

Boxing Ontario

Policies and Procedures Manual

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#1. Membership Policy

Policy Summary	This policy contains: <ul style="list-style-type: none">▪ Policy Statement▪ Categories of Membership▪ Voting Rights▪ Admission and Dues▪ Termination of Membership
Purpose	Describes Categories, Conditions and Voting Rights of Members -- This policy establishes the criteria for membership in Boxing Ontario as outlined in its Bylaws and specifies the voting rights of members and membership dues.
Policy Statement	Maintains Non-Profit Status and Fulfills Constitution of Boxing Ontario – This policy ensures that Boxing Ontario meets the membership requirements under its Bylaws and Ontario <i>Corporations Act</i> and that the membership has the qualifications and ability to fulfill the objects of Boxing Ontario’s Constitution. Ensures Fairness of Process – Boxing Ontario is committed to ensuring applicants are assigned to the correct membership category, admission and termination of members are based solely on the criteria stated in this policy and voting rights are clearly defined.
Criteria for Membership	Admission Is Conditional on Meeting Requirements – Applicants, whether an individual or a Club must meet the conditions of membership stated in this policy: <ul style="list-style-type: none">▪ Application for membership must follow procedures.▪ The application for admission must be approved.▪ Dues are paid.
Membership Dues	Dues Determined by Board – The Board of Directors shall determine: <ul style="list-style-type: none">▪ the membership year;▪ the dues for all categories of Members; and▪ the deadline date by which membership dues must be paid.

Categories of Membership

Active Member	Actively Engaged – An Active Member is an individual who is actively engaged in amateur boxing as a competitor, coach or official.
Associate Member	Not Eligible for Active Member – An Associate Member is an individual who is a member of an Active Member Club or an Associate Member Club who is not a competitor, coach or official.

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Active Member Club	Minimum of 5 Active Members – An Active Member Club is a boxing club that has a minimum of five Active Members and: <ul style="list-style-type: none">▪ at least one of the Active Members is certified as a coach according to the rules of the Canadian Amateur Boxing Association; and▪ has bylaws and policies consistent with those of Boxing Ontario.
Associate Member Club	Not Eligible for Active Club – An Associate Member Club is a boxing club that does not fulfill the requirements of an Active Member Club.
Life Member	Conferred by Board – A Life Member is an individual whom the Board of Directors unanimously determined has contributed greatly to the development or promotion of amateur boxing in Ontario. A Life Member does not pay dues to Boxing Ontario and his or her membership is automatically renewed each year.
Recreational Member	Participates for Fitness & Recreation – A Recreational Member is an individual who is affiliated with an Active Member Club or an Associate Member Club and who participates in boxing for the purposes of fitness and recreation, but not sparring or competition.
Director	Elected or Appointed to Board – A Director is a member who has been elected or appointed to the Board of Directors.
Definition of “Member in Good Standing”	Member in Good Standing Meets Criteria – A Member of Boxing Ontario will be in good standing provided the Member: <ul style="list-style-type: none">• has paid his or her annual membership dues for the current year• has no other amounts owing to Boxing Ontario• has not resigned• has not been suspended or expelled from Membership• has no membership restrictions or sanctions imposed• is not subject to a disciplinary investigation or action by Boxing Ontario• if applicable, has fulfilled all terms and conditions of a prior disciplinary investigation or action to the satisfaction of Boxing Ontario• has complied with the Constitution, Bylaws, policies and rules of Boxing Ontario
Being in Good Standing	Eligible for Benefits of Membership – Members in good standing are entitled to the benefits of membership as listed on Boxing Ontario’s website at www.boxingontario.com

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Consequences of Not Being in Good Standing

No Longer Entitled to Be a Delegate or Have Other Benefits – If a member ceases to be in good standing, he or she will not be entitled to vote as a delegate at meetings of Members and will not be entitled to the benefits and privileges of Membership. If the Member is a Director, he or she will not be eligible to vote at directors' meetings. When the Board is satisfied the Member once again meets the definition of good standing, his or her voting rights, benefits and privileges will be restored.

Admission of Members and Dues

Membership Is Annual

Reapply Each Year – Members must re-apply for membership each year.

Criteria for Admission

Follow Procedures and Meet Criteria – To qualify for admission or re-admission, an applicant or returning member must:

- follow the application procedure
- have his or her application approved
- fulfill the criteria for a member in good standing
- if re-applying, have been a member in good standing at the time he or she ceased being a member
- have paid dues according to this policy.

Disagreement Regarding Category or Admission

Board Decision Is Final – If a candidate or renewing member disagrees with the category of membership assigned or where the candidate or member is not admitted or re-admitted, the candidate or member may make an appeal to the Board to review the decision. An appeal must be in writing and sent to the Executive Director at Boxing Ontario by email, fax or surface mail (See addresses in Appendix F). The Board will review the request and provide written reasons for the decision. All decisions by the Board are final.

Approving Dues

Board Sets Dues – The Board of Directors approves the annual membership dues for each member category.

Payment of Dues

Dues – Dues must be paid annually and membership runs from January 1 to December 31 of each year.

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Termination of Membership

Resignation **Resignation Must Be Written** – A Member may resign from Boxing Ontario by giving his or her notice in writing to the Executive Director by email, fax or surface mail at the addresses contained in Appendix F.

Disciplinary Action – If a Member who is under a disciplinary investigation or action resigns, he or she will still be subject to sanctions or consequences that are a result of the disciplinary investigation or action.

Arrears **Payment Due Within 30 Days** – If a Member does not pay membership dues within 30 days of the deadline date, he or she will no longer be entitled to any of the benefits or rights of membership and will be considered to have resigned from Boxing Ontario. – note this includes member clubs

Discipline See discipline policy for more detail

Affiliation With Other Combat Sports Organizations (CSO)

Boxing Ontario is the official sanctioning body for boxing in Ontario and as such,

- No member of Boxing Ontario is permitted to be a member, in any capacity, of any CSO which is not recognized by the relevant provincial ministry for amateur sport in Ontario.
- Any Boxing Ontario member who is, or becomes, a member of any other Combat Sports Organization must inform the Executive Director of Boxing Ontario in writing immediately. The member's status will then be reviewed by the Boxing Ontario Executive Committee, to ensure that the CSO is properly affiliated.
- No Boxing Ontario member is permitted to participate in any unsanctioned combat events in any capacity, including engaging in a prize fight; advising, encouraging, or promoting a prize fight; or being present at a prize fight as an aid, second, physician, official, backer, or reporter.
- Any violation of this policy could result in disciplinary action taken against the offending member, in accordance with Boxing Ontario's Discipline Policy.

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#2. Finance Policies

Policy Summary	This policy contains information about Finances.
Purpose	Provides details regarding specific expenses and procedures relating to expense claims.
Allowable Expenses	Allowable expenses are defined as those expenses incurred by staff and volunteers while conducting activity on behalf of Boxing Ontario. Examples include attendance at semi and annual meetings and attendance at sanctioned events.
Procedures for approval and reimbursement	Staff and volunteers are required to submit a Boxing Ontario expense claim. This form must be remitted within 30 days of the accrued expense. The form must be authorized by any one of the signing officers.
Remuneration for Directors	Directors will follow the same procedures as all other staff and volunteers. Directors will be compensated for the same type of expenses listed in allowable expenses.
Expense Claims for Officers with Signing Authority	In instances where signing officers have submitted for reimbursement it must be approved by a different director and the cheque must be signed by different officers with signing authority
Fiscal Year	As of March 2009 the fiscal year will be April 1 to March 31st
Limitation of Borrowing powers of the board	As defined in the constitution borrowing powers.
Signing authority and limits of authority	As defined in the constitution signing authority.
Types of financial institutions can borrow from	Boxing Ontario can borrow at any recognized financial institution in the province of Ontario. It is preferred that the borrowing take place at the same financial institution where Boxing Ontario does the majority of its financial transactions.

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3. Governance Policies

Policy Summary	This policy contains information about all the components regarding governance
Purpose	Describes the policies that govern the volunteer leadership of Boxing Ontario.
Policy Statement	Governance defines the leadership of the organization; this policy dictates specific guidelines for the activities of directors and committees that run Boxing Ontario.
Filling Vacancies	As per the constitution & bylaws.
How policies will be developed	After the initial creation and approval of policies, members of the board and staff will review and update the manual on a regular basis. It should be noted that policies do not require the approval of the membership however it is good practice to constantly review and revise the policies. This should take place on a regular basis and involving the board will allow the membership to participate in the process.
Indemnification of officers	As per the constitution & bylaws.
Insurance policies	In order to qualify for coverage through the Boxing Policy all Athletes, Coaches, Officials and Clubs must be registered on an annual basis. In general terms the policy covers all participants while they are engaged in Boxing related activities. For more specific information consult with the corporate office.
Length of Term	As per the constitution & bylaws.
Number of Directors and officers and titles	As per the constitution & bylaws.
Procedure for the election of Directors and officers	As per the constitution & bylaws.
Resignation, Vacate Office and Removal Director	As per the constitution & bylaws.

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Role of Executive Director

The Executive Director (non-voting) shall attend all meetings of the Board, shall cause to be kept proper minutes of meetings of the Members, the Board and the Executive Committee, shall issue written notices of all meetings of the Directors and of Members, shall support the Board in carrying out its duties, and shall have overall management responsibility for all programs and activities of Boxing Ontario

Meetings of the Executive

Number of Meetings - The executive shall hold at least two (2) meetings per year.

Call of Meeting - The meetings of the executive shall be at the call of the President, the Executive Director, or any three (3) Directors.

Notice - Written notice of executive meetings shall be given to all Directors at least fifteen (15) days prior to the date of the meeting.

Quorum - At any meeting of the Board of Directors, quorum shall consist of a majority of Directors holding office.

Ordinary Resolution - Unless specified otherwise, questions shall be decided by Ordinary Resolution, where the Chair of the meeting does not vote. In the event of a tie, the Chair shall cast a deciding vote. Voting shall be by a show of hands unless a majority of Directors present request a secret ballot.

