



# 2019 FINA CLINICS FOR COACHES & OFFICIALS Guidelines

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## 2018 FINA CLINICS FOR COACHES AND OFFICIALS

### Introduction

#### Overview

FINA strongly believes in the importance of having a globally-respected workforce of coaches and swimming officials with an established and consistent curriculum, as a key factor for the athlete development and the correct appliance of the FINA officiating rules.

As part of the FINA Development Programme, FINA is currently running clinics to train coaches in each of the six aquatic disciplines: swimming, open water swimming, artistic swimming, water polo, diving and high diving and to train officials in swimming.

Both training programmes, respectively conducted by highly experienced coaches and officials appointed by FINA, are designed to educate and train coaches and swimming officials around the world.

With this initiative, FINA offers to its 209 affiliated national federations the opportunity to successfully develop the aquatic sports in their countries.



#### Objective

The FINA Clinics for Coaches and FINA Swimming Clinics for Officials are intended to provide basic training for participants of all levels through courses led by an expert nominated by FINA. By offering technical training and promoting best practices, your coaches and swimming officials will develop their skills and support successful performances in the pool.



## Clinic description and format

### Description

The FINA Clinics for Coaches and FINA Swimming Clinics Officials are available to National Federations wishing to host a training clinic, as well as for National Federations wishing to attend a clinic organised in their continental region.

They are designed to educate and train coaches and swimming officials, ensuring that they are given the opportunity to develop their skills and further the development of aquatics within their countries.

All training clinics will be conducted by an international expert approved by FINA, but as the content is adapted to the Host Federation's specific requirements, the programme and topics delivered may differ accordingly.



### Course format

Regardless of the selected discipline, FINA Clinics for Coaches have a duration from **five (5) to ten (10) days**, whereas FINA Swimming Clinics for Officials may last **from three (3) to five (5) days**.

National Federations may choose to organise the entire clinic continuously over a long weekend or over a week-long session, distributing the course hours as best suit the clinic participants.

### Clinic location

Each clinic should ensure that the course location has adequate conditions for learning. It is recommended to organise the clinics at a central location in order to facilitate and encourage the participation of coaches or officials.

### Teaching modalities

There should be **only one (1) lecturer per clinic**, if possible coming from the same continent or region.

The clinics should guarantee an adult learning environment and include sufficient time for group work – case studies, role-plays, etc. – and discussions.

The use of additional materials such as videos, computer projected presentations and other didactic documents is recommended to highlight the subject being discussed.



### Clinic content

All FINA Clinics can be carried out at one of the following levels: beginners, intermediate or advanced. They should cover theoretical sessions and practical training.

The clinic programme and its content shall be discussed between the Host Federation and the lecturer prior to the course starting date, in order to ensure that it is specifically tailored to the federation's particular requirements.

You will find the guidelines for a FINA Swimming Clinic for Coaches on the next pages, which could be used as an example of the topics to be covered in each of the levels.

## Beginner Level

The clinic caters for those who have not yet attended a FINA Clinic for Swimming Coaches, or for those who would like to refresh their basic knowledge.

The following topics would be covered:

- The role of a coach
- What makes a good coach - good coaching practice
- Communication skills
- How to develop a swimming team
- Age group training
- Stroke mechanics
- Drill progressions
- Starts, turns, relay takeovers
- FINA rules for swimming
- Long term athlete development model
- Constructing workouts for beginners

There should be a practical element to this clinic. One of the following options should be chosen, depending on the resources of the Host Federation:

- Participants to enter water and 'experiment' with drill progressions
- Participants to coach a group of local swimmers, providing them with drill progressions

## Intermediate Level

This clinic caters for those coaches who have previously attended a FINA Swimming Clinic for Coaches and who are looking to expand their knowledge of coaching swimming.

The following topics would be covered:

- Long term athlete development model
- Talent recognition
- Mental skills and athletes motivation
- Ethics in coaching
- Energy systems & training zones
- Season planning: constructing workouts for different age groups
- Biomechanics: basic concepts, core balance
- Stroke mechanics: analysis of the technique in four strokes
- Identifying technical faults, their causes and prescribing appropriate corrective practices
- Starts, turns, relay takeovers
- Introduction to land training: strength & conditioning, flexibility
- Nutrition and hydration

There should be a practical element to this clinic. It is important that the Host Federation provides local swimmers for the participants to work with.

The practical sessions will allow participants to deliver a range of training sessions (i.e. sets for different training zones and drill progressions/technical coaching).

