

## SCOTTISH ATHLETICS LIMITED

### Terms and Conditions for the Scottish Athletics Coach Licence Scheme

Throughout this document the term 'Coach / Coaches / Coaching' is interchangeable with 'leader / leaders / leading' and any individual with a leaders, coaching assistant or Coach Licence will be deemed to be operating under these Conditions.

Coaches and coaching are essential for the health and success of the sport of Athletics and Running. Coaches are key to ensuring that those who take part in the sport have a positive experience, as well as helping them work towards and achieve their goals and aspirations. Given their role, coaches frequently have positions of trust, influence and responsibility with those they coach.

These Terms and Conditions (the "**Conditions**"), together with the UK Athletics Limited ("**UKA**") and Home Country Athletics Federation ("**HCAF**") Code of Conduct for Coaches, set out the standards of professional conduct which coaches must adhere to.

These Conditions, together with the Coach Licence application, form a contractual agreement between each of (i) Scottish Athletics ("**SA**"), (ii) you, the coach (the "**Coach**") and (iii) UK Athletics Limited ("**UKA**"). UKA may, in its discretion, enforce any part of these Conditions in relation to GB&NI Coaches (as defined below) and in relation to any safeguarding matter involving any coach. In relation to any power or discretion reserved to SA and / or UKA in these Conditions, that discretion or power may, at UKA's election, be exercised by UKA in place of SA in relation to GB&NI Coaches.

References herein to Coach or Licensed Coach include GB&NI Coaches.

A “GB&NI Coach” is any person who:

- a. coaches or has coached an athlete who is or was at the time the coach coached the athlete:
  - i) a member of the UKA Futures Programme or any predecessor or successor programme; or
  - ii) a member of a Great Britain Team for any championship or competition.
  
- b. is an Athlete Support Personnel (**ASP**) for the purposes of the UK Sport Funding Eligibility Policy from time to time in place (the **Eligibility Policy**). An ASP includes any coach, trainer, training partner, manager, athlete representative, agent, team staff member, official, medical or para-medical personnel, or any other person employed by or working with an athlete on the World Class Programme (**WCP**) or a person who is nominated for inclusion on the WCP; in connection with coaching an athlete, accesses or has accessed facilities paid for in full or in part by public money through UK Sport (or any predecessor or successor organisation) or from UKA, or who has otherwise received funding from the aforementioned sources in connection with their coaching; or;
  
- c. has been informed by UKA, in its absolute discretion, at any time (including after any alleged misconduct) that they are a GB&NI Coach;

As a Licensed Coach you agree to comply with these Conditions and the UKA and HCAF Code of Conduct for Coaches (together the “**Coach Licence**” or “**Coach Licence Scheme**”) and any other rules, procedures, codes of conduct, policies and guidelines that SA/ UKA may publish or impose from time to time (including any applicable SA/ UKA Codes of Practice and/or Health and Safety Policies).

A copy of the UKA and HCAF Code of Conduct for Coaches is available on the UKA website and can be accessed via the link provided in Appendix 1 of these Conditions. It may be updated from time to time.

## 1. Introduction: Purpose of the Coach Licensing Scheme

- 1.1 The SA Coach Licence Scheme provides assurance to athletes, parents and clubs that the Licenced Coach is:
- Trained and qualified;
  - Vetted through Disclosure Scotland (for regulated roles),
  - Insured;
  - Working to minimum levels of standards of practice and behaviour;
  - Subject to appropriate codes of conduct, rules and procedures;
  - A fit and proper person to engage in coaching athletes, including children, young people, and vulnerable adults.
- 1.2 SA encourages all athletics coaches to apply to SA for a Coach Licence. In particular anyone wishing to coach athletics in Scotland must apply to SA for a Coach Licence;
- where they are coaching or intend to coach at a club or group affiliated to SA,
  - when they are coaching or intend to coach athletes who are members of a club affiliated to SA,
  - where they are a GB&NI Coach under the terms of these Conditions,
  - when they are coaching or intend to coach athletes on the UKA WCP, Futures Programme or a performance development pathway provided by UK Athletics or an HCAF,
  - when they are coaching or intend to coach children or young people under 18 years and/or Protected adults (as defined by the Protection of Vulnerable Groups (Scotland) Act 2007).
- 1.3 The Coach accepts that SA has jurisdiction to investigate any complaints made against the Coach, make a determination in connection with the same and impose any sanctions (whether pursuant to these Conditions or as set out in the SA Disciplinary Policy for Partakers, or any successor policy and whether or not the events giving rise to the complaints concerned took place before these Conditions were adopted or during the currency of the Conditions being in place. If a complaint arises after the Conditions have been terminated but relate to events occurring when the Conditions were in place, the Coach accepts that SA has jurisdiction to investigate any complaints, make any applicable determination and impose any sanction notwithstanding the Conditions having ended.