Meetings by Telephone - A meeting of the executive may be held by telephone conference call or by means of other telecommunications technology. Any Director who is unable to attend a meeting may participate in the meeting by telephone or other telecommunications technology. Directors who participate in a meeting by telephone or other telecommunications technology are considered to have attended the meeting.

Written Resolution - A resolution in writing, signed by all Directors and placed with the minutes of meetings of Directors is as valid and effective as if passed at a meeting of Directors.

Other Committees

At this time there are two standing committees of the Board – Technical Committee and Screening Committee. The board can convene other committees (i.e. AGM committee) as it sees fit

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#4. Conflict of Interest Policy

Policy Summary

The conflict of Interest Policy for all members of Boxing Ontario.

Purpose

To define the conflict of interest policy and to protect Boxing Ontario.

Policy Statement

Members of the Board of Directors, Committee Members, staff, representatives and decision makers of Boxing Ontario shall not:

Engage in any business or transactions or have a financial or other personal interest, which is incompatible with the discharge of their duties and obligations with Boxing Ontario.

Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or favor on their part, or might seek, in any way, preferential treatment.

Accord, in the performance of their duties and obligations, preferential treatment to relatives or friends or to organizations in which they or their relatives or friends have an interest, financial or otherwise.

Benefit from the use of information acquired during the course of their duties with Boxing Ontario, which is generally not available to the public.

Use Boxing Ontario property, equipment, supplies or services of consequence for activities not associated with the discharge of official duties with Boxing Ontario.

Place themselves in a position where they could influence decisions or contracts from which they could derive any direct or indirect benefits or interest.

Accept any gift that could reasonably be construed as being given in anticipation or recognition or of special consideration by the Board of Directors, Committee Members, staff, representatives and decision makers of Boxing Ontario.

In addition, engage in any outside work, activity or business undertaking that conflicts or appears to conflict with their duties as Board of Directors, Committee Members, staff, representatives and decision makers of Boxing Ontario, in which they have an advantage or appear to have an advantage deriving from their association with Boxing Ontario.

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Procedure for Disclosure

Individuals who are elected, appointed or hired to positions within Boxing Ontario, will disclose their potential conflict in the following manner:

Whenever a Board Member, Committee member, staff person, representative or decision maker considers that he or she could be, or could potentially be, in a conflict of interest as defined within this policy, he or she shall disclose this conflict to the president & Executive Director immediately.

Any other Board member, Committee member, staff person, representative or decision maker of Boxing Ontario who feels that a member, Committee member, staff person, representative or decision maker of Boxing Ontario is in a conflict of interest, may report the matter to the president & Executive Director at any time.

If Board members, Committee member, staff person, representative or decision maker of Boxing Ontario is in doubt as to whether or not conflict of interest situations exist, he or she should provide disclosure to the president & Executive Director immediately.

Procedure following disclosure

Once a Board member, Committee member, staff person, representative or decision maker of Boxing Ontario has provided disclosure of a conflict of interest with respect to a particular matter to be considered or decision to be made, the following principles shall apply:

The individual in the conflict of interest may not participate in discussion of this matter as an advocate on his or her own behalf, either formally at the meeting or informally through private contact, communication or discussion, unless such participation is approved by a majority vote of the directors or Committee Members.

The individual in a conflict of interest shall not participate in any vote on the matter.

Documentation relating to conflict of interest situations shall be recorded in the Minutes of the Board of Directors and all relevant committees of Boxing Ontario.

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In the event that a Board member, Committee member, staff person, representative or decision maker of Boxing Ontario fails to disclose a conflict of interest, or once disclosed fails to adhere to the provisions of this policy relating to the procedures to be followed after disclosure, the matter will be referred to the VP Protocol.

Sanctions for failing to adhere to this policy

The VP Protocol will review the situation, if required will convene a hearing with the individual who is alleged to have failed to adhere to this policy, and will make a recommendation to the Board of Directors as to its findings and any appropriate sanction. The final decision regarding a breach of this policy rests with the Board of Directors.

In investigating the matter, convening a hearing, recommending sanctions, and deciding the outcome of any breach of this policy, both the VP Protocol and the Board of Directors will respect the principles of procedural fairness.

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#5. Technical Policies

Policy Summary	Technical Policies govern all of the activities related to competition in Boxing Ontario as they govern the actions of athletes, coaches and officials. These policies also govern activities of these members in all competition outside of the province.
Purpose	To provide guidance and direction to the members of the Technical Committee, and to all members involved in competition.
The Committee	The Technical Committee is made up of the following members, Chair – Vice President Technical Boxing Ontario, members Provincial Coach, Provincial Official, Athlete Representative, & Staff (Director Technical Programs)
Terms of Reference	The Technical Committee is a standing committee of the Board of Directors. The Terms of Reference can be found in Appendix 'B' of this document.

1. Technical Committee Meetings

As per the Terms of Reference.

2. Tournament Guidelines

Clubs are expected to register for the tournaments via Boxing Ontario's online registration software. To set up a club account and create your online athlete database – see Coaches Handbook. If you require further assistance please call the office.

➤ For **Provincial Championships**

*note that the draw may also be done on the first day of the tournament, as per CABA rulebook. If so, this will be communicated well in advance of the tournament.

Registration and weight changes close the Friday before the draw at 4pm.

- The draws for advancing tournaments take place in the Boxing Ontario Office at least two days prior to the tournament.
- Winners by walkover shall weigh-in & pass a successful medical exam in order to be classified as provincial champion.
- After the draw the programs are posted on the website. It is the coaches and athletes responsibility to check the website for the date and time of their bouts.
- If an athlete doesn't weigh-in at the weight listed on the website they forfeit the bout.
- Athletes shall weigh in on the day they are scheduled to box.
- All competitors for provincial championships shall be either a Permanent Resident or Canadian Citizen.

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➤ For **Developmental Tournaments**:

Registration and Weight changes close the Friday before the draw at 4pm.

- The draw may be held in advance at the Boxing Ontario office.
- After the draw the programs are posted on the website. It is the coaches and athletes responsibility to check the website for the date and time of their bouts.
- Athletes only need to weigh-in on the day they compete
- If they don't weigh-in at the weight listed on the website they forfeit the bout.
- Athletes may ask for a make-up bout at the tournament if they did not get a bout (ex. Opponent did not show up), if time allows.

➤ For All Tournaments:

- Registering – Athletes shall be registered and paid by the deadline indicated on the website or your athlete will be removed from the draw.

➤ Refunds

All tournament fees collected by Boxing Ontario are forwarded to the tournament host after the tournament when the fines have been collected from the offending parties, providing the host has fulfilled their commitments outlined in the tournament sanction agreement.

For Developmental Tournaments

- Refunds **will** be given when:
 1. The athlete registers for the tournament and is the lone entrant in his/her weight class up until the draw with the result of 'No bout'.
 2. The athlete withdraws from the tournament prior to the draw provided payment has already been made.
 3. The athlete goes to the tournament intending to compete but has their bout cancelled by their opponent. (This only applies to bouts with only 2 in the weight category.)
- Refunds **will not** be given when:
 1. The athlete who had no bout by the time of the draw but takes part in a makeup bout during the tournament.
 2. The athlete goes to the tournament competes but subsequently has their bout cancelled by their opponent (applies to Preliminaries, Quarter-finals and Finals)
- For Provincial Championships
 1. No refunds will be issued. Under the premise that those who do not get a bout move on to the next phase of the Championships, qualify for the provincial team, and may also receive a subsidy to attend Nationals out of Province and/or qualify for Quest for Gold payment.

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➤ National Tournament Subsidies

- Athletes who gain a berth to Canadian Championships may receive a subsidy to attend provided the Championship is out of province (not in Ontario). The amount of subsidy will be predetermined by Boxing Ontario Executive. Subsidies will not be given to athletes for Canadian Championships hosted in Ontario.

➤ Tournament Fines

- Athletes and or Clubs who pull out from the tournament after the Draw for no valid reason will be subjected to a \$50 fine.
- If an athlete pulls out due to illness a medical note shall be provided in order to have the fine waived.
- The appropriate member club is responsible for payment of the fine.
- Athletes & their clubs who have not paid the fine will be suspended from further competition until such fine is paid.

Here are some important points to remember about the tournaments

- Athletes shall be accompanied by their coach during the weigh-in.
- Coaches shall pre-register their athletes for the tournament online by the deadline.
- Each club is allowed 2 coaches per tournament in for free. Additional coaches are subject to tournament admission fees.
- If the schedule allows, the Official-in-charge will consider make up bouts. All make up bouts shall be submitted in writing to the Official-in-charge prior to the weigh ins on the day's schedule. Name & DOB's shall be included.
- All coaches shall be certified and registered with Boxing Ontario in order to work a corner at a sanctioned event. Higher levels of competition may require higher levels of coaching certification. The official in charge or his/her appointee may ask to see a valid coaching card at any time (club show or tournament) failure to produce a card could result in expulsion from the corner.
- Registered athletes are not allowed to act as seconds—unless they are certified coaches and registered as a coach with Boxing Ontario

3. Provincial Team Selection

- Gold medal winners (including walkovers), at the provincial championships will automatically be offered a spot on the team.
- Each coach/manager will be allowed to select 1 team member at their own discretion.
- The executive committee will be able to add up to 8 athletes to each team (based on a recommendation from the Technical Committee). This allows for weight classes where it's in our best interest to have additional athletes developed (close decisions, identified talent, etc). Special consideration may be given to first year senior athletes who were national champions as youths and also athletes who are receiving Quest for Gold funding for the current cycle.

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- When a weight class has no entries at provincials, the Technical Committee may choose an athlete who won the Brampton Cup (or other developmental tournament), and shows potential, to be a part of the provincial team for developmental purposes. Athletes chosen in this manner will still have to qualify for nationals.
- Being a member of the provincial team doesn't automatically qualify an athlete to compete at nationals or any other event as a part of the provincial team.

Athletes, coaches, & managers selected for these teams will be expected to attend all training camps & competitions as a member of 'Team Ontario.' This does not apply to Club shows and events NOT organized by Boxing Ontario.

This requirement will be added to Quest For Gold selection criteria going forward.

