

# MANDATORY TRAINING

Requirements for  
Coaches and Leaders  
that are part of the  
UKA Licencing  
Scheme



# BACKGROUND

UKA, take our wider duty of care responsibilities very seriously. UK Athletics along with the Home Country Athletics Federations are committed to protecting people within the sport and improving environments. As part of this process, we are also committed to ensuring that all volunteers have the necessary knowledge and experience in order to do this effectively.

Safety (including First Aid), Welfare (including safeguarding) and the well-being of participants is a collective responsibility in ensuring that the sport is safer for all and the UKA governance standards are indicative of this.

# SAFEGUARDING TIER 2 TRAINING – BACKGROUND

As licenced coaches and leaders will be aware, mandatory Safeguarding training was introduced in 2019 as part of the licencing scheme.

Following the Quinlan Review there is a requirement (recommendation 7) for those operating at coach level (CiRF, Athletics Coach or above) to undertake face-to-face training therefore this mandatory training element involves delivery via virtual classroom delivered by dedicated safeguarding tutors.

# FIRST AID TRAINING

## Background

UK Athletics regards First Aid as an essential skill for all Coaches and Leaders and considers that they have a responsibility to maintain their competency in this area.

## Why?

Under common law, voluntary organisations and individual volunteers have a duty of care to each other and others who may be affected by their activities.

A coach with the knowledge and skills to keep an injured or unwell athlete comfortable and safe from further harm until appropriate medical assistance arrives will make a positive difference to their outcome and recovery.

## FIRST AID TRAINING – CONSIDERATIONS: RISK / COST / ACCESSIBILITY / RELEVANCE

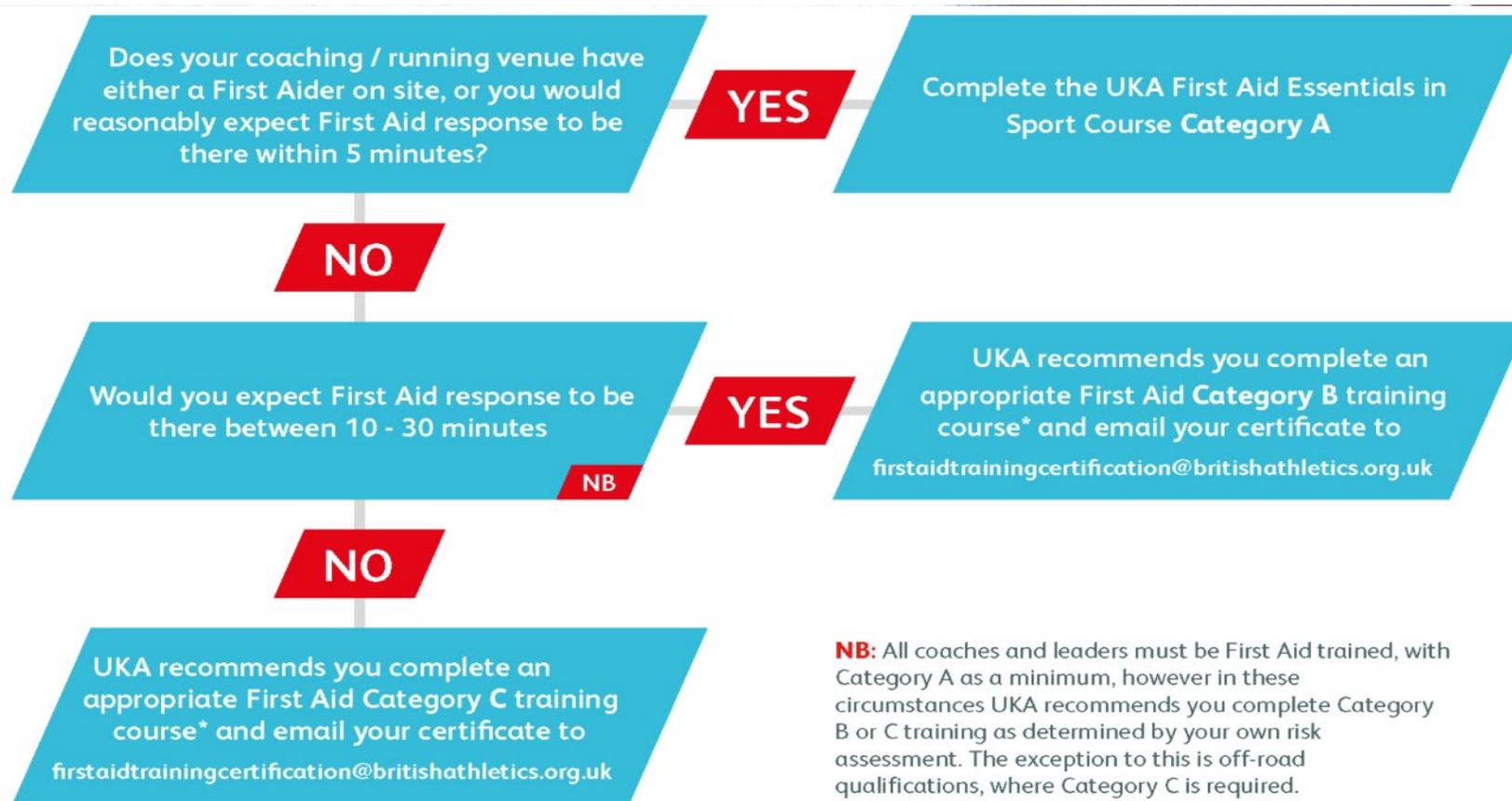
The decision to make First Aid Training Mandatory, was in consultation with stakeholders representing; clubs, coaches, leaders and sport governance.

