



Triathlon Australia Coach Updating Requirements

1. What is updating?

Updating is a policy that requires coaches to complete a variety of education activities over the four year accreditation period.

Updating aims to ensure quality coaching by maintaining current knowledge and practice.

2. Why update?

- Updating ensures that coaches stay abreast of rule changes in triathlon.
- Updating also keeps coaches in contact with the most up-to-date techniques and coaching methods.
- Updating can play an important role in ensuring that the coaching environment is safe for all participants and reduce the likelihood of coaches becoming involved in legal actions.
- Updating ensures that Triathlon Australia and the ASC have an up-to-date register of active coaches.

3. Who decides which updating activities are suitable?

- Triathlon Australia has an updating policy for their coaches.
- The ASC has guidelines for a generic updating policy, which may be adopted or adapted by proponents.

4. How does updating work?

When a coach receives NCAS accreditation after completing a training program, the 'update clock' starts. The coach will be advised of the expiry date of the accreditation. Coaches complete updating activities (as specified by Triathlon Australia) and remain an accredited coach (i.e. on the NCAS database). The four year accreditation period starts when all accreditation requirements have been met.

For example:

Registered as a coach: 15 May 2005

Accreditation period expires: 14 May 2009

5. How are the update activities recorded?

Triathlon Australia supplies newly accredited coaches with a logbook to record all update activities. Coaches are encouraged to take their logbooks to all possible updating activities to

have them signed by the course coordinator. Club Presidents or Secretaries may also provide a letter confirming the extent of the coach's involvement in club coaching activities.

6. Cost of updating

There is a \$30.00 fee to apply for re-accreditation with the NCAS. Coaches must also ensure that they have a record of updating activities completed (as indicated above).

7. What happens if coaches don't update?

Coaches who do not complete the updating requirements will be removed from the NCAS active coach register. To re-enter the list, the coach will be required to complete appropriate re-entry activities as specified by Triathlon Australia. Special leave considerations (such as maternity leave, leave related to employment, etc.) are available and should be discussed with the National Development Coach.

8. Updating: Who does what?

Triathlon Australia has elected to fully service its coaches in-house, as such:

i. The role of the Australian Sports Commission is to:

- Provide assistance and guidance to Triathlon Australia regarding the development and implementation of updating.

ii. The role of Triathlon Australia is to:

- Provide each coach with a copy of Triathlon Australia's current updating policy
- Notify all coaches on the NCAS database who are due to update in the next 6 - 12 months
- Re-register coaches when they complete their updating requirements
- Develop triathlon-specific updating policies
- Promote updating as a valuable, non-threatening program
- Provide triathlon-specific updating opportunities for coaches, or liaise with appropriate agencies to deliver updating courses to coaches
- Monitor logbooks submitted by individual coaches
- Revise and review updating policies every four years
- Educate coaches about the process.

iii. The role of the coach is to:

- Be familiar with updating requirements
- Maintain coaching records
- Attend relevant updating seminars

- Seek re-accreditation
- Notify Triathlon Australia if contact details change.

9. Triathlon Australia Ltd updating guidelines

In order to update, NCAS accredited triathlon coaches must, in a four year period:

- complete the next level of qualification
or
- re-do the current level of qualification
or
- complete a set number of hours of updating activities.

In addition, they must complete a set number hours of coaching practice per year, validated by their club president or their nominated representative or a nominated Triathlon Australia or STTA representative.

The required number of hours of updating activities per four years and coaching practice per year by NCAS accreditation level are indicated in the table below.

NCAS accreditation level	Required number of hours of updating activities per four year period	Required number of hours of coaching practice per year
Level 0 (Tri-Skills Coach)	6	24
Level 1 (Club- State Coach)	12	48
Level 2 (National Coach)	24	60
Level 3 (Elite Coach)	32	80
Level 4 (High Performance Coach)	48	120

10. Updating activities

- Half of the practical coaching hours can be self-monitored through the use of a coaching logbook. The other half of the practical coaching hours must be monitored and signed off in the logbook by an authorised triathlon coach within the sport (state or regional coaching director or a coach with a higher level of qualification). In the case of coaches in remote regions, the monitoring may take place via telephone conversations and/or the use of video footage of coaching sessions. In this case the coach being supervised is responsible for calling the supervising coach i.e. all phone call charges) and the supervising coach will receive updating credits for the time spent supervising in return.
- Practical coaching can be undertaken with any level of athlete or team and may occur on a regular basis (weekly, fortnightly) or in specific situations such as camps, clinics, club, state or national titles.

The remainder of the updating hours can be completed via any combination of the following ongoing training and development activities:

- Lecturing/attendance at a triathlon coaching seminar, completion of an on-line training program, group conference calls, electronic chats
- Review/discussion of documents/articles/videos/DVDs focussed specifically on triathlon training or competition
- Observation of a coaching session of a senior coach and/or discussion regarding coaching practices/issues with a senior coach
- Lecturing/attendance at a general coaching course, seminar, or clinic/workshop (e.g., conducted through a state sport education centre, SIS/SAS) including the following:
 - strength and conditioning course (Australian Strength and Conditioning Association approved)
 - Disability Education Program modules
 - Sports Medicine Australia Sports Trainers course
 - recognised first aid course
 - sports massage course
 - sports administration course
 - leadership/communication training programs (or related topics)
- Lecturing/attendance at sports-related tertiary education, e.g., sports coaching, human movement, physical education, exercise science
- Lecturing/attendance at a 'related' NCAS course e.g.,
 - a Swimming Australia Ltd coach training program;
 - a Cycling Australia coach training program;
 - an Athletics Australia coach training program
- Writing and / or publishing an article related to an aspect of coaching
- Other negotiated activities may be included in this category.

11. Conditions

1. There is no maximum or minimum number of hours that can be claimed for any of the above.
2. Activities must be verified in the coaching logbook by an authorised person e.g., convenor of the course/workshop, state or regional coaching director, senior level coach.
3. The number of hours claimed must be equal to the number of hours spent on that activity.
4. Updating activities cannot all be completed in the space of one year. They should ideally be spread over the four year period. However, they must be undertaken in at least a two year period (this can be negotiated in special circumstances).

12. Re-entry

If a coach does not update their accreditation within the specified four year period, Triathlon Australia may:

- require the coach to re-do the entire training program
- or**
- require the coach to undertake a specified number of activities from the above lists.