



S.K.G.B. Coaches Licence Checking and Vetting system

The S.K.G.B. has looked at numerous ways of applying a checking and vetting system for karate coaches who are teaching children, vulnerable adults and adults.

The S.K.G.B. with a membership of over 10,000 has finalised a system that will allow karate coaches to teaching within the framework of the **law** passed by the Scottish Executive.

The vetting and checking system is as follows:

All coaches/instructors must apply to the S.K.G.B. for a Coaching Licence.
The following criteria must be met before a coaching licence can be issued.

- 1) An applicant must have attended the following three workshops set out by **sports coach UK**.
 - a) Good Practice and Child Protection
 - b) Coaching Children and Young People
 - c) Fitness and Training
- 2) An Applicant must have a recognised First Aid certificate.
- 3) All applicants must hold one of the following grades
 - a) An applicant that is applying for a coaching level 2 or 3 must hold an S.K.G.B. Ratified Dan Grade.
 - b) An applicant that is applying for a coaching level 1 assistant coach must supply photocopy proof of grade
- 4) The applicant's association chairman must sign all applications.
- 5) The applicant must supply photocopy evidence of identity from one of the following:
 - a) Birth certificate.
 - b) Driver's licence.
 - c) Passport.
- 6) All applicants must apply for an **Enhanced Scottish Criminal Records Office check** every two years, Checks can only be applied for through the S.K.G.B.

Please note: Although an applicant may already have had a check carried out by his/her employers they will still have to have an E.S.C.R.O. check carried out by the

S.K.G.B.

- 7) An applicant must disclose any convictions that he/she has had against them which may preclude them from being granted a licence. This will include any pending cases against them.
- 8) All applicants must have professional indemnity insurance with a minimum cover of £2 M

Photocopy proof of items 1,2,3b, 5 & 8 must be supplied along with all applications

Only when the above criteria has been fully met will a coaches licence be issued for a period of two years

All Coaches Licenses will be embossed stamped and signed by the registered counter- signature registered with Disclosure Scotland.

The start up cost of a Coaches Licenses will be £38.60 this will include the following.

- a) An Enhanced Scottish Criminal Records Office check
- b) S.K.G.B. Ten year Coaches licence book
- c) S.K.G.B. coaching certificate (Which will remain the property of the S.K.G.B. at all time)
- d) Postage and packing.

Enhanced Scottish Criminal Records Office check

All coaches/instructors applying for a Coaching Licence must apply through the S.K.G.B. for an E.S.C.R.O. check. All E.S.C.R.O. applications must be counter-signed by the S.K.G.B. counter-signature that is registered with Disclosure Scotland for that purpose.

The S.K.G.B. registered counter signature is the Company Secretary Mr James A Miller.

All applicants must be aware that when an application for an E.S.C.R.O. check is sent to the S.K.G.B. for counter signature the applicant is giving permission for the registered counter signature to receive a copy of his/her E.S.C.R.O. check.

Only when an applicant's E.S.C.R.O. check complies with the guidelines passed by the S.K.G.B. General Council and all other criteria has been met will a two-year coaches licence be issued.

Before the expiry of the two-year licence all applicants must apply for another E.S.C.R.O. check to be licensed for a further two years.

Important Note:

All information supplied to the S.K.G.B. will be treated in the strictest confidence and in line with the guidelines issued by Disclosure Scotland on processing checks.

Items 6 & 7 E.S.C.R.O. checks and an applicants own disclosure of convictions against him/her will be shredded within two weeks of a licence being issued.

All other information supplied will be kept as a matter of record.

Declined Licenses

All information relating to a licence that has been declined will be held for a period of six months from the date of the application to allow the applicant the right of appeal against the rejection.

If no appeal has been received within the six month period all information relating to the declined application will be shredded.

Law by 2004

All associations must have their coaches/instructors licensed to comply with the laws passed by the Scottish Executive for the vetting of adults that are in charge of children and vulnerable adults.

To allow processing of all applications all associations must supply in writing to the General Secretary their Chairman's name, address, contact Tel No and e-mail address.

Without this information applications cannot be processed.

Child Protection Policy

Copies of the S.K.G.B. Child Protection Policy are available from the S.K.G.B. office or on the S.K.G.B. web site www.skgb.com

Coaching Criteria for the issuing of S.K.G.B. Coaching Licence

Level 1 Criteria

A level 1 coach would qualify as a club coach to assist at club level working under the direct supervision and guidance of a level 2 or 3 S.K.G.B. Coach.

1. Hold a minimum grade of brown belt 3rd kyu or above.
2. Be at least 21 years or over
3. Have attended a first aid course provided or approved by the applicants own association, and the course be a minimum of 4 hours.
4. Have attended training in basic teaching skills provided or approved by the applicants own association.
5. Must have attended the following **sports coach UK workshops.**

Good Practice and Child Protection Coaching Children and Young People Fitness and Training

6. Have completed a Coach Registration form and supplied all the relevant information.
7. Hold a current association licence and have Professional Indemnity insurance cover of at least £2M.
8. Agree to comply with any new courses that the S.K.G.B. may implement through the Coach Development programme
9. Agreed to observe the constitution and rules of the S.K.G.B.

