



Boxing Scotland

Club Pack

2023-2024

This Boxing Scotland Club Pack is your Clubs guidance handbook which details all relevant information required to operate an efficient club.

Introduction

This pack should be kept within the club for Coaches, Officials and Volunteers to refer to, whenever required. Boxing Scotland will send Clubs out any updates or additions to the documents and/or information contained in the pack.

The pack contains the relevant information required to promote good governance, best practice, and standardise procedures within Boxing Scotland Member Clubs throughout Scotland.

All relevant documentation required to ensure clubs meet the minimum operating requirements can now be found on the Boxing Scotland Website on the Clubs page.

Please take time to read the whole Pack carefully, ensuring all Coaches and Officials at the Club are made aware of the Club Pack, have read through it and/or have a copy of their own.



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Boxing Scotland Club Pack

Definitions

“Boxing Scotland” - Means the National Governing Body for boxing in Scotland.

“SGB” or “NGB” - Means the ‘Sport’s Governing Body’ or the ‘National Governing Body’ for sport.

“IBA” - Means the International Boxing Association to which all Boxing Federations, such as Scotland (Boxing Scotland) are affiliated members.

“IBA Rules” - Means the Rules of the International Boxing Association, which all member Federations must abide by.

“AOB” - Means IBA Open Boxing, which is the type of boxing, Boxing Scotland is signed up to deliver and govern.

“Boxing show” - Means a permitted event organised and delivered by Boxing Scotland or one of its member clubs, where IBA Open Boxing takes place between club boxers &/or nationally selected boxers.

“FOP/Field of Play” - Means the competition area which extends for at least 6 meters outside the platform of the ring for AOB.

“Club Development Officer” - Means the Boxing Scotland Club Development Officer, a Local Authority Club Development Officer or the club’s own Club Development Officer, who is responsible for helping develop the club and its members.

“Boxing Scotland Members” - Means clubs which are fully Affiliated Members of Boxing Scotland.

“Committee Member” – Means a member of the clubs Committee i.e., the Secretary, President or Treasurer, among other Committee positions.

“Club Delegate” - Means a Member of a Member Club who is eligible to attend meetings on the club’s behalf, District Meetings &/or the Boxing Scotland AGM. A Delegate is different from a working Official or can combine the role of Club Official. But is not mandated.

“Working Official” - Means a Volunteer Official, who regularly volunteers and helps out at boxing shows/events within Boxing Scotland’s Districts each season. A volunteer official can contribute to a number of roles within boxing, with the main purpose of their time to facilitate District and National events and increase participation in the sport of boxing. Both Boxing Scotland and the Districts will monitor each club’s contributions to events throughout the year. Whilst we recognise time is given by volunteers freely, we are keen to ensure that this is done on an equitable basis, with each club in each District contributing to the overall Boxing Scotland goal of Boxing participation at all levels.

“CWPO/Club Child Wellbeing and Protection Officer” - Means the person(s) responsible for child protection policies and measures within Boxing Scotland/the club. Everyone has a role to play in Child Protection, not just the CPWO. The CWPO should sign up to a role description and attend the relevant child protection training workshops to become the clubs CWPO. Child Protection is everyone’s responsibility. Not just the CWPO.

“BSL-Child-Protection-Policy” - Means the Child Protection Policy, which is in place to highlight Boxing Scotland’s/the club’s commitment to protecting children. Also see “The 10 Steps Guide” definition.

“10-Steps-to-Safeguard-Children-in-Boxing” - Means the ‘10 Steps to Safeguarding Children in Boxing’ best practice guidelines, issued with the Boxing Scotland/Boxing Scotland Child Protection Policy and the Boxing Scotland Club Pack.

“District Meeting(s)” - Means a monthly meeting held within each District to discuss officiating, issue permits and appoint Officials for upcoming boxing shows/events.



“District Executive” - Means the Executive Committee Members for each of the three Districts. There are 9 District Committee Members at any one time, made up of a President, Secretary and Treasurer for each of District.

“District Secretary” - Means the Secretary for their District, who is responsible for all District/club correspondence, organising and running the District Championships, and issuing permits on behalf of Boxing Scotland for clubs to hold boxing shows/events.

“Members of Members” - Means official Members of Boxing Scotland member clubs, i.e., the Committee Members, Coaches, Officials, and volunteers.

“Boxing Scotland Permit Application Form” - Means a document of approval issued by District Secretaries on behalf of Boxing Scotland for a Boxing Scotland Member club to host a boxing show/event.

“District Championships” - Means the Championships of the relevant District (East, West, and North), held annually to determine the District Champion in each category.

“Boxing Scotland Championships” - Means the National Championships, held annually to determine the National Champion in each category.

“Development Boxer” - Means a boxer with no more than 20 contests experience. This definition only applies to Boxing Scotland boxers and may differ within other Boxing Federations. The Development Categories are broken down by 0-3 Dev A, 4-6 Dev B, 7-10 Dev C, 11-15 Dev D, 16-20 Dev E.

