



Knutsford Tri Club

Coaches Handbook

Version 1 2022

Purpose

This document sets out guidance for all individuals undertaking a coaching role at Knutsford Tri Club (KTC) and provides a framework for ensuring that the ethos of the club can be maintained with the best interests of the club members at its core.

The Coaches Handbook should be reviewed and where necessary, updated, following a change of British Triathlon (BTF) guidance or as arising from a KTC Annual General Meeting (AGM) or Extraordinary General Meeting (EGM).

Split into three parts, this handbook is to be agreed with all KTC coaches and then signed.

Part 1 - Code of Conduct

The Code of Conduct contained within this document is an adapted from British Triathlon guidance, which defines what is considered good and correct behaviour of all BTF and KTC coaches.

It reflects the values held by the coaching profession and outlines the expected conduct of members while they perform their duties. It will also be used as a benchmark to assess whether certain behaviours are acceptable or not acceptable. As a qualified triathlon coach, you are expected to adhere to this code of ethics and conduct at all times.

The code of conduct is divided into 5 key areas:

- 1. Respect for Participants**
- 2. Integrity in Relationships**
- 3. Responsibilities: Personal Standards**
- 4. Professional Responsibilities**
- 5. Fair Play Principles**

Part 2 – Coaching Guidance

This handbook will also provide guidance and structure across the following areas:

- **Coached Session Responsibility**

- **Core Documentation**
- **Facilities**
- **Accidents**
- **Welfare and Safeguarding**
- **Insurance**
- **Coach Education and Development**
- **Fee Rates, Invoicing and Tax**

All contents of this handbook have been endorsed by the KTC committee.

a.i.1. **Respect for Participants**

The principle of respect for participants challenges coaches to act in a manner respectful of the dignity of those involved in triathlon. This principle assumes that each person has value and is worthy of respect and free from harassment. Acting with respect for participant's means that coaches ensure everyone feels they are treated equally, regardless of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socio-economic status, marital status, age or any form of disability.

a.i.2. **Integrity in Relationships**

Developing professional relationships with individuals is a central role of being an effective coach. However, it must be recognised that behaving with integrity is crucial, and coaches will be expected to be honest, sincere, and honourable in their relationships with participants and others.

To acknowledge this, KTC coaches:

- Must not engage in behaviour that constitutes any form of abuse (physical, sexual, emotional, neglect, bullying).
- Should promote the welfare and best interests of their triathletes.
- Must have a high degree of self-awareness and the ability to reflect critically on how your values and opinions influence others.
- Must avoid sexual intimacy with triathletes, while coaching them.
- Should clarify the nature of the coaching services being offered to triathletes in advance.
- Should communicate and cooperate with other organisations and individuals in the best interests of the triathletes.
- Have knowledge of and follow the appropriate safeguarding policy and procedures and take necessary actions if they have a concern over the wellbeing of a child or adolescent.

a.i.3. **Responsibilities: Personal Standards**

KTC coaches must demonstrate proper personal behaviour and conduct at all times:

- Commit to providing a quality service.
- Should not be under the influence of alcohol when operating in the professional capacity as the coach, this includes travelling to and from as well as delivering sessions.
- Must be a positive role model for triathletes, the club and the sport of triathlon throughout Great Britain.
- Take pride in being a coach, this includes, projecting an image of health, well-dressed, hygiene, appearance, and use of appropriate language and actions.

a.i.4. **Professional Responsibilities**

KTC coaches will:

- Working within the risk assessments completed for any activity to ensure that the environment is as safe as possible for training and competition.
- Any physical contact with athletes should be appropriate to the situation; necessary for the athletes' skill development – always ask prior permission if contact is required.
- Always promote the execution of safe and correct practice.

- Recognise and respect the power dynamic inherent in the position as a coach.
- Acknowledge and work within the limitations of their knowledge and competence.
- Obtain appropriate triathlon coaching qualifications to the level of operation required.
- Ensure they hold a valid and appropriate insurance policy for their coaching activities.
- If coaching under 18's it is your responsibility obtain a DBS certificate from the BTF and complete the sports personal declaration form. This must be renewed every 3 years. A copy of this certificate must be presented to club secretary to be held on file.

a.i.5. **Fair Play Principles**

Coaches should abide by the principles of fair play during training and competition. The following are examples of fair play behaviours:

- Follow all the rules and never seek to deliberately break the rules.
- Recognise and acknowledge good performances by others.
- Never condone the use of any illegal or prohibited substances according to the WADA code to enhance an athletes' performance

Breaches of the Code of Conduct

KTC coaches will always represent their role and their participants in a way which reflects positively on their club, National Governing Body and the UK-wide coaching profession. All complaints will be dealt with according to the Club 'Complaints and Disciplinary Procedures'.

Part 2 – Coaching Guidance

Coached Session Responsibility

When coaching for KTC, you are responsible for;

- Ensuring the session goes ahead – if you are not able to lead the session, you must make a good attempt at finding a replacement. If a replacement cannot be found, it may be appropriate for the session to go ahead as ‘group lead’ if a regular and knowledgeable club member can take on the role as leader. If this is not possible, it is your responsibility to cancel the session and inform members via social media / email / telephone / in person as necessary.
- Ensure the BTF recommended coaching ratios are maintained for each session:
 - **Pool Swimming**
 - Level 1; 1:8
 - Level 2; 1:20
 - Level 3; 1:24
 - **Open Water Swimming**
 - Level 1; assistant only
 - Level 2; 1:14
 - Level 3; 1:20
 - **Run**
 - Level 1; 1:12

- Level 2; 1:20
- Level 3; 1:24

- **Static Bike**

- Level 1; 1:8 – if completed safe static cycling module
- Level 2; 1:16
- Level 3; 1:24

- **Bike – traffic free / closed roads**

- Level 1; 1:8
- Level 2; 1:16
- Level 3; 1:20

- **Strength and Conditioning**

- Level 1; not covered
- Level 2; 1:16 – must have completed BTF S&C course
- Level 3; 1:20 – must have completed BTF S&C course

Where this is not possible, the coach must decide based on ensuring safety how best to proceed.

