



**COACH EDUCATION PROGRAMME DOCUMENT**

# **ITU Certification Revalidation of Coaches (CRoC) Scheme**

**Version 1.0h – January 2019**

*A summary of the ITU Revalidation of Coaches Certification Project*

## Introduction

This document outlines the ITU Coach Certification Revalidation Scheme. Initially this will be a simple self-reporting and semi-automated solution. Over time it may grow and become more interactive.

## Benefits

The purpose of the scheme is to encourage and enable the continued development of coaches and to ensure they remain reflective on their development, and up to date with best practice and guidelines to further enhance the quality, safety and welfare of triathlon coaching worldwide and enhance the further development of the sport. It also provides ITU with a way of assessing engagement of coaches in best practice.

Coaches will benefit from an updated certificate every 4 years to validate their coaching skills and development. For each year a coach completed the annual update they will also receive an electronic file, which can be added to their website or emails, which demonstrates they are an ITU Accredited Coach.

## Background

Historically coaches were required to repeat the coaching courses they had completed every 4 years. However, this is an excessive burden on the resources of ITU, and most coaches who are active will not benefit from repeating the same courses. At the same time the ITU wishes to gain a better understanding of the practices of coaches and to ensure the quality of coaches within the sport. This process aims to have a solution which is simple, and effective whilst ensuring some consistency amongst coaches. There is a need to match what is desired with what is currently possible given the current resources of the ITU, NFs and coaches. Typically, these biggest barrier for these types of project is the overheads and maintenance of the system.

## Approach

Once a coach has completed their qualification (e.g. a Level 1 or Level 2 coaching course), they are automatically given coach certification which will be valid for 4 years. Note, some federations who are operating under the CEPP (Coach Education Partnership Program) may choose to reduce this from 4 to fewer years in agreement with the ITU. To maintain this certification validation coaches will be required to maintain its currency by applying for revalidation of their certification every 4 years. To do this they will need to successfully complete an annual update for each of these 4 years. After completing all 4 years they will then gain revalidation. Note coaches will only be required to start the annual update process in the calendar year following the *first* ITU course they complete. In effect this means that coaches will only need to complete 3 annual updates when they first begin the process. Coaches may choose to complete it in the same year as their first ITU course.

In an ideal situation the key component of this portfolio is that they include consistent personal reflections of their coaching work, evidence of regular learning, (courses, workshops, conferences, conversations with other coaches, practical experience, reading) and race day coaching role experiences. To start with ITU will provide a mechanism for coaches to record this information. The process will initially predominately rely on tick box and automated quizzes, and easy to check processes, such as checking certification dates. Over time the annual process will be refined in line with feedback, best practice, the needs of coaches and the available resources.

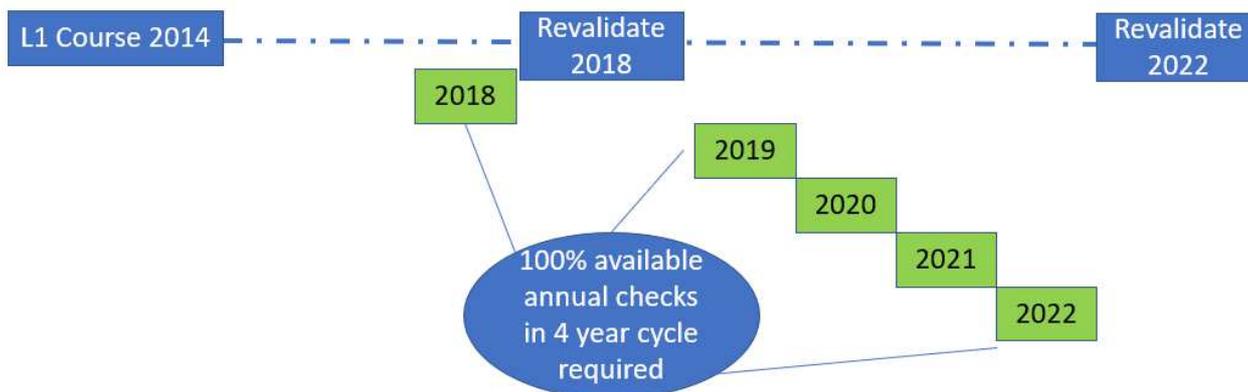
## Process

Coaches will be required to complete an **annual revalidation check**, which will require them undertaking specific reading, tasks and a quiz. Within a 4-year period coaches must complete all the available annual checks successfully to revalidate their certificate. This will mean that when they first enter the process they will have 3 annual updates to complete in a 4-year cycle, but thereafter 4 annual checks. Once they have completed all 4 years they will be able to create a certificate online indicating that their certification has been revalidated.