“Development – A and B Championships” - Means the Annual National Championships held for Development - A level Boxers with no less than 0-3 contest experience prior to the championships starting. Development - B boxers with no less than 4 and no more than 6 contests experience prior to the Championships starting.

“Development C, D, E Championships” - Means the annual National Championships held for intermediate boxers with no less than seven and no more than 20 contests experience prior to the Championships starting. Boxers with 7-10 Dev C, 11-15 Dev D, 16-20 Dev E.

“Development - A Boxer” - Means a boxer with no more than 3 contests experience. This definition only applies to Boxing Scotland boxers and may differ within other Boxing Federations.

“Development - B Boxer” - Means a boxer with no less than 4 and no more than 6 contest’s experience. This definition only applies to Boxing Scotland boxers, and may differ within other Boxing Federation

“Open-Class Boxer” - Means a boxer with enough experience and ability to compete at international level, and at major international tournaments.

“Open Championships” - Means the annual National Championships held for boxers who are above Development C level and are looking to compete at international level.

“Schoolboy/Girl Boxer” - Means a registered boxer who is aged between 11-14 years, as determined by their year of birth, not their age.

“Junior Boxer” - Means a registered boxer who is aged between 15-16 years, as determined by their year of birth. Not their age.

“Youth Boxer” - Means a registered boxer who is aged between 17-18 years, as determined by their year of birth, not their age.

“Elite/Senior Boxer” - A registered boxer who is aged 19-40 years, as determined by their year of birth, not their age.



“Session Plan(s)” – Means the document for writing/planning structured club training sessions.

U18-Physical-Activity-Readiness-Questionnaire and consent form - Means a Physical Activity Readiness Questionnaire and Consent form for someone who is under 18 years of age. The Under- 18 PAR-Q is to be completed by the parent or guardian of the person who is under 18 years of age, before they take part in any boxing, fitness, or other training activities at the club. The Under-18 PAR-Q acts as a parental consent form, emergency contact details and a pre-exercise medical questionnaire.

"ADULT PARQ" - Means a Physical Activity Readiness Questionnaire for someone 18 years or older, which is to be completed before taking part in any boxing, fitness, or other training activities at the club, by the person taking part.

SME1 Form Means the ‘Scottish Medical Examination’ document 1, which is the initial medical examination form to be completed by a Doctor for anyone registering to compete as a boxer with Boxing Scotland.

“SME 2-Boxers Record Card” - Means the ‘Scottish Medical Examination’ document 2, which is the boxer’s official record card. The card is issued with a unique registration number and must be completed by the Official in Charge/Supervisor at any boxing show/event on the boxer passing their medical examination at the event.

SME3-Medical-Suspension-Form" - Means the ‘Scottish Medical Examination’ document 3, Protective sanitary measure for protecting a boxer on completion of a suspension. A fully completed SME3 is to be sent to the Boxing Scotland office before a Boxers Record card “SME2” is released from suspension. The boxers medical cannot be completed until the 30 days suspension has lapsed.

REGISTRATION & RE-REGISTRATION PROCESSES

1. Clubs and Coaches must be aware that the SME1 (Initial Medical), SME 2 (Record Card) and SME3 (Medical after suspension) **are all legal document** and as such must be completed with care and completed fully. Failure to complete fully could lead to a void insurance claim or Boxer Suspension.

Boxers' initial medical examination SME1 and registration process. A Boxer must be training with the club they intend to register with. **The SME 1 is a legal Document and as such care should be taken when completing the document.**

- 1.1. The boxer must notify his/her Club Coach and Club Secretary they wish to register and compete as a boxer.
- 1.2. The Club Secretary must print off a SME1 Form from the Boxing Scotland Website. (Initial Medical Examination) PC to add self-assessment document link.
- 1.3. The Club Secretary or Coach must arrange for the boxer to go through a medical examination with a doctor. (Boxing Scotland have recommended Doctors for medical examinations if required) Club to arrange the fees for medicals with the Doctor prior to any medical.
 - The top section of the SME1 Form **must be completed by the Club Secretary or one of the club's coaches**. NOT by the boxer. The Boxer must present the SME1 Form to the Doctor for their medical examination.
 - If the boxer is passed fit to box, the Doctor must complete all required sections of the bottom part of the SME1 Form and sign it, ready to be sent back to Boxing Scotland. The Doctor must also clearly print the name of the Boxer who is deemed fit to box.
 - The club then has **90 days** to send the SME1 medical form into the Boxing Scotland. If the SME1 does not arrive within the 90 days, a new medical must be completed.
 - The SME1 Form must then be checked by the Club Secretary to ensure the form has been completed in accordance with the Boxing Scotland SME Guide. The SME1 Form must be completed in full, with legible handwriting and in **BLOCK CAPITALS**.
 - The SME1 Form must have two recent passport photos attached. One with the **Boxers name clearly written on the back**, attached by paper clip, and the other one stuck onto the photo part of the SME1 form.
 - The completed SME1 form must then be sent to Boxing Scotland with a payment of £25 in return for the Boxers SME2 Boxers Record Card and a **stamped addressed envelope** with adequate postage for the number of cards to be returned (see section 3 postage costs).
 - The processing time will be a **minimum of 14 working days** for SME1 Initial Medical Examination forms. This may vary depending on the amount of SME1 forms being received by Boxing Scotland.
 - Correctly completed SME1's will increase the likelihood of forms being returned within the 14 working days. Any form found to be incomplete will not be processed by Boxing Scotland, then returned to the sender for corrections to be applied before it is able to be resubmitted.
 - Boxing Scotland will examine the SME1 Form and subject to satisfactory completion, an SME2 (Boxers Record Card) will be sent to the club Secretary in the stamped addressed envelope provided.



