

# #BACKTOBOXING

## EVENT OPERATIONS GUIDE



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USA Boxing is committed to supporting a return to event sanctions, as the country gradually proceeds to lift stay-at-home orders. Navigating the next phase of this pandemic is critical and requires effective systems in place to transition away from mitigation in a controlled manner. Leaders at all levels, including USA Boxing, Local Boxing Committee (LBC) leaders, and coaches, will need to prepare their communities by dynamically evaluating, analyzing, and implementing appropriate measures to reduce contagion while maximizing safety.

The document below contains an outline for event hosts (sanction holders) to follow to ensure a safe return to competition. As this is strictly a guide, please tailor these guidelines to the needs of your event. We kindly ask to be mindful of all current local, state, and federal regulations when planning events in your area. Let us be good ambassadors of our sport and prove we can safely return to competition.

Moving forward, our guiding principles will remain the safety of our members, staff, and communities.

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## *Government & Public Health Adherence*

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Please adhere to state and local guidelines during all phases of development for your event. Contact your state health department for more information.

### **Health & Safety Task Force**

Appoint a Health and Safety Task Force within your LBC responsible for upholding the policies and procedures laid out in this document. This committee should be comprised of a ringside physician, Chief of Official (COO), Local Organizing Committee (LOC) representative, event host, sanction holder and/or other LBC Leaders. For multi-day events, the Health & Safety Task Force must include a staff representative from USA Boxing National Office.

- Deputize event coordinator responsible for addressing COVID-19 issues
- The Task Force will have authority to advise on the decision to modify, restrict, postpone, or cancel the event, as well as to uphold the sanitization procedures outlined in this document

### **Local Health Department**

Ensure you are following local health department guidelines.

- Ensure planner has the most current COVID-19 information.
- Ensure event planners develop proper public health policies and procedures based on the guidelines in this document

## Local Healthcare Providers

Identify and collaborate with local healthcare resources (e.g., urgent cares, emergency rooms, ambulance services) in the development of a medical plan.

- Get contact information for nearby healthcare providers
- Share all prevalent event information
- Document the provider information and make available to participants

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## *Medical Adherence*

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In order to uphold the recommendations given by the World Health Organization and the Centers for Disease Control, and ensure the safe resumption of USA Boxing single and multi-day events, the following protocols should be strictly followed. An event medical plan, with attention to Covid-19 factors, should be established based on the following guidelines.

### Essential vs. Non-Essential Personnel

Determine who will be allowed at the event by grouping people into essential and non-essential categories and decide which groups will be allowed at the event.

- Essential: boxers, coaches, officials, volunteers, event staff, medical staff and security, parents, or guardians of minors
- Non-essential: media, spectators, and vendors

Encourage individuals with pre-existing conditions not to attend.

### Venue Analysis

Work closely with venue to maintain cohesion between local government restrictions as well as adherence to guidelines in this document. An analysis of all venue areas should be conducted for the purpose of minimizing exposure and potential cross-contamination between participants. Host should create a venue diagram identifying entrance/exit points, check-in area, weigh-in area, glove table, FOP, venue flow, etc.

- Separate entry points for Essential vs Non-Essential personnel are recommended if possible
- Ensure all points-of-entry are properly labelled (e.g. “Athlete Check-in”, “Coach Check-in”, “Spectator Entry”, etc.)
- Utilize separate entrances for entering and exiting the building, when possible
- Consider an onsite isolation room for someone who exhibits Covid-19 symptoms during the event
- Tables should be separated to the best extent possible by service type
  - For example: Athlete Check-In, Credentials, Ticketing, etc.
- Competition Ring Recommendations
  - Provide 12 feet of clearance from ring apron to the FOP barrier on all sides, if possible

- Consider limiting the number of officials (e.g. 3 judges)

Using the venue diagram, simulate entering the building through designated paths, noting various “hot spots” of high-risk contamination and transfer (e.g. bleachers, hallways, walkways, doorknobs, sink taps, warm-up area, glove table, etc.). Also, note the location of all sanitizer/cleaning stations.

## Communication

Determine communication strategy for risk mitigation to ensure clear, accurate communication leading up to and through the conclusion of the event.

