

SANCTION MANUAL

Version 1.0 - 1.1.2024

Table of Contents

Section 1 – Introduction	3
Section 2 – Definitions	3
Section 3 – What Defines a Sanction?	4
Section 4 – What Sanctions Does USA Boxing Recognize?	5
4.1 – Sanction Types Approved by USA Boxing	5
4.2 – Events Hosted by Other Governing/Sanctioning Bodies	6
Section 5 – International Club Exchanges	7
Section 6 – Participation	7
Section 7 – Sanction Requirements	8
7.1 – Eligibility	8
7.2 – Insurance	8
7.3 – Scheduling & Approval	8
7.4 – Official in Charge	
7.5 – Multi-Day, Multi-Ring Events	
7.6 – Events that Meet More than One Sanction Category	
7.7 – Multi-Discipline Events	
7.8 – Matchmaking & Registration	
Section 8 – Sanction Fees & Administration	
8.1 – LBC Rate Card	
8.2 – 3rd Party and Fundraiser Events	
8.3 – Pro-Am Events	
8.4 – Online Registration	
Section 9 – Post Sanction Requirements	
Section 9.1 – Matchtracker	
Section 9.2 – Restriction Affidavits (Medical Suspensions)	
Section 10 – Entering a Sanction	16
Annondix A. Sampla Evant Pastar	17

Appendix A: Sample Event Poster	17
Appendix B: Third Party Sanction Flowchart	18

Section 1 – Introduction

As Olympic-style boxing continues to evolve, so does the administration to properly host events. Boxing has surged in popularity over recent years. Forbes reported boxing gained 26 million new, American fans from 2010 to 2020.¹ USA Boxing is seeing this surge in the types of events we're requested to sanction. Events are no longer being used for the development of grassroots boxing, but as a vehicle for fundraising or entertainment.

As such, there is an increased need for the proper administration of these events. USA Boxing created this to help (prospective) sanction hosts understand how to identify and facilitate a USA Boxing sanctioned event appropriately. To do so, this document will discuss the following:

- Frequently used terms
- Outlining the types of events approved by USA Boxing
- An explanation on what USA Boxing classifies as a sanctioned event.
- The requirements and administration needed to host an event
- How to enter an event

Most importantly, USA Boxing would like to emphasize the following passage from page 4 of the USA Boxing rulebook, *Compliance to the Rules,* which also applies to this manual:

No rulebook or manual can anticipate every circumstance or question. After reading the rulebook, if you have any questions, please email membership@usaboxing.org with "RULEBOOK" in the subject line. USA Boxing reserves the right to modify, change or update these rules and policies without prior notice.

USA Boxing reserves the right to modify, change or update this manual without prior notice.

Section 2 – Definitions

Boxer – An athlete member registered with USA Boxing.

Club – A physical boxing club with member coaches and boxers that registers as a club within the LBC jurisdiction, and which agrees to conduct its programs in accordance with and agrees to be bound by the rules and regulations of USA Boxing and meet all registration requirements of USA Boxing.

¹ Forbes. Top Rank Exec: Boxing Making Huge Comeback With Younger Audiences. Anthony Stitt. March 2022.

Exhibition – A competitive match put on as a display (for entertainment purposes); winners may be declared, but the bout is not officially recorded. Exhibition bouts are prohibited by USA Boxing.

Financial Statement for Competition – A report outlining the revenue and expenses generated by a USA Boxing sanctioned event. Financial statements are due within 30 days of the conclusion of the event.

Individual Striking Combative Sport – A sport in which individuals compete by striking one another using any facet of their body shall be considered an individual striking combative sport. Examples of such sports include, but are not limited to: Boxing, Karate, Kickboxing, Muay Thai, MMA, and Taekwondo. USA Boxing members are prohibited in participating in individual striking combative sports not sanctioned by USA Boxing. Please refer to Section 6 of this document for more information.

Local Boxing Committee (LBC) – Member organizations of USA Boxing that promote and administer Olympic-style boxing at the local level under the jurisdiction of USA Boxing.

Sanction – A certificate of event approval, issued by USA Boxing.