As a direct result of this consultation and incident data, UKA in partnership with the HCAFS, considered amongst other things cost and relevance, resulting in a risk based approach requiring coaches and leaders to do a course relevant to their risk and no more.

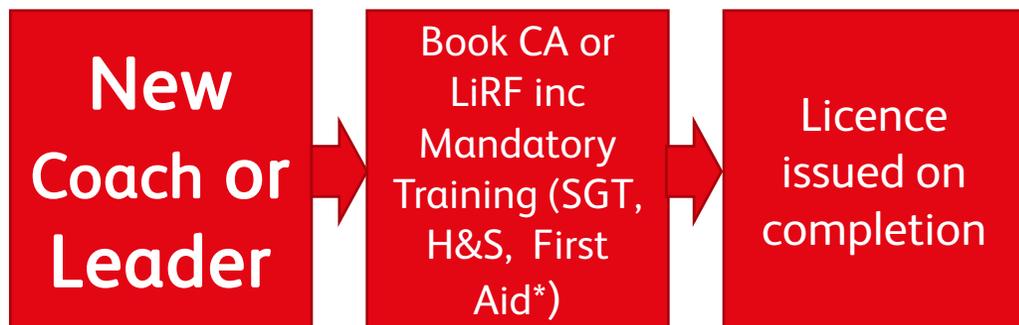
This is why Category A is the only mandatory requirement and if on risk assessing their own circumstances a coach or leader feel that Category A is sufficient for their activities then they can choose to cover their responsibilities with that level of training. \* C > B > A

UKA have chosen to develop and host our own online course (endorsed by RoSPA), so that we can offer savings on equivalent courses available on the open market.

# OVERVIEW

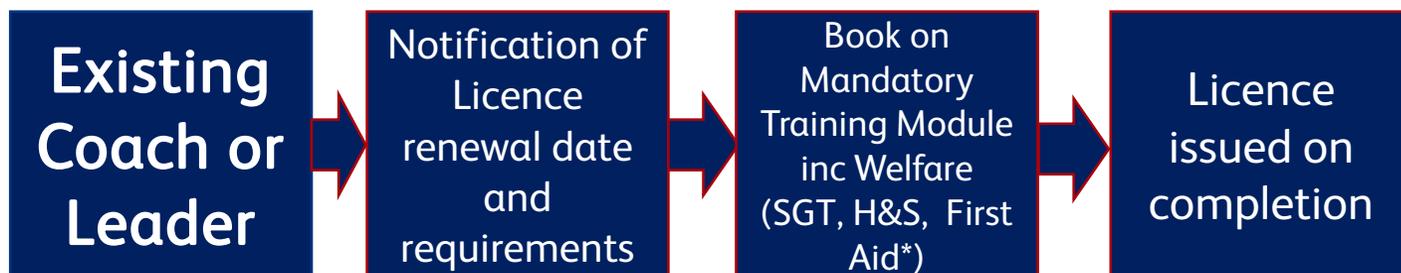


# MANDATORY TRAINING: PROCESS



\*From within the Licencing Requirements Module

- Category A: UKA Awareness Course / MCQ / Certificate
- Category B and C: Certificate (within last 3 years)
- AND
- SGT 1 or SGT 2



