



Officials
Licence
Terms and
Conditions

UKA | UNITED
KINGDOM
ATHLETICS

AGREED & ADOPTED:
21ST MARCH 2022

UK Athletics Limited

Terms and Conditions for the UK Athletics Licence Scheme for Technical Officials

These Terms and Conditions (the “Conditions”), together with the Code of Conduct for Officials, set out the standards of professional conduct which officials must adhere to.

These Conditions, together with the Official’s Licence application form a contractual agreement between UKA Athletics (“UKA”) and you, the official (the “Official”).

As a Licensed Official you agree to comply with these Conditions and the Code of Conduct for Officials (together the “Official’s Licence”) and any other rules, procedures, codes of conduct, policies and guidelines that UKA may publish or impose from time to time (including any applicable UKA Codes of Practice and/or Health and Safety Policies).

A copy of the Code of Conduct for Officials is at the Appendix to these Conditions and is available on the UKA website. It may be updated from time to time.

1. Introduction: Purpose of the Official's Licensing Scheme

1.1 The UKA Officials Licence Scheme provides assurance to athletes, parents, employers and clubs that the Licenced Official is:

- Trained and Qualified;
- Vetted and checked through the Disclosure and Barring Service (DBS), or similar schemes in Scotland and Northern Ireland;
- Insured;
- Working to minimum levels of standards of practice and behaviour;
- Subject to appropriate codes of conduct, rules and procedures;
- A fit and proper person to engage in officiating in athletics.

1.2 UKA encourages all officials to apply to UKA for an Official's Licence. In particular anyone wishing to officiate within athletics in the UK must apply to UK Athletics for an Official's Licence where they are officiating at or intend to officiate at events sanctioned by UKA or any of the Home Country Athletics Federations ("HCAFs").

1.3 The Official accepts that UKA has jurisdiction to investigate any complaints made against them and impose any sanctions (whether pursuant to these Conditions or as set out in the UKA Disciplinary Rules and Procedures) whether or not the events concerned took place before or after these Conditions were adopted. As such, the Official agrees that if necessary these Conditions have retrospective effect.

1.4 On being granted an Official's Licence UKA will issue the Official with a licence card ("the Licence Card"), containing the Official's photograph, the expiry date and the level of the Official's qualification. In addition, UKA may show these same details on the UKA online live Officials Checker (when such Checker is available).



2. Applications

- 2.1 A person who wishes to be a UKA licensed official must apply to UKA for a licence in the form and in the manner required by UKA from time to time. It is the responsibility of the Official to ensure that all information required and provided is up to date and accurate; this includes providing an up to date passport style photograph.
- 2.2 In order to qualify for a licence the Official must have:
- a. satisfactorily completed and maintained up to date a UKA officiating qualification or obtained an officiating qualification from another sports governing body, officiating or teaching organisation which is recognised by UKA as equivalent to a UKA officiating qualification;
 - b. completed and passed the current UKA safeguarding course (which at the discretion of UKA, may be online or in person);
 - c. satisfactorily completed any other course or provided any other information as requested by UKA.
- 2.3 The Official agrees to UKA undertaking a Disclosure and Barring Service (“DBS”) check or Disclosure (or similar as applicable in England, Wales, Scotland or Northern Ireland) in relation to them and processing the results.

