



Leeds and Bradford Triathlon Club

Health and Safety Guidelines for Coaching in Triathlon

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Section One: Introduction

Aim

These guidelines have been developed to promote good practice and coaching that is safe, effective, enjoyable and challenging for all LBT members and guests being coached. These guidelines provide a framework for LBT coaches regarding health and safety issues that should be considered when conducting triathlon based sessions or prescribing training for individual triathletes, (only applicable to Level 3 coaches or above). They also assist the LBT main committee in the formulation of relevant health and safety policies.

Using These Guidelines

This document is offered as a guide to good practice and is aimed at setting standards for LBT coaches and members attending swimming, cycling and running activities within various grouped LBT sessions. This Policy is publicly available on the LBT web site and all people assisting with the coaching activity must be fully aware of what they contain and how to implement them if necessary.

The LBT committee advises that this document is read in conjunction with the following:

- LBT Members Code of Conduct
- LBT Coaches Code of Conduct
- British Triathlon Equity and Child Protection Packs
- BTA Code of Practice for Triathlon Coaches
- BTA Policy and Procedures for the Protection of Children and Vulnerable Adults.

Also relevant to these issues is the guidance on risk assessment provided as part of the British Triathlon Coach Education Programme at all levels.

Section Two: Levels of Qualification

For any British Triathlon coaching license to be valid, the coach must hold insurance cover equal to or more than that offered by British Triathlon. Coaching Insurance cover is provided as part of the LBT annual membership of the Federation only when coaching recognised LBT sessions.

LBT Coaches have a responsibility to ensure that they only operate at the level and in the environment that is covered by their BTA (or other LBT recognized qualification) that they are qualified to coach in. When working in a discipline specific environment, coaches are restricted to coaching in the environment, as outlined by their coaching qualification. If coaches are unsure about their coaching environments, then they should contact the LBT coach coordinator or British Triathlon's Coach Education Department at the earliest opportunity

The following table outlines a list of the coaching qualifications British Triathlon recognises and delivers with a brief description.

Table 1: Qualification & Role Descriptors for British Triathlon Coaches

Coaching Qualification	Coaches Role	Qualification Description
Level 1	Prepare for, deliver and review pre-prepared coaching sessions incorporating basic triathlon techniques. (Assist more qualified coaches delivering aspects of their coaching sessions normally under direct supervision.)	Level 1 triathlon coaches are first and foremost assistant coaches to more senior coaches, however where a more senior coach is not present then a level 1 assistant coach is able to independently conduct pre-prepared swimming, cycling and running activity sessions. i.e. delivering appropriate sessions prepared by an LBT L2 or L3 coach.
Level 2	Plan, deliver and evaluate coaching sessions incorporating basic and intermediate triathlon techniques.	LBT L2 coaches are able to plan & deliver structured, progressive sessions incorporating basic and intermediate skills techniques independently. Note: Trainee L2 coaches are insured over this period, while they conduct their Practical Coaching Experience
Level 3	Plan, deliver and review LBT coaching sessions incorporating advanced discipline specific skills, techniques and tactics. Plan, implement, analyse and revise annual coaching programs for individual triathletes through weekly training prescription	Level 3 coaches are also able to coach advanced discipline specific skills, techniques and tactics, as outlined in the course technical syllabus; BTA L3 coaches are qualified to prescribe training to individual triathletes. Training prescription should be based on the triathletes current and potential performance, needs and aspirations

Section Three: Important Points to Consider Before Coaching in Triathlon

General Points

The following points are relevant to all coaches, irrespective of level of qualification or whether they are coaching groups or individuals.

- The coach should ensure they have access to an appropriately stocked first aid kit and know who the on-site First-Aid person is (some venues may have an appointed first aid officer, however, if the session is delivered at a non-public facility, first aid provision must be accounted for in the Emergency Action Plan) and how to contact them. The coach should also have an emergency strategy including knowing the exact location of the venue, the location of the nearest telephone, emergency contact details and how to contact the emergency services, evacuation plan and the procedure for dealing with missing persons.
- Participants under the age of 18 must provide the coach with a Parental Coaching Consent Form. Any participant failing to submit a form signed by a parent or guardian must be excluded from your session.
- Coaches should collect and retain appropriate details regarding each participant being coached including name, address and emergency contact, preferably through the use of a registration form or consent form for participants under the age of 18. The information should be stored securely and appropriately ensuring confidentiality of information is maintained, under the Data Protection Act.
- To facilitate safe participation, coaches should also know about any specific health requirements or medical conditions of the participants. Where possible this information should be sought in advance of the coaching session/training prescription through the completion of a registration form or a coaching consent form. However, it may be necessary to talk directly with the participant and/or parent/guardian before the session.
- A risk assessment must be completed and recorded for all locations where triathlon based sessions are delivered. The risk assessment must be reviewed prior to each session and any identified actions implemented before any triathlon based activity is undertaken at that venue. Guidance on risk assessment is provided as part of the British Triathlon Coach Education Programme.

