

APPLICATION TO BECOME A UK ATHLETICS LICENSED COACH THROUGH ASSESSMENT OF CURRENT COACHING COMPETENCE (ACCC) FOR FOREIGN COACHES

Welcome

I am pleased that you are applying for assessment of your current coaching competence.

Athletics needs coaches of the highest quality and I hope that you already have, or will develop, the technical knowledge, the expertise and the motivation required to be a great coach.

Athletes at every level need high quality coaches. All athletics coaches are in a position to make a significant contribution to the success of British athletes at the London Olympic Games in 2012 and beyond, through working with children, talented athletes emerging at a high level or established world class performers.

This application is the first step in the process that will recognise your current position as a coach or aspiring coach and identify what steps you could take to further your coaching abilities and experience.

This is what you should do:

1. Complete the self assessment form (you should do this in consultation with an experienced coach).
2. Send the form to UKA with a cheque for £75 payable to 'UK Athletics', with your name and address printed clearly on the back of the cheque.

Please return forms to:

**Coach Education
UKA
Athletics House
Alexander Stadium
Walsall Road
Perry Barr
Birmingham
West Midlands
B42 2BE**

3. The form will be evaluated and a learning programme suggested that will enable you to become qualified at the most appropriate level
4. Your coaching competency will then be practically assessed and you will become licensed, provided you have a current CRB.

Please attach a photograph with your name on the reverse

Coach Licence Application

Please complete this form in block capitals using black ink

Unique Reference Number

Office Use Only

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/>		
Forename(s)			
Surname			
Address			
Town/City			
County			
Post code			
Nationality			
Phone (work)		Phone (home)	
Phone (mobile)			
E-mail address			

Date of Birth

Gender

Club / School / University /
Local Authority

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 tend. Details of all of these can be found on the UKA website (www.ukathletics.net)

- I confirm that the information given is accurate
- 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 and related procedures as laid down in its rule book

Signature

Date

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 National and Regional Athletics Associations, affiliated bodies, sports organisations (such as Sports Coach UK, UK Sport, National Sports Councils) 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 please tick here

Section 1 – Sports and Coaching qualifications

e.g. sports science degree, teaching certificate, UKCC coaching modules

Awarding Body	Level / Title of qualification	Date(s)

Section 2 – Coaching Experience – athletics

--

Section 3 – Coaching Experience – other sports

Please detail coaching experience in other sports

--

Section 4 – Other relevant (non coaching) qualifications

(e.g. first aid, child protection)

--

Section 5 – Other information (knowledge, skills and experience) that may be relevant to

--

Section 6 – References

(Please supply names and details of 2 people who are able to give you a coaching reference)

Name			
Position			
Address			
Town/City			
County			
Post code			
Phone (work)		Phone (home)	
Phone (mobile)			
E-mail			
Reference 2			
Name			
Position			
Address			
Town/City			
County			
Post code			
Phone (work)		Phone (home)	
Phone (mobile)			
E-mail			

COACH SELF ASSESSMENT TOOL

TICK THE BOX THAT BEST DESCRIBES YOUR CURRENT LEVEL OF KNOWLEDGE IN:

TECHNIQUE	<input type="checkbox"/> Basic knowledge of running, jumping and throwing	<input type="checkbox"/> Adequate knowledge in running jumping and throwing	<input type="checkbox"/> Adequate knowledge across all events. Good knowledge in specific events	<input type="checkbox"/> Good knowledge across all events Excellent knowledge in specific events
TACTICS	<input type="checkbox"/> little	<input type="checkbox"/> adequate	<input type="checkbox"/> good	<input type="checkbox"/> excellent
BIOMECHANICS	<input type="checkbox"/> little	<input type="checkbox"/> adequate	<input type="checkbox"/> good	<input type="checkbox"/> excellent
STRENGTH AND CONDITIONING	<input type="checkbox"/> little	<input type="checkbox"/> adequate	<input type="checkbox"/> good	<input type="checkbox"/> excellent
ATHLETE DEVELOPMENT	<input type="checkbox"/> little	<input type="checkbox"/> adequate	<input type="checkbox"/> good	<input type="checkbox"/> excellent
NUTRITION	<input type="checkbox"/> little	<input type="checkbox"/> adequate	<input type="checkbox"/> good	<input type="checkbox"/> excellent
SKILL ACQUISITION	<input type="checkbox"/> little	<input type="checkbox"/> adequate	<input type="checkbox"/> good	<input type="checkbox"/> excellent
SPORTS PHYSIOLOGY	<input type="checkbox"/> little	<input type="checkbox"/> adequate	<input type="checkbox"/> good	<input type="checkbox"/> excellent
SPORTS PSYCHOLOGY	<input type="checkbox"/> little	<input type="checkbox"/> adequate	<input type="checkbox"/> good	<input type="checkbox"/> excellent
MOVEMENT SKILLS	<input type="checkbox"/> little	<input type="checkbox"/> adequate	<input type="checkbox"/> good	<input type="checkbox"/> excellent
ATHLETE LIFESTYLE SUPPORT	<input type="checkbox"/> little	<input type="checkbox"/> adequate	<input type="checkbox"/> good	<input type="checkbox"/> excellent

TICK EACH BOX TO CONFIRM THAT YOU:

CONFIDENTIALITY	<input type="checkbox"/> Deal with confidential information appropriately
CHILD PROTECTION	<input type="checkbox"/> Follow codes of conduct in relation to the protection of children and vulnerable adults
EXPECTATIONS	<input type="checkbox"/> Have high expectations of athletes and what they can achieve
COLLABORATING	<input type="checkbox"/> Work collaboratively and cooperatively with others
SELF DEVELOPMENT	<input type="checkbox"/> Are open to advice and feedback
INCLUSIVITY	<input type="checkbox"/> Promote equality and inclusion for all athletes

TICK ONE BOX IN EACH ROW THAT BEST DESCRIBES WHAT YOU CURRENTLY DO

OVERALL ROLE	<input type="checkbox"/> Help another coach to deliver training sessions	<input type="checkbox"/> Plan, deliver and evaluate medium and short term training programmes and individual training sessions	<input type="checkbox"/> Plan, deliver and evaluate long, medium and short term training programmes. Plan, deliver and evaluate training sessions	<input type="checkbox"/> Plan, deliver and evaluate advanced, integrated programmes for athletes. Coordinate the support available for athletes Plan, deliver and evaluate consistently high quality training sessions
GOAL SETTING	<input type="checkbox"/> Help athletes to determine goals during a particular session	<input type="checkbox"/> Assist athletes in setting and reviewing performance goals	<input type="checkbox"/> Systematically set and review targets with athletes for performance and personal criteria	<input type="checkbox"/> Engage in a continual process of goal setting, reviewing and refining, across a range of areas, working with athletes to develop their own abilities in goal setting
COMMUNICATION	<input type="checkbox"/> Communicate clearly with athletes	<input type="checkbox"/> Communicate in a clear and positive manner which encourages athletes and informs others	<input type="checkbox"/> Communicate in a clear and positive manner which encourages athletes, informs and develops skills in others	<input type="checkbox"/> Communicate in a manner which motivates, engages and inspires athletes and other coaches and develops communication skills in them
PLANNING	<input type="checkbox"/> Help another coach to plan what athletes will do during the session,	<input type="checkbox"/> Plan effective medium and short term training for a group of athletes, appropriate to their ages and capabilities	<input type="checkbox"/> Use the outcomes of previous evaluation to design and plan a coaching programme that supports athletes' needs	<input type="checkbox"/> Plan individualised long, medium and short term training programmes based on the potential benefit of specific methodologies, strategies, or support mechanisms using integrated approaches that maximise the long term performance of athletes

