

This document is an extract of the On-Course guidance and is provided to give prospective candidates a more detailed guide as to what to expect upon the course.



COACH
DEVELOPMENT

Guide to the Level 1 Course

Welcome!

Welcome to the British Triathlon Level 1 coach education e-learning resource. Whether you are new to coaching or have many years of informal coaching experience, we hope the information in this e-resource helps guide your coaching efforts in bringing an incredible lifestyle sport to a new generation of participants.



This resource has had an extensive update during the summer of 2016. The Learning Hub content will continue to be updated on a regular basis, so we encourage all learners to revisit the resource on a regular basis, and keep an eye out for anything new, especially technical content and policies.

Learning Program Overview

The Level 1 Award in Coaching Triathlon has been designed to be interactive and involves group discussions and tutor led activities. More importantly there will be several opportunities for you to 'have a go' at some coaching with the rest of the group in a relaxed informal environment, in all three disciplines during the first two days of the course. If you have limited coaching experience then don't worry, the course tutors are there to support and guide you through the course.



The course is structured into three main components and is outlined in the timetable below:

- **Face-to-face learning program (days 1 and 2).**
- **Home study / self-directed learning.**
- **Assessment day (day 3).**

Course Outline

The Level 1 course program consists of the following topics/components:

Day	Modules / Topics
Day 1	<ul style="list-style-type: none">• Introduction to the Level 1 Coaching.• What is Coaching - roles, responsibilities, skills and attributes.• Introduction to the Coaching Skills.• Athlete safety and welfare.• Coaching Running - theory and application (practical clothing required).
Day 2	<ul style="list-style-type: none">• Coaching Cycling - theory and application (practical clothing & equipment required).• Coaching Swimming - theory and application (practical clothing & equipment required).
Home study	<ul style="list-style-type: none">• There will be a series of tasks to be completed, and preparation for the practical coaching assessment before day 3.• Your tutors will give you much more information about this during day 1 and 2 of the course.
Day 3	<ul style="list-style-type: none">• Practical assessment - practical clothing and equipment required. Your tutors will inform you of the discipline for the practical assessment at the end of day 2.• Developing your coaching and CPD discussion• Professional discussions and individual action planning.

While we try to keep to the above schedule, sometimes topics may have to be moved around due to facility availability, weather conditions or other unforeseen situations. If this is the case, then you will be informed well before the start of the course.

Practical Coaching Sessions

Prior to the course, usually 1-2 weeks before hand, you will receive an introductory email from your course tutors. In this email you will be allocated three topics, one each for swim, bike and run, note the bike session may be a transition-based skill session. You are strongly advised to read up on your allocated topics and start to consider how you may coach this to a group of other people, as you will be doing this under guidance from your course tutors.

Clothing and Taking part

During the practical 'have a go' coaching sessions on both days 1 and 2, you will both be coaching others and in turn be coached by them. It is therefore appropriate to dress in suitable training attire, relevant to the discipline being coached, so that you can coach and be coached. The courses are normally delivered over autumn, winter and spring, therefore please dress appropriately for the outdoor sessions! Warm layers and waterproofs are a must for your own comfort.

For the pool, it is usually advisable to bring clothes you can wear over a wet swim costume, so that you can be more comfortable and appropriately dressed whilst coaching.

For the cycling coaching practical session, you will need to bring a bike in good working order, bike helmet and appropriate footwear - we would recommend trainers rather than bike shoes. Any bike is fine as long as it has brakes and gears, this includes MTB or hybrid bikes. It is strongly recommended that you bring a pump and puncture repair kit, spare inner tubes, as you never know!

Home Study

There is a significant amount of reading and home study that needs to be completed in your own time. It is usually advisable to start reading the online content as soon as possible, and it can be very useful to do this prior to first day of the course.

After the first weekend there will be a three to four-week period away from the course where you will be required to complete all the online tasks, as well as home study reading. Some of the online tasks are quite short, whilst one task requires some research/investigation/collation of key documents and need to be submitted to tutors before day three of the course. We would therefore recommend you start on these tasks as soon as possible after day 2 of the course.

The Learning Hub is quite extensive and as such, we strongly recommend a "bite-size" learning approach.

We are often asked how much time this will take, this will vary on past experience and what you want to review for the course. This could be as little as 8 hours to 20+ hours. **For most people a total of around 10-15 hours home study is a good bench mark.**

Recommended Approach

The Learning Hub is designed so that you can choose your own path through reading the online content and completing tasks. In addition to mandatory reading elements, we have provided a great many more online resources in response to request from coaches who have previously been through the coaching courses.

