

**USA BOXING, SOUTHWESTERN ASSOCIATION LBC #26
POLICIES AND PROCEDURES**

I Procedures for Sanctioned Non-Advancing Tournaments and Club Shows

Members: All athlete and non-athlete members participating in a sanctioned LBC event must be registered with USA Boxing for the current year. All officials and coaches must be certified to be able to work as an official or coach at an event.

A. LBC Tournament Committee (TC):

1. All local non-advancing tournaments and club shows will be conducted under the leadership of the LBC TC.
2. The Chairperson of the TC will be appointed by the LBC President.
3. The Chairperson serves as the Tournament Director of all local tournaments and shows unless unable to attend; then an interim Tournament Director will be appointed by the Chairperson the TC, (preferably a TC member).
 - a. Members of the TC are those non-athlete members and officials of the LBC that volunteer to assist in the weigh-ins and conduct of the event.
 - b. The Tournament Director and or designee will receive the team entries for advanced pairing and bracketing.
 - c. The Tournament Director along with the Chief of Officials will supervise the weigh-ins, finalize the pairings and bracketing, and direct the work of the Tournament Committee to complete passbook checks, physical examinations, bout sheets, and all other preparations of the event.
 - d. The Members of the TC will be approved by the LBC Board of Directors.
 - e. The Tournament Director or appointed replacement must stay until the tournament is complete.

B. Securing a Sanction:

1. **All USAB rules will be followed!!**
2. Notify LBC Registration Chair (& LBC COO) at least 30 days in advance of event to schedule.
3. Beginning in 2019 in order to apply for a sanction the host club must have one active registered official. If no official is registered for the sanction holders club the LBC will access a production fee of \$25 for 5 bouts; or an equivalent of \$5 per bout.
4. Registration Chair confirms with Chief of Official.
5. Any conflicts in the scheduling process will be resolved by LBC President.
6. After approval of both the Registration Chair and the Chief of Officials the sanction can be submitted online and payment provided.
7. Secure with Chair of TC a member of TC to accept entries and serve as Tournament Director.
8. Establish with Chair of TC the individual responsible to secure equipment if needed.

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9. Prepare a FACT SHEET to include Sanction #, Sanctioned by USAB, dates of registration, USA Boxing Logo, LBC name, Maximum number of bouts, location of event, times of bouts, physicals, weigh-ins, and price of admission. The fact sheet must also include "any boxer listed on the competitors list that is not pulled before end of registrations, will be charged \$5 to the team (including participants outside of SWA) before the team is allowed to weigh-in.
10. Cancellations for Sanctions that may occur will be done by the Sanction Holder according to USA Boxing's National Rulebook.
11. Don't forget awards, and metals, and team or outstanding awards. A great thing to add to Sanction Fact Sheet. Be certain to inform COO and TC member.

C. Sanctions Policies:

1. Third Party Insurance:
 - a. A third party certificate of insurance may be required for facilities to prove the event is covered by USA Boxing liability insurance.
 - b. Request should be made during the online sanction application.

2. Equipment
 - a. If the Associations' equipment is to be used for the event a deposit of \$150 will be required when the club applies for a sanction, payable to LBC Treasure.
 - b. No deposit, no equipment, no sanction.
 - c. An "Equipment Form" will be filled out and signed after a complete inventory is verified by sanction holder and TC designee.
 - d. After the event the sanction holder will return the equipment to the TC Member, and together they will inventory returned equipment.
 - e. Sanction holder will reimburse the Association for missing or damaged (beyond normal wear and tear) equipment.
 - f. All equipment shall be clean when turned back in to TC designee.
 - g. Equipment must be returned to the TC by the Wednesday immediately following the sanction. A fine of \$10 per day will be charged to the Sanction Holder for late equipment returns, above the penalty for damaged and missing equipment.
 - h. If payment for damaged or missing equipment doesn't happen no further sanctions will be issued to sanction holder until the debt is paid in full.

3. Admissions to Events:
 - a. Coaches: No coach registered and certified and in possession of a red coaches book (correctly filled out), and has boxers that are entered in the event, will pay an admission fee.
 - b. Athletes: Any athlete whose name appears on the competitors list and weigh-ins will not be charged admission.

