



Welcome Coach 😊

Welcome to the GTC Coaching team. This document will help you to understand how you take your first steps into coaching at the club as well as introducing you to the many sessions we have available.

Covered in this guide are:

1. First steps for a new coach?
2. When can I coach?
3. Rotas
4. Sessions, times and locations
5. Session and venue information
6. Coaches meetings
7. Club website, newsletter and Facebook

1. First steps for a new coach.

Now that you have joined the GTC coaching team next step is to familiarise yourself with all the resource that has been collated and stored on the coaches shared Google Account. This includes session plans, rotas, coaches information and a huge amount of training resource available for you to look through that covers all three disciplines.

The club coaching team share the Google Account and a Google email address, it's here you will find all this information.

Go to <https://mail.google.com> and enter the details below;

Username: gtccoaching

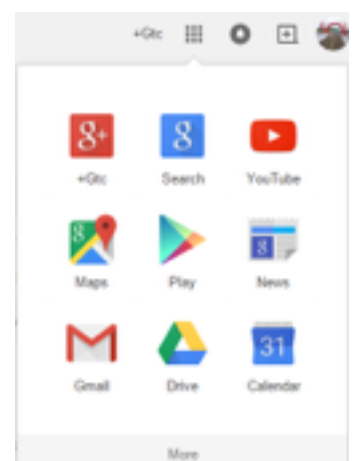
Password: [g@Pv17CTG](#)

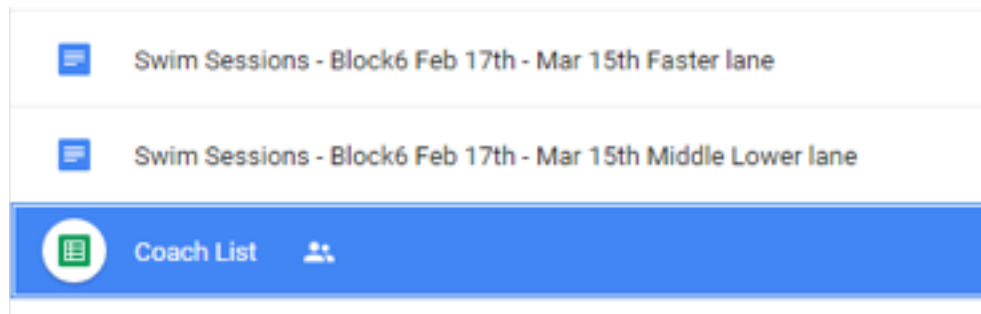
Once you've logged in you will be at the main inbox for the GTC email account, ignore this as you need to access the Google Drive.

To access the drive choose the 'menu' option on the top right hand side of the page.

Once you have revealed the rest of the options in the menu, choose the 'drive' option to reveal all the resource.

Once you are in to the drive the first thing you should do is enter your personal details on the 'coach list'. We use this list to communicate with each other.





The email address you supply will be added to the distribution list so any email sent to gtccoaching@gmail.com will get forwarded on to every single coach (including the email you supply). Jo Gemmell will add your email address to the mail forwarding list so that all coaching emails reach you. Please note there will be a lot of emails sent to the address you supply so please use one that you don't mind getting a lot traffic.

If you want to access the coaches' drive on Google you can do this either by logging in to google using the coaching credentials, or you can share the rota or any other document on the shared drive with yourself. To do this:

Login to the gtccoaching@gmail.com Google Drive. Right click on the file or folder of interest and click 'share'. A dialogue box will pop up.

You can either select 'link sharing' - where you can bookmark a link to the particular document. If you select 'anyone with the link can edit' then anyone who bookmarks that particular link will be able to edit the document.

2. When can I coach?

You can coach as soon as you have passed your Level 1, however it is best if you shadow some of the other coaches delivering the sessions first. This is so you can get used to the way coaching at the club works and the coach you shadow will introduce you to other coaches, session plans and give you information about the venue you are coaching in.

As soon as you are ready to shadow either speak to any of the coaches or email gtccoaching@gmail.com.

