



Athletics NI Coaching Qualifications Guidance Notes

Dear Applicant,

Thank you for your interest in this Coaching Qualifications course. The following pack contains everything you will need to successfully register for your chosen course. Please read and **follow the guidelines outlined below** carefully to ensure you complete and submit all required forms.

There are 4 sections that each need to be completed before you can obtain a Coach License they are detailed below:

Section 1- Coach Licence Application/Data Form

Write all details clearly as these may be needed for contact purposes regarding the course.

The table in this part requires you to complete the course details (code, name, date and venue) of the course you wish to attend. This information can be found on the website page of each course where this application pack has been downloaded from.

Ensure the signature is **completed and handwritten**.

Section 2 – Passport Photo & Course Payment

PLEASE NOTE your application pack must also include:

1. A recent passport photo
2. Payment for the course (if not covered by your club or organisation)

A recent passport photo (must be a clear and legitimate passport photo, other forms of photo or digital images cannot be accepted). This can be attached to the top of the Coach Licence Application/Data Form.

Payment for your course.

If your fee is not being covered by your club or organisation please enclose a cheque made payable to "Athletics NI".

The cost for each course can be found on the Athletics NI website (www.athleticsni.org) in the Coaches section:



<http://www.athleticsni.org/Coaches/Coaches>

If you would prefer to pay by card please call the office on 028 9060 2707. Please note that your **space on the course will not be secure until course payment is made in full.**

----- PLEASE DO NOT PRINT THIS FORM ON DOUBLE SIDED PAGES -----

Athletics NI would like to stress that course spaces cannot be guaranteed unless all forms and payment have been submitted. This allows us to operate a 'first come first serve' policy to ensure fairness to all applicants.

For coach education queries please contact the Athletics NI office on 028 9060 2707 or email coaching@athleticsni.org

Section 3 – Standard/Enhanced Access NI Online Check

----- YOU MUST COMPLETE THIS ONLINE PROCEDURE TO OBTAIN A COACHING LICENSE -----

Please follow this link to complete your ACCESSNI check by registering online:

<http://www.athleticsni.org/AccessNI-check>

Your Coach License will not be processed until an ACCESSNI check has been completed.

All athletics coaches and officials must have an Access NI disclosure completed every three years through Athletics NI. If you have completed this with ANI in the past 3 years you need not reapply at this stage. Checks completed through other registered bodies are not acceptable and cannot be transferred.

END OF GUIDANCE NOTES

The following pages contains the Coach License Application / Data Form – please fill it out and return it as per Section 1.



Coach Licence Application / Data Form

Please complete this form in clearly printed capital letters and return to Athletics Northern Ireland with a cheque and passport photograph. If you have already completed a data form please use this to update any of your details that may have changed.

Minimum Ages: 16 years for Athletics Leader **18 years** for LiRF, Coaching Assistant & Athletics Coach

Please attach a **colour passport photograph** with your name and course code written on the reverse. **Computer generated images will not be accepted. Photos must abide by passport specifications.**

Club / Local Authority / School / University	
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License / URN Number (if known)						Date of Birth									
						D	D		M	M		Y	Y	Y	Y

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other .
Forename(s)	
Surname	
Address	
Town/City	
County	
Post Code	
Place of Birth	
Preferred contact number	..
Email Address (confirmation and	



correspondence will be sent via email)	
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Please enter details for the course(s) you wish to attend below (Places are subject to availability)

Course Code	Course Name	Date(s) of course	Venue (RRP)	Fee enclosed	Office use only
NIATHC008	Athletics Coach	DAY 1 & 2: 24th & 25th Sept – Mary Peters Track DAY 3: 13th Nov- UUJ Support Day – 19th Nov MPT DAY 4: 26th Nov – Assessment day Mary Peters Track (8.45am-5pm each day, Day 3 will be 9.15-5.15)	£350		

Please enclose the appropriate course fee (see relevant promotional material for information) making cheques payable to 'Athletics NI', with your name and address printed clearly on the back of the cheque.

This form and the terms and conditions outlined form an agreement between British Athletics and you, the coach. 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 British Athletics and amends to these that may occur from time to tend. Details of all of these will be maintained on the British Athletics website.

- I confirm that all the information given is accurate and correct.
- I give British Athletics permission to carry out police or Access NI 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 British Athletics as set out on the [British Athletics](#) website.

- As a British Athletics licensed coach I agree to abide by the British Athletics rules as laid down in its rule book and related procedures

Signature

Date

British Athletics will process the data provided by you fairly and lawfully for the purpose of the proper administration of its Coach Licensing Scheme in accordance with the Data Protection Act 1998. In so doing, British Athletics may pass your information to the National and Regional Athletics Associations, affiliated bodies, sports organisations such as Sports Coach UK, UK Sport, Sport England) and any other authority within the UK which has responsibility for coaching provision for the purpose of informing them of the status of your coach licence.

In addition British Athletics may pass your information to:

Our official sponsors, their associated companies and other carefully selected organisations who may use it (and pass it to other companies world-wide so that they may use it) now or in the future for profiling and to keep you informed (possibly by telephone, email or SMS) of their products and services and to compile market research information and statistics and to use it for any other aspect of their business. If you do not wish us to use your information for these purposes please tick here

Equity Policy

It would help the development of our equity policy if you would complete the section below. All information is confidential.

Gender Female Male (Please tick as appropriate)

Ethnic origin

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

<p>A. White</p> <p>British <input type="checkbox"/></p> <p>Irish <input type="checkbox"/></p> <p>Any other white background <input type="checkbox"/></p> <p>B. Mixed</p>	<p>D. Black or black British</p> <p>Caribbean <input type="checkbox"/></p> <p>African <input type="checkbox"/></p> <p>Any other black background <input type="checkbox"/></p>
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<p>White and black Caribbean <input type="checkbox"/></p> <p>White and black African <input type="checkbox"/></p> <p>White and Asian <input type="checkbox"/></p> <p>Any other mixed background <input type="checkbox"/></p> <p>C. Asian or Asian British</p> <p>Indian <input type="checkbox"/></p> <p>Pakistani <input type="checkbox"/></p> <p>Bangladeshi <input type="checkbox"/></p> <p>Any other Asian background <input type="checkbox"/></p>	<p>E. Chinese or other ethnic group</p> <p>Chinese <input type="checkbox"/></p> <p>Any other ethnic group <input type="checkbox"/></p>
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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 Dis 1
- Cerebral Palsy Dis 2
- Hearing Impairment Dis 3
- Learning Disability Dis 4
- Visual Impairment Dis 5
- Wheelchair user Dis 6
- Other Dis 7

If Other please specify: