



AIBA 1-STAR COACH CERTIFICATION COURSE GUIDELINES

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AIBA reserves the right to change the rules and conditions stipulated in these Guidelines at any time without prior notice. In the event that any changes are made, the revised Guidelines shall be communicated via AIBA website.

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Introduction

AIBA 1-Star Coach Certification allows coaches, who are affiliated with an AIBA National Federation, to work as Seconds in AIBA competitions. This Certification can be obtained through a successful completion of an AIBA 1-Star Coach Certification Course (hereinafter referred to as Coach Course or Course). The Course itself is the first level of the AIBA Coach Certification Programme, which supports the development of coaches throughout their coaching careers.

At the moment, the AIBA Coach Certification Programme is not only a pathway provided by AIBA for the growth of its coaches, but also a requirement for all coaches who are interested in working as Seconds in all AIBA Competitions (AIBA Technical Rule 16.1.1.).

The Programme is managed by the AIBA HQ (hereinafter referred to as AIBA) in Lausanne, Switzerland.

The following guidelines outline:

- ✓ The procedure, the rules, and the conditions for a Host National Federation to organise an AIBA 1-Star Coach Certification Course in its country.
- ✓ The procedure and the requirements for a National Federation to enrol its coaches in an AIBA 1-Star Coach Certification Course.

Eligibility for Enrolment

Every coach who is interested in attending a 1-Star Coach Certification Course **must fulfil the following three criteria** to be considered for the course by AIBA:

1. The coach must be affiliated with an AIBA National Federation (AIBA Technical Rule 2.1.1.).
2. The coach must be registered in the AIBA database (<https://www.aiba-database.org/nf>) by his/her National Federation and must have a complete profile.
 - A complete profile contains coach's personal information including, but not limited to: the coach's date of birth, phone number, email, home address, and **a valid copy of the coach's passport.**
 - If the coach does not have a passport, his/her National Federation must upload the coach's official ID and an official confirmation that the coach has applied for a passport in his/her country.
3. The coach must be nominated by his/her National Federation to participate in the Course, by being registered to the respective course created in AIBA database. Each course request approved by AIBA office would be made available for registration of coaches to the course in the AIBA database. A National Federation needs to register a coach to an AIBA course in the same way it registers an athlete to an AIBA competition. The manual to register coaches to a course is available on the webpage <https://www.aiba.org/coaches/> and would also be made available by email once the course request is approved.

Course Rules and Conditions

Official Contact

All questions and comments should be sent to education@aiba.org

Organisational Procedure

All Courses must be approved by AIBA. Each Course is organised by one National Federation, which is willing to provide the venue and organisational and logistical support.

Course Programme

A Coach Course is a 7-day programme, not including the days of travel. It consists of theoretical and practical sessions and, at the end of the Course, participants are evaluated and graded through written and practical examinations. Upon the successful completion of the Course and the examinations, participants attain an AIBA 1-Star Coach level.

Course Schedule

AIBA will routinely review and update the Course Calendar. Each time a Course is confirmed, its details will be published on the AIBA website.

Course Capacity and Quotas

Each Course is organised for a minimum of 15 participants and a maximum of 25 participants. In certain cases, a double course may be approved.

Course Instructors and Languages of Instruction

A Course can be taught only by an official AIBA Instructor (hereinafter referred to as Instructor). Each Instructor can teach a maximum of 25 coaches.

AIBA Instructors speak English, French, Arabic, Spanish, Russian, and Farsi.

Funding Structures

The main structures for funding a Course are described below. Further details are available in the section “Funding Structures: Further Details” (pg. 11)