# FAQ'S AND SCENARIOS:

**Q – Why are Coaches and Leaders being asked to undertake First Aid training as part of their learning?**

**A –** Athletics training involves activities which place increased strain on the body and involves equipment which can cause injury in certain circumstances. Despite practices such as risk assessment by venues and Coaches or Leaders, in addition to training guidance for Coaches and qualifications detailing how to create session plans tailored to an athlete or runner, things can and do go wrong. Being prepared could make a difference to the outcome for any individual who sustains an injury when under your care as a Coach or Leader. This year, 68 % of reported incidents were at an organised training session, and of all reported incidents 85 % required first aid and 58 % went to hospital. Early intervention can make a difference to the outcome and experience of the injured person.

# FAQ'S AND SCENARIOS:

**Q – What if a learner only coaches at a venue where there are always trained First Aiders present?**

**A – Immediate First Aid can prevent a bad situation from getting worse. Coaches or Leaders are best placed to initiate First Aid immediately while further support is immediately sought from the trained personnel at the venue.**

**Q – What about an existing coach who has registered for their mandatory training module on Athletics Hub, that includes First Aid Training, but already has a valid First Aid qualification. Do they have to do the First Aid course associated with the coaching course?**

**A – No they do not have to do the online First Aid course. The individual will need to email a copy of their certificate to UKA at the point of re-licencing. However, we strongly recommend that all Leaders and Coaches who have access to the module, complete it. Refreshing their knowledge could make a difference to an injured athlete in their care.**

# FAQ'S AND SCENARIOS:

**Q – Why do Coaches and Leaders in category B and C have to find their own courses?**

**A -** The HSE no longer endorse First Aid Providers, but rather guide choice as to suitable First Aid Training syllabus content for different scenarios. UKA have adopted this as a Quality Assurance Standard.

We are currently in dialogue with First Aid providers and discussing opportunities relating to Category B and Category C training and are sure that by working collaboratively across the sport (with the HCAFs) this will identify any potential funding schemes that may be available to support clubs, groups and leaders accordingly, where these categories are identified as required by risk assessment.

**Q- I coach / lead ..... Can you tell me if/ what.....?**

**A -** <https://www.uka.org.uk/governance/health-safety/safety-codes-of-practice-and-safety-guidance/>

The environment a Coach / Leader delivers training activities in and the populations they coach, have too many in the moment variables for us to advise from a distance. The Code of Practice and Training Guidance are designed to help you make informed choices.

# FAQ'S AND SCENARIOS:

**Q - Are our training sessions uninsured if we don't have a first aider present at each one?**

**A -** It is important to distinguish between insurance and good practice. UKA is in the fortunate position to be able to provide Coaches and Leaders with very extensive insurance cover. Good practice is for activities being carried out to be risk assessed and reasonable provisions put in place to reduce risks to an acceptable level . Having first aiders at a session would be considered "reasonable" for the level of risk for training sessions. Reasonable approaches are highly likely to be insured. For this reason, we have made first aid training a mandatory requirement linked with Coach licensing.

Training sessions may be insured without a first aider present, but this would be as a result of other decisions and actions, which UKA do not assess as part of the licensing scheme, being reasonable. Therefore, we can't be absolute for or against whether insurance would respond unless our guidance is followed.

# FAQ'S AND SCENARIOS:

**Q - Will we need to stop our training sessions until we can guarantee that we have appropriately trained First Aiders present at every session?**

**A -** No you won't. The addition of the First Aid Requirements is to add to the already good practice happening in clubs and groups across the UK, to further safeguard those involved in the sport ensuring it remains a fun and safe sport to participate in.

**Q – What if a Coach or Leader for health reasons is unable to carry out first aid. Do they still need to do the training?**

**A –** Yes they do. The requirement is linked to the Coach Licence scheme and awareness with first aid strategies can be communicated by the coach or leader to others in the event of an incident.

**Q – I coach my group remotely, do I still need to do the training?**

**A -** Yes you do. The requirement is linked to the Coach Licence scheme. Your role as a coach includes provision for the welfare of the athlete for sessions you prescribe, whether you are in attendance or not. **NB** [Code of Practice and Supervision of Training Guidance](#).

# FAQ'S AND SCENARIOS:

Q – Do we now have to carry a more comprehensive First Aid kit?

A – [First Aid Kit Guidance for Coaches and Clubs](#) is on the UKA Health & Safety website pages.