Sanctioned Event – A combative sporting contest sanctioned by USA Boxing, a state/tribal commission or military entity. USA Boxing sanctions are administered using the USA Boxing rulebook. Please see Section 6 of this document for more information.

Sanction Holder – The person responsible for a USA Boxing sanctioned event.

Sparring – A form of training where two boxers simulate the act of boxing in a controlled environment, under the guidance of a USA Boxing registered coach. Sparring is to be used exclusively for training purposes, at a training facility and during business hours. Sparring as entertainment is prohibited.

Unsanctioned Event – A combat sports event, not sanctioned by USA Boxing, the state or tribal athletic commission, or a branch of the armed forces.

Section 3 – What Defines a Sanction?

USA Boxing understands the need to host an event is as diverse as the members looking to host them. As such, USA Boxing events aren't strictly used for competition and development. With boxing's popularity on the rise, boxing events are becoming increasingly common in sports entertainment and philanthropic circles.

Not only is it important for USA Boxing to illustrate how to facilitate a sanctioned event amongst these trends, but also to provide guidance to those focused on the more traditional facets of the sport.

When determining whether an event or activity needs to be registered as a sanction, USA Boxing asks to consider the following:

- Will the event generate revenue or other means of monetary support?
- Where will the event be held?
- Will the event be advertised? If so, how? (social media, sponsors, television/radio ads etc.)
- Will there be an admission fee or donation asked to attend the event?
- Will winners be declared, and their bouts recorded by USA Boxing (Matchtracker)?
- What is the production level of the event? (lighting, sound, video, DJ, etc.)

A common example is determining when a "sparring event" must be filed as a sanction. Below is a chart that outlines differences between the two.

Sanction/Event	Sparring
 Used to generate revenue or other monetary support Widely advertised (social media, sponsors, etc.) Advertising a donation/admission fee Winners declared and bouts are recorded The sale of concessions, alcohol, etc. Higher production value (lighting, music, announcer, etc.) Often held off-site 	 Strictly for training and development Minimal, if any, advertising Admission or donations not required No winners declared No concessions sold No production Held at a gym or training space

Note: USA Boxing recognizes the chart above is not exhaustive of all scenarios. USA Boxing has the discretion and authority to interpret such activity and act in accordance with the USA Boxing rulebook and/or this document.

Section 4 – What Sanctions Does USA Boxing Recognize?

4.1 - Sanction Types Approved by USA Boxing

The following are sanction categories approved by USA Boxing. All approved USA Boxing sanctions are administered in accordance with the USA Boxing rulebook and afforded coverage via USA Boxing's insurance policy. Please see **Rule 3** of the USA Boxing rulebook for more information.

Club Events

These events are often local, neighborhood events, primarily held for the development of local athletes, coaches, and officials. Many of these events are held in local boxing clubs, community centers, gymnasiums, and other publicly accessible facilities.

These events are not intended to fundraise or garnish financial support for anyone other than the immediate boxing community (the hosting club/gym, the LBC, etc.). Club events receive final approval from the hosting local boxing committee.

LBC Events

LBC events are managed by the hosting LBC's board of directors. Examples of these types of events are state/regional Golden Gloves or Junior Olympic tournaments. Requirements to host an LBC event are identical to those of a club event but must be entered by the board of directors of the hosting LBC.

Pro-Am Events

Pro-Am sanctions contain a mixture of professional and Olympic-style bouts at the same event. This is similar to a club show, except the host must pay the LBC \$100 per Olympic-style bout on the card. The host is required to submit certificates of medical and liability insurance for the professional segment of the event to USA Boxing. Pro-Am sanctions must receive final approval from the national office.

3rd Party/Fundraiser Events

The primary objective of a 3rd Party/Fundraiser event is to use a USA Boxing sanctioned event to raise money or further the efforts of an external organization. USA Boxing uses various factors to help determine this classification (see section 8.2). 3rd party events receive initial approval by the hosting LBC and final approval by the national office. Please refer to the USA Boxing rulebook for more information.

