

Coaching Policy

(version controlled)

Post holder responsible for Policy:	Head Coach
Author of Policy:	Iain Clyde
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Version	Author	Date	Reason
V1.5	Iain Clyde		Initial issue

Purpose:

To layout the guidance for Darlington Triathlon Club coaches on:

- Club Coaching Steering Group.
- Qualifications.
- Training.
- Payment and Responsibilities.
- Coaching Requirements per session.
- Use of Darlington Triathlon Logo and kit by coaches
- Minimum requirements to join club for Swim, bike, run.
- Club Coaching programme.
- Periodised Club Training Plan.

This document has been produced in conjunction with British Triathlon Coaching Guidelines. Where any conflict or incongruity exists between this and the Coaching guidelines, the latter takes precedent.

Darlington Triathlon Coaching Steering Group

Members

- Club Head Coach
- Junior Head Coach
- Treasurer
- 2 x other Adults (1 from Adult and 1 from Juniors)

Objectives

- To direct the club on all coaching matters.
- To allocate funds in conjunction with the treasurer for Coach Training and Development.
- Develop the Club Periodized Annual Training plan.
- Liaison with Coaching venues for athletes.

Meetings

- Minimum of 2 times per annum

Coaching Roles, Responsibilities

Each coach whom wishes to coach within Darlington Triathlon Club are to agree to the:

- British Triathlon Roles and Responsibilities of their respective coaching level.
- British Triathlon Code of Conduct and Ethics for Coaches.

Coaching Pathway

Persons wishing to enter coaching or become a coach within Darlington Triathlon Club will normally follow the British Triathlon Coaching pathway detailed below¹:

- British Triathlon Activator.
- Level 1 Coach.
- Level 2 Coach.
- Level 2 Coach (Diploma).
- Level 3 High Performance Coach.

Potential coaches or qualified coaches wishing to follow a different path with club financial assistance should apply to the Coaching Steering Group for approval.

Club Coaching Requirements

Darlington Triathlon Club has the following minimum coaching requirements to ensure the delivery of a safe coaching programme

Head Coach

- Minimum qualifications Level 2 Coach and completion of Head Coaches workshop

Adult Section:

- 2 x Level 2 Coaches.
- 2 x Level 1 Coaches.

¹ To take effect from 1 Dec 18

Junior Section

2 x Level 2 Coaches

4 x Level 1 Coaches

Darlington Triathlon Club has the following minimum coaching requirements per session to ensure the delivery of a safe coaching programme

Adult Section:

1 x qualified coach.

If level 1 then Session plan must be checked and agreed by Head Coach or agree Level 2 Coach

Junior Section

1 x qualified coach

If level 1 then Session plan must be checked and agreed by Head Coach or agree Level 2 Coach

For Safeguarding a second adult must be present at the session.

Safeguarding

All junior section coaches must agree to uphold the British Triathlon and Club Safeguarding Policy.

Disclosure and Barring Service enhanced Checks

All Junior Section Coaches must hold a current DBS enhanced check Certificate².

Qualifications and training

The Club aims to:

- ***Develop the capabilities and skillsets of all of its Coaches and Volunteers***
- ***Support those members wishing to become Coaches or Volunteers.***

Financial contributions towards courses and training

To this end, the Club will endeavour to offer part of full financial assistance towards the cost of courses and training. Applications for funding should be made to the club Coaching Steering Group, through the Club Head Coach, who will consider:

- The requirements of the Club for that particular qualification.
- The length of time that the individual has been a member of the Club
- The commitment that the individual has shown to the Club

² Less than 3 years old.

- The future benefit that club members will derive from the individual obtaining the qualification
- Any assistance offered to date by the individual to the running of club sessions and activities

The Steering Group’s decision will be confirmed in writing to the individual. Members receiving financial contributions will be expected to contribute regularly to club training sessions for at least 20 sessions for a period of at least 12 months following completion of the qualification.

Darlington Triathlon Club will reimburse reasonable expenses incurred by a volunteer in attending a training course. See Club Financial Policy for details.

Appeals against the steering Groups’ decisions on funding should be made to the full Club Committee through the Club Secretary. The Club Committee’s decision is final and no further correspondence will be entered into.