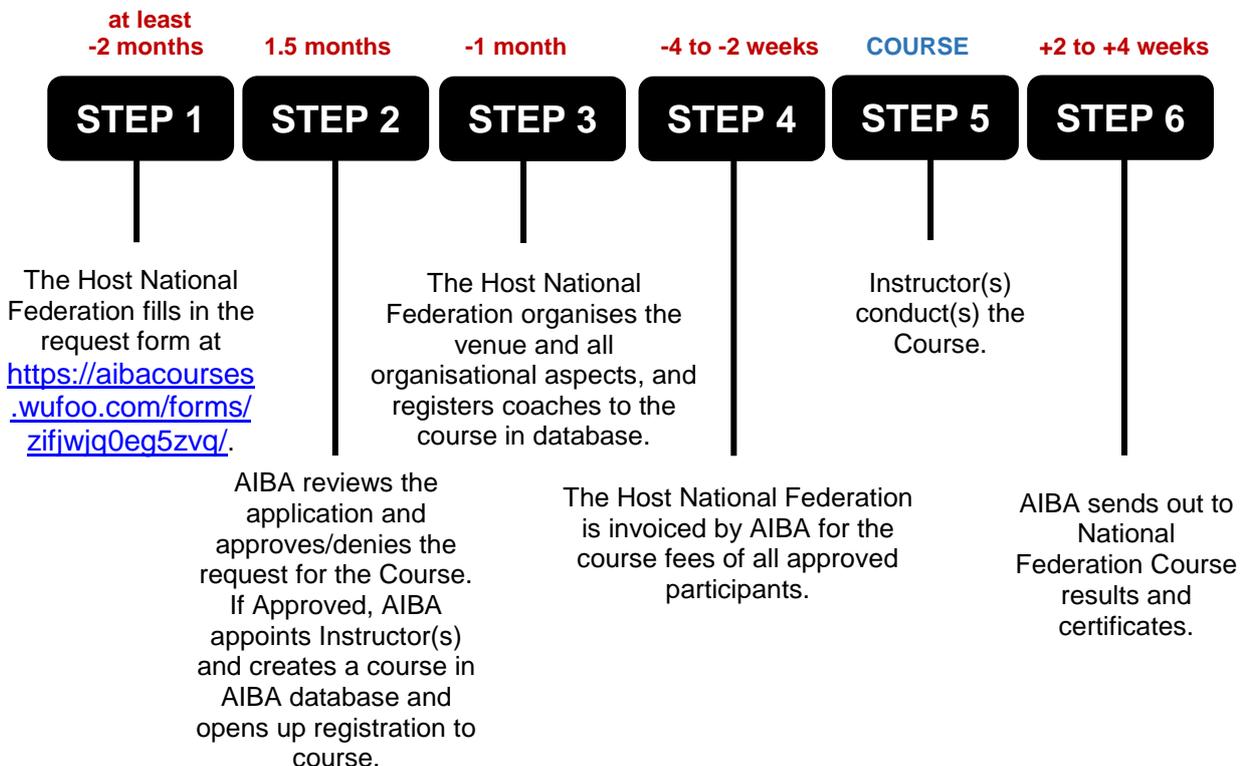
- Option 1: Host National Federation covers all of the expenses.
- Option 2: Two or more National Federations OR the Host National Federation and the Confederation cover all of the expenses.
- Option 3: Olympic Solidarity provides funding to the Host National Federation through the National Olympic Committee by the means of a Technical Course for Coaches Programme.

Course Results

To successfully pass the Course and the examinations, the participant needs to:

- ✓ Attend all the theoretical and practical sessions. He or she can miss a maximum of 0.5 days of the Course.
- ✓ Achieve an overall combined grade for the examinations (written and practical) of 75%.

Course Timeline



Option 1: Course Funded by the Host National Federation

The following steps outline the general procedure for organising a 1-Star Coach Certification Course.

STEP 1: Submission of the Application to AIBA

- ✓ The host national federation will fill in the online form at <https://aibacourses.wufoo.com/forms/zifjwjq0eg5zvq/>.

STEP 2: AIBA's Review of the Application and Final Decision

- ✓ AIBA will review the request submitted your national federation online at <https://aibacourses.wufoo.com/forms/zifjwjq0eg5zvq/>
- ✓ Upon the completion of the review, AIBA will officially approve or deny the request for the Course.
 - If the Course application is approved, AIBA will create a new course in our AIBA database for registration of coaches to the course. The registration to the course would be accessible in the database via your database login. Please register the coaches in the database during the registration period. Only coaches satisfying the eligibility criteria would get registered to the course. We will not accept registration sent by email. Kindly follow the steps specified in manuals for registration process.
 - AIBA will also assign the Course Instructor(s) and will send the contact details of the Instructor(s) to the National Federation.
 - If the Course application is denied, AIBA will inform the National Federation regarding the Course's status.
- ✓ AIBA will publish the Course's details on the AIBA website.