Coaches can claim expenses per hour of coaching time to the value of £15 per hour. However If the club paid toward you UKCC level 1/2/3 course you will need to repay this by coaching/shadowing a number of sessions for free to the value of the amount the club paid for the course, e.g. club paid £150 you will need to coach/shadow 10 sessions to repay the amount.

Once you have re-paid your course fees it's up to you to decide if you wish to invoice the club or not for your sessions. Some coaches do and some don't and give up their time voluntarily.

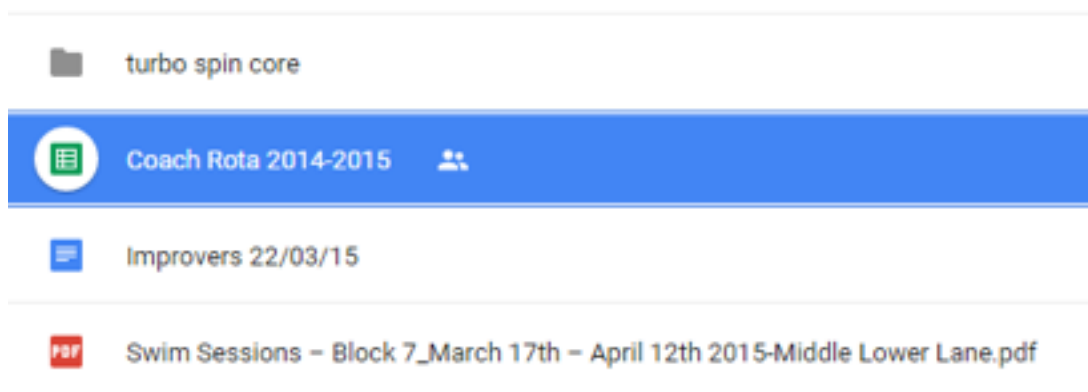
If you are a level 2 coach then you can write sessions as well as coach them. Sessions are written on a 4 week block basis. You can claim fees for these at £20 per block of sessions.

Coaches are requested to invoice the Club via Bob Newton rlbnewton@googlemail.com. The invoice document is available on Google drive. You are responsible for declaring your earnings to HMRC.

3. Rotas

When you have shadowed a couple of session and the coaches are happy for you to start coaching your own lanes or helping in sessions you can put you name on the 'coaches rota'. There is a rota for the adult sessions and one for the juniors. Make sure you sign up on the correct rota.

Please put your name on the rota for any sessions which you are willing to coach. The rota is held on the Shared Google Account in the drive section.



The coaches rota is split into blocks, please speak to any of the coaches to find out the block we are currently in. The Adult and Youth sessions operate on slightly different block numbers, i.e. if the adults are on Block 1, this does not necessarily mean the Youths are also on Block 1 - PLEASE READ THE DATES on the rota carefully. Once you know this you can add you name/initials to the box

| Coach | Date | Session | Coach 1 | Coach 2 | Coach 3 | Coach 4 |
|-------|------------|-----------------------|-----------------|---------|---------|---------|
| 4 | 07/04/2015 | Juniors 18:00 | OFF SCHOOL HOLS | | | |
| | | Maryhill Swim 19:00 | Vicky | David | | |
| | | Maryhill Swim 20:00 | | Duggie | | |
| | 09/04/2015 | Run (GHK) | Vicky | | | |
| | | Beginners Run (Bella) | Hannah | Rose | | |
| | | Juniors 18:00 | OFF SCHOOL HOLS | | | |
| | 11/04/2015 | Juniors 14:00-16:00 | OFF SCHOOL HOLS | | | |
| | 12/04/2015 | Western Baths 19:30 | JH | Rose | | |
| | | Western Baths 20:30 | Hannah | Rose | Duggie | |
| | | Other | | | | |

+ ☰ Block 1 ▾ Block 2 ▾ Block 3 ▾ Block 4 ▾ Block 5 ▾ Block 6 ▾ Block 7 ▾ Block 8 ▾ Block 9 ▾ Block 10 ▾

Document reviewed: September 2016

If you sign up for a session please make sure you turn up at least 15-30 minutes before to ensure you have all you need to start the session.

