

Boxing Ontario

Policies and Procedures Manual

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#1. Members Meetings

Policy Summary

Meetings of Members shall include Annual General Meetings, Semi-Annual General Meetings and Special General Meetings.

Purpose

This policy governs the time frame and organization of all meetings of the corporation

Notice - Written notice of meetings shall be given to all Members at least thirty (30) days prior to the date of the meeting.

Annual General Meeting - The Corporation shall hold an Annual General Meeting of Members at such time and place as may be determined by the Board and which shall be held no later than six (6) months after the end of the previous fiscal year.

Semi-Annual General Meeting - The Corporation shall hold a Semi-Annual General Meeting of Members at such time and place as may be determined by the Board and which shall be held approximately six (6) months before the Annual General Meeting and at least one week before the Semi-Annual Meeting of the Canadian Amateur Boxing Association.

Special General Meeting - A Special General Meeting of the Members may be called at any time by the President, by the Board or upon the written requisition of 50 percent or more of the voting Members of the Corporation.

Exercise of Vote - Votes at meetings of Members shall be exercised by Regional Associations as specified in Articles 2.12, 2.13 and 2.14. There shall be no proxy voting.

Quorum - Quorum at a meeting shall be those Members present in person who represent 51 percent of the total number of votes eligible to be cast at such a meeting.

Ordinary Resolution - Unless specified otherwise, questions at meetings shall be decided by majority vote, where a tie vote shall fail. An abstention from voting shall not be counted as a vote. Voting shall be by a show of hands unless a majority of Members approve a secret ballot.

Adjournment - A meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the original meeting. When a meeting is adjourned for fifteen (15) days or more, notice of the adjourned meeting shall be given as if it was a new meeting.

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#2. 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 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.
Conditions of 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 follows procedures.▪ The application for admission is 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

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not a competitor, coach or official.

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:

- 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:

- a. has paid his or her annual membership dues for the current year
- b. has no other amounts owing to Boxing Ontario
- c. has not resigned
- d. has not been suspended or expelled from Membership
- e. has no membership restrictions or sanctions imposed
- f. is not subject to a disciplinary investigation or action by Boxing Ontario
- g. if applicable, has fulfilled all terms and conditions of a prior disciplinary investigation or action to the satisfaction of Boxing Ontario
- h. 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 <http://www.boxingontario.com>

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.

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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, a applicant or returning member must: <ul style="list-style-type: none">▪ 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 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. 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 following addresses:

email: dhannum@boxingontario.com

fax: (416) 426-7367

surface mail: Boxing Ontario
3 Concorde Gate, Suite 202
Toronto, ON M3C 3N7

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

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#3. Members Meetings Policy

Policy Summary	This policy contains: Information pertaining to all items relating to meetings
Purpose	To define the various types meetings conducted as part of the regular activities of the corporation
Policy Statement	A meeting is defined as any time members of the corporation gather in order to conduct the business of the corporation
(a)How meetings are conducted	Meetings of the corporation can be conducted in various forms – in-person, via teleconference or on-line – it should be noted that whenever possible these meetings should be conducted in a manner that is most cost effective
(b) Notice	It is expected that all members of should be given adequate notice of meetings in writing a minimum of two weeks in advance of the proposed date(s)
(c) Role of the Chair	The role of the chair will be as defined in the job description for that position. It is expected that the chair take on a leadership role and run the meeting in a productive and expeditious manner. Unless otherwise indicated, meetings shall be held in accordance with “Robert’s Rules of Order” or a similar meeting guideline document.

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#4. Finance **Policies**

Policy Summary	This policy contains information about Finances : Financial Management
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 the corporation. 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. \Doug\Expense Form.doc – 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. Allowable
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
(b) Fiscal Year	As defined in the constitution fiscal year but as of March 2009 the fiscal year will be April 1 to March 31st
(c) Limitation of Borrowing powers of the board	As defined in the constitution borrowing powers
(d) signing authority and limits of authority	As defined in the constitution signing authority
(e) types of financial institutions can borrow from	The corporation 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 the corporation does the majority of its

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financial transactions

#5. Governance Policies

Policy Summary

This policy contains information about all the components regarding governance

- [Policy Statement](#)
- [Regional Boundaries](#)
- [Regional Executive Committee](#)
- [Election of Regional Executive Committee](#)
- [Length of Term](#)
- [Role of Executive Committee](#)
- [Filling Vacancies](#)
- [Removal of Committee Member](#)

Purpose

Describes the policies that govern the volunteer leadership of the corporation.

