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WELSH ATHLETICS LIMITED

Terms and Conditions for the Welsh Athletics Coach Licence Scheme

Coaches and coaching are essential for the health and success of the sport of Athletics and Running. Coaches are key to ensuring that those who take part in the sport 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 Welsh Athletics (“**WA**”) and you, the coach (the “**Coach**”) and UK Athletics Limited (“**UKA**”). UKA may, in its discretion, enforce any part of these Conditions in relation to GB&NI Coaches and in relation to any safeguarding matter involving any coach. In relation to any power or discretion reserved to WA and / or UKA in these Conditions, that discretion or power may, at UKA’s election, be exercised by UKA in place of WA in relation to GB&NI Coaches.

References herein to Coach or Licensed Coach include GB&NI Coaches.

A “GB&NI Coach” is any person who:

- a. coaches or has coached an athlete who is or was at the time the coach coached the athlete:

- i. a member of the UKA Futures Programme or any predecessor or successor programme; or
 - ii. a member of a Great Britain Team for any Championship or competition.
- b. is an Athlete Support Personnel (**ASP**) for the purposes of the UK Sport Funding Eligibility Policy from time to time in place (the **Eligibility Policy**). An ASP includes any coach, trainer, training partner, manager, athlete representative, agent, team staff member, official, medical or para-medical personnel, or any other person employed by or working with an athlete on the World Class Programme (**WCP**) or a person who is nominated for inclusion on the WCP;
in connection with coaching an athlete, accesses or has accessed facilities paid for in full or in part by public money through UK Sport (or any predecessor or successor organisation) or from UKA, or who has otherwise received funding from the aforementioned sources in connection with their coaching; or;
- c. has been informed by UKA, in its absolute discretion, at any time (including after any alleged misconduct) that they are a GB&NI Coach;

As a Licensed Coach you agree to comply with these Conditions and the Code of Conduct for Coaches (together the “**Coach Licence**” or “**Coach License Scheme**”) and any other rules, procedures, codes of conduct, policies and guidelines that WA / UKA may publish or impose from time to time (including any applicable WA / 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 WA website. It may be updated from time to time.

Throughout this document the term 'Coach / Coaches / Coaching' is interchangeable with 'leader / leaders / leading' and any individual with a leaders, coaching assistant or coach licence will be deemed to be operating under these Conditions.

1. Introduction: Purpose of the Coach Licensing Scheme

1.1 The WA 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),
- 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 children, young people, and vulnerable adults.

1.2 WA encourages all athletics coaches to apply to WA for a Coach Licence. In particular anyone wishing to coach Athletics in Wales must apply to WA for a Coach Licence;

- where they are coaching or intend to coach at a club affiliated to WA,
- when they are coaching or intend to coach Athletes who are members of a club affiliated to WA,
- where they are a GB&NI Coach under the terms of these Conditions
- when they are coaching or intend to coach Athletes on the UKA WCP, Futures Programme or a performance development pathway provided by UK Athletics or an HCAF.

- when they are coaching or intend to coach children or young people under 18 years and / or adults at risk.
- 1.3 The Coach accepts that WA has jurisdiction to investigate any complaints made against them and impose any sanctions (whether pursuant to these Conditions or as set out in the WA National Disciplinary Policy) whether or not the events concerned took place before or after these Conditions were adopted.
- 1.4 Each GB&NI Coach accepts that they are, at UKA's election, also subject to the UKA Disciplinary Rules and Procedures pursuant to which UKA has jurisdiction to investigate any complaints or allegations made against them and impose any sanctions. The Conditions apply whether or not the events concerned took place before or after these Conditions were adopted. Licensed Coaches (and in particular GB&NI Coaches) may also be subject to the separate jurisdiction of UK Sport's Eligibility Panel constituted in accordance with [UK Sport's Funding Eligibility Policy](#).
- 1.5 Each Coach accepts the jurisdiction of UKA in relation to any breach of the UKA Safeguarding Policy and agrees that they are subject to the UKA Safeguarding Policies and Regulations.
- 1.5 On being granted a Coach Licence WA 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. The licence card will either be a physical card or electronic version. In addition, WA/UKA may show these same details on the online live Coach Checker.

