

INTERCOLLEGIATE BOXING ASSOCIATION

**OFFICIAL HANDBOOK**

Contents

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Dear Collegiate Boxing Club,

The United States Intercollegiate Boxing Association

Board of Directors would like to welcome you to USIBA if you

are a newly registered club or thank you for your interest in joining

USIBA. As a new/potential member of our Local Boxing Committee, we

hope to serve you well.

USIBA prides itself as the premier college boxing governing body in the country. USIBA was formed in 2012 by college students and boxing coaches as a safe, competitive, and exciting league for their teams. USIBA was a pioneer in co-ed intercollegiate club sports, being the first to introduce a women’s boxing championship.

As a member of USIBA you will be able to enjoy:

* Be a voting member of the USIBA Board of Governors.
* Apply for our Ira Mitzer Scholarship (if eligible)
* Receive a 25% discount from Title Boxing
* Ability to attend our coveted National Tournament
* Participate at collegiate boxing events throughout the country
* Become a part of a great collegiate boxing community
* Promote and represent your school at USIBA events
* Promote boxing events on the USIBA calendar
* And so much more!

Please bookmark our website at https://www.collegeboxing.org, where you will find information on our organization, upcoming events, and scholarship information. We can also be found on social media at:

[United States Intercollegiate Boxing Association - Home | Facebook](https://www.facebook.com/collegeboxing/)

[USIBA (@collegeboxing) / Twitter](https://twitter.com/collegeboxing)

[USIBA (@collegeboxing) • Instagram photos and videos](https://www.instagram.com/collegeboxing/)

With this letter we have enclosed USIBA procedures and guidelines on registering athletes, clubs, and hosting events. If your club is interested we can also register club memebers all at one time. Please contact the USIBA Registration Chair at 210-262-9072 with any questions or concerns regarding the registration process.

**Sincerely,**

**USIBA Board of Directors**



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**BASIC GUIDELINES FOR ATHLETE REGISTRATION**

* Register online at webpoint.usaboxing.org
* Next to the question ​ **“Do you coach or box for a college team”,** select ​ **“yes”**. ​ A drop-down box will appear to select your college LBC, select **“USIBA”**.
* Cost of athlete membership is $80.00 for ages 17-34

**Register**

**Select**

* On the next screen, select your college’s club from the drop-down menu and select the “athlete” box. If your club is not registered with USIBA select “no club affiliation”.
* Upload your photo onto your member ID.
* Upload your birth certificate
* Upload your Annual Athlete Physical
* Upload your College Transcripts

**Upload**

**Email**

* Send an email to [collegeboxing.usiba@gmail.com](mailto:collegeboxing.usiba@gmail.com)
* Include the name of your College/School
* Include the address where you would like your passbook sent.
* The passbook is a log for your bouts and must be brought to every competition.

​ ​



**Commonly Asked Questions**

**Q: How long are the athlete (non-athlete) registrations good for?**

A: All registrations expire on December 31st.

**Q: How often do I have to get a physical?**

A: Annual athlete physicals are required every year. They expire one year after the date conducted. You MUST have a current athlete physical attached to your passbook in order to compete.

**Q: Is there a reduced rate for registrations towards the end of the calendar year (i.e. August - December)?**

A: No, but USA Boxing now allows athletes and clubs to register or renew early for the following year starting on November 1st.

**Q: Can a boxer register as a coach and still compete, and vice versa?**

A: Yes, but the registrations don’t overlap so two separate registration applications must be completed and two fees paid. Coaches need to complete certification training and undergo background checks every 2 years as well as complete annual SafeSport training.

**Q: I made a mistake on the online registration and need help. Who do I contact?**

A: Help requests on membership and registration can be addressed to the USIBA Registration Chair at: (210) 363-9072.





**BASIC GUIDELINES FOR CLUB REGISTRATION**

**School Approval**

* Receive approval to get your club recognized by your school as a student organization, club sport, or similar status.

