
Training Course for Sport Administrators & Managers T|C|S|A|M

Programme Guidelines

■ ■ ■ Objectives

To offer assistance to National Federations or Continental Associations in order to upgrade the management & administration structure, with the purpose to enhance their overall level of efficiency and organization.

■ ■ ■ Beneficiaries

All National Federations (NFs) in good standing and Continental Associations (CAs) may benefit from this programme.

Nevertheless, priority will be given to applicants in need of support, but with a clear potential for development.

■ ■ ■ Description

This programme offers to a National Federation or a Continental Association training courses for the improvement of the quality of their organisations in terms of management and / or administration.

The training courses may be focused, but are not limited, to the following areas:

-
- Management and Administration;
 - Accounting;
 - Media and Marketing;
 - IT;
 - Communication and Public Relations.
-

■ ■ ■ Application Procedure for National Federations

The application must be submitted by the relevant National Federation, which may receive approval for, maximum, one TCSAM programme per year.

To allow sufficient time for analysis, the official application form must be presented to the WBSC Development Commission no later than 3 months prior to the start of the proposed project.

In particular, the application must include the following information:

-
- Description of the activity;
 - Description of the current structure of the organisation, including names and job descriptions;
 - Financial statement of the previous year and budget of the current year;
 - Main expectations from the project and opportunities it could create for the National Federation;
 - Signature of the National Federation President, Secretary General or Executive Director;
 - Name and contact of the person in charge of all the communication between the organisation and the WBSC; and
 - Indication of the areas in need of improvement.
-

In case the National Federation wishes to propose a specific course or programme managed by a private organisation, the following information is required:

-
- Company information;
 - Course or programme's title and objectives;
 - Budget, including all items of expenditure;
 - Name and contacts of the attendees.
-

■ ■ ■ Analysis and Approval

The WBSC Development Commission will review the application and, within 30 days, will provide the National Federation with its feedback based on the following criteria:

-
- Coherence with the objectives and guidelines of the programme;
 - Programme's feasibility;
 - Profile of the proposed company, if any;
 - Cost / Benefit analysis.
-

In case of approval, the WBSC will double-sign the application form - turning it effectively into a binding contract - and send it back to the National Federation to allow the programme to be officially implemented.

■ ■ ■ Follow-up and Control

During the programme, the National Federation is requested to maintain constant contact with the WBSC and provide updates if necessary or requested.

■ ■ ■ Final Report

Within 30 days from the conclusion of the programme, the National Federation must submit the following documents to the WBSC:

-
- A detailed report with an evaluation, comments, as well as all other pertinent information;
-

-
- List of certificates of participation being awarded;
 - A financial report including all the supporting receipts / invoices.
-

■ ■ ■ Payment Process

-
- Advance payment (60% of the approved budget) made right after the official approval by the WBSC Development Commission;
 - Balance payment (40% of the approved budget) made upon receipt and acceptance of the final report.
-

■ ■ ■ Application Procedure for Continental Associations

The application must be submitted by the relevant Continental Association, which may receive approval for, maximum, three TCSAM programme per year.

To allow sufficient time for analysis, the official application form must be presented to the WBSC Development Commission no later than 3 months prior to the start of the proposed project.

In particular, the application must include the following information:

-
- Description of the current structure of the organisation, including names and job descriptions;
 - Financial statement of the previous year and budget of the current year;
 - Main expectations from the project and opportunities it could create for the Continental Association;
 - Signature of the Continental Association President, Secretary General or Executive Director;
 - Name and contact of the person in charge of all the communication between the organisation and the WBSC; and
 - Indication of the areas in need of improvement.
-

In case the Continental Association wishes to propose a specific course or programme managed by a private organisation, the following information is required:

-
- Company information;
 - Course or programme's title and objectives;
 - Budget, including all items of expenditure;
 - Name and contacts of the attendees.
-

■ ■ ■ Analysis and Approval

The WBSC Development Commission will review the application and, within 30 days, will provide the Continental Association with its feedback based on the following criteria:

-
- Coherence with the objectives and guidelines of the programme;
 - Programme's feasibility;
 - Profile of the proposed company, if any;
 - Cost / Benefit analysis.
-

In case of approval, the WBSC will double-sign the application form - turning it effectively into a binding contract - and send it back to the Continental Association to allow the programme to be officially implemented.

■ ■ ■ Follow-up and Control

During the programme, the Continental Association is requested to maintain constant contact with the WBSC and provide updates if necessary or requested.

■ ■ ■ Final Report

Within 30 days from the conclusion of the programme, the Continental Association must submit the following documents to the WBSC:

-
- A detailed report with an evaluation, comments, as well as all other pertinent information;
-
- List of certificates of participation being awarded;
-
- A financial report including all the supporting receipts / invoices.
-

■ ■ ■ Payment Process

-
- Advance payment (60% of the approved budget) made right after the official approval by the WBSC Development Commission;
-
- Balance payment (40% of the approved budget) made upon receipt and acceptance of the final report.
-