

Coaching Accreditation and Reimbursement Policy

Introduction

Attached is the Coaching Accreditation and Reimbursement policy. This Policy was reviewed in 2012, 2016 and last reviewed in 2018. The policy was changed to include:

- A clear coaching pathway – either as a triathlon coach or a specialised discipline coach. This allows for more flexibility for coaches to help with a range of activities and programs, as well as being covered by insurance, but also allows for some specialist and more highly qualified coaches where needed.
- To acknowledge and include additional and ongoing costs associated with maintaining a coaching qualification such as insurance, professional membership and 1st Aid accreditation/reaccreditation. The previous policy did not specify a first aid requirement which is now part of all coaching qualifications.
- The previous policy stated that 50% of ongoing coaching costs would be covered. In this policy, coaching reaccreditation fees, 1st aid reaccreditation and insurance is fully covered. Associated membership fees are covered for all Level 1 or equivalent coaches. This covers an 'active' volunteer coach membership (ie. where the member also participates in the activity). It does not cover a professional level coach or athlete.
- However, in acknowledgement of FIT's commitment to the development and learning of our coaches and the needs of our members, where a Level 2 (professional level) accreditation is required for the coach to perform their role within FIT, this policy also allows for a professional level qualifications/membership fee to be covered, providing that the coach is performing their role for FIT on a voluntary basis (not being paid).
- Finally, the policy includes an easier process for getting reimbursed. This process reflects what actually happens and reduces the amount of paperwork required.

These policy changes require an ongoing coaching budget of around \$10,000 a year to keep the 2015/16 level of coaches. This is an increase on previous coaching budgets. Given previous history, it is unlikely that all coaches will seek reimbursement, or that all proposed coaching activities will be run. However, in the future, an increase in membership fees may need to be sought in order to maintain this policy.

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Background

Females in Training (FIT) relies on the involvement of volunteer coaches and helpers to support members in their training pursuits and to help conduct weekly training sessions and annual training programs.

Our club was founded on the broad philosophy that FIT administrators and coaches undertake their roles on a voluntary basis, ie without payment. This helps the club to achieve its aims, while maintaining annual membership fees that are low and affordable.

Since its inception, the club has grown considerably in size and the environment in which FIT operates has become increasingly demanding and complex. This has resulted in increased time commitment and financial costs for members who volunteer to provide coaching. This includes the cost of obtaining initial and ongoing coaching accreditation, as well as, the cost of ongoing personal insurance coverage required for all coaching activities.

To support our coaches in meeting these costs, the FIT Committee has endorsed the following policy.

Policy

- 1) FIT is a club where members volunteer to provide coaching to other members. FIT coaches are not paid directly to undertake the coaching duties for which they nominate.
- 2) FIT requires all volunteer coaches to undertake 'Triathlon Foundations' coaching qualifications in Triathlon or have specialised discipline coaching qualifications in the discipline in which they are coaching.
- 3) It is also a requirement for all Coaches to hold a current First Aid Certificate.
- 4) Before a member undertakes any coaching accreditation or seeks reimbursement, there must be agreement from the FIT Committee that:
 - a) There is a need for the member to undertake the qualification sought i.e. that opportunities to provide coaching assistance are available. General volunteer coaching positions, or specific discipline positions, may not always be available.
 - b) That the course the member wants to undertake is suitable for FIT coaching purposes.
- 5) Once a member becomes an accredited coach, it is the responsibility of the member to inform either the Lead Discipline Coach or the Coaching Coordinator, so that the member can be added to the coaching database.
- 6) To support and encourage members who offer to coach other members, FIT agrees to meet 100% of the cost of:
 - Initial coaching accreditation, including membership of relevant association, for triathlon coaches and specialist discipline coaches in running, cycling, swimming, water running, and other related activities
 - Ongoing coaching accreditation and membership fees i.e. after initial accreditation has been obtained.
 - Professional level accreditation and membership fees where these qualifications are necessary for the coach to perform their role (subject to FIT coaching requirements i.e. that coaches are volunteers when coaching for FIT). This is on a case by case basis and will require an individual proposal to the Committee.

- Ongoing insurance for these disciplines where such insurance is not covered by Triathlon Australia Insurance Cover, but it is required for accreditation to be maintained;
 - Initial First Aid training and subsequent yearly CPR refresher. It is the responsibility of Volunteer Coaches to keep these skills up to date.
- 7) Members seeking reimbursement for these costs must be (and remain) financial members of FIT for the membership year following reimbursement.
 - 8) Reimbursement will generally be provided on completion of the course/payment of membership and on confirmation of accreditation/insurance status by way of receipts or other documentation approved by the FIT Committee or delegated Committee Member. Members must also be committed/scheduled/ rostered to complete the required coaching hours.
 - 9) Members seeking reimbursement should provide the Treasurer with receipts (or copies thereof) which provide details of the accreditation or insurance obtained and indicating to whom the payments were made. The Treasurer will seek approval for reimbursement from the Coaching Coordinator, who will check coaching and program rosters to ascertain whether the member has done the required coaching hours (as per item 12).
 - 10) Where grant funds have been obtained by FIT to meet accreditation costs, course fees will be paid up-front directly.
 - 11) Where a specific need has been identified by the FIT Committee, course fees may also be paid up-front directly. Where course fees have been paid up front, but members have not completed the requirements of the course, members will be required to reimburse FIT for the cost of the course.
 - 12) Members wishing to obtain reimbursement of accreditation are to provide a minimum of 12 hours per calendar year of coaching to FIT members through weekly coached activities or annual programs. This can include assisting with coaching related activities for example administration of the Women's Triathlon Training Program.
 - 13) If this requirement is not met, no further costs will be met by FIT until the required hours of coaching have been completed.
 - 14) The FIT Committee may review this requirement and grant exemptions on request, where there are extenuating circumstances which are explained by the requesting member.

This amended policy position takes effect from 8 November 2018 onwards. Claims for relevant accreditation/insurance costs which have been incurred from 8 November 2018 onwards can be put forward for the approval of the FIT Committee.

Endorsed by the FIT Committee 7 November 2018.