



Coaching Policy

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1/3/2019	1	Eugene Ong	Created
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Definitions

Abbreviation	Definition
TS	Triathlon Singapore
SNOC	Singapore National Olympic Council
ITU	International Triathlon Union
ASTC	Asian Triathlon Confederation
SLSS	Singapore Life Savings Society
NROC	National Registry of Coaches
LOC	Local Organizing Committee / Host Federation
NF	National Federation
MC	Management Committee
Major Games	Olympics, Commonwealth Games, Asian Games, Southeast Asian Games
Overseas competitions	Any competitions organized or sanctioned by ITU, ASTC or NF Members of ITU/ASTC

Introduction

This policy is created to provide a set of guidelines for Coaches in Singapore, regarding the following matters:

- SG Coach Integrated Triathlon Course
- Accreditation Policy
- TS Community programmes/clinics/workshops
- ITU Coach Development pathway
- Revocation of Coaching Certifications
- Overseas Competitions & Major Games
- Coaches Agreement
- Coaches Code of Conduct and Ethics
- Coaches Obligations
- Appeal & Disciplinary Procedures

SG Coach Integrated Triathlon Course

Pre-Course requirements

1. 18 years of age
2. Have no criminal convictions
3. Paid up financial member of TS
4. A strong desire to coach Triathlon
5. Endorsed TS's "Coaches Code of Conduct"

Note: Completion of the SG Coach integrated Triathlon course does not permit you to officially coach triathlon in Singapore. You would still need to complete the following:

1. Attain SLSS Life-Savings 1,2,3 (and/or it's equivalent or higher)
2. Apply for NROC Membership. You would need the following:
 - Valid Standard First Aid Certificate (with AED+CPR) from an approved provider
 - Values and Principles on Sport (VPS) Certificate or its equivalent
 - Basic Sport Science (BSS) Certificate
 - "SG Coach Integrated Triathlon" Course attendance/completion letter issued by TS
 - For foreigners, you need to have a valid work pass or Letter of Consent from the Ministry of Manpower before you may apply for NROC.

To apply for NROC membership, please visit:

<https://www.sportsingapore.gov.sg/Athletes-Coaches/Coaches-Corner/National-Registry-of-Coaches>

Accreditation Policy:

TS will only recognize and accept Coaching Certificates issued by ITU, for "SG Coach Level 1 Integrated Triathlon" Course Accreditation.

To apply for accreditation,

1. Signed and submit the Accreditation Application Form
2. Signed and Submit Coaches Agreement
3. Submit ITU Coaching Certification and Transcript (with full annual renewal evidence)
4. Submit Valid Standard First Aid Certificate (with AED+CPR) from an approved provider
5. Submit Values and Principles on Sport (VPS) Certificate or its equivalent
6. Submit 1 Passport sized photo
7. Payment of \$100 to TS for administrative fees

(Upon receipt of the above, TS will issue the "SG Coach Integrated Triathlon" Accreditation Letter, for the Coach to apply for NROC membership)

Note: Coaches holding on to all other triathlon coaching certificates given and issued by any other NF, will have to attend and complete the Sg Coach Level 1 Triathlon Course, in order to apply for NROC Membership. However, Subsidies will be given if they can produce a copy of their existing triathlon coaching certificates and transcript from the issuing NF.

TS Community Programmes/Clinics/Workshops

At times, TS will conduct community level programmes, clinics or workshops. We will engage coaches to lead or assist in these programs. TS will call for recruitment via our public domain platform (website, social media etc). It is the onus of qualified coaches to write in to TS to apply or state their intent of interest.

Requirements:

1. To lead, must possess a full NROC membership under Triathlon
2. To assist, must possess minimum a provisional NROC membership under Triathlon
3. Paid up financial member of TS of at least 6 months validity
4. Valid endorsed TS's "Coaches Agreement"
5. Evidence of active coaching of at least 8 hours

ITU Coach Development Pathway

The ITU Coach Development Pathway includes 23 levels of Coaching Courses: ITU Level 1 and ITU Level 2. Candidates will be selected by ITU, at the recommendation of the NF. All nominations will be done via the NF before the application closing date.

