



# **PARTNERSHIP GUIDANCE 2026**

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**A COMPREHENSIVE GUIDE  
TO THE  
UKSR PARTNER ORGANISATION  
SCHEME**

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[www.smartrecovery.org.uk](http://www.smartrecovery.org.uk)

## ABOUT THIS DOCUMENT

This document provides guidance on the UK SMART Recovery® (UKSR) Partnership Scheme for commissioners, managers, staff and volunteers, whether your organisation is considering partnering with us or is already a valued partner.

It explains what UKSR is, how the partnership scheme works, what is included in each licence, and what we ask of you in return. It also covers the specialist programmes available through UKSR, answers frequently asked questions, and sets out the current fee structure (updated April 2026).

If you have any queries not addressed here, please contact your regional Community Coordinator or our Central Office (see Section 11 for contact details).

## CONTENTS

Section 1: About UK SMART Recovery (UKSR)

Section 2: The SMART Recovery® 4-Point Programme™

Section 3: Understanding SMART Licences

Section 4: Other SMART Programmes

Section 5: Why Partner with UKSR?

Section 6: The Partnership Process

Section 7: The Role of the SMART Lead

Section 8: The Role of the Facilitator

Section 9: FAQs

Section 10: Fees

Section 11: Contact Details

## SECTION 1:

# ABOUT UK SMART RECOVERY (UKSR)

UK SMART Recovery (UKSR) is a registered charity dedicated to promoting choice in recovery via our structured mutual aid meetings. We hold the exclusive UK licence to promote and deliver the SMART Recovery® 4-Point Programme™ throughout the United Kingdom, granted by SMART Recovery International, who own and develop the programme worldwide.

UKSR is registered with the Charity Commission in England and Wales (1160516) and OSCR in Scotland (SC046247). We are governed by a Board of Trustees, including peer members with lived experience of finding recovery through the SMART Recovery programme. The Board oversees organisational development and delegates day-to-day operations to our Chief Executive Officer, who has a small Central Office team supporting her.

Our Community Coordinators are responsible for the promotion, development and quality assurance of effective SMART Recovery delivery across the UK. They provide guidance and support to a wide range of partner organisations including addiction treatment services, drug and alcohol partnerships, the NHS, prisons and other criminal justice settings, veterans services, youth services, voluntary support organisations, and residential facilities. The team work remotely from across the UK; our registered charity address is in London.

**OVER 500**

**SMART RECOVERY MEETINGS RUN  
EVERY WEEK ACROSS THE UK.**

UKSR delivers, through its partners and its own network:

- A national network of mutual-aid meetings.
- An online training platform for facilitators.
- A comprehensive range of handbooks and manuals.
- Staff-led training, support and quality assurance for partner organisations.

*“Since introducing SMART meetings to our recovery service, I’ve seen first-hand the life-changing effects the 4-Point Programme has on our service users who attend. It’s incredible to see.”*

**DRUG & ALCOHOL RECOVERY WORKER, SHROPSHIRE**

## SECTION 2:

# THE SMART RECOVERY® 4-POINT PROGRAMME™

SMART stands for Self-Management and Recovery Training. The SMART Recovery 4-Point Programme is a science-based, evidence-backed approach which helps people change any problematic behaviour, including addiction to substances (such as drugs, alcohol, cigarettes and food), and behavioural dependencies (such as gambling, shopping and social media use, amongst others).

The SMART 4-Point Programme is grounded in evidence which is continuously evolving. Research findings on psychological interventions are reviewed by a Global Research Advisory Committee whose membership includes leading academics in the fields of human behaviour, addiction and mental health from around the world.

### CITED IN NICE GUIDELINES

SMART RECOVERY IS REFERENCED IN THE  
UK CLINICAL GUIDELINES FOR THE  
MANAGEMENT OF SUBSTANCE MISUSE AND DEPENDENCY,  
GIVING YOUR ORGANISATION THE CONFIDENCE IN ITS EVIDENCE BASE.

## THE 4-POINT PROGRAMME

The programme addresses four key areas of recovery:

- Building and Maintaining Motivation
- Coping with Urges
- Managing Thoughts, Feelings and Behaviours
- Living a Balanced Life

The SMART 4-Point Programme is most commonly delivered through structured mutual-aid meetings, provided directly by UKSR and our team of volunteer peer facilitators, and also by either peers or professionals within our partner organisations. Individual SMART tools can also be delivered on a one-to-one basis as brief interventions, by therapists, recovery coaches, and other partner organisations who hold a SMART licence. Delivery can be in-person or online.

Guided by trained, qualified facilitators, participants learn to help themselves and each other using tools and techniques drawn from Rational Emotive Behaviour Therapy (REBT), Cognitive Behavioural Therapy (CBT) and Motivational Interviewing (MI).

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## SMART RECOVERY VALUES

SMART Recovery's ethos is as follows:

- People make a choice to engage in addictive behaviours and can make a choice to stop.
- Everyone has the power to change unhelpful or harmful behaviours.
- People are not their behaviours, so stigmatising language such as 'addict' and 'alcoholic' is not used.
- Participants are empowered to choose what works best for them from a toolbox of evidence-based methods demonstrated in meetings and also available on our website and in our handbook.
- Participants are free to engage with any other services or mutual-aid groups they find helpful; there is no single path to recovery.
- Once a healthy, balanced lifestyle is achieved, participants are free to move on. Some choose to train and volunteer as meeting facilitators.