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4. Competitors List:
 - a. Competitors list will be emailed to the TC responsible for registrations as listed in the fact sheet.
 - b. Competitor lists will be filled out according to directions at bottom of the list, a separate list for male and female boxers.
 - c. List the weight class your boxer will be competing in.
 - d. Only registered boxers can be entered on competitor's lists.
 - e. Once the registrations are closed there will be no weight changes.
 - f. Boxers that have been called in but do not attend weigh-ins without a valid excuse, in writing if requested, will have a \$5 penalty assessed to the team. The fee must be paid to the weighmaster, before the remainder of the team is allowed to weigh-in.
 - g. If a team sends a competitor's list and fails to appear, they must pay the penalty before the team is allowed to enter another event.
 - h. Boxers not registered with the Association or USA Boxing, and boxers not listed on the competitors list are ineligible to compete. They may not be added after registration closes.
 - i. Any boxer registered in wrong division or weight class will be scratched.

5. Number of bouts per day: There shall never be more than 35 bouts per day at a LBC show that is non advancing.

6. Classification of Boxers: All boxers will go by the classifications and weight classes listed in USA Boxing Rules, including definition of Open and Novice boxers for all ages.

7. Matched Bouts:
 - a. All matched bouts will be made in strict adherence to the USA Boxing Guide for matched bouts. NO EXCEPTIONS!!!!

 - b. Only boxers on the competitors list who weighed in and made their call in weight will be considered for matched bouts.

 - c. The TC may add bouts to the event provided there are no other boxers in their weight class; or if prearrangements have been made. These bouts will be at the discretion of the TC and will not result in a delayed start time or excessive number of bouts.

8. Weigh-ins:
 - a. Weigh-ins will be done by teams based upon their arrival at venue and signature on the weigh-in sheet. Females may weigh as they arrive by team if there is no waiting.
 - b. For a multiple day event, the first day will require minimum of 2 hours to complete or until completed; any subsequent days of weigh-ins will be one hour or until completed.

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Example: If the weigh-ins begin at 8:00 a.m. and all boxers present have made weight at 8:30 a.m., the scales will be closed at that time, any boxer who has not appeared and checked in will be disqualified.

9. Handwraps:
 - a. According to the rules gauze, velpeau, or handwraps may be used to box in local shows.
 - b. ALL handwraps shall be ODORLESS; they are washable and should be clean, this causes unsanitary conditions for all boxers and destroys the gloves.

10. Registrations: There will be no registrations the day of a show. Arrangements for new books should be done ahead of time if at all possible. Make certain all athletes are registered, have a physical, birth certificate, and picture. Uploaded pictures to your USAB account works best, and is cheaper.

11. Physicals:
 - a. All boxers must receive a physical examination by a doctor before each competition on the day they are scheduled to box.
 - b. All boxers shall report at the scheduled time.
 - c. A TC member, coach, or official should be scheduled to assist in lining up boxers for physicals.
 - d. A schedule of bouts should be obtained from TC for physical check-ins.

12. Left Boxers Passbooks: All passbooks left behind by boxers or teams shall be given to the Registration Chair or their designee.

II SWA POLICIES

A. Consent for Medical Treatment of Minors: Coaches should have in their possession at all events for a Consent for Medical Treatment of Minors Form filled out for each boxer under the age of eighteen (18) signed by the parents or guardian of the athlete. See **Appendix 1 Consent for Medical Treatment of Minors**

B. Boxing in Other LBCs:

1. A team or individual traveling to box in another Local Boxing Committee must inform the SWA President of such plans at least a week in advance.
2. Notification of travel intent should be done via email or text message.

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C. Stipend Monies

1. A member of the LBC, athlete or non-athlete member, who is disqualified for; code of conduct violations, flagrant fouls, failure to make weight at daily weighins, or other reasons denied a travel stipend at their next opportunity.
2. Athletes must be a member of a registered club in our LBC for 90 days prior to LBC qualifying events that will award a stipend, and cannot be registered with or transfer from any other LBC during the same calendar year.
3. If the stipend is \$600 or over, an IRS 1099 form shall be signed and given to SWA prior to receiving the funds; or all travel receipts adding up to or over \$600 shall be turned into the LBC Treasure or President.
4. The team manager or head coach given the funds is responsible to obtain a list of all persons to receive the stipend.
5. A signature of all members receiving stipends shall be signed with the dollar amount and the list returned to the LBC Treasure or President.
6. Stipends will not be distributed until after the general weighin.
7. All forms and receipts along with unused stipends must be turned in to LBC Treasure or President within 5 days of returning from travel.

