

**LISTEN  
ENGAGE  
REPRESENT**



## License FAQ's

### **Why has my coaching/leaders license not arrived?**

This could be due to potentially three outstanding requirements:

- You have not completed the UKA online Safeguarding course.

From the 1st April 2019, all coaches are required to complete a short online Safeguarding course. The course has been produced in partnership with Educare and is bespoke to athletics, UKA Governance and Home Country legislation.

This training is mandatory for all licenced coaches and must be completed before a licence will be renewed. For information and booking please use this link:

[www.athleticshub.co.uk/course-list/uka?what=safeguarding](http://www.athleticshub.co.uk/course-list/uka?what=safeguarding)

- There is no current DBS record check on file for you.
- There is no photograph on file for you. Please supply a **passport** style photograph. You will not be issued a licence card unless a suitable photograph is provided.

To obtain a licence and be covered by insurance you need to hold a current police records check - if you haven't already started this process, please do so now. Checks should be the "Enhanced" version; application information and procedures can be found on our [website](#).

It is now possible to apply for a DBS check online. The application process can be accessed via your personal myATHLETICS portal. Please note if you have already started this process you can track your progress online [here](#).

If you have any queries regarding updating your DBS record please contact the Welfare office on 0121 713 8450 (option 1) or email: [dbs@uka.org.uk](mailto:dbs@uka.org.uk)

Also it is possible to update your details & photograph on your personal myATHLETICS portal.

Log into your portal [here](#)

Your username for the portal is: **your URN**

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**WELSH ATHLETICS**  
ATHLETAU CYMRU

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### **How long does it take for my license to arrive?**

Your license can take between 2-4 weeks to arrive.

### **Who should I contact if my license does not arrive?**

UKA Licensing [licensing@uka.org.uk](mailto:licensing@uka.org.uk)