Golden Gloves Events

These events are part of the Golden Gloves Tournament of Champions, held annually. Events in this category can only be hosted by a delegate approved by the Golden Gloves Association. Sanctions part of the Golden Gloves Tournament of Champions receive a discount for hosting multiple day events.

4.2 - Events Hosted by Other Governing/Sanctioning Bodies

USA Boxing has been appointed as the National Governing Body for the sport of Olympicstyle boxing in the United States, by the United States Olympic and Paralympic Committee, through the Ted Stevens Olympic and Amateur Sports Act.

As such, it is prohibited for a USA Boxing sanctioned event to promote other such organizations in a means that detracts from USA Boxing or alludes to such organizations as the governing/sanctioning body of the event.

Utilization of this practice includes, but is not limited to:

• The use of imagery associated with recognized intellectual properties (i.e., the WBC's Green and Gold color scheme, the WBA's *Future Champions* initiative, etc.)

- Prizes, awards, or other such accolades that advertise or promote an external organization's program, objectives, or initiatives (WBC Green Belts, WBC Amateur League Medals)
- Advertising that prioritizes or emphasizes an external organization above USA Boxing, through imagery or symbols commonly associated with said organization (images of certain executives within the organization or strategic placement/usage of certain logos, branding, or colors).

USA Boxing reserves the right to request modifications of any USA Boxing sanctioned event not in compliance with the USA Boxing national rulebook, or this manual. Failure to do so may result in the cancellation of an event.

Section 5 – International Club Exchanges

USA Boxing events that host international participants are subject to USA Boxing's International Exchange Policy. Sanction holders are required to:

- Send a formal invitation to the participating club
- Obtain a letter from the national federation representing the invitees, accepting the invitation
- Complete the International Exchange Application
- Report the results of the event to the USA Boxing national office

Please review **Rule 4.5** of the USA Boxing national rulebook for more information.

Section 6 - Participation

USA Boxing members are allowed to participate in USA Boxing sanctioned events, along with certain events sanctioned by state/tribal athletic commissions, or events that take place on a military installation. Please see the chart below.

USA Boxing Membership Type	USA Boxing Sanctioned Event	State/Tribal Commission Sanctioned Event	Events on Military Facilities	Organizations Recognized by State Commissions	Events Sanctions by Other Organizations (ISKA, IKF, etc.)
Athlete	Yes	No	No	No	No
Coach	Yes	Yes	Yes	No	No
Official	Yes	Yes	Yes	No	No

USA Boxing members who participate in an unsanctioned event are subject to USA Boxing's disciplinary process. Please see **Rules 1.5** and **8.2** in the USA Boxing rulebook for more information.

As USA Boxing does not receive adequate health or injury data from external organizations, athletes found participating in an unsanctioned event will be placed on a 30-day medical suspension. This is to ensure the health and safety of the athlete and avoid secondary injuries.

To verify whether an event is sanctioned by USA Boxing, please contact:

Andrew Banuet – Boxing Operations Coordinator 719-866-2355 <u>abanuet@usaboxing.org</u>

Section 7 – Sanction Requirements

7.1 – Eligibility

To host a sanction, the sanction holder must:

- Be a current, non-athlete member of USA Boxing
- Complete all membership requirements (Background Screening, Safesport, coach/official certification)
- Have a registered club with USA Boxing

Once the above requirements are met, members can host an event on behalf of their club. The cost to host a sanction varies by the type of sanction, number of competition days and by LBC. For more information, please view Appendix J of the USA Boxing rulebook and the LBC Fee Schedule, found <u>HERE</u>.

If a 3rd party organization, not a member of USA Boxing, is looking to host a sanction with a USA Boxing registered club, USA Boxing or the hosting LBC reserve the right to deny the sanction if that organization's involvement is not in the best interest of USA Boxing, the hosting LBC, or its members.

7.2 – Insurance

USA Boxing insures all sanctioned events. For an event to receive coverage via USA Boxing's insurance policy, the hosting club and club contact must be an active member of USA Boxing. Clubs who fail to meet those requirements shall not receive coverage.

Companies or organizations with a vested interest in a USA Boxing sanctioned event (owner, landlord, municipality, etc.) may be added as an additional insured.