Q – Can I do my First Aid training before my Licence expires

A – It is good practice to be First Aid Trained. As long as your certificate is dated within 3 years at the point of Licence renewal, it will be accepted. How that can be processed will be communicated in your re-licencing email.

Q – What is category B and C?

A – Category B is eFAW+sports, Category C ie Outdoor First Aid Training (typically 2 days).

# FAQ'S AND SCENARIOS:

**Q – Does the insurance provided to Jog Leaders following completing the Leadership in Running Fitness course, cover someone providing first aid?**

**A-** UK Athletics insurance does cover a coach or leader for first aid that is incidental to a coached or led session. If you are providing first aid cover specifically, i.e. that is your role, then separate insurance would be required.

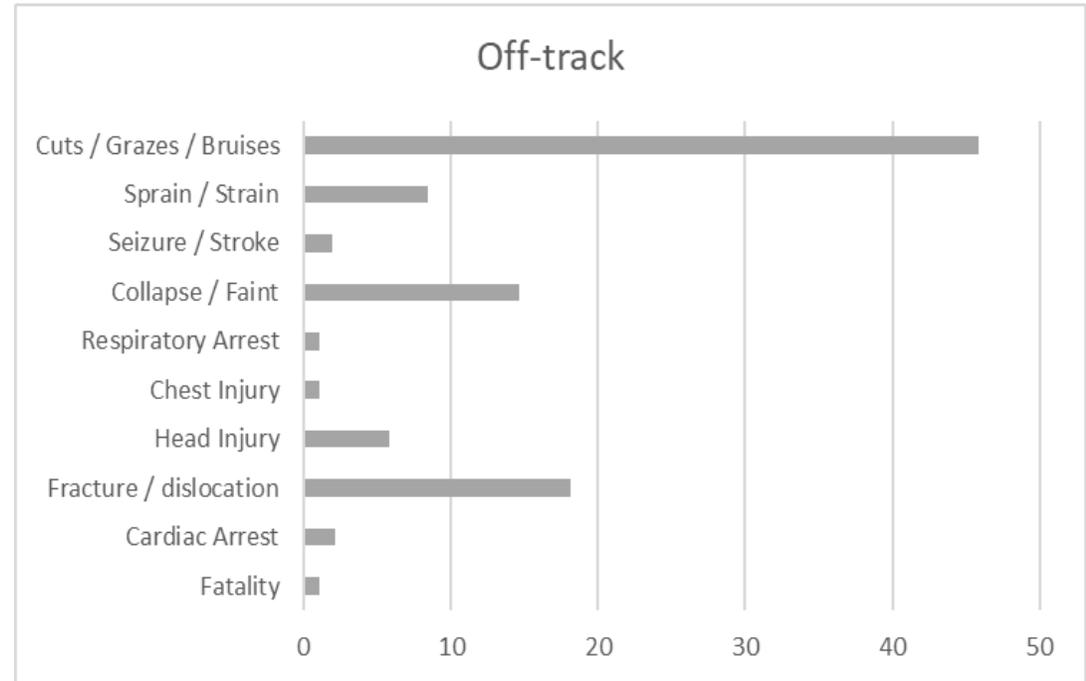
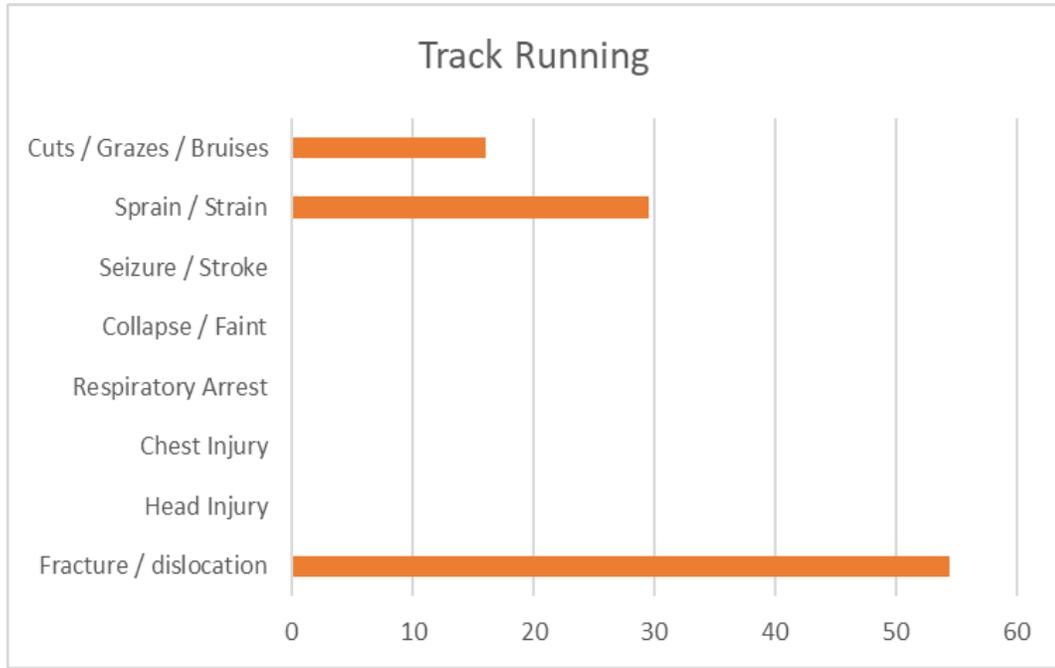
**Q – I have heard that being a certified first aider leaves you open to legal action?**

