

# Education & Training Coach Licence Application / Data Form

Please complete this form and send to England Athletics with a cheque and a passport photo. On receipt we will send you a welcome email together with all relevant information relating to the course, the CRB process and obtaining your coaching licence.

Fields marked \* must be fully completed. Please use CAPITAL LETTERS.

**PLEASE NOTE:** Your welcome email will be sent to the email address you enter below. If you do not have access to email please contact us on 0121 781 7271.

**MINIMUM AGES.** Please note that the following minimum ages apply: Athletics Leader 16 years; Coaching Assistant & Coach 18 years; Leadership in Running Fitness 18 years.

**A list of forthcoming courses is available at [www.EnglandAthletics.org/courses](http://www.EnglandAthletics.org/courses)**

Please attach a colour passport photograph with your name and course code written on the reverse.

Computer generated images will not be accepted.

Club / Local Authority / School / University

Tick here if you are applying for a Workforce Credit Scheme subsidy

Licence number if known      Date of Birth\* DD MM YYYY      Postcode      House number

First or given name(s)\*

Surname or family name\*

Preferred contact number\*

Email address\* (NB: if you use hotmail please try to give an alternative email as confirmation emails may not come through to hotmail accounts)

Please enter details of the course you wish to attend (places subject to availability. See promotional material for details of fees):

Course code:\* Course type:      Course date:      Course venue:      Fee:      Official use only:

£

- Payment by cheque payable to 'England Athletics', with your name, address and course code on the back.
- BACS payment to NatWest, Sort Code 60-21-48, Account 59025603, quoting course code and surname as reference.
- Invoice - please give details below - please note booking will not be processed without an official order reference.

Organisation      Contact name

Address      Postcode

Tel:      Email:      Purchase order no.

To qualify for a reduced course fee your club coaching coordinator or a committee member must authorise this form here:

Name      Position in club      Signature

**Declaration.** This form and the terms and conditions outlined form an agreement between UK Athletics and you, the coach. By signing this form you agree to comply with the terms and conditions and any other rules, procedures, codes of conduct, policies and guidelines of UK Athletics and amends to these that may occur from time to time. Details of all of these will be maintained on the UKA website.

- I confirm that all the information given is accurate and correct.
- I give UK Athletics permission to carry out police or CRB checks at any time to determine whether I should be issued with a licence or whether any licence issued to me should be returned.
- I have been given the opportunity to read the Terms and Conditions and agree to abide by them and any other applicable rules, procedures, codes of conduct and guidelines of UK Athletics as set out on the UKA website.
- As a UK Athletics licensed coach I agree to abide by the UK Athletics rules as laid down in its rule book and related procedures

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

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

**Data Protection.** UK Athletics will process the data provided by you fairly and lawfully for the purpose of the proper administration of its Coach Licensing Scheme in accordance with the Data Protection Act 1998. In so doing, UK Athletics may pass your information to the National and Regional Athletics Associations, affiliated bodies, sports organisations (such as Sports Coach UK, UK Sport, Sport England) and any other authority within the UK which has responsibility for coaching provision for the purpose of informing them of the status of your coach licence. In addition, UK Athletics may pass your information to our official sponsors, their associated companies and other carefully selected organisations who may use it (and pass it to other companies world-wide so that they may use it) now or in the future for profiling and to keep you informed (possibly by telephone, email or SMS) of their products and services and to compile market research information and statistics and to use it for any other aspect of their business. If you do not wish us to use your information for these purposes tick here

**Equity Policy.** It would help the development of our equity policy if you would complete the section below. All information is confidential.

**Gender**  Female  Male (please tick as appropriate)

**Ethnic origin** Choose one category from A to E and then tick the appropriate box to indicate your cultural background:

- A White  British  Irish  Any other white background
- B Mixed  White & black Caribbean  White & black African  White & Asian  Any other mixed background
- C Asian or Asian British  Indian  Pakistani  Bangladeshi  Any other Asian background
- D Black or black British  Caribbean  African  Any other black background
- E Chinese or other ethnic group  Chinese  Any other ethnic group

**Disability** The Disability Discrimination Act 1995 defines a disabled person as anyone with a 'physical or mental impairment that has a substantial and long-term adverse effect upon his/her ability to carry out normal day-to-day activities'. Do you consider yourself to have a disability?  Yes  No