Policy Statement

Governance defines the leadership of the organization; these policies dictate specific guidelines for the activities of directors and committees that run Boxing Ontario.

(a) Filling Vacancies

See **this [section](#)** of the constitution

(b) How policies will be developed

After the initial creation and approval of policies in May 2009, members of the board and staff will institute an annual review in advance of the Annual Meeting. 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 an annual basis and involving the board will allow the membership to participate in the process.

(c) Indemnification of officers

The Corporation shall indemnify and hold harmless out of the funds of the Corporation each Director, Officer and Regional Executive Committee Member from and against any and all claims, demands, actions, or costs which may arise or be incurred as a result of occupying the position or performing the duties of a Director, Officer or Regional Executive Committee Member.

(d) 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

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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

Please refer to this [section](#) of the constitution.

Number of Directors and officers and titles

See this [section](#) of the constitution

Procedure for the election of Directors and officers

Active or Associate Members in good standing who are 18 years of age or older, who have the authority to contract, who are resident of Ontario, and who otherwise fulfill all the requirements of the Act for serving as a Director may be nominated for election or appointed as a Director.

Nomination - A nomination for election as a Director shall be in writing and shall:

- a) Be signed by the nominator, who shall be any Active Member or Associate Member in good standing;
- b) Include the written consent of nominee; and
- c) Be submitted to the Executive Director fifteen (15) days prior to the Annual General Meeting.

Election and Appointment - The election and appointment of Directors shall take place as follows:

- a) The President, Director of Coaching, Director of Finance and one (1) Director at Large shall be elected by the membership at the Annual General Meeting held in odd numbered years;
- b) The Vice-President, Corporate Secretary, Director of Officials and one (1) Director at Large shall be elected by the membership at the Annual General Meeting held in even numbered years;
- c) The Director of Medical shall be appointed by the Board at the Annual General Meeting held in odd numbered years;
- d) The position of Past-President shall be assumed upon the election of the President and the Past President shall not serve more than one term;
- e) Regional Representatives are elected annually at Regional meetings;
- f) Athlete Representatives are elected annually by the athletes on the Senior Provincial Team at the National Championships; and
- g) If only one nomination is received for any position of Director, the Director shall be elected by acclamation.

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Resignation, Vacate Office and Removal Director

Resignation - A Director may resign from the Board at any time by presenting a notice of resignation to the Board. This resignation shall become effective on the date the Board accepts the request. Where a Director who is subject to a disciplinary investigation or action of the Corporation resigns, that Director shall nonetheless be subject to any sanctions or consequences resulting from the disciplinary investigation or action

Vacate Office - The office of any Director shall be vacated automatically if the Director, without reasonable excuse, fails to attend two (2) consecutive meetings of the Board.

Removal – A Director may be removed by Special Resolution of the Board or by Special Resolution of the Members in a meeting, provided the Director has been given notice of and the opportunity to be present and to be heard at the meeting where such a Special Resolution is put to a vote.

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 the Corporation

Meetings of the board

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

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

Notice - Written notice of board 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.

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Meetings by Telephone - A meeting of the Board 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.

Terms of Reference

See technical and screening policies

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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#6. Conflict of Interest Policy

This policy contains:

The conflict of Interest Policy for all members of Boxing Ontario

Policy Summary

Purpose

To define the conflict of interest policy and to protect the corporation

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 them 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 official 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 constructed 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

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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 to derive from their association with Boxing Ontario.

In a professional capacity that will or might appear to influence or affect the carrying out of duties as a Board member, Committee member, staff person, representative or decision maker of Boxing Ontario.

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 Chair 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 Chair 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 Chair 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 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.

Except where participation in discussion has been properly approved as per section 5(a), a Board member, Committee member, staff person, representative or decision maker of Boxing Ontario shall not be present at that portion of a meeting when the matter in which they have an interest is

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considered.

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 Committees of Boxing Ontario. Conflicts that are reported and recorded will be communicated to the membership of Boxing Ontario through the publication of these Minutes.

Sanctions for failing to adhere to this policy

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 Boxing Ontario Ethics Committee.

