



# Official in Charge Certification

Emergency Action Protocol

(Revision 4.0 - August 22, 2023 )

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# I. Introduction

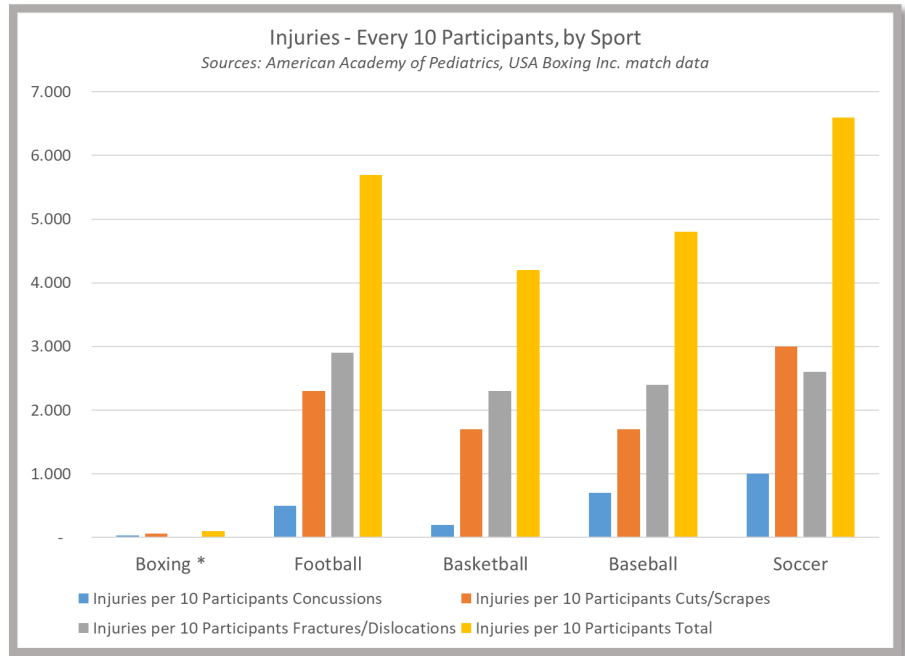
Boxing carries the stigma of being a highly dangerous sport. USA Boxing prides itself on debunking that stigma through a provision of rules designed to prevent injury, while preserving the safety of our boxers, coaches, officials, employees, and shareholders.

The chart to the right compares the injury rates between boxing and the more popular non-combative sports. Boxing reported less than one injury for every ten participants. The next safest sport was baseball, with four injuries per every 10 participants.

The rules implemented in Olympic-style boxing

have a positive impact on reducing injuries and minimizing the number of critical incidents that occur during competition. Despite the minimal number of critical incidents USA Boxing experienced over the years, it only takes one critical incident to have a lifelong impact.

USA Boxing works constantly on developing protocols to assist our members in the event of an emergency. To accomplish that goal, USA Boxing developed this guide to train Officials-in-Charge (OIC) and event staff on executing the appropriate protocols in the event of an emergency. We owe it to our members to demonstrate their safety is of the utmost concern.