If yes, what is the nature of your disability?  Amputee Dis 1  Cerebral Palsy Dis 2  Hearing Impairment Dis 3  Learning Disability Dis 4  Visual Impairment Dis 5  Wheelchair user Dis 6  Other Dis 7 Please specify: \_\_\_\_\_

Please return this form, cheque and a passport colour photograph to  
England Athletics, Education & Customer Services, Athletics House,  
Alexander Stadium, Walsall Road, Perry Barr, Birmingham B42 2BE



## UK ATHLETICS LIMITED

### Terms & Conditions relating to the UKA Coach Licence

Adopted on 01 April 2005

The licence and terms and conditions in the licence form an agreement between UKA and you, the coach. By accepting this licence you agree to comply with the terms and conditions and any other rules, procedures, codes of conduct, policies and guidelines of UKA and amends to these.

#### 1. Introduction

1.1 UK Athletics ("UKA") encourages all athletics coaches to apply to UKA for a coach licence. The coach licence provides evidence that the coach has met a minimum level of training and carries insurance. The coach licence is intended to demonstrate that a particular coach has met minimum standards.

1.2 The Coach Licensing Scheme as a whole is intended to protect those within athletics, both coaches and athletes and to allow coaches to develop and become more proficient.

1.3 The Coach accepts that UKA has jurisdiction to investigate any complaints made against him and impose any sanctions (under condition 6 below) whether or not the events concerned took place before these terms and conditions were adopted or before UKA became governing body for the sport of athletics in the United Kingdom.

#### 2. Applications

2.1 A person who wishes to be a UKA licensed coach must apply to UKA for a coach licence on the form required by the Board.

2.2 In order to qualify for a coach licence a person must have obtained a coaching qualification either from the British Athletic Federation Limited (in Administration), another sports governing body, coaching or teaching organisation which is recognised by UKA as equivalent to a UKA coaching qualification or have satisfactorily completed and maintained a UKA coaching qualification. A person who has such a qualification is potentially suitably qualified to be a coach.

2.3 UKA may refuse to grant a coach licence to a potentially suitably qualified person in the following circumstances:

- (i) where UKA has undertaken a Criminal Records Bureau in relation to the applicant and the results of that check are not in UKA's opinion satisfactory;
  - (ii) where the applicant concerned has been found to have committed a disciplinary offence (including a doping offence) by UKA or by any other sports governing body or international federation which in UKA's opinion means that the applicant is unsuitable to coach;
  - (iii) where the applicant is being investigated by the police or other relevant authority in connection with matters which affect his ability to coach (for example inappropriate contact with young people);
  - (iv) where another governing body or coaching organisation has withdrawn the applicant's coaching licence or similar accreditation;
  - (v) where either the NSPCC or the Child Protection in Sport Unit or other relevant authority has suggested to UKA that the applicant should not hold a coach licence;
  - (vi) where the applicant does not in UKA's opinion have suitable qualities or abilities to be a coach;
  - (vii) where UKA reasonably considers that the applicant's behaviour (past or present) suggests he is unsuitable to coach; or
  - (viii) where UKA otherwise reasonably considers that the grant of a coach licence would be inappropriate.
- 2.4 If UKA refuses to grant a coach licence to a potentially suitably qualified person UKA shall provide brief reasons as to why the coach licence has been refused. The person concerned shall be given an opportunity (usually seven days) to reply to UKA stating why he should be granted a licence before UKA makes its final decision. For the avoidance of doubt, a person whose coach licence is refused by UKA shall not be entitled to appeal UKA's decision.

#### 3. Coach Licence

3.1 The grant of a coach licence shall be for three years ("the Licence Period").

3.2 During the course of the Licence Period, the coach must adhere to these terms and conditions, the Code of Conduct for coaches and UKA's other rules, procedures, code of conduct policies and guidelines from time to time in force.

3.3 If the coach adheres to the requirements in condition 3.2 above and his coach licence has not been suspended or withdrawn under these terms and conditions, he may apply for his coach licence to be renewed for a further period of three years.

3.4 UKA reserves the right not to renew a coach licence where it has reasonable grounds for suspecting that the coach may not have complied with these terms and conditions.

