



# **Sports and Active Living**

## **Coach and Instructors Register**

**Bolton  
Council**

# Contents

<b>1</b>	Introduction
<b>2</b>	Membership benefits
<b>3</b>	Insurance
<b>4 - 7</b>	Guide to child protection
<b>8</b>	Criminal Records Bureau clearance
<b>9</b>	Training, volunteering & mentoring opportunities
<b>9</b>	What do I do now?
<b>10 - 18</b>	Personal profile
<b>19</b>	Code of conduct

# Introduction

## Welcome to the Sport and Active Living Instructors register

Bolton Sport and Active Living Service believes that sports coaches and instructors are one of the most important resources available to the development of sport and physical activity in the borough. They are committed to improving the number of quality coaches and instructors and the service they deliver.

The Sport and Active Living coaches and instructors register is a new initiative designed to provide support to coaches and instructors in order that they develop their skill, expertise and knowledge.

This pack covers areas that are important in the delivery of sport and physical activity. After reading the pack you will be aware of your roles and responsibilities in providing a high standard of coaching and instructing.

To become a member of the register, coaches and instructors have to fulfil the following criteria:



- **Personal profile** – all coaches and instructors have to complete a coach profile form, which will be registered onto a local database.
- **National Governing Bodies (NGB) and nationally recognised Instructors Qualifications** – coaches must hold a NGB coaching qualification (minimum level 1 award) in one or more sports. Instructors must hold a nationally recognised instructors qualification (minimum level 1 award) in one or more areas.
- **Public Liability Insurance** – all coaches and instructors are expected to have adequate insurance. If you are affiliated to a governing body of sport, you may find that your membership includes Public Liability insurance.
- **Adhere to the Code of Conduct** – coaches and instructors must adopt and sign up to the code of conduct.
- **Disclosure and Barring Service (DBS) clearance** – all coaches and instructors are expected to have a satisfactory DBS clearance through Bolton Council. Coaches and instructors who have already been cleared through Bolton Council must produce their disclosure certificate. For those who have not already applied, details of the process are included in the pack. All information received will be treated confidentially.
- **Valid Appointed persons First Aid certificate (8 hours)** – to book on a course or information about forthcoming First Aid courses in Bolton please contact Sport and Active Living on **01204 332323** or email: [sportandactiveliving@bolton.gov.uk](mailto:sportandactiveliving@bolton.gov.uk)



## Membership Benefits

The Sport and Active Living coaches and instructors register is a borough wide association for qualified coaches and instructors, which aims to support and develop the provision of quality coaching and instructing in Bolton. The scheme requires coaches and instructors to demonstrate their competence and suitability to work with groups of varying age, gender and ability including children and young people.

The coaches and instructors accreditation scheme enhances the delivery of sport and exercise and creates a co-ordinated approach between organisations, employing and deploying coaches and instructors in order to maintain and develop standards of delivery.

By becoming a member of the Sport and Active Living Service inclusion coaches and instructors register you will receive the following benefits:



- **Support to access CPD training to continuously improve the quality of service**
- **Training opportunities at regional and local level**
- **Membership of an accreditation scheme recognised by leading sport and physical activity employers**
- **Advice and information on topical issues within the leisure industry**
- **Raised personal profile as an accredited sports coach or instructor**
- **Opportunity for inclusion on a regional coaches and instructors database**
- **Enhanced opportunity for paid employment within educational settings**
- **An invitation to Sport and Active Living Coach and Instructors Register on social media**
- **Support to access discount on Sport and Active Living training booklet courses on all priority sports**

# Insurance

All coaches and instructors are expected to hold adequate insurance. If you are affiliated to a governing body of sport, you may find that you have public liability insurance, please check.

Below is information on insurance if you are wishing to take out a policy to cover other coaching or instructing commitments.

## **Sports Coach UK (SCUK) – The National Coaching Foundation**

Memberships of SCUK covers coaches up to £5 million in public liability insurance.

