

## PACTRAC - Memorandum of Understanding for Coaches

### Overview

This document sets out the benefits that PACTRAC ("Club") provides to its coaches and provides details of the minimum coaching commitment the Club expects if the BTF membership and coaching course(s) have been paid by the Club. The idea is to formalise the arrangement so that everyone knows what the benefits are and what is expected of them in return.

Coaches who are 'active' in their coaching will be entitled to all the following benefits. Should they be unable to fulfil their coaching requirements, they may become an 'inactive' coach from time-to-time, and the benefits will no longer be available until they can return to face-to-face coaching.

### Club Membership Fee

All active coaches will be reimbursed by the Club for their annual membership fee.

### Training Fees

All active coaches will receive 100% free annual training for all Club sessions. A discount code will be provided to all coaches to enter into ClubPal when reviewing their training fees. The Head Coach will provide the discount code and full instructions.

### BTF Membership

All active coaches who coach more than once per month will be reimbursed by the Club for their 'Coach Membership' package with BTF, currently £46.00 per year. You may decide to join BTF with their 'Ultimate Coach Membership' at £85.00, in which case the Club will contribute £46.00 towards this cost.

### Coaching Qualifications, CPD, First Aid & DBS

All coaches are encouraged to continuously develop their skills and expand their knowledge of swim, bike, run, strength and conditioning disciplines. All courses must be seen to be of direct benefit to the Club. Existing coaches who would like to enrol on a CPD course should speak to the Head Coach. Courses under £100 will be approved by the Head Coach. Should a Level 1 Coach like to progress to become a Level 2 Coach, they should speak to the Head Coach who in turn will seek approval from the Committee.

New coaches to the coaching team who would like to enrol on a BTF Level 1 course should speak to the Head Coach in the first instance, and their request will be reviewed by the Committee.

All First Aid training courses and refresher courses will be reimbursed by the Club, as will any costs associated with Disclosure and Barring Services (DBS), according to the BTF requirements at the time. Should you require any equipment for coaching, please speak to the Head Coach who will review your request.

PLEASE NOTE: travel and subsistence for courses is not covered by the club and needs to be covered by the individual attending the course.

We encourage car sharing to training sessions and courses if appropriate at the time, i.e., in line with Covid-19 guidance from the Government.

### Club Coaches Clothing

All coaches will be provided with a club coach polo shirt. These are provided to be worn at club sessions/events only.

### Levels of Coaching Commitment

The Club expects coaches to attend at least 1 session every 4-5 weeks on average throughout the

year to be deemed an “active” coach. These are the minimum levels of commitment that should be communicated to anyone thinking of joining the coaching team. All coached sessions will require the support of at least one Level 2 Coach (or in line with current BTF guidelines). We are looking to find a balance so that coaches have the opportunity to train with the club as well as coach. For example, at a track session we encourage active coaching where the coach manages the session but also takes part if they wish. Naturally, circumstances may prevent a coach from fulfilling these requirements from time to time and the Club will be understanding about these situations and the needs of the coach. In these situations, please speak to your Head Coach as soon as possible.

#### Mentoring

All Activators and Level 1 coaches will be given support and training from the Lead Coach for each session. This should allow them to practice coaching with a level of confidence within that particular discipline. Activators and Level 1 coaches will be expected to understand the session plan and to ask any questions before or during delivery to ensure good coaching practice is adhered to. Where required, the Lead Coach should provide assistance and advice including feedback to assist with the development of Activators and Level 1 coaches. If the Activator and/or Level 1 coach feels unsure of something in the session plan, then they should immediately speak to the Lead Coach or Head Coach before continuing. Mentoring will also be extended to session plan development to allow Activators and Level 1 coaches to understand (1) how and why a session has been structured and (2) each objective in the plan. The mentoring structure for Level 2 coaches is to be discussed and formalised by the Head Coach as soon as possible but is not currently in place.

#### Grievance Procedure

Should any member of the coaching team have a genuine grievance, they should contact the Welfare Officer who is responsible for administering the Club’s Grievance Policy. Coaching queries should be referred to the Head Coach.

#### Coaches Code of Conduct & Ethics

Please see BTF document [here](#).