- Establish communication with public health authorities
- Establish pre-event communication with participants using various platforms (e.g. email, social media, zoom)
  - Include the policies in place for risk mitigation as it applies to each group (e.g. boxers, coaches, officials, media, spectator, etc.)
    - Identify the roles and responsibilities of each
  - Provide an event schedule
- Conduct a mandatory coaches meeting before competition to review the procedures and guidelines in this document for a clean and safe event
  - Inform participants what to do/who to contact if someone should exhibit symptoms during the event
- Utilize social distancing floor markers, spaced 6 feet apart, in addition to signage promoting social distancing guidelines, anywhere lines may form
  - Post directional signage throughout venue
  - Include informational posters
- Provide a post-event summary to participants making sure to include the following
  - Who to contact in case an individual develops Covid-19 in the following 14 days
  - A notification process for all event athletes, coaches, staff, media, spectators and vendors if the organizers/medical personnel learn of suspected or confirmed cases of COVID-19 at the event

Signage and forms, such as the Confirmed Cases Checklist, referenced above can be located on USA Boxing’s Back to Boxing page <https://www.teamusa.org/USA-Boxing/Coronavirus>

## PPE Compliance

To comply with WHO and CDC recommendations while ensuring safe operation of USA Boxing sanctions, the following protocol need to be strictly enforced.

- The collection and distribution of PPE and other essential provisions such as, but not limited to
  - Hand Sanitizer Gels and Dispensers
  - Disinfectant /cleaning wipes
  - Masks (cloth masks are acceptable)
  - Disposable Gloves (Latex or Nitrile)
  - Temporal Thermometers

## Health Screening

In accordance with CDC guidelines, Everyone entering the venue should show no signs or symptoms of COVID-19 in the past 10 days, nor had close, sustained contact with anyone who is sick, presents symptoms, or has been exposed to someone who tested positive for COVID-19 within 10 days of the event. The following measures can be taken to protect your attendees.

- Temperature Screening: Attendees with a fever of 100.4 degrees Fahrenheit or higher, should not be admitted
  - After 5 minutes, a temperature recheck should be allowed
  - Advise boxers not to take their temperature within 30 minutes of exercising
- Health Screening: Required of all participating USA Boxing members to further prevent the spread of COVID-19 and reduce the potential risk of exposure
  - The Health Screening can be verbal or in the form of a questionnaire or sign-in sheet
- Hold Harmless Waiver: Recommended for everyone entering the venue to complete a Hold Harmless Waiver acting like a liability waiver
  - Consider posting signs or posters providing notice of COVID-19 risks with disclaimers of liability
- Sign-in Sheets: Recommended to aid in contact tracing. Sign-in sheet should include space for name, phone number, and time stamp
  - Sign-in sheet may include verbiage from Hold Harmless waiver, and act as a liability waiver
  - Sign in sheet may include verbiage from health screening questionnaire and replace the need for individual questionnaires

*The data, related to Covid-19, collected at the event, should be obtained in a way that patrons cannot see the information provided by other participants. Data must be submitted to and securely kept by LBC for 1 year.*

It is the responsibility of the sanction holder, with guidance from the Health & Safety Task force as well as the LBC, to decide which measures are best suited for the event, in accordance with local and state guidelines. At minimum, the event host or sanction holder must require a temperature screening as well as a health screening for any USA Boxing member (coach, athlete, official) participating in the event. Finally, it is recommended to consider a way to identify those who have successfully passed all health screening requirements (e.g. wristbands, stickers, stamps, etc.). For multi-day events, participants will need to complete a new health screening each day.

Health Screening forms and other templates referenced above can be located on USA Boxing's Back to Boxing page <https://www.teamusa.org/USA-Boxing/Coronavirus>

## Disease Mitigation Procedures

Mitigation procedures aim to reduce the probability of infection. Emphasis is on event host to recommend personal-level actions, and on the individual's responsibility for implementing them.

- Ensure all event personnel are informed of current COVID-19 information

- Require everyone in attendance to wear a mask covering their mouth and nose (fabric masks are acceptable)
- Social distance. Six-foot distancing floor markers are highly encouraged
- Encourage frequent handwashing
- Open available windows and doors to maximize airflow
- Provide hand sanitizer in strategically targeted locations throughout the venue
- Offer and strategically place multiple trash receptacles around venue; if possible, provide trash receptacles with lids
- Encourage boxers and coaches to bring their own food and hydration
- Boxer should use their own spit bucket, towel and hygiene products
- Consider sourcing and providing plastic face shields for personnel such as, ringside physicians and referees, who will be in close proximity of unprotected boxers
- Provide appropriate face coverings and gloves to all employees and volunteers
- Establish frequent cleaning schedule for high touch areas
  - Consider breaks or intermissions in the competition to help clear the venue to allow for cleaning
  - See that the custodial staff wear appropriate PPE to minimize contact with potentially contaminated surfaces
  - Consider creating a checklist for cleaning times, and save for your records

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## *USA Boxing Adherence*

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### **Test Event**

Test events will serve to prepare LBCs for the return of larger events. Test events are limited and required of all LBC's wanting to return to competition. LBC directors will manage test events to ensure the effectiveness of newly adopted protocols, in addition gauging/maintaining comfort levels for participating officials and physicians. Officials-In-Charge (OIC) for the LBC should be required to attend, while all active officials and ringside physicians should be encouraged to attend to provide feedback. Limited to registered clubs and members within the host LBC ONLY. Maximum of 10 bouts, pre-matched. 3 judges at ringside. No or limited audience.

