



12 Steps to opening an Amateur Boxing Club

1 - Identify potential Club Committee Members & Coach(es)

In order for any Club to operate and function effectively, the first key stage is to identify suitable committee members, consisting of: A President/Chair Person, a Treasurer and a Secretary. The Club will also be required to name a designated Club Child Protection Officer who is willing to attend ABS child protection training courses and accept the responsibility of their role. This can be any one of the Coaching personnel or one of the Committee members, provided they are in regular attendance at the Club. At least one Coach at the club should have some form of boxing qualification gained within the last 3 years. The club must have no less than one qualified 1st Aider in attendance at all sessions.

Thereafter, all potential committee members must write into the ABS office and provide their names, addresses, contact telephone number, email address and a brief summary of their involvement in boxing and whether or not they are a Protecting Vulnerable Groups (PVG) Scheme Member. If not then all relevant personnel must be PVG certified with Amateur Boxing Scotland and applicants will be guided and advised through the necessary steps.

2 – Do Your Research

Get to know the area around where your club will be based. Is there another boxing club already operating in that area? Can more than one club exist and operate effectively at the same time? What would your club offer that the other club doesn't? Are there enough volunteers to help with the management and administration of your club?

3 – Find premises

The Club must secure a premises or facility that is affordable and suitable for running boxing training sessions. Finding the right premises or facilities can sometimes be difficult: it's best to hire facilities first before thinking about obtaining your own.

4 - Do your sums

In order to operate properly and for a club to become sustainable, you will need to know how much it will cost to run on a weekly/monthly/quarterly/yearly basis. Once these figures are clear, you can then work out how much the club will charge its members and casual users. The club can also raise additional funds through fund raising events, grants and sponsorship, which is covered in the next step.

5 - Secure funding &/or sponsorship

Most clubs income generate through their membership/subscription fees and only use grants/funding awards as a welcomed boost for new premises, facility upgrades, equipment or transport. No club should rely solely on outside funding to operate and will more than likely end up in financial trouble if that is its strategy. Funding can, however, help a club get off the ground and get started. Here are some of the potential funding programmes available to Clubs:

The sportscotland Small Projects Facility Fund www.sportscotland.org.uk/sff

Awards for All www.awardsforall.org.uk/scotland

Sportsmatch <http://www.sportscotland.org.uk/ChannelNavigation/Topics/TopicNavigation/Funding/Sportsmatch/>

Local Authorities can also provide assistance with funding and development for clubs in their area. It would be prudent to contact your local authority and see what help &/or advice it might be able to offer.

6 - Agree on the Club Constitution with the Committee

The Club Constitution is the document that sets out the objectives for the Club, the different types of membership, the rules by which the Club will operate, how the Club affairs will be managed and how the members control the Club (usually through an AGM).

7 - Produce a development plan for the club

Every club wishing to affiliate to Amateur Boxing Scotland must meet its minimum operating requirements. The club should contact ABS Coach & Club Development Officer James Docherty at james.docherty@abs-ltd.org.uk to obtain an ABS Club Self-Assessment Checklist. Once the checklist has been completed, the club will know what areas (if any) require development before they can apply for affiliation to Amateur Boxing Scotland. The club should also have its own development plan in place, in order to sustain growth, retain members, coaches and volunteers and to offer training and CPD opportunities to everyone involved at the club. Every club's development plan will differ slightly but will be based upon the same principles. For a club development plan template, contact James Docherty at the email address given previously.

8 - Affiliate to Amateur Boxing Scotland

Once all the above steps have been completed, the club can now apply for affiliation to Amateur Boxing Scotland. This will be subject to a club visitation from the ABS Coach & Club Development Officer, a District representative and completion of the visitation checklist. Every club who affiliates to Amateur Boxing Scotland must also provide a working Official, who is willing to go through the required training to officiate at Club, District and National boxing shows when required.

9 - The boxing/exercise programme

In order to attract and retain members, the club will have to offer a diverse boxing/exercise programme that appeals to all. There should be a number of different classes on offer, which cater for men, women, boys, girls, boxers, non-boxers, all in adherence to Amateur Boxing Scotland Articles of Association and Byelaws.

10 - Target groups and marketing

In order to promote the club and ensure a full or healthy membership a club may need to promote itself and reach out to the local community. There are various ways the club can advertise and generate interest, some of which are listed below:

- A club website or social media page (Facebook, Twitter etc)
- Hold an open day(s)
- Leaflet drops in the local community
- Liaise with local schools, sports clubs, shops, businesses and youth clubs
- Send information to Amateur Boxing Scotland to post on its website

11 - The launch

Make sure the Clubs first opening day is publicised as much as possible. Every business, school, organisation etc from the local area should be aware that a new boxing club is opening in their area and that everyone is welcome along. The launch should be well planned and very well coordinated, as this is your chance to make a lasting first impression. Where possible, ABS can assist with such matters.

12 - The ongoing review

To measure the success of the club and keep up to date with changing rules, exercise trends, procedures and legislation, the club should carry out regular reviews of operating practices, policies and procedures. Reviews should be carried out at least once per year or after any significant events, incidents or accidents. Remember *'If you are not going forward, you are standing still'*.