**Club Administrator**

* Once your club is recognized, you’ll need a club administrator who is registered with USAB as a non-athlete.
* Your Club Administrator can register your club with USIBA by selecting the Club Management tab on the left-hand side of their USA Boxing member account at webpoint.usaboxing.org.
* The club membership fee is $255

**Register Club**

* Once completed send an email to [collegeboxing.usiba@gmail.com](mailto:collegeboxing.usiba@gmail.com) asking for approval in the system.

**Email**

* Once your club has been approved the Club Administrator can print the Club certificate from the Club Management tab on their USA Boxing member account.

**Print Certificate**





**CLUB ADMINISTRATOR GUIDE**

**Club Admin Features**

|  |
| --- |
| * View information about your Club * Review your Club's memberships. * View members within your Club, send emails or perform other tasks. |
| **To Renew your Club Membership:**   * Click the Renew my Club link. * Follow additional steps to renew your membership. |
| **To Print your Club Certificate:**   * Click the link Print Club Certificate |
| **To Add/Renew Members within your club:**   * Plus open, My Club * Click the link Add Members * Follow onscreen instructions to add members to your club. * Once completed, click on the navigation link Pay for Members. * Follow onscreen instructions to pay for your members within your club. |
| **To Submit an Event Sanction:**   * Click the Submit an Event Sanction link. * Follow onscreen instructions to submit your sanction. * Once your sanction is submitted, your LBC will review your sanction and approve or deny based on the information provided. * You will receive an email confirmation once the LBC has reviewed your sanction request. |



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**BASIC GUIDELINES FOR COACH REGISTRATION**

* webpoint.usaboxing.org
* Next to the question ​ **“Do you coach or box for a college team”,** select ​ **“yes”**. ​ A drop-down box will appear to select your college LBC, select **“USIBA”**.
* The cost for Non-Athlete membership is $90.00

**Register Online at**

* On the next screen, select your college’s club from the drop-down menu and select the “non-athlete” box. If your club is not registered with USIBA select “no club affiliation”.

**Select**

**Upload**

* Upload your photo onto your member ID.
* You must take and pass your level one coach exam online. This can be located under to your member account.

**Coach’s Certification**

**Safesport Training**

* You must take your Safesport Training. This can be located under to your member account.
* Once your background check has cleared send an email to [collegeboxing.usiba@gmail.com](mailto:collegeboxing.usiba@gmail.com)
* Include the address where you would like your coach’s passbook sent.

**Email**



 **SCHOOL RECOGNITION CERTIFICATE**

**School Name:**

***“We, the undersigned, certify that we will uphold the rules and regulations of USIBA”***

**Name:**

**Address:**

**Phone Number:**

**Email:**

**Signature:**

**Date:**

**Coach**

**Name:**

**Address:**

**Phone Number:**

**Email:**

**Signature:**

**Date:**

**Club President**

**Name:**

**Address:**

**Phone Number:**

**Email:**

**Signature:**

**Date:**

**Director of Club Sports**

**Name:**

**Address:**

**Phone Number:**

**Email:**

**Signature:**

**Date:**

**Faculty Advisor**

**An employee of the school, who is an authorized to represent the school, must affirm to the following:**

***I, the undersigned, certify that\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Boxing Club, is an officially recognized club or organization for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ school year.***

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Printed Name and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