Below are listed some common examples of the process required for different coaches:

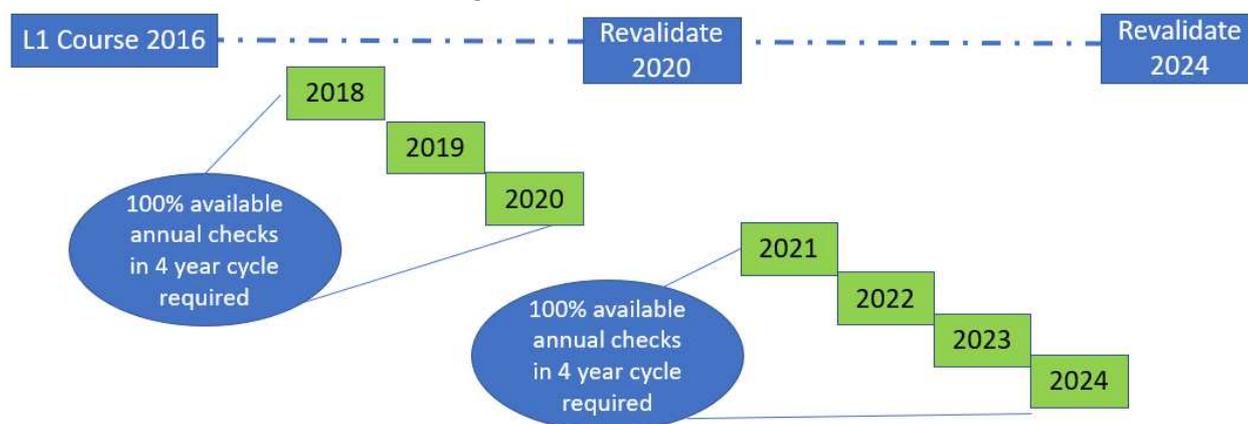
### Example 1: Coach Completed Level 1 in 2014

A Coach completed their first ITU course in 2014, they need to revalidate their certificate in 2018. As the process has only just been introduced they only need to complete the 2018 annual checks, after which they can revalidate. In the next 4 year cycle they will need to complete all 4 annual checks to revalidate in 2022.



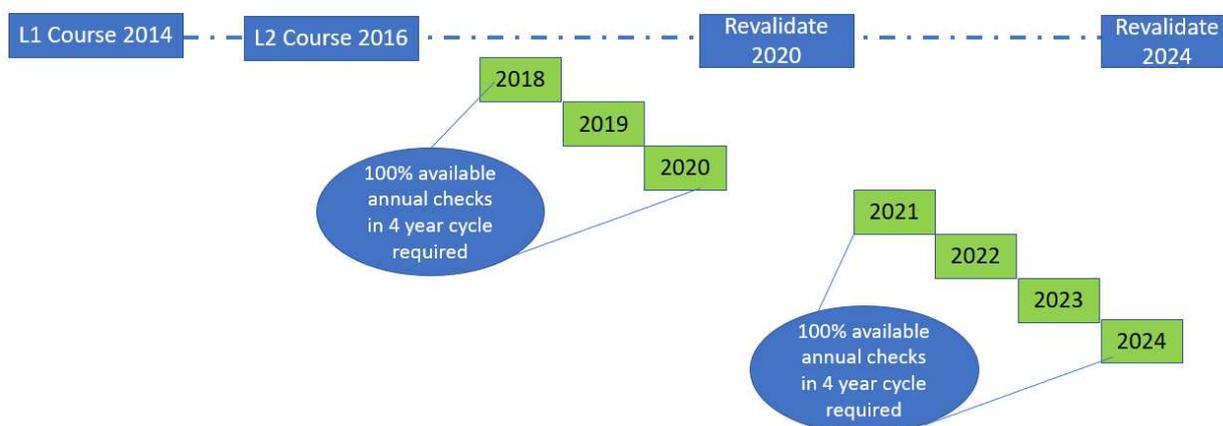
### Example 2: Coach completed Level 1 in 2016

The coach will need to revalidate in 2020, 4 years after their initial course. They can therefore do the annual checks for 2018, 19, and 20, before revalidating in 2020.