Requirements

1. Full NROC membership under Triathlon of at least 1 year.
2. Paid up financial member of TAS of at least 1 year validity
3. Valid endorsed Triathlon Singapore's "Coaches Code of Conduct"
4. Evidence of active coaching in Triathlon of at least 1 year.
5. Minimum 10 hours of coaching contribution to TS
6. Commitment to develop youth and junior athletes
7. Submission of a 4-year long term professional coaching plan
8. Demonstrate a high level of spoken and written skills in the English language.
9. Commitment to attend 100% of the course
10. Ability to complete all online tasks, will require access to a computer with internet access, in order to use the ITU Education Hub.
11. Proper progression in the pathway: a Level 1 certification before proceeding to level 2.

Process:

Candidates will be selected base on the following factors, but not limited to

1. Language capabilities, inability to communicate will reduce the impact and value of the course.
2. Equality, to provide opportunities across all members, in terms of race or gender.
3. Current Engagement with the community, coaches that have contributed positively to the triathlon community in Singapore, and/or have shown evidences of having positively coaching and developing youth, junior, U23 or Elite athletes, will be given preference

Revocation of Coaching Certification

Coaches will have their coaching certification (ITU or SG Coach) revoked in the following situations

1. Immediately upon any suspension given by NROC
2. Immediately upon any suspension given by ITU
3. Immediately upon any suspension given by any other National Federation or Sports Association.
4. Upon any verdict of revoke given by the TAS Disciplinary Committee, for a breach of the Coaches' Code of Conduct or any relevant agreement endorsed by the coach.

Coaching certification, once revoked, will not be reinstated.

Coaches may re-apply for any coaching courses conducted/supported by TAS, after their suspension/ban have been lifted, and provided they have met the requirements of the course.

Overseas Competitions and Major Games

At times, TAS will appoint Team Coaches for certain overseas competitions and Major Games. Please refer to the "Team Official Policy" document for details and guidelines.

Coaches Agreement

I, hereby agree to be a coach registered under TS. I understand and agree to the following points, that I:

- (a) Will abide to the coaches' Code of Conduct & Ethics.
- (b) Shall contribute back to TAS in terms of coaches' development, sports development programmes, and athletes' development in whatever way possible.
- (c) Accepts that TAS reserves full discretion in all matters pertaining to Coaches' selection for further education, coaches' selection for participation in overseas competitions and Major Games, and that TAS's decision on all matters is final.
- (d) Shall make no statement, representation or claims for and on behalf of TAS in relations to matters mentioned therein save such as are specifically authorized by TAS.
- (e) Shall, on demand, indemnify TAS from any liability for any loss arising directly or indirectly out of, resulting from or in connection with the provision of the coaching services by me or their use by any person. "Loss" means any claim, liability (civil or criminal), damage, injury, death, demand, expense, fee, fine, payment, proceeding, loss (including loss of profit, any indirect, special or consequential loss), compensation and/or penalty of any kind.
- (f) Accepts that failing to abide by this agreement will result in a disciplinary proceedings stipulated in Annex A below.
- (g) Will subject myself to the Appeal Procedure stipulated in Annex A below, for any disagreement or grievances on my part in any matters.

Name	
Date of Birth	
TAS Membership Number	
NRIC (Last 4 Digits)	
Contact Number (Handphone)	
Email Address	
Emergency contact Name and Number	
Sign / Date	

COACHES' CODE OF CONDUCT & ETHICS

I agree to abide to the following:

Respect for Individuals

1. Treat and respect everyone equally, regardless of race, language, religion, culture, gender or physical ability.
2. Recognise that athletes can contribute by providing positive feedback on training methods and how performance during training and competition could be optimised. Be a good listener when occasions for such interaction arise.
3. Remember that there is a need for certain information to be kept confidential. Disclosure of such information should only be made with the consent of those who requested confidentiality.
4. Be sensitive to the feelings of athletes when providing feedback on their training progress and performance during competition. Criticisms if any should not be directed at the athlete; instead it should be on the athlete's performance.

Responsible Coaching

1. Be responsible for periodically updating coaching expertise through participation in courses, conferences and workshops, and through information available in resource materials.
2. Prepare well-planned and sound training programmes and execute them in a manner that would benefit all athletes.
3. Recognise the limits of my knowledge and collaborate with other qualified practitioners. Where appropriate, refer athletes to a more qualified coach or specialist.
4. Advise injured athlete to seek further medical treatment and suggest an appropriate recovery plan whenever possible. When deciding on injured athlete's ability to continue training or competing, do take into account his/her future health and general well-being.
5. Ensure that training and competition venues meet with minimum safety standards and that athletes are properly attired.
6. Sexual intimacy with your athlete will not be tolerated. Any physical contact with your athletes should be only absolutely necessary and during appropriate situations.

