

APPLICATION FORM FOR NEW BOXING SCOTLAND COACHES/VOLUNTEERS

Club	Boxing Scotland District

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: _____

Employment Details

Current occupation:

Name of organisation:

Job title:

Start date:

Address: _____

Postcode: _____

Telephone number(s):

Nature of employment duties:

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 work with children (where applicable).

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: _____

In the position of coach, will you be coaching anyone under 18 years of age?

Yes / No

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 Codes of Conduct laid down in the BSL Best Practice Guide.

Signed: _____

Print name: _____

Date: _____

For BS Use Only

Applicant Successful? Yes No References Received? Yes No

PVG Disclosure Check Obtained Yes No

Please return these forms to: **New member registrations, Boxing Scotland Ltd, 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.

Self-Declaration Form – Regulated work with children

Name: _____ Club: _____

Position applied for: _____

The role of _____ at the club is 'regulated work' with children. Before the club can appoint you, even to an unpaid position, it must check that you are suitable to do this type of work. You will be asked to become a Protection of Vulnerable Groups (PVG) Scheme member and to make a self-declaration of any relevant convictions or investigations.

Under the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015 applicants are required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1 '*Offences which must always be disclosed*'. Applicants are not required to disclose spent convictions for offences included in schedule B1 '*Offences which are to be disclosed subject to rules*' until such time as they are included in a higher- level disclosure issued by Disclosure Scotland.

Details of Schedule A1 Offences and B1 Offences can be found at:

<http://www.disclosurescotland.co.uk/news/documents/UKSCOffencethatwillalwaysbedisclosedv1website10September2015.pdf>

Information given is confidential. It will be managed according to our data protection policy and will not be shared outside of the club officials responsible for making safe appointment decisions.

PERSONAL DETAILS

Title:		Tel No:	
Full Name:		E-mail:	
Address:			
Post Code:			

DETAILS OF ROLE AT THE CLUB e.g. assistant Coach U12s

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Section 1 – Unspent Convictions and Cautions (must be disclosed)

a)	Please give the date and details of all the offence(s) with which you were charged, the sentence that you received and the court where your case(s) was heard.
b)	Please outline the circumstances that led to your offence(s).
c)	Please give details of the sentence imposed and how it was completed (for example paid fine as required) Include information on conditions attached to your probation/community service/supervised attendance order.

Section 2 – Details of any disciplinary action in relation to children

Have you been disciplined because of inappropriate behaviour towards a child, which may have harmed them or put them at risk of harm? YES/NO

If YES, please give details.

Section 3 – Relevant non-conviction information (including any police information)

- a) Please give details of any investigations and outline the reasons and circumstances and disposal if known*.

***Please note that Section 3 a) does not require details of any spent alternatives to prosecution, e.g. police warnings or procurator fiscal warnings.**

- b) Are you, or have you ever been, known to any Social Work Department/Social Services? Department as an actual or potential risk to children? YES/NO

Section 4 – Other relevant information

Please give details of any other relevant information which you think we should be aware of when considering your application:

Section 5 – Protection of Vulnerable Groups (Scotland) Act 2007

Before signing the declaration below, please read the following notes on the *Protection of Vulnerable Groups (Scotland) Act 2007* (PVG Act):

1. It is an offence to do, or to seek or agree to do any regulated work (paid or unpaid) from which you are barred.
2. *Section 35* of the same act makes it an offence for the club to offer regulated work (paid or unpaid) to someone who is barred from that work.
3. A person is barred from regulated work with children if they are:
 - The subject of an automatic listing (under *section 14* of the PVG Act).
 - Included on the PVG Children’s List and/or the Disclosure and Barring Service Children’s List which covers the rest of the UK.
 - ‘considered for listing’ while information on their suitability is assessed.

Please delete the following statements as appropriate:

*I confirm that I am not barred from regulated work with children as set out in sections 14 and 15 of the PVG Act, nor am I under ‘consideration for listing’ as set out in section 12 of the same Act.

OR

*I am under ‘consideration for listing’

Section 5 – Declaration

1. I hereby declare and represent that, except for as disclosed above, I have not at any time, whether in the United Kingdom or abroad, been found guilty and sentenced by a court for a criminal offence.
2. I will assist Boxing Scotland to request a Scheme Record/Scheme Record Update (as appropriate under the PVG Act) for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority.
3. I agree to inform the Club if I am convicted of an offence while a member of staff/volunteer. I understand that failure to do so may lead to the immediate suspension of my work (paid or unpaid) for the club and/or the termination of my services.
4. If I become ‘considered for listing’, I understand this will result in precautionary suspension.

I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to dismissal. I understand that deliberately giving false information can result in prosecution.

Signed _____

Print name _____

Date _____

Club Name _____

District _____

Please complete and return in a sealed envelope marked, ‘**Private and Confidential – Self Declaration**’ to the address below:

New member registrations

Boxing Scotland, Olympia Theatre, 2 Orr Street, Bridgeton Cross, Glasgow, G40 2QH



CODE OF CONDUCT: REGISTERED COACHES

This document should be read, understood and applied in conjunction with the Boxing Scotland Codes of Conduct: Ethical Framework.

Everyone associated with Boxing Scotland has a responsibility to promote and reflect high standards of behaviour in any activities concerning Boxing Scotland.

Boxing Scotland wants all participants, competitors, officials, coaches, staff, and bystanders to enjoy the sport in a safe and positive environment.