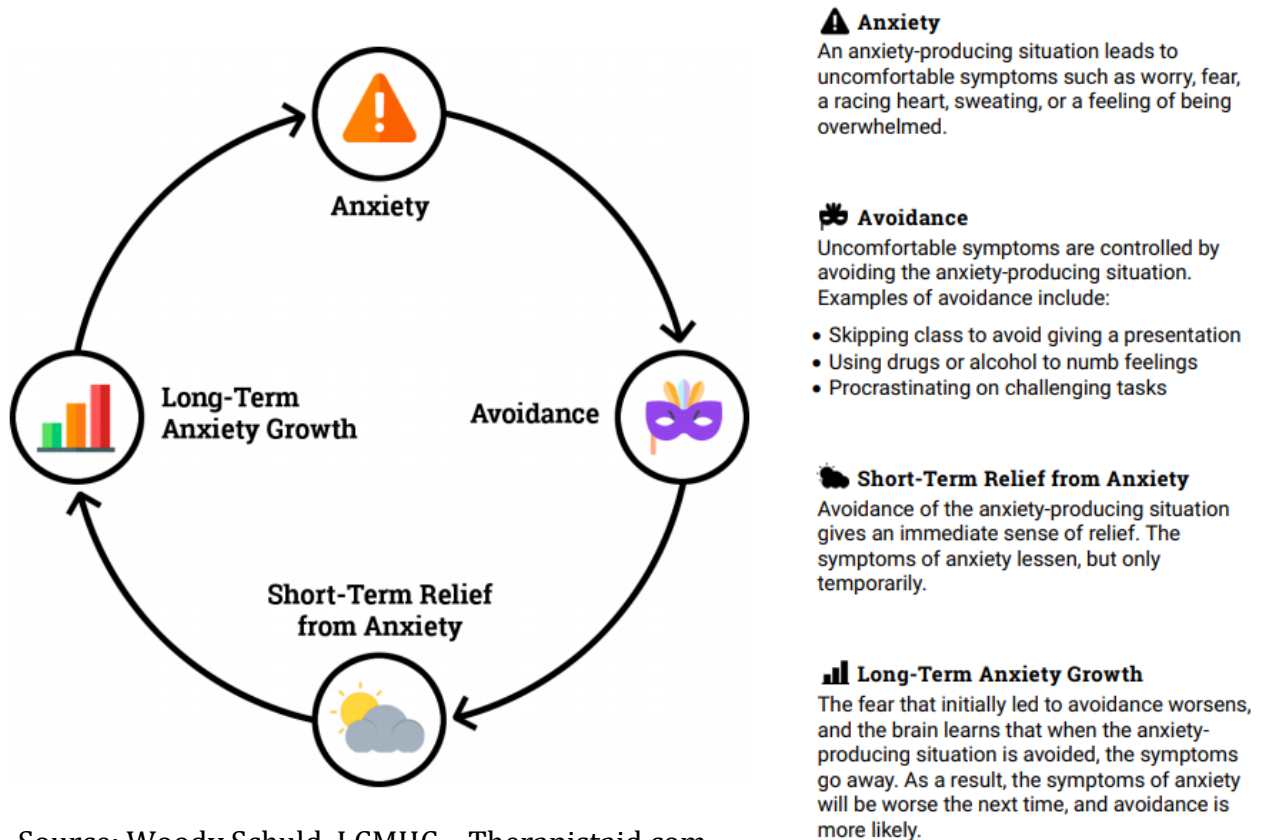
Source: American Academy of Pediatrics, USA Boxing match data 2016 - 2019

## Why It Is Important

This training was developed out of necessity in meeting our goal of keeping members safe. In an emergency, there is an immediate change to the feel of the event. There is much to process physically, emotionally, and psychologically, to the point where some people have walked away from the sport. We recognize it's equally important to preserve the mental and emotional health of our members, as we do their physical health.

In recent years, Post Traumatic Stress Disorder (PTSD) has become more prevalent in our handling of critical incidents over the last few years. In August 2020, the American Psychiatric Association reported 11.4 million people in the United States suffer from a form of PTSD every year.

## The Cycle of Anxiety



Source: Woody Schuld, LCMHC – Therapistaid.com

It is common for a traumatic event to accompany a form of anxiety. The image above illustrates the cycle of anxiety and how repressed trauma can have a lifelong impact. We ask if any USA Boxing member, spectator, or shareholder is experiencing trauma or related mental health ailments, that they speak with a mental health professional as soon as possible.

