



**COACH EDUCATION PROGRAMME DOCUMENT**

# **World Triathlon Certification Revalidation of Coaches (CRoC) Scheme**

**Version 1.0k – March 2021**

*A summary of the World Triathlon Revalidation of Coaches Certification  
Project*

## Introduction

This document outlines the World Triathlon Coach Certification Revalidation Scheme. Initially this will be a simple self-reporting and semi-automated solution. Over time it may grow and become more interactive.

## Benefits

The purpose of the scheme is to encourage and enable the continued development of coaches and to ensure they remain reflective on their development, and up to date with best practice and guidelines to further enhance the quality, safety and welfare of triathlon coaching worldwide and enhance the further development of the sport. It also provides World Triathlon with a way of assessing engagement of coaches in best practice.



Coaches will benefit from an updated certificate every 4 years to validate their coaching skills and development. For each year a coach completed the annual update they will also receive an electronic 'badge', which can be added to their website or emails, which demonstrates they are an World Triathlon Accredited Coach.

## Background

Historically coaches were required to repeat the coaching courses they had completed every 4 years. However, this is an excessive burden on the resources of World Triathlon, and most coaches who are active will not benefit from repeating the same courses. At the same time the World Triathlon wishes to gain a better understanding of the practices of coaches and to ensure the quality of coaches within the sport. This process aims to have a solution which is simple, and effective whilst ensuring some consistency amongst coaches. There is a need to match what is desired with what is currently possible given the current resources of the World Triathlon, NFs and coaches. Typically, the biggest barrier for these types of projects is the overheads and maintenance of the system.

## Approach

Once a coach has completed their qualification (e.g. a Level 1 or Level 2 coaching course), they are automatically given coach certification which will be valid for 4 years. Note, some federations who are operating under the CEPP (Coach Education Partnership Program) may choose to reduce this from 4 to fewer years in agreement with World Triathlon. To maintain this certification validation coaches will be required to maintain its currency by undertaking an **annual revalidation check** process. After completing all 4 years of the annual update process they will then gain revalidation. Note, in the year they undertake their first qualification the annual revalidation check process is a simple admin process they need to complete as part of their initial certification course.

In an ideal situation the key component of this portfolio is that they include consistent personal reflections of their coaching work and practice, evidence of regular learning (courses, workshops, conferences, conversations with other coaches, practical experience, reading) and for example race day coaching role experiences. World Triathlon will provide a mechanism for coaches to record this information. The process will initially predominantly rely on tick box and automated quizzes, and easy to check processes, such as checking certification dates. Over time the annual process will be refined in line with feedback, best practice, the needs of coaches and the available resources.

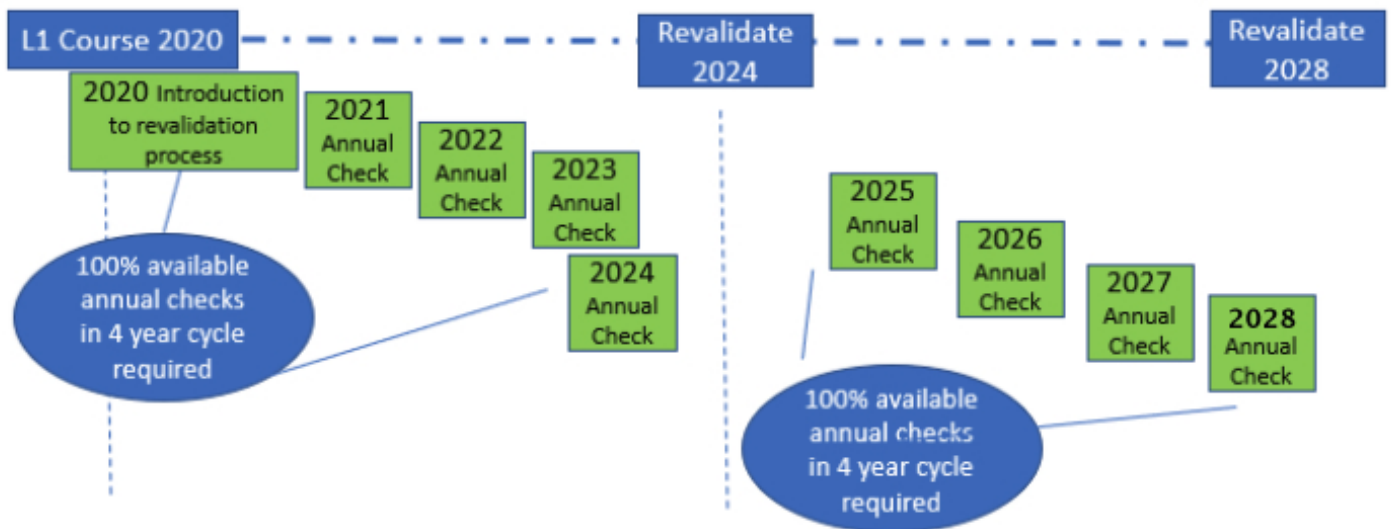
## Process

Coaches will be required to complete an **annual revalidation check**, which will require them undertaking specific reading, tasks and/or quizzes. Within a 4-year period coaches must complete all the available annual checks successfully to revalidate their certificate. Once they have completed all 4 years they will be able to create a certificate online indicating that their certification has been revalidated.

