Education and Training

Please attach a full face passport-size photograph with your name and course code on the reverse. NO CUT-OUTS/ LASER PRINTS!

Booking & Data Form

**Please complete both sides of this form in clearly printed capital letters, SIGN IT, attach a recent full-face passport photo (no cut-outs or laser prints), and return it to scottish**athletics **to book your place on your course. First time coaches and officials ONLY.**

|  |  |
| --- | --- |
| Club/ Group |  |
|  |  |
| UKA Licence Number **(existing coaches/officials only)** |  | Current Level of Award (**existing coaches/officials only)** |  |
|  |  |  |  |
| Date of Birth |  | *Applicants must be aged at least 16 for Jog Leader & Coaching Assistant or 18 for ALL other qualification (Coaches Only)* |

|  |  |
| --- | --- |
| **Title** | Mr □ Mrs □ Miss □ Ms □ Dr □ Other |
| **First name** |  |
| **Last name** |  |
| **Address 1** |  |
| **Address 2** |  |
| **Town/ City** |  |
| **County** |  |
| **Postcode** |  |
| **Phone**  |  |
| **Phone (alternative)** |  | **E-mail** |  |

**Please print your email clearly and accurately.**

Please enter details for course below

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Code | Course Name | Date(s) of course | Venue | Officialuse only |
|  |  |  |  |  |

**AREA OF THE SPORT:**

**Local Authority** *(if coaching/officiating within a Local Authority Programme):­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***Region*** *where I am deployed (please select one – main region)*

□ *Central* □ *East:* □ *Grampian:* □ *Highland and Islands:* □ *Tayside & Fife:* □ *West:* □

Main training venue used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Main Activity/ Coaching Event Discipline:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Frequency of activity / coaching (days per week)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Age group being led / coached (please advise number per age group):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***Please note that you are currently required to complete an Enhanced Disclosure Check on a three-yearly basis, given that you are undertaking “Regulated Work”. Without a valid check, your Coaching/Officiating Licence Number is invalid.***

# **Equity Policy**

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

**Please indicate your sex:**

|  |  |
| --- | --- |
|  |  |
|  Male  | □ |
|  Female | □ |
|  I would prefer not to say | □ |
|  I prefer to self-describe (Please specify) | □ …………………………………………………… |
|  |  |

**What is your ethnic group?**

|  |  |  |  |
| --- | --- | --- | --- |
| White | □ | Caribbean or Black | □ |
| Mixed or multiple | □ | Other ethnic group | □ |
| Asian, Asian Scottish or Asian British  | □ | I would prefer not to say | □ |
| African | □ |  |  |

# **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, please tick any which apply to you:

|  |  |  |  |
| --- | --- | --- | --- |
| Amputee  | □ | Physical disability | □ |
| Cerebral Palsy | □ | Learning disability  | □ |
| Blind or visually impaired | □ | Other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | □ |
| Deaf or hearing impaired | □ | I prefer not to say | □ |
| Wheelchair user | □ |  |  |

|  |
| --- |
| **Athletics Code of Conduct for Coaches/Officials -** *‘The Responsible Athletics Coach/Official*As a responsible coach/official you will:* respect the rights, dignity and worth of every athlete and treat everyone equally, regardless of background or ability
* place the welfare and safety of the athlete above the development of performance
* develop appropriate working relationships with athletes (especially under 18s), based on mutual trust and respect
* not exert undue influence to obtain personal benefit or reward
* encourage and guide athletes to accept and take responsibility for their own behaviour and performance and give them as much autonomy as possible
* never do something for an athlete that they can do for themselves (In the case of some disabled athletes or vulnerable adults tasks of a personal nature may be requested or necessary. In such cases, the full understanding and consent of the parent or carer should be sought and the individual’s autonomy and dignity should be respected.)
* avoid critical language or actions, such as sarcasm, that undermine an athlete’s self-esteem
* not spend time alone with a young athlete unless clearly in view of others
* avoid taking a young athlete alone in your car
* never invite a young athlete alone to your home

never engage in physical or sexually provocative games, including horseplay, or share a bedroom with a child |

I confirm that all the information given is accurate and correct.

I also confirm that I give UK Athletics/ **scottish**athletics/ jog**scotland** permission to carry out police checks if required.

