



27 JANUARY 21

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See distribution

BOXING SCOTLAND NOVICE CHAMPIONSHIPS SEASON 21/22 THE WEEKENDS OF 4TH, 5TH AND 6TH AND 11TH, 12TH AND THE 13TH OF FEBRUARY 2022 – ADMINISTRATION INSTRUCTION

1. **General.** Continuing our return to competitive Boxing post COVID-19 Boxing Scotland (BSL) has organised the 21/22 Novice Championships which will take place on the weekends of 4th - 6th and 11th – 12th of February 2022 at Ravenscraig Sports facility, Motherwell. It is an opportunity for Boxing Scotland to continue to showcase our sport after such a long layoff due to the restrictions imposed by the Scottish Government during the COVID pandemic. It will also continue to 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 Novice 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
11	Stewart Ferguson	Computer Operator
12	Paul Coleman	Computer Operator
11	Amberstone Security	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 weigh-ins will open from 1630-1730 on the Friday 4th and 11th February and 0800hrs on Saturday and Sunday 5th and 6th, and 12th and 13th February 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 Friday 28th January 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 will open from 1630-1730 on the Friday 4th and 11th February and 0800hrs on Saturday and Sunday 5th and 6th, and 12th and 13th February and will remain open until 1000hrs; 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.

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 1600 for the duration of the event. 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.
16. **Boxer Code of Conduct**

It is imperative that all boxers apply and follow the Boxing Scotland Code of Conduct.

This Code of Conduct details guidelines and requirements expected of registered boxers who train with or training or compete for Boxing Scotland domestically or internationally. It refers largely to the behaviour we expect from registered boxers during any involvement with or on behalf of Boxing Scotland. We require all those acting within Boxing Scotland to ensure that our values are demonstrated through behaviour and language. This applies irrespective of the background, age or ability of the individual or the capacity in which they are involved with Boxing Scotland. Everyone, regardless of their role or involvement, contributes to creating and sustaining a positive, inclusive and safe environment for all.

Conduct yourself in a manner consistent with the values and norms of Boxing Scotland and its policies.

- Act with responsibility for yourself and for others.
- Commit to furthering yourself as an athlete by exhibiting an exemplary attitude to training and competition.
- Observe the rights of other athletes to respect, confidentiality, and individuality.
- Train and compete within the rules.
- Respect the decisions of coaches, officials and referees.
- Present yourself in a way which represents the sport and Boxing Scotland positively and respectfully including wearing suitable kit for training and competition; appropriate team kit when assembling or travelling and at other functions or occasions as notified.

Parents must also apply and follow Code of Conduct: PARENTS AND CARERS

Applaud and encourage effort and positive participation as well as success and respect the decisions of officials.

- Always remain within designated areas during events unless advised otherwise by someone authorised by Boxing Scotland for the safety and wellbeing of all.
- Avoid openly criticising participants for 'making mistakes' - mistakes are part of learning.
- Refrain from criticising children and young people in public, including through social media. - instead, encourage their effort and support improvement.
- Never engage in, or tolerate, offensive, insulting, derogatory, or abusive language or behaviour including online or through social media (remembering that such conduct or language may also be illegal).
- Never engage in physical altercation and refrain from threatening language and behaviour.

17. **Sportsmanship, Dignity and Respect**

Sportsmanship mainly refers to virtues such as **fairness, self-control, courage, and persistence**, and has been associated with interpersonal concepts of treating others and being treated fairly, maintaining self-control when dealing with others, and respect for both Officials and their opponents.

PERSONNEL – OFFICIALS

18. **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.

19. **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.

20. **Competition Scoring System.** Computer scoring will be used throughout the duration of the event.

21. **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.

22. **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.

22. **Master of Ceremonies.** The Master of Ceremonies duties will be conducted by MC Craig Stephens and Mr Greg Houston.

COACHES

23. **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.