*"SMART meetings have been pivotal in my recovery journey, not only by providing me with healthier coping strategies that work in the real world but by also giving me connection with others who understand what I've been through and a safe space to share my struggles and successes. It is also rewarding to support my peers through their journeys and give back to the community that has helped me. SMART Meetings have been so fundamental to my recovery that I will continue to attend them and incorporate the SMART tools into my life no matter how long I've been in recovery; there are infinite lessons to be learned through sharing my journey and supporting others through theirs."*

KAY, SOUTH SHIELDS

## SECTION 3:

# UNDERSTANDING SMART LICENCES

This section explains how licensing works across the full range of SMART programmes, so you can be confident you have the right permissions in place for everything you deliver.

## DIFFERENT PROGRAMME, DIFFERENT LICENCE

Every organisation wishing to deliver any SMART programme must hold a current, valid licence for that specific programme. A licence for the SMART Recovery 4-Point Programme, for example, does not automatically grant permission to deliver SMART Family & Friends, SMART InsideOut, SMART Veterans, or Start SMART. Each requires a separate licence agreement.

This is not simply an administrative requirement. Each licence ensures that:

- The programme is being delivered by suitably trained and qualified facilitators.
- Copyrighted materials specific to that programme are being used correctly and lawfully.
- UKSR can provide appropriate support, quality assurance and oversight.
- The integrity of each programme, and the people it serves, is protected.

## THE SMART PROGRAMME LICENCES

The following licences are available. Full details of what each includes and the associated fees are set out in Section 10.

### **SMART RECOVERY™ LICENCE:**

The core SMART Recovery 4-Point Programme licence, suitable for organisations supporting adults with any type of addictive or problematic behaviours.

### **SMART FAMILY & FRIENDS™ LICENCE:**

For organisations supporting people affected by someone else's addictive behaviours.

### **SMART CRIMINAL JUSTICE™ LICENCE:**

For criminal justice settings, combining the SMART Recovery 4-Point Programme with our InsideOut™, our structured recovery programme designed to support the justice-involved.

### **SMART VETERANS™ LICENCE:**

For organisations already providing services to veterans who wish to deliver the SMART 4-Point Programme to their veteran-specific clients.

### **START SMART™ LICENCE:**

For children's service providers working with young people. Please note that the Start SMART programme is currently being piloted to ensure that safeguarding measures are fully robust, while also gathering feedback from young people to ensure it resonates with them and is as effective as possible. The Start SMART licence will be made available for purchase by our partners later this year.

Additionally, we also offer:

### **THE SMART COMMUNITY LICENCE:**

The SMART Community Licence is designed for organisations whose work takes them beyond a fixed meeting room and into the community. It allows partners to deliver the SMART Recovery 4-Point Programme as a one-to-one intervention with clients in their own homes, as well as to hold a SMART Recovery meeting at the site where the licence is held. This makes it particularly well suited to organisations offering outreach or domiciliary support, where getting clients to a fixed venue may not always be possible.

As with all SMART licences, facilitators must be suitably trained and qualified, and all delivery must remain consistent with the SMART Recovery programme and the terms of the licence agreement.

### **SMART SATELLITE LICENCE:**

For many organisations, SMART Recovery delivery doesn't happen only at a single fixed location. Staff or volunteers may regularly visit outreach premises, such as a community venue, a drop-in, or a satellite office, for example, where they work directly with clients. A Satellite Licence extends your existing licence coverage to those additional locations, ensuring that all delivery is properly authorised under your partnership agreement.

A Satellite Licence is designed specifically for premises that are not your organisation's main site but where your already-trained staff or volunteers are providing SMART Recovery delivery as part of their outreach work.

If your organisation operates across multiple locations and you are unsure whether a Satellite Licence is the right solution, or whether those sites should instead be named on your primary licence agreement, your Community Coordinator will be happy to advise.

## **DISCOUNTS FOR MULTIPLE LICENCES**

Organisations that hold a SMART Recovery 4-Point Programme licence and wish to add a further programme benefit from a reduced fee. This reflects the shared training and infrastructure already in place and makes it straightforward to broaden your offer without significant additional cost. See Section 10 for current discounted rates.

## **NOT SURE WHICH LICENCE YOU NEED?**

If you are unsure which licence or combination of licences is right for your organisation, your regional Community Coordinator will be happy to help. Contact details are in Section 11, or you can reach us at [partnerships@smartrecovery.org.uk](mailto:partnerships@smartrecovery.org.uk).

**770 SMART LICENCES**  
**ARE CURRENTLY IN OPERATION ACROSS OUR**  
**PARTNERSHIP ORGANISATIONS.**

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## SECTION 4:

### OTHER SMART PROGRAMMES

In addition to the core SMART Recovery 4-Point Programme, UKSR also offers several specialist programmes, each designed to meet the needs of different populations and settings whilst being rooted in the same evidence-based SMART Recovery approach. Partner organisations must hold a separate licence for each programme they wish to deliver, as detailed in the previous section. Further details are available on our website and via your Community Coordinator.