The Ethics Committee 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 Ethics Committee and the Board of Directors will respect the principles of procedural fairness.

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#7. Technical Policies

Policy Summary

Technical Policies govern all of the activities related to competition in Boxing Ontario. They are particularly important 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, these policies also provide important information to all members involved in competition.

The Committee

The Technical Committee is made up of the following members, Chair – Vice President Boxing Ontario – members – Director of Coaching, Director of Officials and Athlete Representative – Staff – Director Technical and Programs

Terms of Reference

The Technical Committee is a standing committee of the Board of Directors; the board appoints this committee on an annual basis. Membership of the committee is governed by the election period of the individual positions. Voting is based on 51% with the chair only voting on the basis of a tie

1. Technical Committee Meetings

The technical committee meets every 1 and 3rd Wednesday of every month from September and April. Beginning May until August, the committee meets as necessary.

2. Tournament Guidelines

Clubs are expected to register for the tournaments via our 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/advancing tournaments** (“advancing” – meaning the event is a qualifier for a Canadian Championship):

Registration and Weight changes close the Friday at 5pm before the draw.

- The draws for advancing tournaments take place in the Boxing Ontario Office TWO DAYS prior to the tournament.

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- 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 they don't weigh-in at the weight listed on the website they forfeit the bout.
- Athletes must weigh in on the day they are scheduled to box.
- All competitors for provincial championships must be either a Permanent Resident or Canadian Citizen.

➤ For **Developmental Tournaments** (or non-advancing/non-qualifying events):

Registration and Weight changes close the Friday at 5pm before the draw.

- 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 – You must 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 at the tournament

For Non-Advancing Tournaments (Arnie Boehm, Ray McGibbons, Brampton Cup)

- Refunds **will** be given when:
 1. The boxer 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 boxer pulls out of the tournament prior to the draw provided payment has already been made.
 3. The boxer goes to the tournament with the intention to compete but has their bout cancelled by their opponent this only applies to bouts with only 2 in the weight category. (Final)

□ Refunds **will not** be given when:

1. The boxer who had no bout by the time of the draw but requests and takes part in a makeup bout (exhibition) during the tournament.
2. The boxer goes to the tournament competes but subsequently has their bout cancelled by their opponent (applies to Preliminaries, Quarter-finals and Finals)

For Advancing Tournaments (Provincials, Nationals)

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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 and also receive a subsidy to attend Nationals out of Province.
 - National Tournament Subsidies
 - Athletes who gain a berth to Canadian Championships will 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 Directors. 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 must be provided in order to have the fine waived.
 - Athletes are responsible for payment of the fine.
 - Athletes 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 **must** be accompanied by their coach during the weigh-in.
- Coaches must 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 Chief Official will consider make up bouts. All make up bouts must be submitted in writing to the Chief Official prior to the weigh ins on the day's schedule. Name DOB year of births must be included.
- All coaches must be certified and registered with Boxing Ontario (which means they've submitted and passed a police background check) in order to work a corner at a sanctioned event. Higher levels of competition require higher levels of coaching certification. The Director of Coaching or his 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 at the provincial championships automatically make up the provincial teams that will represent Ontario at the teams' respective National Championships.
- If for some reason the current provincial champion is unable to attend the Canadian Championships Boxing Ontario will make every effort to send a full team. The Technical Committee will select either the silver or bronze medalist (the athlete who lost by the least amount to the champion - it's not always automatically the silver medalist) and offer them the 2nd vacant spot on the team. (Ontario may be allowed to send other athletes to the Senior Nationals

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and Junior C & Youth Nationals. If the weight category is not full then Ontario may apply to Boxing Canada to send additional athletes.

- Female athletes who upgrade from Junior B to Junior C after provincials are eligible to be considered for the Provincial team to appear at Canadian Championships in the event there is an opening and the weight category is not full.
- If a boxer is away competing for Canada missing the provincials they can/will box off with the potential Number 3 person to earn a spot at the Canadian Championships.

4. Team Coach Selection*

Canadian Championship

The Technical Committee uses the following criteria to select 2 team coaches to take the provincial team to the Nationals:

- 1) The coach should be certified Level III NCCP
- 2) The coach must be currently registered and a member in good standing with Boxing Ontario
- 3) The coach should have representation (athlete) on the team
- 4) The coach should possess effective communication and organizational abilities.