- Judges at ringside are limited to 3; however, it is recommended to invite all officials from the LBC to attend the test event for experience and refresh, with the idea of providing officials confidence in the protocols so that they too come back to boxing.
- To ensure proper execution of the guidelines below, USA Boxing will require the following pre & post event write-ups
  - Pre-Event Checklist & Risk Assessment
    - Must be submitted to the National office 7 days prior to event
  - After Action Report (AAR)
    - Must be submitted to National Office 10 days after event conclusion

- Upon completion of a successful test event, USA Boxing’s expectations are that the LBC leaders work closely with event hosts and sanction holders to guide and provide insight to ensure future event success.

### Single Day Event

After the execution of a successful test event by the LBC, event hosts may resume holding local single day event sanctions under the guidance of the LBC, while adhering to the guidelines within this document and following all local and state regulations. Participation in event sanction will be limited to members who reside in areas that are in the same phases as the one that is hosting the event.

- To ensure proper execution of the guidelines below, USA Boxing will require the following pre & post event write-ups
  - Pre-Event Checklist & Risk Assessment
    - Must be submitted to the LBC 7 days prior to event
  - After Action Report (AAR)
    - Must be submitted to LBC 10 days after event conclusion
- LBC is encouraged to meet with event host prior to the start of the event to offer guidance based on the knowledge and experience gained from the Test Event phase

### Multi-Day Event

After the execution of a successful single day event, sanction holders may resume multi-day events under the guidance of the LBC, while adhering to the guidelines within this document and following all local and state regulations. Multi-day events include all local, regional, and national Golden Glove and Silver Glove sanctions, Sugar Bert tournaments, as well as 3<sup>rd</sup> party charitable events, such as Battle of the Badges, Guns & Hoses, and Haymakers for Hope.

- To ensure proper execution of the guidelines below, USA Boxing will require the following pre & post event write-ups
  - Pre-Event Checklist & Risk Assessment
    - Must be submitted to the National office 10 days prior to event
  - Venue diagram
    - Host should create a venue schematic identifying entrance/exit points, weigh-in area, glove table, FOP, etc.
    - Must be submitted to National office 10 days prior to event
  - Schedule
    - Host should create a schedule outlining time & dates for check-in, weigh-in, competition, and other coinciding events
    - Must be submitted to National office 10 days prior to event
  - Meetings
    - Host must meet with LBC a minimum of 10 days prior to start of event
    - Host must meet with USA Boxing National Office a minimum of 10 days prior to start of event
  - After Action Report (AAR)
    - Must be submitted to National Office 10 days after event conclusion



## USA Boxing Bylaws

Per Article 15.2 of USA Boxing Bylaws, regarding Sanctioning of Events; USA Boxing reserves the rights to deny, cancel or postpone any USA Boxing issued sanction if USA Boxing believes the event would be “...detrimental to the best interests of USA Boxing”.

USA Boxing is committed to supporting a return to event sanctions. Event hosts, and leaders at all levels, including USA Boxing, and Local Boxing Committee (LBC) leaders, will need to prepare by evaluating, analyzing, and implementing the appropriate measures within this guide to reduce contagion while maximizing safety.

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## Operational Guidelines

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### Matching

USA Boxing recommends the following measures of precaution, dependent upon type of event (single or multi-day), and your state and local guidelines.

- Event organizer should pre-match when possible to avoid an open weigh in - (this means no walk-on bouts)
  - This is mandatory during the LBC Test Event phase
- Event organizers are encouraged to submit a bout sheet or list of boxers to the COO the day before the event
- Event organizer is encouraged to use Webpoint to better track event participation

### Check-In / Weigh-In

Check-in & weigh-in will be the first interaction between event participants (boxers & coaches) and event officials (staff & R/J's). The goal is to disperse and spread out to minimize the potential of exposure, while utilizing PPE and following proper cleaning procedures.

