



# TECHNICAL COURSES FOR COACHES

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## PROGRAMME GUIDELINES

### OBJECTIVE

Offer training possibilities at different levels for coaches officially recognised by their national federation (NF) and working in their own country.

### BENEFICIARIES

The programme is open to all National Olympic Committees (NOCs). However, priority will be given to the NOCs with the greatest needs.

Olympic Solidarity wants the NOCs to actively support participation of women in the training courses, with women accounting for a minimum of 20 per cent of those taking part in each course.

### DESCRIPTION

The technical courses are held **in accordance with the rules established by the IFs**, with a view to standardise as much as possible the training that coaches receive around the world. In this way, a common language for each sport and discipline is used by everyone, which guarantees a certain level of quality and performance for all NOCs and their national sports structures (NFs, coaches, athletes, etc.).

The courses thus follow the rules established by the IF with regards to their duration, number of participants, content, number of hours of theoretical and practical training, assessment method, certification of the participants, etc.

As a rule, the IFs appoint an international expert to conduct each technical course. In some cases, a national expert may be approved by the IFs.

An NOC may propose a local assistant (whenever possible, a coach who benefitted from an Olympic scholarship), subject to approval by the respective IF.

Technical courses also represent an opportunity for NOCs to raise awareness among their coaches about certain specific aspects of Olympic Agenda 2020: protecting clean athletes, combating sports betting, non-discrimination, etc.

To encourage more women to become coaches, an additional budget may be allocated to NOCs that submit a request to organise a technical course specifically for female participants.



Most technical courses will be held in a particular sport. However, NOCs may also organise multisport trainings focusing on a specific topic (for example, training planning, mental preparation, etc.) or in physical conditioning. In such cases, the experts will be appointed by an IF or by the International Council for Coaches Excellence (ICCE) in line with the approved content.

Specific modules for judges, referees, officials, etc. may be included within a technical course. However, their main purpose is to make coaches aware of the latest rules in force, as the organisation of specific courses for judges or officials remains the IFs' prerogative.

Lastly, pilot projects to train the trainers and the coaches who work with athletes with disabilities may be held, in close cooperation with the IFs.

## EXTERNAL PARTNERS

Olympic Solidarity works closely with the IFs of sports on the Olympic programme (including the five new sports on the programme for the Olympic Games Tokyo 2020).

## REQUEST PROCEDURE

### FOUR-YEAR PLANNING

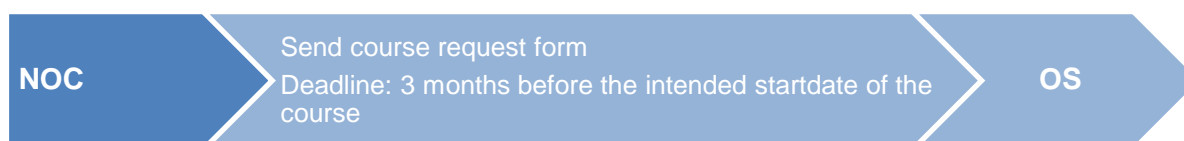
In principle, Olympic Solidarity will allocate a maximum of **10 courses per NOC** throughout the quadrennial plan, with a maximum of four courses per NOC per year. Additional training courses may be considered depending on the specific needs of the NOCs.

NOCs are encouraged to plan their activities on the basis of a strategic plan with concrete objectives for the training of their coaches over the four-year period. As such, the courses will have to be prioritised, following a logical structure which takes into account the different levels as well as the technical and financial planning for the entire quadrennial plan.

### REQUEST TO HOLD A TECHNICAL COURSE

NOCs must send Olympic Solidarity their application form no later than **three months before** the intended period of the course. They can submit a choice of dates. However, the IF may ask that the chosen period be changed depending on the availability of the expert or other course-related parameters.

The budgetary proposal must be detailed and include all the costs of the training, except for the costs linked to the expert (international air ticket and per diem).



### POSTPONEMENT

If a technical course cannot be organised during the year in which it was planned, it may be postponed until no later than the following year. After two years, the NOC will have to submit a new course request.



## REGIONAL COURSES

After an evaluation of the courses already organised in a specific sport and depending on the results obtained by the participants, an IF may propose that a higher level regional course be held. In such a case, Olympic Solidarity will approach the NOC of the country concerned and ask it to organise this regional training. The NOC has the liberty to decide whether or not to organise the proposed course.

The participants taking part in such courses will normally be coaches who have already obtained the corresponding certification by attending a lower level course.

## FINANCIAL CONDITIONS

The budget allocated to this programme for the 2017–2020 quadrennial plan is USD 15,000,000.