For further details please contact:

Sports Coach UK  
Chelsea Close  
off Amberley Road  
Armley  
Leeds  
LS12 4HP

Tel: **0113 290 7612**

Fax: **0113 275 5019**

Web: **[www.sportscoachuk.org](http://www.sportscoachuk.org)**

## **Register of Exercise Professionals**

8 – 10 Crown Hill  
Croyden  
Surrey  
CR0 1RZ

Tel: **020 8686 6464**

E-mail: **[info@exerciseregister.org](mailto:info@exerciseregister.org)**



# Guide to child protection

The purpose of this child protection policy and action plan is to provide a functional and informative guide for all coaches and instructors concerning child protection.

The guide provides information relating to child protection issues. It identifies what child abuse is, how to recognise it and how to help prevent it. Also included are good practice guidelines and procedures to follow if you suspect child abuse.

It is not intended to make accusations of bad practice or abuse, but to create an awareness of child protection issues.

## Introduction

In 1995, it was estimated that over 34,500 children were registered for protection and that one in ten out of every 200 children experience some form of abuse.

As a coach or instructor, you have frequent contact with children and young people and occupy a position of trust and responsibility. You have the chance to help identify and prevent cases where a child or young person may need protection and to promote good practice in the care of children and young people.

Every adult who has a specific role with any team, squad, group or class has a responsibility to:

- Do all they can to respect the rights, wishes and feelings of children and young people who participate in our programmes and competitions.
- Do all that is possible to advance and supervise the well being of the children and young people who participate.
- Develop, promote and review ways of protecting these children and young people from abuse, discrimination, exploitation and treatment that degrades them.

# What is abuse?

## Sexual abuse

Physical indicators:

- Pain or itching in the genital area
- Bruising or bleeding near the genital area
- Sexually transmitted disease
- Vaginal discharge or infection
- Stomach pains
- Discomfort when walking or sitting
- Pregnancy

Behavioural indicators:

- Sudden changes in behaviour
- Child or young person becomes withdrawn and aggressive
- Apparent fear of certain people / person
- Running away
- Nightmares
- Unexplained sources of money
- Advanced sexual knowledge, language or drawings
- Eating disorders
- Self harm e.g. mutilation attempted suicide
- Secrets which cannot be told to anyone
- Drug abuse
- Behaving inappropriately for age
- Telling about the abuse

## Emotional abuse

Physical indicators:

- Delayed development
- Sudden speech disorders

Behavioural indicators:

- Neurotic or paranoid
- Unable to take part or play
- Fear of making mistakes
- Sudden speech disorders
- Self harm or mutilation
- Fear of parents being contacted

## Neglect

Physical indicators:

- Constant hunger
- Unkempt state
- Poor personal hygiene
- Persistent illnesses

Behavioural indicators:

- Extreme behaviour in normal situations
- Few social skills
- No awareness of boundaries
- The child or young person finds it hard to adhere to rules and instructions
- Inappropriate clothing / footwear for the activity / weather / setting

## Physical abuse:

Physical indicators:

- Bruising in unusual areas of the body
- Cuts / scratches / burns
- Hair missing
- Broken bones

Behavioural indicators:

- Sudden changes in behaviour
- Child or young person becomes withdrawn and aggressive
- Apparent fear of certain people / person
- Running away
- Fear of making mistakes
- Fear of parents being contacted
- Self harm or mutilation

# Guidelines in responding

## Listening to the child

If a child says or indicates that he / she is suffering from abuse, or information is obtained pointing towards abuse of a child, the person receiving this information should:

- React calmly, so as not to frighten the child
- Tell the child it is not their fault, they are not to blame
- Tell the child they were right to tell
- Take what the child says seriously, recognising the difficulties in interpreting what a child who may have a speech disability or a difference in a language says
- Reassure the child but do not make promises of confidentiality
- Make a full record of what had been said, heard and / or seen as soon as possible

## Recording information checklist

When recording allegations or suspicions of abuse it is important to record the facts. Record exactly what the child has said to you, in a legible and accurate format and using the same language as the child as soon as possible after the incident. Make sure to include the following:

- The child's name, address and date of birth
- The date and time of any incident
- Your observations (e.g. a description of the child's behaviour and emotional state)
- Exactly what the child has said and what you said
- Any action you took as a result of your concerns (record any names, phone numbers and addresses of anyone you may have spoken to)
- Sign and date what you have recorded

N.B. reporting the matter to the police or social services should not be delayed by attempts to gain further information.

