



Please affix passport photograph here with your name on the reverse

OFFICIALS LICENCE APPLICATION

Please return to your Home Country Administration Office address indicated below:

England - Wellington House, Starley Way, Birmingham Int Park, Solihull B37 7HE

Northern Ireland - Athletics House, Old Coach Road, Belfast BT9 5PR

Scotland - Caledonia House, Redheughs Rigg, South Gyle, Edinburgh EH12 9DQ

Wales - Cardiff Athletic Stadium, Leckwith Road, Cardiff CF11 8AZ

Contact Details

Title: Mr Mrs Miss Ms Other _____
*(Please tick)

Forenames: _____ Surname: _____
(Names should appear as they do on your passport or if appropriate, your birth certificate.)

Gender: *Male / Female Date of Birth: _____ / _____ / _____
*(Please delete as applicable)

Address: _____

Postcode: _____

Home Tel: _____ Mobile Tel: _____

E-mail: _____

AFFILIATIONS Country: England Scotland N.Ireland Wales

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

English Region: North West North East Yorks East Mids West Mids
East London South East South West

County: _____ Club: _____

Course Date	Course Code	Venue	Level of Course	Discipline

Other Roles & Qualifications

First Aid course date: _____ UKA Health & Safety course date: _____

UKA Coach/Official No: Safeguarding and Protecting Children course date: _____

Office Use Only

Cheque No. _____ Date Received: _____ Fee Enclosed: £ _____

UK Athletics Officials Equity Information Section (Completion of this is optional)

Equity Policy

It would be helpful to UK Athletics in establishing the development of our equity policy if you would complete this part of the form. All information is confidential.

UK Athletics and our funding bodies use the information given for monitoring purposes only. The information will be stored anonymously and will only ever be used for statistical analysis and monitoring of large groups.

Ethnic origin

Choose one category from A to E and then tick the appropriate box to indicate your cultural background:

- | | | | | | |
|---|-------------------------------|--------------------------|---|--------------------------------------|--------------------------|
| A | <u>White</u> | | D | <u>Black or black British</u> | |
| | British | <input type="checkbox"/> | | Caribbean | <input type="checkbox"/> |
| | Irish | <input type="checkbox"/> | | African | <input type="checkbox"/> |
| | Any other white background | <input type="checkbox"/> | | Any other black background | <input type="checkbox"/> |
| B | <u>Mixed</u> | | E | <u>Chinese or other ethnic group</u> | |
| | White and black Caribbean | <input type="checkbox"/> | | Chinese | <input type="checkbox"/> |
| | White and black African | <input type="checkbox"/> | | Any other ethnic group | <input type="checkbox"/> |
| | White and Asian | <input type="checkbox"/> | | | |
| | Any other mixed background | <input type="checkbox"/> | | | |
| C | <u>Asian or Asian British</u> | | | | |
| | Indian | <input type="checkbox"/> | | | |
| | Pakistani | <input type="checkbox"/> | | | |
| | Bangladeshi | <input type="checkbox"/> | | | |
| | Any other Asian background | <input type="checkbox"/> | | | |

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 | <input type="checkbox"/> | Dis 1 |
| Cerebral Palsy | <input type="checkbox"/> | Dis 2 |
| Hearing Impairment | <input type="checkbox"/> | Dis 3 |
| Learning Disability | <input type="checkbox"/> | Dis 4 |
| Visual Impairment | <input type="checkbox"/> | Dis 5 |
| Wheelchair user | <input type="checkbox"/> | Dis 6 |
| Other | <input type="checkbox"/> | Dis 7 Please specify: _____ |

UK Athletics - working in partnership with:



Terms and Conditions relating to the UKA Technical Officials Licence

UKA encourages athletics officials to apply for a pass and licence. The licence provides evidence that the official has met a minimum level of training, is willing to undergo a CRB check and carries insurance. The scheme as a whole is designed to protect those within the Sport. 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 terms and conditions were adopted or before UKA became governing body for the sport of athletics in the United Kingdom.

1. Application

In order to qualify for a pass and licence an official must have obtained a recognised officiating qualification or have attended a new UKA Officiating course.

UKA may refuse to grant a pass and licence to a suitably qualified individual in the following circumstances:

- (i) where UKA has undertaken a CRB check in relation to the applicant and the results of that check are unsatisfactory;
- (ii) where the applicant has been found to have committed a doping offence by UKA or any other sports governing body or international federation;
- (iii) where the applicant is being investigated by the police or other relevant authority in connection with matters which affect their ability to officiate (e.g inappropriate contact with young people);
- (iv) where another governing body or officiating organisation has withdrawn the applicants licence or accreditation;
- (v) where either the NSPCC or Child Protection in Sport Unit or other relevant authority has recommended to UKA that the applicant should not hold a pass and licence;
- (vi) where the applicant is not a proficient official
- (vii) where UKA reasonably considers that the applicant's behaviour (past or present) suggests they are unsuitable to officiate; or
- (viii) where UKA reasonably considers that the grant of a pass and licence would be inappropriate;

If UKA refuses to grant a licence to a potentially suitably qualified person UKA shall provide brief reasons as to why the licence has been refused. The person concerned shall be given an opportunity (usually 7 days) to reply to UKA stating why he should be granted a licence before UKA makes its final decision. A person whose licence is refused by UKA shall not be entitled to appeal UKA's decision.

