

# Education & Training Coach Licence Application/Data Form

Please complete this form and send to England Athletics with payment details and a passport photo. On receipt we will send you a welcome email together with all relevant information relating to the course.

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

**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

Licence number if known

Date of Birth\* DD MM YYYY

Postcode

House name/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 options

- 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. Please enclose a payment receipt from your bank.
- Invoice - please give details of who we should invoice for your course fee below.

Organisation

Contact name

Address

Postcode

Tel:

Email:

Purchase order no.

if required

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 DBS 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

Please return this form, complete with payment details and a passport photo to:

England Athletics, Education & Customer Services, Athletics House, Alexander Stadium, Walsall Road, Perry Barr, Birmingham B42 2BE | Tel: 0121 347 6543



# Equal Opportunities Monitoring Form

We are committed to promoting diversity and eliminating discrimination from recruitment and selection practices and are an equal opportunity employer who positively encourages applications from suitably qualified and eligible candidates regardless of age, disability, ethnic origin, gender identity, personal status, religion/belief, sex and sexual orientation.

To enable us to improve and monitor our equality processes, please complete the section below and note that this information is confidential and will be used only for statistical analysis. We would, therefore, be grateful if you would complete the details below in line with our commitment to promoting diversity.

The information will be held in compliance with the Data Protection principles as set out in the Data Protection Act 1998. For external candidates, should you become an employee, we will seek periodic confirmation from you as to its accuracy.

This document is not used as part of our selection process.

## Gender

Male  Female  I prefer not to say

Is your gender the same as at birth?  Yes  No  I prefer not to say

## Age

16-24  25-34  35-44  45-54  55-64  65-74  75+  I prefer not to say

## Ethnic Origin

I would describe my Ethnic Origin as (please tick one box only):

White:  British  Irish  Gypsy or Irish Traveller

Any other White background:

Mixed:  White & Black Caribbean  White & Black African  White & Asian

Any other Mixed background:

Asian/British Asian:  Indian  Pakistani  Bangladeshi

Black/Black British:  Caribbean  African

Any other Black background:

Other ethnic group:  Chinese  Any other background:

I prefer not to say

Nationality (please state)

## Disability

Do you consider yourself to have a disability? The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

Yes  No  I prefer not to say

If yes, what is the nature of your disability?

Amputee  Blind or Visually Impaired  Cerebral Palsy

Deaf or Hearing Impaired  Dwarf  Learning Disability

Physical Disability – Ambulatory  Physical Disability – Wheelchair User

Other - please specify:

I prefer not to say

England Athletics welcomes applications from people with disabilities. If you have a disability and require any assistance in order to complete this application, please contact the Human Resources Department on 0121 713 8467 or [HRTeam@englandathletics.org](mailto:HRTeam@englandathletics.org)

## Sexual Orientation

We are collecting this data as it will help us to have a greater understanding of all underrepresented groups. It is appreciated that this is a personal question and therefore your response is voluntary. Please select 'Prefer not to say' if you wish not to answer this question.

Bisexual  Heterosexual  Gay woman / lesbian  Gay man

Other - please specify   I prefer not to say

## Religion or Belief

We are collecting this data as it will help us to have a greater understanding of all underrepresented groups. It is appreciated that this is a personal question and therefore your response is voluntary. Please select 'Prefer not to say' if you wish not to answer this question.

Agnostic/ No Religion  Atheist  Buddhist  Christian  Hindu  Jewish  Muslim  Sikh

Other - please specify   I prefer not to say

## Personal Status

Co-Habiting  Married/Civil Partnership  Separated  Single  Widow/Widower  I prefer not to say

Name:

Signature:  Date:

Thank you for taking the time to complete this questionnaire

# UK ATHLETICS LIMITED

## Conditions relating to the UKA Coach Licence Scheme

Adopted 1st December 2012

These conditions ("the Conditions"), together with the coach licence application form to which they are attached and the Appeal Procedures for Coaches, form an agreement between UK Athletics Limited ("UKA") and you, the coach ("the Coach"). As a licensed coach you agree to comply with these Conditions together with any other rules, procedures, codes of conduct, policies and guidelines that UKA may publish or impose from time to time.

In these Conditions, except where the context otherwise requires, words denoting the singular include the plural and vice versa and words denoting any gender include all genders.

### 1. Introduction: Purpose of the Coach Licensing Scheme

1.1 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 gives assurance to athletes that the Coach is insured by UKA. The coach licence is intended to demonstrate that a particular coach has met minimum standards and attended the required education and training courses provided by UKA.

