requires two signatories	Yes
15. The club signatories are not related/married and do not stay at the same address	No
16. The club has a non-discriminatory name (i.e. no reference to Boys or Girls or Religion in the title)	No
17. The club has a completed an Equality Policy that has been approved by the Committee	Yes
18. The club holds regular committee meetings and an AGM	No

19. 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
20. The club complete an annual needs analysis report by July 31 <sup>st</sup> each year. Once completed document should be emailed or handed to Regional Development Officer	Yes - handed to Regional Development Officer
21. Clubs are to ensure all individuals that train at the club, except those that are Registered Boxers, must complete the Recreational membership form. Once completed forms should be emailed or handed to Regional Development Officer	Yes – handed to Regional Development Officer
22. At least one club delegate attends monthly district meetings regularly and communicates all relevant information back to the club committee and coaches. (Universities have a University Representative)	No
23. The club is working towards obtaining a Working Official (Judge or Referee) who will regularly attend shows. (Permits for a Club show will not be granted until clubs have at least one probationary or qualified working Official)	No

## 2. Silver – Boxing Scotland Enhanced Club

Enhanced level clubs will demonstrate a commitment to creating a sustainable boxing development pathway. A club will be deemed to have met Silver level MORs once it has provided the referenced evidence;

Operating Standard – Silver	Required documents to be supplied/evidenced to Boxing Scotland Regional Development Officer
1. The club has achieved Boxing Scotland Bronze MORs	No
2. If applicable, the club has successfully achieved accreditation through its local authority club assurance scheme	Yes
3. The club has a designated working official (Referee or Judge) who regularly works at club/district level	No
4. The Club has signed role descriptors for the all additional committee members, Assistant Coaches and Volunteer positions	Yes
5. The club has at least one registered qualified coach who has completed the Boxing Scotland Level 1 course	Yes
6. The Club has Active Schools Links with their local Active Schools Co-ordinator	No – Discuss with Development Officer
7. The Club has active links with their Local Authority Sports Development Officers or Community Hub Officers	No – Discuss with Development Officer
8. The club has its own active email address which can be accessed by at least 2 committee members/coaches	Yes – on Boxing Scotland website club contacts page

### 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 working as a community club with active links to their local Community Council and or Active Schools, 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 documents to be supplied/evidenced to Boxing Scotland Regional Development Officer
1. <i>The club has achieved Boxing Scotland Silver MORs</i>	No
2. <i>The club has a 2-4-year progressive Development Plan in place approved by the club committee</i>	Yes
3. <i>The Club has regularly delivered Boxing sessions through an Active Schools Programme</i>	No - Discuss with RDO
4. <i>The Club has contacts with the local authority and has engaged with community projects/sessions</i>	No – Discuss with RDO
5. <i>Over 50% of coaches active within the club have completed the Boxing Scotland Level 1 Coaching Qualification</i>	Yes
6. <i>All Active Coaches should hold an in date First Aid Certificate</i>	Yes
7. <i>The Club has at least one registered coach who has completed the Boxing Scotland Level 2 Coaching Qualification</i>	Yes
8. <i>The Club has at least one designated working official who is regularly attending district shows and attend national events and beyond (If selected)</i>	No
9. <i>The Club is actively working towards having a second working Official</i>	No
10. <i>The club involves youth members with the decision making of the club (ie Club has a Youth Position which sits on the Club's Committee)</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).