

The logo for Triathlon Development features the word "triathlon" in a blue, lowercase, sans-serif font. The letter "o" is replaced by a blue circle that overlaps with another blue circle above it. Below "triathlon" is the word "DEVELOPMENT" in a bold, orange, uppercase, sans-serif font.

**triathlon**  
**DEVELOPMENT**

**ACCREDITED COACH EDUCATION PROGRAMME  
(ACEP)**

**ITU ACEP Guide**

**Version 1.0 – March 2019**

*A summary of the programme for National Federations.*

### Objective

The aim of this document is to provide National Federations (NFs) with an understanding of the ACEP Programme and options for working with the ITU on partnership programmes regarding delivery of coach education.

ACEP is ITU Development's programme for accrediting the Coach Education Programme of NFs, in effect giving them a badge of approval. The key being to recognise mature and well-run coach education programmes and giving credit for the work done. Over the longer term it is intended that some of the outputs from ACEP will filter down and become best practise for the wider community of NFs. It is built on a spirit of sharing and collaboration for the greater good.

The objective of the programme is for the NFs and ITU to share best practice and work together on common issues in the interests of all. ITU Development aims to be the supporting organisation that helps NFs to improve and enhance their coach education programmes. The accreditation process itself seeks to ask questions of the NFs so that it can identify areas to work on and enhance its current provision. Whilst there is a degree of needing to meet certain requirements, the key focus is on shared continual development.

### Background

In 2008, the ITU started a process to accredit National Federations' Coaches Education Programmes, with six National Federations being accredited in the first roll out of the programme.

During 2017/18 a pilot project was initiated to reinvigorate the programme. ITU Development worked with International Council for Coaching Excellence (ICCE) and supported by British Triathlon to update and expand the process for accreditation, using the Quality in Coaching (QiC) model developed by the ICCE. During the pilot 9 NFs were accredited, with accreditation being granted for four years initially.

A revised accreditation framework has been developed as a response to the initial pilot and that will now be used for future NF accreditations.

The accreditation process itself is still expected to grow and develop as greater understanding of the needs and aims of the NFs is understood, and as best practice within Triathlon Coach Education development grows and develops.

In the long-term the aim is to develop an accreditation process which has a greater degree of granularity and potential to develop different levels of accreditation, for example Bronze, Silver, Gold. At the point when this is developed the views of the NFs who have already been accredited will be considered. The aim will be to develop an agreed standardisation for accreditation between the leading NFs. It is hoped that a side benefit of this is that a process where NFs can have a degree of mapping between different programmes can occur. For example, the ITU, NFs and Coaches can have a degree of confidence that for example a Belgian Level 2 course is roughly equivalent to an Australian Level 2 course. This is not to say that all courses should be the same, but that there is an understanding of how courses compare with each other. The advantage would be that coaches moving between federations in an ever-increasing globalisation can operate with existing qualifications where appropriate rather than be forced to take equivalent qualifications every time they move.

Further developments and updates will be included over time in updated versions of this document.

### Wider Context

NFs broadly fall into three categories of maturity and self-management. The relationship between any NF Coach Education activities and the ITU will always vary depending upon the specific NF and what they need. The amount of support requested by the NF, and the amount offered by the ITU will vary. A broad categorisation can be outlined in the three following classifications:

#### Self-Supported NFs

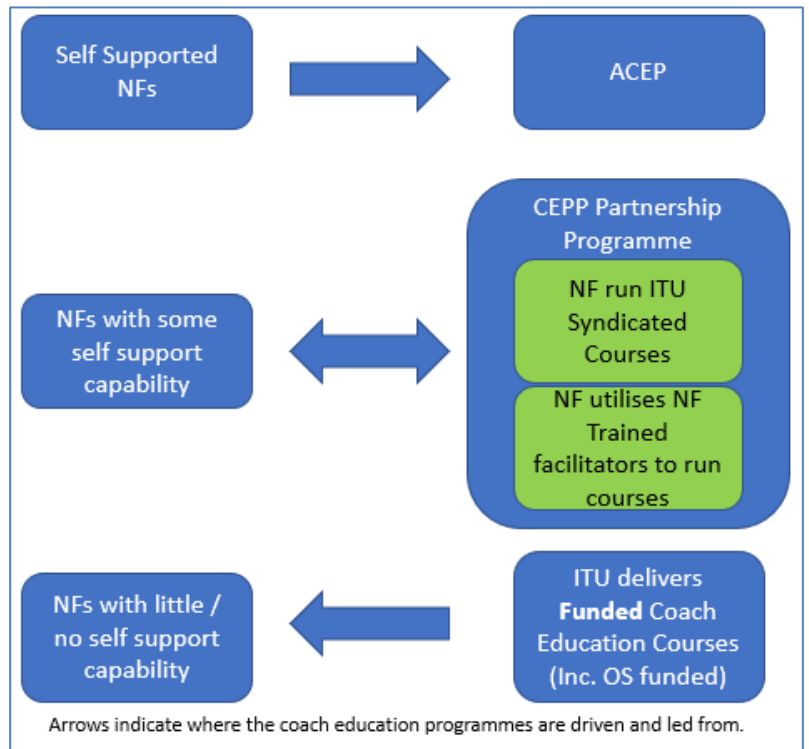
Some NFs, usually larger countries, are self-supporting and have the resources, skills and capabilities to run their own coach education programmes, examples can be seen in the majority of NFs who have been accredited so far, see [website](#). The relationship with the ITU for most of these NFs is based around benchmarking and checking how they compare with other leading nations. It can also highlight areas where they could perhaps do a little more, or areas where they are particularly strong. At this top-level NFs are generally self-reliant, have been operating for