#### 4. Code of Conduct

4.1 As a responsible athletics coach, a coach will:

- (i) respect the rights, dignity and worth of every athlete and treat everyone equally, regardless of background or ability;
- (ii) place the welfare and safety of the athlete above the development of performance;
- (iii) encourage and guide athletes to accept and take responsibility for their own behaviour and performance;
- (iv) be appropriately qualified and update their coach licence as and when required by UKA;
- (v) ensure that the activities they guide or advocate are appropriate for the age, maturity, experience and ability of the individual athlete;
- (vi) at the outset, clarify with athletes (and where appropriate their parents or carers) exactly what is expected of them and what athletes are entitled to expect from the coach;

(vii) co-operate fully with other colleagues (e.g. other coaches, officials, team managers, sport scientists, doctors, physiotherapists and governing body staff) in the best interests of the athlete;

(viii) consistently promote positive aspects of the sport (e.g. fair play) and never condone rule violations or the use of prohibited or age-inappropriate substances;

(ix) consistently display high standards of behaviour and appearance;

(x) never try to recruit, either overtly or covertly, athletes who are already receiving coaching from another coach (whether or not licensed by UKA).

4.2 In addition, as a responsible athletics coach, a coach must:

- (i) develop appropriate working relationships with athletes (especially under 18s), based on mutual trust and respect. In particular, a coach will not exert undue influence to obtain personal benefit or reward;
- (ii) strictly maintain a clear boundary between friendship and intimacy with athletes and not conduct inappropriate relationships with athletes. Relationships with athletes can cause significant problems for other team members and can fracture teams, raising concerns of favouritism, or even of victimisation, should the relationship later end. In particular, due to the very special relationship between coaches and athletes:

(a) coaches must not allow an intimate personal relationship to develop with any athlete under the age of 16. Any violation of this rule could result in a coach licence being withdrawn or restrictions being imposed on it under condition 6 below;

(b) coaches should not allow an intimate personal relationship to develop with any athlete between the ages of 16 and 18 (who is coached or supervised by them either directly or indirectly). Athletes aged between 16 and 18 years may be vulnerable and an intimate personal relationship between a coach and such an athlete is never likely to be appropriate. Any complaint received by UKA in relation to an inappropriate relationship between a coach and any athlete aged between 16 and 18 will (as for all complaints) be investigated extremely thoroughly and any violation of this rule could result in a coach licence being withdrawn or restrictions being imposed on it under condition 6 below;

(c) it is also strongly recommended that coaches do not allow intimate personal relationships to develop with athletes (coached or supervised by them) even if they are over the age of 18.

#### 5. Criminal Misconduct

Any criminal misconduct on the part of a coach will not be treated as an automatic reason for a coach's licence to be withdrawn, but a coach's licence could be withdrawn or restrictions imposed on it (under condition 6 below) if his misconduct is such that it makes him unsuitable to continue to be licensed by UKA or tends to lower the reputation of UKA with its member clubs or with the public.

#### 6. Withdrawal of Coach Licence

6.1 In the following circumstances:

- (i) where UKA has undertaken a Criminal Records Bureau check and the results of that check are not in UKA's opinion satisfactory;
  - (ii) where the person concerned has been found to have committed a disciplinary offence (including a doping offence) by UKA or by any other sports governing body or international federation which in UKA's opinion means the person is unsuitable to coach;
  - (iii) where the person concerned is being investigated by the police or other relevant authority in connection with matter which affect his ability to coach (for example inappropriate contact with young people);
  - (iv) where another governing body or coaching organisation has withdrawn or imposed restrictions on the person's coach licence;
  - (v) where either the NSPCC or the Child Protection in Sport Unit or other relevant authority has suggested or recommended the person should not hold a coach licence;
  - (vi) where the person does not in UKA's opinion have suitable qualities or abilities to be a coach for the level at which he is coaching;
  - (vii) where UKA reasonably considers that the person's behaviour (past or present) is such that either restrictions should be imposed on his coach licence or it should be withdrawn on the basis that he is unsuitable to coach; or
  - (viii) where UKA has received a complaint or has reason to believe that the coach has committed misconduct or is otherwise unsuitable to be licensed as a coach by UKA;
- UKA shall conduct such investigations or reviews as it thinks appropriate in relation to the circumstances to establish whether the coach's licence should be restricted or withdrawn under condition 6.2 below. Any coach subject to investigation or review shall give UKA full cooperation in relation to the matter.

6.2 Where UKA has carried out an investigation and has established that one of the circumstances in conditions 6.1(i) to (viii) exists, UKA may in its sole discretion:

- (i) impose restrictions on the coach licence;
- (ii) reduce the level at which the coach is licensed to coach;
- (iii) withdraw (or not renew) a coach licence for such period as UKA thinks fit or permanently and, where UKA considers it appropriate, to impose conditions to be met before the coach re-applies for a coach licence.

