

FIT Activities

Document Control

Document History			
Date	Version	Name	Changes from previous version
2016	0.1	FIT Committee	Initial version
1/6/2022	0.2	FIT Committee	Revised terminology, additional management categories, revised procedure
9/12/2023	0.3	Robyn McClelland	Minor simplification of process Addition of flow chart and form

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 AusTriathlon insurance policy, FIT and FIT members with Basic or above AusTriathlon membership will be covered for insurance purposes when training for/ attending activities that are “sanctioned”. FIT members with Standard or Premium AusTriathlon membership will also be covered (for public liability/ personal accident insurance) when competing. The separate FIT insurance policy will provide professional 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 October, and it is essential to ensure professional 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, agreeing, communicating and organising these activities. FIT members are required to follow this process for a new activity or a major change to an existing activity. **Where a program is a repeat of a previous year’s program, a proposal is required to provide details for program registration and promotion, with program approval likely to be a formality. A form is provided.**

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

	Core training - coached	Core training - un-coached	Training program, coached	Training program, online delivery through Basecamp	Training program – self organised	Other activities organised by FIT
Eligibility	Any member	Any member	Member registered for program	Member registered for program	Member registered for program	Any Member
Aim	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	Structured time limited program with specific training outcomes/focus. Delivery of program online.	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.
Frequency	Regular and ongoing	Regular and ongoing	Time limited	Time limited	Time limited	Time limited.
Coaches	Rostered, regular coaches	None	Dedicated, program specific coaches	Dedicated, program. Program designed by FIT coaches or external source – eg, Pedal Power	Program provided, but participants self-guided (coaches may be around, but not on deck every session)	None

FIT sanctioned activities - Management Categories						
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Coaches Communications	None	None	Regular during program	Some or none	Some	No
FIT Coordination	Yes	Some	Yes	Yes	Yes	Yes
Coordinator Communications	Only changes	Only changes	Regular during program	Regular during program	Regular during program	Yes
Sessions	Structured, specific skill/fitness development	Unstructured	Structured, specific skill/fitness development	Structured, specific skill/fitness development	Structured often working in with Core training - coached and uncoached sessions	None
Websites	Yes, all information	Yes, all information	Yes, outline and registration	Yes, outline and registration	Yes, outline and registration	Yes
FIT Flash	Only Changes	Only Changes	Program announcement/registration	Program announcement/registration	Program announcement/registration	Yes
Facebook	Only changes	Only Changes	Program announcement/registration	Program announcement/registration	Program announcement/registration	Yes
Registration	No	No	Yes	Yes	As required	As required

FIT sanctioned activities - Management Categories

	Core training - coached	Core training - un-coached	Training program, coached	Training program, online delivery through Basecamp	Training program – self organised	Other activities organised by FIT
Basecamp	No	No	Yes	Yes	As required	As required
Cost	Membership fee	Membership fee	A fee to register for program, as per FIT charging for programs policy	Membership Fee	Membership fee	Yes, dependent on activity
Example	Monday night swimming Thursday lake swimming when coached, eg for WTTP (Summer only) Monday/ 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 programs Rookie Running program Rookie Cycling program Rookie Swimming program	City2Surf Online Program Mothers Day Classic Online Program Online ½ marathon and marathon programs	North Face 50 group	Anniversary party Christmas party Jingle Bells Christmas ride Public holiday bike rides

FIT SANCTIONED ACTIVITIES – PROCESS (see flowchart and form, pp 8 - 10)

<p>1</p>	<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 may propose an activity. The activity proposal is emailed to the FIT Committee via the secretary <enquiries@fitact.org.au> or the Coaching Coordinator <coach@fitact.org.au></p> <p>Required information</p> <ol style="list-style-type: none"> 1. Name of activity 2. Management Category of activity (see the "FIT sanctioned activities - Management Categories" table above) 3. Name of proposer and any other members involved in organizing the activity – eg, administrator, coach/es 4. Information to be provided to participants, as applicable, for example: <ul style="list-style-type: none"> • aim and description of activity • online program or face to face coached sessions • what the activity involves/ sessions per week • target audience/ suitable participants • maximum number of participants • if face to face coaching is involved, a proposed cost of activity (refer to FIT Charging for Programs policy) • Start and Finish date of activity 5. Proposed Dates to: <ul style="list-style-type: none"> • start promotion • open registrations • close registration and disseminate information • set up Basecamp 6. Any assistance required (eg, equipment, program assistance) 	<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 => Secretary or Coaching Coordinator</p>
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2	Activity proposal tabled 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
3	FIT Committee agrees/ disagrees to the proposal	October (of previous year) or May of current year in a timely manner	FIT Committee
4	Proposer advised.	October/ November (of previous year), May/ June of current year or in a timely manner	Coaching Coordinator =>Proposer
Once agreed:			
5	Activity put on the FIT calendar	October/ November (of previous year), May/ June of current year or in a timely manner	Coaching Coordinator
6	Proposer confirms with the Coaching Coordinator that the activity will run, they have the required number of coaches/ assistants and requests any other support required. Coaching Coordinator informs Membership officer and Communications Coordinator	5 weeks prior to start or in a timely manner.	Proposer, Coaching Coordinator, Membership Officer, Communications Coordinator
7	Registration set up by Membership Officer	4 weeks prior to start or in a timely manner	Membership Officer
8	Communications Coordinator disseminates 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
9	After registrations close, 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

10	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
11	Activity proceeds. Coach running the activity/ 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 running the activity/ Administrator of activity, Coaching Coordinator
12	As appropriate: exit survey of participants; encouragement, and pathway to continue with FIT; evaluation of activity	At end of activity, if required.	Coach running the activity/ Administrator of activity Coaching Coordinator Committee
13	Final message to participants	At end of activity, if required	Coach running the activity/ Administrator of activity
14	Basecamp closed/ archived	After activity ends	Coach Coordinator

FIT ACTIVITIES – FLOW CHART OF PROCESS

Proposal



FIT Committee



Yes



No

Activity on FIT Calendar



Confirmation that Activity will run



Yes



No

Registration Set up (Just Go)



Promotion of activity



Registration Closes



Basecamp Set up



Activity begins



Activity ends

FIT Activities – Proposal¹

1. Name of Activity -----

2. Type of Activity – please circle:

- i. Core training coached
- ii. Core training uncoached
- iii. Training program coached
- iv. Training program – online delivery
- v. Training program – self organised
- vi. Other activity

3. Name of proposer (and of anyone else involved)

4. Information for Participants

I. aim and description of activity

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II. online program/ face to face coached sessions (please circle)

III. what the activity involves/ sessions per week

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IV. target audience/ suitable participants

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¹ Not all information will be required/ relevant depending on the nature of the activity. If a field is not relevant, put N/A.

- V. maximum number of participants
- VI. if face to face coaching is involved, proposed cost of activity (refer to FIT Charging for Programs policy)
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- VII. Start date of activity
- Finish date of activity

5. Proposed Dates

- i. Start promotion
- ii. Open registrations
- iii. Close registrations
- iv. Set up Basecamp group

6. Any assistance required?

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Approved by FIT Committee 19 March 2024