The Technical Committee will select a 2 Team Coaches to attend the Canadian Championships. The Technical Committee starts with a coach that best meets the criteria, and works their way through all coaches whom applied for the position, until a coach, assistant coach and manager have been selected. 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).

**This policy is subject to change.*

5. Team Leader Selection

In selecting the Team Leader, the Technical Committee will select 1 Team Manager (subject to change) with very good communication skills and organizational skills.. The person also must go through the Police Screening process. The technical committee requires:

- a. Those interested must forward their resume or fill out an application form based on the position criteria
- b. The candidate not have any athlete on the team
- c. 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 technical committee will then only at this point consider an applicant with an athlete on the team (smallest amount).

6. Athlete Upgrades

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Please refer to the Boxing Canada rule book for details on upgrades. In general, you can apply to have an athlete upgraded by sending in the following to the Boxing Ontario office. Please note that Upgrades are reviewed by the Technical Committee who meets every 1st and 3rd Wednesday each month.

- The Upgrade Request form
- A photocopy of the boxers record (from their passbook)
- Optional – A letter outlining the rationale for the upgrade
- Please note boxers must have at least 5 bouts and at least 2 wins to be considered for an upgrade.

Please allow one week for processing the request. **Upgrade requests are not accepted at tournaments.** To upgrade a boxer from B to C the request must be made 15 days prior to December 31st the previous year (December 15th) and provided the boxer 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 the normal designated 1st and 3rd Wednesday (Sept – April). Or an upgrade needing to be decided upon within 5 business days (May-August)
 - b. 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. All upgrade approvals are majority vote.
- iii. Upgrades without Proof of Bouts
 - a. Athletes cannot be considered for upgrades without proof of bouts.

7. Transfers from International Countries/Other Boxing Organizations

- a. Athletes who transfer from other countries or other organizations and wish to box with Boxing Ontario must 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 able to be provided the athlete and coach must:
 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. The Technical Committee will then appoint two (2) highly qualified coaches of at least level 4 coaching status to evaluate the athlete at a respective Ontario club appointed by the Technical Committee to then determine their recommendation where s/he should be placed within the Ontario Amateur Boxing System.

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3. Once this evaluation and recommendation is provided back to the Technical Committee by the appointed coaches the Technical Committee will then either accept or decline the recommendation.
4. The Technical Committee's decision will then be forwarded in written format to the athletes coach. This decision is final and cannot be appealed.
5. Given the process above, the athlete's status as a boxer in Ontario is conditional upon proper medical evaluation indicating fitness to box by a licensed physician in Ontario.
6. Once the athlete is declared fit to box they may then proceed to register with Boxing Ontario through the proper channel.

8. 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 must now be surrendered to a Boxing Ontario official pending the completion of the suspension.
- d. **Before boxers can resume boxing after a suspension they must 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 must not spar as well.

9. Technical Complaints/Appeals

Complaints must be submitted in **writing no more than 15 days after the event** to one of your regional representatives depending on the nature of the complaint (Regional Director, Coach or Official). If an issue cannot be resolved within the region the Regional Director, Coach or Official will forward the complaint to Boxing Ontario office for the Technical Committee's attention. **The decision of the Technical committee shall be final and cannot be appealed.**

10. Protests

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

1. 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 boxer or results in a warning that is determinative of the bout (when considering such an incident, a video recording may be used if available).

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2. When it is obvious that a judge has made a non-judgmental mistake on their scorecard which results in the wrong decision.
3. 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 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 must site which of the three grounds you are basing your protest on. If the protest is 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 Technical committee 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)

11. Computer Scoring

While club 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.

Here are a few principles:

- 1) In computer scoring, total number of points determines the winner.
- 2) Points are scored when a boxer lands a blow with force from the white portion of his glove in the scoring zone of the opponent. The scoring zone is a triangle comprised of the head and body of the opponent. Blows that are blocked or land on the arms or back of the head or back of the body of the opponent are not considered scoring blows.
- 3) Three of 5 judges must witness the scoring blow and key in on the computer, within a second of each other. Therefore when taking the offensive it is best for the athlete to position themselves in the center of the ring.
- 4) A single clean decisive hit from long range has the best chance of being identified by the judges and producing an accepted score.
- 5) In-fighting flurries, series of wild punching and borderline slapping all have fewer chances of being identified and keyed in as accepted scores.
- 6) There are no added points awarded for 8 counts or knockdowns. Points are derived from the landing of clean blows, if the judges see and record the blow that lead to the 8 count, then a point is awarded, but there are not "automatic points" for knock downs or 8 counts. The purpose of an 8 count is entirely for the boxer's safety and in no way affects the score.
- 7) Warnings against boxers for rule violations result in 2 points being added to the opponents score.

