Coaching Policy

V3.02: 24/02/2026

Review frequency: Annual

Next review date 24/02/2027

Revision history

Version	Author	Approver	Date	Reason
V1.0	Tyna Crow	ETC Committee	13/03/2015	Original version
V1.1	Tyna Crow	ETC Committee	17/03/2025	Routine Revision
V1.2	Tyna Crow	ETC Committee	30/03/2016	Routine Revision / Inc Roles & Responsibilities
V1.3	Tyna Crow	ETC Committee	20/02/2017	Routine Revision. Updates to progression through levels
V2.0	Mark Tweedie	ETC Committee	21/01/2018	Addition of status levels; changes to payment amounts; updates to who can be paid. Revised document structure.
V2.1	Paul Merchant	ETC Committee	22/04/2018	Updates to reflect coach feedback: Course expenses; DBS payment; qualification requirements.
V2.2	Anthony Snow	ETC Committee	30/11/2018	Code of Ethics Update
V3.02	Paul Merchant	ETC Committee	24/02/2026	Full review

Status in relation to British Triathlon policies

ETC is a British Triathlon (BT) accredited club, and is therefore bound by its policies. If any inconsistency is identified by the contents of this policy and those of the BTF, it should be assumed that the BT policy takes precedence. In the event of any such discrepancies being identified, please inform the ETC committee immediately.

Purpose

To provide guidance for Exeter Triathlon Club coaches on:

- Code of ethics and conduct
- Types of coach
- Qualifications & training
- Coach payment
- Coaching requirements for training sessions

Code of Ethics and Conduct

The club has adopted the BT Code of Ethics and Conduct Policies. All coaches must agree to, and act in accordance with these policies, which can be found on the British Triathlon website: https://www.britishtriathlon.org/about-us/our-values.

Types of coach

All Coaches must choose whether they wish to be treated as a '**Paid Coach**' or a '**Volunteer Coach**'. Once a decision is made it will stand until changed by that Coach. The Committee will normally only consider one application in each year by a Coach to change their status. Claiming payment for any session will normally mean that the Club will treat that Coach as a Paid Coach for the remainder of that year and will place the expectations below upon that Coach.

Status as either a Paid Coach or Volunteer will apply to all sessions until that status is otherwise amended. This means that while Coaches are entitled to claim for those sessions that they choose, the expectations and responsibilities placed on a Paid Coach will apply irrespective of whether payment is actually claimed.

For the avoidance of doubt the Club considers its Paid Coaches to be self-employed and not employees. The Club therefore bears no responsibility for the tax affairs of individual Coaches.

Paid Coaches	Volunteer coaches
Paid Coaches will normally be professional coaches working as such outside of the club. The club is also prepared to pay those coaches that coach exclusively within the club that wish to be paid for their services. The same standards and expectations will be placed on these Coaches as on our professional coaches.	Volunteers are likely to have other employment or professions and to coach exclusively within the club.
Paid Coaches will normally hold Level 2 qualifications at a minimum.	Volunteers may be qualified at any level.
Paid Coaches will be entitled to claim payment for sessions where they perform the Lead Coach role.	Volunteers will not be paid for their services or time. However, they will be entitled to claim reasonable expenses. Where appropriate, Volunteers will be able to participate in club sessions i.e. as run leaders, without paying for their session at which they help.
Paid Coaches will be expected to have their own first aid qualifications in place. The club will need to hold copies of these documents (including where they are required to be renewed periodically) before any payments are made.	The club will support its Volunteers both financially and in terms of their development. This may include in the provision and funding of insurance and training where appropriate as well as the reimbursement of appropriate BT coaching membership fees. Where fees are reimbursed, the coach will be expected to contribute to at least 12 sessions during the year, or make an equivalent contribution to the running of the club.

Qualifications and training

The Club aims to:

- Develop the capabilities and skillsets of all of its Coaches and Volunteers
- Support those members wishing to become Coaches or Volunteers.

Financial contributions towards coaching courses and training

The Club will consider the provision of funding to cover the full cost of coaching courses and training. Applications for funding should be made to the committee, who will consider:

- The length of time that the individual has been a member of the Club

- The commitment that the individual has shown to the Club
- The future benefit that club members will derive from the individual obtaining the qualification
- Any assistance offered to date by the individual to the running of club sessions and activities
- The needs of the Club.

The Committee's decision will be confirmed in writing to the individual. Members receiving financial contributions will be expected to contribute regularly to club training sessions for at least 12 months following completion of the qualification.

Reasonable expenses incurred by a volunteer in attending a training course will be reimbursed by Exeter Triathlon Club.

Volunteers receiving financial contributions from the club towards coaching qualifications are unable to change their status to paid coach for 6 months after completion of the course. During this time the volunteer will be expected to contribute regularly to club training sessions.

If any free places are given to the club by Triathlon England, the Committee will decide to whom they will be allocated.

To apply for a level 2 course, a Coach will be expected to do 20 hours of coaching at level 1 as a minimum across more than one discipline.

