



TECHNICAL COURSES FOR COACHES AND ATHLETES' ENTOURAGE

Guidelines

World Programmes – Entourage – Technical Courses for Coaches and Athletes' Entourage

What are the programme's objectives?

To offer short-term training opportunities at different levels to active coaches and athletes' entourage members who are officially recognised by a National Federation (NF) and working in their own country. Training is designed to:

- support athletes at different levels by strengthening the skills, knowledge and competencies of active coaches and entourage members; and
- contribute, in collaboration with IFs, to an increase in the sport-specific technical knowledge and competencies of coaches and entourage members within a country.

The courses are meant to enable NOCs to offer additional educational opportunities that meet the specific needs of their coaches. They include a core sports sciences and coaching leadership education curriculum delivered virtually and/or through in-person practical sessions.

Who is this programme for?

Each course in this programme is targeted at different participants.

- For the **sport-specific courses**, the participation criteria for coaches are established by the respective IFs.
- For the **sports sciences courses**, coaches and members of an athletes' entourage are the intended beneficiaries.
- **IF opportunities** are designed for coaches, technical officials, educators, technical directors, etc., depending on the activity.
- For the **courses for coach developers**, coaches and future coach developers are the intended beneficiaries.
- The **partners courses**, meanwhile, are targeted at coaches.

What activities are covered?

There are five options available for this programme:



- sport-specific courses;
- sports sciences courses;
- IF opportunities;
- courses for coach developers; and
- partners courses.

Sport-specific courses for coaches are delivered in collaboration with the relevant IFs, with the possibility to include modules for coaches who work with athletes with disabilities.

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

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

Sports sciences courses (multisport or sport-specific) concentrate on specific topics such as physical conditioning, training planning, mental preparation, nutrition, etc.

NOCs may also use this option for their coaches and the athlete's entourage members in preparation of continental or international events.

IF opportunities cater to coaches, judges and referees, technical officials, educators, technical directors and others.

After an evaluation of the various courses already organised in a specific sport in a particular country/region/continent, and depending on the results obtained by the participants, an IF may propose that a course be held for a targeted group. In these cases, Olympic Solidarity will approach the NOC of the country concerned and ask it to organise this training course. The decision on whether or not to organise the proposed course is entirely at the NOC's discretion.

Courses for coach developers are delivered in collaboration with the International Council for Coaching Excellence (ICCE).

Based on the ICCE framework, coach developers are trained to develop and support coaches and challenge them to continue honing and improving their knowledge and skills in order to provide positive and effective sports experiences for athletes. The coach developers can also help with the first steps towards creating a Development of the National Sport System (DNSS) project and identifying future coach educators who may also benefit from Olympic Solidarity scholarship opportunities. Experts for this course are appointed by the ICCE in line with the approved content.

Partners courses are also delivered in collaboration with Olympic Solidarity partners, which include, among others:

- USOPC and the University of Delaware;
- PAISAC; and
- the University of Hertfordshire.

Who can apply?

All NOCs, with priority given to smaller NOCs without national coaching education systems.



What sports are eligible?

Any sport on the programme of the Summer and Winter Olympic Games or Youth Olympic Games.

While sports sciences courses are open to esports coaches from sports included in the Olympic Esports Games, the majority of the participants should come from sports/disciplines on the Summer and Winter Olympic Games or Youth Olympic Games.

Are any third parties involved?

International Federations are responsible for the delivery of sport-specific courses and IF opportunities.

The ICCE is involved in the coach developers' courses.

A range of partners (including the USOPC and the University of Delaware, PAISAC and the University of Hertfordshire) help to deliver partners courses.

Are there any restrictions?

NOCs are requested to ensure that at least 30 per cent of the participants in each course are women, when possible, in particular for the Intro/Level 1 courses. If this number is not reached, the NOC needs to justify the reason.

An NOC can request courses specifically aimed at female coaches in any of the above-mentioned options (excluding IF opportunities). The budget for this type of activity will be allocated in addition to the quota.

Olympic Solidarity usually supports one expert selected by the IF/partner/NOC per course, depending on the nature of the course. A second expert can be supported, if there is a specific reason (e.g. number of participants, security reasons, content, etc.). In this case, gender parity needs to be respected.

