



Coach
Licence
Terms and
Conditions

UKA | UNITED
KINGDOM
ATHLETICS

AGREED & ADOPTED:
21ST MARCH 2022

UK Athletics Limited

Terms and Conditions for the UK Athletics Coach Licence Scheme

Coaches and coaching are essential for the health and success of the sport of Athletics. Coaches are key to ensuring that those who take part in Athletics have a positive experience, as well as help them work towards and achieve their goals and aspirations. Given their role, coaches frequently have positions of trust, influence and responsibility with those they coach.

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

These Conditions, together with the Coach Licence application form a contractual agreement between UKA Athletics (“UKA”) and you, the coach (the “Coach”).

As a Licensed Coach you agree to comply with these Conditions and the Code of Conduct for Coaches (together the “Coach 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 Coaches 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 Coach Licensing Scheme

- 1.1 The UKA Coach Licence Scheme provides assurance to athletes, parents, employers and clubs that the Licenced Coach 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 coaching athletes, including young and vulnerable people.
- 1.2 UKA encourages all athletics coaches to apply to UKA for a Coach Licence. In particular anyone wishing to coach Athletics in the UK must apply to UK Athletics for a Coach Licence;
- where they are coaching or intend to coach at a club affiliated to a Home Country Athletics Federation (“HCAF”),
 - when they are coaching or intend to coach Athletes who are members of a club affiliated to an HCAF,
 - when they are coaching or intend to coach Athletes on the UK Athletics WCP, or a performance development pathway provided by UK Athletics or an HCAF.
- 1.3 The Coach 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 Coach agrees that if necessary these Conditions have retrospective effect.
- 1.4 On being granted a Coach Licence UKA will issue the Coach with a licence card (“the Licence Card”), containing the Coach’s photograph, the expiry date and the level of the Coach’s qualification. In addition UKA will show these same details on the UKA online live Coach Checker.



2. Applications

- 2.1 A person who wishes to be a UKA licensed coach must apply to UKA for a coach licence in the form and in the manner required by UKA from time to time. It is the responsibility of the Coach 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 coach licence the Coach must have:
- a. satisfactorily completed and maintained up to date 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;
 - 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 Coach 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 Coach Licenses are issued at UKA’s sole discretion. In order to be eligible to be granted a Coach Licence, the eligibility requirements in paragraph 3.2 below (the “Eligibility Requirements”) must be satisfied.
- 3.2 The Eligibility Requirements are:
- a) The Coach must:
 - (i) complete and pass the mandated UKA safeguarding training relevant to their coaching 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 coach, whether or not any period of suspension or sanction has been served;
 - (vii) not currently have their Coach 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 coach;
 - (x)* not have had their coach licence or similar accreditation withdrawn by another governing body, teaching or coaching organisation;
 - (xi) be of sound mind;
 - (xii) not have engaged in behaviour or conduct which leads UKA to consider that they are unsuitable to coach;
 - (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 Coach has suitable qualities and abilities to be a coach 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 Coach should not be granted a Coach Licence or been provided with information that leads UKA to consider that the Coach should not be granted a Coach Licence;
 - (ii) been informed by the Child Protection in Sport Unit, a Local Authority Designated Officer, police or other relevant authority that the Coach should not hold a Coach Licence or been notified of information that leads UKA to consider that the Coach should not be granted a Coach Licence;

*in relation to Eligibility Requirements 3.2 a) (v), (viii) and (x), UKA shall consider the Coach’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 a Coach meets all of the Eligibility Requirements, UKA may, in its sole discretion, grant a Coach Licence to the Coach.

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

- 3.5 Applicants should be aware that certain UKA courses have minimum age requirements, including 16 years or older for a Coaching Assistant course and 18 years or older for a Coach and/or Leadership in Running Fitness course.

4. Duration

- 4.1 Once granted a Coach 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 Coaching Code of Conduct, Safeguarding Policies & other UKA policies

- 5.1 The Coach must at all times comply with:
- i) the UKA Code of Conduct for Coaches, 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 Coach 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 Coach 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 Coach may apply to renew their Coach Licence at any time from the period commencing three months prior to the expiry of their Coach Licence.
- 6.2 UKA may in its sole discretion refuse to renew the Coach’s Coach Licence, or impose conditions on the Coach Licence, if:
- (i) the Coach does not meet, or no longer meets, the Eligibility Requirements;
 - (ii) the Coach has not maintained their coach qualifications or taken such courses or professional training as UKA has recommended or mandated to the Coach;
 - (iii) the Coach has not completed and passed any necessary UKA safeguarding course;
 - (iv) Licence would be inappropriate, including but not limited to if the Coach is in breach of these Conditions.