I agree to coach/officiate within guidelines outlined in the Athletics Code of Conduct for Coaches/Officials “The Responsible Athletics Coach/Official” (UK Athletics Welfare Policy and Procedures)

As a jogscotland jogleader or UK Athletics/ **scottish**athletics licensed coach/official I agree to abide by the UK Athletics/ **scottish**athletics/ jog**scotland** rules as laid down in its rule book and related procedures

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

UK Athletics/ **scottish**athletics/ jog**scotland** may pass your information to:

1. the National & Regional Athletics Associations and affiliated bodies. If you do not wish us to use your information for these purposes please tick here □.
2. 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 □

**Data protection:**

All information recorded is kept in a completely safe and confidential manner in accordance with the Data Protection Act 1998.

The information which you provide in this form and any other information is obtained or provided during the course of your application for membership will be used solely for the purpose of processing your application (including payment processing and equality monitoring purposes). Personal data will be collected, recorded and fairly used. Stored safely and securely.

**PAYMENT DETAILS**

Places will only be confirmed once **payment has been received in full**, or for organisations, on the production of an **official purchase order.**

**PAYMENT:** -Individuals – Cheque or Credit/ Debit card details as per below.

 Organisations – Purchase order with booking form.

**Cancellation Policy** – NO refunds shall be issued for non-attendance. Written notification must be received by the **scottish**athletics office at least 48 hours in advance of course commencement, enclose a doctor certificate.

***Please tick the appropriate box(s):***

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Jogscotland Jog Leader £95 |  | Coaching Assistant  £195\* |  | Athletics Coach/ CiRF £425/ £170\*\* |  | Coach Membership £25  |  | **Officials Course £30** |  |  Total | **£** |

***\*Three years coach membership is included in the Coaching Assistant course price. (Course £170 + membership of £25)***

*A coach membership of* ***scottish****athletics costs £25 for three years and is payable on renewal of your membership or your joining* ***scottish****athletics as a coach. Officials membership is free of charge.*

**COACHING SUBSIDY\*\***

*Through our funding partner,* ***sport****scotland, there is a coaching subsidy of 60% of the course fee available for those applying for CiRF or Athletics Coach. To be eligible to receive the coaching subsidy, coaches must complete the following at the time of booking:*

* *I agree to coach through sport in the community (i.e. clubs, local programmes, schools, community, or performance sport) within six months of applying for the subsidy.*
* *I agree to coach on average once per week, or a minimum of 24 times per year*
* *I am, or agree to become a* ***scottish****athletics coach member at the time of booking*
* *I agree to continue to develop as a coach through ongoing communications with a support coach and attend coach development opportunities as and when appropriate*

*Name of support coach \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Please state why this course will benefit you as a coach, and what impact will this have on the club / school / community.*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |
| Switch |  Visa Debit |  Visa |  Mastercard | Solo |
|  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Card No.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Issue No.** |  | Valid From |  | Valid To |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Name on Card** |  |  | **Security No** |  |  |  |

***Please return to:*** *Coaching Team****, scottish****athletics, Caledonia House, Redheughs Rigg, South Gyle, Edinburgh EH12 9DQ*

**scottishathletics & jogscotland specific Terms & Conditions**

**Booking Process**

**Candidates may only book onto UKA, scottishathletics and jogscotland courses by completing the official booking form and supplying a passport quality photograph along with the relevant course fee. If a candidate is having the fee paid by a third party this fee must be supplied at the time of booking. Alternatively they can provide an invoice request form with the booking which states the intention to pay and is signed by the third party. All invoices must be paid prior to the course date. A purchase order number must be supplied if an invoice has to be raised.**

**Booking Confirmation**

**Places are only confirmed once you receive an official confirmation email from scottishathletics. We will not reserve places for individuals and cannot verbally confirm places over the phone. We will input your details onto the relevant course within 48 hours of receiving your application, payment and appropriate photograph. Places are filled on a first come, first served basis.**

**Closing Dates**

**Applicants are advised to book early. We cannot accept any applications within 7 days of the course start date.**

**This timeline is extended on additional ad-hoc courses (courses requested by local organisations in addition to those annually planned by scottishathletics), we must have all booking forms 14 days prior to the course. Where the booking forms are not with scottishathletics two weeks prior to the course, the course will be cancelled.**

**Terms and Conditions of Booking a course**
**scottish**athletics does not accept any responsibility for the loss, or damage to, candidate property or for personal injury however caused.

