



WORLD PROGRAMMES – COACHES



DEVELOPMENT OF
NATIONAL SPORTS STRUCTURE



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PROGRAMME GUIDELINES

OBJECTIVE

The development of sport in certain countries is often hindered by the fact that the national sports and coaching structure is disorganised or even non-existent.

The main objective of this programme is therefore to allow National Olympic Committees (NOCs) to develop their national sports and coaching structure by implementing a mid- to long-term action plan for a specific sport on the Olympic programme.

BENEFICIARIES

All NOCs recognised by the IOC may benefit from this programme.

Priority will nevertheless be given to NOCs which can demonstrate that the basic sports and coaching structure is weak but has a clear potential for development.

DESCRIPTION

NOCs will be offered the opportunity to receive an international expert approved or nominated by the respective International Federation (IF) for a specific period of time averaging between three and six months.

Olympic Solidarity may accept **one request per year, per NOC**, in principle, depending on the number of requests received and the budget available.

The action plan submitted to Olympic Solidarity should be developed in collaboration with the respective National Federation (NF), following a detailed analysis of the situation (strong points, weak points, objectives, etc.) and should include the following:

- A detailed, mid- to long-term development plan, which should be coherent and realistic;
- Training of local coaches and/or persons likely to continue the work initiated by the expert once the project has ended;
- Improving the different training programmes for elite sport, if necessary;
- Initiating projects for Sport for All and/or school sport;
- Putting in place talent identification programmes.



NOCs are encouraged to take advantage of projects in this area which have been developed by Olympic scholarship holders during their training abroad (programme of Olympic scholarships for coaches).

Depending on specific needs and the budget available, it will be possible for the international expert to divide his mission into separate short-term visits rather than one long-term period. For example, setting up the project (visit 1), intermediate evaluation (visit 2), and final evaluation (visit 3).

It is recommended that a person be designated as the national coordinator (eg. national coach, former Olympic scholarship holder, technical director, etc.). He/she will assist the expert and will be responsible for the management of the project from start to finish and beyond.

EXTERNAL PARTNERS

The suitable experts will be nominated by the IFs. They may also be proposed by the NOCs but, in this case, must be approved by the IF concerned before being accepted.

These experts must belong to a Federation of a sport on the Olympic programme. They must have practical experience as a coach at international level and demonstrate the educational and technical qualities necessary to run this type of project.

FINANCIAL CONDITIONS

The budget allocated to this programme during the 2013–2016 quadrennial plan is USD 6,000,000.

The following items should be included in the budget proposed by the NOC to Olympic Solidarity:

- Organisational expenses;
- International travel costs for the nominated expert (economy class – direct routing);
- All expenses relating to the stay of the expert in the country;
- Experts' indemnities (see below);
- Illness and accident insurance, vaccinations, visas etc., if necessary.

Important: The budget allocation per project will be decided upon after analysis of the budget proposal and should be estimated between USD 25,000 and maximum USD 30,000.

The indemnities (daily or monthly) to be paid to the expert must be agreed upon between the NOC, the NF and the expert and included in the overall budget for the project.

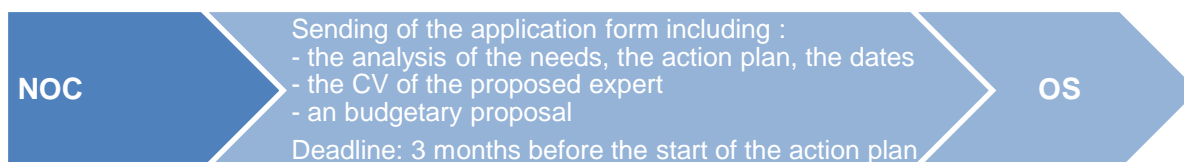
If necessary, any difference between the calculated budget and the amount allocated by Olympic Solidarity may be covered by possible external assistance (government, sponsors etc.).



APPLICATION PROCEDURE

In order to allow sufficient time for analysis and nomination of an expert, the official application form must be presented **no later than three months prior to the start of the proposed project**. The following information must be included on the application form:

- Description of the current structure and detailed analysis of training needs;
- Proposed action plan;
- Dates and timing for different phases of the project, where applicable;
- Curriculum Vitae if an expert is proposed by the NOC;
- Detailed budget estimation including all items (in particular an estimation of the travel, board and lodging costs and indemnities to be paid to the expert).