STEP 3: Preparation for the Course

Organisational Aspects

- ✓ Host National Federation will organise the venue and the logistics for the Course, including the purchase of flight tickets, accommodation and visa arrangements for the Instructor(s). More information is provided in the section "Further Requirements: Organisational Aspects" (pg. 9).

- ✓ Once the Host National Federation has arranged all of the above, it will send to AIBA the copy of the flight tickets, accommodation details, and contact details of the person responsible for the pick-up and transfer of Instructor(s) to and from the airport.

STEP 4: Payment for Course Fees

- ✓ AIBA will send invoice to the Host National Federation for the certification fees for all of the authorized participants, and will wait to receive the payment no later than **2 weeks** before the start of the Course.
- ✓ AIBA will officially validate the Course only once it receives the payment.
- ✓ More information regarding course fees is available in the section “Financial Conditions” (pg. 10).

STEP 5: During the Course

- ✓ The Host National Federation will pay the Instructor(s) the total Per Diem amount and reimburse the Instructor(s) for other travel expenses. More information is provided in the sections “Further Requirements: Organisational Aspects” (pg. 9) and “Funding Structures: Further Details” (pg. 11)

STEP 6: After the Course

- ✓ Instructor(s) will send the examination results to AIBA within **36 hours** after the end of the evaluation.
- ✓ The graded papers will be send by the Instructor(s) by post to AIBA.
- ✓ Once AIBA receives the examination results from the Instructor(s), it will send to the participating National Federation(s) the certificates, for coaches who have passed the examinations, by post, to the address(es) of the National Federation (s).

Option 2: Course Funded by Several National Federations OR by the Host National Federation and the Confederation

The overall procedure for organising the Course remains the same as in Option 1. The National Federations split all expenses. More information is provided in the section “Financial Conditions” (pg. 10).

Option 3: Course Funded by Olympic Solidarity

The Host National Federation can request financial assistance from the Olympic Solidarity (hereinafter referred to as OS) through a “Technical Course for Coaches Programme”. In this case, the Host National Federation will need to either receive the OS confirmation for funding the Course prior to “Step 1” (pg. 5) or select the option for OS in the request form <https://aibacourses.wufoo.com/forms/zifjwj0eg5zvq/>, but is ready to cover all of the organisational costs, in the case that it receives a negative reply from the OS.

To apply for OS funding, the Host National Federation will have to do the following:

STEP 1: Submission of the Application

- ✓ The Host National Federation will need to contact the National Olympic Committee (hereinafter referred to as the NOC) with a request to contact OS for funding for a “Technical Courses for Coaches Programme”. The NOC will provide the Host National Federation with the official OS application form at least 3.5 months before the start date of the course
- ✓ The Host National Federation will need to fill out the OS application form and send it to the NOC, so that the NOC, in turn, will send it to OS at least 3 months before the start of the course.
 - The budget attached to the application form will need to exclude the Per Diem, flights, and other travel expenses for the Instructor(s).
- ✓ The Host National Federation will inform AIBA about its application to the OS by sending to AIBA a copy of the application form that was sent to the OS.

STEP 2: Acceptance of the Application

- ✓ AIBA will confirm course dates and Instructor(s) to OS.
- ✓ If the OS approves the funding for the Course, it will send an official confirmation to AIBA. It will then send to the NOC 75% of the total budget allocated no later than 30 days prior to the start of the course.
- ✓ AIBA will then send the OS confirmation to the Host National Federation
- ✓ The National Federation will need to fill in request form at <https://aibacourses.wufoo.com/forms/zifjwj0eg5zvq/> to conduct the OS aided course. On completion of form a successful submission message will be displayed to the national federation and a copy of the form details will be sent via email to the national federation (email address mentioned in the form) and to AIBA.
- ✓ AIBA will create a new course in our AIBA database for registration of coaches to the course.
- ✓ The registration to the course would be accessible in the database via your database login. Please register the coaches in the database during the registration period. We will not accept registration sent by email. Kindly follow the steps specified in manuals for registration process.

