



Technical Courses for Coaches

Programme Guidelines

Objectives

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

During the 2005–2008 quadrennium, particular focus will be laid on advance planning of the training courses and holding these in line with the rules established by the International Federations (IF) 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 NOCs and their national sports structures (national federations, coaches, athletes, etc.).

Description

Implementation

All training courses will be conducted by an international level expert 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 number of participants, number of hours of theory and practical training, final assessment method, etc.

Planning and Objectives

Olympic Solidarity invites the NOCs to plan their activities over the long term, with training objectives for their coaches between now and the end of the 2005–2008 quadrennium (see annex 1).

The NOCs have the opportunity to hold a maximum of 10 courses during the 2005–2008 period. It is up to each NOC to decide when and precisely how many courses are held each year, according to its own specific needs.



The aim is to enable NOCs to organise the training given from one year to the next in a way that suits them best, and wherever possible to use the technical course programme to identify potential candidates for the coach scholarship programme.

Higher-level courses (level 2 or 3) 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.

External Partners

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

Application Procedure

The NOCs must first send Olympic Solidarity a proposal listing all the courses planned during the quadrennium (see annex 1).

Subsequently at the start of each year or at the latest three months before the scheduled starting date of the first training course, the NOCs should provide written confirmation indicating all the courses planned during that particular year including specific details for each (exact dates, number of participations, location etc.).

To enable Olympic Solidarity to study each project, the NOCs are asked to submit a full, detailed budget covering all **aspects of the course concerned**.

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 this information to the IF concerned so that it can appoint an expert qualified to give this kind of training.

Financial Conditions

A total amount of US\$ 80,000 is available to the NOCs for the four-year period. However, the budget allocated to each course may be of US\$ 10,000 maximum, subject to the budget submitted for each training course (for example, 8 courses at US\$ 10,000, 10 courses at US\$ 8,000).

The total budget allocated to this programme during the 2005–2008 quadrennial plan is US\$ 13,000,000.



Costs Covered by Olympic Solidarity

Olympic Solidarity will cover the following costs:

- Organisational costs – depending on the budget Olympic Solidarity allocates to the NOC;
- Transport costs for the expert - 1 plane ticket (+ visa and vaccination costs, if these are justified);
- Daily indemnity for the expert – amount fixed in agreement with each IF.

NB: the costs of the expert (plane ticket and daily indemnity) are paid by the IF concerned, which is in direct contact with the expert. Olympic Solidarity then reimburses these amounts to the IF, upon presentation of the corresponding payment receipts.

Payment of the Advance

Upon receipt of confirmation from the IF (dates and expert), Olympic Solidarity will send an advance of 75% of the total budget allocated to the NOC, not later than 45 days prior to the start of the course.

Payment of the Balance

At the end of the course and only after receiving the corresponding reports and detailed justification of expenditure, Olympic Solidarity will pay the balance of the budget.

Follow-up and Monitoring

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

- The **administrative report** form sent by the NOC.
- Annexes containing, for example, photographs, press cuttings, the results obtained by the participants in their final exams and any other comments or remarks by the NOC.
- The **financial report** form, completed clearly and in detail by the NOC, including an attached list of all the supporting payment receipts.
- The **technical report** form completed by the expert, which will be sent to Olympic Solidarity via the IF concerned.

NB: 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.