

**New online registration process for Units**

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| Unit to initiate registrations for coaches and Boxers (***A minimum of one Level 2 Coach is required by unit in order to affiliate***) process to register as a coach, Boxer & Official is now Online via The EB Vault  The online member registration is for Service Only and England Boxing applicants | Completed by Unit |
| Affiliation Application completed and signed by Boxing Officer and other authorising personnel | Completed by Unit |
| Nominal roll of Boxers (Commanding Officers declaration form) This must be completed and then signed by the Unit CO ***This is instead of Boxers registration forms*** | Completed by Unit |
| Coaches registration forms, Affiliation application, CO Declaration form and if registering as Service Only Payment for all registrations is to be sent to the Army Boxing registrar | Completed by Unit  *Note – If registering as Service Only payment must be received in order to process the member application, Applications will not be approved until payment is received* |
| Unit to book Boxers medicals | Completed by unit |
| Army Boxing registrar processes Coaches registrations and Unit Affiliation certificate (Certificate will be sent electronically to the unit Boxing Officer) | Completed by Army Boxing |
| Boxers BCR1 cards are partially completed by Army Boxing registrar, and then returned to the Unit Boxing Officer | Completed by Army Boxing  *Note - The BCR1’s must be taken with the boxer to their medical appointment for the MO to enter their medical data* |

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| Boxer attends Annual Medical with BCR1 – **Annex B (Statement of Annual Medical Pass) is signed by Dr and Boxer, Dr is to also sign BCR1**  *Dr signs page 5 (new applications) page 6 (renewal)* | Completed by Boxer and MO |
| Boxers BCR1 and Annex B (Statement of Annual Medical Pass) is to be sent to the Army Boxing registrar to complete the Boxers registration | Completed by Unit |
| Army Boxing Registrar enters medical date onto the Boxers Vault application, and stamps the BCR1 for the season and attaches the Annual medical into the back of the BCR1  *Once completed BCR1’s are returned by post back to the unit Boxing officer* | Completed by Army Boxing |
| **The registration process is now complete** | |

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