



GYM INSPECTION – CLUB CHECKLIST

The following checklist is for clubs to be able to refer to ahead of a gym inspection. Please do not request a gym inspection until the following is in place and the required information is available.

If you require further information, please contact enquiries@englandboxing.org or get in touch with your Club Support Officer <https://www.englandboxing.org/clubs/club-support-officers/>

GYM SPACE

- The floor is clean, has a non-slip surface and there are no hazards in way.
- Gym interior is well maintained, and no major repairs are required.
- Equipment is not blocking any entry or exit points and placed in a safe area.
- Equipment is not in a hazardous position or blocking entry / exit points.
- Space is appropriate for the activity and number of participants (no smaller than 324 ft sq.)
- Lighting, electricity, clean running water and heating is sufficient.
- Suitable toilets and washing facilities are available to all members.

GYM EQUIPMENT

- At least 1 training ring (permanent or portable) in a big enough space, measuring a minimum of 12ft x 12ft (inside the ropes). The ring must have 4 corner posts, 4 sets of ropes, and the inside flooring must have foam and canvas protection minimum of a minimum of 1 inch thick. The ring must be 1 metre clear of a wall on all sides or have thick foam padding across the entirety of the wall if it is closer than this distance.
- Sufficient space around equipment for it to be used safely.
- Gloves (minimum of 4 pairs) which are in good repair. There should be no rips, gloves must have foam of sufficient depth across the knuckles and be a minimum of 10oz in weight.
- Head guards (minimum of 4) should fit the boxers correctly and have secure straps/lacing.
- Skipping ropes (minimum of 4).
- Punch bags, wall pads & striking equipment (minimum of 4), at least 1.5 metres apart which are padded correctly to not cause hand damage with no hard spots or exposed tears. Bag chains and fastening securely and in good repair. Links and fastening should not be broken or worn.



EMERGENCY PROCEDURES & FIRST AID

- Health & Safety and Fire Safety risk assessments are reviewed regularly and available for inspection. Emergency exits are in-place that are no more than 18 metres apart and clearly signposted, escape routes are kept clear of obstructions and members are aware of the fire evacuation plan and assembly point. There is a reasonable provision of fire extinguishers for the space which includes a minimum of two Class A fire extinguishers. Extinguishers must be in good working order. (Government fire safety risk assessment guidance available [here](#)).
- First Aid kit that is in an easy to reach location and regularly maintained according to the British Standard for First Aid (BS8599 compliant).
- There is an accident / incident book in place and accessible, in which injuries and near-miss instances are logged.
- A defibrillator is available on-site or with 5-minute round trip of the gym (walking distance there and back). Fully trained volunteers are on-site during training session and the defibrillator is maintained according to the manufacturer's guidelines.
- The club has a suitable insurance policy covering 'Public Liability' for non-England Boxing members as a minimum.

CLUB COMMITTEE

The following roles should be filled, with contact details available for the appointed person:

- Chairperson – Name, Email address, Phone number:

- Secretary – Name, Email address, Phone number:

- Treasurer – Name, Email address, Phone number:

- Head Coach (Can be Level 1 for first year of affiliation ONLY) – Name, Email address, Phone number:



- Club Welfare Officer (strongly recommended to NOT be the Head coach or their partner/spouse) – Email address, Phone number:

- All positions above filled and covered by a minimum of three unrelated people (Desirable for purposes of grant funding)
- All coaches hold appropriate England Boxing Coaching, First Aid and Safeguarding qualifications, as well as DBS clearance? (all completed or refreshed within the last three years)

GOVERNANCE

- Club Constitution (governing document) – to be that of a not-for-profit organisation, including dissolution clause that would re-allocate the money and assets of the club to another EB affiliated amateur boxing club, similar not-for-profit organisation, or registered charity (*Desirable for purposes of grant funding*)
- Bank Account – bank statements covering the last three months / a letter from the bank showing that the club has a ‘community account’ (i.e., not a ‘personal’ or ‘business’ account) in the name of the club, with a minimum of two unrelated signatories (Desirable for purposes of grant funding)
- Club Child Safeguarding Policy – on display in the gym, or on club website & social media.

Template constitution documents and safeguarding policies are available under [“Club Resources”](#) on the forms and resources section of the England Boxing website.

CLUB SUSTAINABILITY AND SUPPORT

- Club Structure – information available to confirm the club structure.
 - Constituted Voluntary/ Community Club/Not for profit group.
 - Community Amateur Sports Club (CASC) registered with HMRC.
 - Charitable Incorporated Organisation (CIO) with Charity Commission
 - Charity registered with the Charity Commission
 - Community Interest Company (CIC) registered with Companies House
 - Limited by Guarantee Company registered with Companies House
 - Other
- Local Authority Rates - Do you get rate relief? State % relief that you get.



- Facility - Which of the following best describes your facility:
 - Hiring space at a multi-use facility (community centre, leisure centre, church hall etc...)
 - Renting space that we have sole access to
 - Leasing a building or space within a building
 - Freehold / ownership of a building or space
 - Other
- Do you have a written agreement / lease / license / deed in-place for your facility?
- How long is the written agreement lease / license / deed in-place agreement for?
- Is the club over one mile walking distance from the nearest affiliated club?
 - Using Google Maps and the club address registered on the Vault, please check that the club is over one mile walking distance away from the nearest affiliated club. If you are closer than 1 mile away from the nearest club, then get in contact with membership within England boxing.

Policy: <https://www.englandboxing.org/wpcontent/uploads/2022/02/England-Boxing-Club-Membership-Policy2021-22-FINAL.pd>

ACCESSIBLE VENUES

This section is to establish whether the facility is an accessible venue, whilst it is not mandatory to be an accessible venue to be affiliated with England Boxing, your Club Support Officer can work with you to make your facility as accessible as possible.

- Does the facility have a disabled toilet? (A key is not required to use accessible toilets, accessible for a wide range of people, paddle flush handle – lever not push button or pull chain, D bar on the door?)
- Does the facility have disabled car parking spaces?
 - If yes, please specify how many disabled parking spaces.
- If the facility has multiple floors, is there a lift OR are all the required facilities on the ground floor as well as the upper floors?
 - Ground floor building
 - Lift to upper floors
 - All required facilities are on the ground floor.
 - No lift to required facilities on upper floor.
- If the facility has a lift, is it big enough to cater for a wheelchair user?
- If the facility has a lift, is there brail on the lift signs?
- Does the facility have brail signage?
- Is there an induction loop system at the facility?
- If there are stairs to enter the gym, is there either a ramp that can be safely placed over the stairs, or a permanent ramp as an alternative to the steps.



- Are doors and halls that are wide enough for wheelchair access? (minimum 32 inches wide)
- Does the venue allow guide/service dogs?
- Are the fire exits accessible?
- Does the facility have disabled changing facilities?
- Does the facility have a quiet/sensory room or space that can be used as one?
- Is the venue accessible via public transport?
- Is there level clearance moving around the facility (i.e., no small step that a wheelchair would be unable to get over?)
- Can the lighting be controlled? (i.e., can the lights be dimmed or adjusted if needed)
- Can noise levels be controlled? (i.e., is there regularly music playing, if so, are you able to reduce the volume or turn it off for specific sessions)
- have any coaches/staff/other volunteers attended any disability training workshops either through England Boxing or elsewhere?
- If yes, please specify what disability training has been completed.

MEMBERS

- How many active competitive / carded boxers do you have currently (by active, we mean has taken part in a bout within the last 12 months)? _____
- How many recreational / keep-fit boxers do you have currently (by active, we mean those who train at least once every 28 days)? _____