



Education Booking Terms and Conditions

By enrolling on one of our education courses, you acknowledge that you have read, understood, and agree to abide by these terms and conditions.

These terms and conditions relate to the following courses:

Activator & Leader:

- Triathlon Community Activator
- Triathlon Leader

Coaching Courses

- Foundation Coach
- Group Coach
- Level 2 Diploma (Personal Coach commencing 2024)
- High Performing Coach Programme
- Pathway Coach (Expected to commence in 2025)

CPD

- Child Wellbeing & Protection in Sport
- Child Wellbeing & Protection in Sport Renewal Award
- Child Wellbeing & Protection Officer
- Club Coach Leadership Workshop
- Club Coach Mentor
- Coaching Children & Young People in Triathlon
- Including Disabled People in Triathlon
- Open Water Coaching
- Strength & Conditioning for Triathlon Coaches
- First Aid

Entry Requirements

Application: Application for the course must be made through Entry Central.

Home Nation membership: Applicants must possess a valid Home Nation Core or Ultimate membership (except where specified).

Age requirement: Applicants must meet the age requirement specified in the course description.

Internet access: Applicants must have access to the internet for the duration of the course, unless otherwise stated.

Attendance: Applicants must be able to attend all course dates as scheduled.

Payment

Payment method: Payment must be paid at time of booking.

Accepted payment methods: Credit or debit card payments are the only available payment methods.

Fees

Course costs: The course costs include various fees such as course delivery and administration, resource costs, quality assurance and transaction fees, among others.

Additional Costs and Fees

Change or amendment: Any changes or amendments to a learner's course process can result in additional fees. Examples of additional fees include:

- Loss of or change of name on certificate.
- Loss of portfolio.
- Re-registration (if qualification period expires).
- Non-attendance of scheduled course dates (webinar, development day, assessment day etc)

Course Applications

Allocation of places: Places are offered on a first come, first served basis. If a course is over-subscribed, you may register your interest in future courses by contacting coaching@triathlonscotland.org.

Application deadline: The closing date for applications will be:

Level 2 Diploma, High Performing Coach Programme, Pathway Coach – 28 days before the course start date or when all available places are booked, whichever comes first.

Triathlon Community Activator, Triathlon Leader, Foundation Coach, Group Coach, Child Wellbeing & Protection in Sport, Child Wellbeing & Protection Officer – 14 days before the course start date or when all available places are booked, whichever comes first.

All other CPD Courses – 7 days before the course start date or when all available places are booked, whichever comes first.

Course Completion: You will be expected to complete all courses within 1 year from the first day of the course commencing.

Course Confirmation

Confirmation: Confirmation of course enrolment will be sent to you via automatic email from Entry Central.

Final details: Final details regarding venue, timings, equipment requirements etc. will be emailed to you approximately:

Triathlon Community Activator, Triathlon Leader, Foundation Coach, Group Coach, Level 2 Diploma, High Performing Coach Programme, Pathway Coach, Child Wellbeing & Protection in Sport, Child Wellbeing & Protection Officer – 14 days before the course start date or when all available places are booked, whichever comes first.

All other CPD Courses – 7 days before the course start date or when all available places are booked, whichever comes first.

Email accuracy: Please ensure that the email provided at signup is correct.

Cancellation and Amendment Charges

Refund policy: Courses are funded directly by learners, and due to strict learner ratios, we cannot offer a flexible approach to course attendance. The cancellation and refund policy is as follows:

- a. Up to 28 days before start date: a refund will be given minus the online booking and administration fee of £5 or a full transfer to another course where available.
- b. After 28 days before starts date: no refund or transfer to another course either entirely or partly.
- c. On commencement of courses: no refund or transfer to another course either entirely or partly.

Amendment charges: All course days must be attended, and all course components completed. Any missed parts of the course will require additional payment to complete again.

Notification of cancelled/postponed course: Triathlon Scotland will contact all candidates by email initially, using the preferred contact email stated on the application form, to inform the candidate of a cancelled or postponed course. This will be followed up by email to confirm either details of alternative courses, or that a refund has been requested.

Course cancellation: If we are required to cancel courses, our liability will be limited to a full refund of the course fees paid. Under no circumstances will we be responsible for any further loss.

Data Protection

Record generation: Upon application, a record is generated for the course you have applied for. This record is only shared with the course organiser and tutors.

Certification Update: Upon certification, your membership record will be updated (where applicable). Your status as an activator, leader, or coach and the CPD you have attended can be confirmed to a third party upon request.

Membership and Insurance

Insurance cover: Triathlon Scotland membership includes professional indemnity and public liability insurance, which covers you as an activator, leader, or coach during the course. This coverage allows you to carry out the required delivery to complete your course. It is important to maintain Triathlon Scotland membership or your own insurance policy to ensure this cover remains in place.

Trainee status: From commencement of the course, learners will be defined as a trainee activator, leader or coach.

Remit: Trainee activators, leaders and coaches should not exceed the course remit until they are certified.

Safeguarding Training: All activators, leaders and coaches (over the age of 18) using Triathlon Scotland membership and insurance must undergo Child Wellbeing & Protection in Sport training if they are working with children under 18 in Scotland. This can be done before or during your course, however, must in place prior to completion of your course. Information regarding this mandatory training can be found here - [Safeguarding - Triathlon Scotland](#).

Behaviour

All candidates are expected to respect the courses tutor(s), course venue and other candidates as outlined in the British Triathlon Coaches Code of Practice. If the behaviour, language or conduct of a candidate is deemed unacceptable, offensive or harmful for any reason, Triathlon Scotland and the venue reserve the right to exclude candidates from continuing on their chosen course and, if necessary, future courses.

Photographic Consent

As part of all courses, we may take photos or film activities, which will be used to further develop the course content and promote future courses. By agreeing to the terms and conditions you give consent to be photographed/filmed for Triathlon Scotland usage. Please contact Triathlon Scotland if you do not consent with this fully.