

International
Paralympic
Committee

Guidebook for delivery

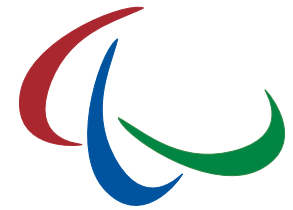
Hosting Education Courses: Technical Officials/Classifiers/Coaches

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International Paralympic Committee

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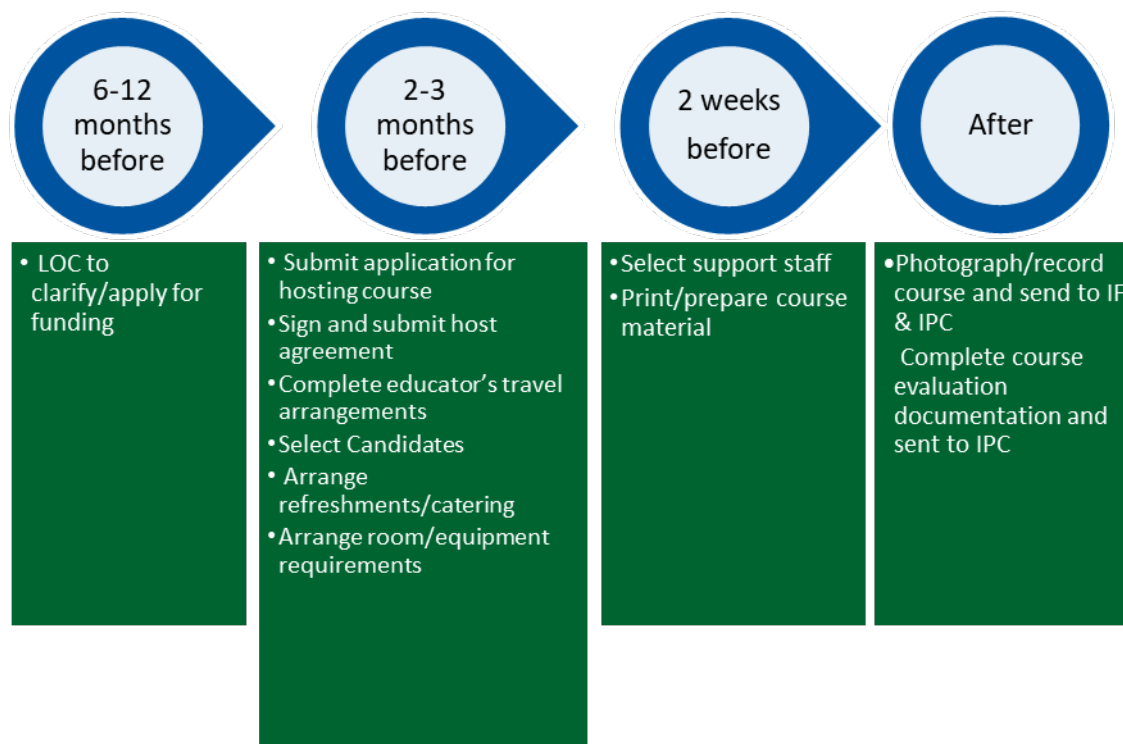
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1 Preparing to host an Education Course

1.1 Timeline

The following timeline is an approximation only. Given the unique requirements of each sport as well as location dependent considerations, more time may be needed for some events. This is especially true when it comes to processes such as visa applications in certain countries as well as liaising with local partners – especially if there are language and/or cultural differences





1.2 LOC Responsibilities and Costs

- Room and equipment requirements – to ensure that these are provided to an adequate standard and resourced accordingly
- Educator’s requirements:
 - Return flights – (from the educator’s home, arriving the day before the course begins and departing the day after)
 - All ground transportation – airport pick-up and drop off as well as daily transport from their hotel to and from the venue
 - Visa (If required) – along with relevant sponsoring letter etc.
 - Accommodation (Single room, 3-star hotel)
 - Meals (Or per diem for course & travel duration)
 - Incidental costs (As associated)
- Daily refreshment for candidates and educator (Water, coffee and tea)
- If fewer than 7 candidates, an educator fee of €600 – Minimum allowed = 6
- Candidate fee (available upon request)
- Translator service fee (If required)



1.3 Qualifications/requirements of Course Candidates

- Minimum age of 18
- Have at least a secondary/high school education and/or
- competitive sports background or understanding and experience of competitions
- Basic level of English (i.e. able to understand basic instructions and read documentation)
- Can either be from host NPC or other NPC



1.4 Course Candidates Registration

A course candidate must provide the IF and the LOC with their:

- Family Name
- Given Name
- Gender
- Impairment
- Nationality
- Email Address
- Date of Birth
- Telephone Number

IPC Volunteer Workforce Professional Development (VWPD) provides a Course Candidate Registration List template that **must** be used. This ensures uniformity with all data.



1.5 Room and Equipment Requirements

To run an Education Course, the host must provide:

- Meeting space with a capacity for the number of people attending the course to work comfortably
- Tables and chairs for each candidate and the Educator
- Projector and screen (With necessary connectors, cables, internet connection etc.)
- Flipchart/whiteboard with markers
- Access to necessary competition equipment
- Basic stationary supplies (Pen, paper etc.)
- Access to printer and scanner
- Internet access
- Refreshments (tea, coffee & water) for candidates and Educator
- NPC staff member or volunteer to support course needs and tasks



2 Frequently Asked Questions (FAQ'S)

- Who can I contact to arrange to host a course or ask any questions?
 - You can contact by email education@paralympic.org or phone +49 228 2097-167
- What are the benefits of hosting a course?
 - Opportunity to certify a large number of officials/classifiers/coaches with minimal cost for candidates
 - Opportunity for athletes and coaches to participate to have further understanding and clarity regarding Technical Rules and Regulations.
 - Provides opportunity to host approved competitions with certified officials; these competitions allow results from internationally classified and licensed athletes count towards international rankings
 - Minimizes the cost to host an international competition as a number of officials can be chosen from the host NPC
- What are the benefits of course candidates?
 - Satisfaction and enjoyment of being involved in the sport
 - Opportunity to be appointed for national and international competitions
 - Chance to be provided flights, accommodation, meals, transportation and support, depending on competition level
 - Opportunity to develop friendships with people from different countries and backgrounds
 - Chance to be provided uniform and competition gifts, depending on the competition level