PLANNING		<input type="checkbox"/> Share planning with athletes	<input type="checkbox"/> Involve athletes in the selection, application and modification of session and programme goals	<input type="checkbox"/> Develop coaching plans that are finely tuned to the needs of each individual athlete, doing so in consultation with the athlete and in such a way as to develop the athlete's own understanding of the planning process
		<input type="checkbox"/> Plan appropriate training volume and intensity	<input type="checkbox"/> Plan realistic timings, sequences, volume and intensity for each athlete and for all sessions within the overall coaching programme	<input type="checkbox"/> Plan training that is sensitive to the changing abilities, physical and psychological adaptations, and aspirations of athletes, doing so at a macro, meso and micro level.
PREPARATION	<input type="checkbox"/> Help to prepare resources for training sessions	<input type="checkbox"/> Prepare resources for training sessions	<input type="checkbox"/> Select and prepare resources for training programmes and individual training sessions	<input type="checkbox"/> Evaluate the range of resources available to support athlete improvement and select those which are most efficacious. Prepare these for programmes and for individual sessions
SAFETY	<input type="checkbox"/> Help to ensure that the training environment is safe and know what to do in case of accident or injury	<input type="checkbox"/> Risk assess the training environment. Know and explain procedures for dealing with accidents or incidents that threaten safety. Report safety concerns to the appropriate person	<input type="checkbox"/> Ensure that all aspects of health and safety for athletes and others are considered and that training environments are always risk assessed. Ensure that all safety concerns are reported and addressed	<input type="checkbox"/> Ensure that all aspects of health and safety for athletes and others are considered and that training environments are always risk assessed. Oversee the safety of all users in the training environment, whether or not directly under your instruction.
	<input type="checkbox"/> Help to ensure that training activities are safe	<input type="checkbox"/> Ensure that training activities are safe	<input type="checkbox"/> Employ methods to manage and minimise the range of injuries and illnesses that can affect athletes and others	<input type="checkbox"/> Research, utilise and share the latest knowledge on health, safety and injury prevention, developing in athletes the ability to risk-assess.
QUESTIONING	<input type="checkbox"/> Use questions to check that athletes understand	<input type="checkbox"/> Ask questions that help athletes to learn and develop self awareness	<input type="checkbox"/> Use questioning as an important tool in the coaching process, developing athletes own ability to learn and self evaluate	<input type="checkbox"/> Ask searching and astute questions that place the onus on the athlete to become fully self aware and encourage other coaches to use questioning in a similar manner
DEMONSTRATING	<input type="checkbox"/> Provide basic, but accurate demonstration in some general areas	<input type="checkbox"/> Provide technically accurate explanations and demonstrations in running, jumping and throwing	<input type="checkbox"/> Provide advanced and technically accurate explanations and demonstrations in specific events	<input type="checkbox"/> Provide advanced and technically accurate explanations and demonstrations in a range of specific events
OBSERVATION AND FEEDBACK	<input type="checkbox"/> Observe athletes and give basic feedback on results and performance	<input type="checkbox"/> Observe athletes and give accurate and objective feedback at appropriate times which encourages them to learn	<input type="checkbox"/> Observe athletes and give precise, insightful and valuable feedback at appropriate points in the learning process, encouraging them to become skilled in self evaluation	<input type="checkbox"/> Use a range of strategies to provide athletes with high quality feedback on a range of internal and external factors in a manner that elicits continual improvement
IMPROVING PERFORMANCE	<input type="checkbox"/> Help to improve technical skill in athletes	<input type="checkbox"/> Depending upon age and capability, improve technical skill in athletes	<input type="checkbox"/> Depending upon age and capability, develop good technical skill in athletes	<input type="checkbox"/> Depending upon age and capability, develop excellent technical skill in athletes
	<input type="checkbox"/> Help to improve tactical skill in athletes	<input type="checkbox"/> Depending upon age and capability, improve tactical skill in athletes	<input type="checkbox"/> Depending upon age and capability, develop good tactical skill in athletes	<input type="checkbox"/> Depending upon age and capability, develop excellent tactical skill in athletes
	<input type="checkbox"/> Help to improve psycho-behavioural skill in athletes	Depending upon age and capability, improve psycho-behavioural skill in athletes	<input type="checkbox"/> Depending upon age and capability, develop good psycho-behavioural skill in athletes	<input type="checkbox"/> Depending upon age and capability, develop excellent psycho-behavioural skill in athletes
	<input type="checkbox"/> Help to improve lifestyle management skill in athletes	<input type="checkbox"/> Depending upon age and capability, improve lifestyle management skill in athletes	<input type="checkbox"/> Depending upon age and capability, develop good lifestyle management skill in athletes	<input type="checkbox"/> Depending upon age and capability, develop excellent lifestyle management skill in athletes
	<input type="checkbox"/> Help to improve movement skill in athletes	<input type="checkbox"/> Depending upon age and capability, improve movement skill in athletes	<input type="checkbox"/> Depending upon age and capability, develop good movement skill in athletes	<input type="checkbox"/> Depending upon age and capability, develop excellent movement skill in athletes