Coaching Groups of Triathletes

In addition to the general points listed above, when coaching groups of LBT members or guests, the coach/s should also consider the following points.

- Appropriate details regarding each participant taking part in the session should be readily available during every session (e.g. name, address, emergency contact details and other relevant details such as medical conditions or health requirements).
- A register of attendance must be completed for every coaching session. When coaching triathletes under 18 years old, each triathlete is to be signed out on the register by a parent/guardian in the presence of the coach.

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- The content of the coaching session must be planned with due consideration for the ability and age of the triathletes in the group, as well as the venue size and surface conditions.
- When coaching a session that includes participants under the age of 18, those participants are the coach's responsibility from when the session commences until the appropriate person collects them at the end of the session. Young participants are expected to remain in the session from beginning to end unless they have made prior arrangements to be picked up early.
- If a participant has to leave early or is being collected by someone other than the parent/guardian, the parent/guardian must advise the coach of the details of the arrangement including who will be collecting the individual and when. The coach should also agree departure times and procedures with parents/guardians before the session commences.
- It is the responsibility of the coach to ensure that the group is adequately supervised. The coach: participant ratios outlined in this document provides a minimum ratio to ensure a safe coaching session. However, coaches must only coach the number of triathletes they feel confident and competent to deal with, within the recommendations. The coach: participant ratio should be sufficient to enable meaningful help to be given to any participant who is having difficulties. Younger children, beginners and those with disabilities or special needs, for example, may require extra supervision.
- While the coach: participant ratios provide a minimum ratio to ensure a safe coaching session, it is recommended that when coaching at LBT Junior sessions, a minimum of two people holding valid LBT coaching qualification at an appropriate level are present at all times to ensure an adequate level of supervision. This means that in an emergency one adult can stay with the group while the other can go for help or deal with the emergency without having to consider supervision of the rest of the group. It can also address any concerns about one-to-one contact with young children.
- In some instances it will be necessary to arrange for additional help during a session. The coach might arrange for another qualified coach to attend the session or ask another responsible individual such as a club official or parent of one of the participants to assist in the session. It is important that anyone enlisted to help in a session is suitably qualified for the role and tasks they are required to undertake. It is good practice to have a clear and accurate record of everyone involved in the delivery of the session. This will ensure the coach is able to identify who was in attendance at a particular session should an issue be raised at a later date that requires this information. This person should be present at the safety briefing held prior to coaching sessions.
- It is strongly recommended that LBT coaches do not take part in any session as a participant, unless this is unavoidable e.g. delivering a group cycling session on closed/ open roads
- British Triathlon regards a *group* to be defined as a *minimum of 3 or more participants* to a coaching session

Section Four: Health and Safety

Safety Briefing

A safety briefing should be conducted prior to every coach-led session to ensure that participants and others involved in the coaching session have the relevant health, safety and emergency information regarding the session. Relevant health and safety information might include:

- an explanation of specific safety issues and hazards of the venue (i.e. identified during the risk assessment)
- an explanation of any specific safety or operational requirements associated with the session or specific activities in the session
- the purpose of the session (e.g. the goal)
- how to safely perform the discipline specific techniques required for the session
- a reminder of the session rules/code of conduct
- advise/reminder about the relevant safety and emergency procedures and how to obtain first aid if required

Purpose of Risk Assessment

The purpose of a risk assessment is to identify hazards that could cause harm, assess the risks that may arise from those hazards and decide on suitable measures to eliminate, or control the risks.

- A hazard is anything that has the potential to cause harm people.
- Risk is the likelihood that the harm from a hazard is realised and the extent of it.

Recording Accidents and Injuries

It is essential to record any accidents or injuries that occurred during a session.

