



AIBA 2-STAR COACH CERTIFICATION COURSE GUIDELINES

Effective April, 2017
Version 1.3

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 2-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 2-Star Coach Certification Course (hereinafter referred to as Coach Course or Course). The Course itself is the second 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 2-Star Coach Certification Course in its country.
- ✓ The procedure and the requirements for a National Federation to enrol its coaches in an AIBA 2-Star Coach Certification Course.

Eligibility for Enrolment

Every coach who is interested in attending a 2-Star Coach Certification Course **must fulfill 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 nominated by his/her National Federation to participate in the Course, by being included in his/her National Federation's Participant List (see section "Host Application Form and Participant List: Additional Details" on pg. 9).
3. 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.

Course Rules and Conditions

Official Contact

All Application documents, questions and comments should be sent to coach@aiba.org

Organisational Procedure

All Courses must be approved by AIBA. Each Course is organised by one of the Confederations through the help of a Host National Federation, which is willing to provide the venue and organisational and logistics 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 2-Star Coach level.

Course Schedule

AIBA will routinely review and update the Course Calendar, and will communicate to Confederations the opportunities in the Course Calendar for organising 2-Star Courses. 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. Each participating National Federation can send up to 3 coaches to participate in the Course. The Host National Federation can enrol up to 6 coaches.

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. 12)

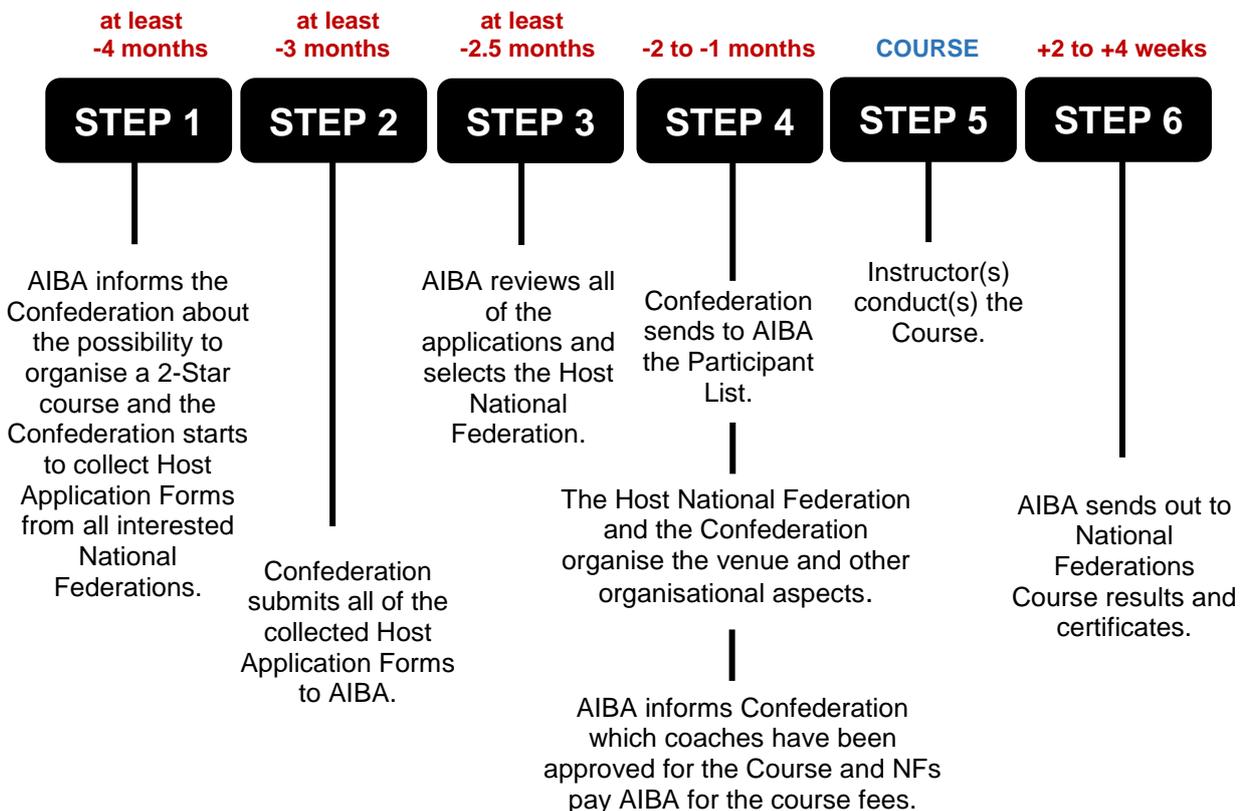
- Option 1: Host National Federation covers all of the expenses.
- Option 2: Two or more National Federations OR the Host National Federation and the Confederation cover all of the expenses.
- Option 3: Olympic Solidarity provides funding to the Host National Federation through the National Olympic Committee 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 80%.