4. Selection Process For National Championships

Ranking criteria for Nationals:

Senior:

1. 1st place at Provincial Championships.
2. 1st place at Silver Gloves.
3. Lost by least amount to provincial champion.
4. Lost by least amount to Silver Gloves champion.
5. 2nd place at Provincial Championships.
6. 2nd place at Silver Gloves.
7. Lost by 2nd least amount to provincial champion.
8. Lost by 2nd least amount to Silver Gloves champion.

Youth & Junior:

1. Gold medal at provincials in weight class.
2. Gold medalist at Bronze Gloves.
3. Lost to gold medalist by least amount.
4. Lost to Bronze Gloves gold medalist by least amount.

If the provincial gold medalist changes weight classes for Bronze Gloves, they forfeit their #1 seed and will have to compete at Bronze Gloves to earn a spot at nationals.

In the event that this criteria is not applicable, or in the event that more spots become available, the technical committee will create new criteria based on the circumstances. This criteria will then be added to policy going forward.

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5. Team Coach Selection

The Technical Committee will select the Team Coaches & Team Managers prior to the selection tournaments.

The Technical Committee uses the following criteria to select team coaches.

- 1) Each coach shall be certified Level III NCCP, or be expected to achieve Level III prior to the national championships.
- 2) Each coach shall be currently registered and a member in good standing with Boxing Ontario
- 3) Each coach shall possess effective communication and organizational abilities.
- 4) Each coach should be a member of the Coaches Association of Ontario and/or the Coaches Association of Canada.

The Technical Committee will select 2 Team Coaches for each provincial team.

The Technical Committee starts with a coach that can be expected to effectively lead the team throughout the timeframe that the team will be together (i.e. from the time of selection until the end of the national championships), and works their way through all coaches who have applied for the position, until a coach, assistant coach and manager have been selected.

Typically, the provincial coach will be head coach for each team, but may choose to delegate this role on one of the teams as required. In this case, the provincial coach would continue to support both coaching staff of both teams.

If a coach meets all the criteria but has recently served as team coach, the position may be offered to the next best qualified to ensure the opportunity to act as a team coach is rotated fairly. The Team Coaches will be responsible for team training sessions during the Canadian Championship and will also act as 'seconds' in athlete's corners (only 1 of the 2 will be required during each bout).

The team coaches will be expected to assist with the planning and execution of training camps and team competitions preparing for the Canadian Golden Gloves & also the Canadian Championships, including FTS.

At least one of the team coaches will be in the corner of each team member at the Canadian Golden Gloves & also the Canadian Championships, including FTS. Team coaches may also help with the cornering of athletes selected to attend nationals, but not part of core team (selected following provincials, attend training camps, etc)

Each coach will be able to select one athlete, at their own discretion, to be a part of the team they are coaching. This athlete will be permitted to attend all team training camps, but not necessarily be permitted to compete as part of the team.

Team coaches will provide constant feedback to the personal coaches of each athlete following training camps & team competitions.

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6. Team Leader Selection

In selecting the Team Leader, the Technical Committee will select an individual with very good communication skills and organizational skills. The person shall also successfully complete the Police Screening process. The technical committee requires:

- a. Those interested shall forward their resume or fill out an application form based on the position criteria
- b. Applicants will have demonstrated superior managerial and leadership abilities.
- c. Applicants shall have a strong understanding of boxing rules and be willing to travel in Canada.
- d. Each applicant shall possess a strong track record as a team builder and shall also possess superior communications skills.
- e. The candidate could be a member of the Executive, Official or Coach.

In the event no successful applicant is chosen the Technical Committee will nominate a current qualified member based on the above criteria.

The team leaders will be expected to assist with and oversee the planning and execution of training camps and team competitions preparing for the Canadian Golden Gloves & also the Canadian Championships, including FTS. This includes co-ordinating travel/accommodations, ensuring necessary fees are collected from the athlete and submitted to Boxing Ontario, etc.

Each team leader will be able to select one athlete, at their own discretion, to be a part of the team they are affiliated with. This athlete will be permitted to attend all team training camps, but not necessarily be permitted to compete as part of the team.

Only one Team Leader will be required at the Youth National Championships/FTS. Typically this would be the Team Leader affiliated with the youth team.

The team leader will assist team coaches with administrative duties as required.

7. Athlete Upgrades

Upgrade requests are not accepted at tournaments.

Upgrade process:

Please refer to the Boxing Canada rule book for details on upgrades.

An athlete upgrade request is made by sending in the following to the Boxing Ontario office:

- The Upgrade Request form
- A photocopy of the athletes record (from their passbook)
- Optional – A letter outlining the rationale for the upgrade
- Please note that athletes shall have at least 5 bouts and at least 2 wins to be considered for an upgrade. Athletes cannot be considered for upgrades without proof of bouts.

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The upgrade request will be reviewed by the appropriate Boxing Ontario staff member to confirm that the basic criteria is met and that all required info is available. The staff member will recommend approval or denial of the upgrade & forward to the VP Technical for review. If the objective criteria is met, then the VP Technical can approve the upgrade & send back to the office for processing. If the request for upgrade requires subjective review, then the request will be forwarded to the Technical Committee for review. Particular attention will be paid to upgrade requests where the request is based on an age group change.

Please allow one week for processing the request. To upgrade a athlete from B to C the request shall be made 15 days prior to December 31st the previous year (December 15th) and provided the athlete has spent one (1) year of competition at the Junior B level. The request is then sent to Boxing Canada for approval.

- i. Rush Upgrades
 - a. Definition – An upgrade needing to occur outside of a scheduled meeting of the Technical Committee. Or an upgrade needing to be decided upon within 5 business days (May-August)
 - b. When committee input is deemed necessary by the VP Technical, the Technical Committee will address any rush upgrades provided a quorum meeting can be arranged. In the event a quorum meeting cannot be arranged, the upgrade cannot be addressed and therefore not granted.
 - c. Rush upgrades come at a cost of \$50.
- ii. When committee input is deemed necessary by the VP Technical, all upgrade approvals are majority vote.
- iii. Upgrades without Proof of Bouts
 - a. Athletes cannot be considered for upgrades without proof of bouts.

8. Transfers from International Countries/Other Boxing Organizations

- a. Athletes with previous combative experience, who transfer from other countries or other organizations, and wish to box with Boxing Ontario, shall provide proof of bouts. Proof of bouts can be provided via Copy of Passbook or direct verification from the International countries boxing association (eg-letter) or other organization.
- b. Should proof of bouts not be available, the athlete and coach shall:
 1. Provide a signed(both Coach and Athlete) Statement of Declaration outlining the athletes claimed record of bouts, club boxed, any major tournaments boxed, how long the athlete has been boxing, any RCH's, KO, etc.
 2. Given the process above, the athlete's status as a athlete in Ontario is conditional upon proper medical evaluation indicating fitness to box by a licensed physician in Ontario.

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3. Once the athlete is declared fit to box they may then proceed to register with Boxing Ontario through the proper channel.

9. Procedure after RSC(H) or KO

After an athlete suffers an RSC(H) or KO, the following steps need to be taken.

- a. The athlete needs to be examined immediately by a ringside physician and accompanied home. If they are rendered unconscious they need to be taken immediately to the nearest hospital via ambulance.
- b. For an acute knockout they are automatically suspended for 60 days (or more depending on the physician's assessment). For RSC(H) they are automatically suspended for a minimum of 30 days.
- c. The suspension is recorded in the athlete's passbook, the results sheet and a medical flow sheet is forwarded to Boxing Ontario. In addition, the passbook shall now be surrendered to a Boxing Ontario official pending the completion of the suspension.
- d. **Before athletes can resume boxing after a suspension they shall have their passbook signed off by a medical doctor familiar with boxing or a neurologist. Check with Boxing Ontario for a list of doctors.**

Please note: When an athlete is on a suspension due to a head injury – not only can't they compete, but they shall not spar as well.

10. Technical Complaints/Appeals

Complaints of a technical nature shall be submitted in **writing no more than 15 days after the event** to the Boxing Ontario office for the Technical Committee's attention. **The decision of the Technical committee shall be final and cannot be appealed.**

11. Protests

At qualifying (advancing) provincial championships, a registered coach in good standing may protest the decision of a bout on one of the following three grounds:

- The referee has given a decision which is clearly against the rules of Boxing Ontario and or Boxing Canada and it results in a disqualification of a athlete or results in a warning that is determinative of the bout (when considering such an incident, a video recording may be used if available).
- When it is obvious that a judge has made a non-judgmental mistake on their scorecard which results in the wrong decision.
- A computer malfunction has led to an error in the results.

A protest to overrule a decision of a referee or judge shall be submitted in writing to the Chief Official-in-charge for the event no later than 30 minutes after the close of the session, along with a protest fee of \$250.00 Canadian. In the protest you shall site which of the three grounds you are basing your protest on. The Official-in-charge will appoint 2 officials to assist in the review of the protest. If the protest is

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upheld and the referee or judge is overruled, the protest fee shall be refunded. If the protest is not upheld the protest fee is not refunded. The decision of the panel (Official-in-charge and the additional officials who review the protest) shall be final and cannot be appealed.

Protests will not be accepted at club shows or Developmental Tournaments (e.g. Brampton Cup, Arnie Boehm...etc)

12. Computer Scoring

While clubs shows still use the traditional scoring methods, most major tournaments are scored using the computer system. Therefore it is in your best interest to familiarize both yourself and your athlete with the basic elements of computer scoring.

13. Event Sanctions

Unless otherwise noted, sanctions may only be approved by the technical director (or delegate) after consulting with the appropriate regional official. The technical director will notify the applicant within 14 days of the sanction application. If the sanction is not approved, justification will be given to the applicant.

13.1 There are 3 types of event sanctions available: Club Show Sanction, Tournament Sanction, & Special Event Sanction.

a) Club Show Sanction: Used when a club is hosting a local competition.

