



WORLD PROGRAMMES – COACHES



TECHNICAL COURSES  
FOR COACHES



# TECHNICAL COURSES FOR COACHES

## PROGRAMME GUIDELINES

### OBJECTIVE

The main objective of the technical courses programme is to provide basic training to active coaches – officially recognised as such – through courses led by an expert from abroad.

During the 2013–2016 quadrennial, Olympic Solidarity will continue to ensure that the technical courses are held in line with the rules established by the International Federations (IFs) for this kind of training.

The basic idea is to allow for a “standardisation” of the training given to coaches around the world, providing a quality and performance benchmark for National Olympic Committees (NOCs) and their national sports structures (national federations, coaches, athletes, etc.).

As in the past, NOCs will be asked to make a particular effort during the whole quadrennial in terms of planning and preparation of the courses: technical and financial aspects; selection and evaluation of candidates, etc.

Furthermore, NOCs will be asked to place special emphasis on making sure, in collaboration with the IFs, that there is a certain coherence consistency both between courses already organised in the past and those planned in the future (levels 1 to 4) as well as ensuring the link with the other coaches’ programmes (e.g. individual scholarships, development of national sports structure).

### DESCRIPTION

All training courses will be conducted by an expert approved or nominated by the respective IF.

On average, the training will last between **10 and 15 days**, but **in all cases it must respect the rules established by the IFs** for this kind of training with regard to the number of participants, number of hours of theory and practical training, final assessment method, certification and so on.

### PLANNING

As was the case during the last quadrennial plan, Olympic Solidarity invites the NOCs to plan their activities annually. Olympic Solidarity will accept a maximum of ten courses during the quadrennial but not more than a maximum of four courses in the same year.



By introducing strategic planning, NOCs are encouraged to plan their activities over the long term, with specific objectives for the training of coaches up to the end of the quadrennial.

## **POSTPONEMENTS**

Courses which are not able to be organised during the year in which they were planned may be postponed until the following year, but not longer. Any courses not organised within the two-year period will be automatically cancelled.

## **REGIONAL COURSES**

Higher-level courses (levels 2 to 4) can also be held, but only for coaches who have already attended a course on the level below. In order to ensure a large enough number of participants, these training courses may involve coaches from several NOCs and be organised at regional level.

In addition, following an evaluation of national courses held over a given period in a certain sport and, in particular, the results obtained by the participants, the IF concerned may propose the organisation of a regional course. In this case, Olympic Solidarity will ask the NOC in the designated country to host the regional course. While it is understood that such regional courses will have beneficial repercussions on the development of sport in the host country as well as in the region, the final decision as to whether or not to accept the hosting of a regional course is the prerogative of the NOC.

## **PROMOTION OF WOMEN IN SPORT**

For many years, the IOC and Olympic Solidarity have been active in promoting the role of women in sport. In turn, NOCs are also encouraged to ensure that women occupy key positions within their national Olympic Movement.

Consequently, Olympic Solidarity wishes to recommend, where possible, that between 10 per cent and 20 per cent (or more) women be selected to participate in each technical course for coaches. The objective is to promote universality and to guarantee equal opportunities for women in the field of sport, be it as athletes, coaches or administrators.

## **EXTERNAL PARTNERS**

These are the IFs governing the sports included on the Olympic programme, whose training standards will be the benchmark for this programme.

## **FINANCIAL CONDITIONS**

The total budget allocated to this programme during the 2013-2016 quadrennial plan is USD 12,000,000.

A total amount of USD 80,000 is available to the NOCs for the four-year period.

The budget allocated to each course will depend on the analysis of the budget proposed by the NOC and may vary between USD 8,000 and USD 12,000 maximum.



## COSTS COVERED BY OLYMPIC SOLIDARITY AND REFUNDED TO THE NOC

Olympic Solidarity will cover the **organisational costs** – depending on the budget submitted by the NOC and previously approved in consultation with the relevant IF.

**Attention:** the purchase of sports equipment and office materials may not be included in the budget allocated for the course, with the exception of simple items required for participants (e.g. t-shirts, pens, notepads etc).

## COSTS COVERED BY OLYMPIC SOLIDARITY AND REFUNDED TO THE IF

**Transport costs for the expert** – one plane ticket (+ visa and vaccination costs, if these are justified) as well as **daily indemnities** (amount established in agreement with each IF) are advanced by the IF, which is in direct contact with the expert.

These amounts are then refunded to the IF by Olympic Solidarity, upon receipt of the relevant justification.

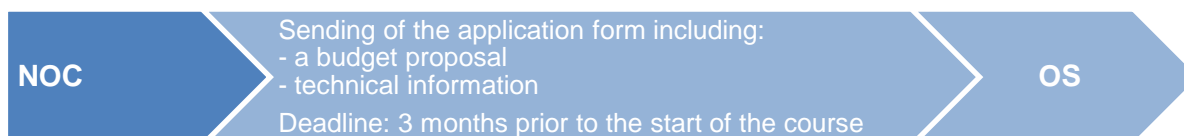
**Attention:** the budget proposed by the NOC should not take the experts' expenses into consideration.