DELIVERY	<input type="checkbox"/> Help to deliver training sessions to an acceptable standard	<input type="checkbox"/> Deliver training sessions to an acceptable standard that elicit athlete progress	<input type="checkbox"/> Deliver consistently good quality training sessions that clearly elicit good athlete progress	<input type="checkbox"/> Deliver consistently high quality training sessions that clearly elicit excellent athlete progress
	<input type="checkbox"/> Encourage positive behaviour. Discourage and challenge inappropriate behaviour	<input type="checkbox"/> Use a range of strategies to ensure good behaviour and a range of strategies to eliminate inappropriate behaviour	<input type="checkbox"/> Encourage athletes and others to discover personal solutions to manage disagreements, conflict and inappropriate behaviour	<input type="checkbox"/> Manage athlete conduct and behaviour in a skilled and empowering manner
	<input type="checkbox"/> Use a range of approaches in helping to coach athletes	<input type="checkbox"/> Demonstrate a range of coaching styles, utilising and modifying these whenever appropriate	<input type="checkbox"/> Demonstrate a wide range of coaching and mentoring styles, assessing their impact upon others and modifying them whenever appropriate	<input type="checkbox"/> Integrate a wide range of knowledge, styles strategies and methodologies to ensure optimum athlete development and encouraging other coaches to develop similar abilities
	<input type="checkbox"/> Help to ensure that all athletes are fully engaged in sessions	<input type="checkbox"/> Ensure that all athletes are fully engaged in sessions	<input type="checkbox"/> Ensure that athletes are fully engaged in the training process, are actively involved in each session and increasingly take responsibility for their own development	<input type="checkbox"/> Ensure that every athlete is fully involved in all aspects of designing, and delivering training programmes and is fully engaged in the entire process of performance development
	<input type="checkbox"/> Help to identify when the session needs to change to meet the needs of athletes	<input type="checkbox"/> Identify when the session needs to change to meet the needs of athletes and make the necessary changes	<input type="checkbox"/> Modify the programme and each session in response to the changing needs of the athletes or new learning opportunities	<input type="checkbox"/> Continually assess progress and modify all aspects of preparation and training to ensure the optimum development and progress of each individual athlete
MANAGEMENT	<input type="checkbox"/> Refer athletes to the lead coach when appropriate	<input type="checkbox"/> Refer athletes to others when appropriate	<input type="checkbox"/> Identify and develop a network of high quality others and refer athletes when appropriate	<input type="checkbox"/> Identify, develop, nurture and coordinate a network of high quality others and manage the input each has with individual athletes. Develop in athletes the ability to coordinate their own support networks
EVALUATION	<input type="checkbox"/> Help to evaluate athletes' strengths and weaknesses	<input type="checkbox"/> Occasionally evaluate athletes' strengths and weaknesses	<input type="checkbox"/> Regularly evaluate athletes' strengths and weaknesses	<input type="checkbox"/> Use advanced methodology to regularly evaluate the strengths and weaknesses of athletes
	<input type="checkbox"/> Help to review the session with athletes, recognising what has gone well or otherwise	<input type="checkbox"/> Review sessions with athletes, recognising what has gone well or otherwise	<input type="checkbox"/> Collect and analyse accurate information from a range of sources to evaluate the effectiveness of the programme	<input type="checkbox"/> Monitor and evaluate the effectiveness of the entire integrated athlete training programme
SELF EVALUATION	<input type="checkbox"/> Review your own performance, using outcomes to guide further development	<input type="checkbox"/> Analyse coaching practice, using a range of methods, identifying strengths and areas for development	<input type="checkbox"/> Analyse own coaching practice identifying using a wide range of methods, (including athlete performance) strengths, weaknesses and areas for professional development	<input type="checkbox"/> Analyse own coaching practice identifying using a wide range of methods, (including athlete performance) strengths, weaknesses and areas for professional development and further develop the coaching process within the wider environment
RELATIONSHIPS	<input type="checkbox"/> Establish positive relationships with athletes and others	<input type="checkbox"/> Use a range of strategies to develop strong and positive relationships	<input type="checkbox"/> Establish and maintain strong and fruitful relationships with athletes, coaches and relevant others	<input type="checkbox"/> Establish and maintain strong and fruitful relationships with athletes, coaches and relevant others which encourage continual improvement and confident, independent athletes.
DEVELOPING OTHERS	<input type="checkbox"/> Not yet	<input type="checkbox"/> Share ideas with other coaches	<input type="checkbox"/> Where appropriate review others' coaching practice. Assist others to develop their coaching practice	<input type="checkbox"/> Review others' coaching practice. Play a major role in assisting others to develop their coaching practice
PROFESSIONAL CONDUCT	<input type="checkbox"/> Behave in a professional manner	<input type="checkbox"/> Set high standards of personal conduct and good practice	<input type="checkbox"/> Demonstrate high standards of coaching competence and behaviour, setting high expectations of all with whom you work	<input type="checkbox"/> Act in a highly professional manner at all times, modelling coaching behaviours, technical knowledge and expertise to which other coaches aspire

