

**MEMORANDUM**

2017-2021

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CORNEL MARCULESCU

**TO: ALL FINA MEMBER FEDERATIONS IN ASIA AND OCEANIA**

**FROM: FINA Office, Lausanne**

**DATE: 18<sup>th</sup> June 2019**

**RE: FINA Swimming Coaches Certification Course  
Assistant Coach Level (L1)  
Jakarta, Indonesia (INA) / 9-11 August 2019**

**NUMBER OF PAGES INCLUDING THIS ONE:**

**5**

Dear Friends,

I have the pleasure to send you the following information concerning the organisation of the **FINA Coaches Certification Course – Assistant Coach Level (L1)** scheduled to be held in Jakarta, Indonesia (INA), from 9<sup>th</sup> to 11<sup>th</sup> August 2019.

Please note the following information related to the FINA Coaches Certification Programme and the coaches certification pathway:

**Eligibility**

- The FINA Coaches Certification Courses – Assistant Coach Level (L1) are open to all the National Federations interested in training and certifying their coaches at a beginner level.
- They are designed for those candidates with no prior knowledge or coaching experience, preparing them for assistant coaching duties in swimming.
- Participants must be at least 18 years old at the start of the FINA Coaches Certification Programme.

**Registration**

- Each FINA Coaches Certification Course requires a minimum of 10 and may have a maximum of 30 participants.
- As per the [FINA Coaches Certification Pathway](#) (page 7), candidates must be registered through the FINA GMS by the established deadline and their profiles must include the following information: personal data, photo, passport/National ID copy and the candidate's personal email address. Any application without all the above mentioned information will be rejected.

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### Approvals

- FINA will start to approve the registrations once a course has reached the minimum number of participants (10).
- The participants' approval will be done on a first come first served basis, provided that the maximum number of participants (30) has not been reached.
- Each approved participant will receive his/her login details and instructions in order to start the Online Course through the [FINA Learning Platform](#). The login information will be sent to the candidate's email address as submitted in the registration.

### Assessment

- The official working language is English.
- For the written Face to Face exam, the use of interpreters, online resources and electronic devices is not permitted.
- In order to pass the course and become certified, a participant must pass the Online Course and the assessments available on the [FINA Learning Platform](#) before the end of the Face to Face Course. In addition, he/she must attend the Face to Face Course and pass the examination.

Please find below the details related to the organisation of this course:

<b>ONLINE COURSE:</b>	<b>Opening:</b>	As of 8 <sup>th</sup> July 2019
	<b>Closing:</b>	11 <sup>th</sup> August 2019 (23.59 CEST)
<b>FACE TO FACE COURSE:</b>	<b>Arrival:</b>	8 <sup>th</sup> August 2019
	<b>Course:</b>	9 <sup>th</sup> – 11 <sup>th</sup> August 2019
	<b>Departure:</b>	11 <sup>th</sup> August 2019 after the course completion or 12 <sup>th</sup> in the morning.

**COURSE LANGUAGE:** The course will be delivered in English.

**PARTICIPANTS:** Each National Member Federation may nominate swimming coaches for this course.



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**REGISTRATION:**

All participants must be registered **by the 7<sup>th</sup> July 2019** in the [FINA GMS](#) using your federation login details.

Please be advised that the registration will be closed once the maximum number of participants (30) has been reached.

Please note that the specific discipline of the course must be added to the attendee's GMS profile as well as his/her personal email address in order to submit the registration.

If you require any assistance with the registration, please contact [aquaticsdb@fina.org](mailto:aquaticsdb@fina.org)

**FACE TO FACE  
COURSE LOCATION:**

Jakarta, Indonesia

**ARRIVAL AIRPORT:**

**Soekarno-Hatta International Airport (CGK)**

**TRAVEL:**

Each National Federation is responsible for the travel expenses of the nominated coaches.

Due to the limited number of spots, we kindly ask you to not book any flight tickets until your participants have been approved.

**VISA SUPPORT:**

Please contact the Indonesian Swimming Federation if you require visa assistance.

**ACCOMMODATION:**

Each National Federation will cover the accommodation expenses of the nominated coaches.



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**Century Park Hotel**

Jalan Pintu Satu Senayan, RT.1/RW.3  
Gelora, Tanah Abang, Jakarta

**Website:** [Click here](#)

**Double room:** 100 USD/night (full board)

**RESERVATIONS:**

To make a reservation, please confirm with the Indonesian Swimming Federation.

**LOCAL TRANSPORT:**

Transfers from and to the airport will be provided by the OC for those coaches accommodated at the official hotel.

**MEETING VENUE:**

**Century Park Hotel – Senayan**  
10270 Jakarta

**PROGRAMME:**

Please find attached the course programme.

**MATERIAL:**

Each participant must bring the following equipment to the Face to Face session:

- Notebook and writing materials
- Stopwatch
- Appropriate poolside clothing
- Non-slip poolside shoes
- Hard copy of the Online Course diploma

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**OC CONTACT:**

**Mr. Hartadi NOERTJOJO**

**Email:** [indoswimfed@gmail.com](mailto:indoswimfed@gmail.com)

**Phone:** +62-21 5793 0572

We strongly believe that the FINA Coaches Certification Programme will powerfully contribute to the improvement of our sport.

For any further details please contact the FINA Office in Lausanne:

**Contact Person**

**Pere Miró**

**FINA Development Department**

**Chemin de Bellevue 24a/24b**

**1005 Lausanne, Switzerland**

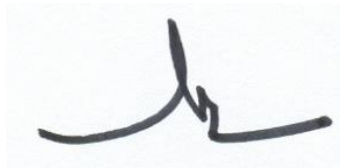
**Tel: (41-21) 310 47 10**

**Fax: (41-21) 312 66 10**

**Email:** [coaches.certification@fina.org](mailto:coaches.certification@fina.org)

We look forward to receiving your nominations through the FINA GMS **by no later than the 7<sup>th</sup> July 2019.**

Yours Sincerely,



**Cornel Marculescu**  
**FINA Executive Director**

CM/mc