many years and tend to have larger budgets, and enough employees to cover a wide range of roles across the development of the whole sport, including coach education. From the coach education perspective these NFs will usually be running their own coach development and education courses, using a team of Coach Educators. They will usually have a strategy and development process for coach education. These NFs are the key target of this ACEP programme. The ACEP Programme seeks to recognise the capabilities and maturity of these NFs and accredit them as such. Equally in the ethos of sharing and collaboration, best practice can be shared and filtered down to less capable NFs, so enable them to grow and develop.

**Intermediate NFs**

Sitting below the self-supported NFs are an intermediate level, who may be striving to reach a self-supported status. However, they may not have enough resources to cover all the aspects of coach education required. The most common area where NFs in this category seem to struggle is in providing coach education opportunities. Developing Coach Education courses, resources and online materials is a costly and time-consuming process. This is where the CEPP (Coach Education Partnership Programme) is useful. This programme enables NFs to make use of the ITUs Coach education courses and trains and develops coach educators within the NF to allow them to be self-sufficient. NFs who successfully progress through this process may achieve ACEP accreditation at the end of the implementation of CEPP, if it enables them to complete missing aspects of their coach education strategy.

Completing the ACEP process will however provide useful information for the CEPP process, and the best practice approach is that any NF wanting to undertake CEPP programme should complete the ACEP documentation to establish their current capabilities. For some NFs undertaking CEPP may provide enough evidence to allow them to become an accredited ACEP NF.



**Fledgling NFs**

Finally, we have NFs who have limited resources and capabilities. This may be because they are a relatively new NF or are smaller nations with lower budgets and less participants. In their current status these NFs are unlikely to be able to run and develop a coach education programme. These NFs will usually make use of ITU run courses in their region (either ITU or Olympic Solidarity funded courses). These courses are managed and run by ITU development and Continental coordinators. There is no expectation that these NFs will seek to be accredited and it is highly unlikely they will achieve accreditation at this stage. However, they may wish to review the Accreditation spreadsheet to start to develop an understanding of how they could develop and grow, if that is their wish.

### Process Overview

The process to become ACEP accredited, starts with the person responsible for the NFs Coach Education Programme contacting ITU Development to express an interest in undertaking the process.

The next stage is to arrange an initial discussion, usually by Skype or similar online meeting platform. The aim is to get a general understanding of the current situation and then outline this process in more detail.

The main element of the process is for the NF to complete the *ITU ACEP Model 2019 Final.xlsx* spreadsheet and submit it to ITU Development along with examples of documentation that would be used as supporting evidence of the NFs capabilities. Ideally this information should be submitted in English, but it is understood that this may not be possible.

Following submission of the spreadsheet the ITU Development team will review the details. At this stage further discussion may be required. The outcome will be one of the following:

- Approve the NF as ACEP accredited coach education programme
- Set an action plan with the NF, which after completing the NF will become accredited.
- Agree that accreditation isn't appropriate at the current time but agree a strategy and plan that if followed over a long period of time accreditation will be possible.

If accreditation is achieved it will be for a limited period, currently 4 years, after which a review will need to be undertaken.

### Key Outcomes

Accredited NFs are listed on the ITU Development web page -

[https://www.triathlon.org/development/coach/accredited\\_coach\\_education\\_program](https://www.triathlon.org/development/coach/accredited_coach_education_program)

Becoming accredited will allow the NF to use ITU Accredited Coaches Education Logo, e.g. on their website or in connection with their courses.



### Future Development

As mentioned, the programme will be refined and developed over time. A future aspiration is to develop a working party of leading ACEP NFs to develop, agree and refine the ACEP process and a definition of different standards for different levels of ACEP accreditation.