Course Timeline



Option 1: Course Funded by the Host National Federation

The following steps outline the general procedure for organising a 2-Star Coach Certification Course.

STEP 1: Course Announcement and Selecting the Course's Host

- ✓ AIBA will notify each Confederation regarding the opportunities in the Course Calendar to organise a Coach Course (at least **4 months** before the Course's proposed start dates).
- ✓ Each Confederation will then announce this information and the potential Course dates to its respective National Federations.
- ✓ During this time period, the Confederation will collect Host Application Forms from all National Federations who are interested in hosting the Course.
 - More information about the form is provided on page 8.

STEP 2: Submission of the Applications to AIBA

- ✓ Once all Host Application Forms are collected, the Confederation will forward them to AIBA (at least **3.5 months** before the Course's proposed start date).

STEP 3: AIBA's Review of the Applications and Final Decision

- ✓ AIBA will review all of the Host Application Forms, select the Host National Federation for the Course, and communicate the decision to the Confederation (at least **2.5 months** before the start of the Course).
- ✓ The Confederation, in turn, will announce this information to the selected Host National Federation and will start collecting applications for Course enrolment.
- ✓ AIBA will publish the Course's details on the AIBA website.

STEP 4: Participant Registration and Preparation for the Course

Participant Registration

- ✓ The Confederation will collect registration requests for the Course from the National Federations in the region and will add them to the Participant List.
 - The Participant List put together by the Confederation will include the details of **ALL** the coaches in the region who are interested and who are eligible to take the Course.
 - Confederation is responsible for checking that all coaches on the Participant List fulfill the eligibility criteria outlined in the section “Eligibility for Enrolment” (pg. 2).
- ✓ Once the Confederation has collected all registration requests, it will send the Participant List with all the information to AIBA (at least **2 months** before the start of the Course).
- ✓ AIBA will review all registration requests and will inform the Confederation regarding the participants whose participation has been approved (at least **1.5 months** before the start of 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. 10).
- ✓ 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.

Payment for Course Fees

- ✓ The Host National Federation will need to collect from each approved participant a course fee of USD 150.00. AIBA will send an invoice to the Host National Federation for the course fees for all 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. 11).

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. 10) and “Funding Structures: Further Details” (pg. 12)

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): Letter(s) of Results by email and 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 or the National Federation and the Confederation split all expenses. More information is provided in the section “Financial Conditions” (pg. 11).

Option 3: Course Funded by Olympic Solidarity

At the moment, only AIBA 1-Star Coach Certification Courses can benefit from Olympic Solidarity Funding.

Host Application Form and Participant List: Additional Details

Host Application Form

- ✓ The document represents the official request from the Host National Federation to host the Course. Once AIBA approves the course, the document becomes contractual obligation for the National Federation to make the necessary preparations for the Course.
- ✓ The document must be signed by the National Federation’s President or Secretary General.
- ✓ The Course itself is 7-days long, but can be extended depending on the availabilities of the Instructor(s).
- ✓ The dates stated in the form should account for the day of arrivals and for the day of departures.
- ✓ The template of the document can be found in Appendix 1 (pg. 13).

Participant List

- ✓ When submitted by a National Federation, the document represents the official request from a National Federation to AIBA and the respective Confederation to consider and enrol the listed coaches for the Course.
 - The request is considered official only when it is submitted from the National Federation's official email address.
 - When submitting a request to its Confederation, a National Federation can nominate more coaches than the quota stated in the section "Course Capacity and Quotas" (pg. 3).
 - National Federation must provide specific reasons why AIBA should enrol each coach by providing additional comments in the "Comments" section of the document.
- ✓ When submitted by the Confederation, the submitted list is the **final** list. AIBA will select participants for the Course from this list and no changes to the list will be accepted, except for special cases, which will be reviewed by AIBA on a case-by-case basis.
- ✓ The template of the document can be found in Appendix 2 (pg. 16)

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 150.00 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

Not applicable

**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 of the 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. 10).