For insurance related questions, please contact <u>membership@usaboxing.org</u>. Please add the event name and sanction number in the email. The average turnaround time for a certificate of insurance is 1 - 2 business days.

7.3 - Scheduling & Approval

LBCs are responsible for the scheduling and final approval of local, regional, state or LBC hosted events. LBCs provide initial approval for 3rd Party/Fundraiser and Pro-Am events,

with USA Boxing providing final approval, which may have additional requirements. Please see Section 8 for more information.

Initial Approval

Prospective sanction holders are required to notify their LBC of their event, prior to applying for the sanction on usaboxing.org. LBCs may require sanction holders to meet additional prerequisites, not found in the USA Boxing rulebook, prior to approval. Once all conditions are met, the LBC will ask the sanction holder to enter their sanction, where it will be approved by the LBC. No additional approval is needed for local, regional, state, or LBC level sanctions. For 3rd party or pro-am sanctions, final approval of the event will be deferred to the USA Boxing national office.

Final Approval

Sanction holders looking to host a 3rd Party/Fundraiser or Pro-Am event must receive initial approval from the LBC. Once the LBC provides initial approval, the sanction holder may enter their event on usaboxing.org. The event will be subject to additional sanctioning procedures, as outlined in this manual and the USA Boxing rulebook. Once remaining conditions are met, the USA Boxing national office will approve the sanction.

Failure to comply with the LBC's or USA Boxing's approval process will result in the cancellation of the event. For additional information on local approval policies, please contact the LBC.

Cancellations

All sanctions must be held the same fiscal year in which the sanction was paid for (USA Boxing's fiscal year runs from November through December of the following year). Cancelled sanctions can be rescheduled to another date within the same year, pending LBC and/or USA Boxing approval. Sanctions that are not rescheduled must be refunded by December 31 of that fiscal year. Sanction fees for events not rescheduled or refunded by the end of the year will be forfeited.

Sanction Requests Outside the Hosting LBC

Several of USA Boxing's LBCs lie in close proximity to one another. Thus, requests to host an event outside the sanction holder's assigned LBC are common. There are three scenarios where this occurs:

<u>Club Hosted Event</u>

This is where a club is looking to host an event outside their assigned LBC. In such an event, the sanction holder will be required to notify their home LBC about their intention to host an event outside their LBC and ensure the event complies with all LBC level bylaws.

Secondly, the sanction holder must acquire final approval from the hosting LBC. In doing so, the sanction holder is subject to the fees and sanctioning policy of the hosting LBC and/or USA Boxing.

If the hosting LBC grants final approval to host the event, they must enter the event on behalf of the sanction holder and work directly with the sanction holder to ensure all LBC requirements are met, to include but not limited to, the assignment of officials, payments of fees, etc.

<u>LBC Hosted Event</u>

Commonly, LBCs to LBC requests occur when attempting to host a 3rd party/fundraiser event or pro-am. The representative of the LBC looking to host the event will need to contact the LBC of where the event will be held. In doing so, both LBCs are to agree to the terms of the sanction, including but not limited to, sanction fees, official assignment, etc.

Like a club hosted event, the LBC assigned to the location of where the event will be held will need to enter the sanction with the correct classification, as outlined in Section 4 of this document.

NCBA and USIBA Events

NCBA and USIBA are two LBCs not bound geographically. As such, they may require assistance from the LBC geographically assigned to that area. USA Boxing asks that NCBA/USIBA collaborates with those LBCs when hosting an event, to include official availability and scheduling.

7.4 – Official in Charge

An official in charge (OIC) is a USA Boxing Level II or Level III official who is specially trained to oversee a sanctioned USA Boxing event. All sanctioned USA Boxing events **MUST** have an OIC present. The sanction holder is required to have an OIC available for their event at the time of their application. To secure an OIC for an event, please contact your LBC Chief of Officials. Click <u>HERE</u> for our LBC directory.

Sanction holders who fail to consult their LBC to secure an OIC prior to entering their sanction shall have their sanction denied.

The Chief of Officials is responsible for assigning officials to an event, to include the OIC. Please contact the LBC for questions on requests surrounding the assignment of officials.

