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FINA Leaders and Administrators Development Programmes

Overview

FINA has recently implemented two new Development programmes for National Federations:

- 1/ FINA Sport Administrators Courses
- 2/ FINA Management Initiatives Programme

Both are intended to help your National Federation Leaders and Administrators improve competences, utilise resources and create the right delivery of management and administration competences within your country.

Each is designed to educate and train your federation's management team and sports administrators on the best practices for the development and growth of your federation.

FINA Sport Administrators Courses Guidelines

Objective

This programme is aimed at sport leaders and administrators dealing with needs from grassroots to national level. It is designed to assist National Federation administrators as well as enhance the skills of current support staff. It is designed to ensure continuity, understanding of performance standards and expectations, and comprehensive knowledge transfer.

Beneficiaries

The programme is available to National Federations wishing to conduct FINA Sport Administrators Courses through internal training for their administrative team.

Each National Federation can nominate the persons they would like to attend these Sport Administrators Courses by completing the application forms included in this document.

Description

National Federations will be offered the opportunity to receive a Sports management and administration expert to host a development course based on the topics discussed in the FINA National Federations Development Handbook.

The topic of the course shall include minimum three (3) of the following topics:

- Creating your plan
- Securing your structure
- Promoting your brand
- Choosing your people

- Increasing your income
- Supporting your sport
- Improving your skills
- Developing your partnerships

The chosen topics should be adapted to the local situation and to the need and interests of the participants (based on their activities, knowledge, background, etc.).

1/ Courses format

The duration must be between three (3) and five (5) days. National Federations may choose to organise the entire course consecutively over a long weekend or a week-long session.

The course should provide administrative training to attendees led by the nominated expert on the chosen topics.

2/ Teaching modalities

The courses should guarantee an adult learning environment and include ample time for group work (case studies, role-plays, etc.) and discussions. It is recommended that lectures include interactive activities, questions, discussions of issues presented and group work. Use of additional materials, such as videos, computer projected presentations and other didactic material is encouraged to highlight the subject matter being discussed.

3/ Course location

The Host National Federation shall ensure that the course location has adequate conditions for learning.

4/ Participant's applications

National Federations are encouraged to allow many administrators and staff to attend the course in order for the federations to gain maximum knowledge from the specific lectures.

Once the preliminary list of participants is approved, the Host National Federation will take care of the participants' registration. During the course, the Host National Federation is requested to complete the participants list included in the Host National Federation Report Form.

5/ Manuals and Certificates

Each course participant will receive recognition by means of a FINA Certificate of Participation confirming completion from the attended course.

Application Procedure

The Host National Federation shall provide the completed Host National Federation Application Form to FINA, which shall be accompanied by the following materials:

Technical information such as:

- Topic(s) of the Course
- Dates and location
- Materials available

NOTE: Each application form MUST be submitted 3 months prior to the planned start of the course. Courses organised before receiving FINA's approval will not be supported.

Analysis and Approval

FINA will review and assess each application.

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

- Compatibility with the objectives and guidelines of the Programme
- Guaranteed attendance numbers
- Feasibility of the project

All National Federations will be contacted directly from FINA regarding approved application and allocated funding.

Financial conditions and follow up

The amount allocated to each National Federation will depend on the scope of the proposed FINA Sport Administrators Course and budget availability.

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

The Host National Federation Report Form completed clearly and in detail by the Host National Federation, including an attached list of all expenses. For each expense, the original invoice must be attached.

Once all expenses have been approved by FINA, the monetary funds will be transferred accordingly to the Host National Federation.

Annexes

- 1/ FINA Sport Administrators Course Host National Federation Application Form
- 2/ FINA Sport Administrators Course Host National Federation Report Form

FINA Management Initiatives Programme Guidelines

Objective

This programme is designed to assist National Federation leaders (professional staff and volunteer governance) to gain specific administrative and management skills to improve the leadership of their National Federation.

Beneficiaries

The FINA National Federations Management Initiatives Programme is available to National Federations wishing to nominate members of their senior management team to attend external courses approved by FINA.

Each federation can nominate the person(s) they would like to participate in the FINA National Federations Management Initiatives Programmes by completing the application forms included in this document.

Description

National Federations will be offered the opportunity to send their nominated person(s) to an existing training programme.

The subject of the training must be based on the topics discussed in the FINA National Federations Development Manual.

The programmes should include at least one (1) of the following topics:

- Strategic development
- Governance and structure
- Branding and promotion
- Motivating and learning
- Finances and income
- Supporting sport
- Skill enhancement
- Partnership development

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1/ Programmes format

The programmes submitted to FINA must be adapted to these guidelines. Depending on the project's consistency and Budget submitted, FINA will negotiate a subsidised amount with the National Federation.

2/ Participant's applications

Each programme participant should complete the Participants Application form (and National Federations should keep a copy for their records). The FINA Management Initiatives Programme Participants Application Form is included in this document.

3/ Manuals and certificates:

Each programme participant will receive recognition by means of a certification and letter confirming completion from the attended programme.

Application Procedure

The National Federations who wish to nominate one of their members shall provide the completed FINA Management Initiatives Programme Participants Application Form.