In order to apply for a level 3 or higher course a Coach will be expected to do 60 hours of coaching at level 2 as a minimum across more than one discipline.

Development and progression

The Club is keen that all of its Coaches and Volunteers should be given the opportunity to learn and to develop their skills. The Club will support and promote an active CPD programme for Coaches and Volunteers.

Lead Coaches are therefore encouraged to develop less experienced coaches so as to facilitate development and progression. This includes allowing less experienced coaches to lead sessions from time to time.

Additional requirements

In addition to minimum qualification levels, the Club requires all Coaches and Volunteers to meet the following requirements:

- Checks under the Disclosure and Barring Service (DBS).
- "Safeguarding Vulnerable People" training as CPD.
- First Aid training.
- BT membership at the appropriate level, or when working in a discipline specific environment, an appropriate level of membership of the appropriate body.
- Appropriate insurance.

- Adherence to the most recent BT Coaching Guidelines and the BT Coaching Code of Ethics.
- Adherence of Club policies and guidance including (but not restricted to) the Safeguarding policy.

Records of the above will be maintained by the Club and will be reviewed on a regular basis. Where requirements are not met the Committee will consider what appropriate actions to take. This may include removing that Coach's accreditation to work with the Club until the requirements can be met.

The Club will meet the cost for Volunteers in meeting the above requirements, as well as the cost of obtaining a DBS check for paid coaches.

Coach Payment

Coach payment entitlement

The Lead Coach for an ETC training session will be entitled to claim payment if they have specified that they wish to be a Paid Coach.

Payment rates:

Paid Coaches will be entitled to claim £25 for each session for which they are Lead Coach

In exceptional circumstances payments in excess of this rate may be approved on a case-by-case basis for individual coaches. Any such payments must be approved by the committee.

Payment claims:

All coaches wishing to be paid will be required to submit an appropriate invoice on a monthly basis, on or before the last day of the month to the Treasurer for payment via BACS. Submission of payment requests via an Expenses Claim form will not be honoured.

Coaching requirements for training sessions

General principles

All ETC training sessions will be delivered in accordance with current BT Coaching Guidelines and Supervision Requirements for Children and Young People; these can be found on the British Triathlon website: https://www.britishtriathlon.org/get-involved/coaching/coaching-guidelines-and-insurance.

In the event of any inconsistencies between the relevant BT guidance and the information below, the BT guidance will take precedence.

Role of Lead Coach

Each training session shall be led by a single Lead Coach. The Lead Coach will be entitled to claim payment for undertaking the requirements of the role. The requirements of this role are:

- Session safety: The Lead Coach will ensure that the session is delivered in a safe way. They will lead on health and safety matters during the session, making sure all other coaches are aware of risk assessment and key site specific facts, the location of first aid equipment (including defibrillators), and the responsibilities of site staff and coaches.
- Site staff liaison
- Participant briefing: The Lead Coach will ensure that participants are provided with any required safety briefing prior to the session starting. This briefing can be delivered by assistant coaches if the Lead Coach considers it appropriate.
- Session delivery: Aided by Assistant Coaches, the Lead Coach will ensure that participants receive an appropriate warm-up before the main session, clear guidance during the session, and cool-down on completion.

Supervision ratios

The BT guidance referred to in the section above contains recommendations for the minimum coach to participant ratio for session types, and coach level. ETC sessions should always be run in accordance with these ratios.

Specific session coaching requirements

Session	**Minimum coaching requirements**
Sea Swimming (adult and junior)	Lead coach (minimum Level 2 (obtained post-2016) or Level 3 qualified) and/or an individual qualified to coach or lead open water swimming sessions by the Institute of Swimming. Each group must be accompanied by a Group Leader, who swims with them. Group Leaders will not be expected to pay for participating in the session. Also present for the duration of the session shall be an on-shore Safety Officer. The Safety Officer's role will be to ensure that all participants are recorded and provided with a numbered band, and that all are accounted for at the end of the session.
Pool swimming (adult)	Lead coach (minimum Level 2 qualified).
Pool swimming (junior)	Lead coach (Normally Level 2 qualified, but other coaches can also lead sessions if approved by the committee") and at least one assistant coach
Track (adult)	Lead coach (minimum Level 2 qualified). Group leaders for each group, who will not be expected to pay for participating in the session.

Track (junior)	Lead coach (Normally Level 2 qualified, but other coaches can also lead sessions if approved by the committee") and at least one assistant coach
Cycling (indoor)	Lead coach (minimum Level 2 qualified, with BTF static bike CPD module completion).
Strength & conditioning	Lead coach (minimum Level 2 qualified, with BTF strength & conditioning CPD module completion).
Cycling (road)	This is not a coached session.
Cycling (junior - not on public roads)	Lead coach (Normally Level 2 qualified, but other coaches can also lead sessions if approved by the committee") and at least one assistant coach
Other sessions	Advice from the Committee should be obtained prior to offering additional training sessions, to ensure compliance with BT guidance.