



Hosting a Technical Officials Training Course

Training Course Requirements

The following outlines the minimum requirements for LOC's hosting the IPC Swimming Technical Officials Training Course.

Facilities at the Venue

- Designated LOC contact person for communication purposes
- Designated Room suitable for instruction –Well lit and well ventilated within close proximity to the pool complex
- Desks/Tables to suit up to 20 participants
- White Board with Markers and eraser
- Computer with MS PowerPoint program installed
- Data Projector with PC connectivity, and screen/board for viewing
- Extension cord and 6 outlet power board
- Access to Photocopier
- Access to Printer

Course Materials

- Copy of IPC Swimming Rule books for each participant
- Copy of IPC Swimming Code of Exceptions for each participant
- Copy of all course materials for each participant (prior arrangements to be made with Sport Manager or Trainer.)

Travel arrangements

For the Appointed Trainer:

- Organize and fund travel to and from the Competition location.
- Arrival at the venue the day prior to the commencement of the Training Course.

For the appointed Evaluator:

- The evaluator can arrive day before Competition begins

The appointed Co-Presenter and trainees are responsible for own travel unless also appointed as the Evaluator

Ground transportation

- Transportation between the airport to/from hotel
- Daily transportation between accommodation and venue for Trainer and Evaluator

Accommodation and Catering

- Appropriate meals and accommodation for Trainer and Evaluator for the duration of their appointment



Refreshments

Light refreshments during the course breaks

- Bottled drinking water available throughout the day
- Tea/Coffee facilities
- If midday meals are not available in close proximity of the venue, arrangements for ordering and delivery should be made by the LOC.

Trainees are responsible to cover all their costs.