When documenting the occurrence of an injury or illness the coach should:

- Briefly note it in the relevant box on the session plan, and
- Record the full details on an Accident and Illness Record Form or in an accident record book.

Recording these details will help to identify any trends or re-occurring accidents as well as areas that could be addressed to improve safety. This record will be vital in the unlikely event of legal action. A copy of the accident report form should be submitted to the LBT coach coordinator. The coach should always keep a copy for his or her own records.

LBT recommend members completing individual prescribed training (Level 3 coaching only) should record accidents, injuries or illnesses that occur during training on their training diary and inform their coach at the earliest opportunity. The coach should always keep a copy for his or her own records. Coaches should deal with each accident, injury or illness appropriately, which will normally involve a halt to training or a reduction in the training load until the triathlete has recovered. Where appropriate the coach should encourage the triathlete to seek medical advice. It is important to note that it is **not** the responsibility of the coach to diagnose or treat any rider with injury or illness.

Important Note: LBT Club do not imply any endorsement of any LBT level 3 coach simply by the nature of their involvement with LBT group sessions and advise members seeking one-to-one training to seek independent advice and to request confirmation of separate insurance cover

Table 2: Summary of coaching environments applicable to the various coaching levels

Coaching Qualification	Coaches Role	Coaching Environment
<p>Level 1</p>	<p>Prepare for, deliver and review pre-prepared coaching sessions incorporating basic triathlon techniques. Assist more qualified coaches delivering aspects of their coaching sessions normally under direct supervision.</p>	<p>Swimming sessions – Public swimming pool facilities only (indoor/outdoor). For more information on specific pool criteria, please refer to the swimming section of this document. Cycling sessions – Traffic free facilities only. This includes, grassy areas, large car parks, public park areas, cycling circuits this clearly states No coach led group riding sessions on open roads. Running sessions – Tartan, grass, or cinder running tracks, playing field or public parks, with permissions from the facility owner</p>
<p>Level 2</p>	<p>Plan, deliver and evaluate coaching sessions incorporating basic and intermediate triathlon techniques.</p>	<p>Swimming sessions – Public swimming facilities only. For more information on specific pool criteria, please refer to the swimming section of this document. Cycling sessions – Traffic free facilities & quiet public roads. This includes grassy areas, large car parks, park areas, cycling circuits, and roads. Extra Caution must be given on open roads. Running sessions – Tartan, grass, or cinder running tracks, playing field, public parks. Public footpaths.</p>
<p>Level 3</p>	<p>Plan, implement, analyse and revise annual coaching programs for individual triathletes through weekly training prescription. Plan, deliver and review coaching sessions incorporating advanced discipline specific skills, techniques and tactics.</p>	<p>Facilities as per level 2, including open water swimming facilities, including quite, shallow lakes and waterways.</p>

Section Five: Coach: Participant Ratios

As stated previously, these ratios have been established to provide the coach with a **maximum** ratio to ensure a safe coaching session. Furthermore, this is just a guide, and coaches at the respective coaching level should only coach the number of participants they feel comfortable with, this may vary depending on the level of competency of the group, the coaching environment and the weather conditions.

Coaching Swimming Sessions: coach ratios **SHOULD NOT** be exceeded

Table 3: Recommended coach: participant ratios

Sessions delivered	Level 1	Level 2	Level 3
Swimming sessions	1:7	20:1	20:1
Cycling (traffic free)	1:15	1:15	1:15
Cycling (on roads)	1:7 (assistant)	1:7	1:7
Running sessions	15:1	20:1	20:1
Athletes with a Disability (AWAD)	1:8	1:8	1:8

Section Six: Coaching Swimming Sessions

This guidance is aimed at the owners and operators of all swimming pools where coaching takes place, and at those who undertake such activities.

Owners, operators and occupiers of swimming pools must follow the general duties and responsibilities in the Health & Safety at Work etc Act 1974 and the Management of Health and Safety in the Work Place Regulations 1992. They are obliged to take all reasonable and practicable measures to ensure that coaching activities are conducted safely. They have the overall responsibility for every person on the premises.

Safe Supervision

It is recommended that everybody providing lifeguard duties (facility staff) – should hold an appropriate lifesaving award or qualification. British Triathlon strongly recommends that Lifeguard cover is present where coaching of swimming is taking place. Where triathlon specific coaching sessions are the only activity in the pool, coaches may **not** provide the safety cover.