## APPLICATIONS FOR COURSES

### PROCEDURE

NOCs must complete the standard application form and send it to Olympic Solidarity, including the following information:

- Full, detailed budget proposal covering all aspects of the course concerned (with the exception of the experts' expenses as mentioned above)
- Technical information such as the location, materials available, list of participants etc.



### DEADLINES

The completed application form must be sent by the NOC to Olympic Solidarity **three months prior to the start of the course at the latest**. The NOC may propose specific dates for the organisation of the course. However, the IF may ask to modify the chosen period depending on the availability of the experts and other related circumstances.



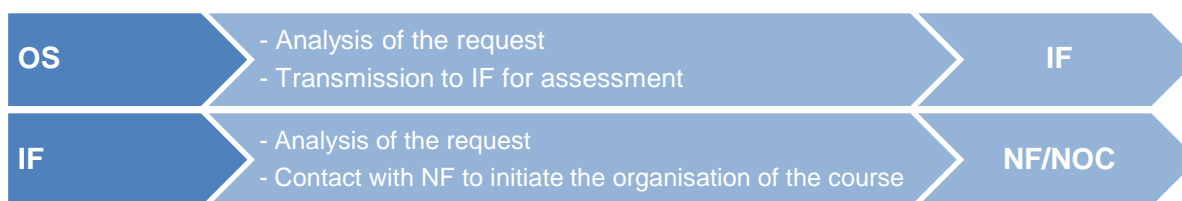
## ANALYSIS AND APPROVAL

Olympic Solidarity will assess each application, and in doing so will consult the Continental Association if necessary.

Olympic Solidarity will send all the relevant information to the IF concerned so that it can analyse and appoint or approve an expert qualified to give this kind of training.

In order to speed up the process, the NOC should ensure that the National Federation also provides all the necessary details regarding the organisation of the course to its IF.

**N.B.:** In certain special cases, the IFs may designate two experts, depending on the sport discipline and other specific situations. In this case, the NOC must revise the budget proposal (e.g. board and lodging costs).



## PAYMENT OF THE ADVANCE

Upon receipt of confirmation from the IF (dates and expert [s]), Olympic Solidarity will send to the NOC an advance of 75 per cent of the total budget allocated to the course, **not later than 30 days prior to the start of the course.**



## CERTIFICATES

Given the successful delivery during the last quadrennial plan, Olympic Solidarity has decided to pursue the policy of sending an electronic version of the certificates for the participants in the technical courses for coaches.

The NOCs will thus receive a certificate in electronic version (PDF) together with the email confirming the course and the corresponding advance payment. The NOCs will be able to use this model in order to print the number of copies needed.

**N.B.:** Certificates may be copied only by the NOC or with its formal authorisation. The number of copies should correspond to the number of participants registered for the course.

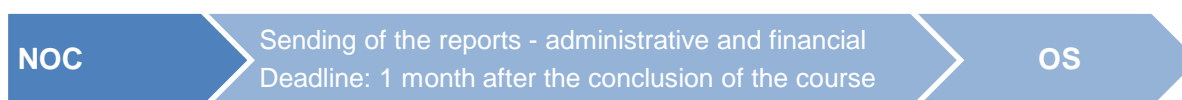


## FOLLOW-UP AND CONTROL

Olympic Solidarity must receive, **no later than one month** after the end of the course, the following documents:

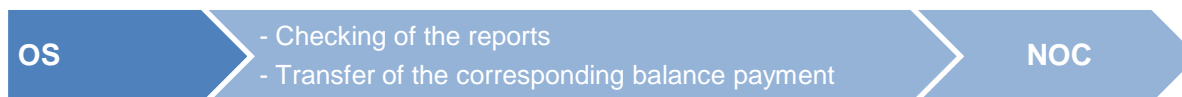
- The **administrative report form** duly completed and signed by the NOC and incorporating, where possible, annexes containing photographs, press cuttings, the results obtained by the participants in their final exams and any other pertinent comments or remarks by the NOC;
- The **financial report form** completed clearly and in detail by the NOC;
- The **technical report form** completed by the expert, which will be sent to Olympic Solidarity either by the NOC or via the IF concerned.

**N.B.:** The expert is not required to complete his or her report at the place where the course is held, nor to give it to the NOC. It can be sent via his or her International Federation.



## PAYMENT OF THE BALANCE

At the end of the course and only after receiving the corresponding administrative and financial reports, Olympic Solidarity will pay the balance of the budget due to the NOC.



## ANNEXES

1. **Application form**  
Technical Courses for Coaches
2. **NOC administrative report form**  
Technical Courses for Coaches
3. **Expert's report form**  
Technical Courses for Coaches