



**TRIATHLON  
ENGLAND**

# **Crowborough Tri Club Head Coach**

## **Role Description**

January 2023

**Role:** Head Coach

**Responsible To:** Chairman, Club Committee

### Position Overview

Implement and support a safe and effective training programme that assists the Club's coaches and triathletes. Help to develop and deliver the training vision for the club and coaching team.

### Commitment

Work with all coaches on the preparation coaching sessions (attendance required at some but not ALL sessions), coach sessions as appropriate, attend all club meetings when required.

### Main Duties and Responsibilities

- **Responsible** for the club's coaching sessions.
- **Prepare and plan**, in conjunction with club coaches, all coaching sessions and risk assessments prior to the activity taking place.
- To provide **advice and guidance** to club coaches in the preparation and running of each coaching session.
- **Attend** club committee meetings to represent the coaches and report on progress.
- **Management** of club coach workforce including coaching programme, club coach development and ensuring the coaching programme matches the ethos of the club and the need of club members.
- To **uphold** and **abide** by the BTF Coaches Code of Ethics and Conduct.
- Be **familiar** with British Triathlon's coaching pathway to support club coaches in gaining further qualification to improve the quality of coaching within the club.

### Relevant Skills and/or Aptitudes

- **Plan** or assist in planning all coached sessions.
- **Organiser** of sessions, equipment and coach workforce.
- **Mentor** to the club coaches to ensure their development as club coaches and to participants attending club sessions.
- **Teacher / Educator / Instructor** – coaching can be considered as helping athletes learn and understand what they need to improve or increase their enjoyment, teaching and educating can form a large element of this. Achieving a balance between telling people what to do and providing an environment for them to learn themselves is a key coaching skill.
- Should be an excellent **communicator** to be able to impart technical information to club committee, club coaches and members attending club sessions.
- **Manage** the club committee, coaches and members will look to the Head Coach to define a suitable programme to meet the needs of the coaches and the club members. The Head Coach will usually need to take the lead and manage a range of activities to support coaching e.g. preparation of plans, booking facilities, possibly even selecting target races for the club or groups of individuals.
- **Role model** – coaching is an important role, and many people look to coaches to set an example, therefore coaches need to act and behave as expected from someone in a position of responsibility and trust.
- **Motivator** – not only to club members taking part in sessions but to junior coaches who will look to the Head Coach for support.

**Knowledge and Experience**

*Essential*

- Able to manage a team
- Well organised and meticulous planner
- Qualified British Triathlon coach.
- Fully compliant with all safeguarding requirements as required by British Triathlon.
- Understanding of British Triathlon coaching guidelines and procedures.
- Be able to manage and plan sessions in line with the club's ethos.

*Desirable*

- Good understanding of equality, diversity and inclusion in a triathlon setting
- Experience of supporting improvements to mental and physical wellbeing
- Understanding of GDPR

**Personal Attributes**

*Essential*


- Commitment and enthusiasm to develop the Club and support its members.
- Positive and common-sense approach in dealing with challenging issues.
- Treats people with respect.
- Protects confidential information.
- Adheres to the club's policies and demonstrates loyalty to the club.
- Strong individualist and decision maker with high determination to succeed.
- Self-motivated.

**Support from British Triathlon**

- Support from British Triathlon Coaching [coaching@britishtriathlon.org](mailto:coaching@britishtriathlon.org)
- Direct access to [British Triathlon's Learning Hub](#)

**What will you gain from the experience?**

This is a pivotal and highly rewarding role. The success and impact on the club will be determined by the post holder's own ambitions and enthusiasm. As well as the ability to guide and engage with others, it is the opportunity to shape the direction of the club's coaching resources and oversee the club's long term training programme.

Name (please print)	IAIN WATSON		
British Triathlon Membership Number	E1035194		
Signed		Date	27/2/2023