- 1.4 Each GB&NI Coach accepts that they are, at UKA's election, also subject to the UKA Disciplinary Rules and Procedures pursuant to which UKA has jurisdiction to investigate any complaints or allegations made against them and impose any sanctions. The Conditions apply whether or not the events concerned took place before or after these Conditions were adopted. Licensed Coaches (and in particular GB&NI Coaches) may also be subject to the separate jurisdiction of UK Sport's Eligibility Panel constituted in accordance with [UK Sport's Funding Eligibility Policy](#).
- 1.5 Each Coach accepts the jurisdiction of UKA in relation to any breach of the UKA Safeguarding Policy and agrees that they are subject to the UKA Safeguarding Policies and Regulations.
- 1.6 On being granted a Coach Licence SA will issue the Coach with a licence card ("the **Licence Card**"), containing the Coach's photograph, the expiry date and the level of the Coach's qualification(s). The Licence Card will either be a physical card or electronic version. In addition, SA/UKA may show these same details on the online live Coach Checker.

## 2. Eligibility

- 2.1 Coach Licenses are issued at SA's sole discretion. In order to be eligible to be considered for the grant of a Coach Licence and to thereafter maintain a Coach Licence, the eligibility requirements in paragraph 2.2 below (the "**Eligibility Requirements**") must be satisfied at the time of application by the Coach and at all times that the Coach is in possession of a valid Coach Licence.
- 2.2 The Eligibility Requirements are:
  - a) The Coach must:
    - (i) satisfactorily complete and maintain an up to date SA (or UKA in relation to GB&NI Coaches) coaching qualification; or have obtained a coaching qualification from another sports governing body, coaching or teaching qualification which is recognised and deemed acceptable through the appropriate process by SA (or UKA in relation to GB&NI Coaches) as equivalent to an SA or UKA coaching qualification;
    - (ii) complete and pass the current UKA safeguarding course required for the licence applied for (which at the discretion of UKA, may be online or in person);
    - (iii) satisfactorily complete any other course or training mandated by SA or UKA which is relevant to their coaching level;
    - (iv) have an up to date PVG Certificate (for regulated roles) or Self Declaration, the contents of which are, in SA's opinion (or UKA's opinion in relation to GB&NI Coaches), satisfactory;

- (v) not be listed as barred from working with children, protected adults or both, further to the PVG Scheme (in respect of protected work), or any other scheme in any other jurisdiction considered by SA/ UKA to be comparable or similar to the PVG Scheme so as to make licensing the coach to be undesirable;
- (vi) share a copy of their PVG Certificate with SA (or UKA in relation to GB&NI Coaches), including but not limited to when it is requested by SA or UKA or if you have been listed by Disclosure Scotland;
- (vii) \* have not been sanctioned by SA pursuant to its Disciplinary Rules and whether or not any period of suspension or sanction has been served which, in SA's opinion means that it is undesirable to licence them to coach;
- (viii) not have been found to have committed a disciplinary or safeguarding offence by UKA, another HCAF or by any other sports governing body, coaching or teaching organisation or international federation which, in SA's opinion (or UKA's opinion in relation to GB&NI Coaches) means that they are unsuitable to coach, whether or not any period of suspension or sanction has been served;
- (ix) not currently have their Coach Licence suspended;
- (x) \* not have been found guilty of a doping offence or anti-doping rule violation by:
  - a) UKA,
  - b) UK Anti-Doping ("**UKAD**") or any relevant or successor body,
  - c) the Athletic Integrity Unit; or
  - d) any other relevant authority or organisation with jurisdiction, whether or not any period of suspension or sanction has been served
- (xi) not be under investigation, convicted, formally charged, cautioned or reprimanded by the police or other relevant authority which, in connection with matters which affect their suitability, in the sole discretion of SA (or in UKA's sole discretion in relation to GB&NI Coaches), to coach;
- (xii) not be added to any statutory barring list or be the subject of an order issued pursuant to Part 2 of the Sexual Offences Act 2003 or Section 2 of the Protection of Children and Prevention of Sexual offences (Scotland) Act 2005;
- (xiii) \* not have had their Coach Licence or similar accreditation withdrawn by another governing body, teaching or coaching organisation;
- (xiv) not have engaged in behaviour or conduct which leads SA (or UKA in relation to GB&NI Coaches) to consider that they are unsuitable to coach;
- (xv) co-operate fully with any investigation by SA or UKA in accordance with these Conditions, the SA Disciplinary Policy for Partakers, the UKA Disciplinary Rules and