Integrity In Actions

1. Be honest and sincere when communicating with athletes. Do not give false hopes.
2. Inform a fellow coach if and when I am working with their athletes.
3. Coaching qualifications and experience should be accurately represented, both in written and verbal form.
4. Abide by the rules of the sport and respect opponents and those in positions of authority.
5. Adopt a professional attitude and maintain the highest standards of personal conduct. It should encompass mannerism, dress and language.
6. Exercise self-awareness and evaluate how values and actions influence coaching activities positively or negatively.

Other Codes:

Humanity

Coaches must respect the rights, dignity and worth of every human being and their ultimate right to self-determination. Specifically, coaches must treat everyone equitably and sensitively, within the context of their activity and ability, regardless of gender, ethnic origin, cultural background, sexual orientation, religion or political affiliation and providing equal opportunities at all times.

Relationship

1. A good coach will be concerned primarily with the well-being, safety, protection and future of the individual athlete. There must be a balance between the development of performance and the social, emotional, intellectual and physical needs of the individual.
2. A key element in a coaching relationship is the development of independence. Athletes must be encouraged and guided to accept responsibility for their own behaviour and performance in training, in competition, and in their domestic, academic or business life.
3. Coaches are responsible for setting and monitoring the boundaries between a working relationship and friendship with their athletes. This is particularly important when the athlete is a young person. The coach must realize that certain situations or friendly words and actions could be misinterpreted, not only by the athlete, but also by outsiders (or other members of a squad or group of athletes) motivated by jealousy, dislike or mistrust, and could lead to allegations of misconduct or impropriety.
4. Where physical contact between coach and athlete is a necessary part of the coaching process, coaches must ensure that no action on their part could be misconstrued. The relationship between coach and athlete relies heavily on mutual trust and respect. This means that the athlete should be made aware of the coach's qualifications and experiences and must be given the opportunity to consent to or decline proposals for training, performance or competition at any given time.

Commitment

1. Coaches should clarify in advance with an athlete (and/or employers) the number of sessions, fees (if any) and method of payment. They should explore with their athletes (and/or employers) the expectation of the outcome of coaching. Written contracts may be appropriate in some circumstances.
2. Coaches have a responsibility to declare to their athletes and/or employers any other current coaching commitments. They should also find out if any prospective client is receiving instruction from another teacher/coach. If so, the teacher/coach should be contacted to discuss the situation.
3. Coaches must make explicit to all parties concerned on the nature of the conflict and the loyalties and responsibilities involved, should they be aware of any conflicts between their obligation to their athletes and their obligation to their NSA, (or any other organizations in their employment).
4. Coaches should expect a similar level of reciprocal commitment from their athletes. In particular, the athlete (parent/guardian in the case of a minor) should inform the coach of any change in circumstances that affect the coach/athlete relationship.
5. Coaches should receive appropriate acknowledgment for their contribution to the athlete's progress and achievement. Where money is earned from performances, it is reasonable to expect the coach should receive an appropriate share of the rewards. Such apportionment with any attendant conditions should be agreed in advance (in writing) to avoid any misunderstanding between both parties.

Co-operation

1. Coaches should communicate and co-operate with other sports and allied professions in the best interests of their athletes. An example of such contact should be the seeking of:
 - educational and career counselling for young athletes whose involvement in sport impinges upon their studies
 - Sport science advice through recognized personnel from either Sport Singapore or individual qualified professionals in this field.

2. Coaches must communicate and co-operate with registered medical and ancillary practitioners in the diagnosis, treatment and management of their athletes' medical and psychological problems.

Integrity

3. Coaches must not encourage athletes to violate the rules of their sport. They should actively seek to discourage and condemn such actions and encourage athletes to obey the spirit of the rules.
4. Coaches must not compromise their athletes by advocating measures that could constitute unfair advantage. They must not adopt practices to accelerate performance improvement that might jeopardize the safety, total well-being and future participation of the athlete. Coaches must never advocate or condone the use of prohibited drugs or other banned performance enhancing substances.
5. Coaches must ensure that the activities, training and competition programs they advocate and direct or appropriate for their age, maturity, experience and ability of the individual athlete.
6. Coaches must treat opponents with due respect, both in victory and defeat, and should encourage their athletes to act in a similar manner. A key role for a coach is to prepare athletes to respond to success and failure in a dignified manner.
7. Coaches must accept responsibility for the conduct of their athletes and discourage inappropriate behaviour in training, competition, and away from the sporting arena.

