Officials Course/Licence Application

Please complete this form and send to England Athletics with payment details and a passport photo (unless you already hold a UKA Licence). On receipt we will send you a welcome email together with all relevant information relating to the course.

Fields marked * must be fully completed. Please use CAPITAL LETTERS.

A list of forthcoming courses is available at www.englandathletics.org/courses

☐ Tick here if you are applying for a **Workforce Credit Scheme** subsidy and complete school details below

Please attach a colour passport photograph with your name and course code written on the reverse.

Computer generated images will not be accepted.

Licence number if known: **Gender*** ☐ Male ☐ Female

Club/School:

First or given name(s)* **Surname or family name***

House name/number* **Postcode*** **Date of Birth*** DD MM YYYY

Preferred Contact Number:*

Email address:*

Country Affiliation: ☐ England ☐ Scotland ☐ Wales ☐ Northern Ireland

English Region: ☐ North West ☐ North East ☐ Yorkshire ☐ East Midlands ☐ West Midlands ☐ East ☐ London ☐ South East ☐ South West

English Tri-Region: ☐ Northern ☐ Southern ☐ Midlands & South West

English County (Primary) **English County (Secondary)**

Course date:	Code:	Venue:	Fee: (Discipline+H&S=£30)	Discipline:

Payment details

☐ **Payment by cheque** payable to 'England Athletics', with your name, address and course code on the back.

☐ **BACS payment** to NatWest, Sort Code 60-21-48, Account 59025603, quoting course code and surname as reference. Please enclose a payment receipt from your bank.

☐ **Invoice** – Please give details of who we should invoice for your course fee below.

Organisation Contact name

Address Postcode

Tel: Email: Purchase order no. if required

Declaration. This form and the terms and conditions outlined form an agreement between UK Athletics and you, the official. 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 time. Details of all of these will be maintained on the UKA website.

- I confirm that all the information given is accurate and correct.
- I give UK Athletics permission to carry out police or DBS checks at any time to determine whether I should be issued with a licence or whether any licence issued to me should be returned.
- 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 official I agree to abide by the UK Athletics rules as laid down in its rule book and related procedures.

Signature: Date:

Data Protection. UK Athletics Limited, England Athletics Limited, Scottish Athletics Limited, Welsh Athletics Limited and Athletics Northern Ireland ('The Athletics Governing Bodies') may use your personal data (including sensitive personal data) for the purpose of administering your involvement in athletics, and to send you information by post, e-mail or SMS related to those purposes. The Athletics Governing Bodies may share your personal data with each other and other organisations involved in the administration of athletics in carrying out these purposes.

The Athletics Governing Bodies would also like to send you the following commercial information which may be of interest to you: Information about the world of athletics and about athletics-related products and services available from or promoted by the Athletics Governing Bodies (including information about athletics events, tickets and special offers, prize draws and competitions), by post, email and SMS. If you do not wish to receive this information, please tick here: ☐

Information about specially selected products and services available from current commercial sponsors and partners by post, email and SMS. If you do wish to receive this information, please tick here: ☐

UK Athletics will process the data provided by you fairly and lawfully for the purpose of the administration of the officials licensing scheme and in accordance with the Data Protection Act 1999.

Please return this form, complete with payment details and a passport photo to:
England Athletics, Membership Services, Athletics House, Alexander Stadium, Walsall Road, Perry Barr, Birmingham B42 2BE | Tel: 0121 347 6543

UKA UNITED KINGDOM ATHLETICS ENGLAND ATHLETICS

Equal Opportunities Monitoring Form

We are committed to promoting diversity and eliminating discrimination from recruitment and selection practices and are an equal opportunity employer who positively encourages applications from suitably qualified and eligible candidates regardless of age, disability, ethnic origin, gender identity, personal status, religion/belief, sex and sexual orientation.

To enable us to improve and monitor our equality processes, please complete the section below and note that this information is confidential and will be used only for statistical analysis. We would, therefore, be grateful if you would complete the details below in line with our commitment to promoting diversity.