Lastly, this plan demonstrates fiscal responsibility by allowing USA Boxing to negotiate insurance premiums more effectively. Every USA Boxing membership is afforded a secondary injury policy in the amount of \$25,000 per incident. Insurance companies calculate the cost of that policy based on statistical factors surrounding the risk and payout of a potential claim. By informing the insurance company of the development of this protocol, it decreases the risk of a claim and mitigates losses reported during an event, thus reducing the payout for a claim. The money saved on insurance can be reinvested into supporting our grassroots efforts, to improve the quality of our events, and help us serve our members better.

## II. Sanction Requirements and Administration

Effective January 1, 2023, USA Boxing required all sanctioned events to have an official who has successfully completed this training. This requirement reflects USA Boxing's commitment to safety and provides reassurance to those in attendance.

Also, to continue fostering a culture of transparency and equity, we prohibit sanction holders from also serving as an OIC at any event, as this is considered a conflict of interest.

USA Boxing is comprised of 57 unique LBCs, each with their own circumstances. We would like to take this opportunity to reinforce and empower our LBCs to ratify or amend local policy, based on said circumstances, to better implement this protocol for the betterment of their members.

### III. Event Management

#### The Emergency Checklist

The Emergency Checklist is designed to serve as a blueprint for sanction hosts and the official in charge to assist them in an emergency. Please reference USA Boxing's *Guide to Hosting a Successful Sanction*, for additional information on hosting an event.

The Emergency Checklist includes the following items below. These items are recommended to be reviewed prior to the event:

- Event information (time, date, address, the official in charge, etc.)
- Emergency services(EMS, EMTs, etc.)
  - Certain states require emergency services on site at every event. Please refer to your state's athletic commission for more information
- Hospital/emergency department information
  - Ensure the Official in Charge and ringside physician are aware of nearby medical facilities in the event of an emergency.
    - If necessary, have the ringside physician contact the nearest medical facility to inform them of any participants directed, or may have a reason to be directed, to their facility.
- Emergency Team Information
  - This includes the Emergency team roles and responsibilities.
    - Medical Team Leader (MTL) – This is always the ringside physician.
      - The MTL will enter the ring in the event of an emergency.
      - If there is more than one physician, the one assigned to the injured boxer's corner will be designated as the MTL.
      - If an emergency occurs outside the ring, the physician closest to the incident will be the MTL.
    - 911 Contact - This is the designated person to call 911 in the event of an emergency.

- It is recommended for the person calling 911 to become familiar with the questions they will be asked by a dispatcher.
- This person will also meet EMS and escort them to the emergency.
- AED Operator (optional) – This person will retrieve and operate the AED, if a unit is available. **Note: This role should only be assigned if EMS will NOT be present**
  - Ensure the person who will use the AED is comfortable doing so. Instructions can be found [HERE](#), if needed.
  - For help locating an AED, contact your local office of public safety.
- Crowd Control: A person/people designated to help maintain order amongst the participants at an event.
  - Certain circumstances may require a larger presence of control. Evaluate each event accordingly. Examples include, but are not limited to:
    - Highly competitive, higher stake bouts
    - Competition between rival boxers/clubs
    - Events with a large number of participants
  - Sanction hosts can delegate this task to a dedicated security agency.
- Ring Assistant (RA): The appointed referee is automatically assigned as the ring assistant.
  - Their role is to assist the physician in the treatment of the affected party.
  - For an emergency outside a sanctioned bout, the RA chosen will be at the discretion of the physician.
- A list of emergency team members and their assigned roles

## What to Do Before the Event

The following set of procedures are to be performed by the sanction holder, OIC, and attending staff before the start of the event. This is best done by scheduling a “pre-event” meeting before the start of weigh-ins for the event. Please review the *OIC Checklist* for assistance with topics to discuss during the meeting.