Below are listed some common examples of the process required for different coaches:

### Example 1: Coach completed Level 1 in 2020

The coach will need to revalidate in 2024, 4 years after their initial course. They can therefore do the 2020 Introduction to revalidation and annual checks for 2021, 2022, 2023 and 2024 for successfully revalidating in 2024.



### Example 2: Coach Completed level 1 then a level 2

The coach completed a Level 1 course in 2020, and then a level 2 in 2023. The Level 2 supersedes their level 1, so they only need to revalidate in 2027, (note it would have been 2024 if they had remained a Level 1). Taking part in a Level 2 certification course in 2023, there's no need to do the annual check in that year, they will need to additionally complete 2024, 2025, 2026 and 2027 annual checks for revalidating their level 2 in 2027.



## Frequently asked Questions

### What is included in the annual check?

The annual checks will change each year, and aim to cover a range of things that World Triathlon wishes to check the coaches are up to date with knowledge wise, but the aim is also to bring an educational element to upskill coaches. There may be documents coaches are required to read, such as reading the annual WADA and World Triathlon Competition Rules to understand any changes. Every 2<sup>nd</sup> year there is a need to complete the current online WADA anti-doping training for coaches. Additionally, there are tasks that encourage the coaches to reflect on their own learning and development as a coach over the previous year. There may be quizzes added to check knowledge or aid further learning. The process should only take a few hours each year to complete.

### Do I need to revalidate once every 4 years?

No, World Triathlon would like to see and monitor the continuous activity and self-development of coaches, therefore a series of simple tasks is to be completed every year. These tasks will add up to automatic revalidation if all completed.

### Do I need to do an annual check in the year I complete my first World Triathlon course?

In the year you complete your *first* World Triathlon course you need to complete a simple 'Introduction to revalidation process' task as part of your certification course, this will take 5 minutes maximum. However, in the future when you complete a second World Triathlon coaching course, e.g. Level 2, you will need to complete the check for every year, as you will already be part of the process. Some key elements of the annual checks are included within the World Triathlon coaching course. However, coaches wishing to keep up with best practice and be at the forefront of their own development can optionally undertake the annual review in the year they complete their first course. A lot may depend upon the time of the year they undertake a course. Those completing a course at the end of a calendar (e.g. November or December) year will benefit less from completing the annual check and will then have to repeat the process in the next calendar year anyway (typically in February and March). There would seem less value in this approach.

### What if I don't complete a year?

If you haven't completed all the updates by the end of the 4-year period then your World Triathlon coaching accreditation will be forfeit, and you will be removed from the list of accredited World Triathlon Coaches. You will be required to repeat the full coaching course to regain your accreditation at your own costs.

### What is the period available to do annual checks?

The annual check must be completed in the calendar year to which it applies before the main competition season begins, this means until the end of March. However, coaches are strongly recommended to complete them as early as possible, especially if they are working with athletes racing competitively, as understanding the latest rule changes may be critical to looking after your athletes and educating them successfully.

### Is there a time extension if I miss the annual revalidation period for any reasons?

No, as we provide two full months to complete a set of tasks which take only a couple of hours, we cannot provide extension.

### Can I submit tasks and answer questions in my native language?

As we cannot provide Facilitators speaking all the languages of our member National Federations, we ask all coaches to submit in English, Spanish or French. Submissions in other languages will not be accepted. We also ask you to avoid using characters other than in the English, Spanish or French alphabet in your submissions.



Be extraordinary

## Can I submit documents in other languages than English, Spanish and French?

You can submit certificates and similar scanned documents in other languages, but we kindly ask you to provide a clear explanation or translation in English, Spanish or French, so we can have a correct understanding of the document.

## What date shall be on my WADA certificate?

The WADA certificate you submit shall be not older than 2 years, so the present year and the previous are accepted. Older certificates will be rejected and you will be asked to retake the current WADA course for coaches.

## I forgot my WADA ADeL logins, can you help?

World Triathlon does not operate or administer WADA's websites. Please contact WADA directly at <https://www.wada-ama.org/en/contact-us>.