#### SMART FAMILY & FRIENDS™

Adapted from SMART Recovery and the CRAFT™ (Community Reinforcement and Family Training) approach, SMART Family & Friends provides support and practical tools for people affected by someone else's addictive behaviour. The programme helps participants develop more effective coping strategies and find greater fulfillment in their own lives.

Partners who license Family & Friends receive training places for the additional SMART Family & Friends training module, are licensed to set up and run Family & Friends meetings at their agreed sites, and upon registration of a new meeting receive a Family & Friends Meeting Welcome Pack.

*"I am a huge advocate for SMART Recovery. I find myself recommending that people access a SMART meeting on a daily basis, both at work (Alcohol & Drug Treatment Service) and also in my personal life to friends and family, who I feel will benefit from the knowledge gained at a SMART Recovery meeting, be it the 4-Point Programme or the SMART Family & Friends meetings. SMART has had a big impact on my day-to-day life and has helped me change my view of myself, as well as my outlook on life by using the tools I've learned. I apply them to as much of my life as possible and get a huge sense joy from being able to facilitate meetings in my local area and by sharing what I have learned myself since joining the SMART Recovery community."*

CRAIG, CHESHIRE WEST & CHESTER

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## SMART INSIDEOUT™

InsideOut is a psycho-educational package that provides people residing in secure settings and those affected by the criminal justice system with a solid grounding in SMART Recovery and a hands-on experience of mutual aid. The aim of InsideOut is to dramatically increase the likelihood of sustained recovery and the leading of a positive lifestyle upon re-entry into the community.

InsideOut is a structured recovery programme comprising 24 sessions which can be abridged to suit the needs of any particular site in which it is being delivered. Suitable for a range of secure sites and criminal justice settings, the programme can be facilitated by members of staff trained under the SMART Recovery Partnership scheme, or peers within the site population.

Like conventional SMART Recovery meetings, InsideOut aims to support recovery from addictive behaviours. The programme adds a specific focus on the types of irrational and unhelpful thinking or behaviour that can lead this user group into difficult or dangerous situations. This focus is entirely consistent with the SMART Recovery emphasis on rational and helpful thinking, self-management of behaviour, and living a well-rounded and balanced lifestyle.

Partner organisations receive copies of the InsideOut Facilitator Manual and InsideOut Workbook. They may photocopy from the workbooks or purchase additional copies for participants.

Our partners who hold a SMART Criminal Justice license can also choose to set up and run standard SMART Recovery meetings instead, or in addition to, the structured InsideOut programme. Prison residents and peer mentors can also be trained where supervised online access is available or through our staff-led in-person training.

*“SMART is simple, straight to the point; it's about taking responsibility and being empowered to find positive solutions.*

*I really like SMART because it gets straight into the topics without unnecessary jargon and monologues. There is nothing to hide behind in SMART, the questions are simple, direct and can really make a person think and reflect.*

*The InsideOut Programme can be adapted which fits into our person-centered care, either completing the full programme or an abridged version, and it covers a wide range of topics without dragging on too much. I feel it has really been useful with those can easily be led off topic, the structure and guidance of SMART helps keep the conversation relevant to the work we are doing.”*

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## SMART VETERANS™

SMART Veterans is the SMART Recovery 4-Point Programme for an exclusive veteran's audience. Developed by and for the SMART Veterans community, it acknowledges the unique experiences of military life and the challenges that integration into civilian life can present.

Facilitators complete the Veterans training module after the standard SMART Facilitator training, which includes guidance on the additional considerations required when facilitating meetings for veterans. A separate publication, the SMART Veteran Programme Notebook, is available to participants.

To commission the Veterans programme, organisations must already be providing services for veterans. Professional staff within those organisations may train as veteran facilitators; peer volunteers must be veterans themselves. The programme can be delivered within services, in criminal justice settings, veteran residences or community venues.

*"SMART Recovery saved my life, I use the tools every day."*

*"I was unsure what to do, I had done some stupid things but once I found a veterans group I felt I was in a place where I was understood without having to explain myself."*

*"On the veterans meeting we get to have banter, people who haven't served don't understand it."*

SMART VETERANS PARTICIPANTS

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## START SMART™

Start SMART is an adapted version of the SMART Recovery programme, designed specifically for young people who are accessing children's services. The programme is delivered within a framework of language and concepts carefully adapted to suit the developmental needs of young people.

The safety and welfare of young people is our first priority. Start SMART is exclusively available through children's service providers, and UKSR will only ever make it available in that context. Safeguarding considerations will always inform and direct every aspect of practice.

The programme is both proactive and preventative, helping young people develop practical skills that support healthy decision-making before difficulties escalate, as well as offering meaningful support when certain behaviours are already causing concern.

Unlike adults, who may be motivated by significant life consequences already experienced, young people are often at a stage where those consequences still feel distant or abstract. Start SMART meets young people where they are, exploring how certain behaviours may be affecting their lives right now. Using practical SMART tools, participants are supported to pause, reflect and consider their choices in a safe, respectful environment, building the awareness and skills that support healthier decision-making.