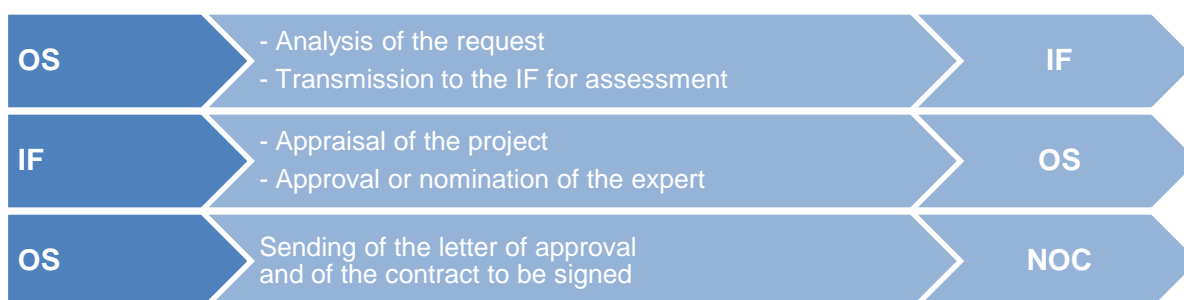
ANALYSIS AND APPROVAL

Olympic Solidarity will analyse the action plan submitted, in collaboration with the IF concerned and the Continental Association, if necessary.

Olympic Solidarity will ask the respective IF to either confirm the suitability of an expert proposed by the NOC or to suggest a suitably qualified coach to be responsible for the implementation of the project.

Once all parties are in agreement (NOC, IF, expert) and the appropriate technical and financial guarantees have been obtained, Olympic Solidarity will officially approve the action plan and the budget to be allocated. This approval will be accompanied by an **official contract**, which should be signed by the NOC, the designated expert and finally, by Olympic Solidarity.

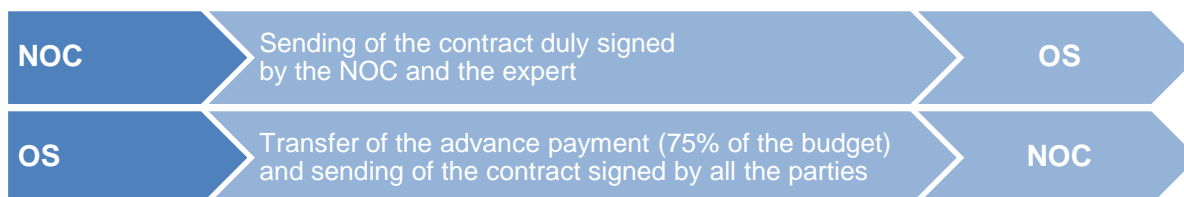
The action plan may only commence when the contract has been signed by all the parties concerned, thus confirming their agreement of the overall terms and conditions of the project.





ADVANCE PAYMENT OF THE BUDGET

Upon receipt of the contract, duly signed by the NOC and the expert, the Director of Olympic Solidarity will add his signature and an advance payment of 75% of the allocated budget will be transferred to the NOC.



FOLLOW-UP AND CONTROL

During the programme, the NOC must maintain constant contact with the expert as well as with the various entities engaged in the project (NF, national coordinator, national coaches, etc.).

In the event of any problems or difficulties, the NOC should immediately inform Olympic Solidarity in writing.

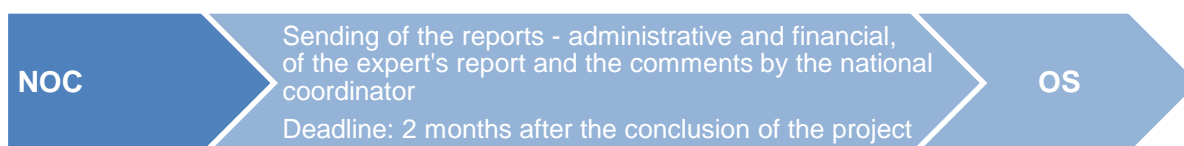
INTERMEDIATE REPORT

Depending on the duration of the project, the NOC will periodically report to Olympic Solidarity on the implementation of the action plan including any modifications to the initial programme or problems encountered.

FINAL REPORT

The NOC must present the following documents to Olympic Solidarity **within a period of two months at the latest** following the conclusion of the project:

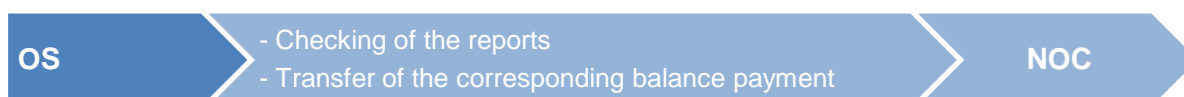
- **A detailed administrative report** with an evaluation, comments as well as all other pertinent information (photographs in electronic format, press clippings, etc.);
- **A financial report form**, completed clearly and in detail by the NOC;
- **A report from the expert** on the implementation of the programme and the results achieved;
- **A report or comments by the national coordinator**, in particular in cases where the expert's visits have been staggered.





BALANCE PAYMENT OF THE BUDGET

At the conclusion of the course, and following receipt and control of the administrative and financial reports, Olympic Solidarity will pay the balance of the budget due to the NOC.



ANNEXES

- 1. Application form**
Development of National Sports Structure
- 2. NOC administrative report form**
Development of National Sports Structure