



Tri Surrey Coaching Role

All coaches are to work within the coaching team and under the guidance and organisation of the Tri Surrey Head Coach to ensure all coaching requirements are met.

All coaches will hold a valid current British Triathlon Federation(BTF) coaching qualification.

Coaches Roles and Responsibilities

The following coaching definitions include the listed responsibilities but are not limited to them. They are intended to help give clarity of the roles.

LEAD COACH ROLES AND RESPONSIBILITIES

- To take full responsibility for any coaching session where you are the nominated lead coach
- Monitor safety at all times during a session.
- Ensure juniors at training sessions are monitored and are handed back to parents/guardians at the end of the session or part way through if required. If an unescorted agreement is in place there needs to be an official acknowledgement that the Junior has left the training session.
- To find and engage suitable cover or cancel the session well in advance, should it not be possible for the Lead Coach to attend any session
- Ensure any coaching venue or area used is left as it was found, and check the area before departure. Report any damages/issues with the venue to the venue manager.
- To prepare all sessions in advance, with session plan where applicable for support coaches.
- Have and maintain a current copy of the ICE file on their mobile device.
- Be aware and compliant with all the clubs risk assessments and Emergency Action Plans(EAP) for all sessions. If a non-standard club session, create as required.
- To work with and include assistant coaches in the preparation and running of sessions
- To attend Coaches' meetings and report on progress
- To keep the coaching rota updated with availability in a timely manner.
- To take any session payments and pay them to the club treasurer within 5 days.
- Take a session attendance records and send them to the head coach within 3 days of the session.

ASSISTANT COACH ROLES AND RESPONSIBILITIES

- To assist with the club's coaching sessions.
- Be responsible to the Lead coach at the coached session, being aware and support the Lead Coach responsibilities.
- Monitor safety at all times during a session.
- Ensure juniors at training sessions are monitored and are handed back to parents/guardians at the end of the session or part way through if required. If an unescorted agreement is in place there needs to be an official acknowledgement that the Junior has left the training session.
- To assist with the preparation of coaching sessions in advance
- To work with the Lead coach in the preparation and running of coached sessions
- To keep the coaching rota updated with availability in a timely manner.
- Have and maintain a current copy of the ICE file on their mobile device.

Coaches Code of Conduct

Tri Surrey Triathlon Club aims to be a centre of excellent coaching in support of our members. The essence of good ethical conduct and practice is summarised below. All Tri Surrey Triathlon Club coaches are expected to adhere to the following guidelines:

- Respect the rights, dignity and worth of all athletes, officials and volunteers at all times.
- Treat everyone equally, regardless of age, sex, ethnic origin, religion, political persuasion, sexual orientation or physical disability.
- Consider the safety and wellbeing of participants before the development of performance.
- Be mindful of our athletes' safety and wellbeing, making proper use of risk assessments, Health & Safety Guidelines and our duty of care.
- Ensure our sessions are well organised, resourced and start and finish on time.
- Develop an appropriate working relationship with athletes based on mutual trust and respect.
- Make sure all activities are appropriate for the age, ability and experience of those participating.
- Promote the positive aspects of the sport (e.g. fair play)
- Display consistently high standards of behaviour and appearance, and behave in ways that bring credit to the club and our sport.
- Follow all guidelines laid down by British Triathlon and Tri Surrey Triathlon Club.
- Hold the appropriate, valid qualifications and insurance cover.
- Strive to keep our knowledge and coaching methods up to date with current practice.
- Seek feedback from our members and each other and be ready to adapt our sessions appropriately.
- Never exert undue influence over athletes in order to obtain personal benefit or reward.
- Never condone rule violations, rough play or the use of prohibited substances.
- Encourage athletes to value their performance and not just results.