- Entrances and Tables should be separated by service type to further disperse crowds. For example, groupings should be as follows, with appropriate spacing between each area (e.g. “Boxer Check-in”, “Coach Check-in”, etc.)
  - Recommended that registrations be completed in Webpoint prior to check-in
  - Dependent on event and venue size, divisions can have staggered check-in times to control the flow of traffic
  - Signage and floor decals should be posted in the area advising that individuals waiting in line should remain at least 6 ft. from others
  - All boxers and those accompanying them to the event will be advised to bring their own PPE
- Take precautions to reduce the risk of exposure for staff and officials at check-ins and weigh-ins
  - All staff working check-in and weigh-in should be required to wear masks and latex or nitrile gloves

- Hand sanitizer pumps or stations should be made available at all tables where staff and/or officials are stationed
- Disinfectant /cleaning wipes should be used to wipe down all countertops and surfaces every 30 minutes

### Field of Play (FOP)

The protocols below will be implemented with the goal of increasing the space available by limiting the FOP to active essential personnel. Priorities will be around implementing regular sanitization of shared equipment and reducing as many opportunities for physical contact. For larger events, consider sessions, or different start times throughout the day to limit number of people in the venue at any given time, but avoid limiting participation

#### **Glove Table & Warm Up Area**

- Observe proper distancing
- Cap the number of participants allowed, per social distancing guidelines
- Encourage coaches to wrap hands outside of warm up area
- Event organizer should consider scheduling times for coaches and boxers to enter warmup area to avoid congestion
- Provide disinfectant / cleaning wipes at glove table

#### **On-deck Area**

- Observe proper distancing
- Each boxer is allowed two (2) coaches in the on-deck area
- When possible, create separate entry and exit points
  - Once the boxer is in the on-deck area, they are not required to wear a mask prior to entering the ring
  - Once boxers exit the field of play, they should resume wearing their face masks
- Provide disinfectant / cleaning wipes for high touch areas

#### **Competition Area**

- Only allow essential personnel in FOP
- Utilize separate entry points for red & blue corners
- In reduced capacity events, limit the number of essential personnel within the FOP
  - Limit coaches in corner to only two (2) per boxer
- Disinfect ring between each bout
- Provide disinfectant / cleaning wipes for coaches to wipe down corner while boxer is being examined by the ringside physician
- Hand sanitizer and disinfectant /cleaning wipes should be available at all tables where officials and other event administrators are stationed
  - Sanitization is recommended every 30 minutes or when a change in position occurs
- Chairs should be six feet apart to encourage social distancing
- Glove running should be carried out by the sanitization coordinator or team, while wearing proper PPE

- Everyone inside the FOP will be required to wear masks and latex/nitrile gloves
  - Exception for boxers who will be required to wear their face mask until they enter the on-deck area
  - It is recommended for boxers to continue wearing their face mask upon the conclusion of their post bout physical

## Awards

Award presentations that happen inside or outside of the ring, should avoid gatherings of large groups of athletes and spectators. Consider flow of event when determining when and where award ceremony should take place. All areas of possible direct contact should be removed, and the presentation process will be modified to accommodate this.

- Award presenter should be required to wear masks and latex/nitrile gloves
- Hand Sanitizer and disinfectant / cleaning wipes should be provided for the Awards Area
- If award presentation is outside of the ring, markings should be placed on the floor to indicate where the athletes should line up as they pick up their award
- Friends or family should be advised not to gather as athlete receives award
- Awards Backdrops, such as step repeat banners, should be avoided to discourage large crowds and gatherings
  - If the event host chooses to have an award backdrop, consider allowing a single staff member or event photographer in this area to take photos
    - Agree to upload photos to an online shared album post-event
    - Provide information to the participants and family on how to find and download photos for their own use

## Spectators

Refer to state, local, and USA Boxing guidelines for guidance regarding the admittance of spectators at events.

- Social distancing must be observed and face masks covering the mouth and nose are mandatory
- High traffic areas such as bleachers, concessions, and restrooms, as well as, high touch areas such as handrails, table surfaces, and doorknobs should be cleaned and disinfected frequently throughout the event

## Vendors & Concessions

These areas of high traffic and exchange of equipment and other materials could aid in the transmission of an illness or virus. To keep attendees at your event safe, it is recommended that the following protocols are in place.

- All staff working will be required to wear a mask and latex/nitrile gloves
- Install clear plastic partitions, or other suitable barriers, around registers and employee/patron interaction points
- Have a single point of entry and exit for all concession stands
- Place distance markers six feet apart at all concession aisles
- Provide sanitizing stations in and around concession stand areas
- Tables and chairs should be placed six feet apart and sanitized after each use

- Stock concession stands with pre-packaged items, as much possible
- Offer canned or bottled beverages in lieu of self-service beverage machines
- Offer pre-wrapped utensils
- Avoid self-service condiment stations

As a reminder, work closely with venue coordinator or building administration to ensure cohesion between local government restrictions as well as adherence to guidelines in this document.