Each NOC has access to a total budget of **USD 80,000** over the four-year period, for the organisation of up to 10 courses.

The budget allocated to each course will depend on the results of the analysis of the budgetary proposal and will usually be on average between USD 8,000 and 10,000. The amount may be increased to USD 12,000 should this be both necessary and justified.

NOCs must conduct an accurate assessment of their needs when they establish the budget for a course. The IFs will be consulted towards validating the proposed budget, and the NOCs may be asked to make changes and/or provide additional information before the go-ahead for the course is given.

## COSTS REIMBURSED TO NOCS

Olympic Solidarity pays the **organisational costs** – in line with the detailed budget breakdown submitted by the NOC.

**NB:** The purchase of sports, office or electronic equipment (television, projector, etc.) is not covered by this programme. Only small items of sports or teaching equipment needed for the proper running of the course may be included in the budget.

## COSTS REIMBURSED TO IFS

**The expert's transport costs** – international air ticket (standard economy class) + any required visa and vaccination costs as well as the **per diem** (amount established in agreement with each IF) are paid by the IFs concerned, as they are in direct contact with the expert. Olympic Solidarity subsequently reimburses these costs to the IFs.



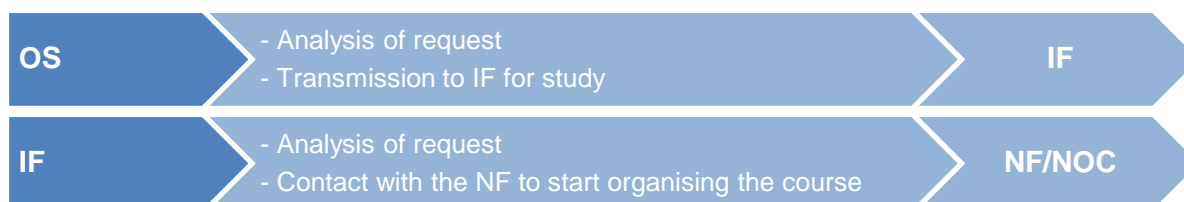
## ANALYSIS AND APPROVAL

Olympic Solidarity will assess the request and, if necessary, consult the continental association.

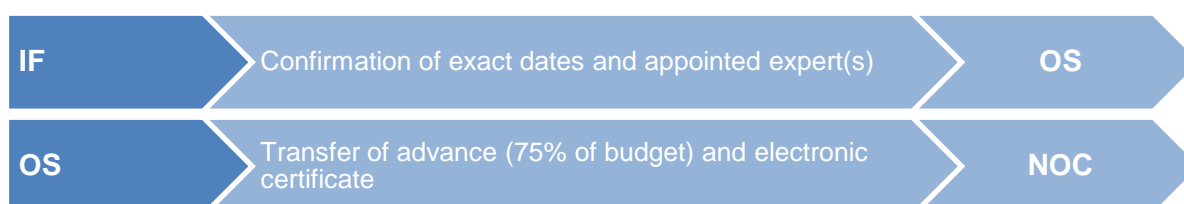
All the details are sent to the IFs for study and with a view to enable them to start the course organisation. Each IF will appoint or endorse the expert to run the type of course requested.

To speed up the administrative process, the NOC must ensure that the NF provides the IF with all the details needed to organise the training, in line with the pre-established course parameters.

**NB:** In some cases, IFs may appoint more than one expert depending on the disciplines involved or due to other special circumstances. The NOC will then have to revise the course budget accordingly, particularly in order to cover the additional costs.



Upon receiving confirmation from the IF (exact dates and expert(s)), Olympic Solidarity will send an advance of 75% of the total budget allocated to the NOC for the course, **not later than 30 days prior to the start of the course.**



## PARTICIPATION CERTIFICATES

The OS participation certificates must be given only to those participants who have attended the entire course. Olympic Solidarity will provide an electronic version of the certificate, and each NOC is responsible for printing the exact number of certificates required.

In principle, the IFs are responsible for the official certification of the technical courses for coaches.



## FOLLOW-UP AND CONTROL

The NOCs must provide Olympic Solidarity with the following documents by no later than two months after the end of a technical course:

- administrative report, plus photos and other documents such as press cuttings, the participants' final assessment results, comments and remarks from the NOC, etc.
- financial report
- technical report by the expert.

**NB:** The experts are not required to compile their report at the course venue or to give a copy to the NOC. They may send it to Olympic Solidarity through the intermediary of their IFs.

The balance of the budget will be transferred to the NOC upon receipt of the corresponding reports.

