



# Olympic Solidarity 2021-2024 Plan

## Technical Courses for Coaches

### Guidelines

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#### Objective

Offer short-term training opportunities at different levels for active coaches officially recognised by their National Federation (NF) and working in their own country.

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#### 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 the participation of women in the training courses, with women accounting for a minimum of 30% of those taking part in each course.

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#### Course Options

We will maintain the options available in the previous quadrennial plan, namely:

**National sport-based courses** – delivered in collaboration with the International Federations (IFs) concerned, with the possibility to include modules for judges and referees\* and modules for coaches who work with athletes with disabilities.

**These courses must follow the rules established by the respective IF** with regard to the expert's appointment, course duration, content, format, number of participants, number of hours of theoretical and practical training, assessment method, certification of the participants, etc.

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

\*The main purpose of the specific modules for judges and referees is to make coaches aware of the latest rules in force, as the organisation of full content courses for judges and referees remains the IFs' prerogative.



### **A limited number of regional sports-based courses** – identified and proposed by Ifs

After an evaluation of the various courses already organised in a specific sport in a particular region/continent and depending on the results obtained by the participants, an IF may propose that a 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 course. The NOC has the liberty to decide whether or not to organise the proposed course.

### **Courses specifically aimed at female coaches** – in addition to the quota

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

### **Educators' training** – sport based

These courses are meant to enable NOCs to educate coaches so that they can not only coach their athletes, but also teach their fellow coaches. In principle, the experts will be appointed by an IF in line with the approved content, where applicable.

### **Courses in physical conditioning**

#### **Multisport courses**

NOCs may also organise courses in physical conditioning or multisport training courses focusing on a specific topic (e.g. training planning, mental preparation, nutrition, etc.). In such cases, the experts will be appointed by an IF or by the International Council for Coaching Excellence (ICCE), in line with the approved content.

### **New options available:**

#### **Courses for coach developers**

In today's coaching environment, coach developers play a key role in different learning situations, and bring significant expertise in the learning process to enhance coaching effectiveness and, ultimately, the benefits that athletes and sport participants receive from high-quality coaches. These coach developers can also help with the first steps towards creating a project of Development of the National Coach Education and Sport System (DNCESS) and identifying future coach educators who may also benefit from Olympic Solidarity scholarship opportunities. The experts will be appointed by the ICCE in line with the approved content.

#### **ICECP national courses**

These courses, developed by the United States Olympic and Paralympic Committee (USOPC) and the University of Delaware (UDEL), are meant to enable NOCs to establish a programme of coaching education courses in their respective countries. They will include a core sports sciences and coaching leadership education curriculum delivered virtually and through in-person practical sessions, facilitated by International Coaching Enrichment Certificate Program (ICECP) graduates.

## Diagnostic multisport short-term activities

The objective of this type of course is to support weak NOCs in formulating a coherent coach education action plan with clear sports objectives and priorities. These projects can be guided by existing coach education frameworks from other NOCs and/or robust coach education associations. Information on the direct partners and option availability will be provided during the first quarter of 2021.

Regardless of the option chosen, the technical courses also represent an opportunity for NOCs/IFs to raise awareness among their coaches on the following topics (non-exhaustive list):

- Athlete safeguarding (PHAS – prevention of harassment/bullying and abuse in sport)
- Anti-doping and protecting clean athletes
- Preventing manipulation of competitions
- Gender equality, diversity and inclusion
- Prevention of injuries (physical and mental)
- Sustainability
- First aid and cardiopulmonary resuscitation (CPR)
- Safety and security component
- Nutrition
- Strength training

Olympic Solidarity advises NOCs/IFs to keep up to date with the latest policies/rules in force regarding the above and further disseminate them to their coaches.

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## External Partners

Olympic Solidarity works closely with the IFs of sports on the Olympic programme (including the four new sports on the programme for the Olympic Games Paris 2024), with our network of partners and with the ICCE, the USOPC, UDEL and the ASOIF Sports Development and Education Group (ASDEG).

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## Four-year Planning

In principle, Olympic Solidarity will allocate a maximum of 10 courses per NOC throughout the four-year period. Additional training courses may be considered depending on the specific needs of the NOCs and the programme budget availability.

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 and needs, as well as the technical and financial planning for the entire plan.

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## Financial Conditions

The budget allocated to this programme for the 2021-2024 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 on average usually be 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 the forecasted costs when they establish the budget for a course. The IFs will be consulted with a view to 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 covers the organisational costs – in line with the detailed budget breakdown submitted by the NOC.

Any new expenses not listed in the approved budget breakdown should be submitted to Olympic Solidarity for pre-approval, otherwise they may not be covered by the Olympic Solidarity budget.

