



# Level 1 Coaching Accreditation Course Information Sheet



## February '10 course information

**Date:** Saturday 27<sup>th</sup> & Sunday 28<sup>th</sup> February, 2010

**Time:** Saturday 8:45am-5:30pm & Sunday 9:00am-5.15pm

**Venue:** South Yarra Sports Centre, Melbourne High School, Alexandra Ave, South Yarra

**Cost:** \$330.00 (inclusive of GST) for Triathlon Victoria / Triathlon Australia members  
\$440.00 (inclusive of GST) for non Triathlon Victoria / Triathlon Australia members

Cost includes:

- All course sessions presented by accredited expert coaches
- Your Triathlon Australia Level 1 coaching workbook
- Up-to-date literature provided on CD by presenters
- Tea, coffee, biscuits

*Please note that participants are required to bring their own lunch or make use of one of the many cafés in the area.*

This 2-day course aimed at coaches working with junior, beginner and club level triathletes will provide you with basic education and coaching skills to begin your coaching pathway.

Upon completing the 2-day course you are called a "Level 1 Candidate Coach" and are required to complete a workbook, assignment and undertake a practical component of hands-on coaching within pre-determined timeframes (see below).

### Course Requirements

Candidates must be 16 years of age to enroll in this training program.

All candidates are to complete the application form (online preferably with credit card) or send it to Triathlon Victoria with payment by cheque or money order no later than 9:00am Monday 22nd February 2010. Participant numbers will be capped at 22. Places are first-in-first served basis, based on receipt of payment.

In order for the course to run we must have a minimum of 15 people registered by 9:00am Monday 22<sup>nd</sup> February. Should there be less than 15 registered on this date, the course will be cancelled and all monies refunded.

Participants are encouraged to complete some pre-reading from the below recommended reading list and are required to attend 100% of the weekend sessions.

NB: All acceptances will be confirmed via e-mail, if you do not hear from us within 7 days of sending your application and payment please contact the Triathlon Victoria office.

### Refund of fees

Fees for the course must be received to confirm booking.

Fees paid by candidates may be refunded in the following circumstances and timeframes:

Notification of withdrawal 14 days before the course	Full refund
Notification of withdrawal 7 days before the course	50% refund
Notification of withdrawal after 7 days to the course	No refund

Date for completion of theory component: 1<sup>st</sup> June, 2010

Course completion date (ie. deadline for all assessment components): 1<sup>st</sup> March 2011

Once these requirements have been fulfilled you'll also need to sign the current Triathlon Coaches Code of Ethics and Child Protection form. To become a Recognised Practising Triathlon Coach, liability insurance (available from Triathlon Australia) to \$20m cover is compulsory.

### **Recommended reading list**

#### ***Compulsory***

- Australian Sports Drug Agency Athlete Resources - including the Anti-Doping Information Handbook 2004, substance fact sheets, an on-line substance information list, information on the therapeutic use of banned substances, an outline of drug testing procedures and athlete rights (current). ([www.asada.gov.au](http://www.asada.gov.au))
- Beginning Coaching Manual, Australian Sports Commission (4<sup>th</sup> Edition, 2006) ([www.ausport.gov.au](http://www.ausport.gov.au))
- Triathlon Australia Ltd Anti Doping Policy (current) ([www.tahp.org.au](http://www.tahp.org.au))
- Triathlon Australia Ltd Level 1 Coach's Workbook (issued in course)
- Triathlon Australia Ltd National Junior Development Framework (issued in course)

#### ***Recommended additional information sources:***

- Triathlon Australia High Performance and Coaching web site [www.tahp.org.au](http://www.tahp.org.au)
- A Winning Diet for Sport (video), Australian Sports Commission (2002)
- Beginning Coaching Workbook, Australian Sports Commission (4th Edition, 2006)
- Coaching Children, Australian Sports Commission (1992).
- Coaching Better – Becoming a More Effective Coach (video), Australian Sports Commission (1994)
- Coach's Record Kit, Australian Sports Commission (1999).
- Give it a Go: Including People with Disabilities in Sport and Physical Activity, Australian Sports Commission (2001)
- Harassment-free Sport: Guidelines for Coaches, Australian Sports Commission (1998)
- Hormones and Female Athletic Performance, Judy Daly and Wendy Ey (1996).
- Inclusive Coaching, Disability Education Program, Australian Sports Commission (2004)
- In Pursuit of Excellence, Terry Orlick (3<sup>rd</sup> Edition, 2000)
- Sports Coach (periodical), Australian Sports Commission.
- Strength Training for Young Athletes, Steven Fleck & William Kramer (2<sup>nd</sup> Edition, 2005).
- Successful Coaching, Rainer Martens (3<sup>rd</sup> Edition, 2004)
- Survival from the Fittest, Australian Institute of Sport (2001)

