Licensing FAQs

We’ve put together some of the main questions we get asked by coaches and officials about their licence. See if any of the below can help you before getting in touch with us.

You can jump to a specific area using the links below.

- Renewing a licence
- Cancelling a licence
- DBS and safeguarding
- Health and Safety, and First Aid
- myAthletics Portal and Athletics Hub
- Licence processing

Renewing

What do I need to do in order to renew my coaching / officiating licence?

- There are a few simple steps that you need to carry out in order to renew your licence and this depends on your role and level of qualification. 
  More details and a step by step guide are in the Welfare section of our website.

Why have I been notified that my coaching / officiating licence is expiring?

- As part of our commitment to ensure our sport is safe for everyone taking part we ask all licensed coaches and officials to update their licence every 3 years.
- Coaches and officials have a duty of care to ensure participants are safe when taking part in activities under their guidance. As part of our commitment to keep participants safe we ask all coaches and officials to update key licensing requirements every 3 years.
  - DBS checks
  - Safeguarding training
  - First aid training (coaches / leaders only)
  - Accepting licence Terms & Conditions and Codes of Conduct
- Separately we ask all coaches and officials to ensure their licence photograph is updated every 9 years in line with the 3 yearly relicensing cycle.
- Having a valid licence is crucial to ensure you are covered under our public liability insurance policy.
Cancelling

I'm not longer an active coach / official and have no plans to start coaching / officiating again – what do I do?

- Please email licensing@englandathletics.org and we will process your request. You will be 'retired' from your role and your licence status updated.

- If you change your mind you have 6 years in which to re-activate your licence by completing the required mandatory training. After this time you will be required to undertake some role-specific training in order to regain your licence.

I am the next of kin for a licensed coach / official who has recently deceased – how do I notify England Athletics

- Please email us on enquiries@englandathletics.org and we will make the necessary arrangements to ensure our databases are up to date and you do not receive further communications from us that may cause you distress.

Why can’t I just continue coaching / officiating without a valid licence?

- Coaches and officials have a duty of care to keep participants safe. Having a valid licence demonstrates to clubs, competition providers, athletes and parents that a coach or official is able to operate safely in line with guidance issued by the England Athletics and UK Athletics which meets key legislative requirements.

- Our insurers also need to be confident that coaches and officials covered under our insurance policy are safe and competent. Having a valid licence issued in line with accepted standards is one of the key criteria to accessing our insurance cover.

DBS and safeguarding

I already have a DBS certificate – why do I need to carry out a new check?

- As part of our commitment to safeguarding and safeguarding standards we ask everyone who carries out a role where a DBS check is a requirement to renew their certificate every 3 years.
  More information in the Welfare section of our website.

- We can use your current DBS if your certificate is on the update service. If this is the case, all you need to do is email your certificate number to dbs@uka.org.uk. If not, then you will need to complete the application by logging in to your England Athletics portal.

I have completed safeguarding training as part of another voluntary or paid role – do I need to attend the UKA training?

- Whilst much of the content may be similar to other training you may have accessed, the training we offer focusses on specific athletics settings and also covers the key sports-specific policies and process you need to have an awareness of.
Health and Safety, and First Aid

I need to complete the UKA First Aid Training to gain a licence, but I already have a valid First Aid training certificate

- Some First Aid qualifications / certificates are transferable and map against the UKA training. To find out if your qualification / training meets the criteria please contact education@uka.org.uk.

Which First Aid training course do I need to attend

- First Aid training is mandatory for all coaches and leaders with different requirements based on the environment where you deliver your sessions. Find out which level of training you require on the UKA website.

Why do I need to complete mandatory training

- As part of our commitment to keeping everyone safe when they take part in athletics and running activities, we want to ensure coaches and officials have up to date skills and knowledge in key areas of health and safety and safeguarding. By linking the mandatory training requirements to our licensing scheme we are able to raise standards of safety across the sport.

Which Mandatory Training course should I attend

- We work closely with UK Athletics to deliver our mandatory training. Details will have been provided to you in your licence renewal email as the requirements are specific to your role and level of qualification. Find out more and see which training you need.

Is the Mandatory Training for coaches and officials identical

- All licenced roles have to complete a DBS check which needs to be renewed every 3 years and access safeguarding training

- The process for endurance officials at Level 1 is slightly different. More details can be found in the coaching and officiating section of our website.
myAthletics Portal and Athletics Hub

I’m having issues logging into myAthletics Portal or Athletics Hub

- If you have forgotten your password please follow the prompts on the page to re-set your password
- If you are having additional issues logging on contact enquiries@englandathletics.org for assistance.

I need to submit a passport photo for my licence – how do I do this

- To upload your passport style photo for your licence, you will need to login to your account on myAthletics portal using your username (your URN) and your password.
- Click on My Profile in the top right corner, then Edit on your Personal Details and here you will see a link to Upload New Picture. You must ensure your image is no larger than 100x130 pixels and the file size is under 4MB.

Licence processing

How do I know if I have completed the relevant steps to renew my coaching / officiating licence?

- A breakdown of the relicensing steps relevant to your role and level of qualification can be found in the Welfare section of our website.
- Once you have completed all the required steps in the relicensing process you will receive an email informing you that your licence is being processed.
- Please note that DBS checks can take up to 8 weeks to be processed so start this as early as possible.
- If you think you have completed all steps in the process and have allowed 8 weeks for your DBS check to be processed please contact us on enquiries@englandathletics.org.

I have completed all the steps in the re-licensing process and have still not received a new licence

- Once all the relicensing steps have been completed you will be informed via email that your licence is being processed. If you have not had this email ensure all the relicensing steps have been carried out that are relevant for your role and level of qualification More information in the Welfare section of our website.
- Please allow up to 4 weeks for your licence to arrive from confirmation that it is being processed
- Check your personal details are up to date on your profile on myAthletics Portal.
I have completed all the steps in the re-licensing process and have been told that my licence is due to expire or has expired

- Please double check that you have completed all the relevant stages of the mandatory training and make sure you have accepted the licence Terms & Conditions and Codes of Conduct on your profile page in myAthletics Portal.

- If your photograph is out of date you will have been informed about this and need to issue an up to date image that meets the requirements. To upload your passport style photo for your licence, you will need to login to your account on myAthletics portal using your username (your URN) and your password: Click on My Profile in the top right corner, then Edit on your Personal Details and here you will see a link to Upload New Picture. You must ensure your image is no larger than 100x130 pixels and the file size is under 4MB.

- If the above steps have been completed please contact us to investigate further on enquiries@englandathletics.org.

I have recently completed a coaching / officiating education course and have not received my licence

- You will need to complete the mandatory training requirements relevant for your role and level of qualification before your licence issued. More information in the Welfare section of our website.

- If this is your first qualification you will need to issue a passport photo for your licence - to upload your passport style photo for your licence, you will need to login to your account on myAthletics portal using your username (your URN) and your password: Click on My Profile in the top right corner, then Edit on your Personal Details and here you will see a link to Upload New Picture. You must ensure your image is no larger than 100x130 pixels and the file size is under 4MB.

- For Level 1 Officials you will need to evidence practical officiating experiences specific to your role / discipline. This can be done by completing the Level 1 application form which can be found by clicking on your discipline in the Qualifications section of our website. You can use experiences gained prior to attending the training course.

I have been told that my licence is due to be posted and I haven’t received it

- Please allow up to 4 weeks for delivery of your licence

- Please check your personal details are up to date on myAthletics Portal.

I have just received my new licence and some of the details are incorrect

- Please email us on enquiries@englandathletics.org.