If for any reason you can't attend a session you have signed up for, please email the coaches email address and ask for cover. It is your responsibility to find cover for a session that you can no longer coach. Don't assume that sending an email asking for cover is enough. However finding cover is never usually a problem but the more notice you can give, the better.

4. Sessions, times and locations

Glasgow Triathlon Club offers a wide range of coached and non-coached activities that run on different days and nights of the week here is a list of times and locations of those sessions

Timetable

Training sessions offered vary per year / season / activity. Please see the club website for the most up-to-date timetable. Current provision is as follows:

Monday (this session varies per year/season/activity)

- April - September - Adult cycle TTs and interval sessions, meeting Malletsheugh Inn, A77, 6 45 - 8 15pm.
- September - April - feel free to make suggestions - perhaps circuits, strength and conditioning, study nights, discussion or planning groups - as coaches you are invited to make suggestions as to new sessions

Tuesday

- ADULT CANAL/RIVERSIDE RUN, MARYHILL GLASGOW CLUB 6 15pm -7pm, 7 15pm - 8pm
- ADULT SWIM, MARYHILL GLASGOW CLUB 7- 8pm swim - 2 lanes, 8 - 9pm swim - 3 lanes
- JUNIOR SWIM, MARYHILL GLASGOW CLUB and SCOTSTOUN GLASGOW CLUB - 6 15pm -7pm
- JUNIOR RUN - (AS ABOVE) 7 -8pm

Wednesday (October - end of March)

- ADULT SPIN, GLASGOW CALEDONIAN UNIVERSITY ARC BUILDING, 7-8pm

Thursday

- ADULT RUN (all levels), meet at Bellahouston Glasgow Club main door, 6 45 - 8pm.
- JUNIOR RUN, MARYHILL GLASGOW CLUB - 6 15pm - 7pm
- JUNIOR SWIM, MARYHILL GLASGOW CLUB - 7 - 8 00 pm

Saturday

- ADULT CYCLE - Pollock Park (South Side) and Allander Sports Centre (North Side) meeting locations for member rides. Organised by club members and/or coaches. NOT COACHED.
- JUNIORS - MARYHILL/BELLAHOUSTON GLASGOW CLUB, 2-4pm. A varied session - fitness, skills and fun.
- Rugged Runs - once per month - guided runs with coaches and more experienced navigators - all abilities catered for.

Sunday

- ADULT SWIM, WESTERN BATHS 7 30pm - 8 30pm - 4 lanes
- ADULT SWIM, WESTERN BATHS 8 30 - 9 30pm - 2 lanes taught swim lesson + 2 lanes improvers

ONLINE BOOKING link:

<https://booking.glasgowtriathlonclub.co.uk/calendar/>

Money is mainly collected via the online booking service introduced this year (2016), so all you need to do is log into this as a coach and confirm that those who attend have paid. If anyone hasn't paid in this way they can still pay in cash. We are aiming to encourage everyone to use the online booking system, but initially there are a mixture of cash and online payments. If coaches DO NOT HAVE a smart phone, they cannot review how many people have paid online. This can cause difficulties for the swim sessions which have limited availability. Please be aware of this and try to check online bookings using your computer either at home or, if you can, at work before you head to the coached session.

Any cash collected from any of these sessions is usually taken by the level 2 coach at the end of each session. However if you have any money from the session it should be given to the club Treasurer Bob Newton as soon as possible. Contact Bob at rlbnewton@googlemail.com

5. Session and venue information

Bellahouston Sessions

Risk assessments and Emergency Action Plans are written for a number of locations around the park. Please review this and check that they are appropriate for your session. Rewrite your own risk assessment if you feel changes are required.

Meet to the right hand side of the reception as you enter (near the cafe) or just outside the main doors. The staff are quite particular about us not blocking the entrance area or standing inside the centre if we are not directly using their facility.