Responsible Party by Option

Expense	Option 1		Option 2		Option 3
	Host National Federation	Notes	Host National Federation & Other National Federations / Confederation	Notes	
Organisational Expenses	✓		✓		/
Flights	✓		✓		
Accommodation & Meals	✓		✓		
Other Travel Expenses	✓	Reimbursed upon arrival, against receipts, in cash, in either EUR or USD.	✓		
Per Diem	✓	Total amount paid outside in cash, at the rate of USD 150.00 per day, and including arrival and departure dates.	✓	Total amount paid outside in cash, at the rate of USD 150.00 per day, and including arrival and departure dates.	

For Instructor(s)

Appendix 1: Host Application Form

AIBA 2 STAR COACH COURSE Host Application Form

Course Host

National Federation:	<i>Full name</i>
Location of the course:	<i>City, Country</i>
Main contact (organiser):	<ul style="list-style-type: none"> • <i>Position, Name</i> • <i>Phone number: including country code ex., 0041 321 2777</i> • <i>Email</i>
President of the National Federation:	<ul style="list-style-type: none"> • <i>Name</i> • <i>Phone number: including country code ex., 0041 321 2777</i> • <i>Email</i>
Date of application:	<i>Example: 20/05/2013</i>

Number of Applicants

Total for the Course	<i>maximum 25</i>
Total from your National Federation:	<i>up to 6 coaches</i>

Dates of the Course

2-Star Coach Course is a 7-day programme. Depending on instructor availabilities, course length can be extended. Please state your requested course length, while also including one day for arrivals and one day for departures.

Date of arrivals:
dd mm yyyy

Date of departures:
dd mm yyyy

Your comments:

Course Instruction Language

AIBA Instructors speak the languages presented below. For a double course, AIBA recommends to choose either English, French, Arabic, Spanish, or Russian as a language of instruction, as it would be easier to find two Instructors who speak the same language and who are available during the same dates. For future instructor recruitment, please specify what language you would prefer (in the “Other”).

(Please check off the applicable)

English French Arabic

Spanish Russian Farsi

Other

Please specify

Funding Structure

How do you plan to cover the expenses for the AIBA Coach Course Instructor?

(Please check off the applicable)

Option 1: All expenses will be covered by National Federation

Option 2: Expenses shared with another National Federation or with the Confederation. Please indicate the other country or countries in the comments section.

Your comments:

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Participants

All participants from your National Federation must fulfill the eligibility criteria stated in the “Eligibility for Enrolment” section of the “AIBA 2-Star Coach Course Guidelines”.

Additional Comments

Please fill in the field if you have any additional questions or comments.

Application Submission

This Host Application Form must be submitted, together with the complete Participant List, to your Confederation.

African Boxing Confederation (AFBC)
American Boxing Confederation (AMBC)
Asian Boxing Confederation (ASBC)
European Boxing Confederation (EUBC)
Oceania Boxing Confederation (OCBC)

afbcboxing@gmail.com
hernan.salvo@americanbc.org
info@asiaboxing.org
office@eubcboxing.org
emsck@ozemail.com.au

Official Agreement

We hereby confirm our National Federation's interest and capability to host an AIBA 2-Star Coach Course. All of the above provided details are final and correct.

Organiser's Signature

National Federation's President/
Secretary General's Signature

Position, Full Name

Full Name

Appendix 2: Participant List



Participant List

Confederation	
Host National Federation	
Course Level	2 Star
Course Dates	
Location	

Please fill in the details of ALL the coaches who have applied for the 2-Star Coach Certification Course in the table provided below.

Please ensure that the **coaches' names and national federation affiliations are written correctly**. This information will be used to send course results, certificates, and invoices for course fees.

N	Name (as in passport)		Nationality	National Federation	Date of Birth (DD/MM/YYYY)	Current Level (please write out)		Comments (Reason for nomination, achievements, other)
	LAST NAME (in capitals)	First Name				National	AIBA 1-Star	
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