- The boxer is then deemed registered and is fit to compete at Boxing Scotland events.
- SME1 Forms will no longer be accepted at BOXING SCOTLAND National Championships, District or Club shows. Forms delivered to the Boxing Scotland office will no longer be processed on site while Club Coaches/Secretaries wait.

IMPORTANT!

Under no circumstances should boxers be matched or entered into shows or championships prior to being issued with their SME2 boxers record card. Club Matchmakers and Coaches should not be matching boxers without the updated SME2 (Boxer's record cards) held by the club.

Boxer Re-registration

2. From the 1st of August or thereafter the club Secretary should send the SME2 (Boxers Record Card) to Boxing Scotland Ltd, Boxing Scotland Limited, High-Performance Centre, Olympia Theatre, Orr Street, Bridgeton Cross, Glasgow, G40 2QH, to be re-registered for the coming season. A **stamped, addressed envelope** with adequate postage (see section below), re-registration fee of £15 and a note to request re-registration of the Boxer(s) with the named club for the coming season.

SME2 Postage Guide (Boxers Record Cards)

- 2.1. When sending Boxing Scotland your clubs SME1 (Initial Medical Examination Card) please make sure you include a pre-stamped envelope for the cards to be returned to your club. This should have the correct postage on it based on the size of the package for it to be returned successfully to your club.
- 2.2. Boxing Scotland will check the SME2 Boxers Record Card, stamp it for the coming season as re-registered and send it back in the pre-stamped envelope provided.
- 2.3. If a registered Boxer **did not** box during the previous season, then a new medical must be completed prior to sending in the SME2.
- 2.4. Once the club receive the re-registered stamped SME2 Boxers Record Card, the boxer is then registered for the coming season and can compete in Boxing Scotland sanctioned shows/events and National Championships.

Protective Sanitary Measures

- 2.5. Once a boxer is suspended, the individuals SME2 Boxers record card the show/competition Supervisor will retain card. It will then either handed to the district Secretary or posted direct to the Boxing Scotland Registrar. The Card will then be held for the correct suspension period.
- 2.6. After the period of suspension, the club can request the SME2 from Boxing Scotland by sending a completed SME3 which has been completed and signed by a Doctor. Please ensure you include a pre-stamped envelope for the card/s to be returned to your club. This should have the correct postage on it based on the size of the package for it to be returned successfully to your club.

Any Boxer who has a medical restriction must not train or spar during the suspension period.

[Link to SME3-Medical-Suspension-Form](#)

MEMBERS OF MEMBERS MOVING CLUBS

Boxer moving clubs

3. The boxer should approach the Club Secretary/Coach of their current club to inform them they wish to leave the club and complete the [Club Transfer Request form](#) and complete the appropriate actions.
 - 3.1. The appropriate person must send the re-registration fee along with a [Club Transfer Request form](#) into Boxing Scotland at Boxing Scotland Limited, High Performance Centre, Olympia Theatre, Orr Street, Bridgeton Cross, Glasgow, G40 2QH.
 - 3.2.

Coach moving clubs

- 3.3. The coach who wishes to move clubs should speak to their current Club Secretary and inform them they want to leave their current club.
- 3.4. The Club Secretary **MUST** inform their relevant District Secretary and Boxing Scotland that the coach is no longer with their club.
- 3.5. The coach should speak to the Secretary of the club they wish to join and ask them to inform their relevant District Secretary that they wish to join that club.
- 3.6. The Club Secretary **MUST** then follow the Boxing Scotland 'recruitment procedures' in the 'Boxing Scotland 10 Steps Guide', as best they can.
- 3.7. Once all the relevant steps have been followed, and the club receive approval from Boxing Scotland, the Club Secretary **MUST** contact their relevant District Secretary and Boxing Scotland to inform them of the appointment of their new coach. As soon as the coach and the club receive authorisation from Boxing Scotland, they are able to begin their role with their new club.

Note: The club's Child Wellbeing and Protection Officer should be made aware of all new staff/volunteer appointments and should be involved in the recruitment process.

