



# England Boxing The Vault

*Newly Qualified Level 1  
Coach - Club Level User  
Guide*



## Introduction:

England Boxing is the national governing body for amateur boxing, one of the oldest sports in the world, and one which has featured in the ancient and modern Olympics since 1904. Its mission is to “protect, promote and support amateur boxing in England at all levels.” It does this through promotion, development and administration of the sport from grass roots through to the England talent pathway and in turn passing prospective medalists to GB Boxing. It also represents England as a member of the International Boxing Association (IBA) and the European Boxing Council (EUBC).

With a history going back to 1880 and its first national championship taking place in 1881, England Boxing represents more than 25,000 members across over 990 affiliated clubs and is committed to maximising the potential of the sport both through National competitions and events, training and playing a full role in the local communities the Clubs represent.

Clearly stated ambitions in England Boxing’s strategy include the provision of enhanced support to the membership, in particular the delivery of comprehensive, consistent, industry leading training and learning opportunities for coaches, officials and other volunteers within the sport.

Since the inception of the England Boxing Level 1 Coaching Course, over 6000 new coaches have been qualified. Following feedback from our clubs and members, we have changed the way in which a New Level 1 Coach is approved on the Vault which will allow the Club greater control over New Coaches making applications.

The purpose of this document is to give a step by step guide to registering a new level 1 coach at the following access level:

1. Club Secretary



## Platform Access:

Please note a live email account is required to access the platform; this email address will be required each time log in occurs and the password you create.

## User Guide New L1 Coaches – Club Platform

This user guide demonstrates the steps that a Club Secretary (CS) must take when pre-approving a newly qualified level 1 coach:

### 1. Registering a Newly Qualified Level 1 Coach

1. You will be notified by email that a new Level 1 Coach has made an application on the Vault under your Club, please see the example below.

#### A Level 1 Coach Paid Application Has Been Made

From: England Boxing <info@englandboxinginsight.com>

To: [Redacted]

[More info](#)

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ENGLAND BOXING

Dear [Redacted]

Please note that level 1 coach application has been made and waiting for your approval.

