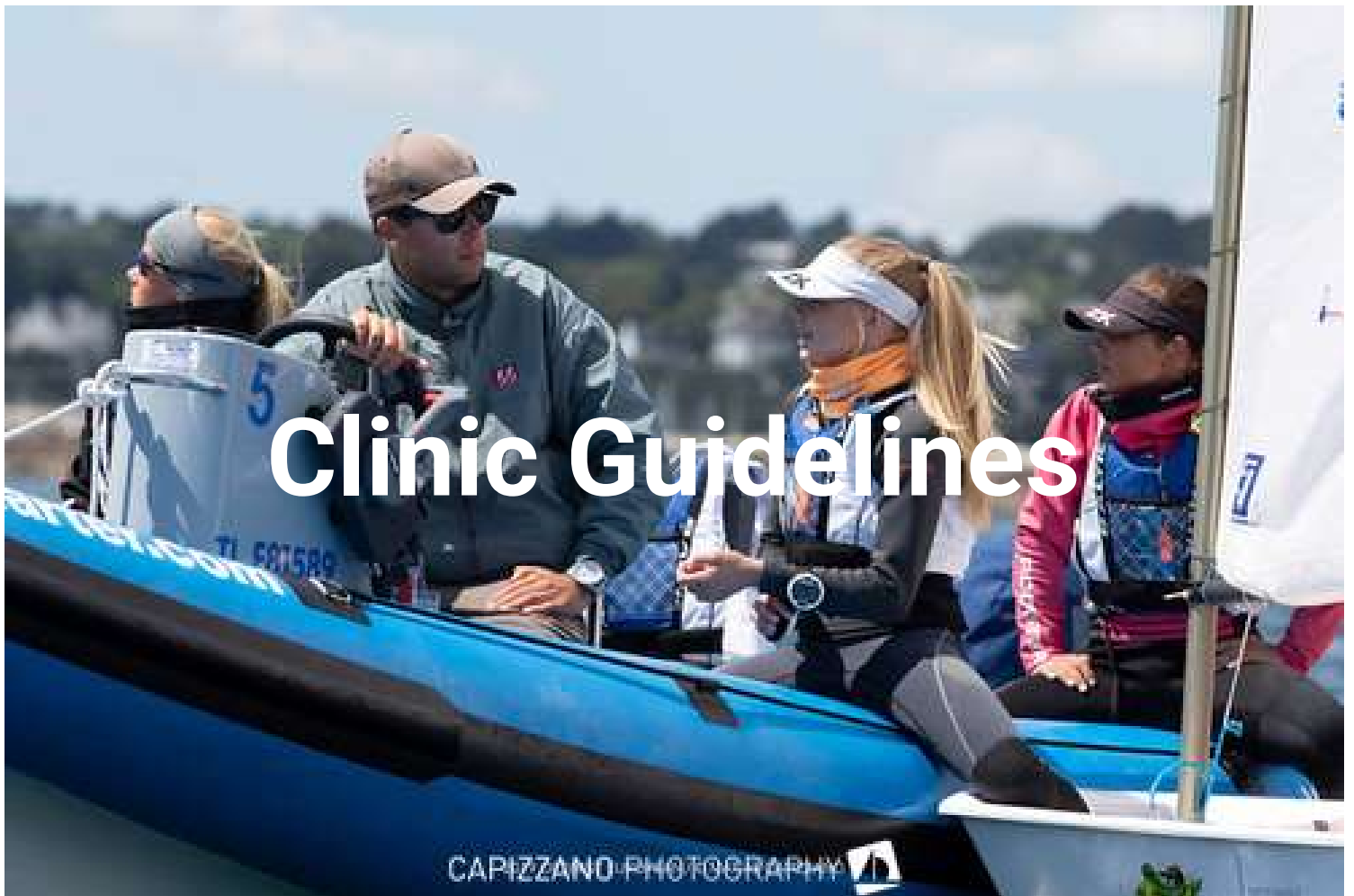


Optimus

COACH DEVELOPMENT PROGRAM



Optimus Coach Development Clinic Guidelines

Introduction

1. Overview

- 1.1. IODA strongly believes in the importance of having a globally respected workforce of coaches with an established and consistent curriculum, as a key factor for the athlete development.
- 1.2. As part of the *Optimus Coach Development Program*, IODA is currently running clinics to train coaches.
- 1.3. The training clinics are conducted by highly experienced coaches appointed by IODA and is designed to educate and train Optimist coaches around the world.