3. Eligibility

- 3.1 Official’s Licences are issued at UKA’s sole discretion. In order to be eligible to be granted an Official’s Licence, the eligibility requirements in paragraph 3.2 below (the “Eligibility Requirements”) must be satisfied.
- 3.2 The Eligibility Requirements are:
- a) The Official must:
 - (i) complete and pass the mandated UKA safeguarding training relevant to their officiating level;
 - (ii) have a DBS Certificate (or similar as applicable in England, Wales, Scotland or Northern Ireland), the contents of which are, in UKA’s opinion, satisfactory;
 - (iii) not be barred from holding or applying for a DBS Certificate (or similar as applicable in England, Wales, Scotland or Northern Ireland);
 - (iv) share a copy of their DBS Certificate (or similar as applicable in England, Wales, Scotland or Northern Ireland) to UKA, including but not limited to when it is requested by UKA or updated or amended in any way;
 - (v)* not have been found guilty of Misconduct by UKA pursuant to its Disciplinary Rules;
 - (vi) not have been found to have committed a disciplinary or safeguarding offence by UKA or by any other sports governing body, coaching or teaching organisation or international federation which in UKA’s opinion means that they are unsuitable to officiate, whether or not any period of suspension or sanction has been served;
 - (vii) not currently have their Official’s Licence suspended;
 - (viii)* not have been found guilty of a doping offence or anti-doping rule violation by:

- a) UKA
 - b) UK Anti-Doping (“UKAD”) or any relevant or successor body,
 - c) the Athletic Integrity Unit; or
 - d) any other relevant authority or organisation with jurisdiction, whether or not any period of suspension or sanction has been served.
- (ix) not be under investigation convicted, formally charged, cautioned or reprimanded by the police or other relevant authority in connection with matters which affect their suitability, in the sole discretion of UKA, to officiate;
 - (x)* not have had their officiating licence or similar accreditation withdrawn by another governing body, teaching or officiating organisation;
 - (xi) be of sound mind;
 - (xii) not have engaged in behavior or conduct which leads UKA to consider that they are unsuitable to officiate;
 - (xiii) co-operate fully with any investigation by UKA in accordance with these Conditions, the UKA Disciplinary Rules and Regulations or the UKA Safeguarding Regulations;
 - (xiv) not breach any condition of their licence.

AND

- b) UKA must be satisfied that the Official has suitable qualities and abilities to be an official in accordance with best practice and the policies and standards of UKA;

AND

- c) UKA must not have:
 - (i) been informed by another governing body or organisation that the Official should not be granted an Official’s Licence or been provided with information that leads UKA to consider that the Official should not be granted an Official’s Licence;
 - (ii) been informed by the Child Protection in Sport Unit, a Local Authority Designated Officer, police or other relevant authority that the Official should not hold an Official’s Licence or been notified of information that leads UKA to consider that the Official should not be granted an Official’s Licence;

*in relation to Eligibility Requirements 3.2 a) (v), (viii) and (x), UKA shall consider the Official’s position on a case by case basis and may, in its sole discretion, waive any one or a combination of those Eligibility Requirements.

3.3 If an Official meets all of the Eligibility Requirements, UKA may, in its sole discretion, grant an Official’s Licence to the Official.

3.4 UKA’s decision as to whether to grant an Official’s Licence shall be final and there shall be no right of appeal.

4. Duration

- 4.1 Once granted an Official's Licence shall remain valid 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").

5. The UK Athletics Code of Conduct for Officials, Safeguarding Policies & other UKA policies

- 5.1 The Official must at all times comply with:
- i) the UKA Code of Conduct for Officials, a copy of which must be read and acknowledged as part of the licensing application process and which is attached to these Conditions and separately available on the UKA website;
 - ii) the UKA Safeguarding Policies and Procedures;
 - iii) all other policies and procedures issued by UKA from time to time.
- 5.2 The Official submits to the jurisdiction of UKA to decide on all issues of Misconduct (as defined in the UKA Disciplinary Rules and Regulations) pursuant to the UKA Disciplinary Rules and Regulations in place from time to time.
- 5.3 The Official submits to the jurisdiction of UKA to decide on all safeguarding offences and matters pursuant to the UKA Safeguarding Policies and Procedures in place from time to time.