6.3 For the purposes of condition 6.1(viii), examples of misconduct are given below:

- (i) unauthorised removal of property from premises at which he coaches;
- (ii) bullying, victimisation or harassment of athletes under his/her care or control, other athletes, fellow coaches, UKA staff, visitors or officials;

(iii) any act which brings/or could bring the sport of athletics, UKA, or any other athletics organisation or athletics club into disrepute;

(iv) any act which endangers the safety or security of athletes, coaches, UKA's or any club's property, staff, athletes, members or visitors;

(v) criminal misconduct (as specified above);

(vi) a breach of the Code of Conduct for coaches (set out in paragraph 4 above);

(vii) physical assault, violent or threatening behaviour;

(viii) deliberate disregard of the safety regulations of UKA;

(ix) disregard of UKA policy, procedure or of a reasonable instruction from a member of UKA or any club in a supervisory capacity;

(x) fraud or theft from UKA, any club or their members, athletes, staff, officials or visitors, including falsification of expenses;

(xi) incapacity due to alcohol and / or drugs;

(xii) wilfully damaging premises or property;

(xiii) dishonesty, including falsification of coaching qualifications;

(xiv) any breach of UKA's Anti-Doping Rules and Procedures;

(xv) any inappropriate act or conduct in relation to children under the age of 18 and/or any breach of UKA's Athletics Welfare Policy or any welfare policy or child protection policy of any of the Home Countries' athletics associations or federations or any athletics club;

(xvi) any other action that may be reasonably considered to be misconduct.

6.4 Where a coach's licence has been withdrawn or restricted under condition 6.2, UKA, shall notify the coach concerned in accordance with the Appeal Procedures for coaches. The coach affected shall be entitled to appeal against UKA's decision ("the Decision") in accordance with UKA's Appeal Procedures for coaches.

6.5 Once the period for an appeal to be lodged has passed, UKA shall inform relevant clubs, athletes, athletics associations and local authorities ("Relevant Organisations") that the coach has had his coach licence withdrawn together with details of the period for which it has been withdrawn and reasons for the withdrawal. Where an appeal has been lodged, UKA may inform the Relevant Organisations of the Decision and the fact of the Appeal.

6.6 Where a coach's licence has been withdrawn, a club or local authority may refuse that coach access to facilities and may expel that person from membership of the club or facility. In addition, UKA may recommend to a club or other organisation of which the coach is a member that the coach be expelled as a member (in accordance with the club's own rules).

#### 7. Suspension of Coach Licence

7.1 UKA may suspend a coach licence at any time whilst either UKA or another body is investigating a coach's behaviour in connection with his ability to coach or pending an appeal under condition 6.3 above.

7.2 Where a coach licence is suspended, UKA may notify the relevant organisations, athletes, facilities providers and local authorities.

#### 8. Reinstatement

A coach whose coach licence has been withdrawn for a fixed period may, after the fixed period has expired, re-apply to UK Athletics for his

coach licence to be reinstated. UKA shall consider the application in accordance with condition 2 and shall grant the coach licence to such person provided that no further complaints have been received and UKA considers that he is a fit and proper person to coach.

#### 9. Accreditation for Competitions

A coach whose coach licence has been withdrawn may not be proposed for accreditation or accredited by UKA for any athletics competition held within the UK or abroad. For the avoidance of doubt an athletics competition includes the Olympic Games, Paralympic Games and Commonwealth Games.

#### 10. Data Protection

UK Athletics is registered as a data controller under the Data Protection Act 1998. In administering the Coach Licensing Scheme, UK Athletics undertakes to process data in accordance with that Act. Please note that in administering the Scheme UK Athletics may pass information about your coaching status to other athletics organisations, other organisations concerned with coaching including without limitation Sports Coach UK, UK Sport, the NSPCC and relevant local authorities and social services departments.

#### 11. Correspondence

11.1 Any notification, correspondence or any other document submitted under these Procedures shall be sent in writing by first class post or recorded delivery (or airmail if outside the UK) and such documents shall be deemed to have been received by the intended recipient 48 hours (or if by airmail four working days) after posting.

11.2 All correspondence addressed to UKA shall be sent to: UK Athletics Limited, Central Boulevard, Blythe Valley Park, Solihull, West Midlands B90 8AJ

FAO Head of Coaching and Teaching

#### 12. Amendment

The directors of UKA reserve the right to amend these terms and conditions from time to time at their sole discretion.