The information will be held in compliance with the Data Protection principles as set out in the Data Protection Act 1998. For external candidates, should you become an employee, we will seek periodic confirmation from you as to its accuracy.

This document is not used as part of our selection process.

Gender

☐ Male ☐ Female ☐ I prefer not to say

Is your gender the same as at birth? ☐ Yes ☐ No ☐ I prefer not to say

Age

☐ 16-24 ☐ 25-34 ☐ 35-44 ☐ 45-54 ☐ 55-64 ☐ 65-74 ☐ 75+ ☐ I prefer not to say

Ethnic Origin

I would describe my Ethnic Origin as (please tick one box only)**:**

White: ☐ British ☐ Irish ☐ Gypsy or Irish Traveller
☐ Any other White background:

Mixed: ☐ White & Black Caribbean ☐ White & Black African ☐ White & Asian
☐ Any other Mixed background:

Asian / British Asian: ☐ Indian ☐ Pakistani ☐ Bangladeshi

Black / Black British: ☐ Caribbean ☐ African
☐ Any other Black background:

Other ethnic group: ☐ Chinese ☐ Any other background:

☐ I prefer not to say

Nationality (please state)

Disability

Do you consider yourself to have a disability? The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

☐ Yes ☐ No ☐ I prefer not to say

If yes, what is the nature of your disability?

☐ Amputee ☐ Blind or Visually Impaired ☐ Cerebral Palsy
☐ Deaf or Hearing Impaired ☐ Dwarf ☐ Learning Disability
☐ Physical Disability – Ambulatory ☐ Physical Disability – Wheelchair User
☐ Other - please specify:
☐ I prefer not to say

England Athletics welcomes applications from people with disabilities. If you have a disability and require any assistance in order to complete this application, please contact the Human Resources Department on 0121 713 8467 or HRTeam@englandathletics.org

Sexual Orientation

We are collecting this data as it will help us to have a greater understanding of all underrepresented groups. It is appreciated that this is a personal question and therefore your response is voluntary. Please select 'Prefer not to say' if you wish not to answer this question.

☐ Bisexual ☐ Heterosexual ☐ Gay woman / lesbian ☐ Gay man
☐ Other - please specify ☐ I prefer not to say

Religion or Belief

We are collecting this data as it will help us to have a greater understanding of all underrepresented groups. It is appreciated that this is a personal question and therefore your response is voluntary. Please select 'Prefer not to say' if you wish not to answer this question.

☐ Agnostic/ No Religion ☐ Atheist ☐ Buddhist ☐ Christian ☐ Hindu ☐ Jewish ☐ Muslim ☐ Sikh
☐ Other - please specify ☐ I prefer not to say

Personal Status

☐ Co-Habiting ☐ Married/Civil Partnership ☐ Separated ☐ Single ☐ Widow/Widower ☐ I prefer not to say

Name:

Signature: Date:

Thank you for taking the time to complete this questionnaire

UKA UNITED KINGDOM ATHLETICS ENGLAND ATHLETICS

UK ATHLETICS LIMITED

Conditions relating to the UKA Technical Officials Scheme

Adopted 1st December 2012

These conditions ("the Conditions"), together with the Officials Licence Application form to which they are attached and the Appeals Procedures for Technical Officials, form an agreement between UK Athletics Limited ("UKA") and you, the official ("the Official"). As a licensed official you agree to comply with these Conditions together with any other rules, procedures, codes of conduct, policies and guidelines that UKA may publish or impose from time to time.

In these Conditions, except where the context otherwise requires, words denoting the singular include the plural and vice versa and words denoting any gender include all genders.

1. Introduction: Purpose of the Officials Licensing Scheme

1.1 UKA encourages all athletics officials to apply for a licence. The licence provides evidence that the Official has met a minimum level of training, is willing to undergo a Disclosure and Barring Service check and carries public liability insurance provided by UKA. The scheme as a whole is designed to protect those within the sport and to allow officials to become more proficient.

