

UK ATHLETICS LIMITED

Conditions relating to the UKA Technical Officials Scheme

*Adopted 1st December 2012 amended October 2014
Reviewed March 2016*

These conditions (“the Conditions”), together with the Officials Licence Application form to which they are attached and the Appeals Procedures for Technical Officials, form an agreement between UK Athletics Limited (“UKA”) and you, the official (“the Official”). As a licensed official 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 Officials Licensing Scheme

- 1.1 UKA encourages all athletics officials to apply for a licence. The licence provides evidence that the Official has met a minimum level of training, is willing to undergo a Disclosure and Barring Service check and carries public liability insurance provided by UKA. The scheme as a whole is designed to protect those within the sport and to allow officials to become more proficient.
- 1.2 The Official accepts that UKA has jurisdiction to investigate any complaints made against him and impose any sanctions (under condition 6) whether or not events concerned took place before these Conditions were adopted or before UKA became governing body for the sport of athletics in the United Kingdom.
- 1.3 On being granted a licence UKA will issue the Official with a licence card (“the Licence Card”), containing the Official's photograph, the licence expiry date and the level of the Official's qualification.

2. Application and Eligibility

- 2.1 A person who wishes to be a UKA licensed official (“the Applicant”) must apply to UKA for an official’s 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 (and kept up to date).

2.2 In order to apply for a licence the Applicant must have obtained a recognised officiating qualification or have attended and satisfactorily completed a UKA Officiating course.

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

- (i) 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 unsatisfactory;
- (ii) the Applicant is found to have committed a disciplinary offence by UKA or by any other sports governing body or international federation;
- (iii) the Applicant has ever 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;
- (iv) the Applicant is being investigated by the police or other relevant authority (or the Applicant has been convicted, formally charged, cautioned or reprimanded following an investigation) in connection with matters which affect his ability to officiate (e.g inappropriate contact with young people);
- (v) another governing body, officiating or relevant organisation has withdrawn the Applicant's licence or accreditation or advised UKA that the Applicant should not be granted an officials licence;
- (vi) the Child Protection in Sport Unit, the Local Designated Police Officer, or other relevant authority has advised UKA that the Applicant should not hold a licence;
- (vii) the Applicant is not a proficient official and/or has not successfully completed a UKA officiating course;
- (viii) UKA reasonably considers that the Applicant's behaviour (past or present) suggests he is unsuitable to officiate or is of unsound mind especially if supported by medical evidence or on the advice of UKA's medical officer;

(ix) UKA reasonably considers that the grant of a licence would be inappropriate.

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

3. Licence: Duration and Renewal

3.1 An official's 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 During the Licence Period the Official will need to adhere to and agrees to be bound by the Conditions, the Code of Conduct and UKA's Rules and Procedures.

3.3 The Official may apply to renew his licence at any time from the period commencing six months prior to the expiry of the Licence Period. Subject to condition 3.4 a licence shall be renewed for a further period of three years (unless UKA decides otherwise).

3.4 UKA may not renew the Official's licence, or impose conditions on the licence, if:

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

3.5 If UKA refuses to renew a licence UKA shall provide brief written reasons as to why the licence has been refused. The Official 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 Official's written reasons. UKA's decision shall be final and the Official shall have no further right of appeal.

4. Professional Standards: Code of Conduct for Technical Officials

4.1 As an Official and/or accepting the responsibility of a technical official at an athletics competition (all disciplines and types) it is a condition of the licence that the Official will:

- (i) Respect the rights, dignity and worth of every athlete and others involved in athletics and treat everyone equally.
- (ii) Place the welfare and safety of the athlete above the development of performance
- (iii) Be appropriately qualified including obtaining DBS/Disclosure Scotland or Access NI clearance, update your licence and education as and when required by UKA and adhere to the terms of the technical officials licence
- (iv) Keep up to date with any changes in the relevant competition rules and seek the advice of others if necessary
- (v) Ensure that activities you direct or guide are appropriate for the age, maturity, experience and ability of the individual athlete
- (vi) At the outset clarify with athletes (and where appropriate, with parents or carers) exactly what is expected of them and what athletes are entitled to expect from you.
- (vii) Cooperate fully with others involved in the sport such as other technical officials, competition providers/organisers, team managers, coaches, and representatives of the governing body in the provision of fair and equitable conditions for the conduct of athletics events under the relevant rules of competition.
- (viii) Act in a decisive, objective but friendly manner in your interaction with other officials, athletes, coaches and spectators and carry out your duties in an efficient and non-abrasive manner.
- (ix) Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- (x) Never smoke whilst officiating or consume alcoholic beverages to a degree that it affects your ability or competence to undertake your officiating duties.
- (xi) Be fully prepared for the officiating task that is assigned to you
- (xii) Dress appropriately, to the standard and nature of the competition as outlined by the relevant officials committee