## Who to report your concerns to

If you work for a local authority, for your national governing body in a sports or leisure centre, at a school or a club you should contact your manager / employer.

## Allegations against staff / volunteers

This would include anyone working with children in a paid or voluntary capacity. For example, volunteers in clubs, club helpers, coaches or instructors.

Child abuse can and does occur outside the family setting. Although, it is a sensitive and difficult issue, child abuse has occurred within a sport setting and it is crucial that people involved in sport are aware of this possibility and can take appropriate action.

There may be situations where allegations constitute poor practice as opposed to child abuse, but you should still consult with a senior colleague and gain advice from social services or the NSPCC if you have any doubts.

All staff / volunteers will be fully supported and protected if they report concerns over a colleague who they may suspect be abusing a child.



## **Guidance for staff / volunteers against whom allegations are made**

Staff / volunteers seeking help in defence of any allegation should be encouraged to seek support.

This may be through:

- **Reference to legal advice**
- **Citizens advice bureau**
- **Trade union (if employed as a coach or instructor)**
- **Sports coach UK (if a member)**
- **National governing body (if a member)**

### **Useful contact numbers**

Social Services	North East District	<b>01204 337408</b>
	South East District	<b>01204 337729/337730</b>
	West District	<b>01942 634587/634625</b>
	Emergency Duty Team	<b>01204 337777</b>
	Child Protection Unit	<b>01204 337479/337465</b>
Police Family Support Unit		<b>0161 856 5787</b>

# Disclosure and Barring Service (DBS)

It is accepted that management of clubs is becoming more professional and legal issues such as child protection are very high profile. This is not entirely negative as it has led to and will continue to lead to improved standards which will in turn improve the quality of safe, effective and child friendly clubs available.

This section aims to offer the most up to date guidelines on best practice on the recruitment and screening processes for coaches and instructors. This does not in any way substitute guidance set down by your NGB nor constitutes fail safe advice.

## Cost

The DBS at standard and enhanced level is free for voluntary coaches and instructors. For paid coaches and instructors the cost is £56 payable in advance per person.

Documents required: (please bring to appointment)

Either: Passport or driving licence

two of: Recent utility bill, credit card statement, bank statement, mortgage statement or insurance statement

Either: Birth certificate or marriage certificate

document stating your national insurance number or your NI card

- Once completed the form will be sent to the Disclosure and Barring Service and you will be sent a disclosure certificate within 6 - 12 weeks.

# Training, volunteering and mentoring opportunities

Are you interested in making Bolton a more vibrant and healthy place to live and work?

Bolton's Sport and Active Living team aim to improve the health of the people in Bolton by providing sporting and healthy activities and making sure that as many people as possible can enjoy them.

Reliable and committed people are desperately needed to work with a wide variety of people in sports clubs, youth clubs, leisure centres, parks and other places.

Opportunities exist for young person mentors, coaches, walk leaders, outreach workers, swimming instructors, physical activity instructors and many more.

To find out more:

Telephone: 01204 332323

E-mail: [sportandactiveliving@bolton.gov.uk](mailto:sportandactiveliving@bolton.gov.uk)

## What do I do now?

If you want to join the Sport and Active Living Instructors Register simply complete the attached forms, tear them out and return them to the Sport and Active Living Service at the address below.

Once your completed forms have been received you will be contacted by Sport and Active Living to be invited for an informal interview. On completion of a satisfactory interview we will enter your details onto the register for prospective employers.

Once entered onto the register, your membership will remain valid for 3 years, at which point you will be contacted to update your membership details. (a valid insurance certificate will need to be updated, failure to do so may result in your removal from the register).