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

1.3 On being granted a licence UKA will issue the Official with a licence card ("the Licence Card"), containing the Official's photograph, the licence expiry date and the level of the Official's qualification.

2. Application and Eligibility

2.1 A person who wishes to be a UKA licensed official ("the Applicant") must apply to UKA for an official's licence in the form and in the manner required by UKA. It is the responsibility of the Applicant to ensure that all information required and provided is up to date and accurate (and kept up to date).

2.2 In order to apply for a licence the Applicant must have obtained a recognised officiating qualification or have attended and satisfactorily completed a UKA Officiating course.

2.3 UKA is entitled to refuse to grant a licence to the Applicant in the following circumstances:

(i) UKA has undertaken a Disclosure and Barring Service check or Disclosure (as applicable in England, Wales, Scotland or Northern Ireland) in relation to the Applicant and the results of that check are unsatisfactory;

(ii) the Applicant is found to have committed a disciplinary offence by UKA or by any other sports governing body or international federation;

(iii) the Applicant has ever been found guilty of a doping offence by UKA, UK Anti-Doping ("UKAD") or any relevant or successor body and/or under the World Anti-Doping Agency Code;

(iv) the Applicant is being investigated by the police or other relevant authority (or the Applicant has been convicted, formally charged, cautioned or reprimanded following an investigation) in connection with matters which affect his ability to officiate (e.g inappropriate contact with young people);

(v) another governing body, officiating or relevant organisation has withdrawn the Applicant's licence or accreditation or advised UKA that the Applicant should not be granted an officials licence;

(vi) the Child Protection in Sport Unit, the Local Designated Police Officer, or other relevant authority has advised UKA that the Applicant should not hold a licence;

(vii) the Applicant is not a proficient official and/or has not successfully completed a UKA officiating course;

(viii) UKA reasonably considers that the Applicant's behaviour (past or present) suggests he is unsuitable to officiate or is of unsound mind especially if supported by medical evidence or on the advice of UKA's medical officer;

(ix) UKA reasonably considers that the grant of a licence would be inappropriate.

2.4 UKA's decision shall be final and there shall be no right of appeal.

3. Licence: Duration and Renewal

3.1 An official's licence shall remain in force 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").

3.2 During the Licence Period the Official will need to adhere to and agrees to be bound by the Conditions, the Code of Conduct and UKA's Rules and Procedures.

3.3 The Official may apply to renew his licence at any time from the period commencing six months prior to the expiry of the Licence Period. Subject to condition 3.4 a licence shall be renewed for a further period of three years (unless UKA decides otherwise).

3.4 UKA may not renew the Official's licence, or impose conditions on the licence, if:

(i) the Official no longer meets the eligibility requirements set out in condition 2;

(ii) the Official has not maintained his qualifications or taken such courses or professional training as UKA has recommended in writing or is no longer involved in the sport; or

(iii) UKA otherwise reasonably considers that the renewal of a licence would be inappropriate, including if the provisions of conditions 4 (Professional Standards) or 5 (Criminal Behaviour) apply.

3.5 If UKA refuses to renew a licence UKA shall provide brief written reasons as to why the licence has been refused. The Official shall be entitled to appeal that decision within seven days by submitting to UKA in writing reasons why he should be granted a licence, together with any evidence in support. UKA shall consider that appeal and communicate its final decision within seven days of receiving the Official's written reasons. UKA's decision shall be final and the Official shall have no further right of appeal.

4. Professional Standards: Code of Conduct for Technical Officials

4.1 As an Official and/or accepting the responsibility of a technical official at an athletics competition (all disciplines and types) it is a condition of the licence that the Official will:

General

(i) co-operate with other officials in the provision of fair and equitable conditions for the conduct of athletic events under the relevant rules of competition, offering all participants every opportunity to achieve their own personal goals and aspirations;

(ii) act in a decisive, but friendly, manner in his interaction with other officials, competitors, coaches and spectators, respecting the rights of others;

(iii) keep up to date with any changes in the relevant competition rules and not hesitate to seek the advice of others if the need arises;