- (xiii) Arrive in good time for the competition and report to the official in charge
- (xiv) Conduct the event in accordance with the rules and with due respect to the welfare of the athlete
- (xv) Work in a spirit of cooperation with other officials and do not interfere with their responsibilities
- (xvi) Offer guidance and support to less experienced officials whenever appropriate
- (xvii) Encourage and guide athletes to accept responsibility for their own performance and behaviour
- (xviii) Develop appropriate working relationships with athletes based on mutual trust and respect, especially with those athletes under 18 years or with vulnerable adults
- (xiv) Do not exert undue influence to obtain personal benefit or reward

4.2 A Technical Official **MUST** strictly maintain a clear boundary between friendship and intimacy with athletes and do not conduct inappropriate relationships with athletes. Relationship with athletes can cause significant problems for other athletes, coaches and team members, raising concerns of favouritism and/or victimisation should the relationship later end.

4.3 In particular, you **MUST NOT** allow an intimate personal relationship to develop between yourself and any athlete aged under **18 years**. Any violation of this could result in a technical official's licence being withdrawn. It may also be a criminal offence to conduct a relationship with an athlete aged under 16 years. It may also be a violation of your technical officials licence to form an intimate personal relationship with a vulnerable adult judged/officiated by you

4.4 It is also **strongly recommended** that you do not allow intimate relationships to develop between yourself and athletes judged by you aged over 18 years.

4.5 As a responsible Technical Official, when participating in or attending any athletics activities, including training/coaching sessions and competition events you will:

- (i) Act with dignity and display courtesy and good manners towards others

- (ii) Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical and sexual abuse
- (iii) Challenge inappropriate behaviour and language by others
- (iv) Never engage in any inappropriate or illegal behaviour
- (v) Avoid destructive behaviour and leave athletics venues as you find them
- (vi) Not carry or consume alcohol to excess and/or illegal substances.
- (vii) Avoid carrying any items that could be dangerous to yourself or others excluding athletics equipment used in the course of your athletics activity

4.6 In addition, technical officials should follow these guidelines on best practice, in particular with young athletes or vulnerable adults

- (i) Avoid critical language or actions, such as sarcasm which could undermine an athlete's self-esteem.
- (viii) Avoid spending time alone with young athletes unless clearly in the view of others
- (ix) Avoid taking young athletes alone in your car
- (x) Never invite a young athlete alone into your home
- (xi) Never share a bedroom with a child
- (xii) Always explain why and ask for consent before touching an athlete
- (xiii) Ensure that parents/carers know and have given consent before taking a young athlete away from the usual training venue
- (xiv) Work in same-sex pairs if supervising changing areas
- (xv) Respect the right of young athletes to an independent life outside of athletics
- (xvi) Report any accidental injury, distress, misunderstanding or misinterpretation to the parents/carers and Club/Regional/National or UKA Welfare officer as soon as possible.
- (xvii) Report any suspected misconduct by other technical officials, coaches or other people involved in athletics to the Club, Regional, National or UKA welfare officer as soon as possible.

4.7 Social media

(i) Postings

At meetings where they have responsibility for the appointed Technical Officials, UKA and the Home Countries have no objections to officials posting updates on Social Media sites during events whilst at all times using common sense.

These posts must be in the first person, reflecting their own personal opinion or views and related to their own personal experience.

Technical Officials must not assume the role of a journalist, reporter or any other media capacity.

Postings should be polite, courteous, and respectful in their messages to others and should not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language.

Posts must not disclose any confidential or private information in relation to any third party including, but without limitation to, information which may compromise the security, staging and organisation of events particularly at national level events and, where relevant, the Technical Officials respective team or the privacy of any other Technical Official.

(ii) Sound or moving images

Any video/audio of this type must be for personal use only and not uploaded to any online platforms whether on a live or delayed basis.

(iii) Still Pictures

UKA and the Home Countries are happy for Technical Officials to upload images from inside and outside the venues for personal use. It is not permitted to commercialise, sell or otherwise distribute these photographs. If other persons are featured in still pictures, their consent to publish the picture should be obtained.

Such pictures must not infringe on a person's confidentiality or bring UKA and the Home Countries into disrepute. They must also not compromise the security of the event, venue or an individual.