Please return your completed forms to:

Sport and Active Living Services  
1st Floor Castle Hill Training Centre  
Castleton Street  
Bolton  
BL2 2JW





# Personal profile

Please complete this form and return it to:

Sport and Active Living Services  
1st Floor Castle Hill Training Centre  
Castleton Street  
Bolton  
BL2 2JW

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Post code: \_\_\_\_\_

Email address: \_\_\_\_\_

Contact telephone number: \_\_\_\_\_

Contact mobile number: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Disability Y / N If yes please give detail: \_\_\_\_\_

Date of last DBS check: \_\_\_\_\_

DBS certificate number: \_\_\_\_\_

Last DBS completed with (name and address of checking organisation):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Insurance provider

\_\_\_\_\_

Insurance expiry date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Coaching History

Club/Group/School	Year	Role

## References

Reference 1 Name _____	Reference 2 Name _____
Address _____ _____	Address _____ _____
Contact number _____	Contact number _____
Email address: _____	Email address: _____

**Referee must have known applicant for a minimum of 12 months but must not be related to them.**  
(At least one must be a previous employer)

_____
_____
_____
_____
_____
_____
_____
_____

General leisure industry	Date qualification completed	Expiry date (if applicable)
Boccia		
Coaching & the law		
Coaching disabled performers		
Communication workshop		
Community sports leader award		
Core skills		
CPR		
Developing power & speed		
Disability awareness training		
Equity in your coaching		
Field based fitness testing		
First aid (workshop)		
First aid (8 hour certificate)		
First aid (appointed persons)		
Fitness & training		
Fundamentals of movement		
Safeguarding and protecting children and young people		
Guide to mentoring		
Health and safety		
How to coach disabled people in sport		
How to coach sports effectively		
How to deal with challenging behaviour		
How to deal with aggression		
Introduction to core stability		
LTAD		
Managing mentors		
Mentor training		
Motivation & mental toughness		
Ocn bike maintenance course		
Officials qualification		
Participation training		
Pool life guard qualification		
Referee qualification		
SAQ - P		
SAQ - M		

Substance awareness training		
Substance misuse training		
The responsible sports coach		
Youth work (BBTS) qualification		
Expedition leader level 1		
Expedition leader level 2		
How to coach children in sport		
How to coach sports safely		
What is sports coaching		
Analysing your coaching		
Coaching children & young people		
Creating a safe coaching environment		
Fuelling performers		
Goal setting & planning		
Imagery training		
Improving practices & skills		
Injury prevention & management		
Observation, analysis & video		
Performance profiling		
Understanding eating disorders		
<b>Sports coaching qualifications</b>	<b>Date qualification completed</b>	<b>Expiry date</b>
(please tick as appropriate)		(if applicable)
Athletics level 1		
Athletics level 2		
Athletics level 3		
Badminton level 1		
Badminton level 2		
Badminton level 3		
Basketball level 1		
Basketball level 2		
Basketball level 3		
Boxing leader course		
ABAE Assistant coach		
ABAE Full coach		
ABAE Senior coach		
ABAE Advanced coach		



Bowling level 1		
Bowling level 2		
Bowling level 3		
British cycling activity leaders		
Cycling for Schools		
Cycling level 1		
Cycling level 2		
Road and TT level 2		
Track level 2		
Cycling disability Level 2		
BMX level 2		
MTB level 2		
Cycle Speedway level 2		
Road and TT level 3		
Track level 3		
MTB level 3		
Canoeing level 1		
Canoeing level 2		
Canoeing level 3		
Climbing level 1		
Climbing level 2		
Climbing level 3		
Cricket level 1		
Cricket level 2		
Cricket level 3		
Fencing level 1		
Fencing level 2		
Fencing level 3		
Football level 1		
Football level 2		
Football level 3		
Gymnastics level 1		
Gymnastics level 2		
Gymnastics level 3		
Hockey level 1		
Hockey level 2		
Hockey level 3		
Judo level 1		