Procedures, the Athletics Disciplinary Tribunal Rules or the UKA Safeguarding Regulations;

- (xvi) not breach any condition of their licence;
- (xvii) be medically and mentally able to carry out their role competently and safely.
- (xviii) provide any other information as requested by SA (and UKA in the case GB&NI Coaches).

AND

- b) SA (or UKA in relation to GB&NI Coaches) must be satisfied that the Coach has suitable qualities and abilities to be a coach in accordance with best practice and the policies and standards of SA/ UKA;

AND

- c) SA and/or UKA must not have:
  - (i) been informed by another governing body or organisation that the Coach should not be granted a Coach Licence or been provided with information that leads SA (or UKA in relation to GB&NI Coaches) to consider that the Coach should not be granted a Coach Licence;
  - (ii) been provided information by Disclosure Scotland, the police or other relevant authority that the Coach should not hold a Coach Licence or been notified of information that leads SA or UKA to consider that the Coach should not be granted a Coach Licence;

\* in relation to Eligibility Requirements 2.2 a) (vii), (x) and (xiii), SA shall consider the Coach's position on a case by case basis and may, in its sole discretion, waive any one or a combination of those Eligibility Requirements.

- 2.3 If a Coach meets all of the Eligibility Requirements, SA may, in its sole discretion, grant a Coach Licence to an individual.
- 2.4 SA's decision as to whether to grant a Coach Licence shall be final and there shall be no right of appeal.
- 2.5 Applicants should be aware that certain SA courses have minimum age requirements, including 16 years or older for a Coaching Assistant course and 18 years or older for a Coach and/or Leadership in Running Fitness course.

### 3. Duration

3.1 Once granted, a Coach Licence shall remain valid for a period of three years from the date issued (as stated on the Licence Card), subject to it being suspended or withdrawn by SA pursuant to these Conditions (the “**Licence Period**”), or otherwise surrendered by the Coach.

### 4. The UK Athletics and HCAF Coaching Code of Conduct, other SA policies and UKA Safeguarding Policies

4.1 The Coach must at all times comply with:

- i) the UKA and HCAF Code of Conduct for Coaches, a copy of which must be read and acknowledged as part of the licensing application process and which can be accessed via the link in Appendix 1 of these Conditions and separately available on the UKA/ SA website;
- ii) the UKA Safeguarding Policies and Procedures and UKA Safeguarding Regulations;
- iii) all other policies and procedures issued (and updated) by SA or UKA from time to time, and
- iv) in the case of a GB&NI Coach, comply with the terms of the Eligibility Policy where the same applies.

4.2 The Coach submits to the disciplinary jurisdiction of SA to decide on Disciplinary Matters (as defined in the SA Disciplinary Policy for Partakers) pursuant to the SA Disciplinary Policy for Partakers in place from time to time.

4.3 Each GB&NI Coach submits to the jurisdiction of UKA to decide on all issues of Misconduct (as defined in the UKA Disciplinary Rules and Procedures) pursuant to the UKA Disciplinary Rules and Procedures in place from time to time.

4.4 The Coach submits to the jurisdiction of UKA to decide on all safeguarding offences and matters pursuant to the UKA Safeguarding Policies, Procedures and Regulations in place from time to time, including in relation to suspension. SA has a duty to ensure compliance with any decisions or outcomes imposed under the UKA Safeguarding Regulations pursuant to Regulation 15.1 of those regulations.

### 5. Renewal

5.1 The Coach may apply to renew their Coach Licence at any time from the period commencing three months prior to the expiry of their Coach Licence.