- Ensuring the event and emergency checklist is complete. A copy of the event checklist will be included with this training. **The Event Checklist is different from the Emergency Checklist.**
- A walkthrough of the facility, noting all entrances and exits, along with any available emergency equipment (first aid kits, AEDs, fire extinguishers, etc).
  - If possible, have a map of where the aforementioned items are located, in the event of an emergency.
  - Refer to the diagram on the following page, as an example of the field of play, noting where the checklist can be found.
    - USA Boxing understands each location is different. The sanction holder and/or Official in Charge must work to arrange the field of play to best suit the needs of the event, the USA Boxing Rulebook, and safety of those in attendance.
- Ensure the ringside physician and/or OIC are aware of nearby hospitals/ emergency rooms in the event of an emergency.
- Verify the document is readily accessible increases accountability, allowing members to understand everyone’s role on the team.
- Ensure copies of the checklist are readily available to all staff.



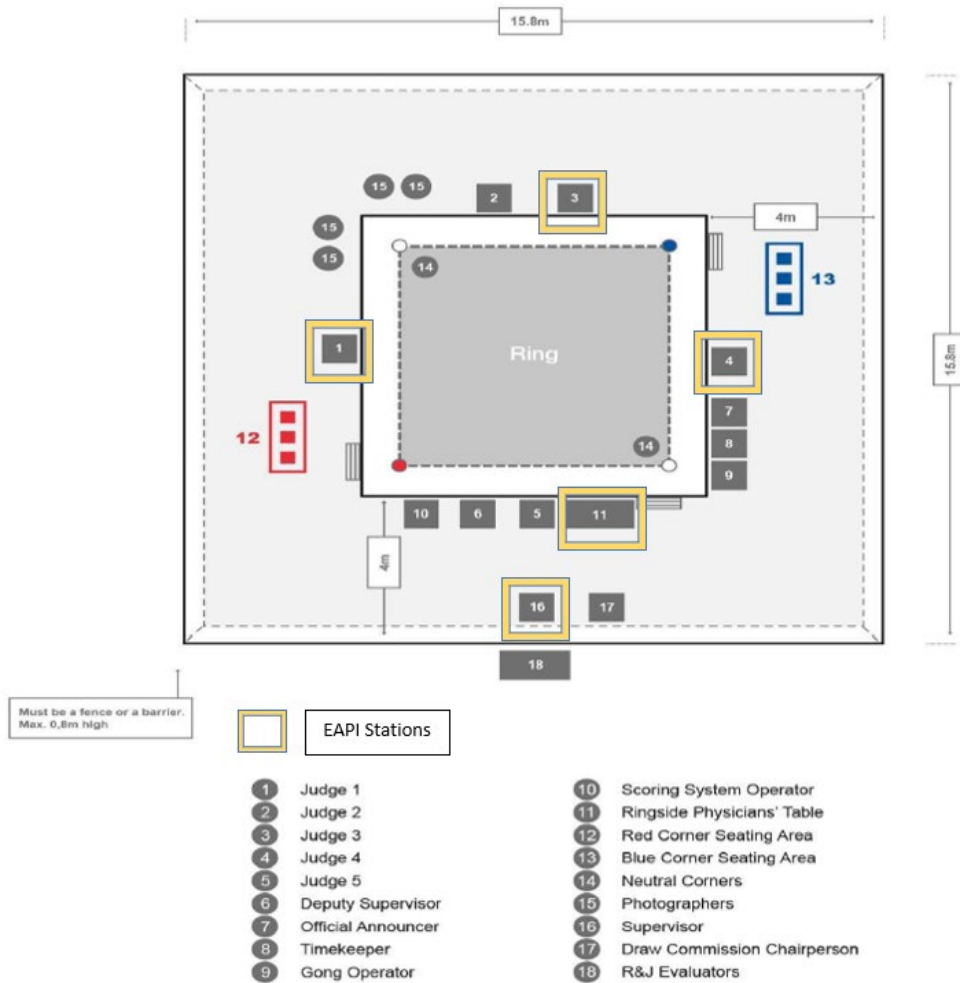


Figure 1: Emergency Checklist placement example

## IV. In the Event of an Emergency

### Duties

In an emergency, it is critical for all emergency team members to begin enacting their assigned roles and collaborate care amongst one another immediately. Effective plan execution leads to a significant increase in survival rates.

