

Dear Coach,

COACH RELICENSING 2018

As you are aware the license period commences from the 1st March each year. If you would like to relicense please read through this letter carefully.

If you have passed Level 1, Level 2 Skate UK or Level 2 since the 1st March 2017 you are not required to relicense in 2018. However, you will need to ensure your membership, insurance, First Aid, Child Protection and DBS all stay within date during this period. You will then be required to relicense in 2019 to continue coaching.

We are slowly introducing changes to our coaching license and one of the key changes we are bringing in involves First Aid, Child Protection and DBS. This year these items cannot expire before 1st July 2018 for you to be able to relicense. However, all of these from 1st March 2019 have to be in date for a whole year for you to be relicensed.

You can also now alternate between online and practical First Aid and Child Protection courses. If your First Aid and Child Protection expires this year and was a practical course you are now able to do the course as an online and vice versa.

We require that all relicensing information is sent in to coaching@iceskating.org.uk by Monday, 12th February 2018.

To ensure all coach relicenses can be processed in time please send in all the information as soon as possible. You will be posted your new coaching card, insurance documents and confirmation letter once we have received and processed all necessary documents and payment.

If you are a Level 2 and above Coach your check sheet is on page 2.

If you are a Level 2 Skate UK Coach your check sheet is on page 3.

If you are a Level 1 Coach your check sheet is on page 4.

If you are no longer coaching please let us know and we will remove you from our database.

If you have any questions regarding relicensing please email coaching@iceskating.org.uk and we will get back to you as soon as possible.

Kind regards,

Jessica Davidson
Administrator – Coaching and Safeguarding



NISA
GRAINS BUILDING
HIGH CROSS STREET
NOTTINGHAM
NG1 3AX

TEL: 0115 9888060 FAX: 0115 9888061
E-mail: coaching@iceskating.org.uk
Web site: www.iceskating.org.uk

LEVEL 2 SKATE UK COACH RELICENSING CHECK LIST

NAME:..... **I.D No:**.....

ALL RINKS/CLUBS YOU WORK AT AND DISCIPLINES TAUGHT.....

Please be aware you now need to inform us when you start working at a new rink. This will be monitored.

EMAIL:..... **CONTACT NUMBER:**.....

1.) To be able to relicense the following have to be in date –

- First Aid (please refer to page 5) Expiry Date:.....
- Child Protection (please refer to page 5) Expiry Date:.....
- DBS (please refer to page 5) - Expiry Date:.....
- Coaching Conference or 10 LSC Credits* (please refer to page 10)
Date Attended 3 Full Days:.....

2.) You will need to have paid your coaching license fee –

- **Licensed Coach Level 2-5** (includes Full NISA membership, coaching licence and coaching liability cover**) - **£197**

OR

- **Licensed Coach Level 2-5 for LIFE MEMBERS** (includes coaching licence and coaching liability cover**) - **£135**

3.) If you are still competing or take part in ice skating shows then you will need to fill in the following –

- Eligibility 4 Form (please refer to page 8)

4.) Please tick which groups you teach

- Children (under 18)
- Adults (18+)

5.) Filled in and signed Self Declaration Form and Equality Form (Please refer to page 9, 10 and 11)

6.) By signing below you are confirming you have read and agree with the following (all forms can be found on the safeguarding section of our website)

- Coaching Ethics Form
- Safeguarding and Child Protection Policy
- Media Policy
- Equality Policies
- NISA General Rules

Coach Signature:

Date:

* Please refer to coaching Log Book as to what can give you credits.

** if you have third party insurance you will need to provide us with a copy of your insurance cover and you may be eligible for a rebate.

HOW TO PAY

By BACS –
Sort Code: 12-24-81
Account Number: 00690501
Account Name: NISA

By cheque –
NISA, Grains Building, High Cross St,
Nottingham, NG1 3AX

By phone –
0115 988 8060



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LEVEL 1 COACH RELICENSING CHECK LIST

NAME:..... **I.D No:**.....

ALL RINKS/CLUBS YOU WORK AT AND DISCIPLINES TAUGHT.....

Please be aware you now need to inform us when you start working at a new rink. This will be monitored.

EMAIL:..... **CONTACT NUMBER:**.....

1.) To be able to relicense the following have to be in date –

- First Aid (please refer to page 5) Expiry Date:.....
- Child Protection (please refer to page 5) Expiry Date:.....
- DBS (please refer to page 5) - Expiry Date:.....