**A –** This is not the case. Being a certified first aider is actually more likely to be beneficial if someone was to try and raise a negligence claim.

# DATA

The data on the next slide summarise incident and accident reported data that has been used to determine the risk based approach adopted by UK Athletics...





# FAQ'S AND SCENARIOS:

**Q – Why can Coaches and Leaders complete a non-UKA First Aid Training course and have it recognised, but for Safeguarding Training, the UKA course is mandatory?**

**A –** Three key reasons, as outlined below;

- i. The SG courses signpost out to and are developed around athletics specific Safeguarding policies and procedures as well as the UKA Coaches Code of Conduct.
- ii. The threshold for what is unacceptable practice in sports governance is lower than the legal position. That threshold varies from sport to sport depending on the risks within the sport and the environment it is conducted. We need to communicate via the courses where our threshold as a sport sits.
- iii. UKA use scenarios within both our Safeguarding courses (Tier 1 and Tier 2), which we review and change dependent on patterns of safeguarding incidents and complaints within our sport. This means that we can keep the education relevant to the context coaches / leaders are operating in.

# FAQ'S AND SCENARIOS:

**Q – I only coach over 18s, why do I have to do the Safeguarding Training?**

**A –** Safeguarding is a societal responsibility for all, irrespective of those we are Licenced\* to or actively coach. The issues pertaining to U18s, unfortunately are not limited to that age group and it is for this reason the online course is a requirement for all.

\*NB Whilst a Coach or Leader may not deliver activities to U18s, apart from Jog Leaders in Scotland, a Coach or Leader is Licenced to deliver activities to U18s and therefore the level of training required needs to reflect this.

# SCENARIOS

## Example A:

Licensed UKA Coach: Athletics Coach plus FLiRF

Coaches 2 nights a week at a track club with a trained First Aider at the facility and once a week Leading a group on trails with a Category C First Aider.

**Minimum Requirement** – Category A

**Risk Assessment considerations** – What and where to lead when the category C First Aider is away. What would happen in the event of an incident?

**UKA Insurance** in the event of an incident: Yes

**UKA Licence Ts and Cs considerations** in the event of an incident: Were the Coach / Leaders decisions prior, during and after the session reasonable?

# SCENARIOS

## Example B:

### Licenced UKA Coach: Athletics Coach plus LiRF

Coaches 2 nights a week at a track club with a trained First Aider at the facility and once a week leading a group in a local suburban park with no other first aiders present.

**Minimum Requirement** – Category A, with Category B recommended.

**Risk Assessment considerations** – How to minimise the risk of incident and what to do in the event of an incident.

**UKA Insurance** in the event of an incident: Yes

**UKA Licence Ts and Cs considerations** in the event of an incident: Were the Coach / Leaders decisions prior, during and after the session reasonable?



## SOME COMMENTS RECEIVED TO DATE...

*“It is really great to see all of the work going on in this area (First Aid Training) and it is great to see meaningful progress. Thank you to all of those involved and keep up the good work.”*

.....  
*“Thank you very much for all of this - our club has been expressing interest in running related first aid for some time so it is useful that UKA are providing input on this.*

*“I did the virtual course last night, it was very informative”*

.....  
*“I thought the Safeguarding Course was excellent and certainly one of the best I've attended. Until recently I was Vice-Chair of Governors at a secondary school, the Safeguarding training there left a lot to be desired.”*

.....  
*“Can I please share the additional Safeguarding Training webinar dates to the coaches at the club? It would be great to get them on it asap!”*