- 5.2 Whether or not the Coach has applied to renew their Coach Licence, SA (or UKA in the case of GB&NI Coaches) may in its sole discretion refuse to renew the Coach's Coach Licence, or impose conditions on the Coach Licence, if:
- i) the Coach does not meet, or will no longer meet, any one or combination of the Eligibility Requirements;
  - ii) the Coach has not maintained their coach qualifications or taken such courses or professional training as SA or UKA has recommended or mandated to the Coach;
  - iii) the Coach has not completed and passed any necessary UKA safeguarding course;
  - iv) SA (or UKA in the case of GB&NI Coaches) otherwise reasonably considers that the renewal of the Coach Licence would be inappropriate, including but not limited to if the Coach is in breach of these Conditions.
- 5.3 If SA (or UKA in the case of GB&NI Coaches) refuses to renew a Coach Licence or imposes conditions on a Coach Licence, SA (or UKA in the case of GB&NI Coaches) shall provide brief written reasons as to why the application to renew the Coach Licence has been refused. The Coach shall be entitled to appeal that decision within 10 working days by submitting an appeal in accordance with the Rights of Appeal in the SA Disciplinary Policy for Partakers.
- 5.4 If SA refuses to renew a Coach Licence, it and UKA may publish the name of the Coach and other relevant details on its website and inform such persons as it sees fit.

## **6. Criminal Behaviour**

- 6.1 While any criminal behaviour (whether subject to investigation by the police or resulting in a criminal conviction, formal charge, caution or reprimand) on the part of the Coach will not be treated as an automatic reason for the Coach Licence to be withdrawn (except as provided for in these Conditions or the UKA Safeguarding Regulations), a Coach's Coach Licence could be withdrawn or restrictions imposed on it (under condition 10 below) if the behaviour is such that SA (or UKA in the case of GB&NI Coaches) decides the Coach is unsuitable to continue to be licensed as a Coach.
- 6.2 Notwithstanding the fact that the Coach may not be charged formally with a criminal offence or may be charged but subsequently not be brought to trial or may be acquitted, SA (or UKA in the case of GB&NI Coaches) shall nevertheless have the right to instigate or continue a disciplinary action against the Coach with regard to the matter concerned and UKA may instigate action under the UKA Safeguarding Regulations.



- 6.3 The Coach must immediately inform SA (or UKA in the case of GB&NI Coach) if they are notified that their conduct or behaviour has or will lead to investigation by the police or results in a criminal conviction, formal charge, caution, reprimand or their name being added to any barring or statutory list or if they are made subject to a Sexual Harm Prevention Order (SHPO) or Sexual risk Order (SRO).
- 6.4 A failure to report to SA/UKA any matter required by paragraph 6.3 above shall be considered as a Disciplinary Matter as defined in the SA Disciplinary Policy for Partakers (or Misconduct as defined in the UKA Disciplinary Rules and Procedures) for which the Coach may be subject to disciplinary proceedings under the SA Disciplinary Policy for Partakers (or UKA Disciplinary Rules and Procedures in the case of GB&NI Coaches).

## 7. Investigation

- 7.1 Where SA (or UKA in the case of GB&NI Coaches) reasonably considers that the Coach may be in breach of any of the Conditions, the Eligibility Requirements, the UKA and HCAF Coaches Code of Conduct or any SA or UKA policy, SA (or UKA in the case of GB&NI Coaches) may conduct such investigation into the Coach as it sees fit at any time whether under these Conditions or any other relevant policy or procedure.
- 7.2 Where SA or UKA reasonably considers that the Coach may have committed conduct amounting to a safeguarding concern or breach of any UKA Safeguarding Policies, UKA may conduct such investigation as it sees fit under the UKA Safeguarding Regulations.
- 7.3 The Coach shall co-operate fully with any investigation by SA or UKA. A failure to do so shall be considered as a Disciplinary Matter under the SA Disciplinary Policy for Partakers (or Misconduct under UKA Disciplinary Rules and Procedures in the case of GB&NI Coaches).