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#8. 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, and those who fail to meet this standard may be subject to the disciplinary procedures set out in this policy.

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 to the Director of Discipline (the "Director") a disciplinary infraction. It will be at the sole discretion of the Director to determine if the infraction is best dealt with as a minor infraction or a major infraction. The request must be in writing and submitted to the Director of Discipline within 7 days of the incident.

Minor Infractions

Minor infractions are single incidents of misconduct that breach the Code

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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 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.

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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 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,

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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.

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:

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- 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.

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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#9. Zero Tolerance Policy

Policy Summary

This policy contains:
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.

#10. 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

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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.
 - 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

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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.
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

18. 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.
19. 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

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Screening Disclosure Form are received.

21. 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.
22. 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.
23. 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.
24. 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.
25. 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.
26. 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

27. 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;

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- ii. Any act of a sexual nature involving a minor or minors; or
- iii. Any act involving theft or fraud.

Records

28. 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.

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#11. 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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#11. 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	<p>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.</p> <p>Where mediation is pursued, it will be done so in accordance with standard mediation practice using trained mediators who are acceptable to the parties.</p>

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#12. Regional Associations

Policy Summary

This policy contains information about Regional Associations:

- [Policy Statement](#)
- [Regional Boundaries](#)
- [Regional Executive Committee](#)
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Purpose

Describes Role and Geographic Boundaries of Regional Associations

– This policy describes the role that Regional Associates have within the governance structure of Boxing Ontario and the geographic boundaries of each of the Regional Associations.

Policy Statement

The Regional Associations will support the operations of local clubs. The association will manage coaching and officiating activities for the region. The Regional Association will represent the area at all meetings of the corporation.

The Corporation shall establish Regional Associations to further the purposes of the Corporation in specified geographical areas of Ontario. A minimum of three (3) Active Member Clubs shall be required to form a Regional Association. Such Regional Associations, which are governed by an elected Regional Executive Committee, shall act as the official representative of the Corporation within its locality, shall deliver local programs and resources, and shall communicate local concerns to the Corporation.

Regional Boundaries

The Regional Associations of the Corporation are as follows, as shown in the map adjoining these Bylaws:

- a) South Western Region (from Windsor in the south to London in the east and Exeter in the north, and includes the cities of Windsor, Chatham, Leamington, St. Thomas, London, Goderich, Woodstock, Stratford, Exeter, Sarnia);
- b) Niagara Region (from Tillsonburg in the west to Niagara Falls in the east and Collingwood in the north and includes the cities of Fort Erie, Dunnville, Welland, St. Catharines, Brantford, Hamilton, Kitchener-Waterloo, Hanover, Owen Sound, Burlington, Oakville);
- c) Central Region (from Mississauga in the southwest to Oshawa in

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the east and Parry Sound in the north and includes the cities of Mississauga, Toronto, Brampton, Ajax, Whitby, Barrie, Orillia, Huntsville);

- d) Eastern Region (from Trenton in the west to the border with Quebec in the east to Pembroke in the northwest and includes the cities of Lindsay, Peterborough, Trenton, Belleville, Kingston, Cornwall, Ottawa, Renfrew, Pembroke, Petawawa); and
- e) Northern Region (from north of Parry Sound to Mattawa in the east to the border with Manitoba in the west and includes the cities of Sudbury, North Bay, Mattawa, Timmins, Sault Ste. Marie, Thunder Bay and Kenora).

Election of Regional Executive Committee

Annual Election of Committee Members – There shall be elected annually in each Regional Association at a Regional meeting the following positions of that comprise the Regional Executive Committee:

- Regional Director (elected by Active Member Clubs in the region)
- Regional Official (elected by registered Officials in the region)
- Regional Coach (elected by Active Member Clubs in the region)

Members in Good Standing – All Regional Executive Committee members must be Active or Associate Members of the Corporation in good standing.