### Staff/Hospitality Room

These gathering places for officials and other tournament staff pose risk for added exposure over several days. Adjustments should be made to allow for as much social distancing as possible.

- If possible, the number of tables in the hospitality area, as well as the number of chairs stationed at each table, should be reduced to provide greater distance between tables and seats
- Recommend pre-packaged or “boxed” meals for staff to remove need for shared serving utensils and attended stations
- Offer pre-wrapped utensils, and disposable plates
- Bottled water is recommended in place of shared dispensers

### Post Event

Event hosts must conduct an After-Action Report (AAR). The data collected will determine if the event was successful and help evaluate if the host is adequately prepared to hold future events

- Encourage all event participants (coaches, officials, staff, etc.) to give feedback about the event and the COVID-19 mitigation procedures in place
- All COVID-19 related documents must be submitted to your LBC for record keeping purposes. LBCs should retain these documents for minimum of one year.
  - Records to keep should include:
    - Pre-Event Checklist
    - Risk Assessment
    - Events sign-in sheets
    - COVID-19 Health Screening Questionnaires
    - Hold Harmless Waivers
    - Cleaning logs
    - After Action Report (AAR)

Additional resources, such as signage, forms, and templates mentioned throughout this document, can be located on USA Boxing’s Back to Boxing page <https://www.teamusa.org/USA-Boxing/Coronavirus>

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## Conclusion

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Boxing is more than a sport. It redeems, forgives, and offers purpose. As stewards of this great sport, USA Boxing strives to operate by our guiding principles - keeping members, coaches, officials, staff, and patrons safe. We developed this operations guide as a framework for our LBC communities to mitigate, comfort, and transition their constituents back to a familiar sense of normalcy. As an organization, we acknowledge the potential hardships that come with transitioning towards a post-COVID society. Just know, you are not alone. Together, we will weather this storm. For many of us, boxing is a way of life. It is not something that will just go away. Thank you for your cooperation in preserving the sport we love for generations to come.

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## Acknowledgements

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Ensuring a safe environment for all to participate is not an individual effort. We would like to take a moment to acknowledge the parties that helped develop this guide. A big THANK YOU goes out to our fellow National Governing Bodies across the Olympic spectrum, the United States Olympic and Paralympic Committee, Pure and Clean Sports, the Centers for Disease Control and Prevention, the World Health Organization, the USA Boxing Referee & Judges Commission, the USA Boxing Physicians Commission, and our LBCs leaders for their facilitation of this manual. We could not have done any of this without you.

Lastly, we cannot overemphasize the importance of adhering to federal, state, and local guidelines when implementing the procedures outlined in this guide. If you have additional questions on these guidelines, please contact your state health department for more information.

*The information in this document is not intended or implied to be a substitute for professional medical advice, diagnosis, or treatment. All content, including text, graphics, images and information, are provided for general informational purposes only. The knowledge and circumstances around COVID-19 are changing constantly and, as such, USA Boxing makes no representation and assumes no responsibility for the accuracy or completeness of this information. Further, you should seek advice from medical professionals and/or public health officials if you have specific questions about your return to training and competition.*

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## USA BOXING PRE-EVENT CHECKLIST

LBC:	State:
Event Name:	Event Host:
Number of Competition Days:	Number of Bouts:
Competition Venue:	Venue Size & Capacity:
Appointed Health & Safety Coordinator:	

Action Items:	COMPLETED
Complete the Risk Assessment Checklist	<input type="checkbox"/>
Create a venue diagram (required for multi-day events)	<input type="checkbox"/>
Create Event Schedule (required for multi-day events)	<input type="checkbox"/>
Schedule a meeting with Health and Safety Task Force and attach minutes (required for multi-day events)	<input type="checkbox"/>
Communicate expectations for participants via email, social media, zoom, etc.	<input type="checkbox"/>
Print Signage, including directional and informational posters	<input type="checkbox"/>
Print necessary forms including COVID-19 Health Screening Questionnaire, and Hold Harmless Waiver	<input type="checkbox"/>
Create list of local medical offices/hospitals, include contact information	<input type="checkbox"/>
Designate one or more people (dependent on event/venue size) to uphold the sanitization procedures	<input type="checkbox"/>
Order wristbands, stickers, or sharpies to identify those who have passed the health screening	<input type="checkbox"/>
<b>Additional Requirements for Multi-day Event:</b>	
Create and submit venue diagram to USA Boxing National Office	<input type="checkbox"/>
Schedule and attend a meeting with LBC	<input type="checkbox"/>
Schedule and attend a meeting with USA Boxing National Office	<input type="checkbox"/>

