



SHOW MUST HAVE AGREEMENT – London Boxing 2023-2024v1

Duty	Description	Responsible person	Date Completed
Fixtures / AGM	Attend to put show dates in the regional calendar. Receive championship provisional dates to avoid clashes as championships take precedence even when they need to be moved).		
Show Request form	<p>Fill out the show request form and return to the secretary (Terri Kelly) londonboxing1@gmail.com</p> <p>ALL the show details must be completed on the form as this is information for the permits and the allocation of officials. Until this is done, the date is not secured. Permits MUST also be paid six weeks prior to a show.</p> <p>You must tick agreement that you have read and will undertake responsibilities as per this SHOW MUST HAVE AGREEMENT and indicate your defibrillator status.</p>		
Cancellation or postponed shows	<p>It is a difficult task allocating officials to shows, especially with the high volume in our region.</p> <p>Please note: If a show is cancelled / postponed with less than six weeks notice, 50% of the permit fee must be paid. If notice is less than four-weeks, the whole permit fee must to be paid. No other bookings can be made until outstanding debts are cleared.</p>		
Only a Club member of London Boxing can apply for a permit.	This ensures accountability and we trust that a club will put in a better level of care /commitment to ensure it's done properly, rather than potentially flyby night promoters. This rule does not prevent promoters putting on an event, but they must have agreement with a Club or do it directly through England Boxing where we (as a region) will take no responsibility for the provisions and standards.		
Venue	Once a show date has been approved with the secretary, confirm the hall booking (it may require a non-refundable deposit); The venue MUST be a licensed boxing venue (if you are unsure of its suitability please contact your community support officer). It must be safe and fit for purpose to hold an Amateur Boxing event. A new venue MUST be approved by a member of the executive council before a show will be authorised at least 8 weeks prior to a show booking.		
Permit	You will receive an invoice for the permit. This must be paid at least 6 weeks prior to the intended show date. The permit guarantees that EB officials will be appointed to your show. The supervisor will put together the necessary paperwork for judging contests and medical needs. The permit also covers hire of the resus kit (please make sure the doctor appointed is EB approved and can use the equipment)		



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	<p>New regulations state that it is MANDATORY to have a defibrillator ringside at all events. If you are not able to remove the defibrillator from your gym to the show venue, it is your responsibility to let London Boxing know and a hire fee will be added to your permit bill so that the supervisor adds this item their lists of things to bring.</p> <p>Permits will only be raised once full payment is received. A permit is essential to state the show has been sanctioned and all insurance for your boxers (under EB) is in place.</p> <p>Be aware that show cancellation may incur a penalty if sufficient notice is not given (6 weeks minimum)</p>		
Supervisor	<p>Appointed by the region. They will check the following on arrival:</p> <ol style="list-style-type: none"> a. Defibrillator is ringside at the event b. Dr has resuscitation kit and is trained to use it c. Inspect Field of Play Layout d. Review the scoring system e. Competition administration paperwork f. Boxers Changing facility is adequate g. R&J Changing and Meeting areas are adequate h. Weigh in area / scales are suitable and the weigh in must take place in an area closed off to the public i. Medical Area / Treatment room if possible j. Boxers Warm up area k. Boxers entry access to the ring l. Emergency access to boxing ring m. Approved competition equipment n. Refreshments / meal times are adequate o. Barriers seal off the field of play p. Ensuring safety is paramount at all events. Boxing must stop if safety is compromised. 		
Doctor	<p>MUST be appointed – it is the club responsibility to book a medical doctor from the accepted EB medical register. This is available on the Vault. Our doctor's must be resus trained unless the club is booking a St Johns ambulance as well at the show. The doctor's GMC number must be given to the supervisor</p>		
Defibrillator	<p>It is a legal requirement that every show MUST have a defibrillator that can be next to the doctor during a show. It is the club responsibility to make sure there is a defibrillator in working order. If a supervisor turns up at a show without one on site, they are instructed to stop the show.</p> <p>You must complete the show request form, indicating whether you can source a defibrillator or you need to hire one from the region. DO NOT assume a supervisor will have one. You will receive an automatic charge, if you do not indicate.</p>		



