

Preface

The accreditation framework for triathlon coaches, jointly initiated by 3VL and LF3, has been established to promote the continuous professional development of coaches within the sport. Its primary objective is to foster a culture of lifelong learning through annual continuing education activities and the integration of the most recent scientific and practical advancements in coaching. Moreover, the framework seeks to enhance the systematic exchange of knowledge among coaches and to facilitate their advancement within the structured educational pathways endorsed by the respective federations.

Article 1: Accreditation type

Level 1 – Kids Accreditation (only for 3VL) :

This serves as the basic license for coaches working in youth clubs and with children.

Level 2 – Youth Accreditation (only for 3VL) :

Youth C, B, A Coach. Grants access to practical training sessions and methods tailored to the developmental level of young athletes.

Level 3 – Competition Accreditation :

The national accreditation, intended for coaches working with adolescents and age-group athletes across all distances. Holders of this accreditation possess up-to-date scientific knowledge and coaching methodologies related to triathlon and multisport disciplines.

Level 4 – Pro Accreditation :

Coaches holding a Level 4 accreditation belong to an elite group of top-level coaches recognized by 3VL and LF3. They meet the quality standards set by LF3 and 3VL for high-performance sport. Only these coaches may be selected to represent Belgium as coaches in international delegations. They are regarded as the leading triathlon experts in Belgium.

Coaches with athletes competing at the elite level may submit up to 3 international races (excluding Championships) he/she wish to have an accreditation by sending an email to their respective Technical Director. Efforts will be made to include personal coaches when possible while respecting a good balance and ratio between coaches and athletes. Coaches of junior/U23 athletes may follow the same procedure for up to 3 ETU Cups or World Cups.

Article 2 – Validity and Duration

Level	Periodicity	Accreditation Test	License Points
Level 1	Every 2 years	Via trainersplatform	2
Level 2	Every 2 years	Via trainersplatform	2
Level 3	Annually	Via Annual Coaching Day	4
Level 4	Annually	Via Annual Coaching Day	5

Notes:

- The Coaching Accreditation Day is an annual gathering for Level 3 and 4 coaches featuring workshops on various coaching topics.
- Each annual cycle runs from March to March.
- For level 1 and 2, it involves an online module only for 3VL coaches.

Article 3 – Initial Accreditation

3.1 General Requirements

- Membership of 3VL or LF3 (either recreational or competition license).
- Possession of the required diplomas issued by the Flemish Trainers' School and ADEPS for LF3, with supporting documentation.
- Signing of the Belgian triathlon ethical and Behavioural Code.
- Membership of a club or team affiliated with 3VL or LF3.
- For first-time applicants, submission of a Certificate of Good Conduct – Model 2 (for those working with minors) is required (Decree of 1 February 2023).
- In exceptional cases the board holds the right to hand out an accreditation to coaches with proven levels of knowledge and coaching athletes according to the level of accreditation.

3.2

Upon successful completion of an education program in one of the two federations, the coach receives an accreditation corresponding to the level of the obtained diploma, valid for the full duration of the accreditation period. Upon renewal, the coach must again meet these criteria.

3.3

Coaches already holding a coach diploma may apply for accreditation at the corresponding level by successfully completing the accreditation test, subject to the same conditions outlined in Article 4.1.

Article 4 – Renewal of Accreditation

4.1 Conditions for Renewal

- Active membership of 3VL or LF3.
- Fulfilment of minimum requirements for the relevant level.
- Renewal within the prescribed period (January–March).
- Payment of any applicable accreditation fees.
- Accumulation of the required number of accreditation points during the accreditation period.
- Membership of a club affiliated with 3VL or LF3.

4.2 Accreditation Points

During the accreditation period, coaches may earn points as follows:

- Participation in Coaching Accreditation Day: 2 points
- Participation in VTS or ADEPS workshop/conferences : 1 point
- Participation in 3VL or LF3 workshop/conferences : 1 point
- Participation in the “Dag van de trainer” for 3VL trainers event: 2 points

When applying for renewal, coaches must provide official proof of earned points.

4.3 Accreditation Levels

If a coach holds multiple accreditations at different levels, only the highest-level accreditation must be renewed; it automatically grants validity for lower levels.

