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See distribution

BOXING SCOTLAND DEVELOPMENT (C,D,E) CHAMPIONSHIPS SEASON 22-23 - 27th, 28th, 29th JANUARY 2023 – ADMINISTRATION INSTRUCTION

Please note – Any major changes from previous competition Administration documents will be highlighted in yellow.

- General.** Boxing Scotland (BSL) has organised the 22/23 National Development (C,D,E) Championships which will take place on the weekend of 27th, 28th and 29th 2023 at Ravenscraig Sports facility, Motherwell. This competition, formerly known as the Intermediate Championships, will now be known as the Boxing Scotland National Development (C,D,E) Championships moving forward. We will follow the same format as the previous Championships with splitting the experience levels.
- It is the responsibility of Boxing Scotland for the organisation of the event.
- A Zero tolerance** will be observed by Boxing Scotland on foul and abusive behaviour for all members and spectators towards Security Staff, RRFS and BSL Members.
- Aim.** The aim of this document is to cover all aspects of administration required to set up and ensure the smooth running of the Championship event. 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

- Boxing Scotland.** Overall authority for the event lies with the COO of Boxing Scotland.
- Event responsibilities.** Tasks and responsibilities are annotated as below:

Ser	Name	Responsibility
1	Marianne Crichton	COO
2	Stewart Ferguson	Set up, event management
3	Ben Holme	Set up, event management/Communications
4	Paul Coleman	Set up, event management
5	Craig Stephen, Greig Houston	MC's
6	Dougie Fraser	Event Supervisor
7	Norman Watt	Ring Supervisor
8	Amberstone Security	Event Security

PERSONNEL – BOXERS

7. **Boxers Clubs.** Entries to the event were open to clubs affiliated for the 22/23 Season.
8. **SME1 Boxing Cards, Coaching Badges Officials' Badges and associated documentation.** All affiliated Boxing Record Cards (SME2) and Coaching Badges, including pre-post bout medical 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. No Boxers Cards or Coach Badges will be brought to the event. Clubs must make arrangements to collect all documentation the week prior to the Championships.

Please note, all personnel can only carry out a single role from the start of the competition. E.g., if you are a boxer in the competition, you are not permitted to perform any other role such as coach or official. This rule applies to officials and coaches too. A coach cannot be an official and official cannot act as a coach in the corner. Breaches of this rule will mean that the individual will be asked to leave the field of play and will not be permitted to have any further involvement in the competition.

9. **Weigh-Ins.** The weigh-ins will open from 1630-1800 on Friday 27th January. The general weigh-in will open at 0800hrs on Saturday 28th and Sunday 29th January 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 inside the venue.
10. **Draw.** The draw for weight categories with multiple entries took place on the afternoon of January 23rd 2023 and the automatic draw on the computer scoring system was used to achieve a random draw in all categories. Due diligence has been applied to ensure that over matching has not taken place across all age and weight categories.
11. **Boxing Medicals.** Medicals will commence from 1630-1800 on Friday 27th January and from 0800hrs to 1000hrs on Saturday 28th and Sunday 29th January and will remain open until 1000hrs; Medicals will be completed before approaching the scales.

Please note, to ensure children are treated in a dignified way, with immediate effect all Under 18s are required to weigh-in in a vest and shorts as a minimum. They should attend the weigh-in room in the clothes they intend weigh-in with. This does not have to be boxing kit. There shall be no changing in the weigh-in area for those Under 18 years. There will be a 0.5kg allowance given for School, Junior and Youth boxers to compensate for this.

Elite boxers will be given a 0.2kg allowance at the scales.

MEDICAL

- **Fully GMC Registered Boxing Scotland Doctors appointed to oversee all medical provision**

12. 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.
13. **Medical Cover.** Ringside medical cover has been booked and will be available from during the event covering both weekends.
14. **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.
15. **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.
16. **Wraps.** Approved IBA wraps are to be worn by boxers but any wrap that is in accordance with the dimensions for wraps set out in the IBA Boxing Rule Book are appropriate. No professional wraps are allowed. Boxers will be required to supply their own wraps.
17. **Hairnets.** Long hair should not limit a Boxer's vision and should be appropriately tied. There is no restriction on hair length. A Hair net or any other item worn to control the hair can and should be utilised.

18. 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.

19. False declaration of previous combat experience;

Following incidents at previous Championships and clubs bringing information to our attention regarding boxers, where a boxer has entered the competition and is found to have knowingly made a false declaration to Boxing Scotland regarding previous combat experience on their SME1 the consequences will be a 6-month suspension from competition and a £50 fine.

The suspension will prevent the boxer from participating in any Boxing Scotland or District event for a period of 6 months. They may continue to train and prepare for their return to competition. The SME2 will be held by Boxing Scotland and will only be released once the £50 fine has been paid.

Overall, the goal of these consequences is to ensure that all participants in the sport of boxing compete fairly and in accordance with the rules, in order to protect the safety of the fighters and the integrity of the sport.

PERSONNEL – OFFICIALS

20. **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.
21. **Supervisors.** Mr Fraser is the appointed Supervisor for the event with Mr Watt being nominated as the other Ring Supervisor; they will co-ordinate and control the responsibilities of each official selected.
22. **Competition Scoring System.** Computer scoring will be used throughout the duration of the event.
23. **Ring Rules and Etiquette.** The event will be conducted in accordance with the IBA rules, and any conditions set by Boxing Scotland as appropriate. A brief to the officials will be given by the Event Supervisor.
24. **Dress.** Dress for officials at the event will be as follows:
 - a. Referees and Judges must wear the official IBA 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.
25. **Master of Ceremonies.** The Master of Ceremonies duties will be conducted by MC Mr Craig Stephen and Mr Greg Houston.