Re-registering a Coach with their new club

4. The Club Secretary of the coach's new club should contact the Boxing Scotland office phone 03330 200 100 or email enquiries@boxingscotland.org to request the Coach's Registration Badge is updated with their new club details and emailed out to them. When ordering a badge, they should provide the £10 registration fee and a stamped, addressed envelope for the return of the re-registered badge.
 - 4.1. The new Registration Badge will be processed at the Boxing Scotland Office. This will then be emailed or posted in the stamped, addressed envelope provided.

A Committee Member moving clubs

5. The Committee member must inform their current Club Secretary &/or the other Committee members at their current club that they wish to leave the club.
 - 5.1. The District Secretary will then inform Boxing Scotland that the Committee member is no longer with that club and Boxing Scotland can update their records accordingly.
 - 5.2. The Committee member must speak to the Secretary or President of the club they wish to join and ask them to inform their relevant District Secretary that they wish to join that club.

- 5.3. Once all the relevant steps have been followed, and the club receive approval from Boxing Scotland, the Club Secretary **MUST** contact their relevant District Secretary and Boxing Scotland to inform them of the appointment of their new Committee Member. As soon as the coach and the club receive authorisation from Boxing Scotland, they are able to begin their role with their new club.

A Delegate moving clubs

6. Make sure your club is represented at District or National meetings by appointing **up to three club delegates** (see Section 16 for more details). For a Delegate moving clubs, please follow the below procedure.
 - 6.1. The Delegate must inform their current Club Secretary &/or the other Committee members at their current club that they wish to leave the club.
 - 6.2. The club Secretary or another relevant Committee Member **MUST** inform their relevant District Secretary and Boxing Scotland that the Delegate is no longer with the club.
 - 6.3. The District Secretary will then inform Boxing Scotland that the Delegate is no longer with that club and Boxing Scotland can update their records accordingly.
 - 6.4. The Delegate must speak to the Secretary or President of the club they wish to join and ask them to inform their relevant District Secretary that they wish to join that club.
 - 6.5. The Club Secretary **MUST** then follow the BOXING SCOTLAND 'recruitment procedures' in the 'Boxing Scotland 10 Steps Guide' pages 26-30, as best they can.
 - 6.6. Once all the relevant steps have been followed, and the club receive approval from Boxing Scotland, the Club Secretary **MUST** contact their relevant District Secretary and Boxing Scotland to inform them of the appointment of their new Delegate. As soon as the coach and the club receive authorisation from Boxing Scotland, they are able to begin their role with their new club, pending their announcement at the subsequent District meeting.

Note: The club's Child Wellbeing and Protection Officer should be made aware of all new staff/volunteer appointments and should be involved in the recruitment process.

7. **Having a fully qualified Child Wellbeing and Protection Officer is a Minimum Operating Requirement** for affiliation to Boxing Scotland. Any clubs who do not endeavour to put their existing or new Child Wellbeing and Protection Officer through the relevant qualifications, may have their affiliation to Boxing Scotland temporarily suspended.

Child Wellbeing and Protection Officer and Child Wellbeing and Protection training

- 7.1 The club must first have someone who has volunteered to become their designated Child Wellbeing and Protection Officer (as per 1.2 appointing a new Child Wellbeing and Protection Officer at the club).

The Workshops are the same for all sports and all coaches across Scotland from Swimming to Football to Gymnastics and a link to available workshops can be found here [Training Link](#)

If your club Child Wellbeing and Protection Officer leaves the club

- 7.2 The club Secretary must inform your Regional Development Officer as soon as they are aware the CWPO wishes to leave the club.
- 7.3 The club must actively seek to put another Member of the club Committee or coaching staff through the relevant child protection courses 'Child Wellbeing and Protection in Sport' and 'Child Wellbeing and Protection Officer' as soon as possible. Your Regional Development Officer (RDO) can assist with course arrangements and advice.

New Members of Members: Registering Coaches, Official and Volunteers

Registering a new Coach with Boxing Scotland

The following procedures outline how to register a new coach within your club:

8. The Club Secretary, on behalf of the applicant should submit to Boxing Scotland a complete, signed and dated:
 - [Coach Application Form](#) Which is made up of 4 parts. (Application, Self-Declaration, Code of Conduct and Equality Survey)
 - All Coaches and new Coaches must complete and be in date (3 years) Child Wellbeing and Protection in Sport Workshop before a Badge will be processed. (CWPS)
 - Hold a PVG with Boxing Scotland as an organisation.
 - Individual must complete the Coach Competency Exam or have completed BSL Coach Level 1
 - Passport sized photograph (this can be digital)
 - £15 processing fee
 - Stamped, addressed envelope for the return of the Coach Registration Badge
- 8.1 The relevant Regional Development Officer will then contact the applicant to arrange the BSL Coach Exam and complete a PVG with Boxing Scotland.

