

Coaching Agreement

Harlow Athletic Club

All coaches must:

- Consider the well-being and safety of participants before the development of performance.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Make sure all activities are appropriate to the age, ability and experience of those taking part.
- Try to observe a recommended maximum ratio of 1 coach to 12 athletes at a training session or work in partnership with another coach/coaching assistant.
- Promote the positive aspects of the sport (e.g. fair play).
- Display consistently high standards of behaviour and appearance.
- Follow all guidelines laid down by the National Governing Body and the club.
- Hold appropriate valid qualifications and insurance cover.
- Never exert undue influence over performers to obtain personal benefit or reward.
- Never condone rule violations, rough play or the use of prohibited substances.
- Encourage participants to value their performances and not just results.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- At all times follow the terms and conditions as laid down relating to their coaching licence

UK ATHLETICS LIMITED

Terms and Conditions relating to the
UKA Coach Licence
[Adopted on 1st April 2004]

1. Introduction

1.1 UK Athletics ("UKA") encourages all athletics coaches to apply to UKA for a coach licence. The 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 attended a UKA coaching course to obtain a 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. Coaching Pass and Licence

3.1 If a coach licence is granted to a person, the licence shall last 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 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 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 scientist, doctors, physiotherapists, 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.

4.2 In addition, a coach will:

(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. However, 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 18. Any violation of this could result in a coach licence being withdrawn or restrictions being imposed on it under condition 6 below;

(b) it is also strongly recommended that coaches do not allow intimate personal relationships to develop with athletes (coached or supervised by them) who are aged 18 and over.

5. Criminal Misconduct

Any criminal misconduct on the part of a coach will not be treated as an automatic reason for a coach's coach licence to be withdrawn, but a coach's coach 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 Pass and 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; or
- (ii) reduce the level at which the coach is licensed to coach; or
- (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 pass and 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 pass and 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 Coaching Pass and 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 pass and 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 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 pass and 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 athletics competition includes the Olympic Games, Paralympic Games and Commonwealth Games.

10. Correspondence

10.1 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.



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Mark Hall Sports Centre, Old London Road, Harlow, Essex, CM17 9LR.



10.2 All correspondence addressed to UKA shall be sent to:

UK Athletics Limited
Central Boulevard
Blythe Valley Park
Solihull
West Midlands
B90 8AJ

11. Amendment

The directors of UKA reserve the right to amend these terms and conditions from time to time at their sole discretion, and shall notify licensed coaches of the changes.

Coach

Signed _____

On Behalf of Harlow Athletic Club

Signed _____