2. Eligibility

2.1 Coach Licenses are issued at WA's sole discretion. In order to be eligible to be granted a Coach Licence and to keep a Coach Licence, the eligibility requirements in paragraph 2.2 below (the "**Eligibility Requirements**") must be satisfied at the time of application by the Coach and at all times that the Coach is in possession of a Coach Licence.

2.2 The Eligibility Requirements are:

(a) The Coach must:

- (i) satisfactorily complete and maintain an up-to-date WA (or UKA in relation to GB & NI Coaches) coaching qualification or have obtained a coaching qualification from another sport's governing body, coaching or teaching qualification which is recognized by WA (or UKA in relation to GB&NI Coaches) as equivalent to an WA or UKA coaching qualification;
- (ii) complete and pass the current UKA safeguarding course required for the license applied for (which at the discretion of UKA, may be online or in person);
- (iii) satisfactorily complete any other course or training mandated by WA of which is relevant to their coaching level;
- (iv) have a Disclosure and Barring Service ("**DBS**") Certificate the contents of which are, in WA's opinion (or UKA's opinion in relation to GB&NI Coaches), satisfactory;
- (v) not be barred from holding or applying for a DBS Certificate;
- (vi) share a copy of their DBS Certificate with WA (or UKA in relation to GB&NI Coaches), including but not limited to when it is requested by WA or UKA or updated or amended in any way;

- (vii) *not have been found guilty of Misconduct by WA pursuant to its Disciplinary Rules;
- (viii) not have been found to have committed a disciplinary or safeguarding offence by UKA, another HCAF or by any other sports governing body, coaching or teaching organisation or international federation which in WA's opinion (or UKA's opinion in relation to GB&NI Coaches) means that they are unsuitable to coach, whether or not any period of suspension or sanction has been served;
- (ix) not currently have their License suspended.
- (x) to comply at all times with UK Anti-Doping rules and cooperate fully with any investigation conducted by UKAD, UKA, & Welsh Athletics.
- (xi) *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.
- (xii) 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 WA (or in UKA's sole discretion in relation to GB&NI Coaches), to coach.
- (xiii) not be added to any statutory barring list or be the subject of an order issued pursuant to Part 2 of the Sexual Offences Act 2003.
- (xiv) *not have had their coach licence or similar accreditation withdrawn by another governing body, teaching or coaching organisation;
- (xv) be of sound mind.
- (xvi) not have engaged in behaviour or conduct which leads WA (or UKA in

relation to GB&NI Coaches) to consider that they are unsuitable to coach.

- (xvii) co-operate fully with any investigation by WA or UKA in accordance with these Conditions, the WA Disciplinary rules and procedures Policy, the UKA Disciplinary Rules and Procedures, the ADT Rules or the UKA Safeguarding Regulations.
- (xviii) not breach any condition of their licence.
- (xix) be medically and mentally able to carry out their role competently and safely.
- (xx) provide any other information as requested by WA (and UKA in the case GB&NI Coaches).

AND

- b) WA (or UKA in relation to GB&NI Coaches) 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 WA/UKA.

AND

- c) WA and/or 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 WA (or UKA in relation to GB&NI Coaches) 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 WA or UKA to consider that the Coach should not be granted a Coach Licence.

*in relation to Eligibility Requirements 2.2 a) (vii), (x) and (xiii), WA 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.

2.3 If a Coach meets all of the Eligibility Requirements, WA may, in its sole discretion, grant a Coach Licence to the Coach.

2.4 WA's decision as to whether to grant a Coach Licence shall be final and there shall be no right of appeal.

2.5 Applicants should be aware that certain WA 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.

3. Duration

3.1 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 WA pursuant to these Conditions (the "**Licence Period**").

4. The UK Athletics and HCAF Coaching Code of Conduct, other WA policies and UKA Safeguarding Policies

4.1 The Coach must at all times comply with:

- i) the UKA and HCAF 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 WA website;
- ii) the UKA Safeguarding Policies and Procedures and UKA Safeguarding Regulations;
- iii) all other policies and procedures issued by WA or UKA from time to time, and
- iv) in the case of a GB&NI Coach, comply with the terms of the Eligibility Policy where the same applies.