East District: Paul Coleman

M: 07944598755

E: Paul.coleman@boxingscotland.org

West District: Kieran Fraser (West North)

M: 07944 598755

E: kieran.fraser@boxingscotland.org

West District: Cameron McAlpine (West South)

M: 07399 891377

E: Cameron.mcalpine@boxingscotland.org

North District: Ben Holme

M: 07702 866135

E: ben.holme@boxingscotland.org

- 8.2 Only after all documents are received, the Coach Exam has been passed and the PVG has been deemed acceptable shall the applicant become a registered coach and he/she will receive their Registered and Competent Coach Badge.

Note: The club should keep copies of all paperwork posted into the Boxing Scotland Office, as Boxing Scotland is not responsible for any posted mail that does not arrive at the office.

Registering an Official with Boxing Scotland

Registering a new Working official with Boxing Scotland

The following procedures outline how to register a new working official within your club:

- 9.1 The Club Secretary, on behalf of the applicant should submit to Boxing Scotland a complete, signed and dated:
- 9.2 The Club Secretary, on behalf of the applicant should then submit to Boxing Scotland a complete, signed and dated:
- [New Volunteer Application Form](#)
 - Passport sized photograph (this can be digital)
 - £15 processing fee for Officials Badge and Record book
- 9.3 The Club Secretary is then responsible for updating the information through the Regional Development Officers. It is also the responsibility of the Club Secretary to inform the relevant district secretary of the changes made, and to organise any additional training if required. The Regional Development Officers will ensure that the applicant possesses the required PVG certification.
- 9.4 It is also the responsibility of the Club Secretary to inform the relevant district secretary of the changes made, and to organise any additional training if required. The Regional Development Officers will ensure that the applicant possesses the required PVG certification. The applicant cannot work until PVG is returned to Boxing Scotland.

Please note, individuals are able to register as a Working Official with Boxing Scotland without being attached to a club if they so wish. In order for them to do, they should follow the same process as above. From the 2023/24 season, members will be able to register as both an Official and as a Coach if they wish. However, individuals will only be able to do one of these roles for the duration of any specific event/competition.

Accepting a New Committee Member

- 10 Similarly, to Section 7, to accept a New Committee Member, the Club Secretary, on behalf of the applicant should submit to Boxing Scotland a complete, signed and dated:
- [New Volunteer Application Form](#)
 - 2 x Reference Templates
- 10.1 The Club Secretary is then responsible for updating the information through the Regional Development Officers. It is also the responsibility of the Club Secretary to inform the relevant district secretary of the changes made who will ensure that the applicant possesses the required PVG certification.

Accepting a new Delegate at the Club

- 11 Similarly, to Section 7, to accept a new club Delegate, the Club Secretary, on behalf of the applicant should submit to Boxing Scotland a complete, signed and dated:
- [New Volunteer Application Form](#)
 - 2 x Reference Templates
- 11.1.1 The Club Secretary is then responsible for updating the information through the Regional Development Officers. It is also the responsibility of the Club Secretary to inform the relevant district secretary of the changes made, and to organise any additional training if required.
- 11.1.2 In order to be a Delegate a member must be at least 18 years of age and cannot be a Registered boxer currently active in AOB.
- 11.1.3 A delegate must be a member of the Club they represent and have paid all subscription monies due to that Club.

- 11.1.4 The honorary secretary of a Member shall be one of the Club's three accredited delegates to the Company. An Active boxer or second shall not be the accredited delegate of a Member to the Company.
- 11.1.5 A delegate can be a registered second (Coach) with Boxing Scotland.
- 11.1.6 Boxing Scotland would encourage their membership to be fully aware of the Articles of the Association.

Registering Recreational Users (Affiliate members)

- 12 Under the revised BSL Membership scheme, member clubs are expected to register every individual using/participating in their gym. **Users within the gym who are not registered with Boxing Scotland cannot be afforded the insurance benefits of registered members.** All members must complete a PARQ whether Adult or U18.

- 12.1 Affiliate members are anyone taking part in Boxing related activity and have signed up to the Boxing Scotland membership via the website. It will cover non-registered individuals for boxing related activity including **sparring**. Anyone training with your club that has not signed up to the Boxing Scotland membership scheme should be made aware they are not covered under your clubs Boxing Scotland insurance. It is the responsibility of the club to ensure you have adequate insurance to cover for non-Boxing Scotland members. There is a £5 annual fee for these details can be found on the membership area of the Boxing Scotland Website

Boxer Medicals

- 12.2 Any boxer that has been active within the last 12 months will not require a new medical when re-registering for the new season.
- 12.3 Only boxers new to registration and those that were not active in the last 12 months will require a new medical before Registering or re-registering.

Sparring

- 12.4 Sparring will only be permitted between individuals that are registered with a club and are BSL affiliate members. If affiliate members become carded, then the affiliate membership will be taken off the cost of registering. Boxing Scotland membership insurance will only cover those that meet this requirement. The PARQ must be complete for all and for under 18s Parental consent must be given on the individuals PARQ. All non SME2 registered boxers must be an affiliate member with Boxing Scotland.