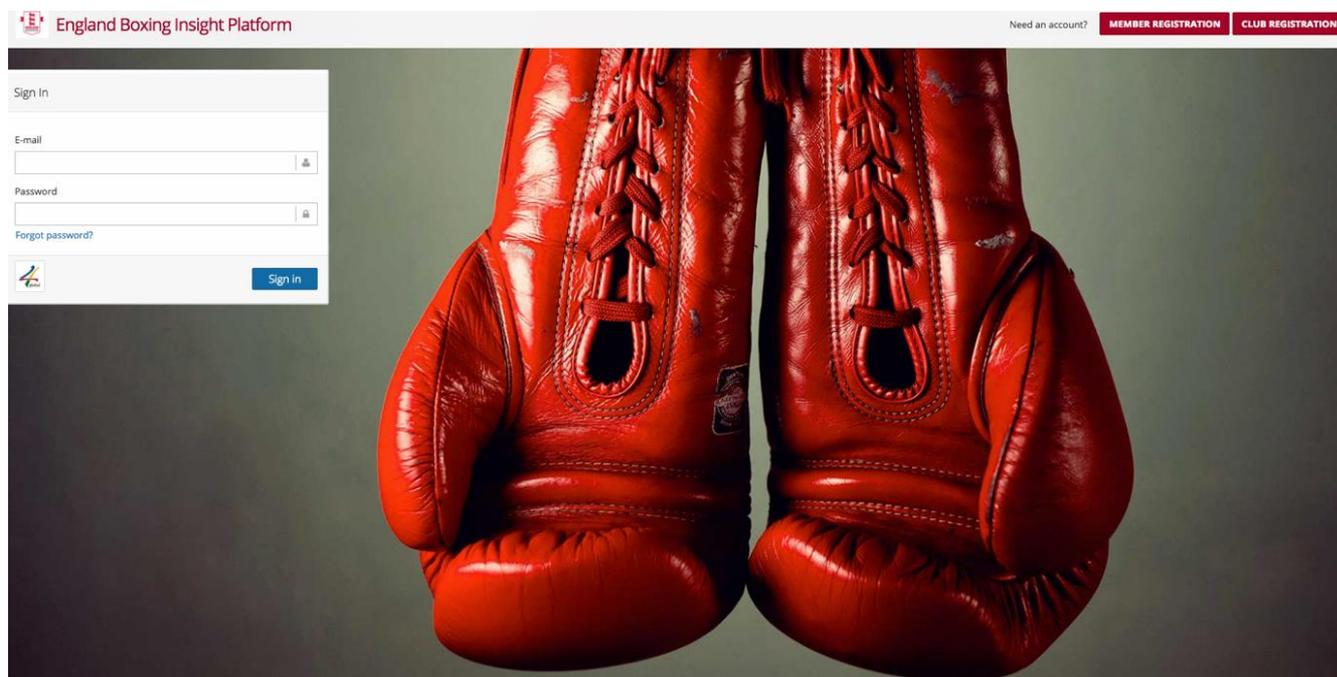
**Member Name:** New Coach

English Institute of Sport, Coleridge Road, Sheffield S19 5DA Tel: 0114 223 5654 Fax: 0114 223 5657 Web: www.englandboxing.org

## 2. Accessing the Platform

The England Boxing Insight Platform is accessed via

### [The Vault](#)



Please log in as the Club Secretary.

If you have forgotten the email address linked to the account, please contact [Vaultsupport@englandboxing.org](mailto:Vaultsupport@englandboxing.org)



### 3. Please select Awaiting Approval

The screenshot shows the 'England Boxing Vault' interface. The left sidebar has a menu with 'Awaiting Approval' circled in red. The main content area displays a map of Sheffield, a 'Members' table, and a 'Facilities' list.

Members	Count
Amateur Coaches	2 / 12
Ampro Coaches	0 / 0
Boxers	2 / 24
Recreational Boxers	0 / 0
Officials	0 / 0
Volunteers	0 / 0
Others	0 / 0

Facilities:

- Disability Sessions
- Female Friendly Activities
- Fitness/Recreational Activities
- Junior Sessions
- Links with Higher/Further Education
- Links with Schools
- Links with Other Sports
- Non-contact Sessions
- Sparring Activities
- Senior Sessions

4. You now need to Approve ✓ or Decline ✗ the Member's application to confirm they will (or will not) be registering to your Club. If the Club pays for the coach, the approval will not be required to proceed.

The screenshot shows the 'England Boxing Vault' interface with the 'Awaiting Approval' page. The 'Approve Application' button in the table is circled in red.

Member Name	Application Date	Membership / Classifications	Action
Testy McTestface	17.07.2019	Amateur Coach	Approve Application ✓ ✗



5. The New Coach will be notified that you have approved or declined their application through email. Please see the example below.

**Your Application Answered**

From: England Boxing <info@englandboxinginsight.com>  
To: <newcoach2@gmail.com>  
[More info](#)

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 ENGLAND BOXING

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Dear New Coach,

Please note that your application has been approved by your club. Now it is waiting for NGB approval.

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English Institute of Sport, Coleridge Road, Sheffield S9 5DA Tel: 0114 223 5654 Fax: 0114 223 5657 Web: www.englishboxing.org

6. Coach Administration at England Boxing will now issue the New Level 1 Lanyard & Certificate on receipt of all supporting documents. Please see the requirements below.

First Aid Certificate  
Safeguarding Certificate  
Passport Style Photograph  
Cleared DBS on our National Database

## 7. Enquiries

For any additional Vault enquiries please email [vaultsupport@englandboxing.org](mailto:vaultsupport@englandboxing.org)

For any DBS related enquiries please contact [DBSapplications@englandboxing.org](mailto:DBSapplications@englandboxing.org) please note, we do not accept scanned copies. The original certificate and a stamped, addressed envelope for its return must be posted to the address below.

DBS Applications  
England Boxing  
Coleridge Road  
Sheffield  
S9 5DA

For all Level 1 Coaching queries please contact [Level1registrations@englandboxing.org](mailto:Level1registrations@englandboxing.org) stating the Date and Region the course was taken.