4.2 The Coach submits to the jurisdiction of WA to decide on all issues of Misconduct (as defined in the WA I Disciplinary Rules and Procedures Policy) pursuant to the WA Disciplinary Rules and Procedures Policy in place from time to time.

4.3 All licensed coaches shall be deemed to have made themselves familiar with and agree to be bound by UKA Anti-Doping Rules and to submit to the authority of UK Anti-Doping in the application and enforcement of the Anti-Doping Rules.

4.4 Each GB&NI Coach submits to the jurisdiction of UKA to decide on all issues of Misconduct (as defined in the UKA Disciplinary Rules and Procedures) pursuant to the UKA Disciplinary Rules and Procedures in place from time to time.

4.5 The Coach submits to the jurisdiction of UKA to decide on all safeguarding offences and matters pursuant to the UKA Safeguarding Policies, Procedures and Regulations in place from time to time, including in relation to suspension.

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5. Renewal

- 5.1 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.

5.2 Whether or not the Coach has applied to renew their Coach Licence, WA (or UKA in the case of GB&NI Coaches) 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, any one or combination of the Eligibility Requirements;
- (ii) the Coach has not maintained their coach qualifications or taken such courses or professional training as WA or UKA has recommended or mandated to the Coach;
- (iii) the Coach has not completed and passed any necessary UKA safeguarding course;
- (iv) WA (or UKA in the case of GB&NI Coaches) otherwise reasonably considers that the renewal of the Coach Licence would be inappropriate, including but not limited to if the Coach is in breach of these Conditions.

5.3 If WA (or UKA in the case of GB&NI Coaches) refuses to renew a Coach Licence or imposes conditions on a Coach Licence, WA (or UKA in the case of GB&NI Coaches) 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 WA National Disciplinary Policy.

5.4 If WA refuses to renew a Coach Licence, it and UKA may publish the name of the Coach and other relevant details on its website and inform such persons as it sees fit.

6. Criminal Behaviour

- 6.1 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 WA (or UKA in the case of GB&NI Coaches) decides the Coach is unsuitable to continue to be licensed as a Coach.
- 6.2 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, WA (or UKA in the case of GB&NI Coaches) shall nevertheless have the right to instigate or continue a disciplinary action against the Coach with regard to the matter concerned.
- 6.3 The Coach must immediately inform WA (or UKA in the case of Performance Coaches) if they are notified that their conduct or behaviour has or will lead to investigation by the police or results in a criminal conviction, formal charge, caution, reprimand or their name being added to any barring or statutory list or if they are made subject to a Sexual Risk Order.
- 6.4 A failure to report to WA/UKA any matter required by paragraph 6.3 above shall be Misconduct for which the Coach may be subject to disciplinary proceedings under the WA National Disciplinary Policy (or UKA Disciplinary Rules and Procedures in the case of GB&NI Coaches).

7. Investigation

- 7.1 Where WA (or UKA in the case of GB&NI Coaches) reasonably considers that the Coach may be in breach of any of the Conditions, the Eligibility Requirements, the Coaches Code of Conduct or any WA or UKA policy, WA (or UKA in the case of GB&NI Coaches) 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.
- 7.2 Where WA or UKA reasonably considers that the Coach may have committed conduct amounting to a safeguarding concern or breach of any UKA Safeguarding Policies, UKA may conduct such investigation as it sees fit under the UKA Safeguarding Regulations.
- 7.3 The Coach shall co-operate fully with any investigation by WA or UKA. A failure to do so shall constitute Misconduct.
- 8. Suspension of Coach Licence**
- 8.1 WA (or UKA in the case of GB&NI Coaches) 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 WA, UKA or any other body or authority);
 - ii) WA (or UKA in the case of GB&NI Coaches) has reason to believe that the Coach has committed a breach of any law or WA or UKA policy (including but

not limited to the WA National Disciplinary Policy, the Coaches Code of Conduct or the UKA Safeguarding Policies and Procedures);

- iii) WA (or UKA in the case of GB&NI Coaches) has reason to believe that the Coach does not meet, or is no longer meeting, one or more of the Eligibility Requirements; or

8.2 UKA may suspend any Coach pursuant to the UKA Safeguarding Regulations.

8.3 Where a Coach Licence is suspended:

- i) WA or UKA may notify (without limitation) 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 WA coach during the period of suspension;
- iii) the Coach shall immediately return the Licence Card, or any other certificate issued to them by WA in connection with their Coach Licence to WA upon request;
- iv) the Coach may not utilise the Licence Card to obtain any benefit for themselves.