24. **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

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

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

27. 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

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

Friday 4th and 11th February Sequence of Events

Ser	Event	Date and time	Location	Remarks
1	Draw	1500 28 th Jan	Zoom	
2	Boxing venue laid out for competition	4 th Feb 1600	Ravenscraig	
3	FOP set up complete	4 th Feb NLT 1600hrs	Ravenscraig	
4	Officials Room set up	4 th Feb 1600	Ravenscraig Classroom upstairs	
5	Officials' tables set up at ringside and weigh in	4 th Feb		
6	Nominated Officials arrive to conduct weigh-in	4 th Feb 1630hrs		

7	Pre bout Medicals	1630-1730hrs	Classroom	
8	Weigh-in	1630-1730hrs	Classroom	
9	Coach Band allocation	1630-1730hrs	Boxing Entrance	
10	Ticket Desk Opens	1730	Boxing Entrance	
11	Remaining Officials arrive	1730hrs		
12	Official's brief will start – Supervisors - Official's Brief and Rules refresh	1745hrs	Classroom	- Chris Roberts OBE
13	Boxing to commence	1800hrs		
13	1 st bout starts Rings 1, 2, 3	1800hrs	Rings 1,2	
14	Event clean up complete	2200hrs		

Saturday and Sunday Sequence of Events

Ser	Event	Date and time	Location	Remarks
2	Boxing venue laid out for competition	4 th Feb 1600	Ravenscraig	
3	FOP set up complete	4 th Feb NLT 1600hrs	Ravenscraig	
4	Officials Room set up	4 th Feb 1600	Ravenscraig Classroom upstairs	
5	Officials' tables set up at ringside and weigh in	4 th Feb		
6	Nominated Officials arrive to conduct weigh-in	4 th Feb 1630hrs		
7	Pre bout Medicals	1630-1730hrs	Classroom	
8	Weigh-in	0800-1000hrs	Classroom	
9	Coach Band allocation	1000-1030hrs	Boxing Entrance	
10	Ticket Desk Opens	1045	Boxing Entrance	
11	Remaining Officials arrive	1000hrs		
12	Official's brief will start – Supervisors - Official's Brief and Rules refresh	1030hrs	Classroom	- Chris Roberts OBE
13	Boxing to commence	1100hrs		
13	1 st bout starts Rings 1, 2, 3	1100hrs	Rings 1, 2, 3	
14	Event clean up complete	1900hrs		

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 21 bouts listed for Friday 4th February with a further 40 bouts planned across three rings which may change closer to the event due to exceptional

circumstances. The running order may change at short notice due to withdrawals or COVID requirements.

29. The event is a Championships event and Boxing Scotland will be posting the bout running after each day's session. We intend to run the event over two weekends 4th – 6th and 11th – 13th February so the Friday, Saturday and Sunday at Ravenscraig with also a possibility of a number of finals that will go into District events. 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 1100hrs.

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 1600hrs on 4th and 11th February and 0750 on the 5th – 6th February and 12th and 13th February 22.

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 3 Judges in accordance with the AIBA Rulebook Handbook dated Sept 21. The set up will begin on 4th of February and be complete by NLT 1500hrs on 4th February.

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 Stephens and Mr Gregg Houston, 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. **Please note that construction work is taking place at the main entrance to Ravenscraig Regional Sports Facility during the period of the Novice Championships and entry to the building can only be made via the doors at the playing fields at the rear of the building.**

The Venue address is: Ravenscraig Regional Sports Facilities, Motherwell, ML1 2TZ
Boxer Weigh in Times are Fridays and 1630 – 1730 and then Saturdays and Sundays 0800 - 1000
Boxing will commence in 1800 on the Friday

44. Entry fees.

Spectator Charges

Adult	1 Day Fri /Sat on a Friday	Adult £15	- 2 Day £25	- 3 Day £35 Only available
Children U16	1 Day Fri/Sat on a Friday	£10	- 2 Day £15	- 3 Day £25 Only available
Concessions	1 Day £10		- 2 Day £15	- 3 Day £25 Only available on a Friday
Sunday	1 Day Entry £20			

3 Day passes can only be used over one weekend either 4th to the 6th or 11th to the 13th February.

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. All boxers 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. **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.
- f. **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.
- g. **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.
- h. **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.
- i. **Medical contaminated waste.** Will be place in both neutral corners for use by officials and coaches at the event.
- j. **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. Sportsmanship and respect must be displayed by all boxers during the medal ceremony.

49. BSL reserve the right to bring the Novice Championships to a premature end as a result of medical emergencies or any health and safety concerns.

SUMMARY

50. The Boxing Scotland Novice Championships continues to be a fantastic opportunity to show that boxing has returned after a prolonged period away from the ring 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

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 Craig Stephens
Mr Greg Houston
All Officials'
Club Coaches
Facility Management Ravenscraig
Amberstone Security