



Tralee Triathlon Club – Coaches and Leaders Roles and Responsibilities

All Coaches are to work under the guidance and organisation of the **Tralee Triathlon Club** Training Committee.

Prerequisites

All coaches/leaders must have the following and they must be up to date:

- A valid and recognised coaching qualification relevant to their discipline
- Garda Vetting/Access NI (if working with Minors and/or Vulnerable Adults)
- Safeguarding Training
- First Aid Trained
- Completed a Code of Conduct form (annually)

General Responsibilities

1. Coach within your remit
2. Take responsibility for planning and delivering any coaching session where they are the nominated Lead Coach
3. Prepare sessions in advance, with a session plan (where applicable) for support coaches/assistants, risk assessments and emergency action plan. Where required, complete a dynamic risk assessment on the day
4. Monitor safety at all times during a session in accordance with Triathlon Ireland Safety Guidelines and also Triathlon Club policy documentation
5. Ensure the safety of Minors and Vulnerable Adults in accordance with Triathlon Ireland Safety Guidelines and Safeguarding Policies and also Triathlon Club policy documentation
6. Be aware of and compliant with Triathlon Club Risk Assessments and Emergency Action Plans (EAPs) for all sessions
7. Ensure the Session Sign-In Form is completed at each session
8. Ensure any training venue or area used is left as it was found and check the area before departure
9. Report any damages/issues with the venue to the venue manager, where applicable
10. Manage any incidents during and after any session, including completion of relevant documentation
11. Liaise with the Triathlon Club Training Committee regarding sessions and areas for improvement
12. Manage use of Triathlon Club equipment during sessions
13. Report any incidents involving juniors to the Club Safeguarding officer

Swim Coach

- Determine ability and skill level of the group before setting up training programs
- Develop and implement training programs that focus on improving technique, stroke placement, speed, and style for both indoor and open water
- Analyse strokes, techniques, and monitor progress. Teach new swimming styles or strokes
- Educate swimmers on water safety and best practice
- Use a range of activities to improve water confidence, in particular open water
- Teach and perfect skills like flips, kicks, body rolls, floating, breath control and sighting
- Ensure the pool or training area is clean, well- maintained, and free of hazards

Cycling Coach

- Determine ability and skill level before setting up training programs
- Run turbo sessions
- Teach about bike and turbo set up and maintenance, including bike safety
- Develop and implement training programs that focus on improving technique, speed and power
- Teach and perfect bike skills
- Educate cyclists on road safety and best practice
- Use a range of activities to improve cycling confidence

Run Coach

- Determine ability and skill level before setting up training programs
- Conduct running sessions
- Develop and implement training programs that focus on improving technique, speed and power
- Educate runners on road safety and best practice
- Use a range of activities to improve run confidence
- Develop and implement transition skills

Coaching Ratios

Junior Sessions

Session	JUNIOR Assistant (adult who has completed 3 safeguarding steps)	TRI Leader	Level 1	Level 2
Pool Swim (+ lifeguard)	Not covered to lead (can assist) 1:6	1:6	1:8	1:16
Open-Water Swim (+ lifeguard + first-aider)	Not covered to lead (can assist) 1:4	Not covered to lead (can assist) 1:4	1:6 + open-water CPD completed	1:8 + open-water CPD completed
Enclosed Bike (e.g. park, turbo)	Not covered to lead (can assist) 1:6	1:8	1:8	1:14
Exposed Bike (e.g. open road, age 15+)	Not covered to lead (can assist) 1:4	Not covered to lead (can assist) 1:4	1:6 + open-road CPD completed	1:8 + open-road CPD completed
Enclosed Run (e.g. park)	Not covered to lead (can assist) 1:6	1:10	1:15	1:20
Exposed Run (e.g. open road)	Not covered to lead (can assist) 1:4	Not covered to lead (can assist) 1:4	1:6	1:8

*These coaching ratios are guidelines and although a Level 2 coach has the option to coach larger groups the supervision ratios are mandatory for juniors. Level 2 coaches should be supported by Level 1 coaches, TRI Leaders and Junior Assistants to achieve these ratios. Group sizes should be reflective of the experience and ability level of coaches, Tri Leaders and Junior Assistants.

Junior Session Supervision Ratios

Ensure adequate Adult /Child Ratios: Good practice dictates that a leader should ensure that more than one adult is present. This will help to ensure the safety of the children as well as protect adults. The coaching ratios allow for meaningful coaching and for coaches to focus safely on that group. Supervision ratios are for overall supervision of juniors for safety and safeguarding purposes.

Adult / Child Ratios

Will depend on the nature of the activity, the age of the participants and any special needs of the group, a general guide is 1:8 for under 12 years of age and 1:10 for over 12 years of age. There should be at least one adult of each gender with mixed parties.

Adult Sessions

As a Tri Leader is not coaching sessions they can set up/organise, facilitate and lead sessions for adults in enclosed areas and assist a coach in open road and open water settings.

Session	TRI Leader	Level 1	Level 2
Pool Swim (+ lifeguard)	Can set up, facilitate and lead a session	1:8	1:16
Open-Water Swim (+ lifeguard + first-aider)	Can set up, facilitate a session and assist a coach. (not covered to coach or lead)	1:6 + open-water CPD completed	1:14
Enclosed Bike (e.g. park, turbo)	Can set up, facilitate and lead a session	1:16	1:20
Indoor Bike	Can set up, facilitate and lead a session	1:16	1:24
Exposed Bike (e.g. open road)	Can set up, facilitate a session and assist a coach. (not covered to coach or lead)	1:6 + Ride Leader completed	1:8
Enclosed Run (e.g. park)	Can set up, facilitate and lead a session	1:20	1:24
Exposed Run (e.g. open road)	Can set up, facilitate a session and assist a coach. (not covered to coach or lead)	1:10	1:20