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

## Expert's expenses

	For sport-based courses organised in collaboration with <u>an IF</u>	For multisport courses organised in collaboration with <u>entities other than an IF</u>	For multisport courses organised directly by the <u>NOC</u>
Which expenses?	<p><b>The expert's transport expenses</b> (international airline ticket in standard economy class) + any required visa and vaccination costs</p> <p><b>Per diem</b> (amount established in agreement <b>with each IF</b>)</p>	<p><b>The expert's transport expenses</b> (international airline ticket in standard economy class) + any required visa and vaccination costs</p> <p><b>Per diem</b> (amount established in agreement <b>with each partner</b>)</p>	<p><b>The expert's transport expenses</b> (international airline ticket in standard economy class) + any required visa and vaccination costs</p> <p><b>Per diem</b> (amount established <b>beforehand with the NOC</b>)</p>
Who is responsible for paying the expert?	<b>The IF</b> concerned, as they are in direct contact with the expert	<b>The partner</b> concerned, as they are in direct contact with the expert	The host NOC/NF
Reimbursement by OS	<b>To the IF</b> after submission of the corresponding invoice	<b>To the partner</b> after submission of the corresponding invoice	<b>To the NOC</b> along with all course-related costs as per our standard procedure (advance/balance payment) upon receipt of the related reports
Should these costs be included in the NOC budget breakdown?	NO	NO	<b>YES</b>

## Application Procedure

### 1 – Request to hold a technical course

NOCs must send their application through RELAY no later than three months before the intended period of the course. They can submit a choice of dates. However, the IF/partner may ask for the chosen period to be changed depending on the availability of the expert or other course-related parameters.

NOC	>	Online submission of the application Deadline: 3 months before the intended start date of the course	>	OS
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NOC/NF	>	Submission of the relevant technical details	>	IF/partner
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## 2 – Analysis

Olympic Solidarity will assess the application and will forward it to the IF/partner for technical assessment, with a view to enabling them to start the organisation of the course. Each IF/partner will appoint or endorse the expert to run the type of course requested.

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

**NB:** In some cases, IFs/other partners may appoint more than one expert, depending on the discipline involved/number of participants/nature of the course, or due to other special circumstances. The NOC will then have to revise the course budget accordingly, in order to include the additional costs.

OS	>	Analysis of the application Forward to the IF/partner for study	>	IF/partner
IF/partner	>	Analysis of the application Contact with the NOC/NF to start organising the course	>	NOC/NF

## 3 – Approval

Upon receiving confirmation from the IF/partner about the exact dates and expert(s), Olympic Solidarity will send an advance payment of 75% of the total budget allocated to the NOC for the course, no later than 30 days prior to the start of the course.

IF/partner	>	Confirmation of exact dates and appointed expert(s)	>	OS
OS	>	Transfer of advance payment (75% of budget) and OS electronic certificate of participation	>	NOC

## 4 – Organisation of the course

Olympic Solidarity encourages the NOCs to set up an internal procedure for the organisation of the technical courses in collaboration with their NFs. This procedure will assist in clarifying the responsibilities of each party (e.g. HR and financial management, booking of the venues, required material and available equipment, protocol, reporting deadlines, etc.).

### Olympic Solidarity electronic certificates of participation

An electronic version of the certificate can be downloaded at any time through RELAY.

Each NOC is responsible for distributing the exact number of certificates required. The Olympic Solidarity certificates of participation must be given only to those participants who have attended the entire course.

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

### T-shirts policy

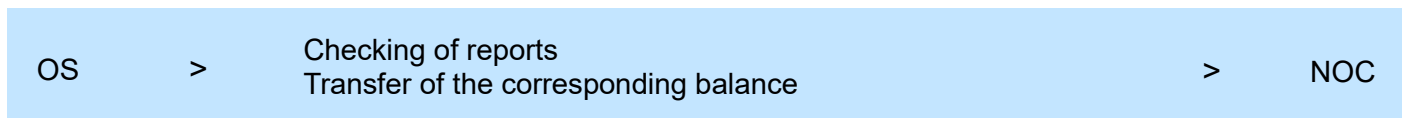
To indicate Olympic Solidarity's support, we encourage NOCs to distribute T-shirts to the participants in the course by using the Olympic Solidarity corporate identity as per the corresponding guidelines.

## 5 – Follow-up and control

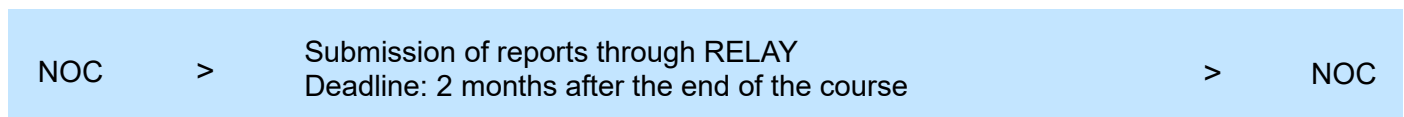
The NOCs must provide, through RELAY, the following documents no later than two months after the end of a technical course:

- Financial report;
- Administrative report;
- Photos and any other useful documents;
- 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 directly to the IF/partner concerned, and the latter will then be responsible for uploading it in RELAY.



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



The IF/partner will forward to Olympic Solidarity, in due time, the corresponding invoice for the expert's travel expenses and per diem for reimbursement, if applicable.

### 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 application.