### **Complaints handling procedures**

Candidates with grievances about the conduct of their training program or seeking appeals on their assessment process must submit them in writing to the Executive Officer, Triathlon Victoria within 30 days of the completion of the training program or on receiving notification of their assessment outcome. The Executive Officer may refer the matter to his / her STTA Board.

All grievances and appeals which can not be resolved at STTA level may be referred to Triathlon Australia Ltd who will inform the candidate of the process they will use to consider the grievance and the outcome of the deliberations within 30 days of receiving the grievance / appeal.

Further grievances and appeals will be referred to the Triathlon Australia Ltd Chief Executive Officer / Board, with all relevant information, for consideration and decision.

### **Recognition of prior learning (RPL) and Recognition of Current Competency (RCC)**

There will be no honorary accreditation. All coaches must satisfy the competencies of each particular level of accreditation. However, some practicing coaches may be able to satisfy all or most of the competencies required for accreditation without having to attend a formal training program. Candidates may apply for exemptions from any or all sections of the training program. Such people will be required to document their prior learning and submit it in writing to the Executive Officer.

Athletes who have competed at a high level eg Elite level ITU World Triathlon championships, Olympic Games or Commonwealth Games may apply for RCC on some components of the course but may still be required to complete all or some of the assessment tasks. These athletes must apply in writing to Triathlon Victoria or direct to the Triathlon Australia Ltd High Performance Team and will be assessed on a case by case basis.

RPL / RCC assessment will be conducted using the Triathlon Australia Ltd RPL / RCC Assessment form (available from Tri Vic). The candidate may be required to demonstrate their expertise (current competence) in a particular area by written and / or practical demonstration, as appropriate.

### **Recognition of coaching principles courses and of triathlon specific knowledge and expertise**

Candidates with evidence of having achieved the following may apply to gain credit:

- State Department/Sport Education Centre/Coaching General Principles Agency Level 1 Coaching Principles course
- Physical Education, Sports Science or Sports Coaching degree course
- NCAS accreditations in swimming / cycling / athletics (distance running) / strength and conditioning
- Equivalent overseas coaching general principles qualifications
- Equivalent overseas triathlon / swimming / cycling / athletics (distance running) coaching qualifications

In each case, applicants must supply the training program Facilitator / Executive Officer with such letters, transcripts, certificates and descriptions of training programs as is necessary to satisfy the various requirements of each level of accreditation.

In order to gain recognition for the coaching of triathlon specific skills in swimming, cycling, running and transition (i.e. the practical elements of the training program), candidates may be required to demonstrate their competence in these areas.

*Further information can be obtained from the Tri Vic office on 9904 4877 or [info@trivic.org.au](mailto:info@trivic.org.au)*

**APPLICATION FORM and TAX INVOICE**

(ABN – 87 440 206 536)

**LEVEL ONE TRIATHLON COACHING COURSE**

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_ Gender: \_\_\_\_\_

Contact phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Triathlon Victoria membership number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Total amount payable: \$440.00 (inclusive of GST)      OR  
\$330.00 (inclusive of GST) for Trivic members**

**Method of payment (please circle) Cheque & Money Order**

**Please find attached \$.....**

**You will be sent confirmation of your place and additional information via e-mail.**

I wish to enroll in the Level One Triathlon Coaching Course to be held on February 27th & 28th 2010.

Signed..... Date .....



**Fax your Application to:**

**Triathlon Victoria,**

**Monash University, Building U, McMahons Rd, Frankston, Vic, 3199**

**(F) 9904 4876**

[www.trivic.org.au](http://www.trivic.org.au)

***Please retain a copy of this application as your Tax Invoice***