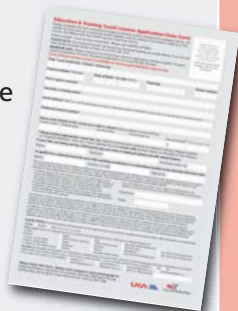


Getting Your Coach & Official Licence



For a NEW Licence

- 1 Complete the Education and Training Coach Licence Application Form



- 2 Send to England Athletics with a cheque and a passport photo with your name and course code written on the reverse.



- 3 England Athletics will send you a welcome email together with all relevant information relating to the course, the DBS process and obtaining your coaching licence.

- 4 Log onto your athletics portal and ensure all your personal details and address are accurate and up to date.

Obtaining your DBS

- 1 DBS forms will be issued by course tutors for Coaches and Officials. Collect your form on the course.
For the following positions: Team Manager, Welfare Officer, Physio, Photographer, please email dbs@uka.org.uk providing your full name and address.

- 2 Complete all the mandatory fields, following the accompanying guidance, then hand the form, together with your three methods of identification, to your club evidence checker.
(If you are not a club member you can ask a teacher, lecturer, doctor, nurse, policeman, lawyer, or your work line manager).

- 3 Post the completed form to:
**Athletics Welfare,
PO Box 332,
Sale, Manchester
M33 6XL**

**DO NOT SEND
TO THE DBS**

- 4 On receipt of your DBS disclosure certificate from the DBS, please also post that to:
**Athletics Welfare,
PO Box 332,
Sale, Manchester
M33 6XL**

If you have a licence query email: enquiries@englandathletics.org

Not received your licence yet?

HAVE YOU

- Sent the pre-course application
- Sent the course payment
- Sent a passport photo
- Updated your Athletics Portal
- Sent off your completed DBS to Athletics Welfare

Keeping Your Coaching Licence Up To Date

**YOUR LICENCE IS
NO LONGER
VALID AFTER THE
EXPIRY DATE
PRINTED ON IT**

If you have not received your DBS renewal 14 days prior to the expiry date printed on your existing licence please email dbs@uka.org.uk with your full name and postal address.

**WITHOUT YOUR
LICENCE YOU
ARE NOT
INSURED TO
COACH**

It's YOUR responsibility to stay insured