10. **Apply to the S.K.G.B. to have an Enhanced Scottish Criminal Records Office Check carried out.**

Level 2 Criteria

A level 2 coach would qualify as a club and association coach working under the guidance of a level S.K.G.B. Level 3 coach

1. Hold Ratified Dan Grade issued by the S.K.G.B.
2. Be at least 21 years or over
3. Have attended a first aid course provided or approved by the applicants own association, and the course be a minimum of 4 hours.
4. Have attended training in basic teaching skills provided or approved by the applicants own association.
5. Must have attended the following **sports coach UK workshops.**
Good Practice and Child Protection
Coaching Children and Young People
Fitness and Training
6. Have completed a Coach Registration form and supplied all the relevant information.
7. Hold a current association licence and have Professional Indemnity insurance cover of at least £2M.
8. Agree to comply with any new courses that the S.K.G.B. may implement through the Coach Development programme
9. Agreed to observe the constitution and rules of the S.K.G.B.
10. **Apply to the S.K.G.B. to have an Enhanced Scottish Criminal Records Office Check carried out.**

Level 3 Criteria

A level 3 coach would qualify as a club, association and national coach to teach on his or her own without supervision and to assist at association and national levels.

1. Hold a level 2 S.K.G.B award, or satisfy all the requirements
2. Be at least 30 years or over.
3. Have attended a first aid course provided or approved by the applicants own association, and the course be a minimum of 4 hours.
4. Hold a Black Belt 4th Dan or over ratified by the S.K.G.B.
5. Must have attended the following National Sports Foundation or UK Sports approved courses.
Good Practice and Child Protection
Coaching Young Performers
Fitness and Training
6. Have completed a Coach Registration form and supplied all the relevant information.
7. Hold a current association licence and have Professional Indemnity insurance cover of at least £2M.
8. Agree to comply with any new courses that the S.K.G.B. may implement through the Coach Development programme
9. Agreed to observe the constitution and rules of the S.K.G.B.

10. Apply to the S.K.G.B. to have an Enhanced Scottish Criminal Records Office Check carried out.

The following are classed as category List A Offences

- Murder.
- Attempted Murder.
- Culpable Homicide. (Depending on what category/section)
- Any conviction relating to Paedophile charges.
- Rape.
- Lewd and Libidinous practice.
- Intercourse with a girl under the age of 16
- Incest by a man.
- Buggery.
- Indecency between men.
- Indecent assault on women.
- Indecent assault on a man.
- Assault with the intent to commit buggery.
- Causing or encouraging prostitution or, intercourse with, or indecent assault on, a girl under 16 or and adult.
- Indecent conduct towards a young child.
- Inciting a girl under 16 to have incestuous sexual intercourse.

List A Continued.

- Indecent photographs of children.
- Downloading onto computer indecent images of children.
- Possession of indecent photographs of children.
- Repeated conviction of assault.
- Serious assault within the last ten years.
- Supplying of illegal drugs.
- Arson.
- Armed Robbery.
- Firearm offences (section 1)
- Carrying of offensive weapons.

Any applicant who has been convicted or has a case pending with any List A Offence on their Enhanced Scottish Criminal Records Office check will not be granted an S.K.G.B. Licence to teach children, vulnerable adults or adults.

Any other offence which is deemed by the Scottish Karate Governing Body as sufficiently serious to automatically preclude the applicant from holding a Coaches Record and Licence Book.

The following are classed as List B Offences

List B offences are where a person has committed an offence and under certain circumstances may still be granted an S.K.G.B. licence.

List B Offences

- Where an applicant has been convicted of serious assault but has not re-offended in the last ten years.
- Where an applicant has been convicted of assault but has not repeatedly re-offended.
- Culpable Homicide. (Depending on what category/section)
- Possession of an offensive weapon.
- Possession of drugs (Depending on what class)

The S.K.G.B reserve the right to add to list A and List B offences if and when they the need arises or they have been advised to do so.

Any other offence which is deemed by the Scottish Karate Governing Body as sufficiently serious to warrant the imposition of conditions to the Coaches Record and Licence Book or that certain circumstances exist before a Coaches Record and Licence Book is granted.

Appeals to a declined licence application

All appeals to a declined licence application must be put in writing stating all points of appeal and giving permission for a special appointed appeals committee to view all evidence.

The S.K.G.B. Checking Officer will not supply any information relating to the applicants E.S.C.R.O. check to the appeals committee.

It will be the responsibility of the individual appealing to supply all documentation relation to the appeal.

The S.K.G.B. have been advised by their solicitors to implement the following.

Individuals applying for a licence should not get in touch with the S.K.G.B. direct.

The S.K.G.B. will only deal with heads of associations or association coaching officers regarding all coaching licenses and E.S.C.R.O. checks.

Individuals making inquiries must do so through their association.