This clearly states that a British Triathlon coach cannot carry out a dual role of session coach and pool lifeguard.

Where the pool is in *shared use* and clearly divided between coached and recreational swimming activities, appropriate lifeguard cover must be provided by the facility. This is not the responsibility of the triathlon coach.

Safety Factors in Swimming

Each pool will have unique features that make particular demands on safety. This section highlights six important factors.

Pool Design The suitability of the general design of the pool area for coaching includes:

- blind spots resulting from the position of features or equipment
- glare, reflection, lighting and noise

Depth It is importance in relation to the ability and height of the participants includes:

- the depth and extent of shallow water areas
- the extent of deep water areas
- the pool floor profile, in particular sudden changes in depth
- the possibility of being able to segregate the shallow water area (eg roping off and using a boom)

Water Quality Two factors need to be considered:

- the temperature of the pool water (and the air) in respect of comfort – bearing in mind participants' size, age and physical ability
- clarity of the pool water

Pool Organisation The arrangements of the coached session must be considered:-

- Who has the overall responsibility for the pool?
- Is there exclusivity of use?
- Is there shared use with other activities?
- If use is shared what are the implications? (e.g. life guarding responsibilities)
- Pool etiquette/ Lane direction?

Recommended Lane Organisation

- Lane 1 Swimmers direction - clockwise
- Lane 2 Swimmers direction - anti-clockwise
- Lane 3 Swimmers direction - clockwise
- Lane 4 Swimmers direction - anti-clockwise
- Lane 5 Swimmers direction - clockwise
- Lane 6 Swimmers direction - anti-clockwise

Staffing The skills and experience of staff and the ratio of participants to coaches are important; consideration needs to be given to:

- The qualification and number of coaches and lifeguards required
- The skill of coaches and lifeguards
- The degree of support and help provided by appropriate helpers, including parents, assistant coaches and auxiliaries

Participants and Ability The factors to be considered include:

- the age of participants
- the range of their swimming ability. This should be known by the coach and each new participant should be checked at the first session, in shallow water
- the use of flotation aids, eg kickboards and pull buoys etc
- the ability of participants to comprehend instructions including their command of the language in which the session is delivered
- any physical disabilities or learning difficulties

Coaching From the Poolside

In the situation where the coach has responsibility for groups comprising more than three participants, the recommended coaching position is from the side of the pool as this provides the best position to oversee the whole group in terms of safety and to provide appropriate feedback on the performance of each person in the group.

Coaches' Responsibilities

Coaches must be trained, and able to carry out their role, in the pool's Emergency Action Plan. They must ensure that:

- the participants understand and regularly practice their response in an emergency

- the emergency procedures to evacuate the water and summon assistant are practiced regularly in accordance with the requirements of the Emergency Action Plan.

Safety considerations must always be paramount. If an employer or organiser insists on a participant: coach ratio considered by the session coach involved being inappropriate and potentially unsafe, then the coach should express that concern:

- verbally to the appropriate supervisor and/or employer at the time
- in writing, passed to the appropriate supervisor and/or employer
- in extreme circumstances a coach may have to consider whether it is safe to continue with a swimming session

Coaching Open Water Swim Sessions

Once a potential site has been identified as a suitable coaching venue, it is essential that the Level 3 coach approaches the water owner/operator for permission, preferably in writing, for open water swimming to take place subject to a full risk assessment including water quality tests (pH, evidence of blue-green algae and other water-borne pathogens).

Sites which cater for other water sports are likely to already undertake regular water quality testing but this must not be assumed. Where water tests are not routinely undertaken advice should be sought from the Environment Agency or Local Authority on who can undertake the necessary tests and the frequency of the testing. It should be agreed in advance who is going to pick up the costs associated with the testing.

Under no circumstances should open water swimming take place until the results of the tests are known and acceptable readings have been recorded.

Please Note: Open water swimming skills can be delivered by a Level 2 Session Coach only in a swimming pool, unless being supervised by a Level 3 coach in the external environment. A Level 3 coach is the first opportunity where a coach can deliver open water sessions independently.

Risk Assessment

In most instances, the Level 3 coach will have thought about safety requirements but have not necessarily recorded their findings through the normal risk assessment process. By documenting safety procedures, policies and practices, coaches are able to establish a health and safety audit trail. This will support the coach in the event of an incident by demonstrating a responsible and proactive approach to managing safety. It will also provide a written template for the coaches of future sessions, particularly club training sessions where club members may take turns to organise the training.

