



SPORTS MEDICINE COURSES

SUB-PROGRAMME

PROGRAMME GUIDELINES

OBJECTIVE

To provide assistance to National Olympic Committees (NOCs) to conduct Sports Medicine courses, in order to train and enhance the skills of doctors, physiotherapists, trainers and coaches, particularly in the area of the protection of the health of the athletes and prevention of injury/illness in sport. This sub-programme falls under the wider Sports Medicine programme.

DESCRIPTION

During the 2013-2016 period, NOCs will continue to have the possibility to organise Sports Medicine courses, within the framework of Olympic Solidarity Sports Medicine programme (see separate guidelines for the overall Sports Medicine programme) and under the auspices of the IOC Medical & Scientific Department. In light of the evaluation of the 2009-2012 plan, the management of the Sports Medicine programme has been reviewed and centralised, with respect to the previous quadrennial plan. The Olympic Solidarity Lausanne office will therefore oversee the day-to-day running of this sub-programme, in close cooperation with the IOC Medical & Scientific Department.

Moreover, the guidelines, forms and materials for the Sports Medicine courses have been revised to ensure closer alignment with other World Programmes.

APPLICATION PROCEDURE

NOCs can apply for a contribution towards setting up and undertaking Sports Medicine courses, under the auspices of the IOC Medical & Scientific Department, using the dedicated application form for “Sports Medicine – Courses”, providing as much detail as possible.

Unlike in the past quadrennial plans, there is no specific annual deadline for the submission of applications but requests should be sent to Olympic Solidarity **at the very latest four months** prior to the start of the proposed course, in order to allow sufficient time for analysis as well as consultation with the IOC Medical & Scientific Department.

With regard to the scientific programme, courses should be organised in line with the IOC Medical Commission Sports Medicine publications as well as IOC Consensus statements.



Every course must cover:

- a topic devoted to physiotherapy;
- the Olympic Movement Medical Code; and
- two of the IOC Consensus statements.

These documents are available in English and French on the IOC website www.olympic.org/medical and the list is renewed on a yearly basis as there are one or two Consensus conferences each year. For reference, we include the current list (as of end of 2012) hereafter:

- Sex Reassignment in Sports (2003)
- Sudden Cardiovascular Death in Sports (2004)
- Training the Elite Child Athlete (2005)
- Female Athlete Triad (2005)
- Sexual Harassment & Abuse in Sport (2006)
- Molecular Basis of Connective Tissue and Muscle Injuries in Sport (2007)
- Non-contact ACL Injury in the Female Athlete (2008)
- Concussion in Sport (2008)
- Asthma in Elite Athletes (2008)
- Fasting in Sports (2009)
- Periodic Health Evaluation of Elite Athletes (2009)
- Age Determination in High-Level Young Athletes (2009)
- Sports Nutrition (2010)
- Functional Hyper-Androgenism and Sport (2010)
- The Use of Platelet-Rich Plasma in Sports Medicine (2010)
- Fitness and Health in Young People through Physical Activity and Sport (2011)
- Thermoregulatory and altitude challenges in the high-level athlete (2011)

A Course Director, appointed by the NOC, will be responsible for the overall organisation of the course, notably the scientific programme, as well as for the appointment of a maximum of three or four experts per course. Should the NOC need assistance with appointing a Course Director and/or should material/experts be needed in relation to specific topics, NOCs may contact Olympic Solidarity, which in turn will liaise with the IOC Medical & Scientific Department.

The Course Director and the appointed experts should ideally come from the country where the course is being organised, although cases where Course Directors/experts from the region are invited can potentially be considered if a valid rationale is provided and upon acceptance by Olympic Solidarity, in consultation with the IOC Medical & Scientific Department.



As a reference, courses should last a minimum of three days and include a minimum of 10-15 participants. Courses can be organised on a national level, in line with the NOC's strategy, structure and needs, as well as with the level and experience of participants. Participation in courses may also be extended to other NOCs within the region (one delegate each) if suitable.

Participants should, in principle, currently be working with or be committed to working with athletes, whether at elite or recreational level, as well as cooperating closely with the NOC on a regular basis. The Course Director will be responsible for the selection of participants, bearing in mind these criteria among others.

ANALYSIS AND APPROVAL

Olympic Solidarity will analyse NOCs' requests based on the nature and scale of the proposed course. It will also consider the number of requests received by NOCs worldwide, the budget availability and the level of support already provided to the NOC within the wider framework of the Promotion of Olympic Values 2013-2016 programmes. Please note that, in most cases, Olympic Solidarity may only be able to offer a contribution.

In addition, Olympic Solidarity will consult the IOC Medical & Scientific Department concerning the scientific programme as well as the choice of Course Director and of the experts. Approval of the course by Olympic Solidarity may therefore be linked to specific feedback/amendments with regard to these items.

Following approval of the course, the NOC and the Course Director will be responsible for finalising the dates, if not already done, and for informing Olympic Solidarity accordingly.

MATERIAL, CERTIFICATES AND COURSE QUESTIONNAIRE

NOCs will be able to download the Sports Medicine Manual and print the certificates for the courses via the NOCnet (in English, French and Spanish).

N.B.: certificates may be copied only by the NOC or with its formal authorisation. The number of copies should correspond to the number of participants who have attended the full course.

It is recommended that each course participant completes a course evaluation questionnaire at the end of the Sports Medicine course. The NOC may use and adapt as needed the "Course Questionnaire - Sample Form". This form is for the NOC's internal use and it is not necessary to return it to Olympic Solidarity.

FINANCIAL CONDITIONS

Once a course has been accepted by Olympic Solidarity, an advance payment of 75 per cent of the approved budget will be made at the latest one month prior to the start of the activity.

In terms of the expenditure, costs related to the scientific content of the course should be considered as a priority. In addition, expenses linked to the experts can be considered (maximum daily allowance of USD 250). If the experts need to come from another country, it is possible to include in the budget an item related to their airfares (in principle in economy class, unless agreed/approved by Olympic Solidarity) as well as reasonable board and



lodging. In the event that delegates from other NOCs (one delegate per NOC) are invited, expenses related to airfares (direct routing, economy class) as well as reasonable board and lodging can be included.

On the other hand, expenses linked with NOCs' offices and/or general running costs (e.g. rental of buildings, salaries, per diems/allowances, IT equipment, statutory meetings such as annual Commission meetings) as well as equipment are not covered through this programme. No funding for the publication of scientific papers is available for national courses. Moreover, Olympic Solidarity reserves the right to refuse any items which it may judge as not relevant/not eligible.

Please also refer to Olympic Solidarity Financial guidelines for further information with regard to financial conditions.

FOLLOW-UP AND CONTROL

At the latest two months after completion of the course, each NOC should submit to Olympic Solidarity the administrative and financial report forms fully completed and detailing the expenses incurred. In addition, Olympic Solidarity kindly asks NOCs to submit photos and copies of any other relevant material (e.g. list of participants).

The balance payment up to the maximum of the approved budget will be sent upon receipt and acceptance of the administrative and financial report forms mentioned above. NOCs are responsible for following up on the course and its impact, after its completion.

ANNEXES

- 1. Application form**
Sports Medicine – Courses
- 2. Administrative report**
Sports Medicine – Courses
- 3. Certificate & Course Questionnaire sample form**
Sports Medicine – Courses