



# Tri NZ Foundation Level Coaching Accreditation Programme Information

*"Before you are a leader, success is all about growing yourself.  
When you become a leader, success is all about growing others"*

**Jack Welch**

## COACHING ACCREDITATION PATHWAY

CERTIFICATION LEVEL	
FOUNDATION LEVEL	DEVELOPMENT COACHING
LEVEL ONE	
LEVEL TWO	PERFORMANCE COACHING
LEVEL THREE	

### Overview

The purpose of the Foundation Level Coaching Accreditation is to equip the wider community with the fundamental coaching knowledge to adopt a safer and more mindful approach to leading sessions. In the process Tri NZ believe this will grow the number of capable coaches that works together and shares knowledge; developing a more educated coaching community domestically.

The key learning objective of this course is to upskill the volunteers, support staff and enthusiastic individuals who are actively involved with their clubs or community groups. This course will provide participants with the awareness of ethical, athlete-centred and leadership knowledge and philosophies required to responsibly lead a session; providing an optimal level of health & safety and duty of care to all participants involved. After course completion, the applicant will also be available to access a Risk Management and Session Planning resource for continued development.

It is important to note that the Foundation Level Coaching Accreditation is open to anyone that is a New Zealand resident that is involved with the sport of Triathlon. There are no prior qualification standards or prerequisites into this course.

This approach is consistent with Tri NZ's coach development philosophy which recognises any reasonable individual that has the ambition to contribute to the coaching community should be equipped with the fundamental tools to do so.

**Please note:** This course is available to New Zealand Residents only



## Application / Registration Process

The registration process into the Tri NZ Foundation Level Accreditation programme can be found on our website at [triathlon.kiwi/get-involved/become-a-coach](https://triathlon.kiwi/get-involved/become-a-coach). Please note that this course is intended for individuals that are already involved with an affiliated club or coaching group. Workshops can also be held at a clubs' request. For any assistance around getting involved or if you require additional course information, contact Geoff Holmes at [coaching@triathlon.kiwi](mailto:coaching@triathlon.kiwi).

Once registered the Tri NZ Coaching Manager will be in contact either via email or phone to notify you of the process moving forward.

## Prerequisites

- Be a current member of Triathlon New Zealand
- Be in good standing with Triathlon New Zealand

## Programme Objectives

The objectives of the Foundation Level course are to improve the coach's ability to:

- Show a duty of care and demonstrate a good ethical practice
- Adopt a safer and more mindful approach to coaching
- Demonstrate a range of accepted coaching practices
- Commit to their own personal coaching development
- Communicate with and direct athletes to achieve the desired outcome
- Become an active member their own triathlon community

## Programme Cost

Registration costs \$NZ 95.00\* [NZ Residents only]

\* This cost will be deducted from the full cost of the Level 1 Programme should you wish to pursue it upon completion of the Foundation Level Accreditation.

## Programme Duration

It is expected that all applicants have submitted all course material within one month of course registration. If an extension is required, contact the Geoff Holmes at [coaching@triathlon.kiwi](mailto:coaching@triathlon.kiwi).

Regional workshops can be provided at the request of any affiliated clubs. Please contact your local club or Anna Russell at [anna.russell@triathlon.kiwi](mailto:anna.russell@triathlon.kiwi) for more information.

## Programme Completion

Course material will be assessed on a complete / incomplete basis. The timeframe for marking will be completed within 2 weeks from submission, after which the Tri NZ Coaching Manager will be in contact.

Any disputed decisions referring to the final judgement on accreditation will be raised to the Tri NZ Community Director. If denied further, this will then be escalated to the Coaching Advisory Group.



## Tri NZ Foundation Level Coaching Accreditation Completion Guide

*The information below is to be read in conjunction with requirement information below. Note that all requirements will be assessed on a **COMPLETE / INCOMPLETE** basis. Coaches will be given the opportunity to resubmit requirements for completion where they need to. All content is available online after registration via the Triathlon New Zealand website.*

REQUIREMENT	TIMEFRAME	COMMENT
<b>Introduction to Leadership Module</b>	To be completed immediately	<b>Read the resources</b> supplied and then complete the Learning Activity questions, including Parts A & B. Use your own knowledge as appropriate
<b>Introduction to Ethics in Coaching Module</b>	To be completed immediately	<b>Read the resource</b> supplied (ITU Level One Ethics) and then complete the Learning Activity questions. Use your own knowledge as appropriate
<b>Athlete-Centred Module</b>	To be completed immediately	<b>Read the resources</b> supplied and apply relevant parts of the 'Leadership Module' to complete the Learning Activity questions. Use your own knowledge as appropriate
<b>Coach Testimonial</b>	To be completed immediately	Get a current Tri NZ Accredited coach you have worked with to write a few words (2-3 paragraphs) about you and your coaching
<b>Coaches' Code of Ethical Behaviour</b>	To be completed immediately	Read and sign the Coaches' Code of Ethical Behaviour. By signing the code, you are acknowledging you have read the code, accept it, and agree to abide by it (electronic copies are accepted)
<b>Police Vetting</b>	To be completed immediately	An <u>Authorisation to Disclose Information</u> form [provided] must be submitted and the hard copy must be sent to <b>PO Box 67088, Mount Eden, Auckland 1349</b> (electronic copies are NOT accepted by NZ Police)
<b>First Aid (External)</b>	To be completed within 3 months of course completion	It is required that you invest in a first aid qualification covering NZQA unit standards <a href="#">6401</a> , <a href="#">6402</a> (i.e. St John Level 1). In addition, it is <b>highly recommended</b> you also complete unit standard <a href="#">6400</a> (i.e. St John Level 2), although not compulsory for course completion. Once completed, confirmation should be sent to <a href="mailto:coaching@triathlon.kiwi">coaching@triathlon.kiwi</a>
<b>Health &amp; Safety (External)</b>	<b>OPTIONAL</b>	Although not compulsory, it is <b>highly recommended</b> that you complete the Health and Safety online workshop provided by Sport NZ. The course 'Sport Safe' can be found on their <a href="#">website</a>
<p>Tri NZ's Coach Development Programme is overseen by the Tri NZ Coach Advisory Group [CAG]. They reserve the right to request additional information from any coach registered on the programme, or for information to be re-submitted.</p>		