## 8. Suspension of Coach Licence

- 8.1 SA (or UKA in the case of GB&NI Coaches) may suspend a Coach Licence, and withdraw insurance for the Coach, at any time in the following circumstances:
- i) the Coach is under investigation (whether by SA, UKA or any other body or authority);
  - ii) SA (or UKA in the case of GB&NI Coaches) has reason to believe that the Coach may have or has committed a breach of any law or SA or UKA policy (including but not limited to the SA Disciplinary Policy for Partakers, the UKA and HCAF Coaches Code of Conduct or the UKA Safeguarding Policies and Procedures); or
  - iii) SA (or UKA in the case of GB&NI Coaches) has reason to believe that the Coach does not meet, or is no longer meeting, one or more of the Eligibility Requirements.

8.2 UKA may suspend any Coach pursuant to the UKA Safeguarding Regulations.

8.3 Where a Coach Licence is suspended:

- i) SA or UKA may notify (without limitation) other relevant organisations, athletes, parents and guardians, facilities providers and local authorities;
- ii) the Coach shall not hold themselves out or conduct or offer any coaching as a licensed SA or UKA (in the case of GB&NI Coaches) coach during the period of suspension;
- iii) the Coach shall immediately return the Licence Card, or any other certificate issued to them by SA in connection with their Coach Licence to SA upon request;
- iv) the Coach may not utilise the Licence Card to obtain any benefit for themselves.

## 9. Withdrawal of the Coach Licence

9.1 Where SA (or UKA in the case of a GB&NI Coach) considers that the Coach has or may have engaged in conduct that would constitute a breach of the SA Disciplinary Policy for Partakers (or would be considered as Misconduct under the UKA Disciplinary Rules and Procedures in the case of GB&NI Coaches) or any breach of these Conditions or the UKA and HCAF Coaches Code of Conduct, or no longer meets any of the Eligibility Requirements, it (or UKA in the case of GB&NI Coaches) may invoke any of its powers under the SA Disciplinary Policy for Partakers or UKA (in the case of GB&NI Coaches) Disciplinary Rules and Procedures, including but not limited to in relation to:

- i) Investigation;
- ii) Interim or protective measures;
- iii) Initiating Disciplinary Proceedings.

9.2 In the event disciplinary proceedings are initiated against the Coach, the Disciplinary Panel shall have the power to sanction the Coach as set out in the SA Disciplinary Policy for Partakers or UKA (in the case of GB&NI Coaches) Disciplinary Rules and Procedures, which include the power to revoke the Coach Licence.

9.3 The Coach shall be entitled to appeal any disciplinary decision pursuant to the terms of the SA Disciplinary Policy for Partakers or UKA (in the case of GB&NI Coaches) Disciplinary Rules and Procedures.

9.4 The first three years following the Coach being granted a Coach Licence shall be a probation period ("**Probation Period**"). The Probation Period shall not apply following the renewal of a Coach Licence.

- 9.5 If, during the Probation Period, a Coach in the reasonable opinion of SA:
- i) engages in conduct that would constitute a breach of the SA Disciplinary Policy for Partakers;
  - ii) commits any breach of these Conditions or the UKA and HCAF Coaches Code of Conduct; or
  - iii) no longer meets any of the Eligibility Requirements,
- SA may either:
- i) act in accordance with paragraph 9.1 above; or
  - ii) revoke the Coach's Coach Licence without the need to invoke any of its powers under the SA Disciplinary Policy for Partakers.
- 9.6 If SA revokes a Coach's Coach Licence during a Coach's Probation Period in accordance with paragraph 9.5 above, SA shall provide brief written reasons as to why the Coach Licence was revoked. The Coach shall be entitled to appeal that decision within 10 working days by submitting an appeal in accordance with the Right of Appeal in the SA Disciplinary Policy for Partakers.
- 9.7 Where the Coach's Coach Licence has been revoked, SA, a club or local authority may refuse that Coach access to facilities or to any athletics competition and may expel that person from membership of the club or facility. In addition, SA may recommend to a club or other organisation of which the Coach is a member that the Coach be expelled as a member (in accordance with the club's own rules).
- 9.8 Where a Coach License has been revoked or surrendered by the Coach, these Conditions remain in full force and effect and SA and UKA retain the right to commence disciplinary or other proceedings against the Coach (or former Coach) in accordance with these Conditions.

