



## USIBA Boxing Show Guide

USIBA is a Local Boxing Committee (LBC) of USA Boxing, the National Governing Body of Olympic-style boxing in the United States. Use this guide for best practices when planning a local club show.

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| ASAP                        | <ol style="list-style-type: none"> <li>1. Complete the USIBA Club Show Worksheet, including venue information. Email the completed worksheet to USIBA Chief of Officials (COO).</li> <li>2. Contact USIBA to see if your proposed Club Show date is available, and schedule a call with USIBA to discuss the details provided on your worksheet. USIBA will then okay you to apply for your sanction, and USIBA will provide the name of your event's Chief of Officials.</li> <li>3. Apply for the USA Boxing Club Show Sanction online via your Club's USAB WebPoint portal. You will need the information from your worksheet, as well as the Chief of Officials assigned to you by USIBA. A debit or credit card is required. Be aware that your school, city, or state may have additional requirements for holding a boxing event. USAB sanction requests can be made by your Club Administrator.</li> </ol>         |
| At least 30 Days from Event | <ol style="list-style-type: none"> <li>4. Once the sanction has been approved, print the sanction document so you can display it at the event, and list the official sanction number on written advertisements.</li> <li>5. Advertise your event. Contact other Clubs via email, phone, text, posters, and social media.</li> <li>6. Make certain boxers from your Club are registered with USA Boxing, and that they have their USAB passbooks. Contact USIBA's Registration Chair to get new passbooks issued.</li> <li>7. Advertise your event more, and continue advertising daily until the start of the event.</li> <li>8. Order Awards and t-shirts or other swag for volunteers (or to sell).</li> <li>9. Invite Clubs to send lists of boxers for preliminary Match-Making. Boxer lists should include name, USAB member number, age, weight, and number of bouts' experience.</li> </ol>                         |
| 2-4 Weeks out from Event    | <ol style="list-style-type: none"> <li>10. Recruit and confirm all volunteers (including ticket-takers, glove table, announcer, ring set-up and take-down, clean up crew, concessions, helper for ringside doctor, etc.).</li> <li>11. Put together the USIBA Event Supply list, including: <ul style="list-style-type: none"> <li>Glove table: bleach solution spray or Lysol wipes, pens, markers</li> <li>Admin. Table: pens, highlighter, stapler, rubber bands, white-out, power supply to the ring</li> <li>Referees &amp; Ringside Doctor: disposable non-latex gloves, gauze pads</li> <li>General: water for officials and boxers, 2 rolls of paper towels</li> </ul> </li> <li>12. Start Match-Making, following USA Boxing's competition rules. See the "USIBA Rules Summary" (<a href="http://collegeboxing.org">collegeboxing.org</a>) and the "USAB Guide for Making Matches at the local level."</li> </ol> |
| Day Before                  | <ol style="list-style-type: none"> <li>13. Create a Preliminary Bout Sheet.</li> <li>14. Set up the ring the day before, or morning of, the event. See infographic "USAB Ring Set-up."</li> </ol>  |
| Event Day                   | <ol style="list-style-type: none"> <li>15. Set up chairs and tables for officials. (Supervisor may require power outlet and a printer.)</li> <li>16. Set up area for the Ringside Doctor to conduct boxers' pre-bout physicals.</li> <li>17. Check in boxers and coaches.</li> <li>18. Assist the Chief of Officials (COO) with the boxer weigh-in.</li> <li>19. Make any necessary changes to the Bout Sheet, and confirm with the Supervisor &amp; COO.</li> <li>20. Coaches' Meeting — 1 hour prior to start time, led by the Supervisor.</li> <li>21. Officials' Meeting — 30 minutes prior to start time, led by the COO.</li> <li>22. After the Event: Get event results from the event Supervisor. Confirm with the Supervisor and/or Chief of Officials to input all results into USAB's MatchTracker system. Take down the ring, tables, chairs. Clean up.</li> </ol>   |