

# **FIT Sanctioned Activities Policy and Procedure**

## **Background**

With the growth of FIT there has been an expansion of activities that are arranged and organised under the club banner. While the increased variety of activities is welcome and encouraged, it is essential that the Committee is aware of all activities being undertaken so that Club and Committee liability is protected and so that the information is disseminated to all club members.

Under the Triathlon Australia insurance policy, FIT and FIT members with Basic or above TA membership will be covered for insurance purposes when training for/ attending activities that are sanctioned. FIT members with Standard or Premium TA membership will also be covered (for public liability/ personal accident insurance) when competing. The separate FIT insurance policy will provide public indemnity cover for FIT coaches (and cycling ride leaders when assisting) when coaching in the core program and coached programs covered by the policy. The FIT policy is renewed in September, and it is essential to ensure public indemnity cover for coaches that all coached activities are specified at policy renewal.

## **Policy**

This policy sets out what are FIT sanctioned activities, and the process for proposing, sanctioning, communicating and organising these sanctioned activities. FIT members are required to follow this process for any new activity or any major change to an existing activity.

Members are encouraged to bring this policy to the attention of other members who are seeking to set up activities.

### FIT sanctioned activities - Management Categories

	<b>Core training - coached</b>	<b>Core training - un-coached</b>	<b>Training program, coached</b>	<b>Training program - self organised</b>	<b>Other activities organised by FIT</b>
<b>Eligibility</b>	Any member	Any member	Member registered for program	Member registered for program	Any Member
<b>Aim</b>	Regular structured session to introduce and support women's participation in triathlon and disciplines	Regular unstructured session to allow members to train in a community environment	Structured time limited program with specific training outcomes/focus	Unstructured time limited program with specific training outcomes/focus. Support is given in return for opening activity up to all members	Activity organised by FIT. Time limited. Specific focus.
<b>Frequency</b>	Regular and ongoing	Regular and ongoing	Time limited	Time limited	Time limited.
<b>Coaches</b>	Rostered, regular coaches	None	Dedicated, program specific coaches	Program provided, but participants self guided (coaches may be around, but not on deck every session)	None
<b>Coaches Communications</b>	None	None	Regular during program	Some	No
<b>FIT Coordination</b>	Yes	Some	Yes	Yes	Yes
<b>Coordinator Communications</b>	Only changes	Only changes	Regular during program	Regular during program	Yes

**FIT sanctioned activities - Management Categories**

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<b>Sessions</b>	Structured, specific skill/fitness development	Unstructured	Structured, specific skill/fitness development	Structured often working in with Core training - coached and un-coached sessions	None
<b>Risk management Plans</b>	Yes	No	Yes	No	As appropriate
<b>Websites</b>	Yes, all information	Yes, all information	Yes, outline and registration	Yes, outline and registration	Yes
<b>FIT Flash</b>	Only Changes	Only Changes	Program announcement/registration	Program announcement/ registration	Yes
<b>Facebook</b>	Only changes	Only Changes	Program announcement/registration	Program announcement/ registration	Yes
<b>Registration</b>	No	No	Yes	Yes	As required
<b>Cost</b>	Membership fee	Membership fee	Cost recovery	Nominal one off fee, depending on level of support and additional activities	Yes, dependent on activity

### FIT sanctioned activities - Management Categories

	Core training - coached	Core training - uncoached	Training program, coached	Training program - self organised	Other activities organised by FIT
<b>Example</b>	Monday night swimming Thursday lake swimming when coached, eg for WTTP (Summer only) Monday and Wednesday water running Tuesday running Friday Novice coached bunch cycling Triathlon brick training when coached - eg for WTTP	Thursday and Saturday running Thursday lake swimming uncoached (Summer only) Triathlon brick training - uncoached, (Summer only) Wednesday, Friday and Sunday uncoached cycling.	WTTP Coached 1/2 marathon and marathon program Rookie Running program Rookie Cycling program Rookie Swimming program	5k program for Mothers' Day Classic Friday Social Ride North Face 50 group	Anniversary party Christmas party Jingle Bells Christmas ride Public holiday bike rides

**Procedure for FIT sanctioned activities**

	Action	Timing	Action Officer
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## Procedure for FIT sanctioned activities