The Code of Conduct for Club Coaches reinforces the need for a positive and inclusive environment where everyone can contribute, participate, benefit and succeed.

Boxing Scotland coaches are ambassadors for the sport, their club, and sometimes for their country. They represent the highest ideals of the sport and provide an essential role in promoting enjoyment and achieving success for participants and competitive athletes of all abilities and levels.

This Code of Conduct details guidelines and requirements expected of coaches of Boxing Scotland whether active domestically or internationally.

The relationship between coach and athlete is a unique one based on respect and trust. The effectiveness of the coach is significantly affected by their behaviour, communication, integrity and leadership. Mentorship, motivation, power and influence are significant factors in the relationship between coach and athlete and which require the most careful management and the utmost vigilance.

The conduct of coaches needs to be above reproach so that the best interests of the participant or athlete and the optimum chances of personal achievement and success can be assured.

Boxing Scotland therefore expects all coaches to adhere to this Code of Conduct.

Coaches must:

- consider the wellbeing and safety of participants before the development of performance
- allow all players, no matter their level of ability, the opportunity to participate
- respect the rights, dignity & worth of every participant or boxer and treat everyone equally
- make boxing fun and enjoyable and always promote 'fair play'
- always work in an open environment and avoid private or unobserved situations;
- build balanced relationships based on mutual trust and respect that empower and guide and which include athletes in all aspects of their involvement in the sport
- make sure all activities are appropriate to the age, ability and experience of those taking part and within the regulations of the sport

- display consistently high standards of behaviour and appearance
- be an excellent role model reflecting high standards of behaviour including respect for oneself; prioritising physical and mental health; and respecting the needs, abilities and rights of others.
- refrain from behaviour or language which is demeaning, insulting, offensive or disrespectful towards or about others including online and on social media
- act positively to promote diversity and inclusion across the sport and at all levels of participation
- intervene to prevent situations where behaviour or language contravenes or offends the Ethical Framework of Boxing Scotland. Intervention should always include an element of positive education aimed at preventing recurrence.
- encourage participants to accept responsibility for their own behaviour and performance
- ensure that training and learning are appropriate for the age, maturity, experience and ability of the individual participant
- involve parents when appropriate and wherever possible
- put the wellbeing and safety of participants before the development of performance
- follow all guidelines laid down by Boxing Scotland and the club
- hold appropriate valid qualifications and insurance cover
- Coaches, and other Persons must cooperate fully with any anti-doping investigations or proceedings, whether conducted by UK Anti-Doping or any other competent body. Failure to do so without acceptable justification may be treated as misconduct under the Boxing Scotland's UKAD Rules and Regulations/Rules of the Code of Conduct and may be sanctioned accordingly.
- In the event that a club member/person who is subject to Boxing Scotland jurisdiction commits an act of misconduct that relates to anti-doping but does not amount to a violation of the UK Anti-Doping Rules, Boxing Scotland may bring disciplinary proceedings against that person for such misconduct under the Boxing Scotland UKAD Rules and Regulations/Rules of the Code of Conduct and they may be sanctioned accordingly.

All Coaches SHOULD NOT:

- have 'favourites'. This is not consistent with good coaching practice and could be interpreted negatively by others
- spend excessive amounts of time alone with participants or boxers away from others;
- enter into the bedroom of participants/boxers during trips away from home, unless in an emergency situation or in the interest of health and safety. Where situations occur where it is necessary to enter into the bedrooms of participants/boxers this should be duly recorded and the reasons for doing so.
- do things of a personal nature for participants/boxers that they can do for themselves other than in exceptional circumstances;
- condone rule violations, rough play or the use of prohibited substances;

All Coaches MUST NEVER:

- engage in games which may be construed as sexual, including horseplay
- engage in sexual talk including banter or use offensive or provocative sexualised language with participants or boxers
- engage in intimate relationships of a sexual nature with boxers or participants.

All Coaches are required to:

- maintain satisfactory standards of performance, a high level of quality, accuracy and diligence
- cooperate with colleagues and Boxing Scotland employees to maintain acceptable

standards of working relationships and comply with reasonable Boxing Scotland instructions and/or requests

- take all necessary steps required to safeguard Boxing Scotland's public image and preserve positive relationships with anyone who they engage with in respect of their role
- ensure that Boxing Scotland's Health and Safety and Child Protection procedures are understood and that all incidents/accidents, however small, are reported to the appropriate personnel in the Club and/or at Boxing Scotland as soon as possible
- comply with Boxing Scotland's requirements regarding conflict of interests
- comply with the requirements of Boxing Scotland regarding confidentiality
- remain up to date with the most current version of AIBA Technical & Competition Rules;

All Coaches must not:

- use any of Boxing Scotland's client and customer resources and services for personal use without management authorisation
- remove Boxing Scotland property and equipment from premises unless for use on authorized Boxing Scotland business or with management authorisation
- publish any book or articles or make any media statements or appearances in connection with the work of Boxing Scotland or its subsidiaries, including online or through social media, without first seeking permission from the Board of Directors and complying with any instruction or requirement made as part of an approval process
- take part in, support or encourage any events, conversations or internet/social media discussions which may be deemed as bringing Boxing Scotland, its staff or officials, into disrepute.

I have read, understood and agree with the above Code of Conduct in order to be involved with BSL and understand that failure to follow this Code of Conduct could result in possible expulsion from BSL.

NAME (print) _____

SIGN _____