6. Renewal

- 6.1 The Official may apply to renew their Official's Licence at any time from the period commencing three months prior to the expiry of their Official's Licence.
- 6.2 UKA may in its sole discretion refuse to renew the Official's Licence, or impose conditions on the Official's Licence, if:
- (i) the Official does not meet, or no longer meets, the Eligibility Requirements;
 - (ii) the Official has not maintained their officiating qualifications or taken such courses or professional training as UKA has recommended or mandated to the Official;
 - (iii) the Official has not completed and passed any necessary UKA safeguarding course;
 - (iv) UKA otherwise reasonably considers that the renewal of the Official's Licence would be inappropriate, including but not limited to if the Official is in breach of these Conditions.
- 6.3 If UKA refuses to renew an Official's Licence or imposes conditions on an Official's Licence, UKA shall provide brief written reasons as to why the application to renew the Official's Licence has been refused. The Official shall be entitled to appeal that decision within 21 days by submitting an appeal in accordance with the Rules of Appeal in the UKA Disciplinary Rules and Procedures.



7. Criminal Behaviour

- 7.1 While 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 Official's Licence to be withdrawn (except as provided for in these Conditions or the UKA Safeguarding Regulations), an individual's Official's Licence could be withdrawn or restrictions imposed on it (under condition 10 below) if the behaviour is such that UKA decides the Official is unsuitable to continue to be licensed as an Official.
- 7.2 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.

8. Investigation

- 8.1 Where it reasonably considers that the Official may be in breach of any of the Official's Licence, the Eligibility Requirements or any UKA policy, including but not limited to the UKA Safeguarding Policies and Procedures, UKA may conduct such investigation into the Official as it sees fit at any time whether under these Conditions or any other relevant policy or procedure.
- 8.2 The Official shall co-operate fully with any investigation by UKA. A failure to do so shall constitute Misconduct.

9. Suspension of Official's Licence

- 9.1 UKA may suspend an Official's Licence, and withdraw insurance for the Official, at any time in the following circumstances:
- i) the Official is under investigation (whether by UKA or any other body or authority);
 - ii) UKA has reason to believe that the Official has committed a breach of any law or UKA policy (including but not limited to the UKA Disciplinary Rules and Regulations, the Code of Conduct for Officials or the UKA Safeguarding Policies and Procedures); or
 - ii) UKA has reason to believe that the Official does not meet, or is no longer meeting, one or more of the Eligibility Requirements.
- 9.2 Where an Official's Licence is suspended:
- i) UKA may notify other relevant organisations, athletes, parents and guardians, facilities providers and local authorities;
 - ii) the Official shall not hold themselves out or conduct or offer any officiating as a licensed UKA official during the period of suspension;
 - iii) the Official shall immediately return the Licence Card, or any other certificate issued to them by UKA in connection with the Official's Licence to UKA upon request;
 - iv) the Official may not utilise the Licence Card to obtain any benefit for themselves.



10. Withdrawal of the Official's Licence

- 10.1 Where UKA considers that the Official has or may have committed Misconduct (as defined in the UKA Disciplinary Rules or Regulations) or any breach of these Conditions or the Code of Conduct for Officials, it may invoke any of its powers under the UKA Disciplinary Rules and Procedures, including but not limited to in relation to:
- i) Investigation;
 - ii) Interim or protective measures;
 - iii) Initiating Disciplinary Proceedings.
- 10.2 In the event disciplinary proceedings are initiated against the Official, the Disciplinary Panel shall have the power to sanction the Official as set out in the UKA Disciplinary Rules and Procedures, which include the power to revoke the Official's Licence.
- 10.3 The Official shall be entitled to appeal any disciplinary decision pursuant to the terms of the UKA Disciplinary Rules and Procedures.
- 10.4 Where the individual's Official's Licence has been revoked, UKA, a club or local authority may refuse that Official 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 Official is a member that the Official be expelled as a member (in accordance with the club's own rules).

11. Reinstatement

If the Official's Licence has been withdrawn for a fixed period the Official may, after the fixed period has expired, re-apply to UK Athletics for the Official's Licence to be reinstated. Such application shall be made to the Disciplinary Panel (in the event that the withdrawal was imposed by such Panel or the Appeal Panel exercising its powers under the UKA Disciplinary Rules and Procedures) or to the Safeguarding Panel in the event that the withdrawal was imposed by such Panel exercising its powers under the UKA Safeguarding Regulations. The relevant Panel shall consider the application in accordance with the Eligibility Requirements and any other required terms for applicants, including those at paragraph 2 and may (in its sole discretion) grant the Official's Licence (with or without conditions) taking into account whether further complaints have been received and UKA considers that the Official now meets all the required Eligibility Requirements.