**EVENT PLANNING CHECKLIST**

|  |  |  |  |
| --- | --- | --- | --- |
| **EVENT COORDINATOR** | | | |
|  | **Task** | **Description** | **Time Frame** |
|  | **Obtain the Venue** | Determine the venue the event will take place and the availability for the desired dates of the event. This information will be needed for the sanction request. Please be advised that you will need sanction approval before your event can occur so remember that if you place a deposit. | ASAP- Venues can be hard to secure especially if they are on school grounds as they are shared with other school athletic clubs |
|  | **Contact the USIBA Chief of Officials** | USIBA Chief of Officials is Mac McCadden [macmccadden@hotmail.com](mailto:macmccadden@hotmail.com). Describe your event and details so when your sanction request is submitted USIBA is aware of the event and will approve it. The Chief of Officials is responsible for securing officials to work the event so the sooner he is aware the better. The Chief of Officials name will be needed for the sanction request. | ASAP |
|  | **Obtain Physicians** | Physicians must be either a **Doctor of Medicine (MD)** or **Doctor of Osteopathic Medicine (DO).** You need one doctor per ring and they must be available for athlete physicals preferably during the weigh-ins. Physicians must be registered with USA Boxing and they can register for free at USA Boxing (see Appendix 1 for information for ringside physicians). You can check with the Association of Ringside Physicians to see if any are in your area http://www.ringsidearp.org/. | ASAP. You will need to provide this information when submitting a sanction request. |
|  | **Request the Sanction for your event** | Sanction requests can be made by club administrators. Log onto your USA Boxing account and on the left hand side in the blue menu options request a sanction. Input your event details, pay the sanction fee, and send an email to [registration@collegeboxing.org](mailto:registration@collegeboxing.org) to request approval. | It is recommended to submit your sanction 2-3 months in advance however 21 days in advance is the minimum time period to request a sanction. |
|  | **Print Sanction Document** | Once the sanction has been approved you can print the sanction document which must be displayed at the event. | Any time prior to the event |
|  | **Contact USIBA Registration Chair to coordinate registration of athletes** | Contact USIBA Registration Chair, Theresa Hernandez, [registration@colllegeboxing.org](mailto:registration@colllegeboxing.org) to ensure that your athletes are registered and to obtain passbooks. **THIS MUST BE DONE AT LEAST A MONTH PRIOR TO THE EVENT TO ENSURE THAT PASSBOOKS WILL BE RECEIVED IN TIME!** | ASAP but at a minimum 21 days prior. Passbooks will not be received in time if requested later. |
|  | **Insurance Documents** | USA Boxing will send the Point of Contact listed on the sanction an email a few days prior to the event containing your insurance documents. Insurance covers the venue, spectators, athletes, coaches, officials, etc. Print this document and have it at the event. | A few days prior to the event |
|  | **Security** | Do you need to secure security for the event? What is the expense? | ASAP |
|  | **Ambulances** | In the state of California, it is required that an ambulance for each ring is present during any USA Boxing sanctioned event. If your event is not in California it is highly encouraged to obtain school ambulances on hand or to call the police department prior to the event and notify them that you are having an event and ambulance services may be required so they are aware and prepared. | 2-3 weeks prior to the event |
|  | **Ticket Sales** | Are you selling tickets to the event? At what cost? How far in advance? How do you tell who has paid will they receive a stamp, a lanyard? | ASAP so you can provide that information when marketing the event. |
|  | **Advertising/Marketing** | Advertise your event: Social Media, radio, flyers, etc. | ASAP and ongoing until the day of the event |
|  | **Concession and Sales Opportunities** | Will you be selling food, t-shirts, athletic gear, etc. | ASAP |
|  | **Sponsors (Optional)** | Ideas: create program booklets with a picture and description of all the competing teams in it. Sell ads in the program booklet to sponsors to help raise money. Offer sponsors a place on a banner that could be hung up during the event. | ASAP |
|  | **Fundraising Events (Optional)** | Car washes, fraternity/sorority fight nights, boxing team t-shirt sales,etc. | As much as possible |
|  | **Ring(s)** | Secure ring(s) for the event. Rings must be in good shape and safe. You cannot use a moldy ring that has been stored in someone’s basement for the last fifteen years. Sometimes this can be a lengthy process depending on your area. Ring rentals can be pricey. **If the Ring Captain finds the ring to be unsafe the event will be cancelled on the spot!** | As soon as you have your venue secured |