Important:

- the risk assessment, and any subsequent update, should be undertaken at the venue
- the risk assessment and associated safety documents must be "live" and regularly reviewed and updated

- any measures to manage safety identified within the document must be in place (any deviation on the day should be documented*) prior to the session taking place.
- * e.g. change to swim route due to weather conditions

For further information on conducting a full risk assessment, see LBT coach coordinator or if in doubt contact BTA/Triathlon England.

The risk assessment will assist the coach (and the site owner) to identify whether the body of water is suitable for open water swimming and that participants are not being placed in danger due to the location or condition of the venue. There are a number of factors that need to be considered and documented including both physical hazards and people hazards.

Responsibility for the content of the risk assessment lies with the Level 3 coach (or club) although a designated third party e.g. a safety officer can be engaged to write the document.

Physical Hazards

These include, but are not restricted to:

- Access and egress, condition and proximity of start and finish points
- Likely water temperature – which will have implications for recommended swimming distances and immersion times
- Currents or eddies
- Water quality
- Hidden, overhanging or underwater hazards
- Other water users
- Depth (changes)
- Conditions underfoot

People Hazards

These include, but are not restricted to:

- groups with mixed ability
- inexperienced open water swimmers
- over-confident
- low body fat – reduced cold water tolerance

The risk assessment document should also be supported by additional background information including:

- description of venue – including maps, diagrams of swim course
- nature of water – lake, river, sea etc
- contact details for owner / operator
- average water temperatures for period of use
- water quality
- access arrangements for club
- access arrangements for emergency vehicles
- normal operating procedures
- emergency Action Plan
- use by other activities (sailing, windsurfing, jet ski etc)

The LBT Club Open Water Session Rules

- no entry into the water will be allowed until all safety arrangements are in place and the safety officer/session leader has indicated that it is safe to do so
- wetsuits must be worn at all times*
- brightly coloured swim hats must be worn by swimmers
- swimmers will use a defined course set by the session leader/coach- using landmarks where buoys etc are not available
- swimmers are to swim parallel to the bank / shore where possible
- safety cover will be provided at all sessions and this will not be below the required minimum standard identified in the venue risk assessment
- register to be taken before entry into the water and after the session
- all participants to have provided their emergency contact details along with any medical issues to the session leader/coach. This information will be recorded
- before every session a pre-swim briefing will be given. This will provide clear guidance on the session, the group structure, the course to be swum, and information on what to do if a swimmer experiences difficulty
- sessions will not enter into water space used for other activities
- all sessions will finish at the allotted time
- At each session a First Aid kit will be available
- A safety officer will be appointed before each session. This person will be responsible for liaising with the venue operator / owner to ascertain water quality issues. The safety officer has the final decision on whether a session can proceed. The safety officer will remain on the bank and not participate in the swimming activity
- Each session will have a leader who will make themselves known to all relevant personnel

*See British Triathlon Rulebook for specific water temperatures

Session User rules:

Before taking part in an open water training session swimmers must:

- Provide the session leader with information about any medical issues
- Provide their emergency contact details
- Sign up to the club's safety code and rules for open water swimming
- Swim within their own ability and adhere to any directions given by the safety officer/session coach and anyone providing safety cover
- Be of a Minimum age of 14 (as at 31st December in the current year)

Emergency Action Plan

In addition to the NOP, organisers should also develop an Emergency Action Plan (EAP) which details what action should be undertaken in the event of a foreseeable incident. This might include:

- injury to a swimmer
- hypothermia
- drowning
- distressed swimmer
- deteriorating weather e.g. lightning, high winds, poor visibility
- an unauthorized craft entering the swimming zone

Consideration should be given to roles and responsibilities, communication (on site and externally e.g. ambulance service), medical provision, provision of blankets, access of emergency vehicles, recovery of swimmers from the water, access to safety equipment e.g. throw ropes, lifebuoys

Where possible it is advisable to practice scenarios to test the EAP remembering that when an incident does occur safety cover needs to be maintained for all swimmers and that all attention should not be focused on where an incident is occurring.

General Advice for Coaching Open Water Swimming Sessions

Whilst water quality tests provide an indication of the suitability of a venue for open water swimming they do not mean that there is a complete absence of potential pathogens. There are simple practices that triathletes should be advised to adopt to minimise risk of infections further.