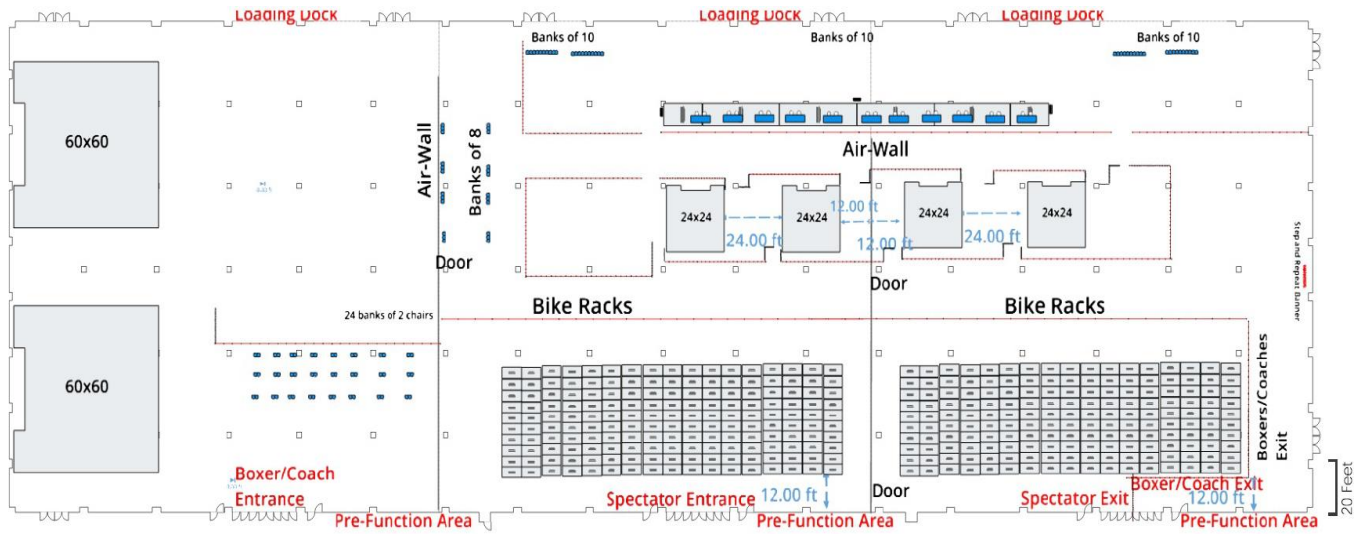
Checklist completed by (print name): \_\_\_\_\_

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

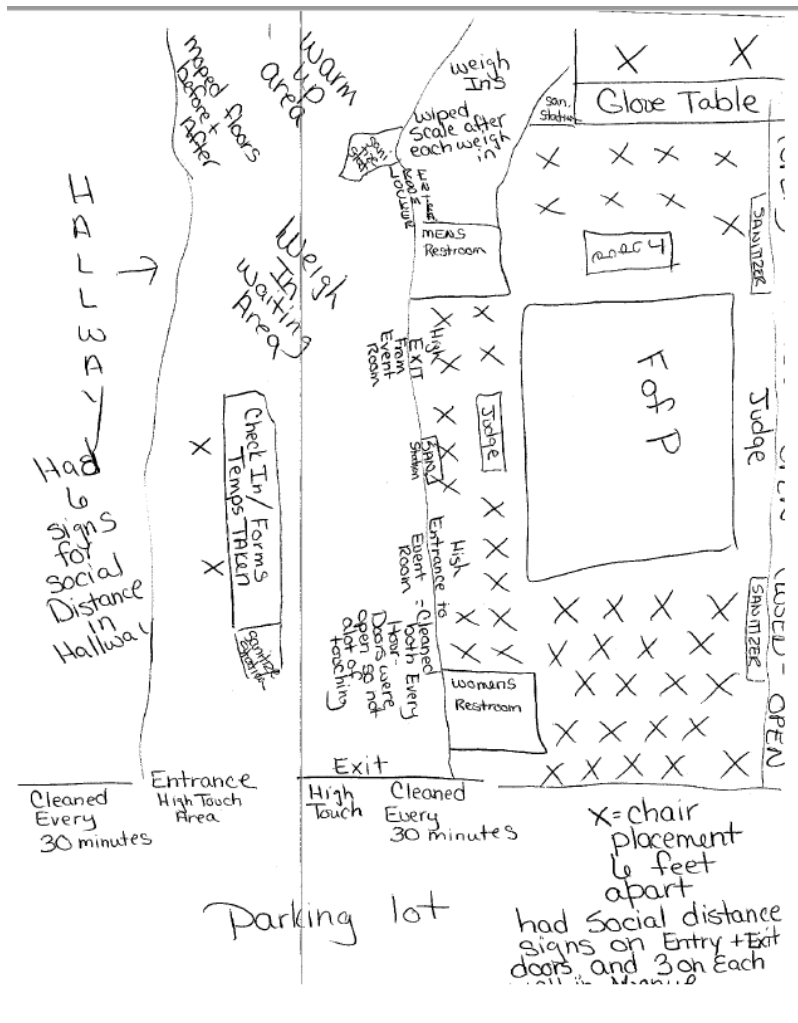
**Test Event:** complete and submit to USA Boxing ([EFigge@usaboxing.org](mailto:EFigge@usaboxing.org)) 7 days before the event  
**Single Day Event:** complete and submit to LBC 7 days before event  
**Multi-day Event:** complete and submit to USA Boxing ([EFigge@usaboxing.org](mailto:EFigge@usaboxing.org)) 10 days before the event