2.) You will need to have paid your coaching license fee –

Licensed Coach Level 1 (includes Full NISA membership, coaching licence and coaching liability cover*) **£166**

OR

Licensed Coach Level 1 for Associate Member (includes Associate NISA membership, coaching licence and coaching liability cover*) **£159**

OR

Licensed Coach Level 1 for Life Member (includes coaching licence and coaching liability cover*) **£104**

3.) If you are still competing or take part in ice skating shows then you will need to fill in the following

- Eligibility 4 Form (please refer to page 8)

4.) Please tick which groups you teach

- Children (under 18)
- Adults (18+)

5.) Filled in and signed Self Declaration Form and Equality Form (Please refer to page 9, 10 and 11)

6.) By signing below you are confirming you have read and agree with the following (all forms can be found on the safeguarding section of our website)

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- NISA General Rules

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Sort Code: 12-24-81
Account Number: 00690501
Account Name: NISA

By cheque –

NISA, Grains Building, High Cross St,
Nottingham, NG1 3AX

By phone –

0115 988 8060

Coach Signature: **Date:**

* if you have third party insurance you will need to provide us with a copy of your insurance cover and you may be eligible for a rebate.



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First Aid

If your First Aid expires after 1st July 2018 it will be valid for relicensing in 2018-19.

Please be aware as of 1st March 2019 your First Aid cannot expire before the 28th February 2020.

If you have done a practical first aid course in the past 3 years you are now able to do an online first aid course. Following the online course you would then be required to do a practical one again.

We advise that you do your First Aid training with St Johns who do courses across the U.K.

<http://www.sja.org.uk/sja/training-courses.aspx>

If you would like to verify a different first aid course to this one please feel free to contact us to confirm if it can be accepted.

Safeguarding and Child Protection

If your Child Protection and Safeguarding expires after 1st July 2018 it will be valid for relicensing in 2018-19.

Please be aware as of 1st March 2019 your Child Protection cannot expire before the 28th February 2020.

Coaching UK do excellent Safeguarding and Child Protection courses and we advise you do the practical courses with them.

<http://www.ukcoaching.org/workshops/workshop-search>

If you have done a practical safeguarding course in the past 3 years you are now able to do an online safeguarding course. Following the online course you would then be required to do a practical one again. The NSPCC offer online safeguarding courses which we accept.

<https://www.nspcc.org.uk/what-you-can-do/get-expert-training/child-protection-sport-online-course/>

APPLYING FOR DBS OR PVG

The DBS and PVG have to be updated every 3 years for you to be relicensed. DBS is for those based in England, Wales and Northern Ireland - **PVG is for those based in Scotland.**

With DBS we need to see a Full Disclosure and **Disclosure Scotland (basic) will NOT be accepted.**

Please be aware as of 1st March 2019 your DBS cannot expire before the 28th February 2020.



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DBS APPLICATION PROCESS

STAGE ONE: ONLINE APPLICATION

Please complete your online DBS application by using the link below and clicking 'Start Application' in the **orange box**.

<https://disclosure.capitarvs.co.uk/cheqs/>

You will be asked to enter the following information:

Organisation Reference: **NISA**
Password: **NISA2013**

The application form is a simple 5 step process. Please follow the on screen instructions and complete all the fields provided.

STAGE TWO: PAYMENT

At the point of entering your application online you will be prompted to make this payment online via our secure Sagepay system. The total cost of your application will be £54.20. This includes the cost of the DBS Disclosure and Security Watchdog's administration fee.

Failure to make payment will result in your application not being submitted.

Once completed it will ask you to provide your employer with I.D. verification - **DO NOT send any I.D. to NISA**. Please see stage three on how to submit an I.D. verification.

STAGE THREE: IDENTIFICATION VERIFICATION

In line with the DBS Code of Practice all applicants requiring a DBS check must have their identity verified.

To have your I.D. verified you will need to take the following items to the post office along with your DBS Application number -

- Three items of original ID to the Post Office
- A good quality photocopy of each document
- A pre-addressed envelope addressed to:
Security Watchdog (NISA), Cross & Pillory House, Cross & Pillory Lane, Alton, GU34 1HL

The Post Office will:

- Check your original documents against your photocopies
- Certify each copy as a true likeness of the original

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It is ESSENTIAL that at least one proof of identification is from Group 1 (please refer to guide in link below) and that at least one of the pieces of identification used shows your current address. Please see the link below for more information about different groups of proof of I.D.

[http://www.iceskating.org.uk/is/assets/File/DBS%20List%20of%20acceptable%20ID\(3\).pdf](http://www.iceskating.org.uk/is/assets/File/DBS%20List%20of%20acceptable%20ID(3).pdf)

If you fail to take the appropriate identification, as advised, Security Watchdog will not be able to process your application.