### Advanced Level

This clinic caters for experienced coaches who have previously attended a FINA Clinic for Swimming Coaches – intermediate level and who are looking to further expand their knowledge of coaching swimming.

The following topics would be covered:

- Long term athlete development model
- Energy systems & training zones
- Season planning and periodization
- Performance monitoring and testing
  - Protocols for technical observation: stroke distance efficiency, starts, turns
  - Protocols for evaluating strength and endurance
  - Competition analysis: technique - tactic
- Stroke mechanics and appropriate corrective practices
- Starts, turns, relay takeovers
- Land training: strength & conditioning
- High performance nutrition and hydration
- FINA doping control rules

There should be a practical element to this clinic. It is important that the Host Federation provides local swimmers for the participants to work with.

The practical sessions will allow participants to deliver a range of training sessions (i.e. sets for different training zones, test sets, land training and drill progressions/technical coaching).

### Certificates

At the end of the course, each participant receives recognition by means of a certificate of participation.

### Clinic fees

There is **no fee** for the participants attending a FINA Clinic.

## Bidding Procedure

### Application Procedure

During the bidding process, National Federations wishing to host a FINA Clinic in their country need to send their bids to their respective Continental Organisation:

- **Confédération Africaine de Natation (CANAN)** – Africa
- **Unión Americana de Natación (UANA)** – Americas
- **Asian Amateur Swimming Federation (AASF)** – Asia
- **Ligue Européenne de Natation (LEN)** – Europe
- **Oceania Swimming Association (OSA)** – Oceania

The Continental Organisations are in charge of collecting the National Federations' bid applications and send them to FINA for approval.

*Please kindly note the following details:*

- All FINA Clinics shall be requested by the National Federations to their Continental Organisation during the bidding process.
- The maximum number of clinics requested by National Federation is **two (2)**. No more than one clinic per discipline and category (coaches or swimming officials) may be organised by a National Federation on an annual basis.
- Once a year, at the occasion of a Regional or Continental Competition, no more than four (4) clinics, either for coaches or officials, may be organised by the same National Federation. These clinics must be proposed by a Continental Organisation.

### Analysis and Approval

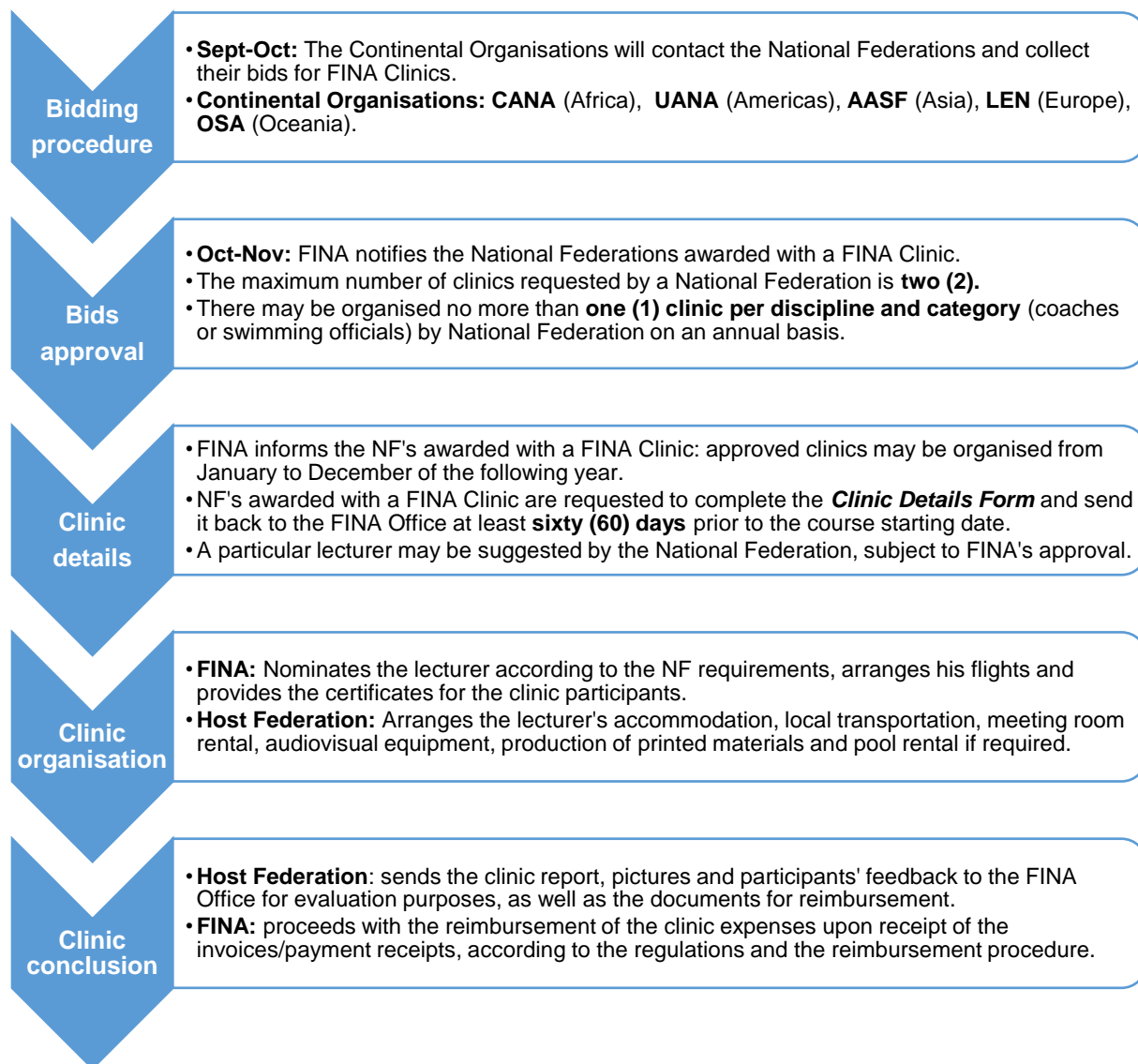
The bid applications will be assessed and approved by FINA according to the following criteria:

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

Once the FINA Clinics have been approved, all National Federations will be notified regarding the status of their bids and provided with all the necessary information for the clinic's organisation.



## How to host a FINA Clinic



## How to register in a FINA Clinic

National Federations wishing to attend a FINA Clinic organised in their continental region may contact the respective Host Federation. The contact details of the FINA National Member Federations can be found on the FINA website, by clicking on the following [link](#). The Host Federation manages the participants' registration independently. There is no need to register online.

Please note that the [FINA Clinics Calendar](#) is continuously updated and also available on our website.

## Clinic organisation

### Clinic details

Once FINA notifies the National Federations awarded with a FINA Clinic, they are provided with the ***Guidelines for the organisation of FINA Clinics*** and the ***Clinic Details Form*** to be returned duly completed.

This form needs to be filled out with important information regarding the clinic: dates of the course, location, specific topics to be delivered, suggested lecturer, language of the course, number of participants, address to send the certificates for the attendees to, etc.

In order to ensure sufficient time to do all the necessary procedures, this form must be submitted to the FINA Office **at least sixty (60) days** prior to the course starting date. Please note that no action will be taken until this document has been sent to FINA.

### Material or artwork produced

Any material or artwork produced by the Host Federation for the clinic or its promotion (i.e. banners, brochures, t-shirts, etc.) must be approved by FINA and should include the most recent version of the FINA logo.

Please find hereunder a copy of the FINA logo for your reference, which should be placed on the top right corner of any promotional material produced for the clinic:



## Financial Conditions

### Regulations for FINA Clinics

The maximum number of clinics requested by National Federation is **two (2)**. No more than **one (1) clinic per discipline** (swimming, open water swimming, artistic swimming, water polo, diving, high diving) **and category** (coaches or swimming officials) may be organised by National Federations **on an annual basis**.

Once a year, at the occasion of a Regional or Continental Competition, no more than four (4) clinics, either for coaches or swimming officials, may be organised by the same National Federation. These clinics must be proposed by a Continental Organisation.

FINA Clinics for Coaches may last from **five (5) to ten (10) days**, whereas FINA Swimming Clinics for Officials have a duration from **three (3) to five (5) days**.

The exact dates of the clinic must be communicated to the FINA Office in Lausanne at least **sixty (60) days prior to the beginning of the course**, using the *Clinic Details Form*.

Please note that once the Clinic is confirmed and the Lecturer's flight have been purchased, dates and location of the Clinic can no longer be changed.

### Economical support

#### Clinic organisation

FINA supports two (2) clinics, with a maximum of USD 2,000.00 per clinic for the following:

- Room rental
- Rental of audio-visual equipment
- Coffee breaks
- Production of booklets or pamphlets
- Other necessary materials for the clinic

If a National Federation organises more than two (2) clinics within the same year, FINA will provide up to USD 4,000.00 for the above mentioned items.