1	<p>A proposal for an activity is most frequently made by a Lead Coach, Coach, Coaching Coordinator or FIT Committee member, however, any member of FIT can propose an activity for sanctioning by the FIT Committee.</p> <p>The activity proposal is emailed to the FIT Committee via the secretary &lt;<a href="mailto:enquiries@fitact.org.au">enquiries@fitact.org.au</a>&gt; or the Coaching Coordinator &lt;<a href="mailto:coach@fitact.org.au">coach@fitact.org.au</a>&gt;</p> <p>Required information includes:</p> <ol style="list-style-type: none"> <li>1. Name of activity</li> <li>2. Management Category of activity - see <a href="#">FIT sanctioned activities - Management Categories</a> table above</li> <li>3. Name of proposer and any other members involved in running the activity - eg administrator, coach/es</li> <li>4. Aim and description of activity</li> <li>5. Does the activity comply with the FIT risk management plan?</li> <li>6. Does the activity comply with the FIT COVID-19 Safety Plan?</li> <li>7. Information to be provided to participants             <ul style="list-style-type: none"> <li>• aim and description of activity</li> <li>• what the activity involves</li> <li>• suitable participants</li> <li>• responsibility of participants</li> <li>• level of duty of care of FIT</li> </ul> </li> <li>8. Maximum number of participants</li> <li>9. Cost of activity</li> <li>10. Concluding activity</li> <li>11. Start and Finish date of activity</li> <li>12. Date to start promotion</li> <li>13. Date to open registrations</li> <li>14. Date to close registration and disseminate information</li> <li>15. Date to set up Basecamp</li> <li>16. Any assistance required</li> </ol>	<p>October (of previous year), May of current year or in a timely manner</p>	<p>Proposer:            Coaching Coordinator            Lead Coach            Coach            Committee member            FIT member            =&gt; Secretary or Coaching Coordinator</p>
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## Procedure for FIT sanctioned activities

2	Activity proposal tabled for discussion at the next FIT Committee meeting OR tabled for discussion out of session via Basecamp	October (of previous year), May of current year or in a timely manner	Coaching Coordinator or Secretary
4	FIT Committee discusses and either sanctions or rejects the proposal	October (of previous year) or May of current year in a timely manner	FIT Committee
5	Proposer advised of decision and, if sanctioned, advised of any requirements which the activity must adhere to, and asked if they have any other needs eg equipment, assistance with administration	October/ November (of previous year), May/ June of current year or in a timely manner	FIT Committee via Secretary or Coaching Coordinator => Proposer
6	Activity put on the FIT calendar	October/ November (of previous year), May/ June of current year or in a timely manner	FIT President, Coaching Coordinator or Secretary
7	Proposer confirms with the Coaching Coordinator or relevant FIT Committee member that the activity will run, they have the required number of coaches/ assistants and request any other support required.	5 weeks prior to start or in a timely manner.	Proposer, Coaching Coordinator or relevant FIT Committee member
8	Coaching Coordinator or relevant FIT Committee member confirms with FIT Committee and liaises with Membership Officer to have registration set up	4 weeks prior to start or in a timely manner	Coaching Coordinator or relevant FIT Committee member => FIT Committee and Membership Officer
9	Registration set up by Membership Officer	4 weeks prior to start or in a timely manner	Membership Officer

## Procedure for FIT sanctioned activities

10	Communications Coordinator to disseminate information via agreed channels: FIT website listing, FIT website calendar, FIT Facebook group/s, Instagram, FIT Flash, Lead Coach announcement, word of mouth etc.	4 weeks prior to start or in a timely manner	Communications Coordinator
11	Registration closed	1 week prior to activity or as requested	Membership Officer
12	Participant list and relevant information disseminated to Coaching Coordinator, Proposer/ Lead Coach/ Coach running the activity/ Administrator of activity	1 week prior to start date	Membership Officer => Coaching Coordinator, Proposer/ Lead Coach/Coach/ Administrator of activity
13	Basecamp set up, session rolls created and disseminated to Proposer/ Lead Coach/ Coach running the activity/ Administrator of activity as required	1 week prior to start date	Coaching Coordinator or Membership Officer=>Proposer, Lead Coach, Coach, Administrator of activity as relevant
14	Activity proceeds. Administrator of activity facilitates communication and logistics of the activity, communications with participants on a regular/ weekly basis through Basecamp. Coaching Coordinator/ Committee assists as required.	Ongoing	Proposer/Lead Coach/ Coach/ Administrator of activity, Coaching Coordinator
15	Exit survey of participants, encouragement and pathway to continue with FIT if a 'rookie' program with new members, evaluation of activity as appropriate	At end of activity	Administrator of activity Coaching Coordinator Committee
16	Final message to participants Basecamp closed/ archived	At end of activity	Administrator of activity Coach Coordinator