Olympic Solidarity does **not** cover the participation of coaches in short-term conferences or training camps outside their home countries.

Is there a deadline for submissions?

This programme is open from 1 January 2025 to 31 December 2028. The deadline for submissions is no later than three months before the intended start date of the course.

What is the application procedure?

Usual procedure (e.g. for sport-specific and sports sciences courses):

- NOCs apply through RELAY.
- While NOCs can submit a choice of dates, the IF/partner may ask for the chosen period to be changed depending on the availability of the expert or other course-related parameters.
- Olympic Solidarity seeks the advice of the IF or one of our partners, depending on the course selected.
- 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.
- 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.



- Once final confirmation is received by IFs/other partners, Olympic Solidarity approves the activity and budget.

OS proactivity (e.g. for IF opportunities):

- The IF provides Olympic Solidarity with the list of potential host NOCs.
- Olympic Solidarity selects the NOCs and begins due diligence (status of the NOC within the programme, political situation, etc.).
- Olympic Solidarity proposes that the selected NOCs support the organisation of the course. This type of course will be considered in addition to the total quota made available to the NOC within this programme.
- Upon agreement, the NOC submits the application through RELAY.
- Olympic Solidarity seeks the final confirmation of the IF.
- Once final confirmation is received, Olympic Solidarity approves the activity and budget.

Generally, 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 venues, required material and available equipment, protocol, reporting deadlines, etc.).

What is the maximum amount of funding an NOC can apply for?

The average budget ranges between USD 8,000 and USD 10,000. The amount may be increased to USD 12,000 based on need and only if justified.

NOCs must conduct an accurate assessment of the forecasted costs when they establish the budget for a course. For sport-specific courses, 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 a course is approved.

NOCs may organise up to a maximum of 10 technical courses during the four-year period. Additional activities may be considered depending on the specific needs of the NOCs and the available programme budget.

What expenses are covered?

Through the NOC:

- Organisational costs in line with the detailed budget breakdown submitted by the NOC.
- A maximum of 10 per cent of the allocated budget can be used for the purchase of sports equipment necessary for the running of the course.
- A maximum of USD 200 per activity per person (two people maximum) can be allocated as indemnities for the coordinators, local experts, etc.
- If a gift is purchased for the expert(s), which is not mandatory, its value must not exceed USD 100.
- Purchase of IT equipment is typically **not** covered by Olympic Solidarity.
- 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.

Through the IF:



- A per diem for the expert (as per the initial agreement) for the duration of the course plus two days of travel.
- An airline ticket (standard economy class, most direct route possible).
- Visa and vaccination costs, if any.
- The expert's insurance is **not** covered by Olympic Solidarity.

What are the payment options for this programme?

An advance payment of 75 per cent of the allocated budget is released once the course is approved, usually at least one month before the start of the course.

The balance payment, if any, is released after analysis and approval of the financial and technical reports submitted by the NOC.

What are the reporting requirements?

The deadline for submitting financial, technical and expert reports is no later than two months after the end of the course.

NOCs are responsible for submitting financial, technical and expert reports through RELAY.

For sport-specific courses and IF opportunities, experts may send their reports directly to the IF, which is then responsible for submitting the report on RELAY.

For sports sciences courses, the NOC must provide OS with a thorough expert report that includes the agenda of the course, the evaluation process, the results, the recommendations, etc. Please note that there is no template. The expert is free to use whatever format they find useful.

Are there any other instructions?

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 that considers different levels and needs, as well as the technical and financial planning for the entire period.

E-certificates

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. Olympic Solidarity certificates of participation should only be awarded to participants who have completed the entire course.

The certificate provided by Olympic Solidarity is solely a certificate of participation. It is up to the IF/partner to decide whether or not to officially certify participants, in accordance with their own policies.

T-shirt policy

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

Protecting the integrity of sport

Olympic Solidarity advises NOCs/IFs to stay up to date with the latest policies/rules in force regarding safeguarding, anti-doping, prevention of competition manipulation, etc., and to disseminate them to their coaches. To do so, NOCs can also organise a specific module during a Technical Course for Coaches.



When required, Olympic Solidarity puts NOCs/IFs/partners in contact with the related IOC departments for further information or guidance, and/or provides additional resources.