Appeals must be made within 10 working days of receipt of the Coaching Steering Group’s decision to the Club Secretary. Appeals will only be considered on the following grounds:

Process.

Outcome.

BTF coaching qualifications

Normal contributions to BTF coaching courses are outlined in table 1 below. Any financial contributions made by the Club are subject to Coaching Steering Group approval.

However, the Coaching steering Group (in conjunction with the Treasurer) may contribute more to the cost of the training where the individual has shown a high level of dedication to the Club, or if doing so would benefit the Club and its members.

Decisions in relation to part of full funding of qualifications will be made solely at the discretion of the Coaching Steering Group, based on the needs of the club and the clubs financial standing.

	Individual	Club
Community Activator	75%	25%
Level 1	50%	50%
Level 2	25%	75%
Level 2 (Diploma)		
Level 3 (High Performance Coaching)		

Table 1 – Normal Club Funding Course Expectation

Progression through the levels

Level 1 Coaching Course To apply for a level 1 course, qualified community activators will be expected to complete 10 hours as a coach support worker over a period of 6 months from qualification.

Level 2 Coaching Course To apply for a level 2 course, a Coach will be expected to do 20 hours per annum of coaching at level 1 over a period of 2 years, from qualification as a level 1 coach, as a minimum, across more than one discipline. Meet the British Triathlon entry requirement for the course.

Level 2 Diploma To apply for a level 2 diploma course, a Coach will be expected to do 20 hours per annum of coaching at level 2 over a period of 1 year from qualification as a level 2 coach, as a minimum, across more than one discipline. Meet the British Triathlon entry requirement for the course.

Level 3 High Performance Coaching Programme In order to apply for a level 3 or higher course a Coach will be expected to do 60 hours of coaching over a period of 2 years, from qualification at level 2 as a minimum across more than one discipline. Meet the British Triathlon entry requirement for the course.

Development and progression

The Club is keen that all of its Coaches and Volunteers should be given the opportunity to learn and to develop their skills. The Club will support and promote an active CPD programme for Coaches and Volunteers.

Decisions in relation to part or full funding of qualifications will be made solely at the discretion of the Coaching Steering Group, based on the needs of the club and the clubs financial standing.

Lead Coaches are therefore encouraged to develop less experienced coaches so as to facilitate development and progression. This includes allowing less experienced coaches to lead sessions from time to time.

Coaching requirements for each discipline:

Activity	Coaching Requirements	Coach: Athlete maximum ratios	
		Level 1	Level 2
Open Water Swimming (including sea) (adult and junior)	Lead coach (minimum Level 2 (obtained post-2016) or Level 3 qualified) and/or an individual qualified under the Institute of Open Water Swimming The Lead coach who will be responsible for the safety of the session including the safety briefing and lifeguards	N/A Assistant Role Only	1:14

Pool Swimming (adult and junior)	Lead coach (minimum Level 1 qualified) L1 Coaches must deliver a pre-prepared session plan approved by a qualified L2/L3 Coach. For Junior sessions, the normal safeguarding rules must also be applied.	1:8	1:16
Track (adult)	Lead coach (minimum Level 1 qualified) L1 Coaches must deliver a pre-prepared session plan approved by a qualified L2/L3 Coach. .	1:12	1:20
Track (junior)	Lead coach (minimum Level 1 qualified) L1 Coaches must deliver a pre-prepared session plan approved by a qualified L2/L3 Coach. For Junior sessions the normal safeguarding rules must also be applied.	1:12	1:20
Cycling (indoor)	Lead coach (minimum Level 1 qualified, with BTF static bike CPD module completion). The Lead coach who will be responsible for leading the warm up and cool down and for the safety of the session.	1:8	1:16
Strength & conditioning	Lead coach (minimum Level 2 qualified, with BTF strength & conditioning CPD module completion). The Lead coach who will be responsible for leading the warm up and cool down and for the safety of the session.	Assistant Role only	1:16
Cycling (road)	These are not a coached sessions	Not Covered	1:8
Cycling (junior)	Lead coach (minimum Level 1 qualified) L1 Coaches must deliver a pre-prepared session plan approved by a qualified L2/L3 Coach. For Junior sessions the normal safeguarding rules must also be applied. Not on open road.	1:8	1:16

