



International
Paralympic
Committee

IPC Handout for Hosting Educational Courses

Requirements and Best Practices

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International Paralympic Committee

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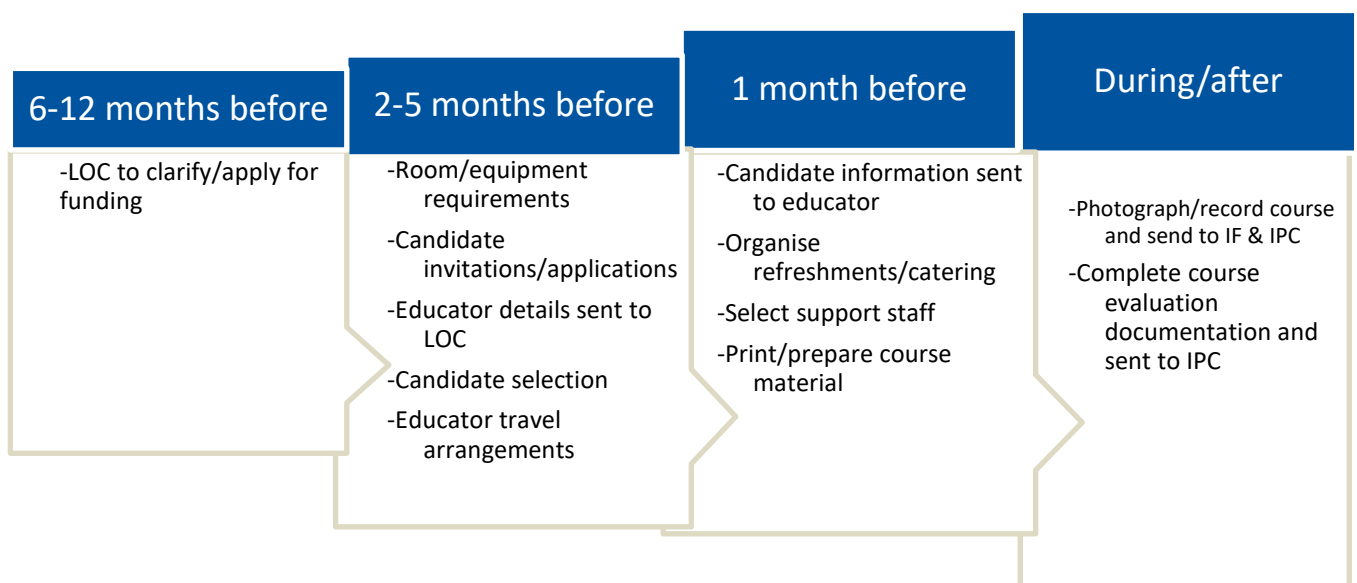
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1. Hosting an Education Course: Technical, Coaching, Classification



2. Timeline to Host a Course





3. Host Responsibilities

3.1 Room Requirements

- Meeting space with a capacity of 16 people
- Tables and chair for each candidate and the Educator
- Projector and screen (With necessary connectors)
- Flipchart/whiteboard with markers
- Access to sport equipment (According to each sport)
- 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

3.2 Educator's requirements

- Return flights
- All ground transportation
- Visa (If required)
- Accommodation (Single room, 3-star hotel)
- Meals (Or per diem for course & travel duration)
- Incidental costs (As associated)

3.3 Costs

- If less than 7 candidates, the educator fee of 600 EUR
- Course fee (available upon request)



- Translator service fee (If required)

4. Requirements for 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
- Can be from host or other NPC

5. Benefits of education courses: Host and Candidates

5.1 Benefits of Hosting a Course

- Opportunity to certify a large number of technical official/coaches/classifiers with minimal costs for candidates
- Provides opportunity of instruction from World Para Sports, IPC Education and IPC Certified Educator with official content
- Ensures technical official/coaches/classifiers are certified with most recent Rules and Regulations
- Improves World Para Sport knowledge nationally
- Enhances the ability for technical official/coaches/classifiers to provide feedback to athletes for their development (in non-competition environment)
- Provides opportunity to host approved competitions with certified officials; these competitions allow results from internationally classified and licensed athletes' count towards international rankings



- Decreases costs to host an international competition as a number of officials can be chosen from the host NPC

5.2 Benefits of Course Candidates

- Satisfaction and enjoyment of being involved in the sport
- Learning techniques and strategies about the World Para Sport
- Opportunity to develop athletes
- Opportunity to develop friendships with people from different countries and backgrounds

6.Course Application and Hosting Process

To apply to host an Education Course, an LOC must complete and submit a form with basic information at least 2 months before the desired date.

Application form: available upon request education@paralympic.org

Education Department then:

- Receives and confirms the course (Typically within 1 week)
- Appoints an educator
- Provides the LOC the educator's contact information
- Provides the LOC the document "Guide to Hosting a Technical Official Course" with further information, a task list and the required documents

7.Course Candidate's registration

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

- Family Name
- Given Name
- Gender



- Nationality
- Email Address
- Date of Birth
- Telephone Number

IPC Education provides a [Course Candidate Registration List](#) template that must be used.