12. Accreditation for Competitions

If the Official's Licence has been suspended or withdrawn the Official 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.

13. Data Protection

- 13.1 The Official acknowledges and agrees that the name and status of their Official's Licence may be included in UKA's public register of licensed officials (which shall be the UKA Official's Checker (when available) or any equivalent or replacement system).
- 13.2 UKA is registered as a data controller under the Data Protection Legislation (meaning the Data Protection Act 2018 and the General Data Protection Regulation 2016/679) and all applicable laws and regulations relating to the processing of personal data in the UK). In administering the Official's Licensing Scheme, UKA undertakes and the Official acknowledges and agrees that UKA may:
- (i) process data in accordance with the Data Protection Legislation) and use the Official's personal data for the purposes set out in these Conditions in connection with administering the Official's Licence Scheme; and
 - (ii) pass information about the Official's status as a licensed Official to other athletics organisations and other organisations concerned with officiating, including without limitation UK Sport, the NSPCC and relevant local authorities and social services departments as appropriate.
- 13.3 UKA, England Athletics Limited, Scottish Athletics Limited, Welsh Athletics Limited and Athletics Northern Ireland ("The HCAF's") may use the Official's personal data (including sensitive personal data) for the purpose of administering their involvement in athletics, and to send the Official information by post, e-mail or SMS related to those purposes. The HCAF's 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 (or any future replacement or equivalent system) using a secure password and log-in details.
- 13.4 Provided the Official has specifically consented to the same UKA may use the Official's contact details for other purposes (namely, information about athletics events, tickets and special offers, prize draws and competitions) by post, email and SMS.

14. Promotion

The Official may describe themselves, for the duration they hold an Official's Licence that has not expired, been revoked, withdrawn or suspended only, as being a "UKA Licensed Official". On all written material, of any description, these words must be accompanied by a statement of the Official's qualifications 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 they currently hold. The Official may not use the name, initials or logo of UKA on any stationery or promotional materials save as provided in this paragraph 14.

15. Correspondence

15.1 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.

15.2 All correspondence addressed to UKA shall be sent to:

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

16. Amendments

UKA reserves the right to amend these Conditions from time to time at its sole discretion. The Official's continuing to officiate or attendance at education and training courses provided by UKA shall be deemed as continued acceptance of these Conditions (or any other Term of the Official's Licence) as amended.

17. Governing Law

17.1 These Conditions are governed by the laws of England and Wales.

Code of
Conduct:
Technical
Officials

Code of Conduct: Technical Officials

Officials play a vital role in the preparation and delivery of safe and high-quality athletics events. The code of conduct for officials reflects the required standards of personal and professional conduct in that role.

Responsibilities – Professional Standards

To maximise the benefits and minimise the risks to participants, officials must attain an appropriate level of competence through qualifications, and a commitment to ongoing training to ensure safe and correct practice.

Responsibilities – Personal Standards

Officials must demonstrate proper personal behaviour and conduct at all times.

Rights

Officials must respect and champion the rights of every individual to participate safely in sport and physical activity.

Relationships

Officials must develop positive relationships with participants (and others) based on openness, honesty, mutual trust and respect.

