



**COACH EDUCATION PROGRAMME DOCUMENT**

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

**Version 1.0j – January 2020**

*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 'badge', 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 undertaking an **annual revalidation check** process. After completing all 4 years of the annual update process they will then gain revalidation. Note, in the year they undertake their first qualification the annual revalidation check process is a simple admin process they need to complete.

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. 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.

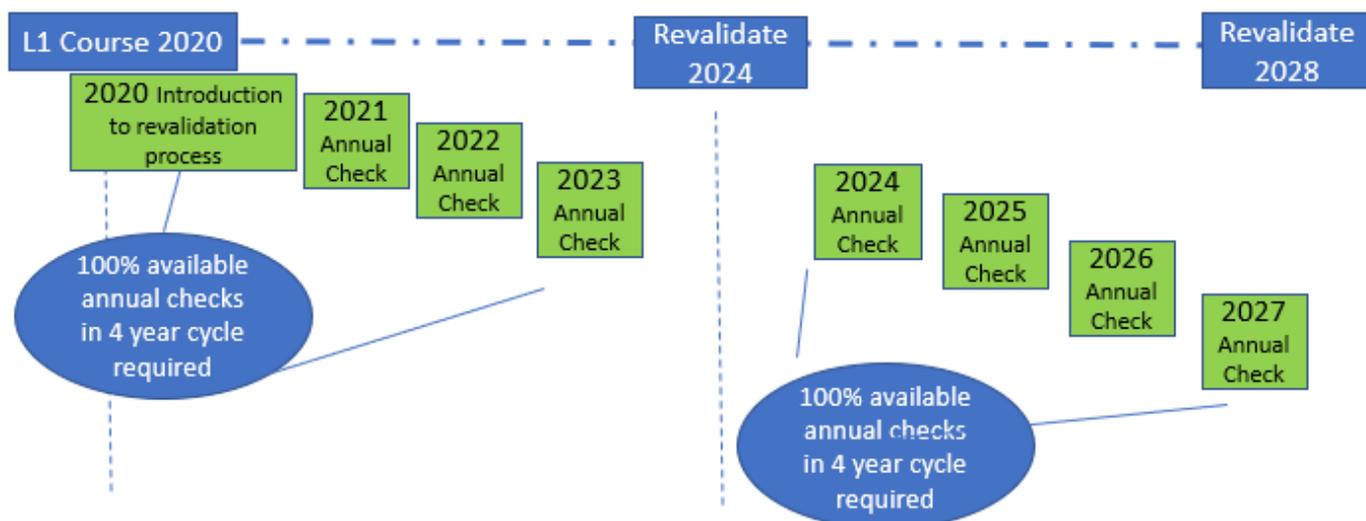
## Process

Coaches will be required to complete an **annual revalidation check**, which will require them undertaking specific reading, tasks and/or quizzes. Within a 4-year period coaches must complete all the available annual checks successfully to revalidate their certificate. 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:

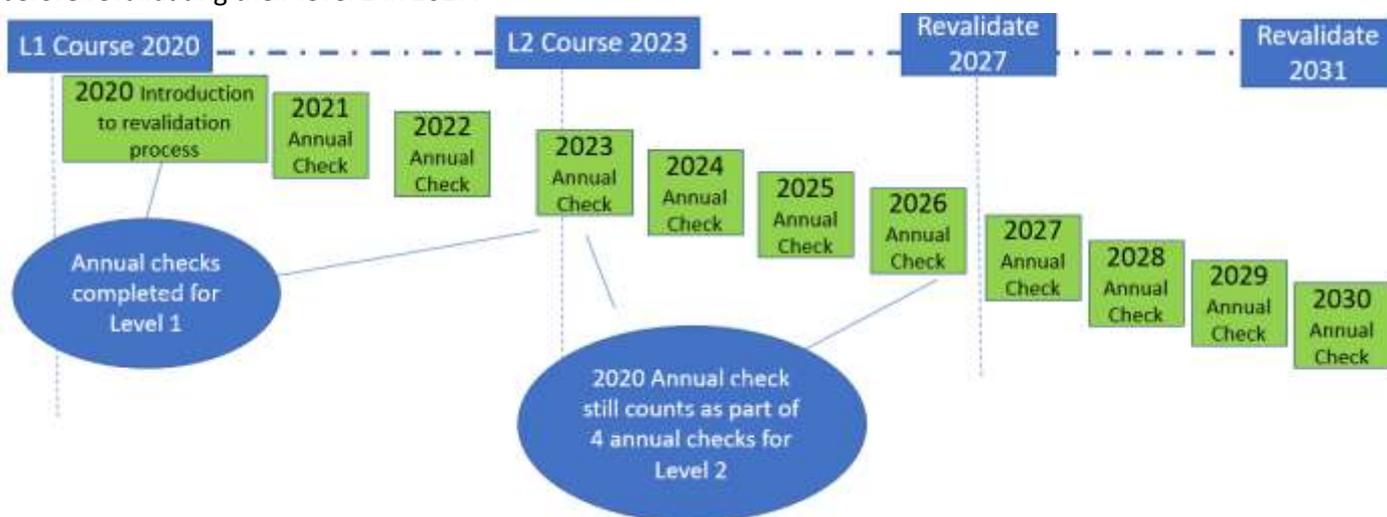
### Example 1: Coach completed Level 1 in 2020

The coach will need to revalidate in 2024, 4 years after their initial course. They can therefore do the 2020 Introduction to revalidation and annual checks for 2021, 22, and 23, before revalidating in 2024.



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

The coach completed a Level 1 course in 2020, and then a level 2 in 2023. The Level 2 supersedes their level 1, so they only need to revalidate in 2027, (note it would have been 2024 if they had remained a Level 1). The 2023 annual check they did when a Level 1 still counts, so they will need to additionally complete 2024, 2025, and 2026 annual checks, before revalidating their level 2 in 2027.



## Frequently asked Questions

### What is included in the annual check?

The annual checks will change each year, and aim to cover a range of things that the ITU wishes to check the coaches are up to date with knowledge wise, but the aim is also to bring an educational element to upskill coaches. There may be 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 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. There may be quizzes added to check knowledge or aid further learning. 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?**

Yes, in the year you complete your *first* ITU course you need to complete a simple 'Introduction to revalidation process' task, this will take 5 minutes maximum. 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, previously the deadline was 15<sup>th</sup> November. From 2020 the process has been modified and all annual checks must be completed by 30<sup>th</sup> April. 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 other benefits are there to completing annual checks?**

Coaches who complete the annual check will gain access to an 'electronic badge'. This is an image file that accredited coaches are entitled to add to a website, emails or other electronic communications they choose to use, as a way of identifying as an ITU certified coach. You are free to use this badge if you have completed the process and remain in good standing with the ITU. Misuse of the badges will be treated seriously, including sharing with other non-qualified coaches for them to use.



### **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 and Badges **Grid Item** on the ITU Education Hub in the Coaching Section.

**NOTE:** The 'Introduction to the Revalidation Process' task is located in the Practical Coaching Assessments Section, as this is the area coaches who are just about to pass their first course will have access to, and be working in.



Complete the **<Current Year> Annual revalidation check**. Coaches will be presented with a graphical representation of their current status (see image to the right). In this example the coach has completed the required 2019 check (denoted by green), but still has 2020 outstanding (denoted by red). Future 2021/2022 annual checks are a lighter shade of red as they will be unavailable until January of those specific years.

Clicking on the relevant button for the year you need to complete will take you to a checklist of tasks that are required to be completed, see below example for 2020:



Coaches should click on each of the blue icons following each item and complete the task, until each item has a tick. They will then gain access to the Badge for that year, and if appropriate the revalidated coaching certificate for the next 4 years.