(iv) never smoke whilst officiating, nor consume alcoholic beverages so soon before competition that it affects the Official's competence or prior to the end of officiating duties for the day. Tobacco products should only be used in the designated area if such an area is provided;

(v) dress appropriately, to the standard and nature of the competition, as outlined by the relevant Officials Committee;

Competition

(vi) operate within the guidelines outlined in the UKA and Home Countries Welfare Policy and Procedures, "the Responsible Athletics Official";

(vii) be fully prepared for any task that is assigned to him;

(viii) arrive in good time for the competition and report immediately to the officials in charge;

(ix) conduct the event according to the rules with the welfare of the athlete in mind and carry out assignments in an efficient and non-abrasive manner;

(x) work in a spirit of co-operation with other officials and do not interfere in any way with their responsibilities;

(xi) extend the benefit of his experience to the less experienced officials whenever the opportunity arises;

(xii) give evaluations, when requested, in an objective way and without friendships in mind;

(xiii) act in a manner that will bring credit to the athletics community and himself, both within and outside the competition arena and/or area;

(xiv) refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of the tasks to which he is assigned; and

(xv) never condone rule violations; and

(xvi) promote positive aspects of the sport, including fair play.

5. Criminal Behaviour

5.1 Whilst 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 Official will not be treated as an automatic reason for the licence to be withdrawn (except as provided for in these Conditions), an official's licence could be withdrawn or restrictions imposed on it (under condition 6 below) if the behaviour is such that UKA decides the Official is unsuitable to continue to be licensed as an official or tends to lower the reputation of UKA with its member clubs or with the public.

5.2 Notwithstanding the fact that the Official 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 Official with regard to the matter concerned.

6. Withdrawal of the Officials Licence

6.1 UKA shall be entitled to withdraw the Licence in the event that:

(i) the Official no longer meets or is in breach of the eligibility criteria set out in condition 2 or the Professional Standards set out in condition 4; or

(ii) UKA receives a complaint or has reason to believe the Official has committed misconduct or is otherwise unsuitable to be licensed as an official by UKA.

6.2 UKA shall conduct an investigation to establish if the circumstances outlined in condition 6.1 apply.

6.3 The results of the investigation shall be referred to a Case Management Group constituted by UKA (at its discretion) who shall be entitled to adjudicate on the matter. The Case Management Group shall be formed of at least three people who shall be independent of and have played no part in the investigation.

6.4 The Case Management Group shall have the power in its sole discretion to:

(i) impose restrictions on the licence;

(ii) reduce the level at which the Official is licensed to officiate; or

(iii) withdraw a licence for such period as UKA thinks fit or permanently and, where UKA considers it appropriate, to impose conditions to be met before the Official can re-apply for a licence.

6.5 For the purposes of condition 6.1(ii) the Official may have his licence withdrawn in cases of misconduct, examples of which are given below:

(i) unauthorised removal of property from premises at which he officiates;

(ii) bullying, victimisation or harassment (in whatever manner or whether in person or online) of officials or other persons involved in the Sport, including athletes, parents or guardians, coaches, UKA staff or visitors, or other officials or the operators of facilities;

(iii) any act that brings or could bring the sport of athletics, UKA or any other athletics organisation or club into disrepute;

(iv) any act which endangers the safety or security of other officials, athletes, coaches, UKA's or any club's or facility provider's property, staff, athletes, members or visitors;

(v) criminal behaviour as specified above in condition 5;

(vi) a serious breach of the Code of Conduct for Technical Officials (as set out in condition 4);

(vii) physical assault, violent or threatening behaviour;

(viii) deliberate or grossly negligent disregard of the health and safety regulations of UKA or that imposed by any facility or organisation where the Official is officiating;

(ix) disregard of any UKA policy, procedure or a reasonable instruction from a member of UKA or any club acting 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 officiating qualifications;

(xiv) any inappropriate act or conduct in relation to children under the age of 18 and/or any breach of UKA's Welfare Policy or child protection policy of any of the Home Countries' athletics associations or federations or any athletics club; or

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

6.6 Where a licence has been withdrawn or restricted under condition 6.4, UKA shall notify the Official concerned in accordance with the procedure outlined in the Appeal Procedures for Technical Officials ("the Procedures"). The Official shall be entitled to appeal UKA's decision in accordance with the Procedures.