Role of Regional Committee

Enforcement of Policies – The Regional Executive Committee shall implement, support, advocate and, when necessary, enforce Corporation policies and rules.

Length of Term

One-Year Terms – Members of a Regional Executive Committee shall serve terms of one (1) year.

Role of Executive Committee

Executive Committee May Appoint Regional Executive – If, for any reason after June 1st of any year, a Regional Executive Committee has not been elected, the Executive Committee of the Corporation may appoint a Regional Executive Committee.

Filling Vacancies

Regional Committee Makes Appointments – Where a position on a Regional Executive Committee becomes vacant for whatever reason, the Regional Executive Committee may appoint a qualified individual to fill the vacancy for the remainder of the position's term.

Removal of Committee Member

Removed by Special Resolution – A Member of a Regional Executive Committee may be removed by Special Resolution of the Members at a Regional meeting, provided the Member has been given notice of and the opportunity to be present and to be heard at the Regional meeting.

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#13. Sanctioned Contests

Policy Summary	An Active Member Club that is in good standing may apply for and be granted from the Corporation 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 the Corporation 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 the Corporation within ten (10) days of the completion of the Contest.

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

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 the Corporation, no Member of the Corporation 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 the organizations insurance policy.**

Officials' Passbooks – No Official shall participate in a Sanctioned Contest unless he is a Member in good standing of the Corporation, is registered as an Official with the Corporation 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.

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

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 the Corporation, or affiliated with the Canadian Amateur Boxing Association or the International Amateur Boxing Association;
- b) Sparring sessions involving professional boxers 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 boxers, wrestlers or kick-boxers 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 the Corporation.

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Appendix A – Positions Descriptions

Directors and Officers Job Descriptions

President

1. The President or his/her delegated representative shall represent the Corporation 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 the Corporation on the National Board of Directors of the Canadian Amateur Boxing Association.
3. The President shall fully inform the Corporation's Executive Committee of all relevant decisions, changes, developments and news originating from the national body.
4. As Chief Executive Officer of the Corporation 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 the Corporation.
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 the Corporation
 - d. Develop goals and strategies to promote Amateur Boxing
 - e. Communicate frequently with the Executive Director concerning the day-to-day operation of the Corporation
 - 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 the Corporation
 - 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 the Corporation 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.

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Past President

1. The Past President of the Corporation may attend all annual, board, special and executive meetings of the Corporation 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 Boxing Association, our Executive Committee meetings and policy decisions to ensure a continuity of the Corporation'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 the Corporation.

Vice President

1. The primary role of the Vice President shall be to support and assist the President in developing the goals and objectives of the Corporation.
2. To develop and ensure the implementation of all technical programs for the development of athletes, coaches and officials.
3. To take over the duties of the President at all functions the President is unable to attend in person, to include Executive and Board meetings.
4. To become President of the Corporation until the next Annual Meeting should the President be unable to continue due to death, serious illness, resignation or relocation outside the province of Ontario.
5. 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 the Corporation's Coaching Commission the selection of coaches for provincial teams
 - g. Coordinate the jury at all provincial level events. In hi/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.
6. The Vice President of the Corporation shall be elected for a two year term at the annual meeting of the Corporation held in even numbered years and shall at all times further and protect the interests of the Corporation.

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Director of Officials

1. The Director Officials shall be an elected position open to all registered officials in Ontario, with a minimum of Level Four (4).
2. The Director Officials shall be elected at the annual meeting of the corporation held in even numbered years.
3. The Director Officials shall be a member of the Executive and Technical Committees and shall chair all meetings of the Officials Commission.
4. The Director Officials represent the Corporation's Officials Commission at all Canadian Amateur Boxing Association Referees/Judges Commission Meetings or appoints a qualified official to represent him.
5. The Director Officials shall maintain an up to date list of provincial officials and their qualifications for such meetings.
6. The Director Officials shall have the following duties and responsibilities:
 - a. To enforce the rules of the Canadian Amateur Boxing Association and the policies of the Corporation with respect to the entire Corporation's sanctioned competitors.
 - b. To uphold and to improve the standard of officiating at all the Corporation'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 the entire Corporation'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 the Corporation's Regional Chief 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.
 - i. To appoint an Assistant Chief Official to assist him in the execution of his duties and to represent him in his absence.
7. The Director Officials shall have the power to suspend from further participation at an event, competition or tournament, or downgrade any of the Corporation's Officials for misconduct or knowing disregard of the Rules and Regulations. Any such suspension may be appealed in accordance with Section II of the Constitution.