(iv) Technical Officials must not take still or moving pictures of athletes ,other than those authorised by UKA or event management, whilst in back-of-house areas of any competition venues, including, but not limited to, warm up areas, locker rooms, call rooms , and field of play mixed zone or presentation waiting areas. This includes photographs of athletes with their knowledge and consent.

(v) Autographs and souvenirs

UKA Technical Officials enjoy a privileged position in being able to work with an assist athletes at all levels and stages in their careers. There has to be therefore a degree of professional distance between athletes and officials. Whilst acting as a technical official you must not seek autographs from athletes or ask for souvenirs either for yourself or a third party. This includes the signing of memorabilia and personal clothing. Officials must not without authority remove items of equipment as souvenirs from events.

(vi) Liability

It is brought to your attention that, when Technical Officials choose to go public with their opinions on a Social Media platform they are responsible for their commentary. Social Media users can be held personally liable for any commentary deemed to be defamatory, obscene or proprietary. In essence, Social Media users post their content at their own risk and they should make it clear that the views expressed are their own.

4.8 Selections a) National

UKA shall have the final decision on which officials are appointed to meetings at national level (including but not exclusive to levels 3; 4 and 5 meetings) within the UK notwithstanding any peer group nominations or approval given by the TRNG Secretaries meeting (Appendix E of Rules for Competition). If UKA refuses to accept the nomination then it shall provide brief written reasons to the official as to why the appointment has been refused. The Official shall be entitled to appeal that decision within seven days by submitting to UKA in writing reasons why they should be

reconsidered for the appointment, together with any evidence in support. UKA shall consider that appeal and communicate its final decision within seven days of receiving the Official's written reasons. UKA's decision shall be final and the Official shall have no further right of appeal.

4.9 Selections b) Nominations to International Federations

Nominations by UKA of officials to International Federations in relation to meetings held in the UK but under the jurisdiction and final selection of that International Federation (European Athletics, IAAF or IPC Athletics) shall be at the sole discretion of UK Athletics.

4.10 Selections c) Overseas

All officials who are invited to officiate at competitions overseas must first seek the approval of UKA. If the appointment is by an International Federation (European Athletics, IAAF or IPC Athletics) those officials who have qualified as international officials through the system approved by UKA should inform UKA of their appointment as a courtesy. For any other appointments by organisations (including the above, plus any others), invitations from other National Federations or any others not included above, officials must request approval by writing to UKA (by email or post) giving full details of the invitation. The letter should include details of the competition and the host organisations address details for UKA to enquire further should they need to do so.

Failure to follow this procedure could result in disciplinary action being taken against the official concerned, including, but not confined to, suspension of their Licence

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 Official will not be treated as an automatic reason for the licence to be withdrawn (except as provided for in these Conditions), an official's licence could be withdrawn or restrictions imposed on it (under condition 6 below) if the

behaviour is such that UKA decides the Official is unsuitable to continue to be licensed as an official or tends to lower the reputation of UKA with its member clubs or with the public.

- 5.2 Notwithstanding the fact that the Official 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 Official with regard to the matter concerned.

6. Withdrawal of the Officials Licence

6.1 UKA shall be entitled to withdraw the Licence in the event that:

- (i) the Official no longer meets or is in breach of the eligibility criteria set out in condition 2 or the Professional Standards set out in condition 4; or
- (ii) UKA receives a complaint or has reason to believe the Official has committed misconduct or is otherwise unsuitable to be licensed as an official by UKA.

6.2 UKA shall conduct an investigation to establish if the circumstances outlined in condition 6.1 apply.

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:

- (i) impose restrictions on the licence;
- (ii) reduce the level at which the Official is licensed to officiate; or
- (iii) withdraw a licence for such period as UKA thinks fit or permanently and, where UKA considers it appropriate, to impose conditions to be met before the Official can re-apply for a licence.

6.5 For the purposes of condition 6.1(ii) the Official may have his licence withdrawn in cases of misconduct, examples of which are given below:

- (i) unauthorised removal of property from premises at which he officiates;