1.2 The Coach Licensing Scheme is intended to protect those within athletics, both coaches and athletes, and to allow coaches to develop and become more proficient through continuous training and education.

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 Conditions were adopted or before UKA became governing body for the sport of athletics in the United Kingdom.

1.4 On being granted a coach licence UKA will issue the Coach a licence card ("the Licence Card"), containing the Coach's photograph, the licence expiry date and the level of the Coach's qualification.

### 2. Applications and Eligibility

2.1 A person who wishes to be a UKA licensed coach ("the Applicant") must apply to UKA for a coach licence in the form and in the manner required by UKA. It is the responsibility of the Applicant to ensure that all information required and provided is up to date and accurate.

2.2 In order to qualify for a coach licence the Applicant must have satisfactorily completed and maintained a UKA coaching qualification or obtained a coaching qualification from another sports governing body, coaching or teaching organisation which is recognised by UKA as equivalent to a UKA coaching qualification. An Applicant who holds such a qualification is potentially suitably qualified to be a licensed coach.

2.3 UKA is entitled to refuse to grant a coach licence to an Applicant in the following circumstances:

- UKA has undertaken a Disclosure and Barring Service check or Disclosure (as applicable in England, Wales, Scotland or Northern Ireland) in relation to the Applicant and the results of that check are not in UKA's opinion satisfactory;
- the Applicant concerned has been found to have committed a disciplinary offence by UKA or by any other sports governing body, coaching or teaching organisation or international federation which in UKA's opinion means that the Applicant is unsuitable to coach;
- the Applicant has been found guilty of a doping offence by UKA, UK Anti-Doping ("UKAD") or any relevant or successor body and/or under the World Anti-Doping Agency Code;
- the Applicant is being investigated by the police or other relevant authority (or the Applicant has been convicted, formally charged, cautioned or reprimanded following such an investigation) in connection with matters which affect his ability to coach (for example inappropriate contact with young people);
- another governing body, teaching or coaching organisation has withdrawn the Applicant's coach licence or similar accreditation or has advised UKA that the Applicant should not be granted a coach licence;
- the Child Protection in Sport Unit, a Local Authority Designated Officer, police or other relevant authority has advised UKA that the Applicant should not hold a coach licence;
- the Applicant does not in UKA's opinion have suitable qualities or abilities to be a coach;
- UKA reasonably considers that the Applicant's behaviour (past or present) suggests he is unsuitable to coach or is of unsound mind, particularly if supported by medical evidence or the advice of the UKA's medical officer; or
- UKA otherwise reasonably considers that the grant of a coach licence would be inappropriate.

2.4 UKA's decision shall be final and there shall be no right of appeal.

2.5 Certain UKA courses have minimum age requirements, including 16 years or older for an Athletics Leader course and 18 years or older for a Coaching Assistant & Coach and Leadership in Running Fitness.

### 3. Duration and Renewal

3.1 A coach licence shall remain in force for a period of three years from the date issued (as stated on the Licence Card), subject to it being suspended or withdrawn by UKA pursuant to these Conditions ("the Licence Period").

3.2 The Coach may apply to renew his coach licence at any time from the period commencing six months prior to the expiry of his coach licence. Subject to condition 3.3 a coach licence shall be renewed for a further period of three years (unless UKA decides otherwise).

3.3 UKA may not renew the Coach's coach licence, or impose conditions on the coach licence, if:

- the Coach no longer meets the eligibility requirements set out in condition 2; (ii) the Coach has not maintained his coach qualifications or taken such courses or professional training as UKA has recommended in writing; or
- UKA otherwise reasonably considers that the renewal of a coach licence would be inappropriate, including if the provisions of conditions 4 (Professional Standards) or 5 (Criminal Behaviour) apply.

3.4 If UKA refuses to renew a coach licence UKA shall provide brief written reasons as to why the coach licence has been refused. The Coach shall be entitled to appeal that decision within seven days by submitting to UKA in writing reasons why he should be granted a licence, together with any evidence in support. UKA shall consider that appeal and communicate its final decision within seven days of receiving the Coach's written reasons. UKA's decision shall be final and the Coach shall have no further right of appeal.