- 6.3 If UKA refuses to renew a Coach Licence or imposes conditions on a Coach Licence, UKA shall provide brief written reasons as to why the application to renew the Coach Licence has been refused. The Coach 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 Coach will not be treated as an automatic reason for the Coach Licence to be withdrawn (except as provided for in these Conditions or the UKA Safeguarding Regulations), a Coach's Coach Licence could be withdrawn or restrictions imposed on it (under condition 10 below) if the behaviour is such that UKA decides the Coach is unsuitable to continue to be licensed as a Coach.
- 7.2 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.

8. Investigation

- 8.1 Where it reasonably considers that the Coach may be in breach of any of the Coach 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 Coach as it sees fit at any time whether under these Conditions or any other relevant policy or procedure.
- 8.2 The Coach shall co-operate fully with any investigation by UKA. A failure to do so shall constitute Misconduct.

9. Suspension of Coach Licence

- 9.1 UKA may suspend a Coach Licence, and withdraw insurance for the Coach, at any time in the following circumstances:
- i) the Coach is under investigation (whether by UKA or any other body or authority);
 - ii) UKA has reason to believe that the Coach has committed a breach of any law or UKA policy (including but not limited to the UKA Disciplinary Rules and Regulations, the Coaches Code of Conduct or the UKA Safeguarding Policies and Procedures); or
 - ii) UKA has reason to believe that the Coach does not meet, or is no longer meeting, one or more of the Eligibility Requirements.
- 9.2 Where a Coach Licence is suspended:
- i) UKA may notify other relevant organisations, athletes, parents and guardians, facilities providers and local authorities;
 - ii) the Coach shall not hold themselves out or conduct or offer any coaching as a licensed UKA coach during the period of suspension;



- iii) the Coach shall immediately return the Licence Card, or any other certificate issued to them by UKA in connection with their Coach Licence to UKA upon request;
- iv) the Coach may not utilise the Licence Card to obtain any benefit for themselves.

10. Withdrawal of the Coach Licence

10.1 Where UKA considers that the Coach has or may have committed Misconduct (as defined in the UKA Disciplinary Rules or Regulations) or any breach of these Conditions or the Coaches Code of Conduct, 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 Coach, the Disciplinary Panel shall have the power to sanction the Coach as set out in the UKA Disciplinary Rules and Procedures, which include the power to revoke the Coach Licence.

10.3 The Coach shall be entitled to appeal any disciplinary decision pursuant to the terms of the UKA Disciplinary Rules and Procedures.

10.4 Where the Coach's Coach Licence has been revoked, 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).

11. Reinstatement

If the Coach Licence has been withdrawn for a fixed period the Coach may, after the fixed period has expired, re-apply to UK Athletics for the Coach 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 Coach Licence (with or without conditions) taking into account whether further complaints have been received and UKA considers that the Coach now meets all the required Eligibility Requirements.

12. 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.

13. Data Protection

- 13.1 The Coach acknowledges and agrees that the name and status of their Coach Licence may be included in UKA's public register of licensed coaches.
- 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 Coach Licensing Scheme, UKA undertakes and the Coach acknowledges and agrees that UKA may:
- (i) process data in accordance with the Data Protection Legislation) and use the Coach's personal data for the purposes set out in these Conditions in connection with administering the Coach Licence Scheme; and
 - (ii) 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 NSPCC and relevant local authorities and social services departments.
- 13.3 UKA, England Athletics Limited, Scottish Athletics Limited, Welsh Athletics Limited and Athletics Northern Ireland ("The HCAF's") may use the Coach's personal data (including sensitive personal data) for the purpose of administering their involvement in athletics, and to send the Coach information by post, e-mail or SMS related to those purposes. The HCAF's may share the Coach's personal data with each other and other organisations involved in the administration of athletics in carrying out these purposes. The Coach's own personal details and contact preferences can be updated via the myATHLETICS Portal using a secure password and log-in details.
- 13.4 Provided the Coach has specifically consented to the same UKA may use the Coach'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 Coach may describe themselves, for the duration they hold a Coach Licence that has not expired, been revoked, withdrawn or suspended 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 they currently hold. The Coach 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 Coach's continuing to coach 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 Coach Licence) as amended.

17. Governing Law

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



Code of
Conduct:
Coaches

UKA | UNITED
KINGDOM
ATHLETICS

Code of Conduct: Coaches

Coaches play a crucial role in the development of athletics and in the lives of the athletes they coach. They have a unique position of trust in athletics and the need for coaches to understand and act on their responsibilities is vital, as is the need to promote participation for fun and enjoyment.

The code of conduct for coaches reflects the principles of good coaching practice.

Responsibilities – Professional Standards

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

Responsibilities – Personal Standards

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

Rights

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

Relationships

Relationships

Coaches must develop a positive relationship with their participants (and others) based on openness, honesty, mutual trust and respect.