Advertising

1. Advertising by sports coaches in respect of qualifications, training and/or services must be accurate and professionally restrained. Coaches must be able to present evidence of current qualifications upon request. Evidence should also be available to support any claim associated with the promotion of their services.
2. Coaches must not display any affiliation with an organization in a manner that falsely implies sponsorship or accreditation by their organisation.

Confidentiality

1. Sports coaches inevitably gather a great deal of personal information about athletes in the course of a working relationship. Coach and athlete must reach agreement about what is to be regarded as confidential information (i.e. not divulged to a third party without the express approval of the athlete).
2. Confidentiality does not preclude the disclosure of information about an athlete to persons who can be judged to have a right to know. For example:
 - Evaluation for competitive selection purposes
 - Recommendations for employment
 - In pursuit of disciplinary action involving athletes within the sport
 - In pursuit of disciplinary action by a sports organisation against one of its members
 - Legal and medical requirements for disclosure
 - Recommendations to parents/family where the health and safety of athletes might be at stake
 - In pursuit of action to protect children from abuse.

Abuse of Privilege

1. The sports coach is privileged to have regular contact with athletes and occasionally to travel and reside with athletes in the course of coaching and competitive practice. A coach must not attempt to exert undue influence over the athlete in order to obtain personal benefit or reward.

2. Coaches must consistently display high personal standards and project a favourable image of their sport and of coaching to athletes, their parents/families, other coaches, officials, spectators, the media and the public.
3. Personal appearance is a matter of individual taste but the sports coach has an obligation to project an image of health, cleanliness and functional efficiency.
4. Sports coaches should never smoke while coaching
5. Coaches should not consume alcohol prior to coaching so that it would affect their competence to coach, compromise the safety of the athletes or obviously indicate they had been drinking (e.g. smell of alcohol on breath).
6. Coaches should not engage in any form of discriminatory behaviour or sexual harassment
7. Coaches must strictly abide to the Safe Sport Policy of the NSA and/or Sport Singapore.

Safety

1. Within the limits of their control, coaches have a responsibility to ensure, as far as possible the safety of the athletes with whom they work with.
2. All reasonable steps should be taken to establish a safe working and training environment.
3. The work done and the manner in which it is done should be in keeping with the regular and approved practice with their sport, as determined by the NSA.
4. The activity undertaken should be suitable for their age, physical and emotional maturity, experience and ability of the athletes.
5. Coaches have a duty to protect children from harm and abuse.
6. The athletes should have been systematically prepared for the activity and made aware of their personal responsibilities in terms of safety.
7. Coaches should arrange adequate insurance to cover all aspects of their coaching practice.

Competence

1. Coaches shall confine themselves to practice in those elements of sport for which their training and competence is recognized by the appropriate NSA or NF. Training includes the accumulation of knowledge and skills through formal coach education courses, independent, research and the accumulation of relevant verifiable experience.
2. Competence to coach should normally be verified through evidence of qualifications. Competence cannot be inferred solely from evidence of prior experience.
3. Coaches must be able to recognize and accept when to refer athletes to other coaches or agencies. It is their responsibility, as far as possible, to verify the competence and integrity of any other person to whom they refer an athlete.
4. Coaches should regularly seek ways of increasing their personal and professional development.
5. Coaches should welcome evaluation of their work by colleagues and be able to account to athletes, employers and colleagues for what they do and why.
6. Coaches have a responsibility to themselves and their athletes to maintain their own effectiveness, resilience and abilities. They should recognize when their personal resources are so depleted that help is needed. This may necessitate the withdrawal from coaching temporarily or permanently.