4.4 Accreditation Quotas for coaching in competitions

In cases where the number of accreditations is limited (e.g., World Triathlon quota), allocation will occur according to the following priority:

1. Coaches serving Belgian Triathlon.
2. Coaches serving Triathlon Flanders / Ligue Francophone de Triathlon.
3. Coaches of athletes on the national elite list participating in the relevant event.

4. Coaches of the highest-ranked athlete (World Triathlon ranking).
5. Accredited coaches with two or more participating athletes.
6. Accredited coaches with one participating athlete.

Participating coaches function as part of the official team delegation, which may involve collaboration with federation-appointed coaches.

About fundings, each league will manage it with their accredited coaches.

4.5 Team Leader role & responsibilities

Definition:

A Team Leader (TL) is a designated coach or staff member who is responsible for the Belgian National Team athletes for a specific competition, also known as a “mission”.

Role: The Team Leader is responsible for facilitating the logistics of all Team Belgium athletes on site during race week - even if the TL happens to be the personal coach of an individual athlete in the team. The main logistical organization (flights, hotel booking, transfers) remains the responsibility of the Technical Directors (TD) and the TDs will communicate these aspects to the TL beforehand.

Responsibilities: The following is a non-exhaustive list of the responsibilities of a TL:

- Ensuring athletes attend the Athlete Briefing on time
- Accompany and assist athletes during the bike and swim familiarizations and other trainings as requested
- Hold a pre-race team meeting to communicate the race day logistics & ask the needs of the athletes
- Aid in logistics pre-race or during the race
 - Helping with spare wheels, bring the rollers
 - Communicating race splits, penalty information..
- Be aware of World Triathlon protest procedures and have the necessary forms
- Assist athletes in case of equipment or uniform issues
- Take the lead in facilitating team dinners or other meals by proposing restaurant options, making reservations if necessary and coordinating among athletes different schedules.
- Communicate any issue to the TDs, including providing a post-race report to TDs in the 10 days following the end of the mission. Budget: The travel costs (flights, hotel, transport and meals) will be covered, but no daily rate is available.

Article 5 – Accreditation Test

5.1 Levels 1 and 2

- Signing the Belgian Triathlon Ethical Code.
- Successful completion of the online “Youth” module.
- Successful completion of the online “Sport Regulations” module.
- Successful completion of sport-specific topic modules.

5.2 Levels 3 and 4

- Sign the Belgian Triathlon Ethical Code.
- Successful completion of the World Triathlon Regulations module.
- Successful completion of the Ethics module. (Safeguarding)
- Participation in the Coaching Accreditation Day.
- Successful completion of the World Triathlon Anti-Doping module.

Article 6 – Revocation of Accreditation

Belgian Triathlon reserves the right to revoke an accreditation if:

- The holder's conduct or statements violate the values and norms outlined in the Belgian Triathlon Code of Conduct.
- The accreditation is used by another individual.
- The holder commits competition-related infringements reported by the Head Referee or Technical Official.

Article 7 – Sanctions and Appeals

Coaches may appeal the revocation of an accreditation to the Appeals Committee. The appeal must be substantiated with supporting documentation before review. The Appeal Committee consists of members of the Board of Directors, supplemented by the Federation's Integrity Officer (if required).

Article 8 – Benefits

Accredited coaches are entitled to several benefits:

- Access to all 3VL / LF3 member benefits and partner discounts.
- Level 4 3VL coaches may receive a complimentary Trainingpeaks coach account under Triathlon Flanders' administration.
- Level 3 3VL coaches receive a 50% discount on Trainingpeaks.
- Mandatory wearing of 3VL/LF3/Be3 equipment at international events.
- Access to the World Triathlon Mentor Programme (for Level 3 and 4 coaches, subject to availability).
- Access to Olympic Solidarity training programmes.

- Mandatory attendance at race briefings (online or on-site) for Level 3 and 4 coaches, as required by World Triathlon.
- Inclusion in the official Triathlon Flanders Coach Directory (with coach's consent for publication of name, contact details, location, and club).
- Access to the coach community and academy resources.
- Eligibility to serve as instructor at training days.
- Priority inscription to education days organized by LF3 and 3VL.
- Discounts on annual continual personal development (CPD) activities (50%) for level 3 3VL coaches.

Article 9 – Costs

All costs related to obtaining the accreditation are on behalf of the coach. Each accreditation level carries a fixed fee payable upon completion of the accreditation process.

Level	Fee
Level 1	€25
Level 2	€25
Level 3	€100
Level 4	€100

Each league manages costs with their coach.