The application form shall be accompanied by the following materials.
Technical information, including:

- Name and topic of the programme
- Dates and location
- A complete curriculum vitae of the nominated member
- A cover letter from the nominated member

NOTE: Each application form MUST be submitted 3 months prior to the FINA Management Initiatives Programme

Analysis and Approval

FINA will review and assess each application.

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

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

All National Federations will be contacted directly from FINA regarding approved application and allocated funding.

Financial conditions and follow up

The amount allocated to each National Federation will depend on the scope of the proposed FINA Management Initiatives Programme and budget availability.

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

The Participants Report Form completed clearly and in detail by the National Federation, including an attached list of all the supporting payment receipts, duly itemised. For each payment, the original invoice must be attached.

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

Annexes

- 1/ FINA Management Initiatives Programme Participants Application Form
- 2/ FINA Management Initiatives Participants Report form

Additional Development Activities for Leaders and Administrators

FINA World Aquatics Convention

The FINA World Aquatics Convention includes a comprehensive programme of meetings, conference sessions, and networking events with three major objectives:

- To assist National Federations in improving their management and governance procedures, including emphasis on organising and promoting aquatic events
- To present the current publication – “FINA National Federations Development Handbook” which will help National Federations in developing guidelines to achieve their organisational goals
- To support National Federations in activating the essential components of sport development, including implementation of methods to promote clean sport, motivate volunteers, and generate additional revenue

The overarching objective of the FINA World Aquatics Convention is to give participants the best possible information to help them achieve success in their respective countries. The Convention will assist FINA in the growth and development of other Aquatic Festivals around the world to further enhance the five FINA aquatic disciplines and promote world-class athletes.

The first edition of the FINA World Aquatics Convention will be staged in Punta del Este, Uruguay in September 2010. The Convention will be hosted every two years, with the next site to be selected by a competitive bidding process. The Convention features a dynamic exhibition area where organisations can display their products and services and cities interested in hosting future FINA events can showcase their hometowns. There will also be dedicated networking events and scheduled meetings that allow exhibitors and delegates to interact with existing clients, meet prospective partners, and build relationships that will support the development of aquatics worldwide.

Through discussion, debate, and networking, delegates from FINA's 202 National Federations can share knowledge, exchange ideas, and develop stronger relationships – all of which contribute to the growth of aquatic sports worldwide. National Federations have been encouraged to invite current and potential partners to show to them the unique strengths and spectacle of FINA events.

FINA has conducted two similar events previously, both of which were highly successful and helped FINA achieve its most important objectives:

1/ Fina World Seminar on Sports Management, Media & Marketing (2001, Barcelona, Spain)

For the first time in its history, FINA gathered all its constituents in one setting to analyse and evaluate new procedures to improve results in several areas. The primary goal of the seminar was to help the FINA Family better prepare for the future and provide ways to promote innovation and progress.

More than 250 delegates from 99 National Federations participated in the seminar. It was a unique opportunity to analyse the evolution of FINA activities, taking into account the changes and technological developments in these important areas.

2/ Fina World Conference (2006, Madrid, Spain)

The FINA family gathered in Madrid for the 1st FINA World Conference, and after three intensive days of discussion, the general sentiment of the 280 participants representing 103 FINA National Federations was that the occasion represented a unique moment of unity and exchange of ideas.

During the Conference, FINA's diverse constituencies – partners and sponsors, event organisers, potential host cities, and delegates from the National Federations – analysed the factors that help make the FINA image and events prestigious and successful worldwide. The motto of the conference reflected the three brand priorities specified in the “2005-2009 FINA Strategic Plan”: reinforce, communicate, and expand.

The delegates had a chance to learn more about the FINA marketing programme, specifically FINA's partnership with the Japanese company, Dentsu. Delegates also explored the continuous commitment and support of strong FINA allies, with FINA's four main commercial partners discussing their successful relationships. Additionally, the television production and broadcast of FINA events were discussed in great depth.

The FINA World Aquatics Conference brings together the entire FINA Family, with an emphasis on exchanging new ideas and advancing worldwide development of the five aquatic disciplines.

FINA National Federations Development Handbook

The FINA National Federations Development Handbook has been formulated with the objective of assisting in the development of expertise and capability for FINA National Federations by providing practical, actionable information on topics that are addressed on a regular basis in effective management of the sport worldwide. It is intended to be equally helpful and informative to National Federation leaders in National Federations that are recent members of FINA, as well as those that have been in existence for a century or more.

In simple terms, the FINA National Federations Development Handbook has been developed to assist each National Federation in achieving higher goals.

The FINA National Federations Development Handbook is the result of the work of a range of international experts in many fields and it will provide guidelines in the following topic areas (chapter titles):

- 1/ Planning your future
- 2/ Securing your structure
- 3/ Promoting your brand
- 4/ Choosing your people
- 5/ Increasing your income
- 6/ Supporting your sport

- 7/ Improving your skills
- 8/ Enhancing your development programmes

The FINA National Federations Development Handbook is a “living” document that will continue to be supplemented with new information to assist National Federation leaders in reaching the full potential of the sport.

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