The Emergency Team Leader will approach the affected party and begin their assessment.

- The person assigned to call 911 needs to report the emergency as soon as possible and assist dispatchers with as much real time information about the incident as possible. They may ask to meet and escort emergency personnel to the scene of the emergency.

Simultaneously, team members assigned to control the crowd may be called to act. This could mean:

- Deflecting people away from the site of the emergency, to allow the physician or first responders to provide the best possible care.
- Defusing attendees, to prevent an altercation.
- Directing people away from a dangerous situation ( an altercation or hazard)
- **We do not want to risk the safety of anyone in attendance. If an incident or altercation cannot be managed safely or comfortably, contact the proper authorities immediately.**

The referee will remain in the ring to serve as the Ring Assistant. Their role is to assist with any duties in the emergency, as directed by the physician.

In a cardiac emergency, the assigned emergency team member can retrieve the AED, prepare it for use and follow the direction of the physician. **NOTE: This responsibility will be delegated to EMS services, if on site.**

## V. Incident Resolution

### Reporting

Once the scene is under control, contact Mike McAtee, immediately.

The reporting party and other witnesses may be asked to complete the critical incident form.

- The report can be completed online by clicking the link below *OR* by using a smartphone and taking an image of the QR code located on the checklist.

### Critical Incident Online Reporting Form

- A paper copy can also be completed and turned into the national office. Instructions will be provided.

To report a liability and/or injury claim, contact Lynette Smith and Claudia Douglas no later than 30 days from the date of the incident, as outlined in [USA Boxing's insurance policy](#). Failure to do so could result in the denial of the claim. Contact information can be found below.

- Mike McAtee, Executive Director
  - Cell: (785) 423-0693, Email: [MMcAtee@usaboxing.org](mailto:MMcAtee@usaboxing.org)
- Mike Campbell, Director of Boxing Operations
  - Cell: (832) 439-8534, Email: [MCampbell@usaboxing.org](mailto:MCampbell@usaboxing.org)
- Shawn Reese, Chairman – Referee & Judge's Committee
  - Cell: (423) 316-7223, Email: [Shawnreese77@yahoo.com](mailto:Shawnreese77@yahoo.com)
- Lynette Smith, Membership Director (liability claims)
  - Office: (719) 866-2311, Email: [LSmith@usaboxing.org](mailto:LSmith@usaboxing.org)
- Claudia Douglas, Member Services (medical claims)
  - Office: (719) 866-2777, Email: [CDouglas@usaboxing.org](mailto:CDouglas@usaboxing.org)

### Evidence Collection

Once the scene is under control, it is imperative to collect as much evidence and information as soon as possible. Insurance companies, law enforcement agencies, first responders, and other responsible parties may request information for their processes.

Plus, this mitigates fault and liability towards USA Boxing and their representatives, in the event of a lawsuit or other claim.

In the event of a critical incident, the Official in Charge or LBC administrator is required to collect and prepare the following items, when available:

- Boxing Gloves (both boxers)
- Headgear (both boxers)
- Gloves worn by the referee assigned to the bout.
- Anything else requested by USA Boxing

## Evidence Preparation

To best preserve the state of the items, please prepare the items in the manner instructed below.

USA Boxing strongly recommends completing an evidence collection form. This ensures all items are properly inventoried and all information about the items are disclosed to USA Boxing, prior to shipment.

**Note: When collecting items of interest, please use paper bags, as they wick moisture and humidity to preserve the state of the item. Plastic and other materials are not breathable, which jeopardizes item integrity.**

### Boxing Gloves and Headgear:

- Collect the items for both boxers. Examine them for any notable blemishes or details important to the event. Once examined, the examiner will initial the loop strap of the gloves, or near the forehead of the headgear, with the date examined.
- Place each glove in its own paper bag, if possible. Otherwise, each pair can be packaged together. Staple the bag shut and on the outside of the bag note the following:
  - Boxer's name
  - Examiner's name
  - Examination date
  - Left or right hand

### Referee Gloves:

- Take the referee's gloves and place them in a paper bag. Note the following on the outside of the bag or label:
  - Referee's name
  - Examiner's name
  - Date of Examination
- It is not required for the examiner to sign the latex/nitrite gloves used by the official.