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8. The Director Officials shall at all times further and protect the interests of the Corporation, and in the event of both the President and Vice President of the Corporation being unable to carry out their duties due to death, serious illness, resignation or moving out of the province, he/she shall become President until the next annual meeting of the Corporation.

Director of Finance

1. The Director Finance's main area of responsibility shall be financial.
2. He/she shall be elected for a two-year term at the annual meeting of the Corporation held in odd numbered years.
3. He/she shall be a member of the Executive Committee responsible for the accurate accounting and recording of the Corporation's financial business.
4. He/she shall:
 - a. Sign all instruments which require his signature, perform all duties incident to his office and have such powers and duties as may be prescribed by the Board
 - b. Ensure that a detailed financial report is available for all members of the Corporation attending the annual meeting
 - c. Be responsible for the accurate recording of the Corporation's staff salary documents
 - d. Carry out the necessary procedures connected with the application for and recording of all Government grants
 - e. From time to time or as deemed necessary submit the statements of financial transactions for the purpose of accurate record-keeping
5. The Director Finance shall at all times further and protect the interests of the Corporation.

Corporate Secretary

1. He/she shall be elected for a two-year term at the annual meeting of the Corporation held in even numbered years.
2. He/she shall be a member of the Executive Committee. He shall:
 - a. Be responsible for the documentation of all amendments to the Corporation's Constitution and By-Laws
 - b. Liaise with the Corporation's legal representative on all proposed changes to the Constitution and the documentation of same in the Corporation's record book
 - c. Assist in the preparation and distribution of all reports and minutes of meetings as directed by the Executive Committee
 - d. Ensure that the corporate seal of the Corporation and all books, papers, records, contracts and other important documents belonging to the Corporation are safe and secure.
3. As Corporate Secretary he/she shall be responsible to chair standing committees on credentials and check such credentials of members prior to the Corporation's annual meeting.

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Director of Coaching

1. The Director Coaching of the Corporation shall be elected for a two-year term at the annual meeting of the Corporation held in odd numbered years.
2. He/she shall be a member of the Executive and Technical Committees of the Corporation and shall at all times further and protect the interests of the Corporation.
3. The Director of coaching shall chair all meetings of the Corporation's Coaches Commission and following the election of a Director Coaching at the annual meeting select an assistant from those Coaching Commission members in attendance to assist him with his duties.
4. 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 directed by the Vice President, represent the province of Ontario at provincial, national or international coaching meetings, clinics or seminars
 - g. Assist the Vice President 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 Vice President Technical the upgrading of certain competitors
 - i. Assist in the selection of the Corporation'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.
5. The Director Coaching shall be responsible to investigate and prepare a report on discipline problems in respect to coaches and report such findings to the Discipline Committee.

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 the Corporation and designate a Chief Medical Official for such events
 - b. Promote the development of a network of qualified doctors who manifest in the sport of boxing
 - c. Inform and educate members of the Corporation regarding developments in boxing medicine

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- 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.

Director at Large

1. The Directors at Large (1) and (2) shall have such duties as prescribed by the Board.
2. They shall be members of the Executive Committee and be elected for a two-year term at the annual meeting of the Corporation held in odd (1) and even (2) numbered years and shall at all times further and protect the interests of the Corporation.

Regional Director

1. The Regional Director shall be elected by secret ballot with each Boxing Ontario active affiliated club and each current regional executive member in the respective region having one vote, during a regional meeting to be held no later than four (4) weeks prior to the annual meeting of the Corporation.
2. The Regional Director's responsibilities shall be:
 - a. To provide leadership in improving the development of Amateur Boxing in his respective region in accordance with the objectives of the Corporation and the Canadian Amateur Boxing Association
 - b. To represent the interests of his/her region as a member of the Board of Directors of the Corporation
 - c. To make, in conjunction with the other Directors, the policies of the Corporation
 - d. To represent the Corporation and the Canadian Amateur Boxing Association in his respective region.
3. The duties of the Regional Director shall be:
 - a. To hold regular regional meetings within his/her respective region
 - b. To attend Board of Directors meetings of the Corporation during which he will bring before the Board and seek solutions to major problems or clubs or members in his respective region
 - c. To promptly inform the President and Board through the Corporation office of all important developments in his region
 - d. To inform all clubs of the highlights of Board meetings on policy and rule changes or other developments affecting the clubs and/or members in his region
 - e. To encourage and promote greater numbers of registrations in his region
 - f. To issue upon request permits for Border State Travel for clubs within his region to events in the USA and other provinces
 - g. To monitor and judge the performance of all clubs within his region and the conducting of competitive events by completing the Boxing Ontario Club Show Report
 - h. To assist, if required, the official in charge at all sanctioned events within his region