### 4. Professional Standards: Code of Conduct for Coaches

4.1 As a responsible athletics coach, it is a condition of the coach licence that the Coach will:

- respect the rights, dignity and worth of every athlete and treat everyone equally, regardless of background or ability;
- prioritise the welfare and safety of the athlete at all times and in accordance with UKA's Welfare Policy and Code of Conduct;
- encourage and guide athletes to accept and take responsibility for their own behaviour and performance;

- be appropriately qualified and update his coach licence as and when required by UKA;
- ensure that the activities he guides or advocates are appropriate for the age, maturity, experience and ability of the individual athlete;
- at the outset, clarify with athletes (and where appropriate their parents or guardians) exactly what is expected of them and what athletes are entitled to expect from the Coach;
- 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;
- consistently promote positive aspects of the sport (e.g. fair play) and never condone rule violations or adopt or encourage the use of prohibited or age-inappropriate substances or techniques;
- consistently display high standards of behaviour and appearance;
- never try to recruit, either overtly or covertly, athletes who are already receiving coaching from another coach (whether or not licensed by UKA); and
- not engage in the massage of an athlete under the age of 18 years, and UKA strongly recommends that a coach does not engage in the massage of an athlete over the age of 18 years, unless the Coach holds a qualification in sports massage or other relevant qualification from a recognised body or authority.

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

- 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 inappropriate personal benefit or reward; and
  - maintain a strict and clear boundary between friendship and intimacy with athletes and not conduct inappropriate relationships with athletes (whether in person or through any communication or media channel, including social media websites). 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.
- 4.3 For the purposes of clause 4.2(ii), in particular, due to the very special relationship between coaches and athletes:
- coaches must not allow an intimate personal relationship to develop with any athlete under the age of 16;
  - 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 him 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;
  - 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.
- 4.4 Any complaint received by UKA in relation to an inappropriate relationship between a coach and an athlete, or any breach of these professional standards, will be investigated and may result in a coach licence being withdrawn or restrictions being imposed on it under condition 6 below

### 5. Criminal Behaviour

5.1 Whilst any criminal behaviour (whether subject to investigation by the police or resulting in a criminal conviction, formal charge, caution or reprimand) on the part of the Coach will not be treated as an automatic reason for the coach licence to be withdrawn (except as provided for in these Conditions), a coach's licence could be withdrawn or restrictions imposed on it (under condition 6 below) if the behaviour is such that UKA decides the Coach is unsuitable to continue to be licensed as a coach or tends to lower the reputation of UKA with its member clubs or with the public.

5.2 Notwithstanding the fact that the Coach may not be charged formally with a criminal offence or may be charged but subsequently not be brought to trial or may be acquitted, UKA shall nevertheless have the right to instigate or continue a disciplinary action against the Coach with regard to the matter concerned.

### 6. Withdrawal of the Coach Licence

6.1 UKA is entitled at any time to withdraw a coach licence in the following circumstances:

- UKA has undertaken a Disclosure and Barring Service check or Disclosure (as applicable in England, Scotland or Northern Ireland) and the results of that are not in UKA's opinion satisfactory;
- the Coach has been found to have committed a disciplinary offence by UKA or by any other sports governing body, coaching or teaching organisation or international federation or other recognised organisation which in UKA's opinion means the Coach is unsuitable to be a coach athlete;
- the Coach has been found guilty of a doping offence by UKA, UKAD or any relevant body and/or under the World Anti-Doping Agency Code;
- the Coach is being investigated by the police or other relevant authority (or the Coach has been convicted, formally charged, cautioned or reprimanded following such an investigation) in connection with a matter which affects his ability to coach (for example inappropriate contact with young people);
- another governing body, teaching or coaching organisation has withdrawn or imposed restrictions on the coach licence or advised UKA that the coach licence should be withdrawn;
- either the Child Protection in Sport Unit, Local Authority Designated Officer, police or other relevant authority has suggested or recommended the Coach should not hold a coach licence;
- the Coach does not in UKA's opinion have suitable qualities or abilities to be a coach for the level at which he is coaching or does not adhere to the professional standards set out in condition 4;
- UKA reasonably considers that the Coach'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 is of unsound mind, particularly if supported by medical evidence or the advice of the UKA's medical officer; or
- 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;

6.2 UKA shall conduct an investigation or review to establish if the circumstances outlined in clause 6.1 apply. Any coach subject to investigation or review shall give UKA full cooperation in relation to the matter and should cease all coaching activities, and surrender his Licence Card, whilst the investigation is under review in accordance with condition 7.

6.3 The results of the investigation shall be referred to a Case Management Group constituted by UKA (at its discretion) who shall be entitled to adjudicate on the matter. The Case Management Group shall be formed of at least three people who shall be independent of and have played no part in the investigation.

6.4 The Case Management Group shall have the power in its sole discretion to:

- impose restrictions on the coach licence;
- reduce the level at which the Coach is licensed to coach;
- withdraw 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.