# Tri NZ Foundation Level Coaching Accreditation Requirement Information

## **Athlete-Centred Module**

*To be completed immediately*

**Read the resources** supplied and apply relevant parts of the 'Leadership Module' to complete the Learning Activity questions. Use your own knowledge as appropriate.

**Purpose** - To ensure all applicants operate with conscious knowledge of the Tri NZ coaching philosophies and mentalities. Completion of this module will enable the applicant to:

- Describe and develop their own philosophy around athlete-centred coaching
- Explain the difference between athlete-centred and coach-centred coaching
- Describe the difference between instruction & coaching

### **Available Resources:**

- Athlete-Centred Coaching Resource
- NZ Coach Approach Video [Sport NZ YouTube Resource] - [youtube.com/watch?v=vO\\_veXpgO4Y](https://www.youtube.com/watch?v=vO_veXpgO4Y)

## **Introduction to Leadership Module**

*To be completed immediately*

**Read the resources** supplied and then complete the Learning Activity questions, including Parts A & B. Use your own knowledge as appropriate.

**Purpose** - To ensure all applicants can identify and implement the necessary leadership style in different circumstances. Completion of this module will enable the applicant to:

- Identify, apply and reflect on your own leadership style
- Define their own personal vision for coaching, with reference to your life & long-term coaching goals
- Identify leadership styles in other coaches and explain the appropriateness of the style for the athletes being coached

### **Available Resources:**

- Leadership Coaching Resource
- Steve Hansen Connecting Coaches [Sport NZ YouTube Resource] - [youtube.com/watch?v=fyzPfheZ600](https://www.youtube.com/watch?v=fyzPfheZ600)

## **Introduction to Ethics in Coaching Module**

*To be completed immediately*

**Read the resource** supplied and then complete the Learning Activity questions. Use your own knowledge as appropriate

**Purpose** - To ensure all applicants identify, understand and identify implement good ethical practices. Completing of this module will enable the applicant to:

- Differentiate between ethical and unethical coaching practices
- Describe your own coaching philosophy and discuss its importance
- Identify 5 values that are integral to you right now and how they can be applied to your coaching

### **Available Resources:**

- ITU Level One Ethics PowerPoint
- Tri NZ Coaches' Code of Ethical Behaviours



## **Coach Testimonial**

*To be completed immediately*

**Use the template provided** and get a current Tri NZ accredited coach you have worked with to write a few words (2-3 paragraphs) about you and your coaching.

**Purpose** - To ensure each applicant has some form of credibility to their coaching and themselves as a person.

### **Available Resources:**

- Tri NZ Coaching Testimonial Template

## **Coaches' Code of Ethical Behaviour**

*To be completed immediately*

Read and sign the Coaches' Code of Ethical Behaviour. By signing the code, you are acknowledging you have read the code, accept it, and agree to abide by it (electronic copies are accepted)

## **Police Vetting**

*To be completed immediately*

To ensure all Tri NZ accredited coaches are credible, upstanding citizens, all applicants must be Police Vetted. An 'Authorisation to Disclose Information' form must be completed and the hard copy must be sent to **PO Box 67088, Mount Eden, Auckland 1349** (electronic copies are NOT accepted by NZ Police). The form is available online after registration via the Triathlon New Zealand website.

## **First Aid (External)**

*To be completed within 3 months of completing the course*

These first aid standards are seen to be the minimum requirements of becoming a Tri NZ Accredited coach. Intended to prepare an individual with the knowledge to act in the necessary way when an unexpected situation arises. As a coach you have an obligation to lead, control and direct any situation under your guidance.

**6401** – [Provide First Aid](#)

**6402** – [Provide Resuscitation Level 2](#)

**6400 (Optional)** – [Manage First Aid in Emergency Situations](#)

St John is the recommended provider of NZQA standards. St John [Level 1](#) covers both the required standards (6401, 6402), with [Level 2](#) covering standard 6400. Other providers are also acceptable, including SLSNZ levels.

## **Health & Safety (External)**

*Optional - Highly recommended*

Sport NZ have provided a course for all individuals involved in the sport and recreation sector, to ensure safety for participants and public. The course can be completed in 20-40 minutes, depending on prior knowledge and experience. Available completely online through the Sport NZ [website](#).

Completion of the course will enable the individual to:

- Identify who is responsible for what when it comes to health and safety
- Identify what your rights are as a paid or volunteer worker
- Describe some of the systems and processes that are used to keep everyone safe and having fun
- Identify and manage hazards