

FAQs - Disclosure Checks with British Taekwondo

Q: What do I do if I don't have a coach profile on The Hub?

A: Email membership.services@britishtaekwondo.org to receive instructions on how to become a registered British Taekwondo coach.

Q: What if I am or want to be a registered British Taekwondo coach but only have a 'Member' profile on The Hub?

A: Email membership.services@britishtaekwondo.org to receive instructions on how to have your 'Member' profile converted to an 'coach' profile on The Hub.

Q: Where do I find my Disclosure Checks expiry date on The Hub?

A: Login to your Hub profile at www.british-taekwondo.com and scroll down on your profile page, under 'BT Membership Expiry Date' is your 'Disclosure Expiry Date' this is your Disclosure Check expiry date.

Q: What if I have current Disclosure clearance with British Taekwondo, but The Hub is showing as expired?

A: To have this checked and updated for you immediately, please contact membership.services@britishtaekwondo.org with;

- **Your full name**
- **Your Date of Birth**
- **Club name**

Q: As a Lead Coach, how do I check if my assistant coaches have current Disclosure checks with British Taekwondo?

A: Login to your Hub profile at www.british-taekwondo.com click on 'Instructors' followed by 'List Instructors' on the black panel on the left of your screen or in the small menu bar if using an iPad or Mac. Scroll down to the relevant coach then click on 'View Profile' in the 'Actions' column, which will take you to their profile page. Scroll down on their profile information and you will find under their 'BT Membership Expiry Date' is the 'Disclosure Expiry Date', which is their Disclosure Checks expiry date.

Q: What if I am based in Scotland?

A: Email; membership.services@britishtaekwondo.org to notify British Taekwondo that you are based in Scotland and wish to apply for your Disclosure (PVG) Checks.

Q: What if I am based in Northern Ireland?

A: Email; membership.services@britishtaekwondo.org to notify British Taekwondo that you are based in Northern Ireland and wish to go through your Disclosure (Access NI) Checks.

Q: What if I am based in Gibraltar?

A: Email; membership.services@britishtaekwondo.org to notify British Taekwondo that you are based in Gibraltar and wish to go through your Disclosure Checks.

For coaches based in England or Wales only

Q: How do I get my Disclosure Check details updated on the Hub if I'm signed up to the DBS Online Update Service?

A: Email; membership.services@britishtaekwondo.org to notify BT that you are with the DBS Online Update Service and provide:

- **Your full name**
- **Your surname as it appears on the Disclosure Certificate**
- **Your date of birth**
- **A scan of your green paper Disclosure certificate.**

Q: As a Lead Coach, how do I renew DBS applications for my assistant coaches?

A: Please follow the steps below:

- **Login to your Hub profile at british-taekwondo.com click on 'Instructors' then 'List Instructors' on the black panel on the left of your screen or in the small menu bar if using a phone, iPad or Mac**
- **Find the relevant Instructor, then click on 'Impersonate' in the 'Actions' column**
- **From here you will be able to renew their membership as you would for yourself and any assistant or lead coach in the system e.g. click on 'Applications' followed by 'New Applications' this will then take you to the payment page to apply and pay for their Disclosure Checks**

Once you have processed the application, remember to click 'Stop impersonating' which will be on the top right of the page. This will then take you back to your own profile as normal.

Once the payment has gone through, British Taekwondo will receive the notification and will create an online DBS application for your assistant coach using their name and email address from their Hub profile.

Following the creation of their online DBS application, they will receive an email with an activation link to login and complete their online DBS application.



Once they have completed their online application form, they will be able to access a list of participating post offices that can verify their relevant ID documents.

Once they have completed this part of the process, their application is pending and should be completed within 2-8 weeks.

Please note: coaches are not permitted nor insured to instruct until they have received their full Disclosure Checks clearance or have written permission from British Taekwondo whilst they have a valid Disclosure Check application in progress.