DBS UPDATE SERVICE (England & Wales only)

As of 17 June 2013 individuals have now been able to join the 'Update Service' putting them in greater control of their information; allowing them to reuse their DBS certificates when applying for similar jobs.

If an individual subscribes to the Update Service this then enables their employer to go online, with their consent, and carry out a free, instant check to find out if the information released on the DBS certificate is current and up-to-date. Registration lasts for 1 year and costs £13 per year and must be updated annually.

For anyone opting to use this service if your current DBS certificate is due to expire prior to 1 March 2018 then a new one will have to be applied for and a copy sent into the office prior to the relicence date. **Licenses will not be issued without valid DBS / PVG certification.**

Written notice must be forwarded to coaching@iceskating.org.uk stating that you consent that your DBS may be verified by the National Ice Skating Association at that time to update records.

Anyone wishing to know more information about this may follow the link: <https://www.gov.uk/db-update-service>

PVG APPLICATION PROCESS – FOR THOSE WORKING AND LIVING IN SCOTLAND

If you work in Scotland and need to update your PVG please contact Scott Robertson at ChildSafe who will process your application for you. Contact details can be found below.

Telephone: 01241 552353
Email: enquiries@childsafe.uk.com
Web: www.childsafe.uk.com

Please be aware as of 1st March 2019 your PVG cannot expire before the 28th February 2020.



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NISA COACH ANNUAL (RETAINED) ELIGIBILITY APPLICATION FORM

To remain Eligible in order to continue a competitive skating career, skaters must apply in writing annually to NISA for authorisation to participate as a coach receiving Remuneration/Benefit In Kind. This income must be used to fund the cost of such training and authorisation is subject to competing annually in National/International Competition/Championships (excepting injuries and annual reapplication. Lapses will result in a fresh application being required before competition in order to protect (retained) eligible status.

NOTE – Annual accounts due 28th February are required from each coach registered as Retained Eligible and should be submitted with the revalidation of the coach licence where appropriate and the Retained Eligibility application form. Application must be received 14 days prior to date of commencement of any coaching even in an assistant/trainee capacity.

Personal Details of Applicant

Name		Date of Birth
Address		Postal Code
Telephone (Day)	Telephone (mobile)	NISA Membership No.
E-Mail		

Information on Activity

Coaching level _____ Coaching Venue _____	
Commencement date of coaching	
Anticipated Gross Annual Amount Earned from Activity	Form of Payment
Anticipated details of benefits in kind eg free lessons/ice etc	

I (name) _____ agree to the following.

- a) I have read and understood the Eligibility Rules as currently issued by NISA and the ISU.
- b) I agree to submit an annual financial report due 28th February and agree to submit detailed financial records pertaining to ice skating activities governed by the NISA Eligibility Rules upon request.
- c) I agree to abide by the Eligibility Rules and all other rules of NISA and that failure to do so may result in a loss of eligibility.
- d) I understand that I am responsible for all my statutory obligations (income tax, national insurance, etc.)

Signed:..... Date.....

This form must be sent with accompanying documentation to NISA.



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Coach Self-Declaration Form	
Full Name:	
Have you ever been known to any children's Services department or Police as being a risk or potential risk to children?	YES / No (if yes, provide information below)
Have you ever been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	YES / No (if yes, provide information below)
Confirmation of Declaration (tick box)	
I agree that the information provided here may be processed in connection with licensing purposes and I understand that a license may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the NISA's attention	
In accordance with the organisation's procedures if required, I agree to provide valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it	
I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.	
I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by NISA to other persons or organisations in circumstances where this is considered necessary to safeguard children.	

I, (name) confirm receipt of the NISA Codes of Conducts and agree to abide by the terms and conditions therein.

I, (name) confirm the information on this form to be true and complete.

I, (name) confirm I have included copies of relevant in date safeguarding course certificates.

I, (name) confirm and understand that, if eligible, that prior to undertaking the license NISA may also request the completion of a Disclosure and Baring Check. The results of which may be shared with partner agencies.

Print Name	
Signature	
Date of Signature	

NISA EQUALITY MONITORING FORM

In order to ensure we achieve a balance of stakeholders from different communities we would appreciate you completing this equality monitoring information for us. The information will be used to support our action plans to increase diversity within Ice Skating. This is extremely helpful to us – thank you.