- I. Member clubs are permitted to have no more than 2 Club Show Sanctions approved at one time.
- II. In order for a club to receive approval for a 2nd sanction, there shall be at least 41 calendar days between the 2 events.
- III. If any incident occurs at an approved Club Show, which violates Boxing Ontario's Constitution & By-Laws, or Boxing Ontario's Policy & Procedures, any future approved sanctions could be revoked at the discretion of the Executive Committee, without refund.
- IV. When a club has 2 sanctions approved at one time, and cancels the earlier club show, the sanction fee is non-refundable (1st of 2 shows).
- V. If a club cancels a show for which the sanction was approved while another was outstanding, the sanction fee will be non-refundable & a \$100 fine will be imposed on the host club (2nd of 2 shows).
- VI. A club show is permitted to have no more than 12 bouts. Exhibition bouts will be counted as a regular bout for the purpose of this section.
- VII. A club show sanction will cease 4 hours after its scheduled start time.
- VIII. When a club applies for a sanction in a town/city other than their own, and there is a member club located in that city, the Technical Director will contact the representative of (one of) the member club (s) in that town/city for approval. In the event that the representative of the club in the town where the sanction is applied for does not consent to the show within their town/city, the representative shall provide their

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reasoning to the Technical Director. The Technical Director will have this placed on the agenda for the next scheduled meeting of the Technical Committee, where the sanction application will be dispositioned & the applicant notified.

Exceptions to III, IV & V above will not normally be granted, but in the case that a need for an exception arises, an application shall be made in writing to the executive committee, who will then respond in writing within 14 calendar days.

- b) Special Event Sanction: Used for special events including, but not limited to, community festivals, international/interprovincial team visiting host club, etc.
- I. A Special Event Sanction allows the host to have more than 1 club show inside a 41 day period.
 - II. Applicants for a Special Event Sanction shall justify on the application, why the reason for requesting such (community festival, international or interprovincial visitors, etc).
 - III. The show dates, locations, etc, shall be included in the application.
 - IV. Special Event Sanctions shall be reviewed by the Technical Committee & submitted to the Executive committee for approval.
 - V. The fee for a special event sanction will be as follows: (current club show sanction fee x # of club shows included in application x 1.25). For example, if a club requests to have 3 shows during their community's homecoming festival, and the club show sanction fee is \$110, the cost for this sanction would be \$412.50 ($\$110 \times 3 \times 1.25$).
 - VI. Fees shall be submitted with the application. If the application is denied, the fee will be refunded in full to the applicant.
 - VII. If one or all of the shows granted on the Special Event Sanction are cancelled, the fee will not be refunded.

Exceptions to VII above will not normally be granted, but in the case that a need for an exception arises, an application shall be made in writing to the executive committee, who will then respond in writing within 14 calendar days.

- c) Tournament Sanction: Used when a club wishes to host a tournament on behalf of Boxing Ontario.
- I. Tournament Sanctions will be considered as separate from any Club Show Sanction or Special Event Sanction which has been applied for, or granted to the host club. i.e. a club hosting a tournament will still be permitted to have 2 club show sanctions approved.
 - II. Upon issuance of the sanction approval to the host club, the Executive Director will confirm what duties, provisions, & expenses that the host is responsible for. The executive director will also confirm what monies, if any, will be paid to the host club, and stipulate when the host can expect any payment from Boxing Ontario.

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13.2 Multi-Sport Events

When an approved event will be held in conjunction with other combat sports, the following shall apply:

- a) The sanction application will indicate what other sports will be involved and include all relevant details about the event.
- b) The other sport(s) being showcased should be sanctioned by a Combat Sport Organization (CSO) recognized by the relevant provincial ministry for amateur sport in Ontario
- c) If the events are to be run consecutively, there shall be at least a 15 minute delay from the end of the Boxing Ontario event to the beginning of the other sport's event, or vice-versa.
- d) If the events are to be run concurrently, there shall be a minimum distance of 150 metres between the Boxing Ontario event & the event(s) of the other sports.
- e) If another combat sport is going to be doing a demonstration in the ring during a Boxing Ontario event, no Boxing Ontario officials or athletes are to be at or near ringside. Boxing Ontario will not be responsible for any injuries to, or damages caused by, the demonstration participants.
- f) Boxing Ontario officials shall not be expected or permitted to participate in any event or demonstration involving other sports.
- g) Sanctions for multi-sport events shall be approved by the executive committee who may, at their discretion, grant a conditional approval, based on the specifics of the event in question. These conditions will be stipulated on the sanction approval form.
- h) A sanction for a multi-sport event shall be submitted to Boxing Ontario at least 60 days prior to the event. This does not apply to events where there is only a demonstration of another sport taking place.
- i) In addition to what is described in this section, all other normal sanctioning rules will apply.

13 Multi-Sport Participation

Rescinded.....please refer to CABA Policy in Appendix 'E'

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#6. *Discipline Policy*

Policy Summary

Membership and participation in the activities of Boxing Ontario offer many benefits and privileges. At the same time members and participants are expected to fulfill certain responsibilities and obligations, including complying with the Code of Conduct of Boxing Ontario as well as with Boxing Ontario's other policies and procedures. Boxing Ontario's Code of Conduct identifies the standard of behaviour that is expected of all members and participants.

Purpose

This policy applies to all categories of Members of Boxing Ontario and to all individuals participating in activities with or employed by Boxing Ontario. These include, but are not limited to directors, officers, organizers, coaches, officials, athletes, managers, volunteers, medical personnel, employees and other members of Boxing Ontario

This policy applies to all discipline matters that may arise during the course of Boxing Ontario's business, activities and events, including but not limited to the office environment, competitions, practices, training camps, travel associated with competitive activities, and any meetings of staff, committees or the Board of Directors.

The Director of Discipline performs critical tasks under this policy. Where the Director of Discipline is unable to perform such tasks, for whatever reason, a designate may be appointed to implement this policy.

Reporting an Infraction

Any individual may report a disciplinary infraction to the Executive Director or VP Protocol. It will be at the sole discretion of the VP Protocol to determine if the infraction is best dealt with as a minor infraction or a major infraction. The report of an infraction must be in writing and submitted to the VP Protocol within 7 days of the incident.

Minor Infractions

Minor infractions are single incidents of misconduct that breach the Code of Conduct but generally do not result in harm to others. All disciplinary situations involving minor infractions will be dealt with by the appropriate person having authority over the individual involved: this person may include, but is not restricted to, the Director, a board member, committee member, volunteer, staff person, coach, organizer or manager.

Procedures for dealing with minor infractions will be informal as compared to those for major infractions and will be determined at the discretion of the person having authority, provided the individual being disciplined is told the nature of the infraction. This policy will not prevent an

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appropriate person having authority from taking immediate, informal, corrective disciplinary action in response to behaviour that constitutes a minor infraction.

Disciplinary sanctions for minor infractions may include the following:

- verbal or written reprimand;
- verbal or written apology;
- service or other voluntary contribution to Boxing Ontario;
- suspension from the current activity or competition;
- any other similar sanction considered appropriate for the offense.

Major Infractions

Major infractions are instances of misconduct that violate the Code of Conduct and that result, or have the potential to result, in harm to other persons, to Boxing Ontario or to the sport of boxing.

If the incident is a major infraction, a hearing is required. The Director will notify the individual alleged to have committed a major infraction of the matter as soon as possible, and will provide the individual with a copy of this policy.

The appropriate person having authority may deal with major infractions occurring within competition immediately, if necessary. The individual being disciplined will be told the nature of the infraction and will have an opportunity to provide information concerning the incident. In such situations, disciplinary sanctions will be for the duration of the competition only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this policy for major infractions.

6. Investigation

Depending on the nature and severity of the infraction, the Director may appoint an independent individual to conduct an investigation. If this is the case, the Investigator will carry out the investigation in a timely manner and at the conclusion of the investigation will submit a written report to the Director.

7. Discipline Panel

Within 7 days of receiving a report documenting a major infraction or of receiving the written report of the Investigator if an investigation was carried out, the Director will appoint three individuals to serve as a Discipline Panel. The members of the Panel will select from themselves a Chairperson.

The Discipline Panel will hold the hearing as soon as possible, but not more than 21 days after being appointed.

Having regard to the nature of the discipline matter and the potential consequences of any resulting

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sanctions, the Panel may decide to conduct the hearing by way of review of documentary evidence or by way of oral hearing. If the Panel decides to conduct an oral hearing, it may decide to do so in-person or by means of telephone conference.

8. Preliminary Meeting

The Panel may determine that the circumstances of the infraction warrant a preliminary meeting. The Panel may delegate to one of its members the authority to deal with these preliminary matters, which may include but are not limited to: format, date and location of the hearing; timelines for the exchange of documents; clarification of issues in dispute; order and procedure of the hearing; evidence to be brought before the hearing; identification of any witnesses; or any other procedural matter that may assist in expediting the hearing.

9. Hearing

The Panel will govern the hearing fairly and as it sees fit, provided that:

- 1 the individual being disciplined will be given 10 days written notice of the day, time and place of the hearing;
- 2 the individual being disciplined will receive a copy of the Investigator's report, if an investigation was carried out;
- 3 a quorum will be all three Panel members, and decisions will be by majority vote where the Chairperson carries a vote;
- 4 in the case of an oral hearing, the individual being disciplined may be accompanied by a representative;
- 5 in the case of an oral hearing, the individual being disciplined will have the right to present evidence and argument;
- 6 the Investigator may participate in the hearing at the request of the Panel;
- 7 the Panel may request that any witness be present at the hearing or submit written evidence in advance of the hearing;
- 8 if the individual being disciplined chooses not to participate in the hearing, the hearing will nonetheless proceed;
- 9 the hearing will be held in private;
- 10 once appointed, the Panel will have the authority to abridge or extend timelines associated with any aspect of the hearing.

The preceding provisions may be modified, or added to, as required by the provisions of any other pertinent Boxing Ontario policy such as those dealing with harassment, doping, conflict of interest, personnel or event-specific matters.

After hearing the matter, the Panel will determine whether or not the individual has breached the Code of Conduct, or other relevant Boxing Ontario policy, and if so, will determine the appropriate penalty to be imposed and any measures to mitigate the harm suffered by others as a result. The Panel's written decision, with reasons, will be distributed to all parties and to the Director within 7 days of the conclusion of the hearing.