The sanction holder and OIC for an event shall not be the same individual, as this is viewed as a conflict of interest.

The official in charge must also work with the sanction holder to ensure the requirements on Emergency Checklist have been met. For more information, click <u>HERE</u>.

7.5 - Multi-Day, Multi-Ring Events

Sanction holders of a multi-day and/or multi-ring event may receive a questionnaire to help USA Boxing better understand the logistics and operations of the event. For such events, the LBC provides initial approval of the event and USA Boxing gives final approval.

USA Boxing will review the questionnaire to determine whether the sanction can be hosted safely. USA Boxing reserves the right to withdraw approval of a sanction if factors that may compromise the health and safety of attendees are identified. That questionnaire can be found <u>HERE</u>.

Multi-ring event requires each ring to have an individual physician and OIC present. Each OIC and physician must be added in the sanction description during the application process.

Upon 30 days from conclusion of event, multi-day/ multi-ring events shall:

- Have all bouts entered via Matchtracker
- Turn in a financial statement of the event

Failure to do so may subject the host to USA Boxing's disciplinary process, which may include but is not limited to, the inability to host future USA Boxing sanctioned events.

7.6 – Events that Meet More than One Sanction Category

If a USA Boxing sanctioned event meets more than one sanction category (i.e., 3rd party/fundraiser AND Pro-Am), USA Boxing may require the sanction holder to fulfill the requirements for each such category, which may impact sanction fees, insurance affordability, and other administrative requirements.

7.7 - Multi-Discipline Events

Due to the culture of the current combat sport environment, it is not uncommon for registered USA Boxing clubs to specialize in multiple combative sports. If a USA Boxing registered club hosts a sanctioned event that combines multiple combative sports (i.e., Boxing AND Karate), the USA Boxing member club will be required to provide proof of medical and liability insurance for the portion of the event not sanctioned by USA Boxing. The LBC will provide initial approval, with USA Boxing providing final approval. Events that fail to disclose activities not approved by USA Boxing will lose insurance affordability.

7.8 - Matchmaking & Registration

Sanction holders shall refer to the USA Boxing rulebook for matchmaking requirements. Appendix F of the USA Boxing Rulebook may also be utilized.

Sanction holders have discretion to implement registration requirements (i.e., bout minimums/maximums) for any local show or tournament, to meet the objective of a sanction.

Section 8 - Sanction Fees & Administration

8.1 - LBC Rate Card

LBCs have the authority to enact additional sanction fees from the ones listed in the USA Boxing rulebook. Such fees are determined by the length and type of event, along with additional resources needed by the LBC to host the event.

For LBCs to enact additional sanction fees, outside what is listed in Appendix J of the USA Boxing rulebook, they must:

- Meet, vote on, and approve the change in sanctioning fees at an LBC board of directors meeting
- Submit the meeting minutes illustrating the change, to USA Boxing
- Have the motion approved by USA Boxing

USA Boxing reserves the right to approve, deny, or modify any rate fee requests in the best interest of USA Boxing and its members.

8.2 - 3rd Party and Fundraiser Events

Identification of a 3rd Party Sanction

3rd party/fundraiser sanctions are identified by the objective and/or theme of the event. When a sanction is used to support or further the operations/objectives of an organization that is not a member of USA Boxing, the LBC or its members, USA Boxing may classify the event as a 3rd party sanction.

Questions used to identify 3^{rd} party/fundraiser sanctions are, but not limited to, the following:

- Is the sanction raising money for a charitable or philanthropic organization not part of USA Boxing or the boxing community?
- Is the event using charitable marketing to draw stronger support the event otherwise may not receive?
- Will the boxing event be used to further promote or elevate another, larger event, or other organization (i.e., a sports expo)?
- Is it a private event? (i.e., taking place as a members-only social club or another exclusive establishment)
- Are the participants competitive boxers that compete regularly?

If a sanction is found to be incorrectly filed, USA Boxing may perform any of the following:

- Contact the sanction holder for more information on the event, to help USA Boxing make the proper determination
- Cancel the sanction and contact the sanction holder to have it re-entered as a third party
- Withdraw approval of the event, pending an investigation.