Should you miss any session(s), of any course you sign up to, without prior notice being given **scottishathletics** reserve the right to remove you from the course and with no refund being given. However in exceptional circumstances candidates may be offered the opportunity to attend a missed session(s) on other courses should availability allow. **scottishathletics** reserve the right to charge you accordingly based on lost revenue.

You will respect the course tutor, course venue and other candidates and their points of view and you will understand that if your behaviour, language or conduct is deemed ‘unacceptable’, ‘offensive’ or ‘harmful’ for any reason, **scottishathletics** and the venue reserve the right to exclude you from continuing on your chosen course and, if necessary, future courses.

**Specific conditions for booking on Athletics Coach Courses** (Athletics Coach & Coach in Running Fitness)

All candidates must hold a minimum of a level one qualification and / or the Coaching Assistant award (Candidates must have been qualified at this level for at least 3 months) as a minimum requirement to attend this course. To ensure that candidates have adequate time to prepare and complete pre-course study, course bookings will not be taken after the closing date (currently 7 days prior to first day of the course).

**Specific conditions for booking on Coach in Running Fitness Courses**. In addition to the above, jog**leader**s can progress to the CiRF qualification after being a Jog Leader for over 12 months. This will ensure that the Jog Leader has the relevant experience in leading the group prior to taking the CiRF qualification.

When booking onto the Athletics Coach or Coach in Running Fitness all coaches are booking the full 4 days of the course as detailed on the **scottish**athletics website. Any changing to any of the days will incur a £30 administration fee, for each change. All coaches must complete an additional booking form when changing course mid-course.

**Cooling Off Period**

Candidates have the right to cancel their place on a course at no cost within seven days of receipt of application by **scottishathletics**. Such cancellation’s must be made in writing via email to coaching@scottishathletics.org.uk In the event of a course cancellation under this clause, reimbursement of any fees paid will be made in full, wherever possible, within 30 days of receipt of the cancellation request.

**Coach Education & Jog Leader Cancellation Policy**
You may withdraw from a course and cancel your allocated place at any stage. You must notify **scottish**athletics in writing (email or letter) if you wish to withdraw. **scottishathletics** adheres to a strict cancellation policy. For all course cancellations candidates are entitled to refunds only to the sum of:

* Booking cancelled up to 6 weeks before start of the course: **80%** of the course fee
* Booking cancelled up to 6-4 weeks before start of the course: **70%** of the course fee
* Booking cancelled up to 4-2 weeks before start of the course: **50%** of the course fee
* Booking cancelled within 2 weeks or less than the start of the course: **NO REFUND**

These timelines are referring to when **scottish**athletics receive your cancellation.

Consideration will be given to candidates who are unable to attend due to health reasons and require a transfer to another course. A letter from a doctor or medical professional may be requested in these circumstances.

**Coach Education Transfer Policy**Should you wish your application to be transferred from one course to another (of the same type and value) then an additional £30 administration fee will be charged. This fee is payable in full at the time of transfer. Transfer is dependant on availability of places.

**scottishathletics Refund Policy**
Should a course that you have been registered on be cancelled or postponed by **scottishathletics** then a full refund will be issued within 30 days.
Should you cancel your registration and request a refund, then all cancellations must adhere to the **scottishathletics** cancellation policy please see above statement

**Notification of cancelled / postponed course**

**scottishathletics** will contact all candidates by telephone initially, using the preferred contact number stated on the application form, to inform them of a cancelled or postponed course. This will be followed up by email to confirm either details of alternative courses, or that a refund has been requested.

**Over-subscribed courses**

**scottishathletics** will notify all candidates if they apply for a course that is already at capacity. Candidates will be offered alternative courses and if none are available we will hold applications on file for a maximum of 3 months, or return them direct to the candidates. After this period forms will be destroyed.

Courses can be found here: - <http://www.scottishathletics.org.uk/coaches/qualifications>

<http://www.jogscotland.org.uk/jogleaders>

Documents can be found here: - <http://www.scottishathletics.org.uk/coaches/qualifications/>

Scottish Athletics Limited, Caledonia House, South Gyle, Edinburgh, EH12 9DQ

**t.** 0131 539 7320 **f.** 0131 539 7321 **w.** [www.scottishathletics.org.uk](http://www.scottishathletics.org.uk) **e.** coaching@scottishathletics.org.uk

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