D. Team Uniforms: If team uniforms are provided by LBC they shall be worn at the competition for which they were provided.

E. Team Manager:

1. For the Regional Junior Olympic Tournament the Team Manager will be the Junior Olympic Chairperson.
2. The JO Chair must turn in a report to the LBC President within fifteen days after completion of the Regional Tournament. The report shall also be read at the LBC annual Board of Governors Meeting.

F. Coaches:

1. When males and females are both traveling there will be a male and female head coach.
2. The head male coach will be from the team with the most advancing male boxers
3. The head female coach will be from the team with the most advancing female boxers.
4. All coaches shall turn in a report to the LBC President within fifteen days after completion of the Tournament.

G. Officials: The LBC Chief of Officials will be the team official. If COO is unable to attend, the COO will appoint an official to attend. There may or may not be a limit to the number of officials who attend.

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H. Athlete passbooks:

1. The athlete passbooks are the property of USA Boxing and shall not be held by any registered club when the athlete leaves for whatever reason.
2. The book may not be held by the club for purpose of recouping club fees or any financial agreements between the boxers and coaches.
3. Duplicate book fee is \$25.

III SWA Financial Policies:

- A. Bank Accounts:** The Association will have one bank account with the Association Treasurer and President being responsible for making all deposits and expenditures. All expenditures must be approved by the finance committee before being paid.
- B. Treasurer:** The Association Treasurer shall be responsible for keeping the financial records of the Association up to date and balanced monthly. All records and invoices will be reviewed by the finance committee quarterly.
- C. Reimbursements:** Officers, committee members and clinicians conducting Association business must submit itemized vendor receipts for reimbursement of their expenses at the end of each month to the Association Treasurer.
- D. Finance Committee:** The Finance Committee will meet monthly to review the financial records and approve invoices for payment. The treasurer will report to the Board of Directors at their quarterly meetings.
- E. Budget Deficit:** No officer, committee member or clinician shall over spend what is allocated in the budget for any given line item. If more funds are required a Board of Directors meeting must be called to approve cost over runs before funds are spent. An unbalanced budget will require a one hundred (100) percent vote by the BOD members present and voting.
- F. Federal Taxes:** It is the responsibility of the entire board to guarantee that the Association's taxes are filed in a timely manner. Each year the National Office will send the treasurer Form 990 to fill out and return. It is the duty of the LBC Treasurer to fill out the form and return it based on National Office requirements.
- G. State of Texas:** It is the responsibility of the Board of Directors to guarantee that the records held by the State of Texas are updated with the new Board information in a timely manner. The names and address of the new Board Members should be filed with the Texas Secretary of State using Form 9.01. The Comptroller's Office should have a current Franchise Tax Exemption Form filed with them.

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IV SCHOLARSHIP FUND PROGRAM

The USA Boxing, Southwestern Association (LBC #26) Scholarship Fund Program is established for the purpose of providing financial assistance to eligible athlete members for a post-secondary education; this would include technical, trade school, junior college and four year college or university programs. All USA Boxing, Southwestern Association (LBC #26) athlete members are eligible since the grant is an educational incentive, and not a reward for boxing success. **Appendix 2 Scholarship Application**

A. Eligibility Requirements: To be accepted into the scholarship program, the USA Boxing, southwestern Association (LBC #26) athlete must meet the following requirements:

1. Must have graduated from High School or received a GED
2. Must currently be registered with USA Boxing Southwestern Association
3. Must have been a USA Boxing, Southwestern Association registered athlete member a minimum of three (3) consecutive years
4. Must have participated in at least two (2) sanctioned USA Boxing, Southwestern Association events within the last twelve (12) months
5. Must submit a completed USA Boxing, Southwestern Association Scholarship application
6. Submit a copy of your USA Boxing passbook in its entirety include your passbook photo, showing current registration
7. Submit an original high school transcript or at least three (3) years of education background
8. Must be an active member for the last 3 consecutive years, continue to register as an athlete with the Southwestern Association, and participate in boxing events.
9. Submit a copy of your letter of acceptance to the institution you plan to attend
10. Must have a 2.5 GPA
11. All applications are due on the 1st of each month

B. Awarded Scholarships: Any scholarship monies awarded will go directly to the technical, trade school, junior college and four year college or university program, where the athlete has been accepted.