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Where the individual acknowledges the facts of the incident, he or she may waive the hearing, in which case the Panel will determine the appropriate disciplinary sanction. The Panel may hold a hearing for the purpose of determining an appropriate sanction

Sanctions

The Panel may apply the following disciplinary sanctions singly or in combination, for major infractions:

- 1 written reprimand;
- 2 removal of certain privileges of membership or employment;
- 3 suspension from certain events which may include suspension from the current competition or from future teams or competitions;
- 4 suspension from certain Boxing Ontario activities such as competing, coaching or officiating for a designated period of time;
- 5 suspension from employment with or without pay;
- 6 suspension from all Boxing Ontario activities for a designated period of time;
- 7 expulsion from membership;
- 8 publication of the decision;
- 9 other sanctions as may be considered appropriate for the offense.

The preceding sanctions may be modified, or added to, as required by the provisions of any other pertinent Boxing Ontario policy such as those dealing with harassment, doping, conflict of interest, personnel or event-specific matters.

Unless the Panel decides otherwise, any disciplinary sanctions will commence immediately. Failure to comply with a sanction as determined by the Panel will result in automatic suspension of membership in Boxing Ontario or participation in Boxing Ontario activities, until such time as the sanction is complied with.

In applying sanctions, the Panel may have regard to the following aggravating or mitigating circumstances:

- 1 the nature and severity of the infraction;
- 2 the extent to which others have been harmed by the infraction;
- 3 the cooperation of the individual being disciplined in the proceedings under this policy;
- 4 whether the incident is a first offense or has occurred repeatedly;
- 5 the individual's acknowledgment of responsibility,
- 6 the individual's remorse and post-infraction conduct;
- 7 the age, maturity or experience of the individual;
- 8 whether the individual retaliated, where the incident involves harassment; and
- 9 the individual's prospects for rehabilitation.

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11. Serious Infractions

The Director may determine that an alleged infraction is of such seriousness as to warrant suspension of the individual pending the hearing and decision of the Panel.

Where it is brought to the attention of the Director that a Member has been charged with an offence under the Criminal Code, or has previously been convicted of a criminal offense, the Director may suspend the Member pending further investigation, a hearing or a decision of the Panel.

Notwithstanding the procedures set out in this policy, any Member of Boxing Ontario who is convicted of a criminal offense involving sexual exploitation, invitation to sexual touching, sexual interference, sexual assault or aggravated assault will face automatic suspension from participating in any activities of Boxing Ontario for a period of time corresponding to the length of the criminal sentence imposed by the court, and may face further disciplinary action by Boxing Ontario in accordance with this policy.

Confidentiality

Where the behaviour reported may constitute harassment, or is of a similar sensitive nature, Boxing Ontario will keep all proceedings under this policy confidential, except where disclosure is directed by the Panel as part of a sanction, is required by law or is in the best interests of the public.

Appeals Procedure

Except where otherwise provided, the decision of the Panel may be appealed in accordance with the Boxing Ontario's Appeal Policy

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#7. Zero Tolerance **Policy**

Policy Summary

This policy contains guidance in the areas of:

- A. Alcohol
- B. Banned Substances
- C. Racial or Religious Intolerance

Purpose

To provide Athletes and Coaches – Information on the use of alcohol and banned substance policies for Boxing Ontario.

Policy Statement

A. Alcohol – Boxing Ontario prohibits the use of alcohol by athletes, coaches and officials engaged in competition. It is understood that alcohol is provided at various boxing shows and events and therefore this policy only relates to the groups motioned.

B. Banned Substances – Boxing Ontario follows the protocol and policies of the Canadian Centre for Ethics and Sport and therefore prohibits the use of those substances on the list.

For more information go to <http://www.cces.ca/en/home>

C. Racial or Religious Intolerance – Boxing Ontario members are expected to act with respect and tolerance at all times. Any indication of racial or religious intolerance will be treated as a disciplinary issue and forwarded to the Director of Discipline for review.

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#8. SCREENING POLICIES

BOXING ONTARIO - POLICY ON POLICE RECORD CHECKS

Preamble

1. Screening of staff and volunteers is an important part of providing a safe sporting environment and has become a common practice among non-profit organizations providing programs and services to youth in the community. The purpose of screening is to identify individuals within Boxing Ontario who may pose a risk to Boxing Ontario and its members.
2. This policy on Police Record Checks ('PRC') is one of several policy tools that Boxing Ontario uses to fulfill its commitment to provide a safe environment and protect its members from harm.
3. It is the responsibility of Boxing Ontario to ensure that all PRCs, and the information contained within, are maintained in a secure and confidential fashion. Failure of any member of Boxing Ontario to maintain such confidentiality will result in that member being subject to discipline, suspension and/or permanent expulsion from participation in Boxing Ontario programs. Such measures will be at the discretion of the Executive Committee of Boxing Ontario.

Policy Statement

4. Not all individuals associated with Boxing Ontario are required to undergo PRC screening. Boxing Ontario will determine, as a matter of policy, which designated categories will be subject to screening through a PRC.
5. For the purposes of this policy, '**designated categories**' are those classes of persons who work closely with athletes and who occupy positions of trust and authority within Boxing Ontario or within a member club of Boxing Ontario. Such designated categories include individuals in paid staff positions, members of the Board of Directors, members of Regional Executive Committees, volunteers appointed to accompany a representative team to an event or competition, all coaches, and all officials.
6. It is Boxing Ontario's policy that:
 - a) All staff and volunteers in designated categories defined in this policy will be screened using PRCs and the Screening Disclosure Form.
 - b) Failure to participate in the PRC process and Screening Disclosure Form as outlined in this policy will result in ineligibility of the individual for the staff or volunteer position.
 - c) Boxing Ontario will not knowingly register an individual who has a criminal conviction for a '**relevant offence**', as defined in this policy. However, where the Screening Committee is of the opinion that, notwithstanding a conviction for a relevant offence, a person can occupy a position in a designated category without adversely affecting the safety of an athlete or member of Boxing Ontario, and through the imposition of such terms and conditions as are deemed appropriate, the Screening Committee may approve a person's participation in a designated category.

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- d) If a person in a designated position subsequently receives a conviction for, or is found guilty of, a relevant offence, they will report this circumstance immediately to Boxing Ontario.
- e) If a person in a designated position provides false or misleading information, that person will immediately be removed from their designated positions and may be subject to further discipline in accordance with Boxing Ontario's Discipline Policy.

Screening Committee

- 7. The implementation of this policy is the responsibility of the Screening Committee of Boxing Ontario; a committee of five persons appointed for a term of three years by, and at the sole discretion of, the Executive Committee of Boxing Ontario. The Executive Committee of Boxing Ontario will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately assess PRCs and Screening Disclosure Forms and render decisions under this policy. Quorum for the Screening Committee will be three members.
- 8. The Executive Committee may, in its sole discretion, remove any member of the Screening Committee. Where a position on the Screening Committee becomes vacant for any reason, the Executive Committee, at its sole discretion, will appoint a replacement member to fulfill the remaining portion of the three year term.
- 9. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Executive Committee, Board of Directors and staff of Boxing Ontario. Note that this committee requires the support of the Executive Director in order to conduct its activities. The Executive Director is responsible for collecting information, coordinating meetings and dealing directly with the applicant. All communications between the Executive Director and applicant are confidential.
- 10. The Screening Committee is responsible for reviewing all PRCs and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions in designated categories within Boxing Ontario programs. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists or any other person.
- 11. Subsequent to its review of a PRC, the Screening Committee, by majority vote, will:
 - a) Approve an individual's participation in a designated category; or
 - b) Deny an individual's participation in a designated category; or
 - c) Approve an individual's participation in a designated category subject to terms and conditions as the Screening Committee deems appropriate.
- 12. Where, in accordance with paragraph 13, the Screening Committee denies an individual's participation in a designated category or approves an individual's participation in a designated category subject to terms and conditions, the reasons for such decision will be provided, in writing, to the designated member within 14 days of the Screening Committee's decision being made, and a copy of this decision will be provided to the Executive Committee of Boxing Ontario, through the Membership coordinator.

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13. The decisions of the Screening Committee will be effective upon notice being sent to the individual by e-mail to his/her last known email address on record with the Membership coordinator.
14. The decisions of the Screening Committee are final and binding. Where the Screening Committee determines that an individual is ineligible for a staff or volunteer position, that individual may seek a review of the matter before the Executive Committee of Boxing Ontario, at its next regularly scheduled meeting. The decision of the Executive Committee will be final and binding, subject only to an appeal under Boxing Ontario's Appeal Policy.

Procedure

15. Each staff person and each volunteer in a designated category will obtain and submit, at their own cost, a PRC from their local Police Service as well as the Screening Disclosure Form to the membership coordinator of Boxing Ontario. The PRC and the Screening Disclosure Form will be placed in a separate sealed envelope, provided for this purpose as part of their membership application or renewal package.
16. The membership coordinator of Boxing Ontario will not process a membership application or renewal that is not accompanied by a valid PRC and Screening Disclosure Form. Individuals not submitting a PRC and Screening Disclosure Form will receive a notice to this effect and will be informed that their membership application will not proceed until such time as the PRC and Screening Disclosure Form are received.
17. Upon receipt of the membership application or renewal, the membership coordinator will separate the PRC and Screening Disclosure Form from the application materials, redact all identifying personal details, save for the year of birth, and forward the redacted copy of the PRC and the Screening Disclosure Form, at the appropriate time, to the Screening Committee.
18. The Screening Committee will receive and review all PRCs and Screening Disclosure Forms received from the membership coordinator and determine whether the individual's PRC and Screening Disclosure Form reveal a relevant offence.
19. If an individual's PRC and Screening Disclosure Form do not reveal a relevant offence, the Screening Committee will notify Membership coordinator that the individual is eligible for the volunteer or staff position, and will return the original PRC and Screening Disclosure Form to the Membership coordinator for secure storage in accordance with Boxing Ontario's Records Retention Schedule.
20. If an individual's PRC or Screening Disclosure Form reveals a relevant offence, the Screening Committee will render its decision and provide notice of its decision in accordance with paragraphs 12 through 15 of this policy. After providing notice, the Screening Committee will destroy the PRC and the Screening Disclosure Form unless requested otherwise by the applicant.
21. Nothing in this policy will prevent an individual from re-applying for a staff or volunteer position with Boxing Ontario at some point in the future as designated by the Screening, at which time a new PRC and Screening Disclosure Form must be submitted.