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Bouts	<p>An open club show can host approximately 14-16 bouts. If the bouts are mostly junior, it may be possible to host a few more but the bouts must fit within a FOUR HOUR boxing window, even at the weekends. Thus, if you start boxing at 7.30pm, and have a 15 minute break, boxing finishes at 11.45pm If you start a show at 1pm, have a 15 minute break, then show finishes by 5.15pm (the officials need a midway break of 15 to 20 mins and that is not counted within your FOUR HOURS of boxing).</p> <p>Clubs must appreciate that our officials are out constantly, they are volunteers and we will not risk over-working or exhausting their good will. Also, many come to shows after a full day of work.</p> <p>Supervisors have the right to cancel bouts if the number of contests is too high and it looks likely that the time-limit will be exceeded.</p> <p>A show can host a maximum of four skills contests, which cannot be coached (you have the minute between rounds to coach), or include any heavy blows. These are controlled bouts introduced to bridge the gap between gym work and competition for our younger members. The supervision has the right to stop any skills bout should the coaches or boxers not adhere to the rules. They (along with the referee) also have the right to write on a BCR1 book: No further skills contests for this boxer.</p> <p>Dinner shows should host between 8-10 bouts. Please consider the length of time for auctions, raffles etc. when planning dinner contests.</p>		
MC	<p>The MC is no longer required to have DBS clearance; therefore, it is your choice whether you ask a club member to fulfil this duty. There are people who do this role on a regular basis you could book. However, it is recommended that you make sure they, or you have an adequate PA System.</p>		
Recorder	<p>The club MUST provide a competent recorder to work on the supervisor's table to record all the bout details in the boxers' medical books and fill out the recorder's sheet, if the supervisor requests this role be filled. This is an important role as paperwork is data protected. However, the recorder does not have to have DBS clearance. A professional attitude is required. No phones at ringside. If the Supervisor is using a laptop, they may prefer to record themselves.</p>		
Temporary Events Notice (Drink and Entertainment Licence)	<p>It is a legal requirement to make applications to hold any event where alcohol is sold for gain (private or charity) and also most 'sporting events.' This application must be made to</p>		



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	the Local Authority at least 15 working days prior to the proposed show. A copy of the TEN's application also needs to be sent to the Chief of Police for that Borough.		
Ring Hire	The club MUST book a competition ring and must make sure the ring meets EB regulations (14sq ft inside the ropes minimum) preferably 16-18sq ft. Book with a reputable ring hire supplier and they should also supply timing equipment, bell, scales and sometimes a PA system. You'll need to source all of these items.		
Scales	Club responsibility (see above) club MUST supply reliable scales.		
PA system	Club responsibility (see above)		
Hospital information	You must have the details of the nearest hospital with a neurologist dept ready for the appointed MO.		
Trophies	Club responsibility - Order enough sets of trophies for the number of bouts you intend to put on. You may also like to get a trophy for the Best Boxer on the night and perhaps, best home and away boxers or best bout.		
Official's Meal	The club MUST supply a buffet / meal for officials, who attend shows as volunteers and are mostly in attendance after a day job. These people are volunteers; providing a well-earned cup of tea, and snack goes a long way. Also, officials cannot often leave ringside once the action has started so bottled water or cup of tea should be offered.		
Official's Parking	<p>Parking advice must be provided to officials. The supervisor needs a space very close to the venue as they carry a lot of equipment to run the show and have to arrive early.</p> <p>For other officials the clubs need to either reserve spaces or locate and direct officials to nearest car park or meters. The expense will be given to the supervisor and reimbursed by the club hosting the show.</p>		
Gloves	<p>Clubs are responsible for providing IBA approved competition gloves (you need both 10oz and 12oz sets) Please look at the IBA approved list. Club MUST supply https://www.aiba.org/licensees/</p> <p>The list is also in the England Boxing Rule Book, available online here:</p>		



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	https://www.englishboxing.org/wp-content/uploads/2022/01/2022-RULE-BOOK-January-update.pdf		
Headguards	Usually, the responsibility of the individual club/boxer and these must also be IBA approved equipment. See rule-book link above		
Stewarding and barriers	Security at a show is the club's responsibility. The field of play must be kept clear. People cannot stand directly behind judges or too close to the ring. Barriers are mandatory to section off the FOP (speak to your ring hire company) The supervisor must be content with the security arrangements and FOP; they have the right to disallow a show if they are not satisfied with arrangements. Safety of the officials, boxers and spectators is paramount.		
Weigh in	The supervisor will conduct the weigh in. The club match-maker may wish to sit alongside the supervisor. You need to provide an adequate room, which allows for privacy of the boxers (especially juniors) who strip down to their underwear during a weigh in. The room should only have boxers, one coach if enough room, the necessary officials and a doctor present: No parents, girlfriends, boyfriends, team mates etc. should be in the weigh in room. Absolutely NO unauthorised people.		
Programmes	The match maker / club leader MUST provide printed programmes for the supervisor and officials (minimum of 8). The supervisor's copy must have - names of boxers, clubs, dates of birth if youth or juniors so they know what the bout was agreed at and can quickly access the merit of a match. The supervisor needs to make judgements about the fairness and safety of matches based on this information provided and the way the boxers present themselves to the scales.		
Risk assessment	Make sure you risk assess the venue and check with the venue what insurance cover they have and what the licensing agreement is.		