Other sessions	<p>Lead coach (minimum Level 1 qualified)</p> <p>L1 Coaches must deliver a pre-prepared session plan approved by a qualified L2/L3 Coach.</p> <p>For Junior sessions the normal safeguarding rules must also be applied.</p> <p>Advice from the Head Coach or Junior Head Coach should be obtained prior to offering additional training sessions, to ensure compliance with BTF guidance.</p>	As per risk assessment
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Minimum Standards for Athletes Joining the Club

All new athletes joining the club may be assessed for fitness against the following standards

Adults

Discipline	Distance	Time if applicable
Swim	100m	5 minutes
Bike	5km	Without stopping
Run	2km	<p>15 minutes</p> <p>The club encourages all potential athletes to have completed the C25K programme before joining the club</p>

Juniors

Discipline	Distance	Time if applicable
Swim	100m	Front crawl without stopping
		Tread water with a whisk leg action for 30s
Bike	1km	Without stopping
Run	1km	<p>10 minutes</p> <p>The club encourages all potential athletes to have completed the C25K programme before joining the club</p>

Club Training Club Activity Sessions are:

Adults

Session	Day and Time	Venue
Swim (Cost per session is £4.00 payable at venue)	Tuesday 1830-1930	Education Village Academy
	Tuesday 1930-2030	
	Sunday 1800-1900 (Not Coached although plan will be made available to athletes)	Hummersknott Academy
Bike	Road bike social sessions will be run during the months of June-Aug	Road
Run	Monday 1830-1930	Meet at Dolphin Centre
	Wednesday 1815-1915	Eastbourne running Track (Fee payable at centre reception)

Juniors

Term Time only

Session	Day and Time	Venue
Swim	Sunday 1700-1800	Hummersknott Academy
Bike	Bike sessions will be run on alternative weeks during Apr – Oct ½ Term	Eastbourne Running Track
Run	Wednesday 1700-1800	Eastbourne running Track

Periodization

The Club Head Coach and Juniors Head coach endeavours to construct a periodized Club Training plan. More details where one is produced will be published by the Club Head Coach and Head Junior Coach each year starting in Sep and Running through to July annually.

Coaching Standards and Conduct³

All coaches who wish to coach within Darlington Triathlon Club must have agreed and signed the following documents within 1 month of their first session as a club coach or Trainee Coach:

British Triathlon Roles and Responsibilities of their respective coaching level.

British Triathlon Code of Conduct and Ethics for Coaches.

Copies will be made available from the Club Governance Officer and signed copies will be retained by this appointment.

Coaches who do not wish to sign up to these documents will not be permitted to Coach within Darlington Triathlon Club.

Discipline

Any coach who is alleged to fall short of these standards will have their conduct investigated⁴ by the Coaching Steering Committee (-), less Club Treasurer. This does not include issues where Safeguarding is the prime concern.

The Coaching Steering Committee (-) will investigate claims and make their report to the Club Committee for ratification of their proposed action prior to it being published. The outcomes available to the Coaching Steering Group are:

Verbal Warning.

Written Warning.

Suspension as a Club Coach for a period determined by the Coaching Steering Committee.

Termination as a club Coach within Darlington Triathlon Club.

And/or

Termination of Club Membership.

Any decision is to be done in consultation with the Club Committee.

Appeals

Appeals are to be submitted to the Club Committee, through the Club Secretary, within 5 days of receipt of the Coaching Steering Groups decision. Appeals will only be considered on grounds of

Process

Outcome

The Club Committee's decision is final.

Use of the Darlington Triathlon Brand or branded equipment

No Coach may use the club brand or branded club kit or club equipment for paid or private coaching.

³ These are to be followed in conjunction with the Triathlon England Disciplinary Rules.

⁴ Investigations are to follow the ACAS guidelines. However, variations are permissible due to circumstances determined by the Coaching Steering Committee.

Coach Payments:

All coaches are volunteers and the club will not make any payments to coaches for their services at club training sessions.