It is mandatory to submit a detailed budget to the FINA Office prior to the Clinic starting date for FINA's approval. If the Host Federation doesn't submit the budget beforehand, FINA cannot guarantee that the full amount of the Clinic will be reimbursed.

The expenses related to the local transportation (i.e. transfer from/to the airport) shall be covered by the Host Federation.

FINA reserves the right to verify any payments to third parties or ask for further documentation if needed.

### Lecturer

Only one (1) lecturer will be appointed per clinic, if possible coming from the same continent or region.

The Host Federation may suggest a particular lecturer to conduct the clinic, subject to FINA's approval. The final decision and official nomination will be made by FINA.

FINA will cover the lecturer's expenses as follows:

- **Travel:** FINA will cover the lecturer travel expenses (flight ticket in economy fare), if the Host Federation does not.
- **Per Diem:** FINA will provide the lecturer's Per Diem including travel days as pocket money.
- **Accommodation:** the Host Federation will provide full board accommodation up to USD 200.00 per day, three (3) meals included. FINA will then reimburse those expenses, once proof of payment has been received.

Please note that the Host Federation is expected to help the Lecturer obtain his/her Visa.

### Participants

In order to maximise the resources, FINA advises that there should be a minimum of 10 participants present.

- **Travel:** each National Federation must cover the participants travel expenses.
- **Accommodation:** to assist with lodging expenses FINA will provide USD 30.00 per day and person for a maximum of ten (10) days, for up to twenty (20) foreign participants coming from outside of the country where the clinic is being held.

Please note that the National Federations of the foreign participants must provide the following documents to FINA in order to benefit from the accommodation assistance:

- A signed letter from the National Federation confirming that the participant has been nominated to attend the FINA Clinic
- A list of attendance provided by the Host Federation, showing the signature of the foreign participant as a proof of attendance.

Please take into account that FINA will transfer the accommodation assistance to the **foreign participant's National Federation**.

Accommodation assistance will only be paid for participants coming from the same continent or region.

The above mentioned point does not apply for clinics which are held in conjunction with a Continental or Regional Competition.



### Participation fees

There is **no fee** for the participants attending a FINA Clinic.

### Reimbursement Procedure

In order to be reimbursed for the above mentioned expenses, FINA must receive the following documents within **sixty (60) days** from the conclusion of the clinic:

1. Invoice, issued by the National Federation and addressed to FINA, clearly listing the expenses to be reimbursed (please see below the invoicing guidelines)
2. Original or scanned copies of all the payment receipts
3. National Federation's bank account details using the *FINA Reimbursement Form*, indicating where the transfer should be deposited

Please take into account that if one of these documents is missing, FINA will not be able to proceed with the reimbursement.

Please note that according to the FINA's auditor ruling, there are **no exceptions** to the reimbursement procedure.

### Invoicing Guidelines

- Any payment has to be covered by an invoice addressed to FINA as per the invoicing requirements (please see below).
- Additional information may be required depending on the countries legislation.
- For expenses re-charged to FINA, a copy of the original invoices must be provided.

### Where and how to submit your invoice

FINA must receive an original paper invoice for processing. Please send all invoices to:

By Standard Post:

Fédération Internationale de Natation  
Chemin de Bellevue 24A / 24B  
1005 Lausanne, Switzerland

**OR**

By email:

to [development@fina.org](mailto:development@fina.org)

### Invoicing requirements

When billing FINA for goods and services or when issuing a credit note, print all required information. Handwritten information will not be recognized.

- Supplier letterhead / logo
- Supplier contact information (company name, address, e-mail and phone number)
- Supplier VAT number (irrespective of VAT charged on invoice)
- Supplier tax number if applicable
- Supplier invoice or reference number
- Supplier bank details (bank name and address, IBAN and SWIFT numbers)
- Date of invoice
- VAT % and amount as separate line items
- Invoice currency
- FINA billing address:

Fédération Internationale de Natation (FINA)  
Chemin de Bellevue 24A / 24 B  
CH-1005 Lausanne  
Switzerland

- FINA VAT number (CHE-106.746.831 TVA)
- FINA contact name and e-mail address
- FINA PO number or event / meeting / project reference if available
- **Items invoiced with short description:**
  - Item descriptions to be displayed clearly,
    - When recharging travel, hotel costs: Copies of original receipts: invoices, etickets, etc. to be sent as attachments.
    - Reference to contract if available

If any required information is missing from your invoice, your invoice may be returned to you. If this occurs, you will need to correct the invoice and resubmit for processing.

**Should you require any further information, please contact the  
FINA Development Department at [development@fina.org](mailto:development@fina.org)**