COACHES

26. **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, 3 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 £20 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.

Please note, Boxing Scotland has a comprehensive application process for all officials and coaches with rigorous checks in place to ensure the accuracy and reliability of information received. These checks help to identify and ensure that all relevant regulations and standards are being met.

Where a club is found to have bypassed these procedures by allowing unregistered coaches into the team warm up areas or access to the field of play the offending club will be fined £100 for their actions.

This fine must be paid within 30 days to Boxing Scotland. Failure to pay the fine may result in further disciplinary action against the club. In addition, the individual who is found to be in any area they do not have permission to be in will be ineligible to apply for a coaching badge for a 12-month period.

Team Corners and Changing Rooms

a. **Segregated areas clubs/boxers.** There will be segregated areas inside the arena. 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.

27. **Event Kit.** Event kit will be provided by individuals and will be in line with IBA 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 IBA licencing regulation at <https://www.iba.sport/about-iba/official-licenses/>

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

28. **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.

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

30. 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

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

Friday 27th January Sequence of Events (Friday events subject to change and notification of this will be given prior to the event)

Ser	Event	Date and Time	Location	Remarks
1	Draw	Jan 23rd	Zoom	Complete
2	Boxing venue laid out for competition	Jan 27th 1600hrs	Ravenscraig	

3	FOP set up complete	Jan 27 th 1600hrs	Ravenscraig	
4	Officials Room set up	1600hrs	Ravenscraig Classroom	
5	Officials' tables set up at ringside and weigh in	1600hrs		
6	Nominated Officials arrive to conduct weigh-in	1615hrs		
7	Pre bout Medicals	1630- 1800hrs	Classroom	
8	Weigh-in	1630- 1800hrs	Classroom	
9	Coach Band allocation	1700- 1730hrs	Boxing Entrance	
10	Remaining Officials arrive	1800hrs		
11	Official's brief will start – Supervisors - Official's Brief and Rules refresh	1815hrs	Ringside	Supervisor
12	Boxing to commence	1900hrs		
13	1st bout starts Ring 1	1900hrs	Ring 1	
14	Event Clean Up Complete	2130hrs		

Saturday and Sunday Sequence of Events

Ser	Event	Date and Time	Location	Remarks
1	Nominated Officials arrive to conduct weigh-in	0745hr		
2	Pre bout Medicals	0800	Classroom	
3	Weigh-in	0800-1000hrs	Classroom	
4	Coach Band allocation	1000-1030hrs	Boxing Entrance	
5	Remaining Officials arrive	1000hrs		
6	Official's brief will start – Supervisors - Official's Brief and Rules refresh	1030hrs	Classroom	Supervisor
7	Ticket Desk Opens	1045hrs		
8	Boxing to commence	1100hrs		
9	1st bout starts Rings	1, 2 1100hrs	Rings 1, 2	
10	Event Clean Up Complete	1600hrs		

SEQUENCE OF EVENTS

32. We have 15 bouts listed for Friday 27th January with a total of 107 bouts planned across the duration of the Championships which may change closer to the event due to exceptional circumstances. The running order may change at short notice due to withdrawals.

33. The event is a Championships event and Boxing Scotland will be posting the bout running after each day's session.

34. The medical staff and officials will be in attendance to allow the scales and medicals to be Open on the Friday 16300 and 0800 on the Saturday and Sunday. Boxing will then commence in 1900 on the Friday and 1100hrs on the Saturdays and the Sundays.

MEDIA

35. **Media Co-ordination.** Co-ordination of all media enquiries will be conducted by Boxing Scotland. JATV will also be in attendance over the duration of the championships and bouts will be streamed on both the Boxing Scotland Official and JATV YouTube channels.

If there are technical issues, the bouts may be recorded and published at a later date.

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

ADMINISTRATION

37. **Changing Facilities.** Changing facilities are available at Ravenscraig from 1600 on the Friday and 0750hrs on Saturdays and Sundays.

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

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

40. **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

41. **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 5-3 judges in accordance with the IBA Rulebook Handbook dated Sept 22.

42. **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.

43. **Multimedia and Sound.** An external contractor – Mr Craig Stephen and Greig Houston, have been instructed to provide a bespoke sound and PA system to be used by the Master of Ceremonies covering the development Championships.

44. **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.

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

FACILITY

46. The Venue address is: Ravenscraig Regional Sports Facilities, Motherwell, ML1 2TZ

Boxer Weigh in Times are: Friday 1630 – 1800 – Boxing will commence at 1900
 Sat Sun 0800 – 1000 – Boxing will commence at 1100

47. Entry fees;
Spectator Charges 1 Day Adult £20 - 2 Day £35 -3 day £45 (Friday only)
Children U16 1 Day £10 - 2 Day £15 -3 day £20 (Friday only)

Please note, Boxing Scotland affiliated coaches/officials who are not actively in the competition will need to pay spectator fees in order to be granted access to the facility. Coaches/Officials who are working at the competition will not.

48. 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.
- c. 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.
- d. 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.
- e. Medical contaminated waste. Will be place in both neutral corners for use by officials and coaches at the event.

FINANCE

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

MISCELLANEOUS

50. **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.

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

SUMMARY

52. The Boxing Scotland National Development (C,D,E) Championships is our first competition of 2023 and we look forward to welcoming all clubs for another terrific weekend of boxing. Please could all action addressees read through their responsibilities and contact the undersigned to confirm any issues, problems or concerns.

[Original signed]

B Holme
Boxing Scotland Communications Manager
For COO Boxing Scotland

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