Maryhill sessions

Document reviewed: September 2016

Please make sure that you read the Normal Operating Plan, Emergency Action Plan and risk assessments for Maryhill Pool (these can be accessed on the Google Drive).

Sign-in for pool and run sessions from Maryhill takes place in the foyer. Please make sure that you collect the sheet and the money for the session you are coaching and that it's not left lying.

Lifeguards at Maryhill deal with lane ropes, first aid etc.

We have GTC kickboards and pullbuoys these are also kept in the poolside cupboard. We will also be introducing white boards to write up session plans.

Western Baths sessions

Please make sure that you read the Normal Operating Plan, Emergency Action Plan and risk assessments for Western Baths (these can be accessed on the Google Drive).

Sign-in for Western Baths takes place in the foyer. People need to be buzzed in via the bar or let it by whoever is there from the club. Please do not let in people who are not from the club, they need to be buzzed in by Western Baths staff as we can't take responsibility for those not attending club sessions.

We have a set of keys for the venue. These are used to lock up at the end of the last session. They are required in case of emergency so need to be available at the first session, so if you've locked up after the last session but won't be at the first session please arrange to give them to a first session coach.

We have a basket of fins and other equipment which is kept at the deep end on the poolside. The code for this is 1985. We also have use of the floats etc. which are kept in the 2 cubicles at the shallow end on the far side of the pool from the changing rooms. We will also be introducing white boards for writing up session plans.

Locking up procedure at Western Baths - please be sure you have locked the main doors - if in any doubt call Vicky Begg 07860469737 and advice can be given as to locking up.

- At the end of the last session, one lane rope is put away into the lane rope bag and then into the club cupboard (this can be accessed with one of the keys on the keyring).
- Check that everything else is tidy.
- Check that everyone is out.
- Lock the girls changing room (this can only be done from the inside).
- Turn all the lights off in the cabinet.
- **Lock the door to the pool.**
- Check whether anyone is still in the bar (if they are don't lock up any further).
- If no one is in the bar then make sure that the lights are off down there, turn off the hallway lights and then **lock the main door.**

Personal kit

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Please wear appropriate kit for the session that you are leading.
Coaching T-shirts are available
Coaching jackets are available (only via special order)
Club kit is available from Maureen Boyd - orders are made 2 or 3 times per year.

Swim filming, trail runs, cycle sessions, fitness sessions, brick sessions and other weekend sessions for adults all run subject to requirements and coaching availability.

(Part) Funding and support is available for coaching Continuous Professional Development (CPD), Equipment and clothing provided a formal request and evidence of your requirements and/or application is put to the club committee through the Coach Manager (Vicky Begg). GTC will support you to the value of half of your application and Glasgow Life will usually award the other half. **Apply to Glasgow Life FIRST and before your course starts.**

Funding forms are available from Glasgow Life:

<http://www.glasgowlife.org.uk/sport/coaching/Pages/funding.aspx>

6. Coaches Meetings

Coaches meetings are not frequent, usually every three months or so but tend to be when there's a buildup of chat over the email and sorting it out will be quicker through actually meeting.

7. Club website, newsletter and Facebook

7.1 Website

The club website <http://www.glasgowtriathlonclub.co.uk/> is the main means of communication with club members.

Please make sure that you have a log-in for the club website and that you check this regularly. As a coach you will have permission to post messages on the forum and website e.g. if you are providing an additional or special training session.

Committee member Paul McNally manages the website and can arrange for you to have the permissions to post on the website.

7.2 Newsletter

Committee members Helen Bolland, Sean Webster and Fiona Russell deal with the club weekly newsletter which is sent by email. So if you have any information, e.g. training session updates, race results please send to contact@glasgowtriathlonclub.co.uk with 'Newsletter' in the subject line and they will be added to the newsletter.

7.3 Facebook

<https://www.facebook.com/pages/Glasgow-Triathlon-Club/126855717387859>

This is informal communication but can be used to promote sessions provided that these are first put on the website.