Annex A:

Obligations when Coaching under TS's appointment/engagement/recruitment		
1	<p>I shall abide to the Code of Conduct as set out in Annex A of this agreement, at all times</p> <p>I will exhibit good leadership at all times, and will treat all other athletes, officials, volunteers and spectators with respect and manners.</p> <p>I will not engage in any activities or conduct that is contrary to the laws of Singapore or in any place where competition or training is held, nor will I bring myself, my nation, TS and its affiliate partners into disrepute.</p> <p>I and will not engage in any activities or promotional activities to solicit for my personal/sponsored brands, Teams, Clubs whatsoever.</p>	Code of Conduct
2	<p>I will immediately inform TS of any condition, illness or injury which may affect my ability to perform my duties as an appointed coach</p> <p>I strive to maintain the highest possible level of personal health, hygiene and physical well-being at all times</p> <p>I also agree to undertake any further medical assessment, declaration or examinations as required, if any.</p>	Medical
3	<p>I agree to and will comply with the WADA Code and all anti-doping rules of ITU, ADS and TS, including by submitting myself to medical controls and examinations at any time.</p>	Anti-Doping
4	<p>I will not make any public statement which is derogatory of TS, nor make any critical statement or disparaging remarks upon another coach/athlete, be it on a personal basis or with regards to this programme.</p> <p>I will also obtain prior consent and approval from TS before engaging in any interview with any member of the media with regards to this programme.</p> <p>I agrees to be filmed, televised, photographed or identified as determined by the organizer of the competition in relation to promotion of this program.</p>	Media
5	<p>I must wear the given attire when in conduct of my coaching duties for this programme.</p>	Attire
6	<p>I will fulfil any engagements as required by TS sponsors for the programme, if any.</p>	Sponsors

	<p>I will take care to avoid any conflicts between individual sponsors and those of TS.</p> <p>Any sponsor's image on the given attire needs to be approved by TS.</p>	
7	<p>I agree and consent to TS collecting, processing, disclosing and using personal information for</p> <ul style="list-style-type: none"> - the purposes of disclosures to entities like LOC, WADA, ADS, SNOC, Sponsors, Insures, Law enforcement agencies, and/or any other entities that TS deems to require access to the data in order to achieve the purposes. - the implementation of this agreement, any registration, disciplinary proceedings, historical and statistical records, any other reasonable purpose in order for TS to discharge its administrative and management functions. 	Data Privacy
8	<p>I acknowledge and accept that TS owns all intellectual Property rights used in relation to this engagement and any programmes, and shall not do anything to cause such rights to be interfered with, diminished, lost and/or damage.</p> <p>I understand and consent that the utilization of all images (still or moving), names, logos, programmes, events, materials, by TS or approved by TS, will be permitted during and after the termination of this engagement for promotion purposes.</p> <p>I will seek for prior approval before using them, or allowing sponsors to use them, for commercial or any other purposes.</p>	Intellectual property
9	<p>I agree not to engage in any form of discriminatory behavior or sexual harassment.</p> <p>I also agree to abide to the Safe Sport policy of TS and SportSG, and will do my utmost best to prevent any such incidents from occurring.</p>	Safe Sport
10	<p>All Parties will mutually respect and maintain reciprocal confidentiality of information at all times, both during and after the termination of this engagement.</p>	Confidentiality

Appeal & Disciplinary Procedure		
11	<p>TS Disciplinary Committee shall have the rights to investigate any complaints about my behavior, or any incidents with any reasonable grounds that I may have breached this agreement. For the avoidance of doubt, the expiration or this agreement shall not in any way affect or impair the TS Disciplinary Committee's authority and rights under this procedure</p>	Disciplinary Procedure

	<p>If found guilty of any breach of this agreement, the TS Disciplinary Committee shall have the sole authority and discretion to determine any penalty to be imposed on me, which may include:</p> <ul style="list-style-type: none"> - Suspension of good standing - Suspension of TS Membership - Suspension of any coaching certification - Ban from future programmes <p>If accused of breaching this agreement (whether during or outside of the programme duration), I will be given an opportunity to meet with TS Disciplinary Committee to discuss the allegations made.</p>	
12	<p>I shall attempt to resolve any dispute arising out of or relating to this agreement, which includes any decisions made by the TS Disciplinary Committee, in good faith. I shall endeavor to resolve all issues in tandem with the spirit of cooperation and collaboration.</p> <p>I may put in my appeal by submitting a written request for a hearing of my case, within 7 days from receipt of written notice that a dispute has arisen.</p> <p>Any disputes which has not been settled within 14 days of receipt of my request, shall be referred to SportSG.</p> <p>In the event that the dispute cannot be resolved, the Parties agree the dispute shall be referred to the Singapore Mediation Centre for mediation and arbitration in accordance with the Framework for Alternative Dispute Resolution for Sports. The parties agree to participate in the mediation in good faith and undertake to abide by the terms of any settlement reached.</p>	Dispute Resolution / Appeal Procedure