9. Withdrawal of the Coach Licence

- 9.1 Where WA (or UKA in the case of a GB&NI Coach) considers that the Coach has or may have committed Misconduct (as defined in the WA Disciplinary Rules and Procedures Policy (or UKA Disciplinary Rules and Procedures in the case of GB&NI Coaches) or any breach of these Conditions or the Coaches Code of Conduct, or no longer meets any of the Eligibility Requirements, it (or UKA in the case of GB&NI Coaches) may invoke any of its powers under the WA/UKA Disciplinary Rules and Procedures, including but not limited to in relation to:

- i) Investigation;
- ii) Interim or protective measures;
- ii) Initiating Disciplinary Proceedings.

9.2 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 WA Disciplinary Rules and Procedure Policy, which include the power to revoke the Coach Licence.

9.3 The Coach shall be entitled to appeal any disciplinary decision pursuant to the terms of the WA Disciplinary Rules and Procedure Policy.

9.4 The first 3 years following the Coach being granted a Coach Licence shall be a probation period ("**Probation Period**"). The Probation Period shall not apply following the renewal of a Coach Licence.

9.5 If, during the Probation Period, a Coach commits, in the reasonable opinion of WA:

- i) Misconduct (as defined in the WA Disciplinary Rules and Procedure Policy);
- ii) any breach of these Conditions or the Coaches Code of Conduct; or
- iii) no longer meets any of the Eligibility Requirements,

WA may either:

- i) act in accordance with paragraph 9.1 above; or
- ii) revoke the Coach's Coach Licence without the need to invoke any of its powers under the WA National Disciplinary Policy.

- 9.6 If WA revokes a Coach's Coach Licence during a Coach's Probation Period in accordance with paragraph 9.4 above, WA shall provide brief written reasons as to why the Coach Licence was revoked. 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 WA Disciplinary Rules and Procedure Policy.
- 9.7 Where the Coach's Coach Licence has been revoked, WA, 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, WA 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).
- 9.8 Where a Coach License has been revoked or surrendered by the Coach, these Conditions remain in full force and effect and WA and UKA retain the right to commence disciplinary or other proceedings against the Coach (or former Coach) in accordance with these Conditions.

10. Reinstatement

If the Coach Licence has been withdrawn for a fixed period the Coach may, after the fixed period has expired, re-apply to WA 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 WA National Disciplinary Policy) 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.

11. 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 WA or 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.

12. Data Protection

- 12.1 The Coach acknowledges and agrees that their name and the status of their Coach Licence, including if it has been revoked or withdrawn and the reason(s) for revocation or withdrawal, will be included in WA's public register of licensed coaches.
- 12.2 WA 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, WA undertakes, and the Coach acknowledges and agrees that WA 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.

12.3 Welsh Athletics Limited, Scottish Athletics Limited, England Athletics Limited, Athletics Northern Ireland and UK Athletics ("The NGBs") GB&NI Coach may use the Coach's personal data (including sensitive personal data) for the purpose of administering their involvement in athletics, for inclusion in a coach license checker and to send the Coach information by post, e-mail or SMS related to those purposes. The NGBs 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 and Athletics Hub using a secure password and log-in details.

12.4 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.

13. 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 "*WA 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 WA on any stationery or promotional materials save as provided in this paragraph 14.

14. Correspondence

- 14.1 Any notification, correspondence or any other document submitted under these Conditions shall be sent via email to [education@welshathletics.org] and such documents shall be deemed to have been received by the intended recipient.

15. Amendments

WA 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 WA shall be deemed as continued acceptance of these Conditions (or any other Term of the Coach Licence) as amended.

16. Governing Law and Jurisdiction

- 16.1 These Conditions are governed by the laws of England and Wales.
- 16.2 Any dispute or claim (other than appeals) arising out of or in connection with these Conditions shall be submitted for determination exclusively to arbitration under the WA Disciplinary Rules and procedures Policy and / or the UKA

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Disciplinary Rules and Procedures as appropriate and subject to the procedural control of the English Courts.