Judo level 2		
Judo level 3		
Mountain bike leaders level 1		
Mountain bike leaders level 2		
Mountain bike leaders level 3		
National cycling standards		
Netball level 1		
Netball level 2		
Netball level 3		
Rugby league level 1		
Rugby league level 2		
Rugby league level 3		
Rugby union level 1		
Rugby union level 2		
Rugby union level 3		
Squash level 1		
Squash level 2		
Squash level 3		
Swimming helpers certificate		
Assistant swimming teachers certificate		
Swimming teacher certificate level 1		
Swimming teacher certificate level 2		
Swimming teacher certificate level 3		
Table tennis level 1		
Table tennis level 2		
Table tennis level 3		
Tennis level 1		
Tennis level 2		
Tennis level 3		
Trampolining level 1		
Trampolining level 2		
Trampolining level 3		
Triathlon level 1		
Triathlon level 2		
Triathlon level 3		
UKCC level 1 Wrestling		
UKCC level 2 Wrestling		
Wheels for all cycle training		

<b>Health industry qualifications</b> (please tick as appropriate)	<b>Date qualification completed</b>	<b>Expiry date</b> (if applicable)
Ante & post natal fitness instructor		
Aqua instructor		
Cardiac rehabilitation		
Circuit training instructor level 1		
Circuit training instructor level 2		
Chair based exercise level 1		
Chair based exercise level 2		
Client appraisal level 1		
Client appraisal level 2		
Client appraisal level 3		
Core stability		
Dance teachers qualification		
Exercise to music instructors course level 1		
Exercise to music instructors course level 2		
Fitness instructor level 1		
Fitness instructor level 2		
Fitness instructor level 3		
Free weights instructor		
Gym instructor level 1		
Gym instructor level 2		
Gym instructor level 3		
Nutrition management level 1		
Nutrition management level 2		
Nutrition management level 3		
Older adult instructor level 1		
Older adult instructor level 2		
Older adult instructor level 3		
Personal trainer		
Pilates level 1		
Sports conditioning level 1		
Sports conditioning level 2		
Sports conditioning level 3		
Sports injury rehabilitation instructor		
Stability ball level 1		
Stability ball level 2		





Are you qualified to tutor any courses or deliver any accredited workshops?

<b>Tutor qualification</b>	<b>Training completed</b> (please tick as appropriate)
Youth achievement awards	
Aqua unit awards	
Young life savers award	
Young officials qualification	
Junior sports leader award	
Duke of Edinburgh award	
Asdan	
Danos	

Please provide details of any other courses you are qualified to deliver below:

**Tutor qualification** (please give details of the level of the qualification)

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

# Code of Conduct

Instructors and coaches must respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport or physical activity.

Coaches and instructors must place the well-being and safety of the performer above the development of performance. They should follow all guidelines laid down by the sports governing body or national instructors register and hold appropriate insurance cover.

Coaches and instructors must develop an appropriate working relationship with performers (especially children) based on mutual trust and respect. Coaches and instructors must not exert influence to obtain personal benefit or reward.

Instructors and coaches must encourage and guide participants to accept responsibility for their own behaviour and performance.

Instructors and coaches must hold current, valid and nationally recognised qualifications.

Coaches and instructors must ensure that activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.

Coaches and instructors should at the outset clarify with participants (and where appropriate their parents) what is expected of them and what participants are entitled to expect from their coach / instructor. A simple contract or agreed checklist may sometimes be appropriate.

Instructors and coaches should co-operate fully with other specialists (e.g. other coaches, instructors, officials, sports scientists, doctors, physiotherapists) in the best interests of the participant.

Coaches and instructors should always promote aspects of their fitness sessions (e.g. fair play) and never condone rule violations or the use of prohibited substances.

Instructors and coaches must consistently display high standards of behaviour and appearance.

Coaches must hold a valid Enhanced DBS Certificate.

Signature \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

Large print, interpretations, text only and audio formats of this document can be arranged on request.

Please call **01204 332323** or e-mail: **[sportandactiveliving@bolton.gov.uk](mailto:sportandactiveliving@bolton.gov.uk)**

As part of Bolton's commitment to a sustainable future, this document is printed (using vegetable based inks) on paper sourced from sustainable forests.

Sport and Active Living: **Being the best we can be through volunteering quality standards.**

**Get sporty,  
get healthy,  
get involved**