

Renewing Your Coaching Licence

Why you should you renew your coaching licence

Your coach licence expires every three years from the date of issue which is printed on your licence. An expired coach licence means that you will not be insured to coach at any level and you will lose all the benefits that UKA insurance brings.

How to renew your coaching licence

As a coach it is your responsibility to renew your licence – the expiry date is printed on your licence and you may not receive any reminders. To renew your coaching licence all you need to do is apply for a new CRB check. To apply follow the instructions on the [How to complete a CRB form PDF](#) (see the downloadable document on the right hand side of this page) and assuming your CRB is validated your licence will automatically be sent to you.

Criminal Records Bureau check for coaches

A UK Athletics Criminal Records Bureau (CRB) clearance is required for all accredited athletics coaches and if you do not currently have a UKA Criminal Records Bureau Clearance, you will need to apply for this once you have booked on to a coaching course. See the [How to complete a CRB form PDF](#) (listed on the right).

Important Information on CRB checks:

Licences **will not** be issued until a clear check has been received. You still need a UKA CRB check even if:

- you have already completed a CRB check through another organisation i.e. NGB/local authority
- you are looking to upgrade to the next level but never completed a CRB check in the past. Your licence may have expired and as a result invalidated your insurance and your new licence will not be issued until a clear check has been received.

Costs

Checks are **FREE** for all coaches coaching for an athletic club on a **voluntary** basis. If you are being paid to coach or are not a voluntary coach for an athletic club (for example a student or casual sports coach) you will need to pay an additional £36.00 for the check to take place.

Tracking your application

The CRB provide a service which allows applicants to track the progress of an application from receipt to issue. This service can be accessed via the CRB website at www.crb.gov.uk/tracking. To use this service you will need to have the following information available:

- The disclosure application form reference number
- Applicant's date of birth

Not received your licence yet?

HAVE YOU
COMPLETED
THESE
ACTIONS?

- Sent the pre-course application
- Sent course payment
- Sent passport photograph
- Sent off your completed CRB to Athletics Welfare

WITHOUT
A LICENCE YOU
ARE NOT
INSURED TO
COACH

For help contact the England Athletics Education and Customer Service Team: 0121 7817271 or licence@englandathletics.org