2. Objective

- 2.1. With this initiative, IODA offers to its 110 affiliated Member/National Class Associations, some of which are World Sailing Member National Authorities, the opportunity to successfully develop the Optimist sailing in their countries.
- 2.2. The *Optimus Coach Development Program* is intended to provide basic training for participants of all levels through courses led by an expert nominated by IODA. By offering technical training and promoting best practices, coaches will develop their skills and support successful performances in the sport.

3. Description

- 3.1 The *Optimus Coach Development Program* is available to Members/National Class Associations wishing to host a training clinic, as well as for Member National Associations wishing to attend a clinic organised in their continental region.
- 3.2 It is designed to educate and train coaches, ensuring that they are given the opportunity to develop their skills and further the development of Optimist sailing within their countries.
- 3.3 All *Optimus Coach Development Program Clinics* will be conducted by an international expert approved by IODA, but as the content is adapted to the Host Member's specific requirements, the programme and topics delivered may differ accordingly.

4. Course Format

- 4.1 *Optimus Coach Development Program Clinics* have a duration from three (3) to five (5).
- 4.2 Member/National Class Associations may choose to organise the entire clinic over a week-long session, distributing the course hours to best suit the clinic participants.

5. Clinic Location

- 5.1 Each clinic should ensure that the course location has adequate conditions for learning. It is recommended to organise the clinics at a central location to facilitate and encourage the participation of coaches from neighbouring Member Countries MNAs.

6. Teaching Methods

- 6.1 There should be **only one (1) Expert Coach per clinic**, if possible, coming from the same continent or region. (Depends on max # of attendees per Expert coach)
- 6.2 The clinics should guarantee an adult learning environment and include sufficient time for group work – case studies, role-plays, etc. – and discussions.
- 6.3 The use of additional materials such as videos, computer projected presentations and other documents is recommended to highlight the subject being discussed.
- 6.4 Teaching material and content will consist of PP Presentations, videos, templates, diagrams, lesson plans, demonstrations etc.
- 6.5 Each participant will receive an Optimus Tool Kit of teaching resources and material to use with their sailors back in their home club/country.

7. Clinic Content

- 7.1 All *Optimus Coach Development Program Clinics* can be carried out at one of the following levels: Level 1(Club/National Level) and Level 2 (National//International Level). They should cover theoretical sessions and practical training.
- 7.2 The clinic programme and its content shall be discussed between the Host Member /National Class Association and the Expert Coach prior to the course starting date, to ensure that it is specifically tailored to the member's and participants particular requirements.
- 7.3 There are two Course Levels in the *Optimus Coach Development Program*.



The *Optimus Level 1 Coach Clinic* caters for those who are working at the club or National Level and have not yet attended an *Optimus Coach Development Program Clinic* for, or for those Optimist coaches who would like to refresh their basic knowledge.

The clinic focuses on teaching Coaches how to train sailors to train and to compete. Basic concepts on Rigging & Tuning, Tactics & Strategy for racing and starting, on-shore & on-water coaching, sailor conditioning, and preparing to compete in national Optimist events, plus information on IODA such as the Code of Conduct, and information resources.

There should be a practical element to this clinic. It is important that the Host Member provides local sailors 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).



The *Optimus Level 2 Coach Clinic* caters to those coaches who have previously attended an Optimus Coach Development Clinic and who are looking to expand their knowledge of coaching or who are currently coaching at a National / International Level.

The clinic focuses on teaching coaches how to train sailors to race and compete to win. It teaches more advanced techniques on Rigging & Tuning, Tactics & Strategy, Conditioning, Briefing & Debriefing, On-water Drills, Team Racing Rules & Strategy, plus preparing for a large championship.

There should be a practical element to this clinic. It is important that the Host Member provides local sailors 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)

8. Certificates

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

9. Clinic fees

A fee equivalent to USD for the participants attending an Optimus Coach Development Clinic shall be collected by the Clinic host.

10. Bidding Procedure

10.1 Member /National Class Associations wishing to host an *Optimus Coach Development Program Clinic* in their country need to send an application to the IODA Secretariat and inform their respective Continental/Regional Vice President. All requests are approved by the IODA Executive Committee.

