



# STAFF & OFFICIALS

## EVENT MANUAL

2023 National Qualifier

March 18 - 25

Location: Detroit, MI

**Event Host:** USA Boxing & [Visit Detroit](#)

**Venue:** [Huntington Place](#)

**Official Hotel:** **Fort Pontchartrain**  
2 Washington Blvd  
Detroit, MI 48226  
(313) 965-0200

**Meals:** All meals to be provided by USA Boxing - See meal schedule below

**Schedule:** Attached at the bottom

## USA Boxing Membership

**MEMBERSHIP:** All Officials, Staff & Doctors working the event must be registered with USA Boxing for the 2023 membership year, with a 2023 membership card attached to their passbook. Officials must show proof of current certification.

**REGISTRATION:** Please make sure you are registered for the event before check-in

To do so:

- Follow this [website](#)
- OR
  - Log into <https://usaboxing.webpoint.us/>
  - Click “Menu”
  - Choose “National Tournaments” (this will redirect you)
  - Then choose the light blue box labeled “2023 USAB National Qualifier- Official & Staff” in the corner of the box showing the event

### **ALL OFFICIALS MUST PRESENT THE FOLLOWING AT CHECK-IN:**

**Saturday, March 18th - Huntington Place**

- USA Boxing Officials (Blue) Passbook
- 2023 USA Boxing Membership Card
- Current Officials Certification
- **Full invites ONLY:** Any receipts you will need reimbursement for (details provided throughout the manual)

Officials working the event must attend the pre-tournament seminar (**Sunday the 19th @ 1pm**) in order to work as a Judge and/or Referee. An Official must attend the pre-tournament seminar and work the tournament as an Official to take the Level III Exam. (See Schedule for times and locations)

## Travel

**AIR TRAVEL:** Please review your flight itinerary so that you are familiar with your travel route to Detroit, also please make sure your name appears correctly on your ticket. You should plan on arriving at the airport at least 90 minutes before your scheduled flight to ensure you have enough time to check-in, get through security, and get to your gate. At check-in, you will need to show your government-issued ID and boarding pass.

**FLIGHT CHANGES:** (**Applicable to “full-invite” officials only**) Flight itineraries are confirmed e-tickets and are non-refundable. If you wish to request a change to your flight details, please speak with the USA Boxing National office staff *before* doing so. If a change is made, the tournament



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administrator, or official requesting the change, will be responsible for ALL new or additional fees incurred. For any emergencies or unforeseen circumstances that require a change in travel plans, please contact Megan Schuller ([mschuller@usaboxing.org](mailto:mschuller@usaboxing.org)) prior to making those changes.

**AIRLINE DELAYS:** In case of airline delays or cancellations, please take the following steps:

1. **Megan Schuller** (402-429-2483) immediately,
2. Work with the airline to reschedule your flight.
3. Follow up with Megan to inform her of the new travel details.

**BAGGAGE FEES: (Applicable to “full-invite” officials only)** Each participant will be allowed to check ONE bag on the way to the event and ONE bag on the way home from the event. **Please keep your receipt and have it available AT check-in.**

**Baggage reimbursement will take place during check-in. Please remember to bring your receipt.**

**ARRIVAL & SHUTTLE:**

**GROUND TRANSPORTATION FROM AIRPORT:** The Detroit Sports Commission will be handling your airport transportation. They have your flight itinerary (if you sent it in on time) and your contact information. I will be sending you individual information next week with your personal pick-up information.

**ALTERNATIVE TRANSPORTATION:** App-Based Ride Services such as Lyft and Uber offer transportation services from Detroit airport. **Please note: if you plan to use your own transportation, such as a taxi, Uber, or Lyft, it will be at your own expense.**

**FOR THOSE WHO ARE DRIVING: (Applicable to “full-invite” officials only)** Mileage is reimbursed up to the cost of a flight or \$500, whichever is less. For reimbursement, please let Megan know where you will be coming from and she will send you the necessary forms to fill out. [MSchuller@usaboxing.org](mailto:MSchuller@usaboxing.org).

**DEPARTURES:**

**Please note: If you plan to use your own transportation, such as a taxi, Uber, or Lyft, it will be at your own expense.**



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## Hotel: Fort Pontchartrain

**HOTEL CHECK-IN:** Officials and Staff staying at the Fort Pontchartrain will need their names and I.D. Check-in time is 4:00 PM; check-out time is 11:00 AM. All guests arriving before 4:00 PM will be accommodated as rooms become available. Guest Service Agents can arrange to check baggage for those arriving early when rooms are unavailable and for guests attending functions on departure day

**INCIDENTALS:** Incidentals are turned OFF to each room UNLESS guest opts to provide a personal credit card at check-in. Incidentals include things such as food, laundry, parking, etc.

**PARKING:** USA Boxing has limited parking spots. Please let Megan know as soon as possible if you will be needing a spot.

