



**High Performing
Coach Programme
(HPCP)
Terms & Conditions**

High Performing Coach Programme (HPCP) Terms & Conditions

Entry Requirements:

- Applicants must be a minimum of 18 years of age upon application.
- Applicants must be in possession of a valid Home Nation membership core or ultimate (except where specified).
- Must hold a British Triathlon or 1st4Sport level 2 Triathlon coaching qualification.
- Must have at least 1 years' experience of coaching at level 2, demonstrating depth and breadth of coaching experience across all disciplines.
- Applicants must be able to attend all course dates.
- Date transfer is not possible between courses

Payment:

- Payment will be taken once your application is verified and approved.
- If you are having your course fees paid by a third party, a formal letter confirming this must be included with your application or via email to coaching@britishtriathlon.org and any place will only be held for a 10 working days, pending payment.
- Course fees can be paid in two instalments. The first instalment must be paid and cleared at the time of conditional offer of acceptance onto the programme.
- British Triathlon reserves the right to remove candidates who do not meet this first payment deadline and their place will be offered to another coach.
- The second and final payment will be requested approximately 3 months into the programme

Additional Costs and Fees:

The course fees paid are based on a candidate completing the course in the normal route. Changes or amendments to an individual process can result in additional fees. A selection of these are detailed below:

- Loss of or change of name on certificate £12
- Loss of portfolio £15
- Re-registration (if qualification period expires) £45
- Non-attendance of learning or assessment day £75-£150

Closing date for receipt of application:

- Applicants are advised to apply early.
- Applications will be processed no longer than 20 working days after the closing date
- We will not accept late applications
- All applications will be screened, and priority will give to those applicants that fully meet the entry requirements.
- When the courses become full a reserve list will be held.

Reservations:

- Places are offered to applicants who have successfully completed stage 1 of the entry requirements.
- Home Nation Regional Managers will be consulted in selecting applicants if oversubscribed.
- If a course is over-subscribed, applicants will be notified and providing the paperwork is in place, details will be held on file and you will be contacted if/when a place becomes available, alternatively put on the next available course

Coaching Endorsement Status

- Your coaching status upon acceptance onto the HPCP "Trainee High Performing Coach". This term can be used until certification.

Course Confirmation:

- Confirmation will be emailed to you on completion of the online enrolment.
- Final details regarding venue, timings, equipment required etc. will be emailed to you approximately 10 working days before commencement of the course.
- Please ensure that the email listed on your membership profile is correct.

Cancellation and Amendment Charges:

Due to the nature of the HPCP course significant costs are incurred prior to the start of the course, and late cancellations cannot be filled by other learners. If you wish to cancel your booking prior to attendance our cancellation policy is as follows:

- Up to 8 weeks before the course - British Triathlon will provide a 75% refund
- Less than 6 weeks before the course - a 50% refund will be given
- Less than 4 weeks before the first day of the course, no refund will be provided.
- Cancellations - if you wish to cancel your attendance on the course prior to the second instalment due date - for example, you only attend the first weekend, you will be required to pay the balance of the course. This is because we are not able to re-distribute part of a course to another candidate and we will have incurred the majority of course costs. Please carefully consider this before committing to the programme.

IF WE ARE REQUIRED TO CANCEL COURSES, OUR LIABILITY WILL BE LIMITED TO A FULL REFUND OF THE COURSE FEES PAID, UNDER NO CIRCUMSTANCES WILL WE BE RESPONSIBLE FOR ANY FURTHER LOSS.

Data Protection:

On application a record is generated for course you have applied for. This is only shared with the course organiser and tutors. On certification your membership record is updated with your coaching qualification. An individual's status as a coach can be confirmed to a third party upon request.

Membership and Coaches insurance:

Your membership includes professional indemnity and public liability insurance to cover you as a coach/official; during the course this will allow you to carry out the required coaching to complete your qualification. From commencement of the course learners will be defined as a trainee coach/official.

Trainee coaches should not exceed the course coaching remit until they are certified. It is important to maintain your membership to ensure this cover remains in place.

All coaches (over the age of 18) must now undergo safeguarding training which can be done before or during your course, however, must in place prior to completion of your course. This is an extra cost of up to £30. Without this, you will not be sanctioned or insured to coach once qualified to do so. For further details [see here](#).

Please note that all courses will run under Government and British Triathlon Guidance.