Through trained facilitators who work within the children's service, the programme supports young people to recognise patterns in their own behaviour, understand how their choices affect their wellbeing and relationships, and build confidence in their ability to make different choices, strengthening independence, resilience and self-belief.

Just like the standard SMART Recovery 4-Point Programme, Start SMART does not use stigmatising language. Terms such as "addict," "alcoholic" or "addictive" are not used. For young people who are still forming their sense of identity, being labelled in this way can be particularly damaging. By focusing on behaviours rather than identities, Start SMART creates a respectful, non-judgmental environment in which young people feel safe to reflect, engage and grow.

*“One of the most significant needs identified by young people is the need for opportunities for social connections that support the sharing of personal experiences. Connecting with others in a trusting and safe environment is a critical component of SMART Recovery’s mutual-aid approach.”*

SMART RECOVERY FOR YOUTH: A SMALL, EXPLORATORY QUALITATIVE STUDY  
LUM, ET AL. ADDICTION SCIENCE & CLINICAL PRACTICE

## SECTION 5:

# WHY PARTNER WITH UKSR?

The evidence clearly shows that engagement with mutual aid significantly improves long-term outcomes for people with addictive behaviours, and plays an important role in preventing relapse. By partnering with UKSR, your organisation can integrate our self-empowering, highly effective, evidence-based mutual aid programmes directly into your service offer.

SMART Recovery uses the same psychotherapeutic techniques – CBT, REBT, and Motivational Interviewing – that underpin many treatment services across the UK. This alignment means that introducing clients to SMART Recovery feels natural and cohesive, and bridges the gap between structured treatment and community aftercare in a consistent, supported way.

The partnership model, which was developed from a positively evaluated Department of Health funded pilot, enables treatment services to introduce clients to a mutual aid pathway early in their recovery journey. The ever-growing network of community, peer-led SMART Recovery meetings then provide sustained support after discharge from treatment.

There is increasing evidence from scientific studies demonstrating the effectiveness of the SMART Recovery programme in helping people address addictive behaviours (Blatch et al., 2016; Baker et al., 2017).

**SINCE 2009**

**UKSR HAS PARTNERED WITH THE TREATMENT  
SECTOR, GROWING STRUCTURED MUTUAL AID  
MEETINGS ALONGSIDE, NOT INSTEAD OF,  
PROFESSIONAL SERVICES.**

## WHAT THE PARTNERSHIP GIVES YOU

When you partner with UKSR, your organisation gains the following:

- A structured, evidence-based mutual-aid programme aligned with your treatment approach.
- A clear pathway from treatment into community aftercare.
- Trained facilitators (staff or volunteers) equipped to run effective meetings.
- Ongoing support, quality assurance and professional development from UKSR's Community Coordinators.
- Access to an international network: your clients can attend SMART meetings anywhere in the UK, plus globally online.
- A programme cited in NICE Guidelines, demonstrating your commitment to evidence-based practice.
- A licence that allows you to set up and run as many SMART meetings per week as required from the licensed premises.

*"We would like to express our sincere appreciation for SMART Recovery's invaluable contribution to this year's Recovering Together event.*

*The information you shared about SMART Recovery really resonated with the audience. The alternative approaches to managing and understanding addictions, including behavioural addictions, were particularly interesting for them. Your presentation gave many people hope, helping them see that different pathways and forms of support exist, and that they can find an approach that fits their individual needs.*

*Your input added tremendous value to the event, helping to create an atmosphere of hope and encouragement for those who are still navigating their own recovery journeys.*

*On behalf of the entire DART team, thank you so much for your time and willingness to be part of the day, especially considering the distance you traveled and the fact that it took place during the Christmas period."*

EWA & THE DART TEAM, HMP GRENDON

## SECTION 6:

# THE PARTNERSHIP PROCESS

Becoming a UKSR partner is an easy and straightforward process. Here is what happens from when you decide to sign up.

### STEP 1A: COMPLETE A START UP FORM

The first step to setting up a licence is to fill in our Start Up Form, detailing who the key contacts at your organisation are, which licence(s) you want, and providing a Purchase Order Number so that we can raise our invoice. If you require a quotation first so that you can raise a PO No., just let us know and we'll be happy to issue one.

### STEP 1B: NOMINATE YOUR SMART LEAD

When completing the Start Up Form, you will be asked to nominate a SMART Lead for your organisation. See Section 7 for full details of this role, as it is distinct from the role of SMART Recovery Facilitator. SMART Leads should complete the full SMART Facilitator training so they can ensure successful implementation of SMART meetings within your organisation, and also fully support your SMART facilitators.

The completed Start Up Form is then submitted to our Central Office.

### STEP 2: AN INVOICE IS ISSUED FOR PAYMENT

A modest annual licence fee is payable for each site you wish to hold SMART meetings at (see Section 10 for current fees). Upon receipt of a completed Start Up Form, we will issue your finance department with an invoice.

### STEP 3: LICENCE AND PARTNERSHIP AGREEMENT IS SENT

Once the invoice has been paid, Central Office will issue your licence(s) and our Partnership Agreement, which sets out the rights and responsibilities of both UKSR and your organisation (the licensee). The agreement specifies which sites are permitted to use the SMART Recovery 4-Point Programme, or any of our other programmes which you have licensed. If you plan to run the programme across more than one location, all sites must be licensed, with satellite licences being available for additional sites. Partners are free to determine how many meetings to run at each site.