**TRANSPORTATION:** Detroit offers the “People Mover” as a convenient way to get around the city if you don’t feel like taking an Uber or Lyft. The “People Mover” stops right inside of Huntington Place. You can find more details here: <https://www.thepeoplemover.com/>

## Minor Athlete Abuse Prevention Policies (MAAPP)

**MINOR ATHLETE ABUSE PREVENTION POLICIES (MAAPP):** aim to help young athletes feel safe, supported, and strengthened—by limiting one-on-one interactions between adults and children, requiring abuse prevention training for certain adults, and promoting environments in which misconduct is less likely to occur.

**AUDIT & COMPLIANCE:** In order to ensure that the national policies and procedures developed to protect minor athletes as put forth by the U.S. Center for SafeSport (Center) are implemented, it is important that the U.S. Olympic & Paralympic Committee (USOPC) and its National Governing Bodies (NGB) understand these guidelines and incorporate them into practice.

[Read the MAAPP](#)

## Communication

**FACEBOOK GROUP:** We will be trying out a Facebook Group as our form of communication for this event. You can join here: <https://www.facebook.com/groups/762767641442967/>



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## Event Contacts

Officials: to text Angel Villarreal (414-550-9028)

Ringside Physicians: to text Megan Schuller (402-429-2483)

Tournament Staff: to text Megan Schuller (402-429-2483)

## Thank You

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 while providing the greatest boxing competition opportunities in the world. Thank you to all of our tireless officials, ringside physicians, and tournament staff. Your contribution to USA Boxing National events is what makes our success possible.

**SAFETY:** Please take precautions to make sure you stay safe during your stay. The hotel is right across the street from Huntington Place, but please try to avoid walking back alone. We suggest you take an Uber/Lyft if you plan to go out at night.

**\*\* PLEASE CONTINUE FOR SCHEDULE \*\***



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# STAFF & OFFICIALS SCHEDULE

## 2023 National Qualifier

### March 18-25

Time	Activity	Location
<b>Friday March 17</b>		
1:00 PM	Lunch	Huntington Place Room 113
4:00 PM - 8:00 PM	Early Check-In - Boxers & Coaches	Huntington Place Room 113
6:00 PM	Dinner	Huntington Place Room 113
<b>Saturday March 18</b>		
7:00 - 9:30 AM	Breakfast	Huntington Place Floor 25
8:00 AM - 5:00 PM	Coaches Clinic - Bronze	Huntington Place Room 311 or 313
8:00 AM - 5:00 PM	Coaches Clinic - Silver	Huntington Place Room 311 or 313
12:00 Noon - 8:00 PM	Trial Scales Open	Huntington Place Hall B
12:00 Noon - 8:00 PM	Check-In - Boxers & Coaches	Huntington Place Room 113
4:00 PM - 8:00 PM	Officials Check-In	Huntington Place Room 320
5:00 - 7:00 PM	Dinner	Pontcharain Floor 25
<b>Sunday March 19</b>		
7:00 - 9:30 AM	Breakfast	Pontcharain Floor 25
8:00 AM - 12:00 Noon	Official's Late Arrival Check-In	Huntington Place Room 320
8:00 AM - 12:00 Noon	OIC Certification (prereq. Level 2)	Huntington Place Room 320
8:00 AM - 5:00 PM	Coaches Clinic - Bronze	Huntington Place Room 311 or 313



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8:00 AM - 5:00 PM	Coaches Clinic - Silver	Huntington Place Room 311 or 313
8:00 AM - 5:00 PM	Coaches Space Available	Huntington Place Hall B
8:00 AM - 5:00 PM	Trial Scales Open	Huntington Place Hall B
12:00 PM	Technical Meeting - LIVE & In Person!	Huntington Place 330A
1:00 PM	Tournament Draw for brackets beginning MONDAY	Huntington Place 330A
1:00 PM - 4:00 PM	Official's Seminar	Huntington Place 320
5:00 PM - 7:00 PM	Dinner	Pontchartrain Floor 25
4:30 PM - 5:30 PM	Level III Officials Test	Huntington Place 320
<b>Monday March 20</b>		
5:00 AM - Last Bout	Coaches Space Available	Huntington Place Hall B
5:00 AM - Last Bout	Trial Scales Open	Huntington Place Hall B
7:00 - 10:00 AM	Breakfast	Pontchartrain Windsor Ballroom
6:00 AM	Weigh-in for those boxing in today's 12 Noon session	Huntington Place Hall B
6:30 AM	Weigh-in for those boxing in today's 6 PM session	Huntington Place Hall B
9:00 - 10:00 AM	Rankings Test	Huntington Place Room 320
9:00 AM - 11:00 AM	Late Check-In - Coaches	Huntington Place Room 113
10:45 AM	Officials to Ringside	Huntington Place Hall B
11:30 PM	Doors Open to Gloving & Warm-up area	Huntington Place Hall B
12:00 Noon	Competition	Huntington Place Hall B
4:00 PM - 5:30 PM	Dinner	Pontchartrain Windsor Ballroom
5:30 PM	Doors Open to Gloving & Warm-up area	Huntington Place Hall B
6:00 PM	Competition	Huntington Place Hall B
After Last Bout	Late Night Snack	Pontchartrain Windsor Ballroom
<b>Tuesday March 21</b>		