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

- unauthorised removal of property from premises at which he coaches;
- bullying, victimisation or harassment of athletes under his care or control, a parent or guardian of that athlete, other athletes, fellow coaches, UKA staff, visitors or officials or facility providers;
- any act which brings or could bring the sport of athletics, UKA, or any other athletics organisation or athletics club into disrepute;
- any act which endangers the safety or security of athletes, parents and guardians, coaches, UKA's or any club or facility provider's property, staff, athletes, members or visitors;
- criminal behaviour (as specified above in condition 5);
- a breach of the Code of Conduct for coaches as set out in condition 4;
- physical assault, violent or threatening behaviour;
- deliberate or negligent disregard of the health and safety regulations of UKA or that imposed by any facility or organisation where the Coach works;
- disregard of any UKA policy, procedure or guidelines or of a reasonable instruction from a member of UKA or any club in a supervisory capacity;
- fraud or theft from UKA, any club or their members, athletes, staff, officials or visitors, including falsification of expenses;
- incapacity due to alcohol and / or drugs;
- wilfully damaging premises or property;
- dishonesty, including falsification of coaching qualifications;
- any breach of UKA's Anti-Doping Rules and Procedures or those imposed by UKAD;
- any inappropriate act or conduct in relation to children under the age of 18 and/or any breach of UKA's Welfare Policy or any welfare policy or child protection policy of any of the Home Countries' athletics associations or federations or any athletics club;
- any other action that may be reasonably considered to be misconduct.

6.6 Where a coach licence has been withdrawn or restricted under condition 6.4 UKA shall notify the Coach concerned in accordance with the procedures outlined in Appeal Procedures for Coaches ("the Procedures"). The Coach shall be entitled to appeal UKA's decision in accordance with the Procedures.

6.7 Once the period for an appeal to be lodged has passed, and no appeal has been lodged, 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.

6.8 Where the Coach's licence has been withdrawn UKA, a club or local authority may refuse that Coach access to facilities or to any athletics competition, 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, and withdraw insurance for the Coach, at any time whilst the Coach is under investigation (whether by UKA or any other body or authority).

7.2 Where a coach licence is suspended UKA may notify the Relevant Organisations, other athletes, parents and guardians, facilities providers and local authorities, and the Coach shall not hold himself out or conduct or offer any coaching as a licensed UKA coach during the period of suspension. The Coach shall immediately return the Licence Card or any other certificate issued to him by UKA in connection with his coach licence to UKA upon request.

### 8. Reinstatement

If the coach licence has been withdrawn for a fixed period may, after the fixed period has expired, the Coach may 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 provided that no further complaints have been received and UKA considers that the Coach meets all the eligibility criteria.

### 9. Accreditation for Competitions

If the coach licence has been suspended or withdrawn the Coach may not be proposed for nor shall be granted accreditation or be 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 the Commonwealth Games.

### 10. Data Protection

10.1 The Coach acknowledges and agrees that the name and status of his coach licence may be included in UKA's public register of licensed coaches.

10.2 UKA is registered as a data controller under the Data Protection Act 1998. In administering the Coach Licensing Scheme, UKA undertakes and the Coach acknowledges and agrees that UKA may:

- process data in accordance with that Act and use the Coach's personal data for reasonable purposes in connection with administering the Coach Licence Scheme; and
- pass information about the Coach's status as a licensed coach to other athletics organisations and other organisations concerned with coaching, including without limitation Sports Coach UK, UK Sport, the NSCC and relevant local authorities and social services departments.

### 11. Promotion

The Coach may describe himself, for the duration of this licence only, as being a "UKA Licensed Athletics Coach". On all written material, of any description, these words must be accompanied by a statement of the Coach's coaching qualification and any such promotion must not be false or misleading or lead the public to conclude that the Coach is qualified to a higher standard than that which he currently holds. The Coach may not use the name, initials or logo of UKA on any stationary or promotional materials save as provided in this condition 11.

### 12. Correspondence

12.1 Any notification, correspondence or any other document submitted under these Conditions 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.

12.2 All correspondence addressed to UKA shall be sent to:  
UK Athletics Limited, Athletics House, Alexander Stadium  
Walsall Road, Perry Barr, Birmingham B42 2BE

### 13. Amendments

UKA reserves the right to amend these Conditions from time to time at its sole discretion. The Coach's attendance at education and training courses provided by UKA shall be deemed as continued acceptance of these Conditions as amended.

These Conditions have been adopted by the Board of UK Athletics Limited and shall apply to any coach who is licensed by UK Athletics in the UK.