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- i. To communicate with his regional Chief Official and to inform him of all relevant new developments concerning medical suspensions, rules and officiating.
4. The Regional Director shall at all times further and protect the interests of the Corporation within his region.

Regional Coach

- The Regional Coach shall be registered annually with the Corporation (Boxing Ontario)
- He/She shall be elected at a constitutionally convened regional annual meeting
- His/She term of office shall be for a one-year period
- He/She shall represent his/her Regional Coaches at all Boxing Ontario Coaching Commissions Meetings and prepare an up-to-date list of Regional Coaches and their qualifications for such meetings
- The Regional Coach shall have the following duties and responsibilities:
 1. to uphold and to improve the standard of coaching at all club shows sanctioned within the region
 2. to plan and organize coaching clinics within the region
 3. to monitor and judge the performance of all Regional Coaches
 4. to communicate with his/her Regional Coaches and inform them of all relevant new developments concerning any coaching related matters

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Regional Official

- The Regional Chief Official shall be registered annually with the Corporation (Boxing Ontario)
- He/She shall be elected at a constitutionally convened regional annual meeting
- His/She 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 Regional Officials and their qualifications for such meetings
- The Regional Chief Official shall have the following duties and responsibilities:
 1. to enforce the rules of the Canadian Amateur Boxing Association and the policies of the Corporation (Boxing Ontario)
 2. to uphold and to improve the standard of officiating at all club shows sanctioned within his 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”
 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

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9. The payment of officials (travel, etc.)
 10. other duties as required
- The Regional Chief Official shall at all times further and protect the interests of his/her region and Boxing Ontario, and in the event of his Regional Director being unable to carry out their duties due to death, serious illness, resignation or moving from the region, he/she shall automatically become Regional Director until the next annual regional meeting.

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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 the Boxing Ontario Technical systems, representing coaches and athletes as follows:

- a) The Chair of Technical Committee – Vice President appointed by the Board.
- b) Director Coaching, Director Officiating and Athlete Representative One Boxing Ontario Staff Person appointed by the Executive Director – *Ex-Officio*.

Purpose: The Technical Committee is a committee of Boxing Ontario which 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 boxers to achieve provincial and national excellence or such purpose as may be prescribed from time to time by the Board. Technical refers to all matters relating to coaching, officiating and athlete development.

Responsible To: The Board of Directors

Term: Committee Members will be appointed according to their term on the board of directors per the Boxing Ontario constitution.

Meetings: Committee meetings will be held at least a minimum of four (4) times annually at the call of the Chair, or by request of a majority of the Committee members.

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.

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.

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- Removal:** The Board of Directors may remove any member of the Committee.
- Reporting:** The Technical Committee will report to the Board of Directors at each meeting of the Board of Directors on all of its 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 Director of Finance.
- 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 extended boxing community 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

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

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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	<ol 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 Ring Card Carriers are to be usedc. 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 located at http://www.boxingontario.com/web_pages/forms_documents.phph. The Regional Director, 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 Director of Discipline for action and could result in further disciplinary action

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Appendix D- Code of Conduct all members

CODE 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:

7. 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.
8. 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.**
9. Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods.
10. 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.
11. 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

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purpose or effect of diminishing performance, or such conduct creates an intimidating, hostile or offensive environment;

12. 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. 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:

8. 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;
9. 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;
10. Educate athletes about the dangers of drugs and performance-enhancing substances and under no circumstances promote or condone their use;
11. Accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate and as opportunities arise;
12. 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;
13. Consider the academic pressures placed on student-athletes and conduct training and events in a manner that supports academic success.
14. At no time engage in an intimate or sexual relationship with an athlete under the age of 18 years.

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

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