- (ii) bullying, victimisation or harassment (in whatever manner or whether in person or online) of officials or other persons involved in the Sport, including athletes, parents or guardians, coaches, UKA staff or visitors, or other officials or the operators of facilities;
- (iii) any act that brings or could bring the sport of athletics, UKA or any other athletics organisation or club into disrepute;
- (iv) any act which endangers the safety or security of other officials, athletes, coaches, UKA's or any club's or facility provider's property, staff, athletes, members or visitors;
- (v) criminal behaviour as specified above in condition 5;
- (vi) a serious breach of the Code of Conduct for Technical Officials (as set out in condition 4);
- (vii) physical assault, violent or threatening behaviour;
- (viii) deliberate or grossly negligent disregard of the health and safety regulations of UKA or that imposed by any facility or organisation where the Official is officiating;
- (ix) disregard of any UKA policy, procedure or a reasonable instruction from a member of UKA or any club acting 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 officiating qualifications;
- (xiv) any inappropriate act or conduct in relation to children under the age of 18 and/or any breach of UKA's Welfare Policy or child protection policy of any of the Home Countries' athletics associations or federations or any athletics club; or
- (xv) any other action that may be reasonably considered to be misconduct.

6.6 Where a licence has been withdrawn or restricted under condition 6.4, UKA shall notify the Official concerned in accordance with the procedure outlined in the

Appeal Procedures for Technical Officials ("the Procedures"). The Official 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 Official has had his 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 licence has been withdrawn UKA, a club or local authority may refuse the Official access to facilities or to any athletics competition, and may expel the Official from membership of the club or facility. In addition, UKA may recommend to a club or other organisation of which the Official is a member that the Official be expelled as a member (in accordance with the club's constitution).

7. Suspension of Licence

UKA may suspend this licence and withdraw its insurance for the Official during any investigation by either UKA or another body in connection with the Official's ability to officiate. On suspension the Relevant Organisations, facility providers and local authorities may be notified, and the Official shall not hold himself out or conduct or offer any officiating as a licensed UKA official during the period of suspension. The Official shall return the Licence Card, or any other certificate issued to him by UKA in connection with his official's licence, to UKA immediately upon request.

8. Reinstatement

If the licence has been withdrawn the Official may after a fixed period have the opportunity to reapply for it to be reinstated. UKA shall consider the application in accordance with condition 2 and shall grant the official licence provided that no further complaints have been received and UKA considers that the Official meets all the eligibility criteria.

9. Accreditation

If the licence has been suspended or withdrawn the Official may not be proposed for accreditation or accredited by UKA for any athletics competition held within the UK or abroad, including Olympic Games, Paralympic Games, Commonwealth Games, World and European Championships.

10. Promotion

The Official may describe himself, for the duration of this licence only, as being a "*UKA Licensed Technical Official*". On all written material of any description these words must be accompanied by a statement of the Official's level of qualification and any such promotion must not be false or misleading or lead the public to conclude that the Official is qualified to a higher standard than that which he currently holds. The Official may not use the name, initials or logo of UKA on any stationery or promotional materials save as provided in this condition 10.

11. Correspondence

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. All correspondence addressed to UKA shall be sent to:

UK Athletics Limited
Athletics House
Alexander Stadium
Walsall Road
Perry Barr
Birmingham
B42 2BE

12. Data Protection

- 12.1 The Official acknowledges and agrees that the name and status of his official's licence may be included in UKA's public register of licensed officials, including on the Technical Officials section of UKA's website at www.uka.org.uk.
- 12.2 UKA is registered as a data controller under the Data Protection Act 1998 ("the Act"). In administering the Officials Licensing Scheme, UKA undertakes and the Official acknowledges and agrees that UKA may:
- (i) process data in accordance with the Act and use the Official's personal data for reasonable purposes in connection with administering the Officials Licence Scheme;
 - (ii) pass information about the Official's status as a licensed official to other athletics organisations or other organisations concerned with the regulation of officials and/or welfare, including without limitation, Athletics Associations, UK Sport, the NSPCC and relevant local authorities and social services departments; and
 - (iii) pass information about the Official's officiating status to athletics clubs and competition providers on request.
- 10.3 UKA, England Athletics Limited, Scottish Athletics Limited, Welsh Athletics Limited and Athletics Northern Ireland ("The Athletics Governing Bodies") may use the Official's personal data (including sensitive personal data) for the purpose of administering his involvement in athletics, and to send the Official information by post, e-mail or SMS related to those purposes. The Athletics Governing Bodies may share the Official's personal data with each other and other organisations involved in the administration of athletics in carrying out these purposes. The Official's own personal details and contact preferences can be updated via the myATHLETICS Portal using a secure password and log-in details. With the Official's consent UKA may use the Official's contact details for other purposes (including information about athletics events, tickets and special offers, prize draws and competitions) by post, email and SMS.

13. Amendments

UKA reserves the right to amend these Conditions from time to time at its sole discretion and shall notify the Official of the changes. The Official'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 apply to any official who is licensed to officiate by UKA.