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22. Individuals in designated categories who have been deemed eligible for a volunteer or staff position by the Screening Committee will resubmit an up-to-date PRC and Screening Disclosure Form every three years for the date of approval of the Screening Committee. Notwithstanding this section, the Screening Committee may request that a staff person or volunteer in a designated category to provide an up-to-date PRC and Screening Disclosure Form to the Screening Committee for review and consideration at any time. Such request will be in writing.

Relevant Offences

23. For the purposes of this Policy, a 'relevant offence' is any of the following offences for which pardons have not been granted:
- a) If convicted in the last five years:
 - i. Any violation involving the use of a motor vehicle, including but not limited to impaired driving;
 - ii. Any violation for trafficking and/or possession of a controlled drug and/or substances as defined in the Canadian Anti-Doping Policy, the Controlled Drugs and Substances Act; or
 - iii. Any offence involving conduct against public morals
 - b) If imposed in the last ten years:
 - i. Any act of violence including but not limited to, all forms of assault; or
 - ii. Any act involving a minor or minors.
 - c) If imposed at any time:
 - i. Any act involving the possession, distribution, or sale of any child-related pornography;
 - ii. Any act of a sexual nature involving a minor or minors; or
 - iii. Any act involving theft or fraud.

Records

24. The Screening Committee will retain no copies of PRCs and Screening Disclosure Forms, but may retain written records of communication with the Membership coordinator and with individuals whose PRCs and Screening Disclosure Forms indicate a relevant offence, as well as copies of its decisions and written reasons for decisions. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal or disciplinary proceedings.

Renewals

This section does not apply to new members or any member who hasn't previously submitted a PRC and had their registration approved by the screening committee.

25. In 2010, External agencies changed their policy regarding the processing of police records checks. This has, at times, resulted in long wait times, limiting the ability of members to renew their memberships with Boxing Ontario.
- a) To help ensure maximum participation, members can now renew their registration without immediately submitting their PRC to the office, provided that:

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- i. The member must provide proof that they have applied for their PRC.
 - ii. The member must sign an affidavit stating that they haven't been arrested/convicted of any offences since their last PRC submission. This affidavit will then be submitted to the membership coordinator.
 - iii. If the member has been charged and/or convicted with any offence, this must be disclosed on the affidavit & sent to the screening committee. The conditional approval of the member's registration will be at the discretion of the screening committee in accordance with their operating practices.
 - iv. The affidavit will not be accepted by the membership coordinator until 60 days after the PRC was requested.
-
- b) The membership coordinator will collect the registration info and submit to the screening committee as required.
 - c) After reviewing all necessary documentation, the screening committee may, at their discretion, grant a conditional approval of a member's registration.
 - d) Upon receipt of their finalized PRC, the member must forward to the membership coordinator immediately.
 - e) Any conditional approval granted, will be valid for 6 months. If the PRC is not received within 6 months, then the member will be required to re-apply for conditional approval under this section.
 - f) Any member found to have deliberately falsified documentation submitted for conditional approval, will be subject to discipline in accordance with Boxing Ontario's discipline policy.

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#9. CODES OF CONDUCT

Boxing Ontario is committed to providing an environment in which all individuals are treated with respect. Further, Boxing Ontario supports equal opportunity and prohibits discriminatory practices. Members of Boxing Ontario and participants in Boxing Ontario's programs and activities are expected to conduct themselves at all times in a manner consistent with the values of Boxing Ontario.

Conduct that violates this Code of Conduct may be subject to sanctions pursuant to Boxing Ontario's policies related to discipline.

All directors, officers, organizers, coaches, officials, athletes, managers, volunteers, medical personnel, employees and other members of Boxing Ontario have a responsibility to:

1. Maintain and enhance the dignity and self-esteem of members and participants of Boxing Ontario by:
 - Demonstrating respect to individuals regardless of gender, ethnic or racial origin, sexual orientation, age, marital status, religion, political belief, disability or economic status;
 - Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and members;
 - Consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct and practices;
 - Ensuring that the rules of the sport of boxing, and the spirit of such rules, are adhered to.
2. Take reasonable steps to manage the responsible consumption of alcoholic beverages in social situations associated with sanctioned boxing events. **Please note that athletes are prohibited from consuming alcohol during any sanctioned events.**
3. Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods.
4. Refrain from any behaviour that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious.
5. Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual advances or conduct of a sexual nature, when submitting to or rejecting this conduct influences decisions which affect the individual, such conduct has the purpose or effect of diminishing performance, or such conduct creates an intimidating, hostile or offensive environment;
6. Comply at all times with the Constitution, Bylaws, policies, rules and regulations of the Canadian Amateur Boxing Association and Boxing Ontario, as adopted and amended from time to time, including complying with any contracts or athlete agreements executed with Boxing Ontario;

In addition to the above, **Coaches** shall have additional responsibilities. The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal as well as athletic development of their athletes.

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Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches shall at all times:

1. Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability and fitness level of athletes, including educating athletes as to their responsibilities in contributing to a safe environment;
2. Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment and management of athletes' medical and psychological problems;
3. Educate athletes about the dangers of drugs and performance-enhancing substances and under no circumstances promote or condone their use;
4. Accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate and as opportunities arise;
5. Give athletes the opportunity to discuss, contribute to and agree with proposed training and performance standards. Provide athletes and the parents/guardians of athletes who are minors with the information necessary to be involved in the decisions that affect the athlete;
6. Consider the academic pressures placed on student-athletes and conduct training and events in a manner that supports academic success.
7. At no time engage in an intimate or sexual relationship with an athlete under the age of 18 years.

Athletes who have been selected to a representative team of Boxing Ontario shall have additional responsibilities to:

1. Report any medical problems in a timely fashion, where such problems may limit the athlete's ability to travel, train or compete;
2. Participate in all competitions, events, activities or projects to which the athlete has made a commitment;
3. Adhere to Boxing Ontario's requirements regarding clothing and equipment.

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#10. Dispute Resolution Policy

Policy Summary	This policy contains information regarding the process by which disputes can be resolved
Purpose	This policy is designed to allow members an opportunity for dispute resolution and outlines the process.
Policy Statement	Boxing Ontario supports the principles of Alternative Dispute Resolution (ADR) and is committed to the techniques of negotiation, facilitation, mediation and arbitration as effective ways to resolve disputes with and among members, and to avoid the uncertainty, costs and other negative effects associated with litigation.
Scope	This policy applies to disputes with and among members, where the term “Member” refers to all categories of members within Boxing Ontario, as well as to all individuals engaged in activities with or employed by Boxing Ontario, including, but not limited to directors, officers, coaches, athletes, officials, volunteers, medical and paramedical personnel, employees and other members.
Negotiation	Boxing Ontario encourages all Members to communicate openly and to collaborate in using problem-solving and negotiation techniques to resolve their differences. In almost all cases a negotiated settlement is preferable to any outcome achieved through other dispute resolution techniques, and negotiated resolutions to disputes with and among Members are strongly encouraged.
Facilitation and Mediation	Opportunities for facilitation and mediation may be pursued at any point in a dispute within Boxing Ontario where it is appropriate and where the disputing parties agree that such a course of action would be mutually beneficial. Where mediation is pursued, it will be done so in accordance with standard mediation practice using trained mediators who are acceptable to the parties.

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#11. Regional Boundaries

Regional Boundaries

The Regional Boundaries of Boxing Ontario can be found in the Constitution & Bylaws:

Purpose

The purpose of regional boundaries is to assist in the assignment of officials for events sanctioned by Boxing Ontario. Each region will have a Regional Official, whose duties are outlined in Appendix 'A' of this document.

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#12. Sanctioned Contests Policy

Policy Summary An Active Member Club that is in good standing may apply for and be granted from Boxing Ontario a Sanction to conduct an amateur boxing contest.

Purpose To govern the hosting of local competitions and to ensure that these events are run in a safe and proper environment

Policy Statement The following is a listing of requirements when hosting a sanctioned event

Application Form – The application form and the fee to obtain a Sanction shall be as determined by the Board, and shall be submitted to Boxing Ontario at least fifteen (15) days prior to the date of the proposed Sanctioned Contest.

Sanction May be Withdrawn – Should a Club not abide by the terms and conditions under which the Sanction was granted, such Sanction may be withdrawn.

Results – The results of all Sanctioned Contests shall be forwarded by the Regional Official, or designate, to Boxing Ontario within ten (10) days of the completion of the Contest.

Medical Passport – No competitor shall participate in a Sanctioned Contest unless he or she is a Member in good standing of Boxing Ontario, is registered as a competitor with Boxing Ontario and with the Canadian Amateur Boxing Association, and is in possession of a medical competitor's passport issued by Boxing Ontario.

Travel Permits – With the exception of those American states that are contiguous with the border of the province of Ontario, for which travel permits may be issued by Boxing Ontario, no Member of Boxing Ontario shall participate in a Sanctioned Contest outside of Canada without being in possession of an international travel permit issued by the Canadian Amateur Boxing Association. **All members should be aware that if they travel without securing the proper permit that they will not be covered by Boxing Ontario's insurance policy.**

Officials' Passbooks – No Official shall participate in a Sanctioned Contest unless he is a Member in good standing of Boxing Ontario, is registered as an Official with Boxing Ontario and with the Canadian Amateur Boxing Association, and is in possession of an Official's passbook. This also applies to officials working internationally, as they must be registered with both organizations.

Coaches' Cards – No Coach may participate in a Sanctioned Contest unless he is a Member of Boxing Ontario in good standing, is registered as a Coach with Boxing Ontario and with the Canadian Amateur Boxing Association, and is in possession of a Coach's registration card.