- cover all cuts and abrasions, however minor, with sticking plasters. You should not consider swimming if you have deep cuts
- wash hands in fresh water before eating after you have swum
- take a full shower at the earliest opportunity
- try to ingest a minimum amount of water whilst swimming

Section Seven: Coaching Cycling Sessions

Qualifications

Cycling based LBT novice sessions must only be delivered by a LBT coach in possession of a valid BTA L2 or L3 Coaching qualification; BTA L1 can assist.

Environment

An appropriate environment for novice cycling activity session conducted by a LBT Coach should meet the following criteria: An indoor or outdoor traffic-free venue/location (e.g. a gymnasium, leisure centre, school playing field, car park, closed road cycling circuits, or similar venue) with an area that:

- Has a surface that is appropriate for the bicycles and the activity.
- Is appropriate for coaching the basic and selected intermediate triathlon techniques such as gear selection, cornering and group riding, (i.e. does not require the rider to have proficiency in climbing, descending or any advanced cycling techniques in order to safely ride in the environment).
- Is an appropriate size for the activity and size of the group
- If possible includes minor undulations to deliver gear selection, climbing and descending sessions.
- Easily accessible for the participants; it is not appropriate for a Coach to have to lead a group ride to get to the venue/location.
- LBT L2 and L3 Coaches are also qualified to deliver additional sessions on quiet open minor roads; however, these must be agreed with the LBT coach coordinator and advertised properly as such, prior to commencement.

Safety Factors

When coaching on open road environments, the coach should be aware of the following issues:

- pot-holes
- glass and debris
- gutters
- road markings (especially when wet)
- traffic
- junctions
- other cyclists
- pedestrians

The coach should also pay due care and attention to the health and safety of the participants, others involved in the session and themselves, particularly when coaching on open roads. The weather and environmental conditions must be conducive to learning and allow safe participation in the session.

LBT Coaches, who are taking part in any session, will not be considered as coaching formally. LBT Coaches can take part in club group runs or rides, where the coach is there as a leader or an advisory role.

It is the responsibility of the participants to have a good basic knowledge and understanding of cycling proficiency on open roads.

Section Eight: Coaching Running Sessions

LBT Coaches across all levels can coach in all of the below coaching environments and must adhere to the coaching ratios as appropriate to the level of qualification the coach is in position of:

- Athletics tracks (tartan, grass or cinder surfaces)
- Off road paths and tracks
- Parkland areas
- Playing fields
- Astro turf playing fields

Safety Factors

While conducting running sessions in these environments, it is important to adhere to the Normal Operating Procedures as stipulated by the facility (if appropriate), and conduct a full risk assessment prior to the delivery of the session. If all adequate control measures are in place then the level of risk will be low, such as adequate footwear and clothing for the session:

Athletics Track:

- surface and kerbing – slipping/tripping due to worn out track and loose kerbing.
- other users
- surface conditions – debris, equipment and weather conditions, i.e. rain or snow/ice.
- other users of the track and field events (e.g. throwing objects)
- starting – collisions with other athletes encroaching into other lanes
- observe Lane discipline – ensure participants are fully aware of which lanes they can and cannot use during the session.

For all other coaching environments, the same issues apply as above, except the track specific areas and the level of risk may be greater. Therefore coaches and athletes must exercise greater caution during the session, by ensuring the level of risk is classed as low and appropriate footwear and clothing reflects the coaching environment.

Equipment

Any equipment needed for the session must be available and in good working order. All items of equipment must be maneuvered in an appropriate way and tidied away and stored appropriately for other users.

You should check that your triathletes are:

- wearing appropriate clothing for the session and weather conditions
- wearing appropriate footwear for the session, weather and terrain
- they should be visible to other participants and road users (if appropriate)
- running on an appropriate surface

LBT Coaches who are taking part in any session, will not be considered as coaching formally. LBT Coaches can take part in club group runs or rides, where the coach is there as a leader or an advisory role.

Section Nine: Coaching Individual Triathletes*

In addition to the general points contained in this document, when coaching an individual athlete, LBT coaches should also consider the following points.