### Example 3: Coach Completed level 1 then a level 2

The coach completed a level 1 in 2014, and then a level 2 in 2016. The Level 2 supersedes their level 1, so they only need to revalidate in 2020. They can therefore start with the 2018, 2019, and 2020 annual checks, before revalidating their level 2 in 2020.



## Frequently asked Questions

### What is included in the annual check?

There are several documents coaches are required to read, such as reading the annual WADA and ITU Competition Rules to understand any changes. Every 2<sup>nd</sup> year there is a need to complete the WADA online Anti-doping training. Additionally, there are tasks that encourage the coaches to reflect on their own learning and development as a coach over the previous year. The process should only take a few hours each year to complete.

### Do I need to do an annual check in the year I complete my first ITU course?

No, when you complete your first ITU course you do not need to complete an annual check in that year. However, in the future when you complete a second ITU coaching course, e.g. Level 2, you will need to complete the check for every year, as you will already be part of the process. Some key elements of the annual checks are included within the ITU coaching course. However, coaches wishing to keep up with best practice and be at the forefront of their own development can optionally undertake the annual review in the year they complete their first course. A lot may depend upon the time of the year they undertake a course. Those completing a course at the end of a calendar (e.g. November or December) year will benefit less from completing the annual check and will then have to repeat the process in the next calendar year anyway (for example in January). There would seem less value in this approach.

### What if I don't complete a year?

If you haven't completed all the updates at the end of the 4-year period then your ITU coaching certification could be forfeit, and you may be removed from the list of accredited ITU Coaches. It may be possible to have a Professional Discussion with a member of the ITU development team, or repeat the coaching course to maintain your accreditation, but this will incur additional costs for the coach.

### What is the period available to do annual checks?

The annual check must be completed in the calendar year to which it applies, by 15<sup>th</sup> November. However, coaches are strongly recommended to complete them as early as possible, especially if they are working with athletes racing competitively, as understanding the latest rule changes may be critical to looking after your athletes and educating them successfully.

### What if I do a Level 2 course after a Level 1 course?

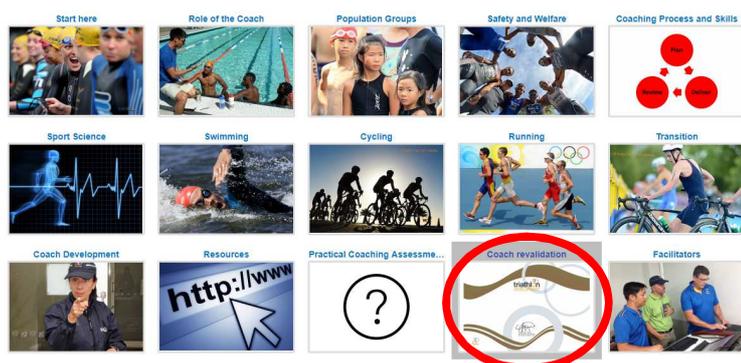
Completing a Level 2 course supersedes a Level 1 course, however, the revalidation annual checks you have already completed are the same, so you should keep completing the annual checks each year, they will still count towards your development.

### What if I completed my course prior to 2014

Please contact ITU Development at [development@triathlon.org](mailto:development@triathlon.org) for more information. There is a process which allows those coaches to be included in the process also.

### Where can I find the Revalidation section?

Go to the Revalidation **Grid Item** on the ITU Education Hub in the Coaching Section.



Complete the **<Current Year> annual revalidation checks**. Coaches who last completed a course 4 years ago will see the **Overall Revalidation checklist** and be able to create a certificate. Other coaches will not see this until 4 years have lapsed since their last course.

## Coach revalidation

This section is the summary of the annual revalidation checks. The overall checklist and certificate will only be visible in the year that you need to finalise your revalidation, 4 years after the most recent course you have completed. Coaches must complete all of the annual revalidation checks available since they last completed a course to be eligible to revalidate their coaching certificate.



Overall Revalidation checklist



Level 1 Revalidation Certificate 2018