Pre active readiness questionnaires (PARQs)

- 12.5 Clubs are reminded that in order to ensure insurances are valid, anyone taking part in physical activity should complete the appropriate PARQ (Adult or Under 18s) prior to starting training at the club. PARQ's must be completed annually before individuals start to train at your club.

Applying for a Boxing Scotland Permit to hold a boxing show/event

- 13 Any club which has met the Minimum Operating Requirements can apply to hold a club show. This includes Clubs operating within their first season.
- 13.1.1 NO permits will be granted when events clash with Boxing Scotland National Championships.
 - 13.1.2 For existing venues, the club must carry out a full risk assessment of the proposed venue where the show will take place, and ensure the dimensions of the ring, hall and Field of Play are as close to the IBA Rules as possible. For New Venues, a visitation must be conducted by a district representative that is familiar with IBA Rules and Regulations and the requirements to hold an event.
 - 13.1.3 The club requesting a Permit must first contact their relevant District Secretary to discuss the show/event they have in mind and ask the Secretary for a Permit Application Form. The permit application form can also be downloaded from the Boxing Scotland website, in the club section.
 - 13.1.4 The club should complete the Boxing Scotland Permit Application form in full and send it to their relevant District Secretary, to be considered. The District Secretary must receive the Permit.

- 13.1.5 Application no less than 2 months before the date of the proposed event.
- 13.1.6 There will be a period of 10 working days processing time for Permit Applications. In the event of a short notice clash of dates, Boxing Scotland Championships will take precedent over District and Club events, and alternative arrangements will be made available to the club/District.
- 13.1.7 When a Permit is granted, the allocation of officials will be appointed allocated on a voluntary basis as per normal practice at a District meeting.
- 13.1.8 The club requesting the Permit must pay the district the full fee before the permit is issued. The cost of the permit will be split 60%/40% between Boxing Scotland and the relevant District. The costs are as follows;
 - Clubs will a fully qualified active working official when submitting permit- £100 (As a minimum an active working official will attend at least one show per month or 8 shows per year.)
 - Clubs who do not have a fully qualified active working official when submitting permit - £400.
- 13.1.9 Box Cup Permit – (Including University Championships) Permit - £800 Applications are to be sent both the relevant District and each development officer at Boxing Scotland for approval.
- 13.1.10 While clubs are able to apply for a permit without having a fully qualified working official, it is still necessary for the club to be active in assisting the rest of the district with the holding of shows, i.e., sending club members to volunteer at shows in non-working official capacities.
- 13.1.11 Once the permit has been issued, it must be displayed in a prominent position at the venue at the event. The Official in Charge should also hold a copy.

Holding a Boxing Show

- 14 The event organiser must first find a suitable venue, which must have adequate changing and toilet facilities for Boxers and Officials, adequate space around ringside when ring is fully erected, including space above the ring, up to date health & safety procedures in place, clean drinking water available for Boxers and Officials, Disabled access, clear capacity guidelines and adequate security for the event to take place. Clubs must aspire to meet IBA Technical & Competition rules where possible, when running a tournament.
 - 14.1.1 If the venue has not been used for a boxing event before, a District and/or Boxing Scotland representative will have to attend and conduct a risk assessment to assess the suitability of the proposed venue.
 - 14.1.2 Once the venue has been selected and a successful risk assessment conducted, the event organiser must then contact their relevant District Secretary to check their proposed dates are available and do not clash with any other club shows or Boxing Scotland events.
 - 14.1.3 Once a date to stage the show/event has been agreed with the District, Boxing Scotland and the venue, the club must then check the availability of a doctor(s) to attend in order to conduct the medical examinations prior to the boxing and be in attendance throughout the show/event.
 - 14.1.4 The club must then contact their relevant District Secretary and request a Tournament Permit Application Form or download from the Boxing Scotland website on the Clubs page under Governance.
 - 14.1.5 The Tournament Permit Application Form must be completed in its entirety and returned to the relevant District Secretary. If the Permit is granted, this will be raised and the subsequent District meeting where Officials for the event will be appointed.
 - 14.1.6 The club requesting the Permit must pay their relevant District before the Permit is issued (this money is split 60%/40% between Boxing Scotland and the relevant District). Districts will then reimburse Boxing Scotland their share of permit fees on a quarterly basis. A copy of the Permit must be displayed in a prominent position at the venue during the event.
 - 14.1.7 **Ring Girls are not** permitted at any Boxing Scotland or District Event/Show or Box Cup.
 - 14.1.8 The host club is responsible:
 - for providing adequate security.
 - Booking the Doctor.
 - for supplying/hiring an adequate boxing ring for the show/event (contact Boxing Scotland to clarify adequate).
 - Providing a meal or light meal and travel expenses for the Officials, Coaches and Boxers involved.
 - Providing trophies for the boxers taking part.
 - Providing Glove Stewards to check the bandages off and glove up the boxers taking part.
 - Providing Expenses.
 - Recommended Food.



- Solely responsible for maintaining a high level of Child Protection and health and safety awareness at the event and will be held accountable if there are any incidents that arise due to negligence on the club's behalf.

