



ALLEGHENY MOUNTAIN #11

POLICIES AND PROCEDURES

*The policies and procedures contained in this document are supplemental. All rules, policies and procedures as stated in the LBC Bylaws and the USA Boxing Rulebook must be followed. The information provided herein is specific to this LBC and cannot contradict or violate aforementioned bylaws and rulebook. This list is provided for the members' convenience and may be updated from time to time.

Registrations/Passbooks

All athlete/non-athlete registration materials **MUST** be received by Registration Chair **NO LATER THAN** the weekend prior to the event in which you plan to participate. Failure to submit paperwork in a timely fashion will result in a **\$35 Last Minute Registration surcharge**, *if it is even possible* to process the registration in time for that event. Please remember that it is each boxer's and coach's own responsibility to make sure that they are registered in time to fight.

(If you are responsible for the matchmaking for a particular event, it is recommended you only select athletes who have already been registered to avoid losing matches on your card. You are welcome to contact the Registration Chair to determine the status of an athlete.)

Please note that registrations **WILL NOT** be processed the day of a sanctioned event.

New Coaches and Officials: You **WILL NOT** be issued your passbook until after you have completed all membership requirements (registration, passed background screening, and completed Safe Sport), **PLUS** taken either the Level I officials test or the Green Level coaches test online, whichever is applicable to you.

LOST/DUPLICATE PASSBOOKS:

If you lose your passbook, there will be a \$25 replacement.

Mail the following to Registration Chair

1. Print out of your valid membership card.
2. Signed valid physical form (can be photocopy)
3. Birthdate verification (certified birth certificate or copy of passport page that includes name, date of birth, and photo.)
4. Two (2) passport sized photographs
5. Duplicate passbook fee in the amount of **\$25.00 (Make checks payable to AMA)**