

## MEMORANDUM

2021-2025

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**TO: ALL FINA MEMBER FEDERATIONS IN EUROPE**

**FROM: FINA Office, Lausanne**

**DATE: 27<sup>th</sup> August 2021**

**RE: FINA Artistic Swimming Coaches Certification -  
Webinar Course Beginner Coach Level (L1)  
9, 16, 23, 30 October 2021 / Latvia (LAT)**

**NUMBER OF PAGES INCLUDING THIS ONE:**

**4**

Dear Friends,

I have the pleasure to send you the following information concerning the organisation of the **FINA Coaches Certification Webinar Course – Artistic Swimming Beginner Coach Level (LAT)**, scheduled to be held in Latvia (LAT), on 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup> and 30<sup>th</sup> October 2021.

Please note the following information related to the FINA Coaches Certification Course :

### **Course description**

- It takes place through the [FINA Learning Platform](#), using the [Zoom](#) video conference tool.
- It is only accessible to those candidates approved through the FINA GMS.
- The webinar consists of four half-day sessions and online assignments. Registered candidates must be able to fully attend and participate in all sessions.
- The official working language for FINA Coaches Certification Courses is English.

### **Eligibility**

- The FINA Coaches Certification Courses – Artistic Swimming Beginner Coach Level 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 coaching duties in artistic swimming.
- Participants must be at least 18 years old at the start of the FINA Coaches Certification Programme.

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## 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](#), 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.

## Approvals

- FINA will start to approve the registrations once the required number of participants has been reached (10).
- The approvals will be done on a first come first served basis, provided that the maximum number of participants (30) has not been reached.

## Webinar access

- Each approved participant will receive access to the [FINA Learning Platform](#) after the registration deadline.
- The login details and the webinar's instructions will be sent to the candidate's email address as submitted in the registration.

## Assessment

- The official working language is English.
- 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 fully attend the Face to Face Course and pass the examination.

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

**ONLINE COURSE:**      **Opening:**      6<sup>th</sup> September 2021  
**Closing:**              30<sup>th</sup> October 2021 (23.59 CEST)

**FACE TO FACE ONLINE COURSE:**      **1<sup>st</sup> session:**      9<sup>th</sup> October 2021  
**2<sup>nd</sup> session:**      16<sup>th</sup> October 2021  
**3<sup>rd</sup> session:**      23<sup>rd</sup> October 2021  
**4<sup>th</sup> session:**      30<sup>th</sup> October 2021

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**PARTICIPANTS:**

Each National Member Federation may nominate coaches for this course.

**REGISTRATION:**

All participants must be registered **by the 5<sup>th</sup> September 2021** 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.

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

**PROGRAMME:**

Please find attached the online programme.

**MATERIALS:**

The instructions and any necessary documents to undertake the course will be sent to the candidate's email address as submitted in the registration.

**HOMEWORK TASKS:**

Some homework tasks are required to prepare for the different sessions. Please refer to the attached programme for any further information.

**TECHNOLOGY REQUIREMENTS:**

Each participant must have access to the following in order to participate in the session:

- Good internet connection
- Computer, laptop or tablet
- Use preferably Google Chrome as a web browser
- Have the [Zoom](#) video conference tool (available for free) installed on the device that will be used
- Webcam or device equipped with a built-in camera
- Headphones or speakers
- Microphone or integrated microphone

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**TECHNICAL ISSUES:** In case of technical issues, please contact [elearning@fina.org](mailto:elearning@fina.org)

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**

**Francesca Gangemi**  
FINA Development Department  
Chemin de Bellevue 24a/24b  
1005 Lausanne, Switzerland  
Tel: +41 21 310 47 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 5<sup>th</sup> September 2021.**

Yours sincerely,



**Pere Miró**  
Head of FINA Development Department