Attending District meetings

- 14 Boxing Scotland affiliated Clubs are able to have up to 3 Delegates that can represent the club at District meetings and/or National Meetings.
 - 14.1 Each club will only have 1 vote at District/National meetings regardless of how many Delegates represent the club at the meeting.
 - 14.2 The honorary secretary of a Member shall be one of the Club's three accredited delegates to the Company. It is up to the club's discretion who else acts as a Delegate, although an Active boxer cannot be an accredited delegate as per Boxing Scotland's Articles of Association. A working official or coach can be a club delegate, although please be aware these are two separate positions and being a working official or coach does not automatically entitle the individual to be a delegate and attend meetings.
 - 14.3 The Delegate should attend the district meetings at least ten minutes prior to the scheduled start time, and sign the attendance register before taking their seat.
 - 14.4 If a club wishes to have a matter of relevance raised at the meeting, they must inform the relevant District Secretary in writing no less than 7 days prior to the meeting and a Delegate from that club **must** be in attendance for the matter to be raised.
 - 14.5 A club announcing a new Delegate must put the request in writing to the relevant District Secretary no less than 7 days prior to the date of the meeting.
 - 14.6 Anyone wishing to voice an opinion or raise a relevant point at a District meeting must raise their hand, wait their turn and speak through the chair when invited to do so.
 - 14.7 Committee Members are not permitted to be disparaging of their Districts and or Boxing Scotland. Points raised are to be of a constructive nature. Any official/Delegate found to be in contravention to this could be suspended or membership revoked.

Note: All Delegates must speak on behalf of their club. Not following their own thoughts or ideas. Club meeting should be regularly held to ensure club ideas are brought to meetings.

Boxing Scotland Fees 2023-24

Item	On/after 1/8/23	Payable to
New Club - Affiliation and Administration Charge	£350	Boxing Scotland Ltd
Existing member Club - Re-affiliation (<i>Cost for clubs affiliated for the 22-23 Season</i>)	£250	Boxing Scotland Ltd
Insurance	£260	Boxing Scotland Ltd
New Boxer registration for the Season	£25	Boxing Scotland Ltd
Boxer re-registration for the Season	£15	Boxing Scotland Ltd
Boxer moving clubs to be re-registered with a new club	£15	Boxing Scotland Ltd
Lost Boxer Registration Card (SME2)	£30	Boxing Scotland Ltd
Recreational BSL Affiliate membership - 12 months	£5	Boxing Scotland Ltd
New Club Cub registration	£10	Boxing Scotland Ltd
Club Cub re-registration	£5	Boxing Scotland Ltd
Tournament Permits - Club has fully qualified active working official	£100	Relevant District account
Tournament Permits - Club has no fully qualified active working official	£400	Relevant District account
Box Cup Permits – (Including University Championships)	£800	Relevant District account
New Coach registration	£15	Boxing Scotland Ltd
Coach Re-registration	£10	Boxing Scotland Ltd
Official Registration	£15	Boxing Scotland Ltd
Official Re-Registration	£10	Boxing Scotland Ltd



Boxing against other countries at home or away

Home Nations

Any club wishing to have boxers compete against another home nation/country, home or away (This is the home nations, England, Wales and Northern Ireland) must inform their relevant District Committee and Regional Development Officer in writing. (Either Email or letter) **The Boxing Scotland insurances will not cover Clubs and their Boxers that have not informed their District Committees and Regional Development Officers.**

The club Secretary should contact their relevant District Secretary and Regional Development Officer to inform them of their intention either attend or host an International or Inter-Nation Tournament. The definition of this is any boxer from another Nation including Home Nations (England, Northern Ireland and Wales) boxing against a Scottish opponent either in Scotland or elsewhere.

The email information required to inform the District Committee and Regional Officers must include:

- Host club and where the event is taking place (City, Town) and the Venue
- Date, Time of event
- Details of Child Protection measures taken i.e., U18s travelling with parents or CWPO named individual travelling.
- Names and records of home/away boxers matched or taking part from your club.
- Details of all club coaches/officials taking part or travelling in the party.
- The opposing Club(s) must be affiliated with their National Governing Body.

Permission will only be granted where there is clear evidence that the Boxers welfare is of the highest priority.

NB. Where a club is hosting or attending any Boxing event against another Home Nation, the advertising must be made clear that they are club boxers. i.e., Scotland Club Select.

Outside the home nations

Any Club wishing to have boxers compete against any country not mentioned above must have permission, in writing from Boxing Scotland. **The Boxing Scotland insurances will not cover Clubs and their Boxers that have not followed this process. If you choose not to follow these instructions the insurance will be void and you/your club may be subject to disciplinary action.**

The club Secretary should contact Boxing Scotland and their relevant District Secretary to ask permission to either attend or host an International or Inter-Nation Tournament. The definition of this is any boxer from another Nation internationally, boxing against a Scottish opponent either in Scotland or elsewhere. Documentation can be found on the Boxing Scotland website under Club's page and covered by Governance.

