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# FINA Coaches Development Programmes

### Overview

FINA currently provides excellent programmes for training coaches in each aquatic discipline.

These programmes include:

#### 1/ FINA Clinics for Coaches

Currently Clinics to enhance coaching Development in all five FINA disciplines are being offered in various parts of the world. Each Clinic can be requested by National Federations through their Continental Associations.

#### 2/ FINA Coaches Certification Courses

Each Course can be requested by National Federations through FINA. Currently there is only a Certification Programme for swimming coaches, with expansion to other disciplines in the near future.

#### 3/ FINA Scholarships for Coaches

Offer to coaches who are active in their respective disciplines access to high-level training, knowledge and experience.

Training given by coaches around the world can vary from country to country. Each FINA Coaches Development Programme is designed to educate and train your federation's coaches to ensure that they are given every opportunity to develop their skills and further the development of aquatics within your National Federation.

## FINA Clinics for Coaches Guidelines

### Objective

The FINA Clinics for Coaches are intended to train coaches of all levels through courses led by an expert.

The main objective is to provide basic training to coaches through courses in their respective disciplines.

To support successful performances in the pool, your coaches need to be provided with the best education and training. Offering technical training and promotion of best practices can help your federation succeed.

### Description

The FINA Clinics for Coaches are available to National Federations wishing to host a training clinic for coaches or attend a Clinic in the continental region. All training Clinics will be conducted by an international expert approved by FINA.

If your National Federation chooses to host a FINA Clinic for Coaches, it is important to remember these key details:

- There may be no more than one (1) Clinic for Coaches organised per National Member Federation per year, as part of the FINA Development Programme.
- Once a year, at a Regional or Continental Competition, no more than four (4) Clinics for Coaches may be organised.
- These Clinics must be proposed by a Continental Organisation.
- The exact dates of the FINA Clinic for Coaches must be communicated to FINA a minimum 60 days prior to the beginning of the Clinic.

If your National Federation chooses to participate in a FINA Clinic for Coaches, remember these important details: All Clinics can be carried out at one of three levels: basic, intermediate and advanced.

#### 1/ Course format

Each Clinic must last a minimum of five (5) days and no more than ten (10) days. The Clinics should cover theory and practical training, final test, certification, etc.

National Federations may choose to organise the entire Clinic consecutively over a long weekend or a week-long session, or to extend the course over a longer period with the distribution of hours planned to best suit the clinic participants.

#### 2/ Teaching modalities

The Clinics should guarantee an adult learning environment and include ample time for group work (case studies, role-plays, etc.) and discussions.

Use of additional materials, such as videos, computer projected presentations and other didactic material is encouraged to highlight the subject matter being discussed. There should be only one (1) lecturer per Clinic (if possible from the same continent or region.)

#### 3/ Clinic location

Host National Federations are encouraged to hold programmes at a central location so that as many coaches can participate in the Clinic. Each Clinic should ensure that the course location has adequate conditions for learning.

#### 4/ Manuals and certificates

Each Clinic participant should receive recognition by means of a certificate of participation.

### Application Procedure

The National Federation has to send a request to host a FINA Clinic to its Continental Organisation.

Once the proposition has been approved by FINA, the National Federation needs to complete the Host National Federation Application Form. This document should be accompanied by the following materials:

Technical information, including:

- Topic of programme
- Dates and location
- Materials available

NOTE: Each Host National Federation Application form MUST be submitted three (3) months prior to the start of the Clinic.

**Analysis and Approval**

FINA will review and assess each application.

The proposals for each Clinic will be analysed and approved by FINA according to the following criteria:

- Compatibility with the objectives and guidelines of the programme
- Feasibility of the Clinic

All National Federations will be contacted directly from FINA regarding approved applications.

**Financial Conditions and Follow up**

The financial responsibility for all FINA Clinics for Coaches is as follows:

FINA will be responsible for:

- 1/ Lecturer (only one (1) per programme)
  - Travel: Flight ticket (economy fare)
  - Per diem: US\$ 100.00 per day (including travel days)
  - Accommodation: Full board (including three (3) meals) up to US\$ 100.00 per day
- 2/ Organisation
  - Up to US\$ 500.00 for the following:
    - Production of booklets or pamphlets
    - Room rental
    - Rental of audio & visual equipment
    - Other necessary materials for the programme
  - If a National Federation organises more than two (2) Clinics within the same year, FINA will provide up to US\$ 1,000.00 for the items mentioned above
  - Conference room
  - Rental of technical equipment
  - Other necessary materials
- 3/ Participants (coaches) Accommodation
  - FINA will provide US\$ 30.00 per day, per person for a maximum of ten (10) days, for up to 20 participants coming from outside of the country where the clinic is held.
  - These participants must provide a letter from their respective National Federation confirming their nomination to attend the clinic, and the hosting federation must provide a list of clinic participants with their signatures as proof of attendance.
  - Accommodation assistance will only be paid for participants coming from the same continent or region.

Note: This regulation does not apply for clinics held in conjunction with a Continental or Regional Competition.

National Federations will be financially responsible for:

- Participants (coaches)
- Travel: All travel expenses
- Accommodation

Note: \*\* For a detailed description, please refer to FINA's Principles for the Organisation of Clinics.

In order to receive all financial funding, FINA must receive the following documents, no later than 3 months after the end of the programme:

- For Host National Federations: Complete clearly and in detail the Host National Federation Report Form, including an attached list of all the supporting payment receipts, duly itemised.
- For foreign participants coming from outside of the country where the Clinic is held, have your National Federation complete clearly and in detail the Participants Reimbursement Form.

Once all invoices have been received and approved by FINA, the monetary funds will be transferred accordingly to the National Federation, lecturer and participants.

## **Annexes**

- 1/ FINA Clinics for Coaches Host National Federation Application Form
- 2/ FINA Clinics for Coaches Host National Federation Report form
- 3/ FINA Principles for the Organisation of Clinics

# FINA Coaches Certification Courses Guidelines

## Objective

The FINA Coaches Certification Courses are intended to offer coaches around the world the possibility to be acknowledged as certified coaches and to offer recognition for the work they have accomplished.

FINA would like to give the opportunity to all coaches to progress and have credit for their achievements. Currently the Coaches Certification Course is offered only to swimming coaches; however we are working diligently so that we can offer this Course to coaches from all disciplines in the very near future.

The FINA Coaches Certification Courses are open to coaches of all levels: from teaching children to swim at the grassroots level to coaching elite swimmers every coach will have the opportunity to develop their skills.

## Description for Swimming

The FINA Coaches Certification Course in Swimming is divided into three levels. All training will be conducted by an international expert approved by FINA. Through this Course, we want all coaches to be able to progress to the level of their ambition should it be National, Continental or World.

## Levels

### Level 1: The Foundations of Coaching

The FINA Level 1 Coach Certification Course is for coaches whose swimmers are participating in or aiming for the National Championships. It has been developed from content used in the United States, The United Kingdom, and Australia.

It is a survey course with significant chapters on biomechanics, basic swim training for new or novice swimmers through intermediate level age group swimmers, and all the fundamental coaching skills of educational skills understanding, communication skills for coaches, and developing philosophies and sport psychology that will allow athletes of all levels to succeed. This is the first required course in a FINA Series of Level 1, 2 and 3 courses that will allow coaches world-wide to have their education tested and receive a Certification in Coaching from FINA.

The FINA Level 1 course test must be completed in order to achieve FINA Level 1 Certification.

The content of this course was developed from a collaboration of the American, Australian and United Kingdom Coaching Associations and is presented free of charge to coaches, by FINA.

### Level 2: The Stroke School Course

The FINA Level 2 Course is for coaches whose swimmers are participating in or aiming for Continental Championships. It focuses exclusively on Technique in swimming strokes, starts and turns.

It is the “backbone” of world class coaching today, and puts emphasis on the correct teaching or construction, of the strokes, and starting and turning mechanics. Both scientific background and practical coaching expertise are represented, which include explanations of what world class swimmers today are doing, and specific instruction about teaching these same techniques to young swimmers which will allow them to have success today and in the future.

The FINA Level 2 course test must be completed in order to achieve FINA Level 2 Certification.

The content of this course was developed from a collaboration of the American, Australian and United Kingdom coaching associations and is presented free of charge to coaches, by FINA.

### Level 3: Coaches for High-performance Athletes

The FINA Level 3 Course is for coaches whose swimmers are participating in or aiming for World Championships and the Olympic Games.

The emphasis is on the proper planning and execution of training of elite and near-elite athletes, with the objective of creating training sessions and seasons that will allow for maximum individual performance at the highest levels of our sport. Physiology, Biomechanics, sports psychology, nutrition, and dryland training are all components of this course for the senior coach.

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### Course Format

All training lasts three (3) days, and are usually organised consecutively over a long weekend session. Each FINA Coaches Certification Course covers theory and practical training, final assessments and certification.

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### Manuals and Certificates

The CDs of Level 1 & 2 materials have been sent to the FINA National Member Federations. A printed copy of the related materials will be distributed to all participants.

The participants who successfully pass the final test will be allowed to apply to the FINA Office in order to receive the Diploma and ID card as FINA CERTIFIED SWIMMING COACH (level dependant on course completed).

The FINA Office will issue the appropriate certification to each Coach which will be delivered through to the respective National Federations. Each certification will be valid for a four-year period and can be requested at a cost of USD 30.00 to FINA. Additional details will be available to all participants upon completion.

### Application Procedure

National Federations wishing to host a FINA Coaches Certification Course must provide a completed Host National Federation Application Form, This form is found within this document.

The application form should then be submitted to FINA before the requested deadline. Registration of participants and arrangements will be done directly through the Host National Federation.

## Analysis and Approval

FINA will review and assess each application. All National Federations will be contacted directly from FINA regarding approved applications.

## Financial Conditions and Follow up:

The financial responsibility for all FINA Coaches Certification Course is as follows. FINA will be responsible for:

- Providing support funding of USD 1500.00 to the local Host to help defray costs for audio-visual equipment and related classroom expenses on site.
- Providing the FINA Coaches Certification to the coaches upon receipt of the payment of USD 30.00

The Host Federation will be responsible for:

- Promoting the course within its country but also neighbouring countries
- Organising the local transportation
- Hiring a suitable conference room and renting of the audio-visual equipment
- Printing of the course's materials for each participant
- In addition the Host will provide early registration services and local information to their own National Federation coaches and the coaches of neighbouring federations

Participating Coaches will financially be responsible for:

- Travel and accommodation costs for the duration of the three day courses. (The Host Federation will coordinate the local transportation and facilitate with accommodation arrangements)
- Certificate delivery – USD 30.00

## Annexes

- 1/ FINA Coaches Certification Host National Federation Application Form
- 2/ FINA Coaches Certification Host National Federation Report Form

# FINA Scholarships for Coaches Guidelines

## Objective

The main objective of this programme is to offer coaches who are active in their respective disciplines access to high-level training, knowledge and experience. The hope is that they can use this new information to benefit their respective national federation and create success in aquatics.

## Description

The FINA Scholarships for Coaches is a programme that supports coaches going abroad for a one (1) to three (3) month period to develop more coaching skills in their discipline.

Each coach must meet the following criteria. He or she must:

- Belong to a National Member Federation of FINA
- Hold the rank of official national Coach recognised in his/her country and by FINA
- Be active and able to prove that he/she has practical experience as a coach at the national/international level
- Pass on his/her knowledge and continue developing the sport in his/her country after receiving the training

Coaches may go abroad to high-level sports centres or universities working with high performance athletes.

All training programmes must be recognised by FINA and be at a high-performance level for the particular discipline.

## Application Procedure

National Federations and coaches must provide FINA with a completed Participants Application Form, which can be submitted throughout the year.

This document should be accompanied by the following materials:

- Detailed programme description of centre where the coach would like to obtain further training and an outline of the training they will have while abroad
- Confirmation from the centre/university that an opportunity is available
- CV of the coach
- Cover letter from the candidate

## Analysis and Approval

FINA will review each application file and the training plan proposed. In doing so, it will consult the following partners, if necessary:

- Continental Association concerned
- Local National Federation (the contact partner where the training is taking place)
- Training centre of university that will host the scholarship recipient



After soliciting the opinions of these partners and reviewing all the related elements (available budget, feasibility of training plan, etc.), FINA will make a decision on whether or not to grant the coaching scholarship.

### Financial conditions

The amount allocated to each coach will depend on the scope of the proposed FINA Scholarships Programme and budget availability.

In order to receive all financial funding, FINA must receive the following documents no later than three (3) months after the end of the programme:

For National Federations: Complete clearly and in detail the Participants Report Form, including an attached list of all payment receipts, duly itemised.

### Follow up and monitoring

#### 1/ During the Training

The National Federation is required to maintain close contact with both the centre and the scholarship holder. If necessary, it will inform FINA of any problems.

#### 2/ Once the training is completed

The following must be provided to FINA as soon as possible:

- A final report from the centre containing a general assessment of the Scholarship holder and if any qualifications were obtained (diploma or certificate)
- A report from the Scholarship holder, via his/her National Federation, describing his/her experiences at the training programme
- Information about the position held by the coach upon return to his/her country

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To improve the follow-up offered to the coach, National Federations should maintain contact with him or her and inform FINA of any particular results obtained in national, regional or international competitions, including the Olympic Games.

### Annexes

1/ FINA Scholarships for Coaches Participants Application Form

2/ FINA Scholarships for Coaches Participants Report Form

# Additional Development Activities for Coaches

## FINA Manuals for Coaches

FINA has produced educational materials in a variety of formats (i.e., printed documents, CDs, and video) to assist coaches in acquiring the most recent and comprehensive technical information.

For example, based upon the efforts of the FINA Coaches Commission, a three-level coaching education programme for swimming coaches has been developed. It is recognised that swimming coaches have a variety of specialised needs, depending upon the level of achievement of Athletes within the National Federations, and these materials may be used to augment the presentations made by master coaches during FINA Clinics worldwide.

This includes:

- Level One: The Foundations of Coaching
- Level Two: The Stroke School
- Level Three: Coaching High-Performance Athletes

At this time, development of a similar programme for the other aquatic disciplines is being considered, with the ultimate goal of having a sequential educational programme in each of the five disciplines that can support the efforts of novice, intermediate, and elite-level coaches with appropriate educational materials that are easily disseminated globally through in either electronic or printed formats.