The above 8 points are also applicable to the withdrawal of a Technical Officials Pass and Licence

2. Pass and Licence

If a pass and licence is granted to a person it shall last for 3 years. During this period the individual will need to adhere to the terms and conditions, Code of Conduct and UKA's Rules and Procedures.

To retain and renew the pass and licence the official will be required to show evidence of involvement in the sport and a willingness to undertake further training as required.

UKA reserves the right not to renew a pass and licence if there are reasonable grounds for suspecting that the individual may not have complied with the terms and conditions.

3. Code of Conduct for Officials

In registering as a Technical Official of UK Athletics and/or accepting the responsibility of a position at an athletics competition (all disciplines and types) you shall at all times be expected to:

Technical Officials – General

- ♦ 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, thereby offering all participants every opportunity to achieve their own personal goals and aspirations
- ♦ act in a decisive, but friendly, manner in your interaction with other officials, competitors, coaches and spectators, respecting the rights of others
- ♦ keep up to date with any changes in the relevant competition rules and should not hesitate to seek the advice of others if the need arises
- ♦ never smoke whilst officiating, nor consume alcoholic beverages so soon before competition that it affects their 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
- ♦ dress appropriately, to the standard and nature of the competition, as outlined by the relevant Officials Committee

Technical Officials – Competition

- ♦ operate within the guidelines outlined in the UK Athletics and Home Countries Welfare Policy and Procedures, "the Responsible Athletics Official"
- ♦ be fully prepared for any task that is assigned to you.
- ♦ arrive in good time for the competition and report immediately to the officials in charge
- ♦ conduct the event according to the rules with the welfare of the athlete in mind and carry out your assignments in an efficient and non-abrasive manner
- ♦ work in a spirit of co-operation with other officials and do not interfere in any way with their responsibilities.
- ♦ extend the benefit of your experience to the less experienced officials whenever the opportunity arises.
- ♦ give evaluations, when requested, in an objective way and without friendships in mind.
- ♦ act in a manner that will bring credit to the Athletics Community and yourself, both within and outside the competition arena and/or area.
- ♦ refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of the tasks assigned to you.
- ♦ never condone rule violations

4. Criminal Misconduct Outside UKA

Any criminal misconduct outside of UKA will not be treated as an automatic reason for an official's pass and licence to be withdrawn, but it could be withdrawn or restrictions imposed if the misconduct is such that it makes them unsuitable to continue to be licensed by UKA or tends to lower the reputation of UKA with its member clubs or with the public.

5. Withdrawal of Pass and Licence

Where UKA has carried out an investigation and has established that there may be grounds for the withdrawal of the pass and licence they may:

- (i) impose restrictions on the official's pass and licence; or
- (ii) reduce the level at which the official is licensed to operate; or

(iii) withdraw a pass and licence for such a period as UKA thinks fit, where appropriate conditions may be imposed to be met before reapplication is considered.

Please refer to information above relating to Application for Pass and Licence (Section 1) for information as to why a pass and licence may be withdrawn. In addition to this:

Officials may have their licence withdrawn in cases of gross misconduct, examples are given below:

- (i) unauthorised removal of property from premises at which they officiate;
- (ii) bullying, victimisation or harassment of officials or other persons involved in the Sport;
- (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 property, staff, athletes, members or visitors;
- (v) criminal misconduct outside UKA as specified above;
- (vi) a serious breach of the Code of Conduct for Technical Officials (as specified above)
- (vii) physical assault, violent or threatening behaviour;
- (viii) deliberate disregard of the safety regulations of UKA;
- (ix) disregard of UKA policy, procedure or 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 officiating qualifications;
- (xiv) any inappropriate act or conduct in relation to children under the age of 18 and/or any breach of the UKA' s 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 gross misconduct.

When considering whether an official's pass and licence should be withdrawn, restricted or reduced, UKA shall conduct such investigations or reviews as it thinks appropriate in relation to the withdrawal of the licence, the subject of the investigation shall give UKA full co-operation in relation to the matter

6.Suspension of Pass and Licence

UKA may suspend a pass and licence during any investigation by either UKA or another body in connection with an individuals ability to officiate. On suspension relevant organisations, facility providers and local authorities may be notified.

7.Reinstatement

An individual whose pass and licence has been withdrawn may after a fixed period have the opportunity to reapply for it to be reinstated. UKA will consider this in line with rules for application for licence and providing no further complaints have been received and that person is considered fit and proper to hold a pass and licence.

8.Accreditation

An official 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. (Including Olympic Games, Paralympic Games, Commonwealth Games, World and European Championships.)

9. Correspondence

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. All correspondence addressed to UKA shall be sent to:

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

10. 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 officials of the changes.

- ♦ I have read and completed where necessary this form and confirm that all the information given is accurate and correct.
- ♦ I confirm that I give UK Athletics permission to carry out police checks or CRB checks to determine whether I should hold a licence or whether any licence held should be withdrawn.
- ♦ I have read this document and agree to officiate within guidelines outlined in the Athletics Code of Conduct for Officials (above)
- ♦ 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, terms and conditions and that I have read and understood.
- ♦ I agree to adhere to any future amendments to rules, procedures, terms and conditions and keep myself up to date with them.

Signature 

Date

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