The BSL National Boxing Coaches must be made aware of all boxers who are travelling or boxing Home or Away to ensure the bout is at the appropriate level and that it will not conflict with any national squad/team training sessions or International Boxing Tournaments.

The request for overseas must detail:

- Host club and where the event is taking place (City, Town) and the Venue
- Which Nation(s) will be boxing? Name of Tournament if appropriate.
- Whether the Nation(s) will be travelling to Scotland or overseas travel is necessary for Scottish boxers
- Names of boxers matched or taking part from your club.
- Date and time of the event
- Details of the proposed Coaches, Officials and Team Manager for all countries involved.
- Name of CWPO travelling in part or will parents be travelling?
- Copy of Travel insurance



If the information requested above is not available for any reason in full, Boxing Scotland would ask you to provide as many details as possible about the proposed event.

If approval is given for an International or Inter-Nation Tournament to be held in Scotland to a member, they should apply for a Boxing Scotland Permit from Boxing Scotland by completing a permit application form which can be requested from their relevant District Secretary.

Registering a complaint against members or clubs in the district

1. The person reporting the club or member of the club must put as much detail about the complaint as possible in writing and send forward the complaint to their relevant District Secretary.
2. The District Secretary may pass the complaint onto or share the complaint with Boxing Scotland. The District Secretary and/or Boxing Scotland will endeavour to establish the facts of the complaint and possibly investigate the matter further.
3. The person making the complaint may be asked to meet with the District Secretary and/or Boxing Scotland to discuss the matter in more detail.

Boxing Scotland Club Cub Skills Boxing Scheme

Affiliated Club Cub Boxers who are aged a minimum of 8 years old and no older than 10 years old in any given year, will be given the opportunity to register as a **CLUB CUB BOXER**. **(The Boxers age is determined by year of birth and not date of birth)**

Club Cub boxers will not be permitted to take part in competitive bouts but will be able to take part in skills bouts at any club show or standalone skills show for which a BSL permit has been issued.

Inter Club Cub Shows

Affiliated Boxing Scotland clubs will be allowed to hold inter club shows. These will be for the specific purpose of providing development opportunities for club cub boxers and must be advertised as such to the paying public.

An inter club show permit will be applied for and issued in the same manner as any standard club show permit. When the permit form is submitted to the District Executive for consideration, it must clearly be marked 'Inter Club Show'.

A permit fee will be charged at the discretion of the District Executive.

- Inter club shows can be held in a clubs premises;
- Open to Development boxers and cubs;
- Doctors must be present;
- **Boxing Scotland Officials must be used.**

The purpose of these shows is to promote development Boxing at a local level with a view to getting youngsters and working officials experience in a club show environment without the clubs having the costs of holding a show.



Boxing Scotland Staff & District Secretaries Contact Details

<p>Postal address for all Boxing Scotland staff is; Boxing Scotland Ltd, National High-Performance Centre, Olympia Theatre, 2 Orr Street Bridgeton Cross, Glasgow, G40 2QH</p>	
<p>Head of Operations Marianne Crichton E: marianne.crichton@boxingscotland.org</p>	<p>Membership Administrator Alison McIntyre E: alison.mcintyre@boxingscotland.org</p>
<p>Events and Business Manager Calum Bell Mob: 07943 403607 E: calum.bell@boxingscotland.org</p>	<p>All matters dealing with membership. memberships@boxingscotland.org</p> <p>All other enquiries enquires@boxingscotland.org</p> <p>All matters regarding to national competitions. competitions@boxingscotland.org</p>
<p>Performance Director and Joint National Coach Craig McEvoy Mob: 07974 302782 E: craig.mcevoy@boxingscotland.org</p>	<p>Joint National Coach Mike Keane Mob. 07725 100 892 E: mike.keane@boxingscotland.org</p>
<p>Emerging Talent Coach Niall Clark Mob: 07904 831 092 E: niall.clark@boxingscotland.org</p>	<p>Apprentice Coach Steven Simmons E: steven.simmons@boxingscotland.org</p>
<p>Development and Inclusion Officer Kieran Fraser (North) M: 07944 598755 E: kieran.fraser@boxingscotland.org Cameron McAlpine (South) M: 07399 891377 E: Cameron.mcalpine@boxingscotland.org</p>	<p>Western District Secretary Wullie Arbuckle Mob. 07847 391857 E: Secretary@WesternDistrictBoxing.org.uk</p>
<p>Development and Inclusion Officer Ben Holme M: 07702 866135 E: ben.holme@boxingscotland.org</p>	<p>North District Secretary: Norman Watt Mob: 07811 506853 E: normanwatt@sky.com</p>
<p>Development and Inclusion Officer Paul Coleman M: 07803 513699 E: paul.coleman@boxingscotland.org</p>	<p>Eastern District Secretary Dougie Fraser Mob: 07932 008182 E: east.d.secretary@hotmail.com</p>