USA Boxing reserves the right to modify, cancel, or suspend any sanction if it is suspected to be found in violation of the USA Boxing rulebook and/or this document.

Sanction Fees

3rd party/fundraiser events have a sanction fee of \$1,505 or 5% of the net proceeds, not to exceed \$20,000 per competition day, whichever is higher.

The final sanction fees for 3rd party/fundraiser event will depend on a variety of factors, such as but not limited to:

- The amount net revenue generated by the event
- Financial contributions to USA Boxing registered clubs, coaches, and/or LBCs
- The number of competition days of the event
- The objective and logistics surrounding the event
- The location of the event
- Admission and participation costs

When paying for a 3rd party event, the \$1,505 is paid during the initial application process. This fee is paid by the hosting club or LBC, via their usaboxing.org account.

All 3rd Party/Fundraiser events must provide a Financial Statement of Competition within 30 days from the conclusion of the event. Failure to do so will result in the barring of future sanctions by that club/organization, until the information is provided.

Upon receiving the financial statement for the event, USA Boxing will make the appropriate determination based on the information reported. If 5% of the net proceeds exceed \$1,505, USA Boxing will deduct the difference and send an invoice to collect the remaining balance. Otherwise, no other fees will be requested.

To ensure accuracy, USA Boxing reserves the right to request receipts, invoices, and other supporting documentation when reviewing financial statements.

USA Boxing clubs who apply for sanctions on behalf of 3rd party organizations, **are ultimately responsible** for outstanding sanction fees and/or fulfilling any administrative requirements as required by the LBC or as outlined in the USA Boxing national rulebook. We

ask clubs to work closely with 3rd party organizations when planning such events, to ensure all parties are aware of all applicable sanctioning policies and their requirements.

Failure to comply with this policy may result in disciplinary action against the hosting club and its members, which may include, but is not limited to, the revocation of hosting future USA Boxing sanctions.

Approval

For USA Boxing to approve a 3rd party event, the sanction holder must:

- Receive initial approval from the LBC
- Entered their sanction via their usaboxing.org account
- Turned in financial statements for all prior 3rd party events (if applicable)
- Entered Matchtracker results for all prior 3rd party events (if applicable)

8.3 – Pro-Am Events

Pro-am events have the same base fee as a standard club or LBC event, but also include a \$100 fee for each USA Boxing sanctioned bout on the card. This fee is to be paid directly to the LBC. Please contact the LBC to arrange how to pay the additional fee.

If a professional boxing event and an Olympic-style boxing event are scheduled to be held at the same venue and on the same day, classification of whether this needs to be listed as proam event will be determined, but not limited by, the following:

- Is there a reasonable transition time between the parties assigned to work the USA Boxing sanctioned event to the parties assigned to the professional event?
- Are both events being advertised jointly?
- Will one ticket provide entry to both events?

All Pro-am events receive initial approval by the LBC and final approval by USA Boxing. Proam events are required to provide the following:

- Proof of medical insurance covering the professional boxers
- Proof of liability insurance for the professional segment of the event.

For more information, please view USA Boxing's pro-am sanctioning policy <u>HERE</u>.

Approval

For USA Boxing to approve a pro-am event, the sanction holder must:

- Receive initial approval from the LBC
- Entered their sanction via their usaboxing.org account
- Turned in financial statements for all prior pro-am events (if applicable)
- Entered Matchtracker results for all prior 3rd pro-am events (if applicable)

8.4 - Online Registration

Sanction holders may choose to utilize the USA Boxing website (Webpoint) to assist with event administration. Webpoint can manage participant registration, collect registration fees, and vet participants, ensuring compliance with USA Boxing and event guidelines. The cost to establish this service varies by the level of services needed. Please click <u>HERE</u> for more information.

NOTE: USA Boxing reserves the right to require an event to utilize Webpoint's online registration, based on the needs of the event, its participants, shareholders, and USA Boxing.

Section 9 – Post Sanction Requirements

Section 9.1 – Matchtracker

All USA Boxing sanctioned events must have their results entered into Matchtracker within 30 days from the conclusion of the event.