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Restrictions – Members shall at all times comply with the Articles and Rules of the Canadian Amateur Boxing Association and the International Amateur Boxing Association as they relate to the definition of “amateur” and in particular, shall not participate in the following:

- a) Contests or exhibitions against or in conjunction with clubs that are not Members of Boxing Ontario, or affiliated with the Canadian Amateur Boxing Association or the International Amateur Boxing Association;
- b) Sparring sessions involving professional athletes where a public admission is charged or a collection taken;
- c) Any contests connected with “Kick-Boxing” or “Tough Man/Woman” types of events; or
- d) Contests taking place in venues where, within the previous or next thirty (30) minutes, professional athletes, wrestlers or kick-athletes have participated or will participate, either in competition, sparring or exhibition bouts.

Reinstatement – Competitors who have breached the definition of “amateur” may not be reinstated to competition. Individuals may apply for reinstatement as an amateur coach, trainer, official or second, in accordance with the policies of Boxing Ontario.

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Appendix A – Positions Descriptions (in addition to what is outlined in the constitution and by-laws)

Directors and Officers Job Descriptions

President

1. The President or his/her delegated representative shall represent Boxing Ontario in dealings with all levels of Government and their agencies, other branches of the Canadian Amateur Boxing Association, Provincial Sports Organization, the News Media and the general public.
2. The President shall represent Boxing Ontario on the National Board of Directors of the Canadian Amateur Boxing Association.
3. The President shall fully inform Boxing Ontario's Executive Committee of all relevant decisions, changes, developments and news originating from the national body.
4. It shall be the President's responsibility to demonstrate leadership qualities and capability in organizing and planning the policy and directions for the Executive and Board and shall at all times further and protect the interests of Boxing Ontario.
5. He/she shall:
 - a. Act as Chairperson for all annual, board and executive meetings
 - b. Act as an ex-officio member of all committees and commissions
 - c. Designate all signing officers for Boxing Ontario
 - d. Develop goals and strategies to promote Amateur Boxing
 - e. Communicate frequently with the Executive Director concerning the day-to-day operation of Boxing Ontario
 - f. Give direction to all officers, chairpersons and employees of the Association to see their areas of responsibility are carried out properly
 - g. Approve and sign all official documents of Boxing Ontario
 - h. Call all annual, board, special and executive meetings with advance draft agenda
 - i. Be elected for a two-year term at the annual meeting of Boxing Ontario held in odd numbered years.
6. In cases requiring immediate decision the President may take action with or without reference to the Executive or Board, but shall be responsible for any decision to the Board of Directors at its next meeting.

Past President

1. The Past President of Boxing Ontario may attend all annual, board, special and executive meetings of Boxing Ontario and shall be entitled to vote at such meetings.
2. He/she shall use his previous experience to inform the Executive Committee of previous dealings and details of meetings with Government officials, the Canadian Amateur

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Boxing Association, our Executive Committee meetings and policy decisions to ensure a continuity of Boxing Ontario's administration.

3. He/she shall be responsible for any special projects as designated by the President and at all times further and protect the interest of Boxing Ontario.

Vice President Technical

The VP Technical Shall:

1. Develop and ensure the implementation of all technical programs for the development of athletes, coaches and officials.
2. Take over the duties of the President at all functions the President is unable to attend in person, to include Executive and Board meetings.
3. He/she shall:
 - a. Be a member of the Executive and Technical Committees.
 - b. Chair meetings of the Technical Committee.
 - c. Be an ex-officio member of the following Commissions:
 1. Coaches Commission
 2. Officials Commission
 3. Medical Commission
 - d. Ensure competitive programs are implemented for all levels of competitors.
 - e. In consultation with the Technical Committee select managers for provincial teams.
 - f. Confirm with Boxing Ontario's Coaching Commission the selection of coaches for provincial teams.
 - g. Coordinate the jury at all provincial level events. In his/her absence he shall appoint a replacement.
 - h. Investigate and prepare reports on all technical matters in dispute and report all findings to the Executive Committee.

Vice President Administration

- The VP Administration (in conjunction with the Treasurer) shall cause to be kept proper accounting records as required by the Act, shall cause to be deposited all monies received by Boxing Ontario into Boxing Ontario's bank account, as directed by the Board of Directors shall supervise the management and disbursement of funds of Boxing Ontario, when required shall provide the Board of Directors with an account of financial transactions and the financial position of Boxing Ontario, shall present audited financial statements to Members at the Annual General Meeting, unless presented by the Auditor, shall advise the Executive Director on financial matters and shall perform such other duties as may from time to time be established by the Board of Directors.
- The VP Administration will also work closely with the Marketing Representative in order to assist with the ongoing marketing activities of Boxing Ontario.
- The VP Administration shall act as Secretary of Boxing Ontario and shall attend all meetings of the Board of Directors, shall be responsible for the documentation of all amendments to Boxing

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Ontario's Constitution and Bylaws, shall ensure that all official documents and records of Boxing Ontario are properly kept, shall be the custodian of the seal of Boxing Ontario and shall perform such other duties as may from time to time be established by the Board of Directors.

- Be responsible for the documentation of all amendments to Boxing Ontario's Constitution and By-Laws.
- Liaise with Boxing Ontario's legal representative on all proposed changes to the Constitution and the documentation of same in Boxing Ontario's record book.
- Assist in the preparation and distribution of all reports and minutes of meetings as directed by the Executive Committee.
- Ensure that the corporate seal of Boxing Ontario and all books, papers, records, contracts and other important documents belonging to Boxing Ontario are safe and secure.
- As Corporate Secretary he/she shall be responsible to chair standing committees on credentials and check such credentials of members prior to Boxing Ontario's annual meeting.

Vice President Competitions

- The VP Competitions will be responsible for overseeing all of the major tournaments & Corporate Shows hosted by Boxing Ontario.
- Work with the VP Technical to ensure all tournaments are run properly.
- Work with the Executive Director to ensure that bids for tournaments are sent out in a timely fashion.
- Will also be responsible for all appeals of disciplinary sanctions.
- Perform such other duties from time to time as established by the Board of Directors.

Vice President Protocol

- The VP Protocol shall ensure that procedures in the Code of Conduct and the Discipline Policy are followed,
- Upon receiving notice of a disciplinary complaint, the VP Protocol shall administer any disciplinary proceedings in accordance with Boxing Ontario's discipline policy.
- The VP Protocol shall work with the Executive Director to ensure that the Policies and Procedures Manual is followed and kept up to date.
- The VP Protocol shall perform such other duties as may from time to time be established by the Board of Directors.

Marketing Rep

The Marketing Rep will:

- Update the marketing plan for the organization in conjunction with the VP Admin and the Executive Director
- Assist in the recruitment of potential sponsors.
- Assist staff in the promotion of all programs and services.

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Required Skills/Background – a background in marketing and promotion – experience in fund raising and event management would be an asset.

Treasurer

The Treasurer's main area of responsibility shall be financial.

- He/she shall:
 - Sign all instruments which require his/her signature, perform all duties incident to his/her office and have such powers and duties as may be prescribed by the Board,
 - Ensure that a detailed financial report is available for all members of Boxing Ontario attending the annual meeting,
 - Be responsible for the accurate recording of Boxing Ontario's staff salary documents,
 - Carry out the necessary procedures connected with the application for and recording of all Government grants,
 - From time to time or as deemed necessary submit the statements of financial transactions for the purpose of accurate record-keeping,
 - Cause to be kept proper accounting records as required by the Act,
 - Cause to be deposited all monies received by Boxing Ontario into Boxing Ontario's bank account,
 - as directed by the Board of Directors shall supervise the management and disbursement of funds of Boxing Ontario,
 - When required, provide the Board of Directors with an account of financial transactions and the financial position of Boxing Ontario,
 - Present audited financial statements to Members at the Annual General Meeting, unless presented by the Auditor,
 - Advise the Executive Director on financial matters, and
 - Perform such other duties as may from time to time be established by the Board of Directors.

- 3.. The Treasurer shall at all times further and protect the interests of Boxing Ontario.

Required Skills/Background – a background in finance or accounting and previous experience in working with a not-for-profit would be an asset.

Provincial Official

1. The Provincial Official shall be a member of the Technical Committee and shall chair all meetings of the Officials Commission.
2. The Provincial Official represent Boxing Ontario's Officials Commission at all Canadian Amateur Boxing Association Referees/Judges Commission Meetings or appoints a qualified official to represent him.
3. The Provincial Official shall maintain an up to date list of Ontario officials and their qualifications for such meetings.
4. The Provincial Official shall have the following duties and responsibilities:
 - a. To enforce the rules of the Canadian Amateur Boxing Association and the policies of Boxing Ontario with respect to Boxing Ontario's sanctioned competitions.

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- b. To uphold and to improve the standard of officiating at all Boxing Ontario's sanctioned cards and competitions.
 - c. To plan, organize and to carry out technical officials clinics throughout the province
 - d. To monitor and to judge the performance of Boxing Ontario's officials, including their upgrading based on their performance throughout the year and at clinics.
 - e. To be the "official in charge" at provincial tournaments, competitions, championships, invitational and international events, or to appoint such an "official in charge."
 - f. To communicate with Boxing Ontario's Regional Officials and to inform them of all relevant new developments concerning rules and officiating.
 - g. To place before the Technical Committee:
 - 1. All new rules for discussion and adoption, and
 - 2. To present these to the Canadian Amateur Boxing Association's Officials Commission for approval and adoption.
 - h. To appoint an Assistant Chief Official to assist him in the execution of his duties and to represent him in his absence.
5. The Provincial Official shall have the power to suspend from further participation at an event, competition or tournament, or downgrade any of Boxing Ontario's Officials for misconduct or knowing disregard of the Rules and Regulations. This will be done in collaboration with the VP of Protocol. Any such suspension may be appealed in accordance with Section II of the Constitution.
- 6 The Provincial Official shall at all times further and protect the interests of Boxing Ontario.