Your licence certificate should be displayed at the site where you will be holding SMART meetings.

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## STEP 4: IDENTIFY INDIVIDUALS FOR FACILITATOR TRAINING

Each year, your organisation can nominate a designated number of individuals, who are either staff or volunteers, to undertake the SMART Facilitator training. The number of included training places depends on your licence type (see Section 10). Additional places can be purchased if needed.

Once identified, your SMART Lead should send each person's name and email address to your regional Community Coordinator (see Section 11), or in their absence to [training@smartrecovery.org.uk](mailto:training@smartrecovery.org.uk), so that we can issue enrolment instructions.

The SMART Facilitator training is the professional qualification needed to facilitate SMART meetings, and which follows on from the two pre-requisite modules, Introduction to SMART and Getting SMART. Anybody in the UK can undertake Introduction to SMART and Getting SMART via self-enrolment on our training site, but only our own UKSR volunteers and our partner organisations can access the SMART Facilitator training.

## STEP 5: FACILITATOR COMPLETES TRAINING

The online SMART Facilitator training is self-directed and takes up to approximately 20 hours to complete via our online training portal. Staff-led training is also available at an additional charge, either in-person or by webinar (see Section 10).

On successful completion, UKSR issues a certificate and Facilitator Manual. Facilitators also receive access to additional resources on our website to help them promote and run meetings.

## STEP 6: REGISTER THE MEETING

Once qualified, facilitators register their meeting through our website, and can choose whether they're publicly listed (See Section 9 for guidance on open and closed meetings).

Registration enables UKSR to track the number of meetings across the UK, support facilitators, ensure resources are placed where most needed, and identify gaps in the network. Upon registration, UKSR will issue your Meeting Welcome Pack which is included in your licence fee.

*"SMART gave me a space to be honest, supported, and understood. The women's group on Thursdays helped me get through some really tough days. It reminded me I wasn't alone."*

NATALIE, SOUTH EAST

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## ONGOING SUPPORT

Our Community Coordinators and Central Office team provide ongoing support throughout your partnership. This support includes, but is not limited to:

- Monthly online Facilitator Community Groups, where facilitators can get guidance and support from our staff team and each other around delivering SMART meetings and any challenges being encountered.
- Quarterly online Tool Time Sessions, which are focused specifically on facilitators honing their skills at SMART tool delivery within meetings.
- Site visits (where needed) to support the setup of new meetings, so newly qualified facilitators are supported to become confident.
- Quality Assurance visits where required to existing meetings, for Community Coordinators to provide valuable feedback, validation, and helpful suggestions.
- Attendance at events to promote SMART within your organisation, and nationally.

For an additional cost, we can also arrange refresher training where needed.

This is all in addition to our staff team being available via email and phone Monday to Friday for any ongoing queries, concerns, or other support needs.

*"I want to say a heartfelt thank you for the generosity, energy, and care from the UK SMART Recovery team, who went above and beyond and stayed responsive throughout our work together. There were many moving parts and your support kept everything on track. The feedback is resoundingly positive, and while impact is in its early stages, momentum is real; this is only the first step, and I'm excited for what we can build together in 2026."*

SHIV, RECOVERY DAY PROGRAMME MANAGER  
CNWL NHS TRUST

## SECTION 7:

# THE ROLE OF THE SMART LEAD

Every partner organisation is asked to identify a SMART Lead. This person acts as the primary point of contact between your organisation and UKSR, and plays a key role in ensuring that SMART Recovery is delivered effectively, consistently and in line with licence requirements.

SMART Leads will be qualified SMART Recovery Facilitators, or willing to undertake the training if not already qualified when the licence is set up. This is necessary so they have a good working knowledge of the SMART Recovery 4-Point Programme. They may or may not regularly facilitate SMART meetings within your organisation, but should be able to if needed.

Your SMART Lead is predominantly responsible for setting up new SMART meetings within your organisation, nominating appropriate staff and volunteers for the SMART Facilitator training, and supporting the meeting and the facilitators to flourish.

### THE SMART LEAD SHOULD ALSO:

- Provide guidance and advice to organisational management to ensure compliance with the UKSR licence terms and conditions.
- Ensure SMART Recovery is used and delivered correctly by suitably trained and qualified individuals, within the terms of the licence.
- Ensure facilitators comply with the partnership process and the UKSR Facilitator Code of Conduct (available in the Facilitator Manual and as a standalone document on our website).
- Quality assure (QA) SMART Recovery delivery within the organisation's meetings.
- Create forums that allow local facilitators to develop good practice and raise concerns, or encourage them to attend the UKSR staff-led FCGs.
- Be an effective advocate for choice in mutual-aid provision within the organisation.
- Encourage suitable participants to consider becoming facilitators, either with the partner organisation or as a UKSR volunteer facilitator, so more meetings can be set up, increasing accessibility for participants.