6.7 Once the period for an appeal to be lodged has passed, and no appeal has been lodged, UKA shall inform relevant clubs, athletes, athletics associations and local authorities ("Relevant Organisations") that the Official has had his 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.

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

7. Suspension of Licence

UKA may suspend this licence and withdraw its insurance for the Official during any investigation by either UKA or another body in connection with the Official's ability to officiate. On suspension the Relevant Organisations, facility providers and local authorities may be notified, and the Official shall not hold himself out or conduct or offer any officiating as a licensed UKA official during the period of suspension. The Official shall return the Licence Card, or any other certificate issued to him by UKA in connection with his official's licence, to UKA immediately upon request.

8. Reinstatement

If the licence has been withdrawn the Official may after a fixed period have the opportunity to reapply for it to be reinstated. UKA shall consider the application in accordance with condition 2 and shall grant the official licence provided that no further complaints have been received and UKA considers that the Official meets all the eligibility criteria.

9. Accreditation

If the licence has been suspended or withdrawn the Official may not be proposed for accreditation or accredited by UKA for any athletics competition held within the UK or abroad, including Olympic Games, Paralympic Games, Commonwealth Games, World and European Championships.

10. Promotion

The Official may describe himself, for the duration of this licence only, as being a "UKA Licensed Technical Official". On all written material of any description these words must be accompanied by a statement of the Official's level of qualification and any such promotion must not be false or misleading or lead the public to conclude that the Official is qualified to a higher standard than that which he currently holds. The Official may not use the name, initials or logo of UKA on any stationery or promotional materials save as provided in this condition 10.

11. Correspondence

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. All correspondence addressed to UKA shall be sent to:

UK Athletics Limited, Athletics House, Alexander Stadium
Walsall Road, Perry Barr, Birmingham B42 2BE

12. Data Protection

12.1 The Official acknowledges and agrees that the name and status of his official's licence may be included in UKA's public register of licensed officials, including on the Technical Officials section of UKA's website at www.uka.org.uk.

12.2 UKA is registered as a data controller under the Data Protection Act 1998 ("the Act"). In administering the Officials Licensing Scheme, UKA undertakes and the Official acknowledges and agrees that UKA may:

(i) process data in accordance with the Act and use the Official's personal data for reasonable purposes in connection with administering the Officials Licence Scheme;

(ii) pass information about the Official's status as a licensed official to other athletics organisations or other organisations concerned with the regulation of officials and/or welfare, including without limitation, Athletics Associations, UK Sport, the NSPCC and relevant local authorities and social services departments; and

(iii) pass information about the Official's officiating status to athletics clubs and competition providers on request.

12.3 UKA, England Athletics Limited, Scottish Athletics Limited, Welsh Athletics Limited and Athletics Northern Ireland ("The Athletics Governing Bodies") may use the Official's personal data (including sensitive personal data) for the purpose of administering his involvement in athletics, and to send the Official information by post, e-mail or SMS related to those purposes. The Athletics Governing Bodies may share the Official's personal data with each other and other organisations involved in the administration of athletics in carrying out these purposes. The Official's own personal details and contact preferences can be updated via the myATHLETICS Portal using a secure password and log-in details. With the Official's consent UKA may use the Official's contact details for other purposes (including information about athletics events, tickets and special offers, prize draws and competitions) by post, email and SMS.

13. Amendments

UKA reserves the right to amend these Conditions from time to time at its sole discretion and shall notify the Official of the changes. The Official's attendance at education and training courses provided by UKA shall be deemed as continued acceptance of these Conditions as amended.

These Conditions have been adopted by the Board of UK Athletics Limited and apply to any official who is licensed to officiate by UKA.

UKA UNITED KINGDOM ATHLETICS

ENGLAND ATHLETICS