Provincial Coach

1. The Provincial Coach shall chair all meetings of Boxing Ontario's Coaches Commission.
2. He/she shall:
 - a. Be responsible for the implementation of provincial coaching programs and the overall development and proficiency of coaches throughout Ontario
 - b. Be responsible for the upgrading of coaches and the improvement of the effectiveness of coaching
 - c. Assist in the planning, organizing and holding of regular technical coaching courses/clinics
 - d. Assist other provincial coaches with particular coaching problems
 - e. Communicate with other coaches and make available to all information on the national or international scene
 - f. When requested by the VP Technical, represent the province of Ontario at provincial, national or international coaching meetings, clinics or seminars
 - g. Assist the VP Technical in the planning and organizing of training camps for provincial teams attending national and/or international competitions and if requested assist with such training camps
 - h. Recommend to the VP Technical the upgrading of certain competitors
 - i. Assist in the selection of Boxing Ontario's teams for national and international competitions
 - j. In consultation with other members of the coaching Commission select the coaches to accompany provincial teams whether attending national championships or out-of-province competitions.
3. The Provincial Coach shall be responsible to investigate and prepare a report on discipline problems in respect to coaches and report such findings to the VP Protocol.
4. The Provincial Coach shall at all times further and protect the interests of Boxing Ontario

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Athlete's Representative

The Athlete's Representative will gather input and information from athletes and represent such information to the Technical Committee and/or Board of Directors; communicate and promote the view and interests of athletes; keep athletes informed of policies, program and development; define and secure athlete's rights; and will perform such other duties as may from time to time be established by the Board. The athlete's representative shall be a member of the technical committee and shall be an advocate for athletes while in role.

Director Medical

1. The Director Medical shall be a qualified doctor of medicine, he/she shall:
 - a. Ensure that a sufficient number of qualified doctors of medicine are in attendance at all provincial championships and major events sanctioned by Boxing Ontario and designate a Chief Medical Official for such events
 - b. Promote the development of a network of qualified doctors who have an interest in and support the sport of amateur boxing
 - c. Inform and educate members of Boxing Ontario regarding developments in medical field that are relevant to amateur boxing.
 - d. Maintain a good working relationship with the Medical Director of the Canadian Amateur Boxing Association
 - e. Co-ordinate a Medical Seminar for all Boxing Ontario doctors whenever funds are available for such a project.

Regional Official

- The Regional Official shall be registered annually with Boxing Ontario (Boxing Ontario)
- The term of office shall be for a one-year period
- He/She shall represent his/her Regional Officials at all Boxing Ontario Officials Commission Meetings and prepare an up-to-date list of Officials and their qualifications for such meetings
- The Regional Official shall have the following duties and responsibilities:
 1. to enforce the rules of the Canadian Amateur Boxing Association and the policies of Boxing Ontario (Boxing Ontario)
 2. to uphold and to improve the standard of officiating at all club shows sanctioned within his/her region
 3. to plan and organize officials clinics within his region
 4. to monitor and judge the performance of all Regional Officials including their upgrading based on their practical performance throughout the year up to level 2
 5. to be "official" in charge at all regional club shows or to appoint such an "official in charge"

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6. to communicate with his/her Regional Officials and inform them of all relevant new developments concerning regulations, rules, and officiating in general
- At Club Shows he/she is responsible for the following:
 1. conduct a weigh-in and medicals
 2. the correct matching of competitors
 3. inspection of the gloves and other safety equipment
 4. the arrangement of officials and timekeepers
 5. the assignment of referees and judges to bouts
 6. the layout of scoring slips and programs for officials
 7. Filling out of competitors passports (results, etc.)
 8. the completion of the official Result Sheet
 9. The payment of officials (travel, etc.)
 10. other duties as required
 - The Regional Official shall at all times further and protect the interests of Boxing Ontario.

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Appendix B – Terms of Reference Technical Committee

Committee Name: Technical Committee

Type: Ad Hoc Committee

Composition: The Technical Committee consists of 3 voting members who have knowledge relative to Boxing Ontario Technical matters, i.e. all matters relating to the development of coaches, officials, and athletes as follows:

- a) The Chair of Technical Committee – Vice President Technical.
- b) Provincial Coach, Provincial Official, Athlete Representative, and one Boxing Ontario Staff Person appointed by the Executive Director – *Ex-Officio*.

Purpose: The Technical Committee exists to facilitate the development and successful operation of Boxing Ontario's Technical systems. The Technical Committee is guided by a comprehensive commitment to the creation and management of programs that will permit Ontario athletes to achieve provincial and national excellence.

Responsible To: Boxing Ontario Board Of Directors

Term: Committee Members will be appointed according to the Boxing Ontario constitution & bylaws.

Meetings: The technical committee meets twice each month, with at least 2 weeks between meetings, every month from September and April. Beginning May until August, the committee meets as necessary.

Meetings may be held by way of in-person, teleconference or internet as determined by the Chairperson or a majority of the Committee members.

The Boxing Ontario Executive Director and President may attend all meetings – *Ex-Officio*.

Quorum: A minimum of three (3) voting committee members.

Voting: Each Committee member is entitled to one vote via in person, orally, in writing or via email, excluding the Boxing Ontario Staff Person, Executive Director, and/or President who are non-voting members. Resolutions will be passed upon a majority of the votes being in favor of the resolution. The Chairperson of the Committee is entitled to second vote in the case of a tie.

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- Vacancy:** When a Committee member vacancy occurs, the Board of Directors may appoint a qualified individual to fill the vacancy for the remainder of the Committee's term.
- Removal:** The Board of Directors may remove any member of the Committee.
- Reporting:** The Vice President Technical will give regular updates to the Board of Directors at each meeting of the Board of Directors on all of the technical committee's proceedings since the last meeting of the Board of Directors.
The Technical Committee will:
- a) Record minutes of all meetings which will be forwarded to the Executive Director and President
 - b) The Chair will report to the Board as requested.
 - c) Prepare an annual report to be presented at Boxing Ontario's Annual General Meeting.
- Authority:** In accordance with Bylaws, the Technical Committee is empowered by the Board of Directors to make decisions within the mandate established by these Terms of Reference.
- Budget:** All Technical Committee expenditures must be approved by the Executive.
- Responsibilities:** The roles and responsibility of the Committee are to build and manage the operation of a cohesive and effective Technical system, specifically:

Programs and Evaluation

- a) Develop a strategic plan for the Technical programs such that a sustainable Technical system is created which considers both annual and multi-year (quad) approaches within the approved budget and available resources. Events and programs may include training camps, provincial teams, outreach, talent identification, etc.
- b) Conduct an annual program evaluation to confirm that objectives of the strategic plan for the Technical programs are being met and are achieving the desired results.
- c) Cooperate with the Long Term Athlete Development Committee with regard to the development and operation of the athlete development system and the stages of LTAD.
- d) Develop and implement mechanisms by which the membership understands the technical programs and policies; thereby contributing to the creation of a unified approach to Technical training and athlete development.
- e) Review and revise the Technical Policies as a means of supporting all technical activities of Boxing Ontario

Canada Games

- f) Develop the overall plan and selection criteria for Canada Games Teams as early as possible ensuring it is aligned with other Technical programs and teams. (Targeting 18 - 24 months prior to the upcoming Games).

Quest for Gold

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- g) Develop the Quest For Gold selection criteria based on the annual Quest For Gold application (expected to occur annually in early September).

Provincial Teams/Squads

- h) Develop the programs and their corresponding selection criteria, which are to be approved by the Board of Directors, for Boxing Ontario provincial teams/squads. Selection criteria are to include a determination of eligible athletes and selection of such eligible athletes, which may include results from competitions, trial events and will address items such as byes, injuries, etc.

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Appendix C – Round Card Carrier Policy

Policy Summary	This policy provides guidelines for usage of Round Card Carriers between rounds at boxing shows sanctioned by Boxing Ontario.
Purpose	To ensure that the individuals holding the round cards dress and act in a fashion that is appropriate for Boxing Ontario, competitors, and viewing audience.
Policy	<ul style="list-style-type: none">a. Boxing Ontario permits the use of individuals to carry round cards between rounds at boxing shows.b. The hosting club must notify Boxing Ontario in advance if round card carriers are to be used.c. It is suggested that when round card carriers are used at corporate events, they have some relevance to the cause/fundraiserd. Round card carriers must wear proper attire, which may include but not limited to formal attire (i.e. tuxedos, evening gowns) or casual attire. Host clubs can check with the Regional Director or designate prior to the start of the event to confirm the appropriateness of the attire.e. Footwear must be appropriate for ring canvas, therefore only soft soled shoes with no heels.f. Round card carriers may not wear shorts (or anything above the knee), or bathing suits.g. The host club must follow all other guidelines as indicated in the Club Show Sanction Contract .h. The official-in-charge or his/her appointee, will document on the Boxing Ontario Club Show Report any breach of the Policy.
Failure to adhere to the policy	If it is determined that a host club has violated the policy, the issue will be taken to the VP Protocol for action and could result in further disciplinary action

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Appendix E – Boxing Canada Combative Sport Policy



COMPETING IN OTHER COMBATIVE SPORT POLICY



1. PREAMBLE:

Boxing Canada's first priority is the safety of our members; we also recognize that members from other combative sports may want to compete in boxing.

2. OBJECTIVE:

The objective of the policy is to ensure that all members from other combative sports who want to compete in Boxing Canada sanctioned competition or registers with Boxing Canada understand and respect the rules of Amateur Boxing in Canada.

3. COMPLIANCE:

Registered members of the Canadian Amateur Boxing Association (Boxing Canada) cannot compete in any other combat sport or other Boxing Association that is not member of the AIBA family.

All members from other combative sport can join the Canadian Amateur Boxing Association (Boxing Canada) under the following conditions:

- a) Must pass full Medical and Neurological examination;
- b) Shall not spar or compete for a period of 60 days after registration;
- c) Cannot compete in any competition that is non-sanctioned by BoxingCanada;
- d) Any members that compete in non-sanction competition will be suspended from our Association and will not be able to renew their membership.

All members from other Combative Sports will be evaluated by their respective Province to decide whether the boxer is open or novice.

4. DEFINITION OF COMBATIVE SPORTS:

- All martial arts
- Kick boxing

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Appendix F – Boxing Ontario Contact Info

email: mkennedy@boxingontario.com
fax: (416) 426-7367
surface mail: Boxing Ontario
3 Concorde Gate, Suite 202
Toronto, ON M3C 3N7