



# ENGLAND BOXING: NEW CLUB SETUP GUIDE

## 1. Create an individual profile on [The Locker](#)

Until the new club is affiliated, you won't be able to select it during the individual membership process.

Once the club has been affiliated, you can add a relevant membership:

Tier 1 for volunteers

Tier 3 for coaches

## 2. Send Club Information to CSO

Club Name

Club Address

Postal Address

Main Contact Name

Main Contact Email

Main Contact Date of Birth

The club account will be created. The main contact will be set up as a 'Super Admin' user. When logging in, the Super Admin user can switch between their personal and club account. To switch accounts, click your name at the top right and the option to switch into the club will appear there. To add a role to one of your club's members:

- Log in to your locker account and switch into the club profile
- Go to 'Members' - 'Smart List'
- Select the relevant profile
- Go their roles section and select 'Add Role'
- Choose the appropriate role for that member

Through the club account, you can manage club and members' affiliation. To affiliate as a full-contact CLUB, you need to have a Level 2 Head Coach (or higher) and Club Welfare Officer listed on the club account.

## 3. Upload Club Documentation

Under Club Profile > Club Documentation > Add Club Document

- **Club Constitution** (governing document) of a not-for-profit organisation for a committee including a dissolution clause that would re-allocate the money and assets of the club to another EB affiliated amateur boxing club, or a similar not-for-profit organisation. Your constitution will outline your committee that includes a Chairperson, Secretary, Treasurer, and Welfare Officer at minimum. Recommended that all positions are filled and covered by a minimum of three unrelated people. **You must have a Level 2 Coach to affiliate as a full-contact CLUB.** All coaches must hold appropriate England Boxing Coaching, First Aid, and Safeguarding qualifications, as well as an Enhanced DBS clearance and valid coach licence.



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- **Club Child Protection Policy** including the name and contact information of the club, regional, and national Welfare Officer. It must also be on display in the club, easily accessible to all members
- **Evidence of a Bank Account** in the Club's Name (a community bank account with 2 unrelated signatories)
- **Defibrillator** serial number, manufacturer, and location (if not on site)

## 4. Club Inspection

All of the below physical requirements must be in place. Once you have this, contact to arrange a Club Inspection.

### Gym Space

- ☐ The floor is clean, has a non-slip surface and there are no hazards in the way
- ☐ Gym interior is well maintained, and no major repairs are required
- ☐ Equipment is not blocking any entry or exit points and is not in a hazardous position
- ☐ Space is appropriate for the activity and number of participants (min. 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 condition. 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) with 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 condition. Links and fastening should not be broken or worn

\*Ring and Head guards not required for associate gyms



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## Emergency Procedures and 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 within a 5-minute round trip of the gym (which includes walking distance there and back, and accessing the defibrillator). Fully trained volunteers are on-site during training sessions 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

## 5. Pay Affiliation Fee

Once the club inspection is completed, pay the annual club or associate gym membership. Your club will then show as current. Existing registered members can transfer to your club, and new members can register to your club when completing their individual membership.