Age

16 -20 <input type="checkbox"/>	21 – 30 <input type="checkbox"/>	31 – 40 <input type="checkbox"/>	41 – 50 <input type="checkbox"/>	51 – 60 <input type="checkbox"/>	61+ <input type="checkbox"/>
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Gender

Please indicate if you are
Do not wish to disclose

Male Female
Yes No

Ethnic background

Indicate in the appropriate box your ethnic background. *Ethnic categories are not about nationality, place of birth or citizenship. They are about the group to which you feel you belong to. The descriptions below are from the 2011 census.*

White		Mixed		Asian or Asian British	
British English	<input type="checkbox"/>	White & black Caribbean	<input type="checkbox"/>	British -Indian Indian	<input type="checkbox"/>
Irish	<input type="checkbox"/>	White & black African	<input type="checkbox"/>	British- Pakistani Pakistani British –Bangladeshi	<input type="checkbox"/>
Scottish	<input type="checkbox"/>	White & Asian	<input type="checkbox"/>	Bangladeshi British-Chinese Chinese	<input type="checkbox"/>
Welsh Gypsy or Irish Traveller	<input type="checkbox"/> <input type="checkbox"/>	Mixed background Mixed other background	<input type="checkbox"/>	Any other Asian background	<input type="checkbox"/>
Any other white background	<input type="checkbox"/>				

Black or Black British		Chinese or Other Ethnic Group	
Black-Caribbean Caribbean	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
British-African	<input type="checkbox"/>	Other	<input type="checkbox"/>
African British	<input type="checkbox"/>		
Other			

Other Background
Prefer not to disclose ethnic origin

Disability

Under the Equality Act 2010, disability is defined as a physical or mental impairment that has a substantial and long term adverse effect on the ability to carry out normal day to day activities. Substantial means more than minor or trivial. Impairment covers, for example, long term medical conditions such as asthma and diabetes, and fluctuating or progressive conditions such as rheumatoid arthritis or motor neurone diseases. A mental impairment includes mental health conditions (such as bipolar disorder or depression), learning difficulties (such as dyslexia) and learning disabilities (such as autism and Down's Syndrome). Some people including those with cancer, multiple sclerosis and HIV/AIDS are automatically protected as disabled people by the Act.

Do you consider yourself to meet this definition? Yes No

If you have indicated yes please indicate the impairment/s that you feel apply to you:

Blind/partially sighted	<input type="checkbox"/>	Learning disability	<input type="checkbox"/>
Deaf/hard of hearing	<input type="checkbox"/>	Communication barriers	<input type="checkbox"/>
Physical disability	<input type="checkbox"/>	Experience of mental & emotional distress	<input type="checkbox"/>
Do not wish to disclose	<input type="checkbox"/>		

Religion or Belief

Buddhist	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Christian	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	No Religion/Faith	<input type="checkbox"/>
Atheist	<input type="checkbox"/>	Mormonism	<input type="checkbox"/>
Jewish	<input type="checkbox"/>	Jehovah's Witnesses	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>	Other faith background	<input type="checkbox"/>

Sexual orientation

Heterosexual/Straight	<input type="checkbox"/>	Gay Woman/Lesbian	<input type="checkbox"/>
Gay Man	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>	Other	<input type="checkbox"/>



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COACHING CONFERENCE 2018

After much anticipation we can finally reveal the 2018 Coach Conference dates and location.

The conference will be held between Monday 13th – Wednesday 15th August 2018 at the National Ice Centre, Nottingham.

The conference is £310 for 3 days.

We have had many discussions and meetings over the last few months around the conference and have decided to introduce some changes which we believe will help the development of coaching within the UK but also takes on feedback we have received from past years.

One of the main reasons we have changed the location to Nottingham is so that we can hold the conference within one facility which will allow coaches to do on and off ice sessions as they choose rather than on specific days. This will allow more flexibility and enables coaches to attend all the sessions they wish to. A 15 minute change over time for each session will allow coaches to get to different sessions across the rink. It also means that coaches do not need to get on buses as the rink is in a central location close to many large hotels.

The dates have been changed to week days after having feedback that the majority of coaching is done at weekends. We appreciate this may not be the case for all coaches but we are always looking for ways to improve and welcome feedback.

It is important to note that after much consideration First Aid will no longer be part of the conference. As part of the review of the event we looked at the aims of it and felt that the objective of the conference is to develop and strengthen UK coaching. While First Aid is necessary for coaching, we want the conference to be a time of learning and development and having First Aid allows less time to focus on coach development. From 2018, as part of relicensing, coaches can now alternate between online and practical First Aid courses upon expiry of their current course which should help reduce the cost and travel time for coaches. If your First Aid was due at the conference in August 2018 please be aware you will still be able to relicense in February 2018 as the expiry is after the cut-off date of 1st July 2018.

If you would like to attend please register through the link below.

https://docs.google.com/forms/d/e/1FAIpQLSenah_D6z6m84hL0FdaqquYbeZD3fJDBAZ-IK0OMNr_u-wCQ/viewform

We will be posting news and updates about the conference over the next few months.