## 10. Reinstatement

- 10.1 If the Coach Licence has been withdrawn for a fixed period the Coach may, after the fixed period has expired, re-apply to SA for the Coach Licence to be reinstated. Such application shall be made to the Disciplinary Panel (in the event that the withdrawal was imposed by such Panel or the Appeal Panel exercising its powers under the SA Disciplinary Policy for Partakers) or to the Safeguarding Panel in the event that the withdrawal was imposed by such Panel exercising its powers under the UKA Safeguarding Regulations. The relevant Panel shall consider the application in accordance with the Eligibility Requirements and any other required terms for applicants, including those at paragraph 2 and may (in its sole discretion) grant the Coach Licence (with or without conditions) taking into account whether further complaints have been received and SA, or UKA, considers that the Coach now meets all the required Eligibility Requirements.

## 11. Accreditation for Competitions

11.1 If the Coach Licence has been suspended or withdrawn the Coach may not be proposed for nor shall be granted accreditation or be accredited by SA or UKA for any athletics competition held within the UK or abroad. For the avoidance of doubt an athletics competition includes the Olympic Games, Paralympic Games and the Commonwealth Games.

## 12. Data Protection

12.1 The Coach acknowledges and agrees that their name and the status of their Coach Licence, including if it has been revoked or withdrawn and the reason(s) for revocation or withdrawal, will be included in SA public register of licensed coaches.

12.2 SA is registered as a data controller under the Data Protection Legislation (meaning the Data Protection Act 2018 and the General Data Protection Regulation 2016/679) and all applicable laws and regulations relating to the processing of personal data in the UK. In administering the Coach Licensing Scheme, SA undertakes and the Coach acknowledges and agrees that SA may:

- i) process data in accordance with the Data Protection Legislation and use the Coach's personal data for the purposes set out in these Conditions in connection with administering the Coach Licence Scheme; and
- ii) pass information about the Coach's status as a licensed Coach to other athletics organisations and other organisations concerned with coaching and relevant local authorities and social services departments.

12.3 England Athletics Limited, Scottish Athletics Limited, Welsh Athletics Limited, Athletics Northern Ireland and UK Athletics ("The NGBs") may use the Coach's personal data (including sensitive personal data) for the purpose of administering their involvement in athletics, for inclusion in a coach licence checker and to send the Coach information by post, e-mail or SMS related to those purposes. The NGBs may share the Coach's personal data with each other and other organisations involved in the administration of athletics in carrying out these purposes. The Coach's own personal details and contact preferences can be updated via the myATHLETICS Portal and Athletics Hub using a secure password and log-in details.

12.4 Provided the Coach has specifically consented to the same, UKA may use the Coach's contact details for other purposes (namely, information about athletics events, tickets and special offers, prize draws and competitions) by post, email and SMS.

### **13. Promotion**

13.1 The Coach may describe themselves, for the duration they hold a Coach Licence that has not expired, been revoked, withdrawn or suspended only, as being a "*SA Licensed Athletics Coach*". On all written material, of any description, these words must be accompanied by a statement of the Coach's coaching qualification and any such promotion must not be false or misleading or lead the public to conclude that the Coach is qualified to a higher standard than that which they currently hold. The Coach may not use the name, initials or logo of SA on any stationery or promotional materials save as provided in this paragraph.

### **14. Correspondence**

14.1 Any notification, correspondence or any other document submitted under these Conditions shall be sent via email to [admin@scottishathletics.org.uk](mailto:admin@scottishathletics.org.uk).

### **15. Amendments**

15.1 SA reserves the right to amend these Conditions from time to time at its sole discretion. The Coach's continuing to coach or attendance at education and training courses provided by SA shall be deemed as continued acceptance of these Conditions (or any other Terms of the Coach Licence) as amended.

### **16. Governing Law and Jurisdiction**

16.1 These Conditions are governed by the laws of Scotland.

16.2 Any dispute or claim (other than appeals) arising out of or in connection with these Conditions shall be submitted for determination exclusively to arbitration under the SA Disciplinary Policy for Partakers and / or the UKA Disciplinary Rules and Procedures as appropriate and subject to the procedural control of the Scottish Courts in the case of the SA Disciplinary Policy for Partakers and the English Courts in the case of the UKA Disciplinary Rules and Procedures.

## Appendix 1

### UKA & HCAF Coaches Code of Conduct

The current UKA & HCAF Coaches Code of Conduct can be accessed via the following link:

<https://www.uka.org.uk/governance/safeguarding/codes-of-conduct/>