STEP 3: Preparation for the Course

- ✓ NOC/NF will arrange the course and provide organisational details to OS.
- ✓ AIBA will arrange flight tickets for the Instructor(s)

Step 4: Payment for Course Fees

- ✓ AIBA will cover the Per Diem, flights, and other travel expenses for the Instructor(s), for which it will later receive reimbursement from OS.

Step 5: After the course

- ✓ Instructor(s) will send the examination results to AIBA within **36 hours** after the end of the evaluation.
- ✓ AIBA will make the bank transfer to pay the Instructor(s) Per Diem
- ✓ Once AIBA receives the payment of the course fees, AIBA will send the examination results and the certificates, for coaches who have passed the examinations, by post.
- ✓ Upon Course completion, the NOC will need to send appropriate reports to the OS.

Further Requirements: Organisational Aspects

The elements presented below are required for the course.

Visa(s)

- ✓ AIBA will check if the Instructor(s) need visa(s) to enter the host country. If yes, AIBA will send the necessary information to the Host National Federation, so it can provide the Instructor(s) with visa letters.

Transportation

- ✓ Flight tickets for the Instructor(s) should be economy class and tickets for ground transportation should be 2nd class. Prior to booking, the Host National Federation must receive from the Instructor(s) the confirmation for the itinerary. Flight itineraries for Instructor(s) should avoid layovers whenever possible. Short layovers (min 1.5 hrs and max 3 hrs) are always recommended if there are no direct flight options.

Other Travel Expenses

- ✓ These expenses should be covered by the Host National Federation and/or by other involved parties, and they include: public transport to and from the airport, meals during the travel period, visa expenses, required insurance, and obligatory vaccination.

Accommodation

- ✓ Hotel accommodation should meet the minimum standard of an international 3 star hotel, or above. Throughout the stay the Instructor(s) should have access to 3 meals a day and to free Internet.

Course materials

- ✓ Instructor(s) should have at least the following items available upon arrival:
 - Conference room (Classroom-style setting)
 - Gym with a boxing ring
 - Internet access
 - Flip chart/White board with markers to write
 - Projector (compatible with laptops)
 - Screen for the projector
 - Access to Copy machine and Printer
 - Pen & Notepad (for each Participant)
 - Latex gloves
 - Gauze (5 cm x 5 m) – quantity to be confirmed by Instructor(s)
 - Tape (2.5 cm x 5 m) – quantity to be confirmed by Instructor(s)

Financial Conditions

Course Fee **USD 100.00 per participant**

Payment

FOR OPTION 1 AND 2

Must be paid by coaches themselves or by their National Federations. In both instances, all fees must first be collected by the National Federations and only then sent to AIBA via bank transfer.

FOR OPTION 3

The Host National Federation can discuss with the NOC to cover the cost.

Penalty for No Payment

If a National Federation has an outstanding balance from previous courses, it will not be able to send its coaches to any AIBA Certification Courses.

Funding Structures: Further Details

The below chart provides further details to the three funding structures presented in the section “Course Rules and Conditions” (pg. 4). The types of expenses are outlined in more detail in the section “Further Requirements: Organisational Aspects” (pg. 9).

Responsible Party by Option

| Expense | Option 1 | | Option 2 | | Option 3 | | | |
|-------------------------|--------------------------|-------|--|-------|--|--------------------------|--|---|
| | Host National Federation | Notes | Host National Federation & Other National Federations / Confederation | Notes | Olympic Solidarity | Host National Federation | AIBA * Reimbursed by Olympic Solidarity | Notes |
| Organisational Expenses | ✓ | | ✓ | | ✓ | | | Purchase of equipment not included in the budget, except for simple items for participants (ex. pens, t-shirts, etc.) |
| For Instructor(s) | Flights | ✓ | ✓ | | | | ✓ * | |
| | Accommodation & Meals | ✓ | ✓ | | ✓ | | | |
| | Other Travel Expenses | ✓ | Reimbursed upon arrival, against receipts, in cash, in either EUR or USD. | ✓ | | | | ✓ * |
| | Per Diem | ✓ | Total amount paid on-site in cash, at the rate of USD 150.00 per day, and including arrival and departure dates. | ✓ | Total amount paid on-site in cash, at the rate of USD 150.00 per day, and including arrival and departure dates. | | | ✓ * |