# Venue Diagram Examples

1.



2.







## USA BOXING EVENT RISK ASSESSMENT

<p>The initial assessment is to be completed 14 days out from event. If score is above 8 on the scale, you must make necessary changes and/or improvements and complete a final assessment before the start of the event. Refer to</p>	<b>Score</b> Yes/Completed (0) Maybe/In Progress (1) No/Not Considered (2)		
	<b>Initial</b> <small>(complete 14 days out from event)</small>	<b>Final</b> <small>(complete 1-2 days out from event)</small>	<b>Notes</b>
Are event host and staff informed on the most up to date COVID-19 guidelines presented in the Back to Boxing   Event Operations Guide?			
Is event host aware of local Covid-19 restrictions as provided by local health department?			
Is event host prepared for health screening measures for all participants?			
Are there designated medical facilities for managing patients with COVID-19 infection in local community?			
Does event host and Health & Safety staff understand the COVID-19 risks and transmission routes, the steps that event attendees must take to limit spread?			
Is there an established area for participants to take the health screening questionnaire at point of entry, venues maps, entry & exit routes, and on-site medical facilities?			
Does venue have an adequate ventilation system? Is it an open air venue? Has host considered purchasing air purifiers?			
Are there isolation rooms available on-site?			
Is there a procedure for participants to clearly identify who to contact if unwell?			
Has communication between event organizers and participants been set up on platforms such as social media or Zoom?			
Have event participants been made aware of information regarding quarantine, self-isolation and self-monitoring?			
Has a cleaning schedule been developed to ensure the venue is clean and hygienic?			
Has an adequate amount of PPE such as (hand sanitizer, masks, gloves etc.) and cleaning products been ordered?			
Has host identified the process for all event athletes, coaches, staff, media, spectators and vendors if the organizers/medical personnel learn of suspected or confirmed cases of COVID-19 during or after event?			
<b>Risk Assessment Score</b>			

0-8 Points = **Low Risk**

8-16 Points = **Medium Risk**

16-26 Points = **High Risk**



### USA BOXING AFTER ACTION REPORT (AAR)

Date:	Submitted By:	
Sanction Number:	State/LBC:	
	Were requirements met?	Comments
<b>Sourcing PPE:</b> Were there adequate masks, gloves, hand sanitizer, thermometers, disinfectant/cleaning wipes, and cleaning solution?		
<b>Event Preparation and Risk Assessment:</b> Was a venue diagram made? Did it illustrate sanitizing stations and venue flow? Was your risk assessment score in the “low-risk” range?		
<b>Event Communication:</b> Were expectations made clear regarding participant responsibilities prior to and during the event? Were meetings scheduled and conducted with LBC, coaches, or National Office if required?		
<b>Check-in:</b> Were all the required forms available and were they all utilized? Was there a bottle neck in line? Was check-in outside? Were pens and clipboards sanitized?		
<b>Weigh-in:</b> Were physicals preformed, social distancing adherence, regularly cleaning scales?		
<b>Event Flow:</b> Scheduling, warm up area, gloving table, flow between areas. Entrance and exit patterns? Was someone directing traffic and monitoring this?		
<b>Match Making:</b> Were bouts pre-matched? Were boxers required to register in WebPoint? Did event host submit bout sheets to COO the day before the event.		
<b>Field of Play:</b> Was adequate PPE supplied for event staff and officials? Was FOP eliminated of non-essential personnel? Was there social distancing in gloving and warm-up area?		
<b>Disinfecting Competition Ring and Boxer Safety:</b> Cleaning schedule adherence, spit buckets, personal use items, and after bout seating. How long did it take to sanitize the ring?		
<b>Audience and Concession Considerations:</b> Social distancing, safe service of food, seating, exiting the venue. Were spectators required to wear a mask? Did they comply?		