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## SECTION 8:

# THE ROLE OF THE SMART FACILITATOR

The role of the SMART Recovery Facilitator is distinct from the role of the SMART Lead, though one person may take on both roles. Facilitators may be paid members of staff or unpaid volunteers, but all must agree to fulfil the core tasks below.

### ALL FACILITATORS MUST:

- Complete the SMART Recovery Facilitator training.
- Abide by the Facilitator Code of Conduct.
- Ensure their meeting is correctly registered with UKSR.
- Run meetings according to the SMART Recovery Meeting Structure.
- Share the Meeting Guidelines at every meeting.
- Complete the meeting survey.

UK SMART Recovery requires that all facilitators hold a valid DBS check (England and Wales) or PVG check (Scotland). For Partner Facilitators, it is expected that the Partnership Organisation ensures that there is a valid DBS/PVG in place.

Meeting facilitation involves the duties as summarised below. Further details are provided during training, and via the Facilitator Manual and on the Facilitator Portal of our website once qualified.

### MEETING FACILITATION

- Initiate the check-in.
- Verify and set topics for the meeting agenda with the group.
- Initiate and oversee group discussion and tool work time.
- Use a flipchart to highlight key discussion points and ensure at least one SMART tool is used at each meeting.
- Conclude the session with check-out and signposting to relevant resources.
- Encourage participants to use the SMART tools between meetings.

*“At the end of every SMART meeting, the first check-out is always  
“when’s the next meeting?””*

BETH, DRUG STRATEGY LEAD, HMP BRISTOL

## **SECTION 9:**

# **FREQUENTLY ASKED QUESTIONS**

### **DO WE NEED A LICENCE IF OUR VOLUNTEERS RUN THE MEETINGS?**

Yes. If the meeting facilitator is a volunteer of your organisation and has been asked by the organisation to set up/facilitate a SMART meeting, the licence fee applies. The licence covers the right to use the SMART Recovery trademark and copyrighted programme materials. UKSR is a charity with the exclusive UK permissions to promote and deliver the programme; without licence fee income, SMART Recovery in the UK would become unsustainable.

### **WHERE CAN WE RUN MEETINGS?**

Meetings run by partner organisations should take place at their licensed sites, as listed in the partnership agreement. Any exceptions must be agreed in advance with UKSR Central Office. Community peer-led meetings, which are provided and facilitated by UKSR Volunteer Facilitators, should not be held at treatment services or partner organisations, but instead are held at community venues such as village halls, church halls, fire stations etc.

### **WHAT IS THE DIFFERENCE BETWEEN AN 'OPEN' AND 'CLOSED' MEETING?**

An open meeting is available to anyone seeking recovery from an addictive behaviour. A closed meeting is restricted to a specific client group or population, for example, within a prison or a service who wishes to deliver meetings only to their own service users. All UKSR provided community peer-led meetings must be open, although they can be for a specific audience, such as Women Only or LGBTQ+ meetings.

### **WHY DO WE NEED TO REGISTER OUR MEETING IF IT IS ONLY AVAILABLE TO OUR CLIENTS?**

All meetings must be registered with UKSR so we can maintain contact with facilitators, keep them up to date, monitor the growth of the network and identify areas needing support. However we will not list any closed meetings on our website to protect the meeting from unauthorised participants attending.

## **WHAT IS A COMMUNITY PEER-LED MEETING?**

A community peer-led meeting is an open meeting facilitated by a UKSR Volunteer Facilitator. All of our volunteers have been interviewed by our staff team for suitability, have had references provided, and have a satisfactory DBS/PVG certificate in place before being onboarded. Prior to them facilitating any meetings, they have completed our SMART Facilitator training. These meetings are independent of any recovery service organisation and are held within community buildings, such as village halls.

## **HOW MANY TRAINING PLACES DOES OUR LICENCE INCLUDE?**

This depends on your licence type (see the fees table in Section 10). For the standard SMART Recovery licence, each named site can nominate up to six individuals per year for Facilitator training. Additional training places can be added for a charge, which covers our administration and materials costs. If a nominated trainee is unable to complete the training for any reason, their training place can be offered to another individual within your organisation. A further set of training places becomes available each year when the licence is renewed.

## **HEAD OFFICE HAS PURCHASED THE LICENCE, DO OUR LOCAL SERVICES NEED THEIR OWN?**

Yes. Licences are site-specific. Only those sites named on the agreement have the right to use the SMART Recovery trademark and programme materials. Local sites must be named on the agreement, with each site requiring its own licence.

## **IS SMART RECOVERY ANTI-12-STEP (E.G. AA, NA, CA)?**

Not at all. SMART Recovery offers a different approach to achieving recovery but is not against any other forms of recovery support. Participants are free to choose what works for them, whether that be SMART, AA, NA, CA or a combination. Negative remarks about other forms of mutual aid support are not tolerated in SMART meetings. UKSR actively promotes choice in recovery.

## **ARE MEETINGS FREE FOR PARTICIPANTS TO ATTEND?**

Yes, always. For community peer-led meetings, facilitators are permitted to “pass the hat” to collect any contributions from participants towards the cost of the room hire or for refreshments. However contributions are not mandatory and all monies given must be documented and correctly accounted for. As the costs for meetings under the Partnership Scheme are met by the partner organisation, we do not permit contributions for room hire within those meetings.