1. Responsibilities – Professional Standards

As a responsible athletics coach, I will:

- 1.1 abide by the terms of my UKA coaching licence
- 1.2 abide by the UKA and the HCAF Child Safeguarding Policy and Child Safeguarding Procedures
- 1.3 abide by the UKA and the HCAF Adult Safeguarding Policy and Adult Safeguarding Procedures
- 1.4 keep my professional knowledge and skills up to date, be appropriately qualified for the activities I lead, and renew my coach licence as and when required by UKA



- 1.5 ensure I have obtained an acceptable criminal record check (DBS/Disclosure Scotland/Access NI) (a licence will not be issued to anyone who does not have an acceptable criminal records certificate or who refuses to share the certificate with UKA/the HCAF when required)
- 1.6 ensure that activities I direct, or guide, are appropriate for the age, maturity, experience and ability of the individual athlete
- 1.7 be aware of the current national and international regulations on anti-doping in sport. I will not assist, support or ignore practices, policies or procedures that contravene national or international anti-doping regulations
- 1.8 never try to recruit, either overtly or covertly, athletes who are already receiving coaching. (If approached by an athlete receiving coaching, refer them immediately to the coach currently providing coaching support)
- 1.9 in circumstances where I need to demonstrate a technique through physical contact, always provide an explanation and seek consent before touching the athlete (never touch an athlete aged under 18 to demonstrate a technique without another adult being present)
- 1.10 observe the recommended national guidance on coach/athlete ratios
- 1.11 cooperate fully with others involved in the sport such as technical officials, team managers, other coaches, doctors, physiotherapists, sport scientists and representatives of the governing body in the best interests of the athlete.

2. Responsibilities – Personal Standards

As a responsible athletics coach, I will:

- 2.1 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
- 2.2 never engage in the massage of an athlete under the age of 18 years. I understand that I require an up-to-date and recognised qualification in sports massage or another relevant qualification from a recognised body or authority to engage in the massage of an athlete over 18 years
- 2.3 follow the relevant guidance for coaches on social media use and not post on social media any content which is inappropriate or offensive
- 2.4 be aware that my attitude and behaviour directly affects the behaviour of athletes under my supervision
- 2.5 avoid swearing, abusive language and irresponsible or illegal behaviour, including behaviour that is dangerous to me or others, acts of violence, bullying, harassment, and physical and sexual abuse
- 2.6 avoid destructive behaviour and leave athletics venues as I find them
- 2.7 not carry or consume alcohol or illegal substances while coaching or attending events directly linked to coaching

- 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 challenge inappropriate behaviour and language by others and report any suspected misconduct by other coaches or other people involved in athletics to the club, HCAF/UKA Safeguarding Team as soon as possible
- 2.10 act ethically, professionally and with integrity, and take responsibility for your actions.

3. Rights

As a responsible athletics coach, I will:

- 3.1 provide coaching services without discrimination on grounds of age, gender, sexual, cultural, ethnic, disability or religious preference
- 3.2 respect the rights, dignity and worth of every athlete and treat everyone equally, regardless of background or ability
- 3.3 make the athlete's health and welfare my primary and overriding concern
- 3.4 respect the athlete's right to self-determination when deciding who they are coached by
- 3.5 respect the right of all athletes to an independent life outside of athletics
- 3.6 report any accidental injury, distress, misunderstanding or misinterpretation to the parents/ carers and Club Welfare Officer as soon as possible
- 3.7 never exert undue influence to obtain personal benefit or reward
- 3.8 in no way undermine, put down or belittle other coaches or practitioners, or allow those behaviours to exist within the athletes and groups that I lead / manage – including those behaviours towards other athletes or groups of athletes.

4. Relationships

As a responsible athletics coach, I will:

- 4.1 at the outset, 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
- 4.2 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
- 4.3 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 coach licence being permanently withdrawn
- 4.4 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 coached by me or under my supervision. A violation of this code may result in a coach licence being permanently withdrawn



- 4.5 not use my position as a licensed coach to 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 athletes I coach who are aged over 18 years. In certain circumstances a violation of this code may result in a coach licence being permanently withdrawn
- 4.6 avoid spending time alone with young athletes (under 18) unless clearly in the view of other adults
- 4.7 ensure that parents/carers know and have given consent before taking a young athlete (under 18) away from the usual training venue
- 4.8 never take young athletes (under 18) alone in my vehicle
- 4.9 never invite a young athlete (under 18) alone into my home
- 4.10 never share a bedroom with a young athlete (under 18).

Breach of the Code of Conduct

I understand that if I do not follow the code, I may be in breach of the terms and conditions of my UKA licence and could be subject to disciplinary action and sanction by my club, Home Country Athletics Federation and/or UKA and that as a consequence of such disciplinary action the following sanctions may be imposed – I may:

- receive a verbal warning
- receive a written warning
- be monitored by another coach
- be required to attend supplementary training
- be suspended by the club/HCAF/UKA
- be required to leave or be dismissed by the club/HCAF/UKA
- have my UKA coaching licence withdrawn
- be referred to DBS/Disclosure Scotland/AccessNI.

