

## **Private Triathlon Coach**

**“They don't care how much you know until they know how much you care”**

**Description:** As a private coach providing one-on-one services for athletes, it is the coaches goal to make sure the service provided to their athletes is of the utmost professionalism and sincerity. A Paragon Training coach will work with full autonomy, on their own time, and using the skills, knowledge, and intellect they have acquired through training and experience.

It is important to remember that an athlete may forget the specifics of the workouts or races, but they won't forget how their coach makes them feel. A coach's job is to make them feel good about themselves. Person first. Athlete second. The following guidelines are layed out to make sure each individual coach working on behalf of the Paragon Training organization, conducts their business in a safe and professional manner. The coach should take ownership of their athletes personal and athletic development and do whatever is necessary to ensure a positive experience that reflects well on themselves, their profession, and the Paragon Training organization.

**Qualifications:** Bachelor's degree. Triathlon coaching certification from accredited organization.

**Compensation:** 1099 contractor with commission based compensation

### **General Expectations**

- Be a person of good character and a positive mentor to the athletes.
- Look out for the safety and welfare of athletes.
- Lead by example through maintaining a healthy lifestyle and fitness.
- Communicate promptly with athletes and other coaches

### **List of Duties and Responsibilities**

#### **1) Workout and Season Planning**

- a) Write custom workouts for each athlete under your supervision
- b) Workouts should be written by a coach or using a shared library from other coaches in the Paragon Training organization.
- c) A training plan may be used for planning or idea purposes, but the weekly schedule should be 100% custom written by the coach.
- d) Upload workouts for athletes in a timely manner. Noon on Sunday is suggested as a hard deadline to set for yourself.

#### **2) Communication**

- a) Coaches should initiate communication with the athlete via email, text, or phone call a minimum of once per week.
- b) Coaches should review the athlete's trainingpeaks a minimum of three times per week.
- c) Coaches should respond to their athlete's comments within their TrainingPeaks workout within 24 hours.
- d) Coaches should respond to athletes' text, calls, or emails promptly during normal working hours. Being a triathlon coach is extremely flexible but part of this flexibility comes with the responsibility to be available for your athletes.
- e) Coach will notify athletes if they are going to be out of town or away from cell-phone and email.
- f) Be proactive in reaching out to Paragon's head coach if having issues with an athlete or needing guidance or direction.

**Continued below...**

**3) Race Planning**

- a) Coach should provide a custom race plan for the athlete before each of their races.
- b) Things to be included in the race plan are: Pre-race instructions, swim plan, bike plan, run plan, nutrition suggestions (not directions), sodium suggestions (not directions), and any other pertinent information. The race plan may be pace, power, or RPE based. Whatever you have discussed with the athlete.
- c) Coach should make sure to review the race plan with the athlete the week prior to the race.
- d) Coach should text/call the athlete in the 24 hour period prior to and 24 hour hour period after the race.

**4) Administrative**

- a) Make sure Paragon's social media director is aware of athletes' races and performances so they can be included in the newsletter and other social media shoutouts.
- b) Make a best effort to have athlete's race in a Paragon kit
- c) Make a best effort to make sure athlete's are registered with Paragon's Ironman Tri Club
- d) Assist in connect athlete's with other Paragon team members at training and race events

**5) Community Engagement**

- a) Stay active on team media channels with frequent posts, answering questions, and engaging team members
- b) Attend at least 2 team races a year. Team races shall be determined in Q4 of the year prior and coaches will agree on which races they will each attend.
- c) Assist in organizing team training, dinner, tent set-up, or other responsibilities at designated team races.
- d) Participate in at least 12 team activities and events throughout the year. These can be:
  - i) In-person training events
  - ii) Online training events or educational webinars
  - iii) Team races
  - iv) Team social activities
- e) Lead and/or organize at least 4 team activities each year. These can be:
  - i) In-person training events
  - ii) Online training workouts
  - iii) Online educational webinars or talks
  - iv) Team social activities

**6) Certification**

- a) Coach will maintain certification with accrediting organization
- b) Coach will carry a general liability insurance policy with no less than \$1,000,000 coverage

**7) Various Projects**

- a) Participate and engage in coach meetings
- b) Assist with providing continuing education topics and feedback on the coaching process
- c) Be willing and able to assist with other projects as needed