The following parties have access to enter bout results into Matchtracker:

- The club contact for the gym
- A gym administrator (as assigned in Webpoint)
- The OIC for the event
- Any member of the hosting LBC board of directors

The hosting LBC will be held responsible for entering Matchtracker results. It is strongly recommended for LBCs to work with their members and implement a protocol on how Matchtracker results will be entered. Failure to enter Matchtracker results may subject the LBC to USA Boxing's disciplinary process, which includes but is not limited to, the LBC's removal of hosting future sanctions.

Section 9.2 - Restriction Affidavits (Medical Suspensions)

If the ringside physician deems a boxer's injury severe enough to warrant a suspension from competition/training <u>or</u> is from an occurrence outlined in **Rule 5.4** of the USA Boxing rulebook, a restriction affidavit will be issued by the ringside physician.

Restriction affidavits must be emailed within 48 hours to <u>membership@usaboxing.org</u>, with the physical copy and the boxer's passbook sent to registration chair of the boxer's LBC. They will forward the items to the USA Boxing national office.

Please see the *RESTRICTION NOTIFICATION EXAMPLE* FOUND IN Appendix G of the USA Boxing rulebook for more information.

Section 10 - Entering a Sanction

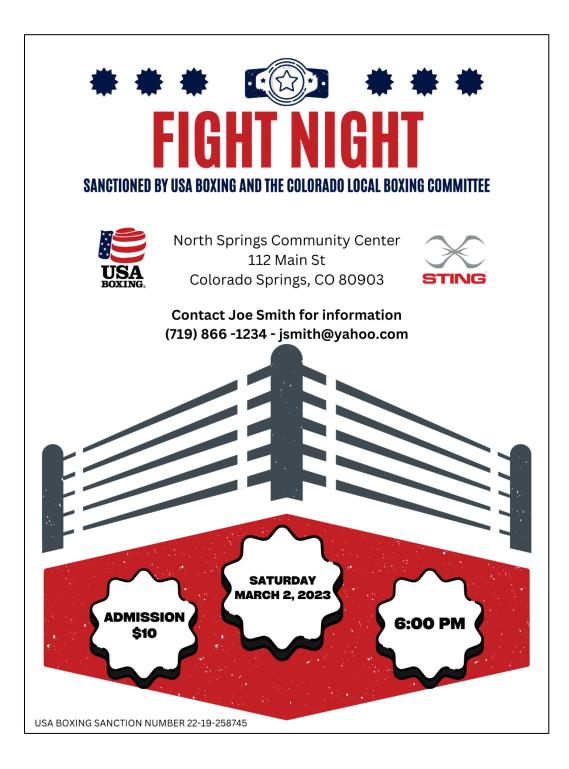
All sanctions must be entered by an administrator of the club hosting the event via their account on usaboxing.org. Once logged in:

- 1. Click the menu button in the top right corner (3 horizontal lines)
- 2. Click Submit an Event within the Event Administration section
- 3. Choose the appropriate sanction type (see section 4)
- 4. Complete the application. In this step, you can also request proof of insurance for the event, once approved. NOTE: You must have the name of the Official in Charge for the event to complete the application. Contact your LBC Chief of Officials for assistance. Their information can be found in the LBC Directory link <u>HERE</u>.
- 5. Agree to the terms and conditions and pay for the sanction.
- 6. Once a sanction is paid for, USA Boxing will send an email confirming payment for the sanction. At that time, the LBC will receive a message notifying them of the event to seek approval. Approval times vary by LBC. For questions on the approval status of an event, please contact your LBC.

NOTE: The USA Boxing national office is responsible for final approval on <u>ALL</u> 3rd Party/Fundraiser and Pro-Am events.

Appendix A: Sample Event Poster

Below is a sample flyer used to advertise a USA Boxing sanctioned event. It is *strongly* encouraged to include the sanction number on all event advertising. Please refer to Rule 4.3 of the USA Boxing rulebook for additional information.



Appendix B: Third Party Sanction Flowchart

Use the following flow chart to help determine whether a sanction should be filed as a 3^{rd} party/fundraiser.

