Leader in Running Fitness (LIRF) licences are normally issued for 3 years.  They are issued by UK Athletics.  Leaders will receive an email from Athletics NI titled Notification of Coach Licence Expiry.

Ballymena Runners is keen to encourage members to become leaders to develop our members and build our ability to deliver our many club and community based activities.  Anyone wanting to become a leader should have a chat with any of the club leaders or contact us by e-mail - [ballymenarunners@hotmail.com](mailto:ballymenarunners@hotmail.com)

This guide sets out what you need to do to renew your licence.  There are 5 key steps:

* Tell the club you are about to renew your licence
* Completing an Access NI check
* Completing the ID Validation form
* Completing an online safeguarding course
* Wait for your new LIRF licence

**Cost**

As a volunteer you should not be out of pocket.  All expenses associated with obtaining/renewing a LIRF licence will be met by the club.  Any queries should be made to the club - [ballymenarunners@hotmail.com](mailto:ballymenarunners@hotmail.com)

**Tell the club you are about to renew your licence**

When you get your email from Athletics NI email the club to say that you are about to renew your licence.  The club will:

* Give you a voucher code that can be used to pay the fee for the online safeguarding course
* Make arrangements for the completion of the ID Validation
* Provide any other help or assistance you need.

**Getting started**

The email from Athletics NI will contain appropriate instructions and include PIN Information **(xxxxxx).**You will also need:

* Your address(es) for the last five years
* Your National Insurance Number
* Your Driving Licence and Passport Numbers (if you have these documents)
* ID Validation Form returned to Athletics Northern Ireland

The email from Athletics NI will contain a link to renew your Access NI application through the Athletics Northern Ireland website <http://athleticsni.org/Welfare/AccessNI>.  This page is important as it gives an overview of the process and has links to:

* The Access NI check
* The ID validation form
* The safeguarding course

**Completing the Access NI check**

* Follow the link in the email to the Athletics NI **Licencing – new applications and renewals** page.  In the **AccessNI application process** section there will be a PIN (xxxxxx) which you should use.
* There will be a link saying “Access NI Application”.  Follow the link which will take you to  nidirect.  Then follow the link to “create or log in to an nidirect account or apply for an enhanced check”
* to “Apply online for an enhanced check through a registered body”
* If you don’t already have an nidirect account you will need to create one.  Follow the instructions on the nidirect page to create a new account or log in to your existing nidirect account.
* Once you have logged in you should complete the enhanced disclosure application which has 11 short steps.  You do not need a paper certificate at step 8.
* Step 11 is your confirmation.  You will be given a 10 digit case number.  This will be emailed to you - make a note of it to complete the ID validation form.

**Completing the ID validation form**

* Return to the Althletics NI page and click on the “Access NI ID Validation Form”.
* The link will take you to the ID Validation form.  This will set out the various forms of identity you will need to produce in addition to the 10 digit Access NI case number.
* The easiest way forward is to contact the club and arrange to meet with either the club Chair or Secretary.  They can confirm your ID from the documents you provide and complete the ID Validation form for you.
* The club will forward the completed form to Athletics NI.

**Completing the Online safeguarding course**

* Follow the link in the email to the Athletics NI page.  You will need to complete an online**Safeguarding** course via the Athletics Hub.
* Look for the section on the page “**Online Safeguarding in Athletics Course”.** There is a link to a “Safeguarding Step by Step” guide on how to set up your Athletics Hub profile and complete the Safeguarding course.  The guide has a link to the Athletics Hub.
* You should register with the Athletics Hub, or log in if you have already registered. Use your URN which is your LIRF Licence Number. Search for the course titled Safeguarding.  This is an online, self-paced learning course.
* Book the course. The fee shown is £10. Proceed to checkout, select payment by voucher and enter the Voucher code provided by the club as payment.
* You will receive an email confirming your booking.  Follow the instructions to access the course.  The course should show in Online courses – My courses.
* Complete the course.  Allow at least an hour.

**Wait for your licence**

Once you have completed and passed the Safeguarding course the remainder of the process should be automatic. Athletics NI will take the appropriate action to issue a new licence.