

## MEMORANDUM

**TO: World Aquatics Members in Europe**

**FROM: World Aquatics Office, Lausanne**

**DATE: 3 March 2023**

**RE: World Aquatics Coaches Certification Course - Assistant Coach Level (L1)  
5 - 7 May 2023 / Ljubljana, Slovenia (SLO)**

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Dear Friends,

I have the pleasure to send you the following information concerning the organisation of the **World Aquatics Coaches Certification Course – Assistant Coach Level (L1)** scheduled to be held in Ljubljana, Slovenia (SLO), from 5 to 7 May 2023. Please note the following information related to the World Aquatics Coaches Certification Programme and the coach's certification pathway:

### ***Course description***

- The objective of the World Aquatics Coaches Certification Programme is to promote sports' growth by offering a continuous learning pathway for coaches, providing, and setting the necessary competencies to complete the certification.
- The course will be delivered in English.  
The candidates must fully participate in all sessions of the course and complete all the required assessments.

### ***Eligibility***

- The World Aquatics Coaches Certification Courses – Assistant Coach Level (L1) are open to all the National Federations interested in training and certifying their coaches.
- They are designed for those candidates with 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 World Aquatics Coaches Certification Programme.
- Participants should have an intermediate level of English.

### **Registration**

- Each National Member Federation may nominate coaches for this course. All participants must be registered by the **13 March 2023** in the [GMS](#) using your federation login details.
- Each profile must include the following information: personal data, photo, passport copy and the candidate's personal email address. Any application without all the above-mentioned information will be rejected.
- If you require any assistance with the registration, please contact [gms@worldaquatics.com](mailto:gms@worldaquatics.com)

### **Approvals**

- World Aquatics 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 and according to the priority for attendance established on the [2022-2025 Certification Pathway](#).

### **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 [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:

#### **Online course:**

**Opening:** As of 16 March 2023

**Closing:** 7 May 2023 (23.59 CEST)

#### **Face to Face course:**

**Arrival:** 4 May 2023

**Course:** 5 - 7 May 2023

**Departure:** 7 after the course completion or 8 morning

**Important note:**

World Aquatics makes a reasonable effort to plan and conduct the courses as described in the present document. However, please note that changes, including postponing or cancellation of the World Aquatics courses might take place.

**Insurance :**

Please ensure that your participants' health/travel insurance covers the country of the Certification Course, including COVID-19 issues. The organising federation will provide logistical support to any individuals with on-site illnesses. Any pre-entry, arrival and departure COVID-19 testing will be at the cost of each participant.

**Place:**

Ljubljana, Slovenia

**Arrival airport:****Ljubljana Jože Pučnik Airport (LJU)**

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 Plavalna zveza Slovenije if you require visa assistance.

**Accommodation:**

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

**M Hotel Ljubljana**

Derčeva ulica 4, 1000 Ljubljana, Slovenia

Website: [Click here](#)

Single room: 90 USD/night (full board)

Double room: 130 USD/night (full board)

**Reservations:** To make a reservation, please contact the Plavalna zveza Slovenije.

**Local transportation:** Transfers from and to the airport will be provided by the OC for those participants accommodated at the official hotel. In order to organise the local transportation, please provide the participants' flight arrival and departure details to the Plavalna zveza Slovenije

**Course venue:** **M Hotel, Derčeva 4, 1000 Ljubljana, Slovenia**

**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.

**OC contact :** Maja Virant  
Phone: +386 012396620 / +386 51 330 644  
Email: [info@plavalna-zveza.si](mailto:info@plavalna-zveza.si)

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

For any further details please contact the World Aquatics Office in Lausanne:

**Contact Person**

**Francesca Gangemi**

**World Aquatics Development Unit**

**Email: [francesca.gangemi@worldaquatics.com](mailto:francesca.gangemi@worldaquatics.com)**

Respectfully yours,

*Morgane Gaultier*

**Morgane Gaultier**

Senior Manager