## WHAT IF PARTICIPANTS WANT TO DONATE TO UKSR?

If any participants, whether attending a community peer-led meeting or a partnership provided meeting, want to donate directly to UKSR, they can do so via texting 70580 with the amount they wish to give, or by visiting our website, or scanning the QR code in our handbook. As a registered UK charity with extremely limited external funding, we are always incredibly grateful for every donation. All donations are used to grow the charity and increase accessibility to meetings for everyone who benefits from them.

## CAN SMART TOOLS BE USED AS BRIEF INTERVENTIONS?

Yes. Individual tools within the SMART 4-Point Programme can be used as brief interventions in one-to-one or group settings. Speak to your Community Coordinator for guidance on integrating SMART tools into your existing practice.

## WHAT HAPPENS IF WE WANT TO ADD A PROGRAMME (E.G. FAMILY & FRIENDS) TO OUR EXISTING LICENCE?

You will need to add the relevant programme licence to your partnership agreement. Contact your Community Coordinator or [partnerships@smartrecovery.org.uk](mailto:partnerships@smartrecovery.org.uk) to discuss this. Discounted rates apply if you already hold a standard SMART Recovery licence (see Section 10).

## WHAT SAFEGUARDING REQUIREMENTS APPLY TO FACILITATORS?

All SMART Recovery Facilitators must hold a current DBS certificate (England and Wales) or PVG certificate (Scotland). For our own UKSR peer facilitators, we carry out these checks. However it is the responsibility of partnership organisations to ensure their staff and/or volunteers who become SMART Facilitators have the appropriate check.

## CAN WE CO-BRAND SMART RECOVERY MATERIALS WITH OUR LOGO?

Yes. Co-branded SMART Recovery publications can be produced with your organisation's logo on the outer cover, printed to order. A surcharge of one-third of the publication's RRP applies, for example, a £12 handbook costs £16 co-branded. Visit [www.smartrecovery.org.uk/shop](http://www.smartrecovery.org.uk/shop) for more information, or contact your Community Coordinator.

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## CAN MY ORGANISATION OFFER SMART RECOVERY TO PEOPLE WHO ARE NOT YET ABSTINENT?

Yes. SMART Recovery is suitable for people at any stage of their recovery journey, including those on opiate substitution or who are still engaging with their addictive behaviour but who wish to reduce associated harms. Whilst abstinence is encouraged, it is not required to participate in a SMART meeting. Some people use SMART to initially help stabilise their behaviour, reduce on-top use or work towards a more balanced lifestyle, with many choosing abstinence as they continue to engage with SMART meetings.

*“For over 35 years I was in a cycle of addictive behaviour and felt like I was powerless to stop. Finding SMART Recovery was my turning point! By learning the tools, I can now manage my thoughts, feelings and behaviours, giving me the confidence to live a much more balanced life. I’m so grateful to have found the programme that gave me the power to change.”*

SARAH, DERBYSHIRE

## SECTION 10: FEES

The following fees apply to non-profit partner organisations. Licences are site-specific and renewed annually. Discounted rates are available for organisations holding more than one type of UKSR licence at a specific site, as detailed below. Each licence comes with the number of facilitator training places specified, per site per year.

LICENCE TYPE	FACILITATOR TRAINING PLACES	ANNUAL FEE
<b>SMART Recovery</b>	<b>6</b>	<b>£700</b>
<b>SMART Family &amp; Friends</b>	<b>3</b>	<b>£700</b> <b>Reduced to £410</b> where a SMART Recovery licence is already held
<b>SMART Criminal Justice</b> (Includes the InsideOut Programme)	<b>10</b>	<b>£1,110</b>
<b>SMART Veterans</b>	<b>6</b>	<b>£1,110</b> <b>Reduced to £575</b> where a SMART Recovery licence is already held
<b>SMART Community</b>	<b>6</b>	<b>£1,100</b>
<b>SMART Satellite</b>	<b>N/A</b>	<b>£180</b>

RENEWING YOUR SMART LICENCE ANNUALLY ENABLES YOUR ORGANISATION TO CONTINUE ACCESSING OUR TRAINING SITE, OUR COPYRIGHTED MATERIALS, SUPPORT FROM YOUR COMMUNITY COORDINATOR AND CENTRAL OFFICE, AND THE SMART RECOVERY TRADEMARK. YOUR SUPPORT ALSO ENSURES THAT THE CHARITY REMAINS SUSTAINABLE ACROSS THE UK.

For profit-making organisations, such as private rehabilitation/detox units/residential facilities, the following fees apply.

LICENCE TYPE	FACILITATOR TRAINING PLACES	ANNUAL FEE
<b>SMART Recovery</b>	<b>6</b>	<b>£1,400</b>
<b>SMART Family &amp; Friends</b>	<b>3</b>	<b>£1,400</b> <b>Reduced to £700</b> where a SMART Recovery licence is already held

### WHAT'S INCLUDED WITH THE LICENCE FEE (NON-PROFIT AND PRIVATE PARTNERSHIP ORGANISATIONS)

- Licensed to use the relevant SMART Recovery programme at agreed sites.
- Certificate and Facilitator Manual for each qualified facilitator.
- Meeting Welcome Pack, including the relevant programme handbook, a T-shirt, posters, leaflets, and participant flyers on registration of a new meeting.
- Your meeting listed on the UKSR website, and promoted via social media upon request.
- Your organisation listed on the UKSR website.
- Access to downloadable partner resources and SMART Partner logo.
- Ongoing support from UKSR staff.