Equity Policy

UK Athletics has an equity policy. It would help UKA to monitor the implementation of that policy if you complete this part of the form. The information is confidential.

Gender Female Male

Ethnic origin

White

British
 Irish
 Any other white background

Black or black British

Caribbean
 African
 Any other black background

Mixed

White and black Caribbean
 White and black African
 White and Asian
 Any other mixed background

Chinese or other ethnic group

Chinese
 Any other ethnic group

Asian or Asian British

Indian
 Pakistani
 Bangladeshi
 Any other Asian background

Disability

The Disability Discrimination Act 1995 defines a disabled person as anyone with a 'physical or mental impairment that has a substantial and long-term adverse effect upon his/her ability to carry out normal day-to-day activities'.

Do you consider yourself to have a disability? Yes No

If yes, what is the nature of your disability?

Disability

Amputee
 Cerebral Palsy
 Hearing Impairment
 Learning Disability
 Visual Impairment
 Wheelchair user
 Other

Please specify:

UK ATHLETICS LIMITED

Terms and Conditions relating to the

UKA Coach Licence

Adopted on 01 April 2005

The licence and terms and conditions in the licence form an agreement between UKA and you, the coach. By accepting

this licence you agree to comply with the terms and conditions and any other rules, procedures, codes of conduct, policies

and guidelines of UKA and amends to these.

1. Introduction

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

1.2 The Coach Licensing Scheme as a whole is intended to protect those within athletics, both coaches and athletes and

to allow coaches to develop and become more proficient.

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

2. Applications

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

Board.

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

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

(i) where UKA has undertaken a Criminal Records Bureau check in relation to the applicant and the results of that check are not in UKA's opinion satisfactory;

(ii) where the applicant concerned has been found to have committed a disciplinary offence (including a doping offence) by UKA or by any other sports governing body or international federation which in UKA's opinion means that the applicant is unsuitable to coach;

(iii) where the applicant is being investigated by the police or other relevant authority in connection with matters which

affect his ability to coach (for example inappropriate contact with young people);

(iv) where another governing body or coaching organisation has withdrawn the applicant's coaching licence or similar accreditation;

(v) where either the NSPCC or the Child Protection in Sport Unit or other relevant authority has suggested to UKA that the applicant should not hold a coach licence;

(vi) where the applicant does not in UKA's opinion have suitable qualities or abilities to be a coach;

(vii) where UKA reasonably considers that the applicant's behaviour (past or present) suggests he is unsuitable to coach;

or

(viii) where UKA otherwise reasonably considers that the grant of a coach licence would be inappropriate.