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5:00 AM - Last Bout	Coaches Space Available	Huntington Place Hall B
5:00 AM - Last Bout	Trial Scales Open	Huntington Place Hall B
7:00 - 10:00 AM	Breakfast	Poncharain Windsor Ballroom
6:00 AM	Weigh-in for those boxing in today's 12 Noon session	Huntington Place Hall B
6:30 AM	Weigh-in for those boxing in today's 6 PM session	Huntington Place Hall B
9:00 AM - 11:00 AM	Late Check-In - Coaches	Huntington Place Hallway
11:00 AM	Officials to Ringside	Huntington Place Hall B
11:30 PM	Doors Open to Gloving & Warm-up area	Huntington Place Hall B
12:00 Noon	Competition	Huntington Place Hall B
4:00 PM - 5:30 PM	Dinner	Poncharain Windsor Ballroom
5:30 PM	Doors Open to Gloving & Warm-up area	Huntington Place Hall B
6:00 PM	Competition	Huntington Place Hall B
After Last Bout	Late Night Snack	Poncharain Windsor Ballroom
<b>Wednesday March 22</b>		
5:00 AM - Last Bout	Coaches Space Available	Huntington Place Hall B
5:00 AM - Last Bout	Trial Scales Open	Huntington Place Hall B
7:00 - 10:00 AM	Breakfast	Poncharain Windsor Ballroom
6:00 AM	Weigh-in for those boxing in today's 12 Noon session	Huntington Place Hall B
6:30 AM	Weigh-in for those boxing in today's 6 PM session	Huntington Place Hall B
9:00 AM - 11:00 AM	Late Check-In - Coaches	Huntington Place Hallway
11:00 AM	Officials to Ringside	Huntington Place Hall B
11:30	Doors Open to Gloving & Warm-up area	Huntington Place Hall B
12:00 Noon	Competition	Huntington Place Hall B
4:00 PM - 5:30 PM	Dinner	Poncharain Windsor Ballroom
5:30 PM	Doors Open to Gloving & Warm-up area	Huntington Place Hall B



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6:00 PM	Competition	Huntington Place Hall B
After Last Bout	Late Night Snack	Poncharain Windsor Ballroom
<b>Thursday March 23</b>		
5:00 AM - Last Bout	Coaches Space Available	Huntington Place Hall B
5:00 AM - Last Bout	Trial Scales Open	Huntington Place Hall B
7:00 - 10:00 AM	Breakfast	Poncharain Windsor Ballroom
6:00 AM	Weigh-in for those boxing in today's 12 Noon session	Huntington Place Hall B
6:30 AM	Weigh-in for those boxing in today's 6 PM session	Huntington Place Hall B
9:00 AM - 10:00 AM	Late Check-In (Coaches only)	Huntington Place Hallway
11:00 AM	Officials to Ringside	Huntington Place Hall B
11:30 PM	Doors Open to Gloving & Warm-up area	Huntington Place Hall B
12:00 Noon	Competition	Huntington Place Hall B
4:00 PM - 5:30 PM	Dinner	Poncharain Windsor Ballroom
5:30 PM	Doors Open to Gloving & Warm-up area	Huntington Place Hall B
6:00 PM	Competition	Huntington Place Hall B
After Last Bout	Late Night Snack	Poncharain Windsor Ballroom
<b>Friday March 24</b>		
5:00 AM - Last Bout	Coaches Space Available	Huntington Place Hall B
5:00 AM - Last Bout	Trial Scales Open	Huntington Place Hall B
7:00 - 10:00 AM	Breakfast	Poncharain Windsor Ballroom
6:00 AM	Weigh-in for those boxing in today's 12 Noon session	Huntington Place Hall B
11:00 AM	Officials to Ringside	Huntington Place Hall B
11:30 PM	Doors Open to Gloving & Warm-up area	Huntington Place Hall B
12:00 Noon	Competition	Huntington Place Hall B
TIME TBD	Officials & Volunteer Appreciation Night	Huntington Place 25th Floor



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<b>Saturday March 25</b>		
5:00 AM to Last Bout	Trial Scales Open	Huntington Place Hall B
7:00 - 10:00 AM	Breakfast	Poncharain Windsor Ballroom
6:00 AM	Weigh-in for those boxing in today's sessions	Huntington Place Hall B
11:00 AM	Officials to Ringside	Huntington Place Hall B
11:30 AM	Doors Open to Gloving & Warm-up area	Huntington Place Hall B
12:00 PM Noon	Competition Finals	Huntington Place Hall B
After each divisions last bout	Medaling Ceremonies	Huntington Place Hall B



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