We believe most coaches will find this information useful, however, due to the amount of content included it can sometimes feel somewhat daunting when viewing what is available. In an ideal world, everyone would have time to read all the content prior to attending the course; this is not usually possible for everyone. With this in mind we have produced this simple guide to a recommended way to approach reading and preparing for the course.

Prior to Day 1

We recommend reviewing the following sections, prior to attending the course. How long this will take **depends upon prior knowledge and how much detail you go into.**

This will range from around 3 hours for the minimum required pre-course, up to around 8 hours for a more detailed review of specific sections.

- The Role of a Coach.
- Providing a Safe Coaching Environment.
- Coaching Skills.
- Swimming Drills (focus on the drill you have been allocated for the 1st weekend).
- Cycling - Developing Skills (focus on your allocated topic).
or Transition - Developing Skills (focus on your allocated topic).
- Running Drills (focus on your allocated topic).

You may also want to review the swim, bike and run content more generally depending upon your strengths and weaknesses in each discipline.

After Day 2

After Day 2 you will start to develop an awareness of your strengths\weaknesses and be able to target your own directed reading. A useful approach for working through the content at this stage is to work through the assessment tasks on the checklist and read any associated reading that will help complete these tasks.

We would advise starting with the Risk Assessment \ EAP Task, as this is the most time consuming.

Assessment Criteria

The Level 1 Coaching Course is a competency-based qualification based around the fundamental triathlon coaching skills. It is designed to ensure British Triathlon, your home nation (Triathlon England, Triathlon Scotland and Welsh Triathlon) and the Awarding Body are satisfied that all candidates attending this course are able to coach at this level within their remit. Assessment requirements at Level 1 are varied and designed to be as non-threatening and stress-free as possible, therefore don't worry about them! Any concerns should be discussed with your course tutor.

The assessment requirements are divided into 3 parts:

- **Online written based tasks** completed in your own time at a pace that suits you (by the end of the course).
- **A practical assessment on day 3** in one of the 3 triathlon disciplines, where you will be observed coaching your peers by a qualified British Triathlon Coach Assessor.
- **Online submission of appropriate Health and Safety Documentation** for your coaching environment.

There is a requirement that all on-line tasks are completed by the final day of the course, failure to do this may incur additional charges.

There should be no post-course work requirements at this level. If you are unsure of any of the assessment requirements, please feel free to contact either your Home Nation or your course tutors.

The Practical Assessment

For day 3, you will need to prepare a short (15-minute) coaching session based on a triathlon related activity. You will be allocated the session after the first weekend of the course. You are also strongly encouraged to observe or shadow a qualified triathlon coach before you return on day 3, to gain additional practice and hone your coaching skills

This will help you to understand the requirements and practicalities of coaching triathlon, and an opportunity for you to put some of what you have learned from the course into practice and to get some quality feedback. Support will be available by contacting your tutors.

Learners should review the observation checklist and associated guidance notes (these are provided on day 1 of the course) when preparing for the practical assessment. The tutors will give you sufficient guidance for the assessment on day 3.

Course Outcomes and Certification

Provided all assessment tasks are completed by day 3 of the course, your tutors will inform you if you have passed the course, or if further work is required to achieve the required standard (a referral).

Awarding Body Registration and Certification

This certificate is awarded by 1st4sport Qualifications and the timescale for completing the qualification is one year from the first day of your course. Certificates are usually posted out to you within 4-6 weeks of the completion of the course.

Learners aged 16-17

Anyone from 16 can access this course, **however until 18 a coach cannot work unsupervised**. Coaches in this age group must work closely with their clubs to ensure any coaching is supervised by a coach over 18.

Professional Indemnity Insurance

All learners that attend a British Triathlon recognised coach education course must have an appropriate level of professional indemnity insurance for all aspects of their coaching practice before attending the course. The minimum level required is equivalent to, or greater than, that provided by the Home Nation (full) membership package. If you are already a member of a Home Nation Triathlon Association, then you will hold appropriate insurance cover.

Full details of insurance cover can be found in the handbook or on your Home Nation website.

Membership of a Home Nation Triathlon Association must be maintained throughout the duration of the course. **Note that if your membership of British Triathlon (Home Nation) ceases you will lose access to the course until your membership is renewed. If this happens ensure you re-register with the same membership number otherwise any course work completed will no longer be accessible.**

Support

In the first instance your tutor will give you support on the course and will provide you with details of how to contact them. However, if required you can refer to your Home Nation coach education department for further guidance.

Continual Improvement

Due to the structure of this resource, it allows us to update sections, either for minor amendments or for larger changes. The resource will continue to change and evolve over time, with sections added including new e-learning sections.

Feedback

We welcome feedback on this e-learning resource; we have the facility to make minor changes almost immediately. Please give email feedback to:

✉ coaching@britishtriathlon.org