The *Optimus Coach Development Clinic Application* is an online form that can be found at the following link:

<https://forms.gle/39Ry3XYDGuaV52wY8>

The Continental VP name and email addresses are as follows:

1. Africa, Asian & Oceania - Ajay Narang – africa.asia.oceaniaVP@optiworld.org
2. Americas - Sigrid Beckman – americasVP@optiworld.org
3. Europe - Carmen Casco – europeVP@optiworld.org

10.2 The maximum number of clinics requested by Member/ National Class Associations is two (2) in a quad. No more than one *Optimus Coach Development Clinic* by a National Federation on an annual basis shall be allowed.

10.3 Once a year, at the Continental Competition, an *Optimist Coach Development Clinic* may be organised by the same Member /National Class Association. This clinic must be proposed by a Continental VP.

11. Analysis and Approval

11.1 The applications will be assessed and approved by the IODA Executive Committee according to the following criteria:

- a) Compatibility with the objectives and guidelines of the program
- b) Feasibility of the clinic & Budget /Costs
- c) Location of the Clinic.

11.2 Once the *Optimus Coach Development Clinic* has been approved, the Member/National Class Associations will be notified regarding the status of their request and provided with all the necessary information for the clinic's organisation.

12. How to Host a IODA Clinic

12.1 The Continental Vice President's will contact the Member /National Class Associations in their region to ensure that their application for hosting an *Optimus Coach Development Clinic* are sent to the IODA Secretariat for processing.

Within 30 days: IODA notifies the Member/ National Class Associations awarded with an *Optimus Coach Development Clinic*.

12.2 The maximum number of clinics requested by a Member/ National Class Association is One (1) on an annual basis.

12.3 IODA informs the Members /National Class Associations awarded with an *Optimus Coach Development Clinic*.

12.4 Members/ National Class Associations awarded with an *Optimus Coach Development Clinic* are requested to complete the Clinic Details Form and send it back to the IODA Secretariat a minimum of sixty (60) days prior to the course starting date.

12.5 A particular expert coach may be suggested by the Member /National Class Associations, subject to IODA's approval.

12.6 IODA nominates the expert coach according to the Member/National Class Associations requirements, arranges his/her flights and provides the certificates for the clinic participants.

12.7 Member /National Class Associations arranges the Optimus Coach's accommodation, local transportation, meeting room rental, audio visual equipment, production of printed materials and RIB rental if required.

12.8 The Member / National Class Associations shall send a clinic report, with pictures and participants' feedback to the IODA Office for evaluation purposes, as well as the documents for reimbursement.

12.9 IODA proceeds with the reimbursement of the clinic expenses upon receipt of the invoices/payment receipts, according to the reimbursement procedure.

13. How to Register in a IODA Clinic

13.1 Member/ National Class Associations wishing to attend an *Optimus Coach Development Clinic* organised in their continental region may contact the respective Host National Class Association.

13.2 *The Optimus Coach Development Clinic* Calendar will be continuously updated and available on the IODA website.

14. Clinic Organisation

14.1 Once IODA notifies the Member / National Class Associations awarded with an *Optimus Coach Development Clinic*, they are provided with the Guidelines for the organisation of the *Level 1 or Level 2 Optimus Clinics* and the Clinic Details Form to be returned duly completed to the IODA Secretariat.

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

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

15. Material or Artwork Produced

15.1 Any material or artwork produced by the Member /National Class Associations in occasion of the clinic or its promotion (i.e. banners, brochures, t-shirts, etc.) must be approved by IODA and should include the most recent version of the IODA Logo and the *Optimus Coach Development Program Logo*.

15.2 The IODA Logo and the *Optimus Coach Development Program Logo* are required to be displayed on all clinic signage and written material. Please contact the IODA Secretariat for the logo files and IODA Brand Guidelines.

16. Financial Conditions for IODA Clinics

16.1 The maximum number of clinics requested by Member/ National Class Association is two (2). There may be organised no more than one (1) clinic by Member /National Class Associations on an annual basis.

16.2 Once a year, at the occasion of a Regional or Continental Competition, One (1) clinic for coaches, may be organised by the same Member /National Class Association. These clinics must be proposed to a Continental VP.

16.3 *Optimus Coach Development Program Clinics* may last from three (3) to five (5) days.

16.4 The exact dates of the clinic must be communicated to the IODA Secretariat at least sixty (60) days prior to the beginning of the course, using the Clinic Details Form.