## What WADA course certificates are accepted?

We always ask you to complete the currently available anti-doping course for coaches. Previously this was the CoachTrue course, which has been replaced by High Performance Coaches' Education Program upon the upgrade of the WADA e-learning platform.

## I forgot my World Triathlon Education HUB logins

You can always use your e-mail address as a username. If you forgot the password associated with the e-mail address that is registered for you, please use the "Forgot password?" function on the main page of <https://education.triathlon.org>.

## What other benefits are there to completing annual checks?

Coaches who complete the annual check will gain access to an 'electronic badge' for that year. This is an image file that accredited coaches are entitled to add to a website, emails or other electronic communications they choose to use, as a way of identifying as an World Triathlon certified coach. You are free to use this badge if you have completed the process and remain in good standing with the World Triathlon. Misuse of the badges will be treated seriously, including sharing with other non-qualified coaches for them to use.

## What if I do a Level 2 course after a Level 1 course?

Completing a Level 2 course supersedes a Level 1 course, however, the revalidation annual checks you have already completed are the same, so you should keep completing the annual checks each year, they will still count towards your development.

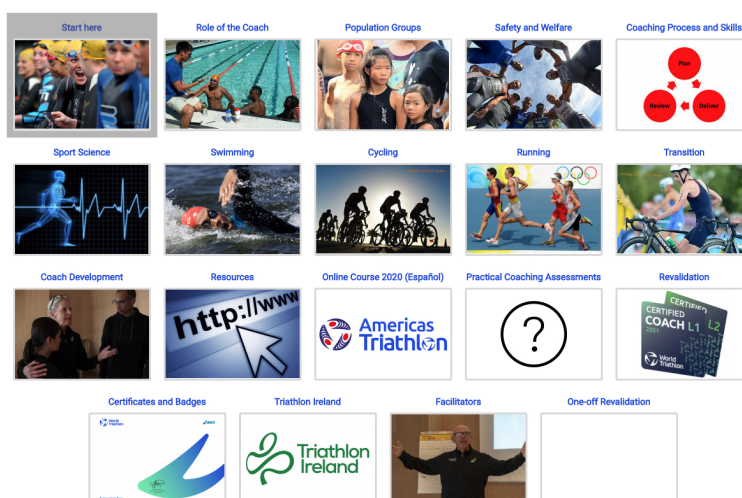
## What if I completed my certification course prior to 2014

You should have already taken part in one of our special revalidation courses earlier and have your status cleared. If this did not happen, please contact World Triathlon Development at [development@triathlon.org](mailto:development@triathlon.org) for more information.

## Where can I find the Revalidation section?

Go to the **Revalidation** grid item on the World Triathlon Education Hub in the Coaching Section.

**NOTE:** The 'Introduction to the Revalidation Process' task is located in the Practical Coaching Assessments Section, as this is the area coaches who are just about to pass their first course will have access to, and be working in.



Complete the **<Current Year> Annual revalidation check**. Coaches will be presented with a graphical representation of their current status (see image to the right). In this example the coach has completed the required 2019 check (denoted by green), but still has 2020 outstanding (denoted by red). Future 2021/2022 annual checks are a lighter shade of red as they will be unavailable until January of those specific years.

Clicking on the relevant button for the year you need to complete will take you to a checklist of tasks that are required to be completed, see below example for 2020:

### Level 1 - Revalidation Process



### Revalidation Checklist 2021

In order to become revalidated as a coach, you need to have completed all of the following items.

When all the items are complete, you can then access your [badge and certificate](#) (if applicable).

All items:  100%

#### Revalidation

- Introduction to the Revalidation Process [🔗](#)
- Coaching code of conduct 2021 [🔗](#)
- First Aid 2021 [🔗](#)
- Coaching Liability Insurance 2021 [🔗](#)
- Safeguarding Activity 2021 [🔗](#)
- Coaching practice during Covid-19 pandemic [🔗](#)

Coaches should click on each of the blue icons following each item and complete the task, until each item has a tick. They will then gain access to the Badge of that year, and if appropriate the revalidated coaching certificate for the next 4 years.

### How can I access my revalidation badge?

Once you completed all tasks of the current year, go to the **Certificates and Badges** grid item to access your revalidation badge which you are entitled to use rightfully until the end of the calendar year.

### When and how can I have my new (revalidated) certificate?

Following the completion of all four annual revalidations during the 4-year validity period of your certification you will have access to a new (revalidated) coaching certificate according to your current level under the **Certificates and Badges** grid item. Before the expiry of our certificates we are not issuing new ones, for the years in between you can use our badges to indicate your current revalidation status.