### CORPORATE PARTNERSHIPS

Tailored pricing is available for corporate organisations. Fees are agreed on a case-by-case basis and reflect the scope and scale of the partnership.

Corporate organisations with more than 50,000 employees may be eligible for per-head pricing, which includes unlimited training, a dedicated account manager, and wellbeing event support.

To discuss a tailored partnership, contact us at:  
[partnerships@smartrecovery.org.uk](mailto:partnerships@smartrecovery.org.uk) or call 0330 053 6022.

The following training options are available in addition, or as an alternative, to the self-directed online training which is included in your licence fee.

TRAINING TYPE	DETAILS	FEE
Online self-directed Facilitator Training	Self-directed, approx. 20 hours via our online portal. Assessments completed at your own pace. Certificate and manual on completion.	Included in the licence fee
Additional online training places	As above, for individuals beyond your included allocation.	£120 per person
Staff-led in-person Facilitator Training	Two x full-days in-person training for 6-12 individuals. Covers Getting SMART and Facilitator modules, with assessments after each. Certificate and manual for all upon completion.	£2,000 + staff expenses (travel & accommodation)
Staff-led webinar Facilitator Training	Four x half-days training delivered online via webinar, for 6-12 individuals. Covers Getting SMART and Facilitator modules, with assessments after each. Certificate and manual for all upon completion.	£1,250

We also offer a range of bespoke training tailored for your organisation's needs. These can include refresher training for your existing facilitators, training specifically around tool delivery, or anything else that's needed to effectively deliver SMART meetings within your organisation. Just get in touch to discuss your requirements and we will quote you for a tailored package.

*"Really genuinely useful. Some of the best and most practically useful training I've ever had."*

*"I loved the training, I'm feeling so much more up-skilled."*

*"The tools are a real eye-opener."*

*"The trainer was really excellent, very knowledgeable and confident; very engaging."*

*"Thank you for an amazing course!"*

*"I really enjoyed the opportunity to fully understand the 4-Point Programme and the power of choice ethos."*

**TAKEN FROM STAFF-LED FACILITATOR TRAINING FEEDBACK FORMS, VARIOUS LOCATIONS**

## SECTION 11: CONTACT DETAILS

Your Community Coordinator is your first point of contact for all partnership and programme queries.

NAME	ROLE	EMAIL	MOBILE
Chris Paling	SMART Veterans Programme Lead (England & Wales)	<a href="mailto:chrisp@smartrecovery.org.uk">chrisp@smartrecovery.org.uk</a>	07398 730840
Claire Daff	Community Coordinator (North East & Yorkshire)	<a href="mailto:claired@smartrecovery.org.uk">claired@smartrecovery.org.uk</a>	07940 368657
Danny Howell	National Criminal Justice Lead & Community Coordinator (North West)	<a href="mailto:danielh@smartrecovery.org.uk">danielh@smartrecovery.org.uk</a>	07960 247404
James Slater	Community Coordinator (South of England)	<a href="mailto:james@smartrecovery.org.uk">james@smartrecovery.org.uk</a>	07301 297863
Kelly Doig	Community Coordinator (Scotland)	<a href="mailto:kellyd@smartrecovery.org.uk">kellyd@smartrecovery.org.uk</a>	07399 203376
Kenny Reid	Community Coordinator (Scotland)	<a href="mailto:kennyr@smartrecovery.org.uk">kennyr@smartrecovery.org.uk</a>	07903 710832
Currently Recruiting	Community Coordinator (The Midlands & London)	TBC	TBC
Currently Recruiting	Community Coordinator (North Wales)	TBC	TBC

## GENERAL ENQUIRIES

**Partnership Enquiries:** [partnerships@smartrecovery.org.uk](mailto:partnerships@smartrecovery.org.uk)

**Training Enquiries:** [training@smartrecovery.org.uk](mailto:training@smartrecovery.org.uk)

**Meeting Updates / Changes:** [updates@smartrecovery.org.uk](mailto:updates@smartrecovery.org.uk)

**Technical Support:** [support@smartrecovery.org.uk](mailto:support@smartrecovery.org.uk)

**Volunteer Enquiries:** [volunteer@smartrecovery.org.uk](mailto:volunteer@smartrecovery.org.uk)

**General / Central Office:** [info@smartrecovery.org.uk](mailto:info@smartrecovery.org.uk)



**SMART** Recovery®

Discover the Power of Choice

**UK SMART Recovery, PO Box 4964, Stoke on Trent, ST3 9GU**  
**Tel: 0330 053 6022 | [www.smartrecovery.org.uk](http://www.smartrecovery.org.uk)**

UK SMART Recovery is a registered charity in  
England and Wales (1160516) and Scotland (SC046247).

Registered office: C/O Sedulo London Office, 605 Albert House, 256-  
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