- LBT Club do not imply any endorsement of any LBT level 3 coach simply by the nature of their involvement with LBT group sessions and advise members seeking one-to-one training to seek independent advice and to request confirmation of separate insurance cover
- In order to protect LBT members and coaches alike from any charge of bias or favoritism, all such agreements with LBT members must be flagged up with the LBT coach coordinator and the LBT committee.
- The **minimum** age for prescribing training programs is **16 years old**. This takes into the consideration the early maturation period of the Long-Term Development Model for Triathlon.
- In addition to the general information that should be collected about the athlete, an Athlete Profile Questionnaire and Lifestyle Audit should be completed.
- Where athletes complete prescribed training alone or in a group in the absence of a coach, the triathlete(s) are responsible for their safety and choosing appropriate training environments. In the case where an athlete is under the age of 18, the parents are ultimately responsible for safety and training environments being used. This should be made clear to the athletes and parents at the onset of coaching
- When coaching athletes individually through a prescribed training program, it is recommended that meetings should take place in a public place and if the athlete is under the age of 18 the parents should also be present. It is recommended that the coach keep a record of all communication with the athlete including meetings, phone calls and emails etc.
- Individual programs should be developed with due consideration for the athlete's goals, ability, age, lifestyle, training history and available resources (equipment, training environments and support).
- During the execution of prescribed training it is the responsibility of the athlete to ensure that the correct personal clothing and equipment is used. For athletes under the age of 18 it is the responsibility of his/her parents/guardian.

***Coaching triathletes on a one to one basis is only applicable to coaches who are in possession of a valid British Triathlon Level 3 Coaching Qualification.**

Section Ten: Insurance Criteria for Qualified Coaches

It is a requirement that all LBT coaches have current paid up membership of LBT and British Triathlon. The BTA provides coaching cover for all coaches that have been trained and qualified by British Triathlon and have a current membership. This insurance cover will extend to those holding Certificates in Coaching Triathlon (available from January 2007). For coaching qualifications to be valid, insurance must be obtained and up-to-date. Level 1, 2 or 3 coaches must obtain coaching insurance either through British Triathlon's membership package or an insurance policy that is equal to British Triathlon's insurance policy for coaching.

The British Triathlon Insurance Policy covers coaches for the following:

- **Public liability, up to a maximum claim of £5,000,000**
- **Product liability insurance, up to a maximum claim of £5,000,000**

This cover is conditional on a coach following all established guidelines for British Triathlon coaches. Guidelines are established within the education packages and the necessary points will be raised inside the course resource for each level. Insurance is also conditional to the level of education the coach holds and coaches will only be covered to operate to the extent of their training and qualification.

In practice this means that LBT coaches insured when delivering LBT sessions as dictated by the extent of training they have received on their British Triathlon Coach Education qualifications course. The parameters of operation are detailed in the relevant course resource both in the areas detailing planning constraints and within the discipline specific sections. As a broad outline:

Level 1 Assistant Coach

Insured to deliver coaching sessions when planned in conjunction with a more senior coach or when delivered from the template based cards within the specified coaching environments. Ratios for coaching in environments are detailed within these guidelines and the level 1 qualification

Level 2 Session Coach

Insured to deliver coaching sessions they have planned independently within the specified coaching environments. Ratios for coaching environments are detailed within these guidelines and the BTA level 2 qualification

Level 3 Development Coach

Insured to deliver coaching sessions and profile/program individual athletes. Ratios for coaching environments are detailed within the level 3 qualification

Exceptions

- Where a coach is employed by British Triathlon, or one of its affiliated clubs, or where a coach is acting in an unpaid voluntary capacity they are covered under the Federations Public Liability (£5M). This would cover 'expert' advice in connection with British Triathlon matters up to the policy indemnity of £5 million.
- Where a coach receives payment for coaching either as a self employed individual or as the employee, manager or director of a partnership or

company they are NOT covered by the British Triathlon /affiliated club liability insurance.

- British Triathlon does not provide copies of insurance documents to coaches and therefore this statement should be produced along with a current British Triathlon membership card and a certificate confirming completion of coach education course. With all of these items produced this constitutes confirmation of insurance provision.

British Triathlon,

Coach Education,

PO Box 25,

Loughborough,

LE11 3WX,

UK.

T: 01509 226161

E: coaching@britishtriathlon.org

Throughout these guidelines, the pronouns he, she, her, him, etc are used and intended to be inclusive of both men and women. Furthermore the terms athlete, participant, individual and triathlete are interchangeable. It is important throughout LBT and Triathlon, men and women have equal status and opportunities.