### Handwraps:

- Place the wraps in a paper bag. Note the following on the outside of the bag or label:

- Referee's name
- Examiner's name
- Date of Examination
- The examiner must initial each hand wrap.
- If possible, identify which hand the wrap was worn on.

#### All Other Items:

- Place the item in a paper bag.
- Note the following:
  - The item(s) examined.
  - Who the item belonged to.
  - Notable characteristics of the item.

Once all items have been examined and packaged, they will need to be shipped to the national office. The USA Boxing national office will provide a prepaid UPS label, via email, to the appropriate party.

For submissions that include various smaller items, it is appropriate to package all items in a larger paper bag, if possible.

#### **Debrief Procedures:**

Ideally, witnesses have been instructed to complete the critical incident form outlined earlier. If not, refer to pages 10 - 11 for instructions.

The OIC/LBC Leader will be designated to deliver completed critical incident forms to Mike McAtee via email, at [mmcatee@usaboxing.org](mailto:mmcatee@usaboxing.org). If a person other than the OIC/LBC Leader will be designated to manage the critical incident forms, please notify the national office ( LBCs will be asked to keep these documents for a minimum of 1 year.

Once USA Boxing receives the completed critical incident forms, USA Boxing will begin working with the appropriate parties to help mitigate any concerns of those impacted, starting with the parties at the center of the emergency.

#### **Additional Support to Those Impacted**

For those impacted, please direct that party to seek appropriate help from a licensed health professional as soon as possible.

The following resources are a great starting point to locate health services. For additional resources, we recommend calling 211 from your phone.

Most cities dedicate this number as an essential community service line, which offer numerous resources, including mental health counseling.

- <https://www.psycom.net/how-to-find-affordable-therapy/>. This site is a great starting point to find numerous mental health services. Some of these services are free and incorporate a healthy balance of physical or virtual forms of service.
- Many employers offer EAP services to their employees, as part of their benefit package. EAP services offer a variety of mental and physical health services, which may include a limited number of free sessions. It's common for EAP plans to cover not only the policy holder, but their families as well.

If an official, or LBC board member's ability to perform their assigned duties is impacted, we ask they take the appropriate steps to seek assistance from a health professional. For those in a leadership position, please notify USA Boxing if this may involve a change in your involvement with USA Boxing.

To aid in transition and recovery, an official may work with their COO to discuss their level of participation and involvement.

## VI. Conclusion

In the event of an emergency, it is critical to have a well-executed protocol to ensure the utmost safety of those in attendance. USA Boxing strives to offer its members a safe and enjoyable environment in which to participate in.

In an emergency, remember the following steps:

1. Use the checklists to verify all is in order before the event.
2. Have everyone understand their role in the event of an emergency.
3. Report the emergency to USA Boxing.
4. Help USA Boxing by collecting as much information as possible.
5. Utilize your resources (this material, the USAB Rulebook, COO Manual, etc.) whenever needed.
6. **Exercise your best judgement to maintain the safety and wellbeing of ALL in attendance.**

USA Boxing would like to thank all our wonderful officials, staff, and volunteers, for their tireless efforts in making this sport what it is. We cannot do it without them. For additional questions regarding this guide and its protocols, please contact:

Andrew Banuet  
Phone: 719-866-2355  
Email: [abanuet@usaboxing.org](mailto:abanuet@usaboxing.org)

Shawn Reese  
Phone: 423-316-7223  
Email: [shawnreese77@yahoo.com](mailto:shawnreese77@yahoo.com)