For example, some groups of athletes may be ‘led’ rather than ‘coached’, such as a group bike ride on open roads/ public highway.

- **Bike – public highway / open roads**

- Level 1; not covered
- Level 2; 1:8
- Level 3; 1:8

For these 'led' sessions all KTC members (participants and coaches) should refer to the **KTC Rider Guidance**.

- Ensuring a risk assessment (RA) and emergency action plan (EAP) have been completed for the activity.
- Ensure the session plan is appropriate and in line with the club Annual Training Plan. Level 1 coaches should seek a Level 2 or higher coach to check their plans before delivery.
- Ensure appropriate equipment is in good working order and if borrowed is returned intact and neatly.
- Ensure athletes sign in or register to each session and agree to the club expectations and to state they are fit and able to complete the session. Each weekly coached session register will be held for 21 days in accordance with BTF guidance.
- Ensure virtual / online sessions are carried out with the same attention and due diligence as above and would be expected for an 'in-person' session.

Essential Documentation

For every coached session there are essential documents the lead coach for that session needs to acknowledge and/ or refer to:

1. Risk Assessments

2. Emergency Action Plan
3. Coached Session Register

The lead coach for a coached session has the responsibility for completing a Risk Assessment (RA) and Emergency Action Plan (EAP). Where a RA or EAP is already in existence, the lead coach is expected to review in advance of coaching that session highlighting any recommendations or changes to the Head Coach for update and approval by the club Chair.

The Head Coach will take responsibility to annually review and update all RAs and EAPs, prior to approval by the club Chair.

All RAs and EAPs will be saved virtually and be accessible to all KTC members

As appropriate, coaches may wish to create their own coached session guidance documents to support their session. Any documents should be sense-checked with the Head Coach before wider distribution.

Facilities

To fulfill the programme of coached sessions KTC has a relationship with partners who provide/ share access of their facilities. Each facility and its surrounding environment should be respected and treated as if it is KTC's own.

A Facility Directory is maintained and is available electronically. There is a lead for each facility and this person maintains the relationship with the partner organization and their facility, even if they are not the lead coach for a particular session. This responsibility defaults to the club committee in absence of a lead.

Accidents

An accident form should be completed and signed for any accident that arises during a KTC Coached (or led) session.

Accident forms should be forwarded to club secretary copying in the Head Coach and Chair, no later than 24 hours following the accident.

A template accident form is available electronically

Welfare and Safeguarding

Any welfare or safeguarding concerns identified by a KTC coach should be discussed with the Club Welfare Officer.

All coaches must have completed the safeguarding training suitable for the environment in which they are coaching, and familiarise themselves with safeguarding procedures through KTC.

All coaches must upload their safeguarding qualification certificate to the British Triathlon website.

It is recommended that all KTC coaches complete a first aid course every three years, with a record kept centrally with the club documents.

Coaches working with participants under the age of 18-years-old must have the appropriate Safeguarding and Protecting Children qualification and keep this up to date.

Any KTC coach that regularly (more than once per month) works with children must have a valid, enhanced DBS certificate through BTF. It is not necessary for coaches only working with adults to hold a DBS certificate.

Insurance

All KTC Club Coaches must be affiliated to the appropriate coach level of membership to BTF.

Coach Education and Development

All KTC coaches should take responsibility for their own professional development and competence.

It is expected that all KTC coaches will seek feedback to develop sessions suitable to club member's needs.

Fee Rates, Invoicing and Tax

All KTC coaches should declare to the treasurer/KTC committee that they will pay tax on any earnings from KTC.

Suitably qualified and experienced coaching that regularly demonstrate coaching behaviour at the expected standards and regularly participate in CPD will be recompensed by KTC at the following rates:

Level 1 – at current BTF rates – to include planning the session, communicating with the lead coach re the plan / getting the plan checked, delivering the session, completing all session admin, completing evaluation and reflection of the session and feeding this information to lead coach as required.

Level 2 – at current BTF rates – to include planning the session, checking plans for Level 1 coaches, delivery of session, session admin, evaluation and reflection of session to inform future planning, sharing any relevant information with coaching team / Head Coach.

All fee rates are based on one hour/ 60-minute sessions. Where a session is less/ more than one hour, fee rates will be based on a pro

rata basis. For example, a Level 2 coach taking a 45-minute session will be able to charge KTC £15/ session.

Where there is the requirement (policy) or desire (best practice) to have more than one qualified coach at a particular session, such as Open Water Swimming or Pool Swimming, the Lead Coach should be identified and will be able to invoice the appropriate amount per session. Supporting coaches should be identified and potential fee rates discussed with the Head Coach and then the KTC committee.

Invoices should be emailed directly to the KTC Treasurer on a monthly basis and no later than the 5th date of the subsequent month. For example, a coaching invoice for January 2022 should be emailed to the Treasurer no later than 5th February 2022.

For coaches undergoing qualification the rate is claimed in line with the session being delivered not the current grade. i.e. Level 1 delivering a L2 session as part of a qualification is permitted to claim at the L2 rate for those qualification sessions only.

Part 3 – Coach Agreement

I have read and agree to the content of the KTC Coaches Handbook, and agree to pay tax on any earnings from KTC.

Coach Name: _____

Signed: _____

Date: _____