1. Responsibilities – Professional Standards

As a responsible technical official, I will:

- 1.1 abide by the UKA and the HCAF Child Safeguarding Policy and Child Safeguarding Procedures
- 1.2 abide by the UKA and the HCAF Adult Safeguarding Policy and Adult Safeguarding Procedures
- 1.3 keep my professional knowledge and skills up to date, be appropriately qualified and renew my licence as and when required by UKA
- 1.4 work in a spirit of cooperation with other officials and not interfere with their responsibilities
- 1.5 offer guidance and support to less experienced officials whenever appropriate



- 1.6 report any accidental injury, distress, misunderstanding or misinterpretation to the parents/ carers and club/regional/national or UKA Safeguarding Officer as soon as possible
- 1.7 challenge and report any inappropriate behaviour or suspected misconduct by other technical officials, coaches or other people involved in athletics to a club (where relevant), HCAF or UKA as soon as possible.

2. Responsibilities – Personal Standards

As a responsible technical official, I will:

- 2.1 never smoke or consume alcohol whilst involved on officiating duties
- 2.2 be fully prepared for the officiating task that is assigned to me
- 2.3 dress appropriately and to the standard and nature of the competition, as outlined by the relevant officials' committee
- 2.4 arrive in good time for the competition and report to the official in charge
- 2.5 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
- 2.6 avoid swearing and critical, abusive language or irresponsible behaviour, including behaviour that is dangerous to me or others, acts of violence, bullying, harassment and physical and sexual abuse
- 2.7 avoid destructive behaviour and leave athletics venues as I find them
- 2.8 avoid carrying any items that could be dangerous to me or others, excluding athletics equipment used in the course of my athletics activity
- 2.9 always explain why and ask for consent before touching an athlete
- 2.10 work in same-sex pairs if supervising changing areas.

3. Rights

As a responsible technical official, I will:

- 3.1 respect the rights, dignity and worth of every athlete and others involved in athletics and treat everyone equally
- 3.2 officiate without discrimination on grounds of age, gender, sexual, cultural, ethnic, disability or religious preference
- 3.3 act with dignity and display courtesy and good manners towards others

- 3.4 in no way undermine, put down or belittle other officials, athletes, coaches or practitioners
- 3.5 ensure the welfare and safety of the athletes under my supervision
- 3.6 not exert undue influence to obtain personal benefit or reward
- 3.7 conduct the event in accordance with the rules and with due respect to the rights and welfare of the athletes.

4. Relationships

As a responsible technical official, I will:

- 4.1 clarify with athletes (and where appropriate, with parents or carers) exactly what it is that is expected of them and what athletes are entitled to expect from me as a technical official
- 4.2 encourage and guide athletes to accept responsibility for their own performance and behaviour
- 4.3 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
- 4.4 act in a decisive, objective but friendly manner in my interaction with other officials, athletes, coaches and spectators, and carry out my duties in an efficient and non-abrasive manner
- 4.5 develop healthy and appropriate working relationships with athletes based on mutual trust and respect, especially with those athletes under 18 years or who are adults at risk
- 4.6 never incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with an athlete under 18 years of age. A violation of this code may result in a technical official licence being permanently withdrawn
- 4.7 never incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with an athlete who is an adult at risk. A violation of this code may result in a technical official licence being permanently withdrawn
- 4.8 not use my position as a technical official to incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or nonverbal communication) with athletes who are aged over 18 years. In certain circumstances a violation of this code may result in a technical official licence being permanently withdrawn
- 4.9 avoid spending time alone with young athletes (under 18) unless clearly in the view of other adults
- 4.10 never take young athletes (under 18) alone in my vehicle
- 4.11 never invite a young athlete (under 18) alone into my home
- 4.12 never share a bedroom with a young athlete (under 18).

(in relation to 4.10/4.11/4.12, the relationship of the official to the child will be a consideration in any referral).



Breach of the Code of Conduct

I understand that if I do not follow the code, the following sanctions may be taken by a club (where relevant), a Home Country Athletics Federation and/or UKA. – I may:

- receive a verbal warning
- receive a written warning
- be required to attend supplementary safeguarding training
- be suspended by a club (where relevant)/HCAF/UKA
- be required to leave or be dismissed by a club (where relevant) /HCAF/UKA
- have my UKA technical official's licence withdrawn
- be referred to DBS/Disclosure Scotland/AccessNI.