2.4 If UKA refuses to grant a coach licence to a potentially suitably qualified person UKA shall provide brief reasons as to why the coach licence has been refused. The person concerned shall be given an opportunity (usually seven days) to reply to UKA stating why he should be granted a licence before UKA makes its final decision. For the avoidance of doubt, a person whose coach licence is refused by UKA shall not be entitled to appeal UKA's decision.

3. Coach Licence

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

3.2 During the course of the Licence Period, the coach must adhere to these terms and conditions, the Code of Conduct

for coaches and UKA's other rules, procedures, code of conduct policies and guidelines from time to time in force.

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

3.4 UKA reserves the right not to renew a coach licence where it has reasonable grounds for suspecting that the coach

may not have complied with these terms and conditions.

4. Code of Conduct

4.1 As a responsible athletics coach, a coach will:

(i) respect the rights, dignity and worth of every athlete and treat everyone equally, regardless of background or ability;

(ii) place the welfare and safety of the athlete above the development of performance;

(iii) encourage and guide athletes to accept and take responsibility for their own behaviour and performance;

- (iv) be appropriately qualified and update their coach licence as and when required by UKA;
- (v) ensure that the activities they guide or advocate are appropriate for the age, maturity, experience and ability of the individual athlete;
- (vi) at the outset, clarify with athletes (and where appropriate their parents or carers) exactly what is expected of them and what athletes are entitled to expect from the coach;
- (vii) co-operate fully with other colleagues (e.g. other coaches, officials, team managers, sport scientists, doctors, physiotherapists and governing body staff) in the best interests of the athlete;
- (viii) consistently promote positive aspects of the sport (e.g. fair play) and never condone rule violations or the use of prohibited or age-inappropriate substances;
- (ix) consistently display high standards of behaviour and appearance;
- (x) never try to recruit, either overtly or covertly, athletes who are already receiving coaching from another coach (whether or not licensed by UKA).

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

- (i) develop appropriate working relationships with athletes (especially under 18s), based on mutual trust and respect. In particular, a coach will not exert undue influence to obtain personal benefit or reward;
- (ii) strictly maintain a clear boundary between friendship and intimacy with athletes and not conduct inappropriate relationships with athletes. Relationships with athletes can cause significant problems for other team members and can fracture teams, raising concerns of favouritism, or even of victimisation, should the relationship later end. In particular, due to the very special relationship between coaches and athletes:
 - (a) coaches must not allow an intimate personal relationship to develop with any athlete under the age of 16. Any violation of this rule could result in a coach licence being withdrawn or restrictions being imposed on it under condition 6 below;
 - (b) coaches should not allow an intimate personal relationship to develop with any athlete between the ages of 16 and 18 (who is coached or supervised by them either directly or indirectly). Athletes aged between 16 and 18 years may be vulnerable and an intimate personal relationship between a coach and such an athlete is never likely to be appropriate. Any complaint received by UKA in relation to an inappropriate relationship between a coach and any athlete aged between 16 and 18 will (as for all complaints) be investigated extremely thoroughly and any violation of this rule could result in a coach licence being withdrawn or restrictions being imposed on it under condition 6 below;
 - (c) it is also strongly recommended that coaches do not allow intimate personal relationships to develop with athletes (coached or supervised by them) even if they are over the age of 18.