|  | **Sound System** | Sound system, microphone, etc. to announce athletes that enter the ring, winners, and to make announcements through-out the event. | Test the system prior to the event. |
|  | **Announcer(s)** | (1) For each ring, if possible, to announce the bouts and winners | Secure announcers ASAP |
|  | **Trophies, medals, belts, etc.** | If you are providing trophies or medals to winners | ASAP |
|  | **Gloves** | Red Gloves -3 sets minimum  Blue Gloves - 3 sets minimum  **Only use 12oz gloves with USA Boxing and/or AIBA certification - red and blue recommended** | 2 weeks prior to the event |
|  | **Stools** | (2 )-one for each corner | 1 week prior to the event |
|  | **Buckets** | (2) -one for each corner | 1 week prior to the event |
|  | **Tables** | (5)– one for each side of the ring and one for the glove table | 1 week prior to the event |
|  | **Plastic Bags** | (2) plastic bags for the ring  As many needed to collect event trash | 2 days prior to the event |
|  | **Paper Towels** | (1) To (2) rolls | 2 days prior to the event |
|  | **10% bleach and water solution** | (1) Solution to clean gloves prior to be reused | Day of the event |
|  | **Spray bottle** | (1) For bleach solution | 2 days prior to the event |
|  | **Water** | Individual waters for officials and large water container for athletes | 2 days prior to the event |
| **OFFICIALS** | | | |
|  | **Task** | **Description** | **Time Frame** |
|  | **Sanction Document** | Check and make sure that there is a sanction document displayed at the event | Day of Event |
|  | **Officials Needed** | (3) Judges- minimum  (2) Referees-minimum  (1) Time Keeper  (1) Ring Supervisor  (1) Clerk | ASAP |
|  | **Scale** | Official weigh-in scale, calibrated, medical grade (if possible) | Day of Event |
|  | **Ringside Boxing Bell** | Either electronic or conventional. For events with two rings have two different bells to avoid confusion. | Day of Event |
|  | **Pens/Highlighters, stapler, tape, white-out, rubber bands, etc.** | Administrative Functions | Day of Event |
|  | **Disposable Gloves** | For referees during bouts | Day of Event |
|  | **Forms** | Pregnancy, incident report, injury form, etc. | Day of Event |
|  | **Supervisory Bout Report** | Report to record score results for each bout | Day of Event |
|  | **Scorecards** | Scorecards for each bout | Day of Event |
|  | **Match Tracker Result Form** | Form used to capture every bouts information: boxer’s name, member ID, winner, how the win was achieved PTS, TKO, DQ, etc. **This form must be submitted to the USIBA Registration Chair within 5 calendars after the event.** | Day of Event |
|  | **Gauze** | For referees to wipe blood away during bouts | Day of Event |
|  | **Computer and Printer** | If possible. Is convenient for large events. | Day of Event |
| **ATHLETES** | | | |
|  | **Task** | **Description** | **Time Frame** |
|  | **Passbook** | You must have a passbook to compete |  |
|  | **Annual Athlete Physical** | You must have a current athlete physical to compete |  |
|  | **Boxing Uniform** | The waistband of all boxing shorts must be of a different color than the boxer’s jersey. |  |
|  | **Mouth Guards** | All mouth guards must be form fitting and have not red, pink, purple, or orange colors. It is advisable (but not mandatory) to have two mouth guards. |  |
|  | **Head Gear** | Headgear must be USA Boxing or AIBA approved. Hair must fit entirely under the headgear. If that is an issue for a boxer, he/she must wear a hairnet or shower cap underneath the headgear to keep the hair in place. |  |
|  | **Facial Hair** | No boxer with facial hair (beard, mustache, long sideburns) will be permitted to step on the scales for official weigh-ins |  |
|  | **Hand Wraps** | Bandages must not be longer than 4.5m (14.76 feet), and not shorter than 2.5m (8.2 feet). ▪ Bandages may be no wider than 5.7cm (2 ¼ inches) wide. ▪ Bandages must be made of stretchy cotton material with a velcro closure |  |
|  | **Gauze** | Maximum of 15 meters (49 feet) length and 5 centimeters (2 inches) width of gauze plus a maximum of 5 meters (16 feet) length of 10 centimeters (4 inches) width of gauze pad. ▪ Athletic Tape: A maximum 5 meters (16 feet) length and 2.50 centimeters (1 inch) width. ▪ In all categories, athletic tape, no more than five (5) Millimeters (0.25 inches) wide, may be applied between the fingers. ▪ A boxer may apply the bandage to the hands as he/she likes, provided that the knuckles are not covered by the tape. |  |
|  | **Cup Protector** | A cup protector must be worn by male boxers. Women may wear a groin protector, if they so choose. |  |



[TITLE Boxing](https://www.titleboxing.com/)