#### EVENT OVERVIEW

How Many Attended the Event?	
Number of Boxers	
Number of Coaches	
Number of Officials	
Number of Physicians	
Number of Spectators	
Number of Staff/Volunteers	
Number of Bouts?	

Additional questions and room for comments on reverse side.



## USA BOXING AFTER ACTION REPORT (AAR)

Additional Comments:

What was the comfort level of your officials? Would they return for another event?

Was there feedback from ringside physician?

Was the venue suitable under the considerations for COVID-19 mitigation?

In what areas do you feel you could improve?

What would you do differently?

Were there any new developments or innovations such as live stream or check in?

What is next?

**Test Event:** complete and submit to USA Boxing ([EFigge@usaboxing.org](mailto:EFigge@usaboxing.org)) 10days after the event

**Single Day Event:** complete and submit to LBC 10 days after event

**Multi-day Event:** complete and submit to USA Boxing ([EFigge@usaboxing.org](mailto:EFigge@usaboxing.org)) 10 days after the event



## **Event Roles | Administration**

### **Event Host**

- Supply gloves, paper towels, hand sanitizer, cleaning supplies (disinfectant / cleaning wipes), and a trash bin a safe distance away from participants
- Stockpile additional spit buckers, so they are not shared between bouts or teams, without proper sanitization
- Consider setting up a cleaning station for coaches to clean their spit buckets
- Designate an area, compliant of all social distancing guidelines, for the boxers to wait for other team members to compete
- strongly encouraged for registration be completed online prior to the event

### **Health & Safety Task Force & Deputy Coordinator**

- Deputize event coordinator responsible for leading the Health & Safety Task Force
  - This person is responsible for addressing all Covid-19 related issues
- Has decision making authority to modify, restrict, postpone, or cancel the event
- Follow state and local health guidelines
- Appoint one or more people to uphold the sanitization procedures
- Ensure event planners develop proper public health policies and procedures
- Certify that all required forms are filled out and submitted to the LBC and USA Boxing
- Schedule and attend all required meeting with LBC or USA Boxing

### **Cleaning Crew**

- Will be required to wear a face mask at all times, especially during the bout
- Should consider bringing an extra mouthpiece in event the original is contaminated.
- While boxers are being examined by the ringside physician, coaches should use disinfectant /cleaning wipes (provided to each corner by the event organizer) to sanitize chairs, corner stools, and spit buckets
- Establish a consistent cleaning schedule
- Ropes and corner pads should be properly sanitized between each bout
- Sanitize ring cover/canvas every 1-2 hours. This may extend the duration of the event, as time may be needed to allow surfaces to dry
- Return gloves to glove table
- Responsible for filling out cleaning logs

### **Officials (Referee's and Judges)**

- Enforce social distancing and COVID-19 mitigation practices at gloving table and weigh in area
- Consider one official for signing hand-wraps and monitoring glove table, and a separate official for handling returned gloves and the sanitization of these gloves
- Prior to the first round, referee will remind boxers of four "commands" when checking for equipment tags, in hopes to mitigate the need of breaking boxers apart
- Referees are required to wear face masks at all times and strongly encouraged to wear face shields, especially during the bout
- Will signal winners by calling both boxers to the center of the ring and raising the winner's hand when the decision is announced.
- Change gloves in between each bout
- Evaluate and propose improvements for event functionality

### **Physician**

- Serve on COVID-19 Health and Safety Task Force, lending expertise as necessary



## **Event Roles | Participants**

### **Boxer**

- All parties will be advised to bring their own personal protective equipment, and towels
- Will be required to wear their face mask until they enter the ring, then proceed with applying headgear once inside the ring
- Consider bringing an extra mouthpiece in event the original is contaminated
- Each boxer should have their own water bottle
- Boxers should reapply face mask upon completion of post bout physical

### **Coach**

- Will be required to wear a face mask at all times, especially during the bout
- Should consider bringing an extra mouthpiece in event the original is contaminated
- While boxers are being examined by the ringside physician, coaches should use disinfectant /cleaning wipes (provided to each corner by the event organizer) to sanitize chairs, corner stools
- Bring your own spit bucket

### **Spectator/Parent**

- Will be required to wear a face mask at all times
- Should comply with all policies and procedures as directed by the event host
- Should be mindful of social distancing
- Should remain seated or in designated spectator areas whenever possible