



# TNT Coach Information

Thank you so much for expressing an interest in becoming a Coach for Team In Training. Being a Coach is a fun and rewarding way to become involved with the program and ensures that future participants have a rewarding experience. Coaches are essential in maintaining participant safety during training sessions and in supporting them while they raise much needed funds for life-saving research.

We are currently looking for committed and enthusiastic individuals who are interested in helping participants train to successfully complete an endurance event and further the mission of LLS: curing leukemia, lymphoma, Hodgkin's disease and myeloma and to improve the quality of life of patients and their families. Please read on about the benefits and responsibilities of being a TNT Coach.

Your application will be reviewed and an assessment will be made on how many coaches we will need for the season. If there are more applicants than spaces, please let us know if you would be willing to volunteer in another capacity.

## *COACH BENEFITS*

In recognition of the time and commitment Coaches invest in the participants and the TNT program, coaches are compensated on a per head basis. This amount is based on recruitment totals, paid approximately one month following Kickoff and retention totals, paid approximately one month after recommitment.

One lead coach per 30 participants, per event (with a minimum of 5 participants) will also have event related expenses including, airfare (if applicable), lodging, ground transportation, TNT pasta and victory party admission and race entry (if applicable) covered by the Society.

## *COACH DESCRIPTION*

### ❖ PURPOSE

As a coach of Team In Training, your mission is to provide the best support, advice, and encouragement for our athletes in the most positive manner possible. The goal is to provide an enjoyable atmosphere to ensure that team members get to the starting line healthy and have a memorable experience in the event. We will constantly make every effort to keep the goals of The Leukemia & Lymphoma Society and our honored patients the major motivation for the coaches and the team.

Our goal is that each participant...

- attend at least 75% of weekend trainings and other team events
- complete the event
- experience a sense of team spirit and camaraderie
- raise the designated amount of funds
- feel supported in accomplishing these goals

### ❖ PROGRAM DESIGN

The training program is designed for a period of approximately 20-24 weeks. Team trainings are to be held weekly. Each participant is provided a comprehensive training schedule to follow on a weekly basis, which is organized by the respective coach and TNT staff member.

### ❖ COACH RESPONSIBILITIES

The Team In Training Coach is responsible for performing, at a minimum, the following duties:

#### ➤ **Prior to the start of the season:**

- Attend the Coaches meeting
- Choose training locations, secure permits if necessary & submit maps & location to staff
- Attend and speak at Information meetings for the season as assigned
- Attend the Season Kick-Off

- Develop training schedules that include location, time and mileage/distance for all group trainings
  - Plan clinics on stretching, injury prevention and proper footwear during the beginning of the season. Secure speakers if necessary.
  - **Before Group Training:**
    - Coordinate and/or lead all team training events with a minimum of 4 trainings per month
    - Provide clear route maps to all participants and mark the course as necessary
    - Establish water stop locations for all trainings at a minimum of every 2 miles for run/walk, 20 miles for cycle
    - Purchase supplies as necessary for team trainings to supplement supplies provided by staff (reimbursements are available)
    - Provide for an emergency plan for training and communicate this plan to all participants & TNT staff
    - Make sure each participant has checked in before training begins
    - Begin training meetings with introductions, announcements, stretching, a “Mission Moment”, course description, training tips (i.e. when to warm up and cool down)
    - Oversee Mentors at training sessions and enlist their help as needed with water stops, attendance, etc.
  - **During Group Training:**
    - Watch and help participants with basic skills while training
    - Make sure the group rides and runs are marked appropriately and that participants do not get lost
    - Be supportive of all participants. Encourage them. Help them realize this is just a training program, and some days they may feel a bit off. Make sure they are following the program during the week, and encourage them to train with others whenever possible
  - **After Group Training:**
    - Remain at training until all of the participants finish safely
    - Make sure everyone in your group has checked out
    - Update your staff contact on any participant issues that may have come up during the group training
  - **Communication**
    - Communicate to your team weekly via email, providing updates & training tips. Copy campaign staff.
    - Work to build a bond with participants and report any participant concerns to TNT staff contact.
    - Coaches should answer questions regarding training, but refer participants to TNT staff contact for fundraising, policy and travel related questions.
  - **Required Attendance**
    - Coaches Meeting
    - Information Meetings
    - Kick-Off
    - Miss no more than 2 Trainings (coordinate with staff and another coach if you are going to miss a training)
    - Post-Event Reunions
- Remember: The more face-to-face interaction you have, the more everyone will get out of the program!**
- **Additional Requirements**
    - Be available during the week, by phone or email, to answer training related questions and return all calls from participants within 24 hours
    - As a coach you serve as a representative of LLS to our participants and the public, remember to conduct yourself in an appropriate manner.
    - **\*\*As Assigned\*\***Attend the designated marathons, triathlons, or century rides for each season and
      - Assist staff as necessary during event weekend and ensure all team members finish the event safely and are accounted for at the end of the day.
    - Fundraising is not an expectation or requirement of the program, but should you decide to fundraise, it will certainly help you understand the challenges that your participants face, and help give you credibility.
  - **Coach Qualifications**
    - Past participant/knowledge of the TNT program
    - Ability to understand and explain the triathlon/run/walk/cycle training program
    - Ability to communicate and work with the TNT staff members, mentors and team members.
    - CPR certification required
    - Must attend TNT Coaches Certification Course within six months of becoming a TNT Coach
    - May not participate for personal time in the event you are coaching (triathlon coaches are not permitted to participate in the event).