5. Criminal Misconduct

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

6. Withdrawal of Coach Licence

6.1 In the following circumstances:

(i) where UKA has undertaken a Criminal Records Bureau check and the results of that check are not in UKA's opinion satisfactory;

(ii) where the person concerned has been found to have committed a disciplinary offence (including a doping offence) by UKA or by any other sports governing body or international federation which in UKA's opinion means the person is unsuitable to coach;

(iii) where the person concerned is being investigated by the police or other relevant authority in connection with matter which affect his ability to coach (for example inappropriate contact with young people);

(iv) where another governing body or coaching organisation has withdrawn or imposed restrictions on the person's coach licence;

(v) where either the NSPCC or the Child Protection in Sport Unit or other relevant authority has suggested or recommended the person should not hold a coach licence;

(vi) where the person does not in UKA's opinion have suitable qualities or abilities to be a coach for the level at which he is coaching;

(vii) where UKA reasonably considers that the person's behaviour (past or present) is such that either restrictions should be imposed on his coach licence or it should be withdrawn on the basis that he is unsuitable to coach; or

(viii) where UKA has received a complaint or has reason to believe that the coach has committed misconduct or is otherwise unsuitable to be licensed as a coach by UKA;

UKA shall conduct such investigations or reviews as it thinks appropriate in relation to the circumstances to establish whether the coach's licence should be restricted or withdrawn under condition 6.2 below. Any coach subject to investigation or review shall give UKA full co-operation in relation to the matter.

6.2 Where UKA has carried out an investigation and has established that one of the circumstances in conditions 6.1(i) to

(viii) exists, UKA may in its sole discretion:

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

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

- (i) unauthorised removal of property from premises at which he coaches;
- (ii) bullying, victimisation or harassment of athletes under his/her care or control, other athletes, fellow coaches, UKA staff, visitors or officials;
- (iii) any act which brings/or could bring the sport of athletics, UKA, or any other athletics organisation or athletics club into disrepute;
- (iv) any act which endangers the safety or security of athletes, coaches, UKA's or any club's property, staff, athletes, members or visitors;
- (v) criminal misconduct (as specified above);
- (vi) a breach of the Code of Conduct for coaches (set out in paragraph 4 above);
- (vii) physical assault, violent or threatening behaviour;
- (viii) deliberate disregard of the safety regulations of UKA;
- (ix) disregard of UKA policy, procedure or of a reasonable instruction from a member of UKA or any club in a supervisory capacity;
- (x) fraud or theft from UKA, any club or their members, athletes, staff, officials or visitors, including falsification of expenses;
- (xi) incapacity due to alcohol and / or drugs;
- (xii) wilfully damaging premises or property;
- (xiii) dishonesty, including falsification of coaching qualifications;
- (xiv) any breach of UKA's Anti-Doping Rules and Procedures;
- (xv) any inappropriate act or conduct in relation to children under the age of 18 and/or any breach of UKA's Athletics Welfare Policy or any welfare policy or child protection policy of any of the Home Countries' athletics associations or federations or any athletics club;

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

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

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

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

7. Suspension of Coach Licence

7.1 UKA may suspend a coach licence at any time whilst either UKA or another body is investigating a coach's behaviour

in connection with his ability to coach or pending an appeal under condition 6.3 above.

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

8. Reinstatement

A coach whose coach licence has been withdrawn for a fixed period may, after the fixed period has expired, re-apply to UK Athletics for his coach licence to be reinstated. UKA shall consider the application in accordance with condition 2 and

shall grant the coach licence to such person provided that no further complaints have been received and UKA considers

that he is a fit and proper person to coach.

9. Accreditation for Competitions

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

10. Data Protection

UK Athletics is registered as a data controller under the Data Protection Act 1998. In administering the Coach Licensing

Scheme, UK Athletics undertakes to process data in accordance with that Act. Please note that in administering the Scheme UK Athletics may pass information about your coaching status to other athletics organisations, other

organisations concerned with coaching including without limitation Sports Coach UK, UK Sport, the NSPCC and relevant

local authorities and social services departments.

11. Correspondence

11.1 Any notification, correspondence or any other document submitted under these Procedures shall be sent in writing

by first class post or recorded delivery (or airmail if outside the UK) and such documents shall be deemed to have been received by the intended recipient 48 hours (or if by airmail four working days) after posting.

11.2 All correspondence addressed to UKA shall be sent to:

UKA
Athletics House
Alexander Stadium
Walsall Road
Perry Barr
Birmingham
West Midlands
B42 2BE

FAO Melanie Curds, Coaching Qualifications and Training Manager

12. Amendment

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