17. Financial support

17.1 Clinic Organisation

17.1.1 IODA supports two (2) *Optimus Coach Development Clinics* per continent, with a maximum of USD 500.00 per clinic for the following:

- a. Rental for classroom
- b. Rental of audio-visual equipment
- c. Coffee breaks
- d. Production of booklets or pamphlets
- e. Other necessary materials for the clinic

17.1.2 Please note that a detailed budget must be submitted to the IODA Secretariat prior to the clinic starting date for approval.

17.1.3 The expenses related to the local transportation (i.e. transfer from/to the airport) shall be covered by the Member / National Class Association.

17.2 Instructor/Expert Coach

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

17.2.2 The Host Member / National Class Association may suggest a particular Expert Coach to conduct the *Optimus Coach Development Clinic*, subject to IODA's approval. The final decision and official nomination will be made by IODA.

17.2.3 IODA will cover the instructor's expenses as follows:

- a. **Travel:** IODA will cover the instructor's travel expenses (flight ticket in economy fare), if the Host Member National Association does not.
- b. **Per Diem:** IODA will provide the Instructor's Per Diem Fee
- c. **Accommodation:** IODA will provide full board accommodation up to USD 100.00 per day, three (3) meals included any shortfall in expenses shall be covered by the Host Member / National Class Association.

17.3 Participants

17.3.1 Each Member / National Class Association participating in the clinic must cover the participants travel expenses.

17.3.2 IODA will provide USD 30.00 per day for accommodation for a maximum of (5) days, for up to five (5) foreign participants coming from outside of the country where the clinic is being held.

Please note that the Member / National Class Association of the foreign participants must provide the following documents to IODA to benefit from the accommodation assistance:

- a. A signed letter from the Member/ NCA confirming that the participant has been nominated to attend the *Optimus Coach Development Clinic*.
- b. A list of attendance provided by the Host Member/ National Class Association, showing the signature of the foreign participant as a proof of attendance.

18. Participation Fees

A fee in USD/EUROS is set by the host clinic organizer of an *Optimus Coach Development Clinic* and paid by the participants attending.

19. Reimbursement Procedure

19.1 In order to be reimbursed for the expenses, IODA must receive the following documents within thirty days from the conclusion of the clinic:

- a. A final report on the clinic in terms of the number of attendees, the program and overview of the course delivered.
- b. Invoice, issued by the Member/ National Class Association and addressed to IODA, clearly listing the expenses to be reimbursed (please see below the invoicing guidelines)
- c. Original or scanned copies of all the payment receipts
- d. Member / National Class Association bank account details using the *IODA Reimbursement Form*, indicating where the transfer should be deposited and the banking information.

19.2 If one of these documents is missing, IODA will not be able to proceed with the reimbursement. There are **no exceptions** to the reimbursement procedure.

20. Invoicing Guidelines

20.1 Any payment must be covered by an invoice addressed to IODA as per the invoicing requirements.

20.2 Additional information may be required depending on the country's legislation.

20.3 For expenses charged to IODA, a copy of the original invoices must be provided.

20.4 The IODA Secretariat must receive an original paper invoice for processing. Please make invoices payable to the following billing address:

International Optimist Dinghy Association (IODA)
Agetevej 11 DK-9000
Aalborg,
DENMARK

- 20.5 Send a copy of the invoice by email to the attention of the Secretary General (sec_gen@optiworld.org).
- 20.6 When billing IODA for goods and services or when issuing a credit note, print all required information as listed below. Handwritten information will not be recognized.
- a. Supplier letterhead / logo
 - b. Suppliers contact information (company name, address, e-mail and phone number)
 - c. Supplier VAT number (irrespective of VAT charged on invoice)
 - d. Supplier tax number if applicable
 - e. Supplier invoice or reference number
 - f. Supplier bank details (bank name and address, IBAN and SWIFT numbers)
 - g. Date of invoice
 - h. VAT % and amount as separate line items
 - i. Invoice currency – EUROS or USD
 - j. IODA billing address:
 - k. IODA VAT number is DK510 944 68
 - l. IODA contact name and e-mail address.
 - m. IODA PO number or event / meeting / project reference if available
- 20.7 Item descriptions to be displayed clearly, when charging travel, hotel costs: Copies of original receipts: invoices, etickets, etc. to be sent as attachments.
- 20.8 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.